

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, November 9, 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 October 12, 2021 Minutes +
  - b) Acknowledgement of Bills Paid in October+
  - c) October 2021 Budget Status Report +

Informational/Discussion (15 minutes)

5. Trustee Information Sharing I+
6. Library Board of Trustees Vacancies I+
7. POLCO Survey D+
8. Board Self-Assessment Survey D+

Decisional (45 minutes)

9. 2022 Operating Budget and 2022-2026 CIP A+
10. 2022 Grant Requests A+
11. 2022 Health Insurance Opt-Out A+
12. 2022 Holiday and Staff Training Closing Schedule A+
13. 2022 WCL/SPL Library Service Agreement A+

Reports (20 minutes)

14. Director and Other Staff Reports +
15. Board Committee Reports +
  - a. Board Governance
  - b. Executive
  - c. Facilities
  - d. Finance
16. Foundation and Friends Report +
  
17. Public Commentary and Communications
  
18. 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, November 8, 2021.

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

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 12, 2021  
Minutes**

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

**ABSENT:** Richie

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Bell called meeting to order at 7:02 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

**AGENDA ITEM 3: In-Person Public Commentary**

None.

**AGENDA ITEM 4: Consent Calendar**

*Motion to adopt consent calendar. Lockyear moved. Hollatz second.*

Carlsen noted the substantial gift from the Wick estate. He asked if there was way to recognize the gift beyond an acknowledgement letter. Troendle responded that the library currently does not provide plaques or naming for gifts. If trustees are interested in recognition or naming for large gifts, the naming rights policy should be updated. Carlsen expressed interest in formalizing recognition of a substantial gift. Hansen suggested that the Board of Trustees could formally move to acknowledge and express appreciation of gift and include this in a letter to the donor. Cox suggested that major donors could receive a personal phone call from the Director or from a trustee.

Carlsen also noted that the date of requested board action on the gifts and grants received list should be changed to 10/12/2021.

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

**AGENDA ITEM 5: Trustee Information Sharing**

Hemer discussed her recent visit to libraries in Siena, Italy and Versailles, France. The Piccolomini Library inside the Siena Cathedral in Italy has beautiful frescoes on the walls and ceilings. It also features some illuminated volumes. Hansen noted that the library also has a collection of early music. The public library of Versailles is considered one of the gems of France. The library is over a city block and boasts more than 700,000 volumes.

The Decision Tree Communication Guide was not included in the October board packet. The document follows the minutes.

**AGENDA ITEM 6: Director Evaluation Summary**

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**October 12, 2021**  
**Minutes**

Bell reported that the director's annual performance review was conducted at the September meeting in closed session. Per library procedures, Bell provided a summary of the annual performance review of the director from September 5, 2020 – September 5, 2021.

During the past year, the COVID-19 pandemic presented ongoing challenges with frequently changing circumstances, guidelines and mandates. After discussion by the full board, the trustees unanimously agreed that the director demonstrated excellent leadership and good judgement in managing the library's response to the pandemic while continuing to provide library services to the community, and to fulfill all aspects of his job description.

**AGENDA ITEM 7: Library Board of Trustees Vacancies**

Bell noted that three trustees have terms that expire at the end of year. Two trustees, Hemer and Carlsen, are eligible to reapply. Richie is coming to the end of her third full term and will be leaving the board in December.

Carlsen noted that he received notification from the city regarding the end of his term along with a link to apply. He appreciated this new streamlined process.

**AGENDA ITEM 8: POLCO Survey**

Troendle reported that the library has a second opportunity to participate in a survey through POLCO in November. The survey would go out on November 15. Troendle requested trustee input on possible survey questions.

Carlsen suggested questions on library facilities, including the terrace, lawn, and gallery space. Carlsen also suggested questions regarding the library's services, including MNLINK, Libby, SmartPass, Lynda, and Print from Anywhere.

Cox suggested questions regarding funding. Lockyear agreed and suggested asking questions about the impact on hours, programming and services due to budget cuts or constraints.

Bell asked if the library knows how people learn about library resources, programs and services. Troendle reported that a question was asked on the July survey about how patrons learned about programming.

**AGENDA ITEM 9: Grant Requests**

Troendle directed trustees to the board packet for a proposed request to the Hugh J. Andersen Foundation for board review, discussion, and approval. Troendle reported that the library received funding for two requests last year – Summer Explorers (\$12,000) and the 4<sup>th</sup> Street Lawn Design (\$10,000). This year, the library is proposing a menu of four options – Summer Explorers (\$15,500), Early Literacy (\$8,500), Youth Services Librarian (\$45,180), and Youth Services Programming Assistant (\$16,000).

Bell noted that all the requests are in youth services, providing very important services to the community. The total request is \$85,180, with \$61,180 for staffing. While Bell believes in the value of

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**October 12, 2021**  
**Minutes**

this work, she expressed mixed feeling about the staffing component. She has reservations about funding staffing with supplemental funds and the ability to continue the positions in future years.

Lockyear agreed that is risky to fund staff positions using supplemental funds. It is a risk for the staff person, for the library's work, and for the library to try to find funding. Do we need to consider cutting services instead?

Mathre questioned if patrons should feel the pain of budget cuts. Does the library seek to set a precedent by funding staff positions with supplemental funds? Does the library need to be realistic about getting more money?

Hemer wondered if a grant-funded position would be as attractive to an applicant.

Hollatz reminded the board that the public often looks at how much the city raises taxes. It may not be about services but about how much taxes may increase.

*Motion to approve the library portions of the SPLF grant requests to the Hugh J. Andersen Foundation. Hollatz moved. Hemer second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, No: None.*

**AGENDA ITEM 10: Event Space Proposals**

Bell thanked members of the Event Space Task Force for their work over the past year.

*Motion to adopt Option 1 for the future use of the Event Space. Lockyear moved. Hemer second.*

Bell opened the motion up for discussion. Lockyear directed trustees to information in packet and asked trustees for any questions. Lockyear highlighted that option 1 allows the library to have the opportunity to experiment with the event wing space and explore what can happen on the terrace while at the same time reducing the event staffing burden.

Hemer commented that she supports Option 1 as a stage 1, year 1 option and assessing how it goes. She believes there is room for small wedding ceremonies and would like to potentially add these in the future.

Carlsen raised questions about no private social events. Where would this leave an author book launch? What about an Art Reach concert? What about a Red Cross Blood Drive or a COVID-19 clinic? Could the director be given emergency powers to make an exception so opportunities are not missed? Lockyear and Goeltl discussed that some of the events occurring indoors would be considered meetings, not social events, and could potentially be accommodated. Events occurring on the terrace would need to a program sponsored by the library, Foundation, Friends, or City of Stillwater.

Hansen expressed his support of Option 1 based on experience as a member of a past board that looked at events and the current revenue generation of events. Bell noted that Option 1 is much closer to what she knows policies to be at other public libraries.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 12, 2021  
Minutes**

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

**AGENDA ITEM 11: Director and Other Staff Reports**

Troendle reported that work on the terrace capstones finished this weekend, with a total cost of \$54,800. Between our budgeted and unspent capital, plus a grant, the project is fully funded.

Troendle directed trustees' attention to samples of the synthetic roof tiles that Carlsen obtained. He encouraged trustees to check them out following the meeting. City Facilities Manager Greiner is also aware of these tiles and will evaluate.

Troendle updated trustees that the library's Facebook page was suspended on Friday. The suspension has been appealed, and the library is waiting for Facebook to republish the page.

Trustees asked questions about circulation and new library cards. Cox suggested a bar chart or graph comparing the current year to past years. Hansen requested a narrative sentence to accompany any visual depictions.

Bell asked about any recent hiring decisions. Troendle reported that new positions were filled in both Reference and Circulation this week.

Hemer wished she could have attended the walking tour program and hopes that this will be repeated next year.

Cox noted that it was wonderful to see library staff member Aurora Jacobsen out and about in the community at a chamber meeting.

**AGENDA ITEM 12: Foundation & Friends Report**

Mark reported on Friends book drive and book sale schedule. The book collection dates are Saturday, October 30 & Saturday, November 6 from 10:30 AM - 3:00 PM in the library parking ramp. The book sale begins on Wednesday, November 10 from 5:00 – 7:30 PM with a member only preview. The sale opens to the public on Thursday, November 11 from 10:15 AM – 7:30 PM. The sale continues on Friday and Saturday from 10:15 AM – 4:30 PM.

Cox asked about the DeCurtins gift and investment strategies. Troendle reported that Foundation interviewed several firms and went with First State Bank & Trust, which had the lowest investment fees. The Foundation is working to determine an investment policy and strategy.

**AGENDA ITEM 13: Board Committee Reports**

- a) Board Governance Committee: Committee did not meet.
  - Recruitment flyers for trustees have been placed around the community. Cox asked if the trustee position could be posted on the MN Council of Nonprofits.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
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- Trustees should have received a self-assessment survey on October 1 with surveys due on October 20. Results will be reported to the board in November.
- b) Executive Committee: Committee did not meet. A committee self-assessment survey will be sent to trustees in the next few weeks.
- c) Facilities Committee: The Facilities Committee's last meeting was on the terrace with City Facilities Manager Mick Greiner. The Committee's current projects are masonry repair, roofing, and the 4<sup>th</sup> Street Lawn project. The Committee is hoping to finalize the Calyx design for the lawn this year. Carlsen asked: Why do the Foundation and Friends reports come before the committee reports? This interrupts the rhythm of the meeting a bit.
- d) Finance Committee: None.
- e) Library Events Task Force: No report. With the adoption of the new event space proposal, nothing further is needed from the group and the task force is disbanded. Troendle will work on the policy revisions related to the event space proposals.

**AGENDA ITEM 14: Public Commentary and Communications**

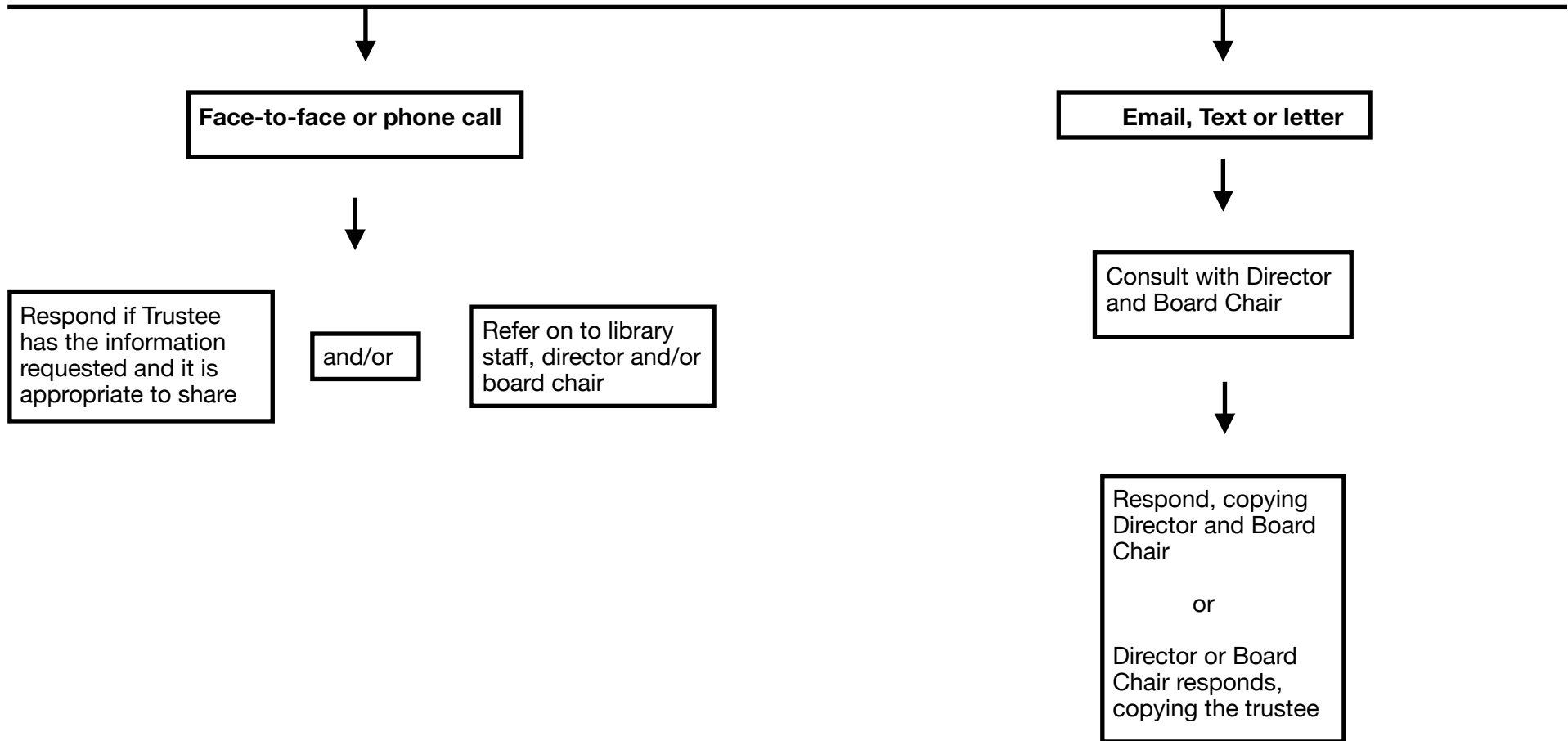
None.

**AGENDA ITEM 15: Adjournment**

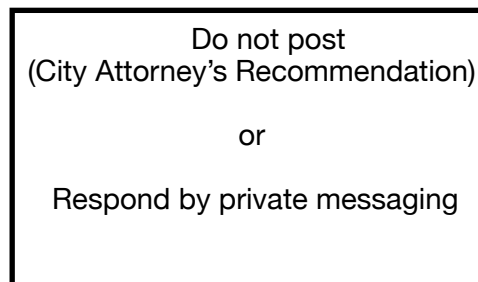
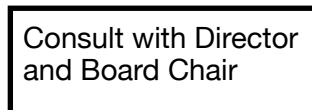
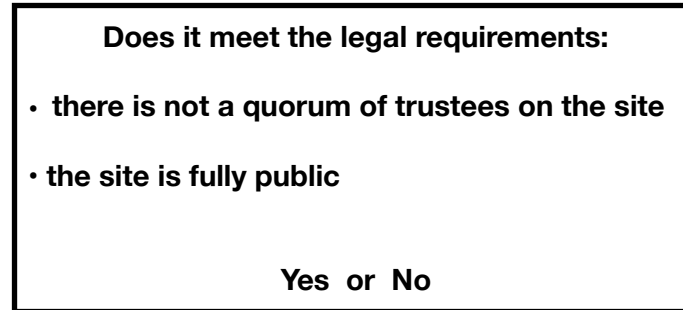
*Motion to adjourn. Hansen moved. Carlsen second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, No: None.*

Meeting adjourned at 8:33 PM.

**Trustee Receives Library-Related Communication**



## Trustee Becomes Aware of Library-Related Post on a Social Media Platform





**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgement of Bills Paid in October 2021</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of October 2021 bills paid</b>				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of October:				
<b>October 2021 (2021 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 15,457.13	\$ 3,653.12	\$ 15.38	\$ 19,125.63
<b>Capital Expenditures*</b>	\$ 54,800.00	\$ -	\$ -	\$ 54,800.00
<b>Total</b>	<b>\$ 70,257.13</b>	<b>\$ 3,653.12</b>	<b>\$ 15.38</b>	<b>\$ 73,925.63</b>
* \$20,000 will be transferred in from Foundation for this capital expenditure.				
Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: October 5, 2021</i>				
<ul style="list-style-type: none"> <li>\$1,226 paid to Master Mechanical for preventative maintenance.</li> </ul>				
<i>Bill Resolution: October 19, 2021</i>				
<ul style="list-style-type: none"> <li>\$54,8000 paid to A&amp;K Construction for masonry repairs. \$34,800 was funded by the library's capital allocation for the city and \$20,000 was funded by a grant from the Huelsmann Foundation.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>10/5/2021 Bill Resolution – 2021 Bills</b> <b>10/10/2021 Bill Resolution – 2021 Bills</b>				
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
<b>INVOICES PAYABLE</b>						
1D3W-1Q1X-H1KC	09/21/21	Amazon Business	Programs - Juv (SPLF)	\$ 34.02	232-4232-2407-0000	SPLF - Programs
1Y7D-QJNP-K3FT	09/22/21	Amazon Business	Materials - Processing Supplies	\$ 31.09	230-4230-3404-0000	Processing Fee
164T-QRLT-KQQM	09/24/21	Amazon Business	Programs - Juv (SPLF)	\$ 33.23	232-4232-2407-0000	SPLF - Programs
2036180215	09/02/21	Baker and Taylor	Materials - Juv (SPLF)	\$ 114.61	232-4232-2113-0000	SPLF - Materials
1241883	08/31/21	Blackstone Audio	Materials - Audio (SJAB)	\$ 375.64	230-4230-2402-0000	Audio
1244080	09/10/21	Blackstone Audio	Materials - Audio (SAAB)	\$ 105.19	230-4230-2402-0000	Audio
10052021	10/05/21	Brodart Co	Materials - Juv	\$ 1,127.53	230-4230-2400-0000	Childrens Books
10052021	10/05/21	Brodart Co	Materials - Adult Fiction (230 Kolliner)	\$ 19.58	230-4230-2401-0000	Adult Books - Fiction
10052021	10/05/21	Brodart Co	Materials - Adult Fiction	\$ 698.15	230-4230-2401-0000	Adult Books - Fiction
10052021	10/05/21	Brodart Co	Materials - Adult Nonfiction (230 Broderick)	\$ 29.36	230-4230-2405-0000	Adult Books - Non Fiction
10052021	10/05/21	Brodart Co	Materials - Adult Nonfiction (230 Casey)	\$ 13.50	230-4230-2405-0000	Adult Books - Non Fiction
10052021	10/05/21	Brodart Co	Materials - Adult Nonfiction (230 Ledy)	\$ 14.03	230-4230-2405-0000	Adult Books - Non Fiction
10052021	10/05/21	Brodart Co	Materials - Adult Nonfiction	\$ 648.63	230-4230-2405-0000	Adult Books - Non Fiction
10052021	10/05/21	Brodart Co	Materials - YA	\$ 376.51	230-4230-2406-0000	Teen Books
10052021	10/05/21	Brodart Co	Materials - Processing	\$ 144.90	230-4230-3404-0000	Processing Fee
129914045	09/01/21	Comcast	Internet - September	\$ 188.06	230-4230-3098-0000	Technology Support
DIR9926548	09/14/21	Educational Development Corporation	Materials - Juv (SPLF)	\$ 86.94	232-4232-2113-0000	SPLF - Materials
9252021	09/25/21	Kaericher Jodi	Programs - Adult (SPLF) Staff Reimbursement	\$ 100.00	232-4232-2407-0000	SPLF - Programs
9182021	09/18/21	Koegel Christian M	Materials - Cataloging/Processing (9/18/2021)	\$ 196.00	230-4230-3404-0000	Processing Fee
3831532	09/23/21	Loffler Companies	Copier/Printer	\$ 464.46	230-4230-3707-0000	Maintenance Agreements
60325	09/08/21	Master Mechanical Inc.	Preventative Maintenance	\$ 1,226.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
96873	09/09/21	Menards	Supplies	\$ 19.43	230-4231-2102-0000	Janitorial Supplies
10052021	10/05/21	Midwest Tape	Materials - Audio (SJAB)	\$ 46.98	230-4230-2402-0000	Audio
10052021	10/05/21	Midwest Tape	Materials - Audio (SJM)	\$ 48.41	230-4230-2402-0000	Audio
10052021	10/05/21	Midwest Tape	Materials - Video (SAV)	\$ 675.48	230-4230-2408-0000	Film/Video
10052021	10/05/21	Midwest Tape	Materials - Processing	\$ 111.71	230-4230-3404-0000	Processing Fee
FF001	09/23/21	Tan Ni	Programs - Adult (SPLF)	\$ 350.00	232-4232-2407-0000	SPLF - Programs
138491692	09/10/21	Uline Inc	Supplies	\$ 236.20	230-4231-2102-0000	Janitorial Supplies
		<b>INVOICES SUBTOTAL</b>		<b>\$ 7,515.64</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
10052021	10/05/21	Postmaster	Postage for October 2021 City Newsletter	\$ 290.69	230-4230-3102-0000	Postage
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
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 4,491.08</b>		
<b>GRAND TOTAL</b>				<b>\$ 12,006.72</b>		

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
<b>INVOICES PAYABLE</b>						
659	10/04/21	A&K Construction	Masonry Repairs (Capital Project #21-4231-959)	\$ 54,800.00	120-4230-5200-0000	C/O & Improvements
1C9Q-4H46-W3FC	09/11/21	Amazon Business	Materials - Juv Nature Backpacks (Friends)	\$ 15.38	235-4235-2101-0000	Library Donations Materials
1C9Q-4H46-W3FC	09/11/21	Amazon Business	Programs - Juv (SPLF)	\$ 51.40	232-4232-2407-0000	SPLF - Programs
1HPK-WHWD-GFKD	10/04/21	Amazon Business	Supplies	\$ 287.74	230-4230-2101-0000	General Supplies
1FQJ-MPXM-HTG3	10/09/21	Amazon Business	Materials - Adult Nonfiction (SPLF)	\$ 21.15	232-4232-2113-0000	SPLF - Materials
1FQJ-MPXM-HTG3	10/09/21	Amazon Business	Materials - Adult Fiction (SPLF)	\$ 21.82	232-4232-2113-0000	SPLF - Materials
1JMC-4Q9Q-FGRK	10/13/21	Amazon Business	Materials - Adult Fiction (SPLF)	\$ 16.63	232-4232-2113-0000	SPLF - Materials
1JMC-4Q9Q-FGRK	10/13/21	Amazon Business	Materials - Video (SAV)	\$ 129.97	230-4230-2408-0000	Film/Video
1478	09/30/21	Artistry	Programs - Adult (SPLF)	\$ 337.50	232-4232-2407-0000	SPLF - Programs
10192021	10/19/21	Brodart Co	Materials - Adult Fiction (230 Tribute Kolliner)	\$ 23.14	230-4230-2401-0000	Adult Books - Fiction
10192021	10/19/21	Brodart Co	Materials - Adult Nonfiction (230 Tribute Parkhurst)	\$ 30.24	230-4230-2405-0000	Adult Books - Non Fiction
10192021	10/19/21	Brodart Co	Materials - Adult Fiction	\$ 1,634.83	230-4230-2401-0000	Adult Books - Fiction
10192021	10/19/21	Brodart Co	Materials - Adult Nonfiction	\$ 662.23	230-4230-2405-0000	Adult Books - Non Fiction
10192021	10/19/21	Brodart Co	Materials - YA	\$ 304.45	230-4230-2406-0000	Teen Books
10192021	10/19/21	Brodart Co	Materials - Processing	\$ 465.33	230-4230-3404-0000	Processing Fee
10192021	10/19/21	Brodart Co	Materials - Adult Fiction (SPLF)	\$ 47.52	232-4232-2113-0000	SPLF - Materials
10192021	10/19/21	Brodart Co	Materials - Juv (SPLF)	\$ 745.10	232-4232-2113-0000	SPLF - Materials
4097459474	09/30/21	Cintas Corporation	Towels & Rugs	\$ 178.20	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
131875936	10/01/21	Comcast	Internet - October	\$ 188.10	230-4230-3098-0000	Technology Support
306-02444792-3	09/30/21	Culligan of Stillwater	Water	\$ 33.95	230-4230-4099-0000	Miscellaneous Charges
10052021	10/05/21	Jacobsen Aurora	Programs - Adult (SPLF) Staff Reimbursement	\$ 139.68	232-4232-2407-0000	SPLF - Programs
11140301	07/21/21	KidCreate Studio/Get Messy	Programs - Juv (SPLF)	\$ 300.00	232-4232-2407-0000	SPLF - Programs
11140311	07/21/21	KidCreate Studio/Get Messy	Programs - Juv (SPLF)	\$ 300.00	232-4232-2407-0000	SPLF - Programs
205742	06/15/21	Loft Literary Center	Programs - Adult (SPLF)	\$ 375.00	232-4232-2407-0000	SPLF - Programs
97616	09/30/21	Menards	Supplies	\$ 7.88	230-4231-2102-0000	Janitorial Supplies
10192021	10/19/21	Midwest Tape	Materials - Video (SAV)	\$ 147.67	230-4230-2408-0000	Film/Video
10192021	10/19/21	Midwest Tape	Materials - Audio (SJM)	\$ 23.23	230-4230-2402-0000	Audio
10192021	10/19/21	Midwest Tape	Materials - Processing	\$ 30.80	230-4230-3404-0000	Processing Fee
FF002	10/07/21	Tan Ni	Programs - Adult (SPLF)	\$ 350.00	232-4232-2407-0000	SPLF - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 61,668.94</b>		
<b>CREDIT CARD</b>						
21-9784-1	8/11/2021	Today's Classroom LLC	Programs - Juv Art Cart (SPLF)	\$ 172.05	232-4232-2407-0000	SPLF - Programs
25861162	8/12/2021	Dream Host	Website Hosting	\$ 21.45	230-4230-3098-0000	Technology Support
21-9784-2	8/20/2021	Today's Classroom LLC	Programs - Juv Art Cart (SPLF)	\$ 56.47	232-4232-2407-0000	SPLF - Programs
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 249.97</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None				\$ -		
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 61,918.91</b>		

Submitted for payment

Mark Troendle, Library Director

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 October 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 – October 31, 2021.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Expenditures: Capital expenditures total 63,534.79.             <ul style="list-style-type: none"> <li>○ \$4,420 was expended in C/O Machinery &amp; Equipment for a floor scrubber, budgeted at \$5,000.</li> <li>○ \$4,314 was expended for C/O &amp; Improvements for the LED lighting retrofit project, budgeted at \$6,500.</li> <li>○ \$54,800 was expended for C/O &amp; 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.</li> </ul> </li> <li>• Remaining Funds: \$1,465 of the library’s capital allocation remain unspent and will return to the city for other projects.</li> </ul> <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"> <li>• Rental Fees: Room rentals were budgeted at \$500 for 2021. To date, \$1,252 has been received and an additional \$3,500 is expected from meeting fees and the final profit-sharing from One23 for the 2021 events hosted at the library.</li> <li>• 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 \$1000 for 2021.</li> <li>• Interest Earnings/Investments is currently reported at -\$6,906.91. Per Finance, this reflects the difference between the booked value and market value of investments. At the close of the fiscal year, Finance will update the difference, reflecting the interest earnings for the year.</li> <li>• 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.</li> <li>• 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.</li> </ul>	

230 Funds – Operating Expenditures:

- Personnel Services: Personnel expenditures total \$739,923.81. We are through 77% of the pay periods and are running under the budgeted pace of \$760,127. 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. Orders total \$87,026 to date. Expenditures total \$68,650.12. The full materials budget is projected to be spent by year-end.
- Services and Charges: The 2021 budget is \$67,147. A total of \$29,501 has been expended to date. Expenses for the circulation system, legal services, and processing will be charged at year-end. One large expense is the maintenance agreement with Bibliotheca. \$8,419 was paid to date for the service agreement on the self-checks and RFID pads. Maintenance agreement for sorter remains on hold.

230 Funds – Plant Expenditures:

- Plant – Personnel Services: Personnel expenditures total \$93,841. This is slightly below the budgeted pace of \$98,106.
- 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 \$8,854 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 October Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 11/4/2021 - 12:47 PM  
 Period: 1 to 10, 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: 11/4/2021 - 12:24 PM  
 Period: 1 to 10, 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	1,252.30	1,252.30	-752.30	0.00	-752.30	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	277.00	277.00	223.00	0.00	223.00	44.60
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	1,555.30	1,555.30	4,644.70	0.00	4,644.70	74.91
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	-6,906.91	-6,906.91	7,906.91	0.00	7,906.91	790.69
230-0000-3820-0100	Gifts	1,500.00	842.00	842.00	658.00	0.00	658.00	43.87
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	240.00	240.00	180.00	0.00	180.00	42.86
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	-2,885.22	-2,885.22	30,971.88	0.00	30,971.88	110.27
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	1,161,496.70	1,161,496.70	232,299.30	0.00	232,299.30	16.67
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	1,161,496.70	1,161,496.70	232,299.30	0.00	232,299.30	16.67
	Revenue Sub Totals:	1,428,082.66	1,160,166.78	1,160,166.78	267,915.88	0.00	267,915.88	18.76
	Dept 0000 Sub Totals:	-1,428,082.66	-1,160,166.78	-1,160,166.78	-267,915.88	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	140,750.53	140,750.53	281,401.77	0.00	281,401.77	66.66
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	16,595.33	16,595.33	-16,595.33	0.00	-16,595.33	0.00
230-4230-1113-0000	Vacation Pay	0.00	28,744.82	28,744.82	-28,744.82	0.00	-28,744.82	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	400,132.14	400,132.14	-43,529.47	0.00	-43,529.47	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	40,413.57	40,413.57	17,993.05	0.00	17,993.05	30.81
230-4230-1420-0000	FICA/Medicare	59,574.76	44,587.34	44,587.34	14,987.42	0.00	14,987.42	25.16
230-4230-1500-0000	Hospital / Medical	87,166.32	52,954.00	52,954.00	34,212.32	0.00	34,212.32	39.25
230-4230-1520-0000	Dental Insurance	2,684.40	3,010.26	3,010.26	-325.86	0.00	-325.86	0.00
230-4230-1540-0000	Life Insurance	767.68	352.44	352.44	415.24	0.00	415.24	54.09
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	1,004,021.41	739,923.81	739,923.81	264,097.60	0.00	264,097.60	26.30
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	2,115.13	2,115.13	2,384.87	0.00	2,384.87	53.00
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	18,085.05	18,085.05	-226.55	0.00	-226.55	0.00
230-4230-2401-0000	Adult Books - Fiction	18,232.50	17,511.81	17,511.81	720.69	0.00	720.69	3.95
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	4,093.08	4,093.08	71.92	0.00	71.92	1.73
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	13,873.81	13,873.81	3,423.69	0.00	3,423.69	19.79
230-4230-2406-0000	Teen Books - Materials	4,675.00	4,401.30	4,401.30	273.70	0.00	273.70	5.85
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	71,544.90	71,544.90	27,926.10	0.00	27,926.10	28.07
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	3,399.73	3,399.73	7,300.27	0.00	7,300.27	68.23
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	1,072.83	1,072.83	427.17	0.00	427.17	28.48
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	1,210.00	1,210.00	1,290.00	0.00	1,290.00	51.60
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	8,700.10	8,700.10	5,299.90	0.00	5,299.90	37.86
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	29,501.82	29,501.82	37,645.30	0.00	37,645.30	56.06
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	300.00	300.00	294.01	0.00	294.01	49.50
230-4230-4001-0000	Subscriptions	625.00	625.00	625.00	0.00	0.00	0.00	0.00
230-4230-4093-0000	COVID-19	0.00	907.65	907.65	-907.65	0.00	-907.65	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	622.47	622.47	2,377.53	0.00	2,377.53	79.25
	E20 Sub Totals:	4,219.01	2,455.12	2,455.12	1,763.89	0.00	1,763.89	41.81
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	843,425.65	843,425.65	331,432.89	0.00	331,432.89	28.21
	Dept 4230 Sub Totals:	1,174,858.54	843,425.65	843,425.65	331,432.89	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	39,129.55	39,129.55	23,702.69	0.00	23,702.69	37.72
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	3,002.40	3,002.40	-3,002.40	0.00	-3,002.40	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	21,870.52	21,870.52	10,070.78	0.00	10,070.78	31.53
230-4231-1410-0000	PERA	7,001.44	4,860.18	4,860.18	2,141.26	0.00	2,141.26	30.58

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
230-4231-1420-0000	FICA/Medicare	7,250.18	4,864.81	4,864.81	2,385.37	0.00	2,385.37	32.90
230-4231-1500-0000	Hospital / Medical	17,534.16	16,104.34	16,104.34	1,429.82	0.00	1,429.82	8.15
230-4231-1520-0000	Dental Insurance	757.80	694.76	694.76	63.04	0.00	63.04	8.32
230-4231-1540-0000	Life Insurance	116.00	72.00	72.00	44.00	0.00	44.00	37.93
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>127,433.12</b>	<b>93,841.80</b>	<b>93,841.80</b>	<b>33,591.32</b>	<b>0.00</b>	<b>33,591.32</b>	<b>26.36</b>
E10	<b>SUPPLIES</b>							
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	2,146.66	2,146.66	2,353.34	0.00	2,353.34	52.30
230-4231-2202-0000	Building Repair Supplies	1,500.00	177.44	177.44	1,322.56	0.00	1,322.56	88.17
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
	<b>E10 Sub Totals:</b>	<b>7,250.00</b>	<b>2,324.10</b>	<b>2,324.10</b>	<b>4,925.90</b>	<b>0.00</b>	<b>4,925.90</b>	<b>67.94</b>
E15	<b>SERVICES AND CHARGES</b>							
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	1,158.90	1,158.90	541.10	0.00	541.10	31.83
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	29,642.76	29,642.76	12,357.24	0.00	12,357.24	29.42
230-4231-3601-0000	Natural Gas	14,000.00	6,495.50	6,495.50	7,504.50	0.00	7,504.50	53.60
230-4231-3703-0000	Building Repair Charges	20,000.00	8,854.04	8,854.04	11,145.96	0.00	11,145.96	55.73
230-4231-3707-0000	Maintenance Agreements	9,500.00	8,584.49	8,584.49	915.51	0.00	915.51	9.64
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E15 Sub Totals:</b>	<b>117,441.00</b>	<b>54,735.69</b>	<b>54,735.69</b>	<b>62,705.31</b>	<b>0.00</b>	<b>62,705.31</b>	<b>53.39</b>
E20	<b>MISCELLANEOUS</b>							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,426.16	1,426.16	-326.16	0.00	-326.16	0.00
	<b>E20 Sub Totals:</b>	<b>1,100.00</b>	<b>1,426.16</b>	<b>1,426.16</b>	<b>-326.16</b>	<b>0.00</b>	<b>-326.16</b>	<b>0.00</b>
E40	<b>OTHER FINANCING USES</b>							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E40 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Expense Sub Totals:</b>	<b>253,224.12</b>	<b>152,327.75</b>	<b>152,327.75</b>	<b>100,896.37</b>	<b>0.00</b>	<b>100,896.37</b>	<b>39.84</b>
	<b>Dept 4231 Sub Totals:</b>	<b>253,224.12</b>	<b>152,327.75</b>	<b>152,327.75</b>	<b>100,896.37</b>	<b>0.00</b>		
Dept 230-4900	<b>IMPROVEMENT PROJECTS</b>							
E15	<b>SERVICES AND CHARGES</b>							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E15 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
E25	<b>CAPITAL OUTLAY</b>							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
	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	1,160,166.78	1,160,166.78	267,915.88	0.00	267,915.88	18.76
	Fund Expense Sub Totals:	1,428,082.66	995,753.40	995,753.40	432,329.26	0.00	432,329.26	30.27
	Fund 230 Sub Totals:	0.00	-164,413.38	-164,413.38	164,413.38	0.00		

**Agenda Items Details**

<b>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:</b> Trustee Information Sharing	
<b>OWNER:</b> Trustees	<b>PRESENTER:</b> Trustees
<b>REQUESTED AGENDA TYPE (A, I, D):</b> I	<b>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</b>
<b>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</b>	
<p><b>BACKGROUND/CONTEXT:</b>  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 October 27, Troendle emailed trustees on behalf of the Executive Committee with a link to a self-assessment survey of board standing committees. Each standing committee was asked to discuss the survey at a committee meeting (in-person, virtual, e-mail discussion, or conference call) and submit a single response from the committee by November 15.</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>	
<b>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</b>	
<b>PREVIOUS ACTION ON ITEM:</b>	
<b>REVIEWED BY COMMITTEE?:</b>	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Board of Trustee Vacancies</b>	
OWNER: <b>Bell, President</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<b>BACKGROUND/CONTEXT:</b> <p>As noted in the previous packet, three trustees have terms ending this December: Carlsen, Hemer, and Richie. Only Carlsen and Hemer are eligible to reapply to serve another term; Richie will reach the end of her third term in December and can no longer reapply.</p> <p>A vacancy notice has been publicly posted with an application deadline of November 8 at 4:30 PM.</p> <p>Following the November 8 deadline, an interview committee will be provided with the list of trustees requesting reappointment and residents who have applied for the vacancy posting or have applied for consideration within the past year. The committee will determine the interview process and provide a recommendation for appointments to the Board of Trustees at the December meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Polco Survey</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b>          In mid-November, the library has an opportunity to participate in an online Polco survey offered through the City of Stillwater. Polco (short for political compass) is an online polling platform used by local governments and other public sector organizations.</p> <p>While 5-7 questions are recommended, the survey could consist of fewer or more questions. Possible questions include those listed below. Would the board recommend revising the list by deleting or adding other specific questions? The last survey generated 89 responses.</p> <ol style="list-style-type: none"> <li>1. How often do you currently use library services? [select one]             <ol style="list-style-type: none"> <li>a. Once a week or more</li> <li>b. Once a month or more</li> <li>c. A few times a year</li> <li>d. Once a year or less</li> </ol> </li>   <li>2. If you use the library, how do use it? [select all that apply]             <ol style="list-style-type: none"> <li>a. Education (e.g., homework, storytime programs, access to literacy resources)</li> <li>b. Recreational activities (e.g., reading, genealogy, hobbies, book clubs)</li> <li>c. Work-related activities (e.g., access to market research data, meeting space, job search resources)</li> <li>d. Cultural activities (e.g., viewing art exhibits, smARTpass access)</li> <li>e. Technology access (e.g., Print from Anywhere, computers, internet)</li> <li>f. Not applicable</li> </ol> </li>   <li>3. What do you value most about the library? [select one]             <ol style="list-style-type: none"> <li>a. Availability of staff to provide programs, research assistance, tech help, connections to community resources, etc.</li> <li>b. A welcoming space to relax, explore, study, read or socialize</li> <li>c. A place to borrow materials, such books, music, movies, Wi-Fi hotspots, etc.</li> <li>d. Meeting room access</li> <li>e. Not applicable</li> </ol> </li>   <li>4. How strongly do you agree or disagree with the following statement: I feel welcome at the library. [select one]             <ol style="list-style-type: none"> <li>a. Strongly agree</li> <li>b. Agree</li> <li>c. Neutral</li> <li>d. Disagree</li> <li>e. Strongly disagree</li> </ol> </li> </ol>	

<p>f. Not applicable</p> <p>5. How strongly do you agree or disagree with the following statement: The library generally has (or can get) the resources I need. [select one]</p> <ul style="list-style-type: none"><li>a. Strongly agree</li><li>b. Agree</li><li>c. Neutral</li><li>d. Disagree</li><li>e. Strongly disagree</li><li>f. Not applicable</li></ul> <p>6. What would encourage you to use library services more frequently? [select all that apply]</p> <ul style="list-style-type: none"><li>a. More comfortable seating or other amenities on the terrace</li><li>b. The pandemic to be over</li><li>c. More seating on the 4<sup>th</sup> Street lawn</li><li>d. More books and other materials</li><li>e. More programs</li><li>f. Not applicable</li></ul> <p>7. Is there anything else you would like to tell us that could help us improve the library user experience?</p>
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Self-Assessment Survey</b>	
OWNER: <b>Board Governance Committee</b>	PRESENTER: <b>Paula Hemer</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>One hundred percent of the trustees participated in the Self-Assessment Survey. Thank you! The Committee would like Board feedback of the tabulated and graphed results as well as the individual comments and suggestions for future training.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS <b>Board Self-Assessment Survey</b> <b>Board Self-Assessment Survey Results</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	





## Board Self-Assessment Survey

The Stillwater Public Library Board of Trustees will complete the Board Self-Assessment each year, which is a simple tool to evaluate the effectiveness of the board and to quantify the perceptions of the trustees as to their role on the board. The results of the self-assessment can help identify areas needing clarification, gaps in skills trustees believe they need for the board to be successful, and topics for future board education.

As background material, here is a link to the [City of Stillwater Council & Boards/Commissions Handbook](#). The chapter on Open Meeting Law and Data Practices begins on page 18. While this information is not needed to complete the survey, it is provided as an additional resource that may be of interest.

**Please select a number from 0-5 to answer the following statements. Zero means no awareness of principle/policy. Five means full understanding and adherence.**

\* 1. The Stillwater Public Library Board of Trustees members understand their [roles and responsibilities](#).

0                      1                      2                      3                      4                      5

\* 2. The Stillwater Public Library Board of Trustees new members are given an orientation inclusive of structure, function, committees, and role participation.

0                      1                      2                      3                      4                      5

\* 3. The Stillwater Public Library Board of Trustees work effectively as a group, resolving differences professionally.

0                      1                      2                      3                      4                      5

\* 4. The Stillwater Public Library Board of Trustees uses [mission and vision](#) when making policy and making decisions.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 5. The Stillwater Public Library Board of Trustees is involved in the development and monitoring of the library's [strategic goals/plan](#).

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 6. The Stillwater Public Library Board of Trustees maintains an effective relationship with the library director, providing community perspective and support that will assist the director and staff to provide smooth operation for the library.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 7. The Stillwater Public Library Board of Trustees provides timely and meaningful evaluation of the library director in accordance with policy and procedures.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 8. The Stillwater Public Library Board of Trustees monthly meetings are well planned and organized with enough allocated time to complete business effectively.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 9. The Stillwater Public Library Board of Trustees members regularly attend monthly meetings and assigned committee meetings.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\* 10. The Stillwater Public Library Board of Trustees understands the budget and provides effective oversight for fiscal operation.

0	1	2	3	4	5
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0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

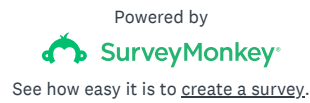
\* 11. The Stillwater Public Library Board of Trustees promotes, advocates for, and supports the library in the community.

0	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Comments

13. Recommendations for future training

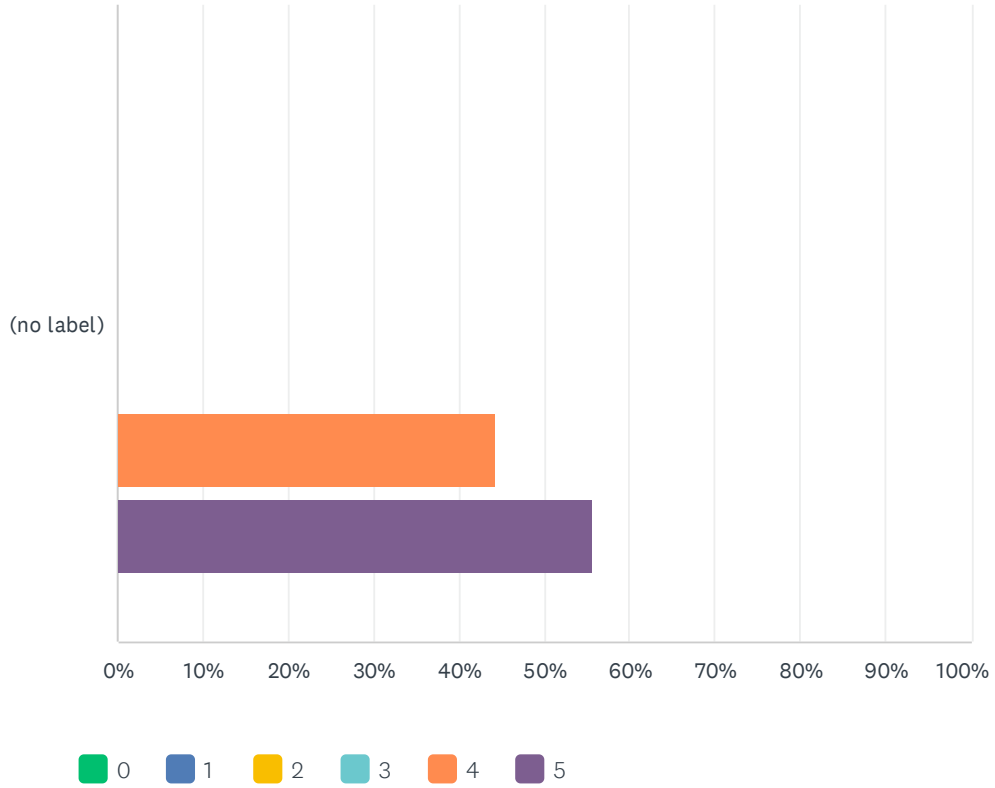
Done



[Privacy & Cookie Notice](#)

# Q1 The Stillwater Public Library Board of Trustees members understand their roles and responsibilities.

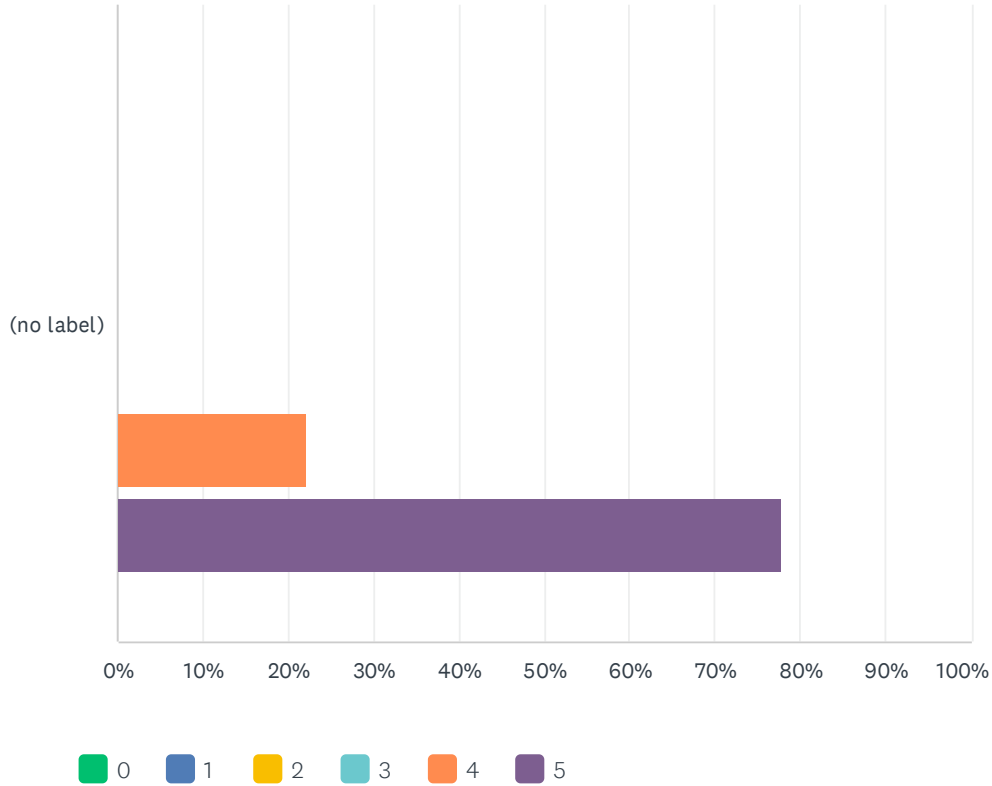
Answered: 9 Skipped: 0



	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	0.00%	0.00%	44.44%	55.56%	9	4.56
	0	0	0	0	4	5		

## Q2 The Stillwater Public Library Board of Trustees new members are given an orientation inclusive of structure, function, committees, and role participation.

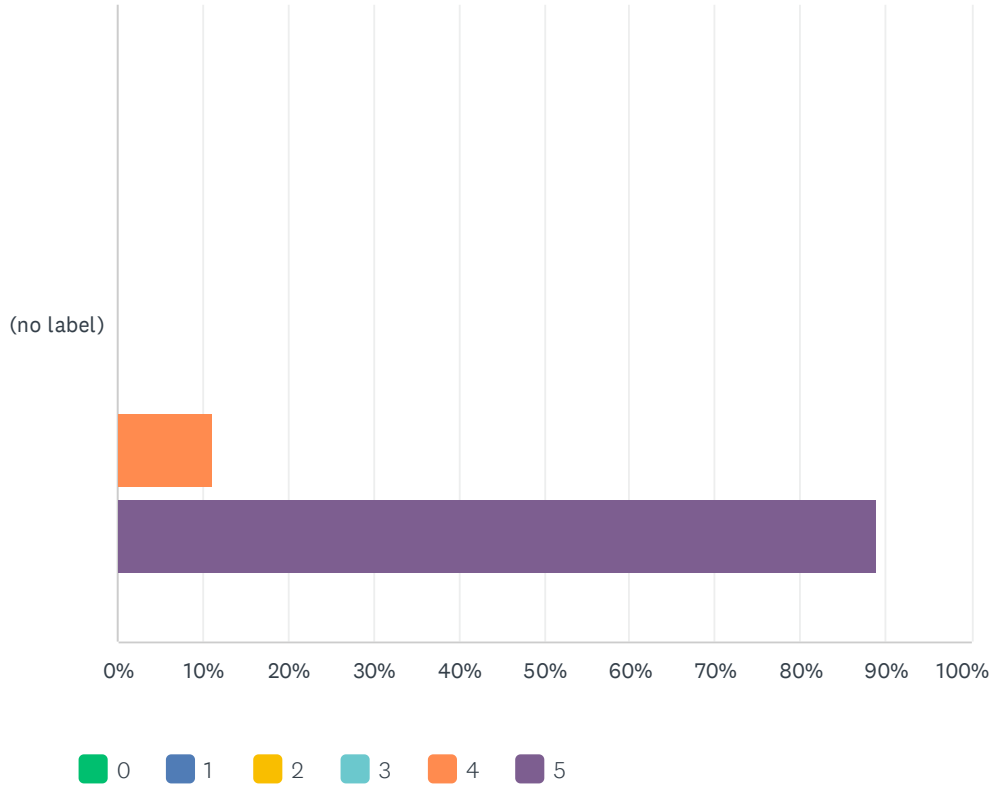
Answered: 9 Skipped: 0



	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	0.00%	0.00%	22.22%	77.78%	9	4.78
	0	0	0	0	2	7		

### Q3 The Stillwater Public Library Board of Trustees work effectively as a group, resolving differences professionally.

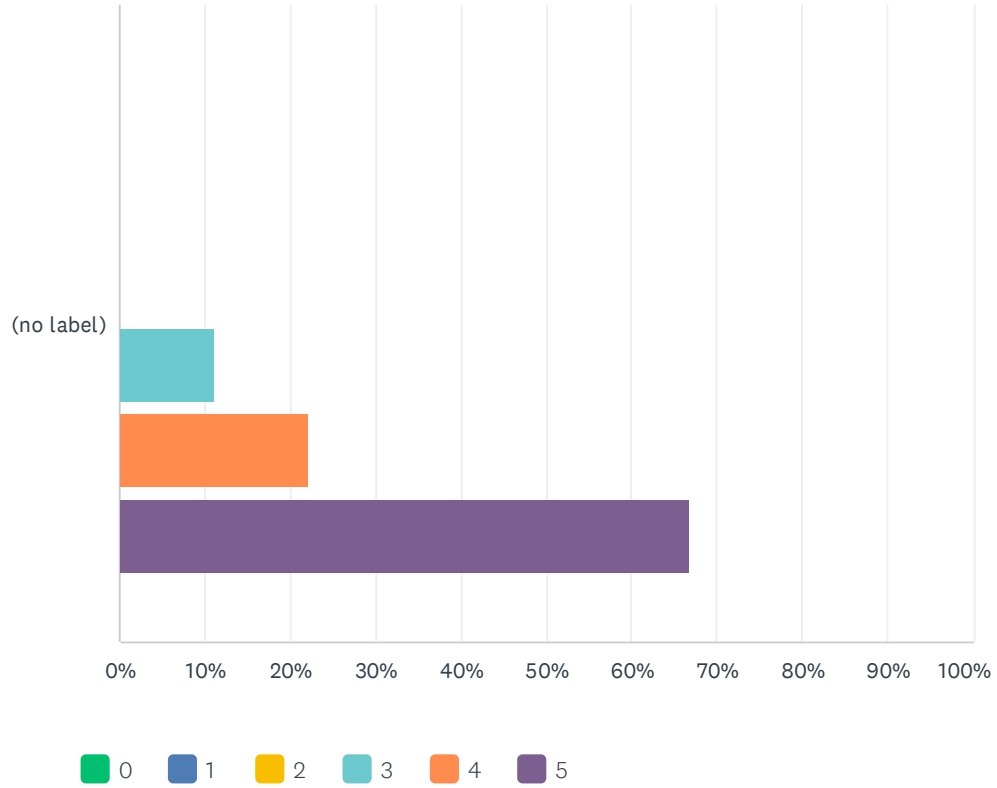
Answered: 9 Skipped: 0



	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	0.00%	0.00%	11.11%	88.89%	9	4.89
	0	0	0	0	1	8		

### Q4 The Stillwater Public Library Board of Trustees uses mission and vision when making policy and making decisions.

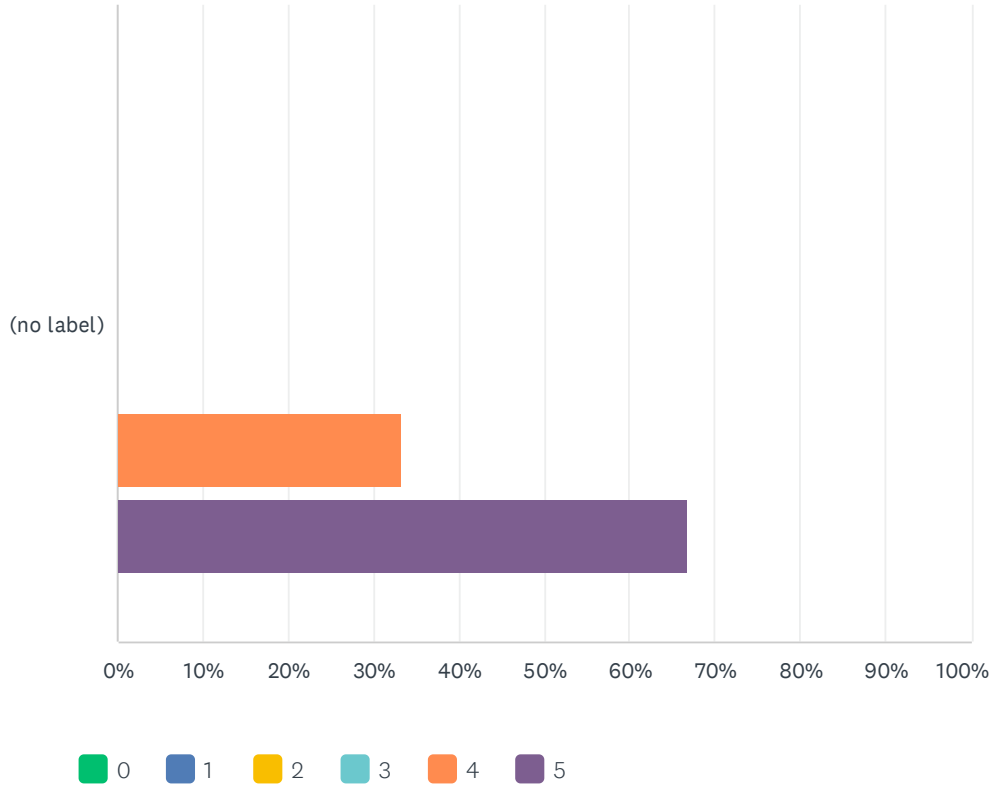
Answered: 9 Skipped: 0



	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	0.00% 0	11.11% 1	22.22% 2	66.67% 6	9	4.56

### Q5 The Stillwater Public Library Board of Trustees is involved in the development and monitoring of the library’s strategic goals/plan.

Answered: 9 Skipped: 0

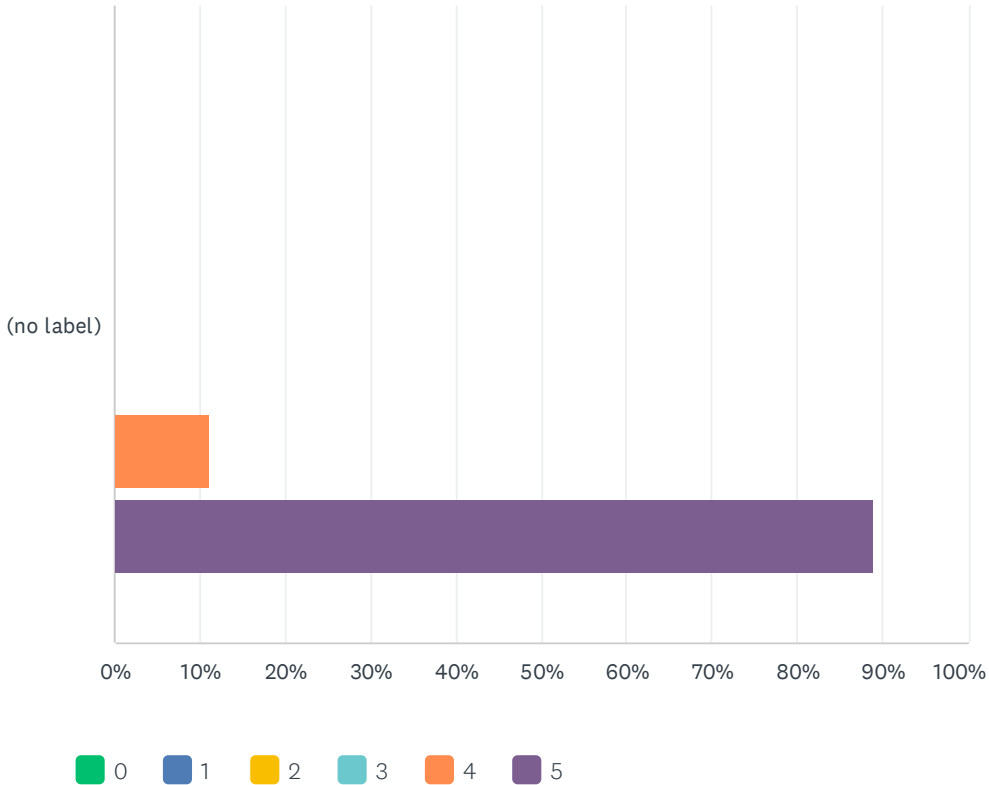


	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	0.00% 0	0.00% 0	33.33% 3	66.67% 6	9	4.67



**Q6 The Stillwater Public Library Board of Trustees maintains an effective relationship with the library director, providing community perspective and support that will assist the director and staff to provide smooth operation for the library.**

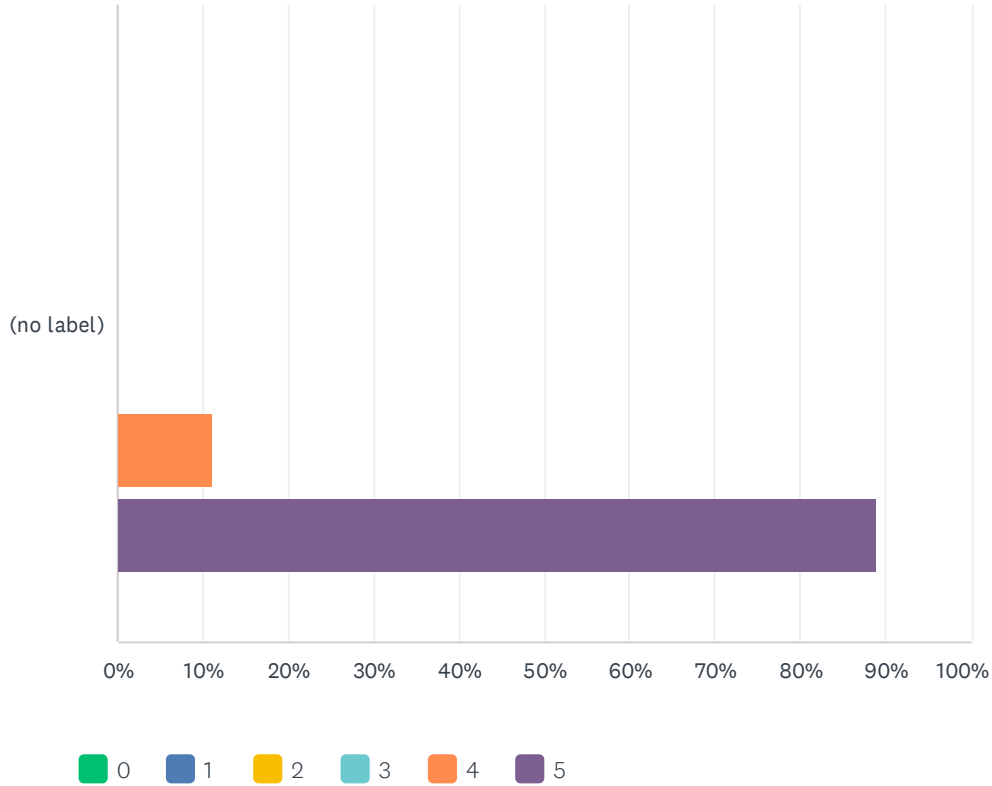
Answered: 9 Skipped: 0



	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	0.00% 0	0.00% 0	11.11% 1	88.89% 8	9	4.89

## Q7 The Stillwater Public Library Board of Trustees provides timely and meaningful evaluation of the library director in accordance with policy and procedures.

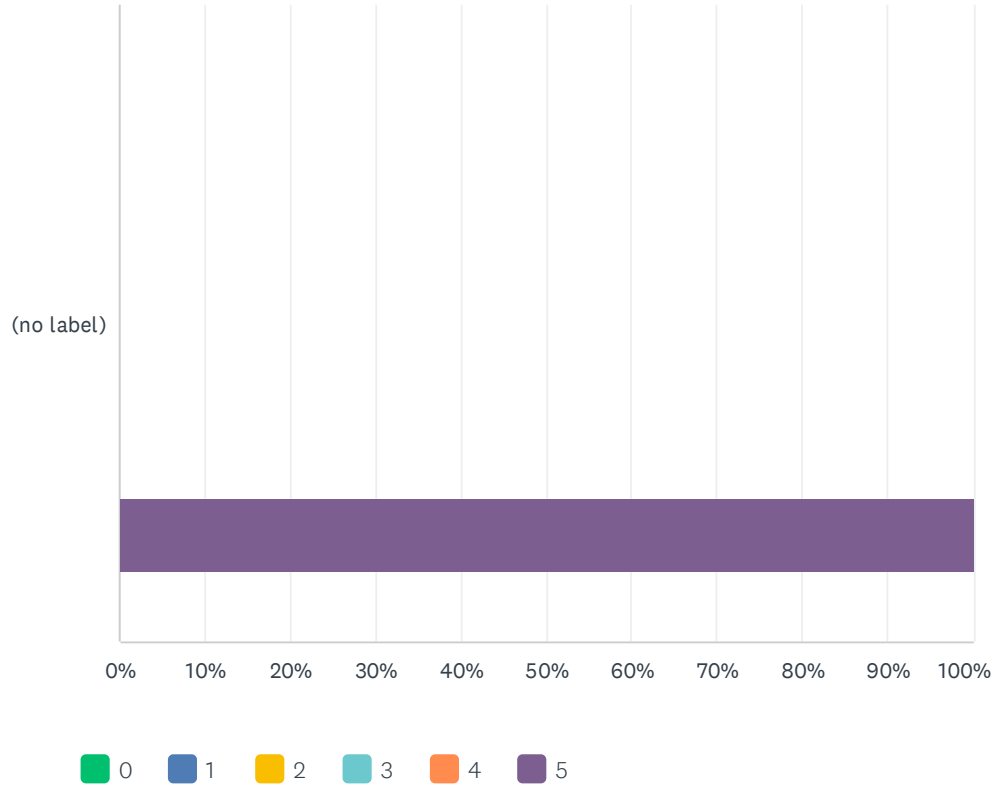
Answered: 9 Skipped: 0



	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	0.00% 0	0.00% 0	11.11% 1	88.89% 8	9	4.89

### Q8 The Stillwater Public Library Board of Trustees monthly meetings are well planned and organized with enough allocated time to complete business effectively.

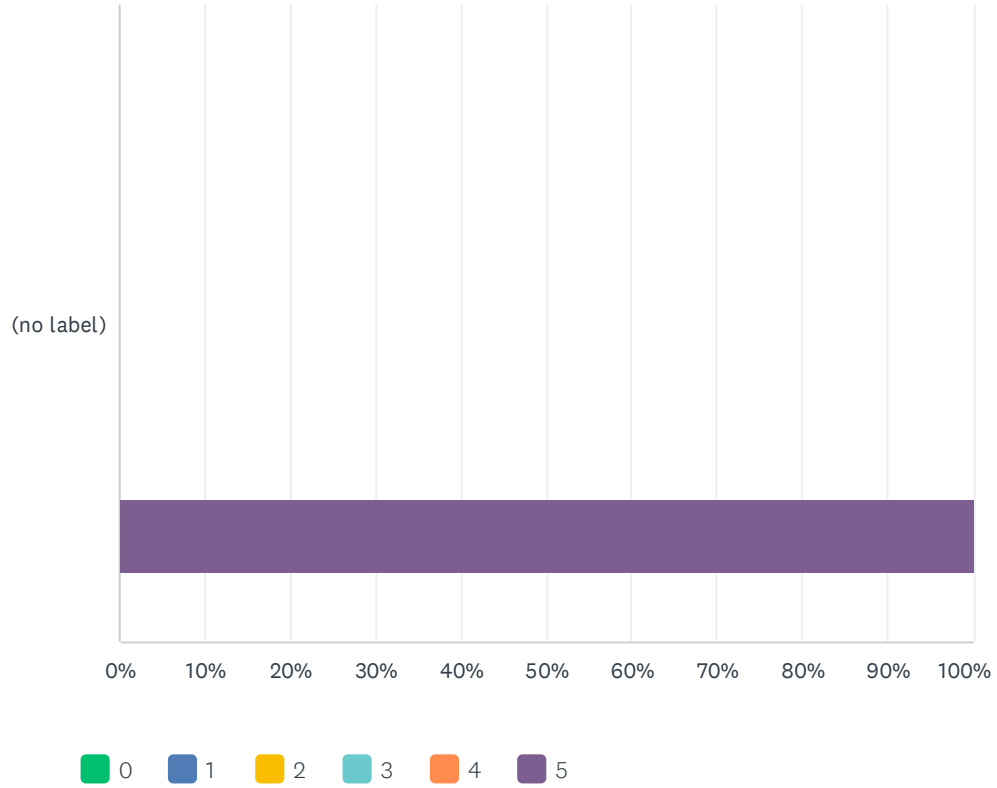
Answered: 9 Skipped: 0



	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	9	5.00
	0	0	0	0	0	9	9	

### Q9 The Stillwater Public Library Board of Trustees members regularly attend monthly meetings and assigned committee meetings.

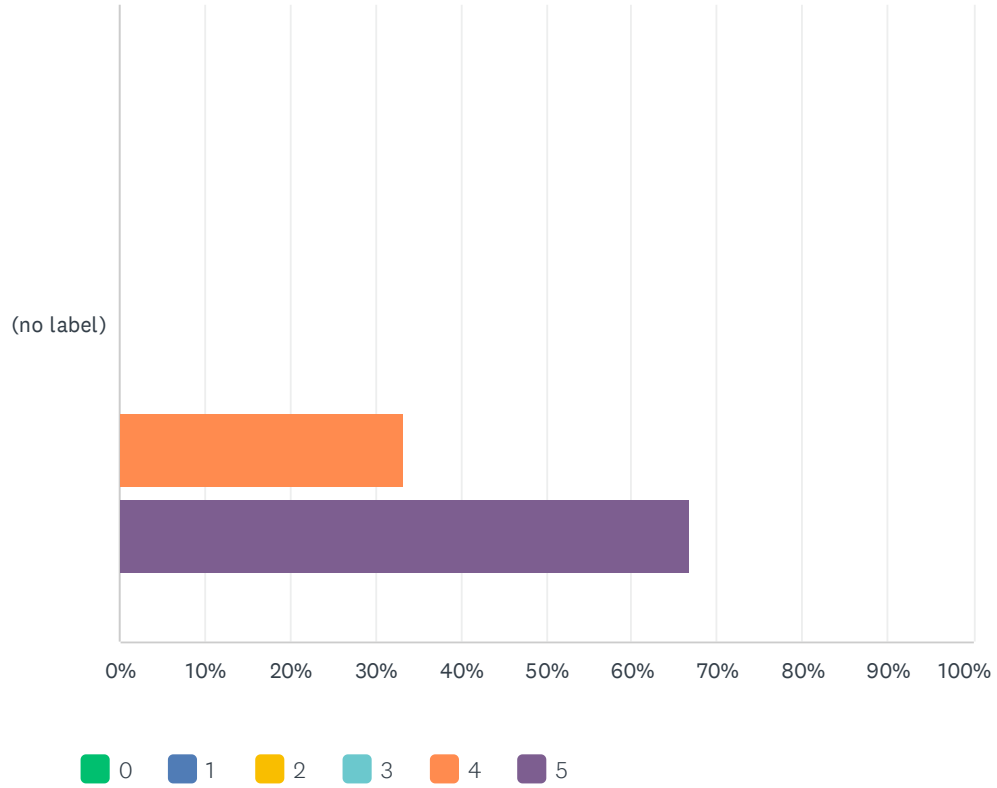
Answered: 9 Skipped: 0



	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	9	5.00
	0	0	0	0	0	9	9	

### Q10 The Stillwater Public Library Board of Trustees understands the budget and provides effective oversight for fiscal operation.

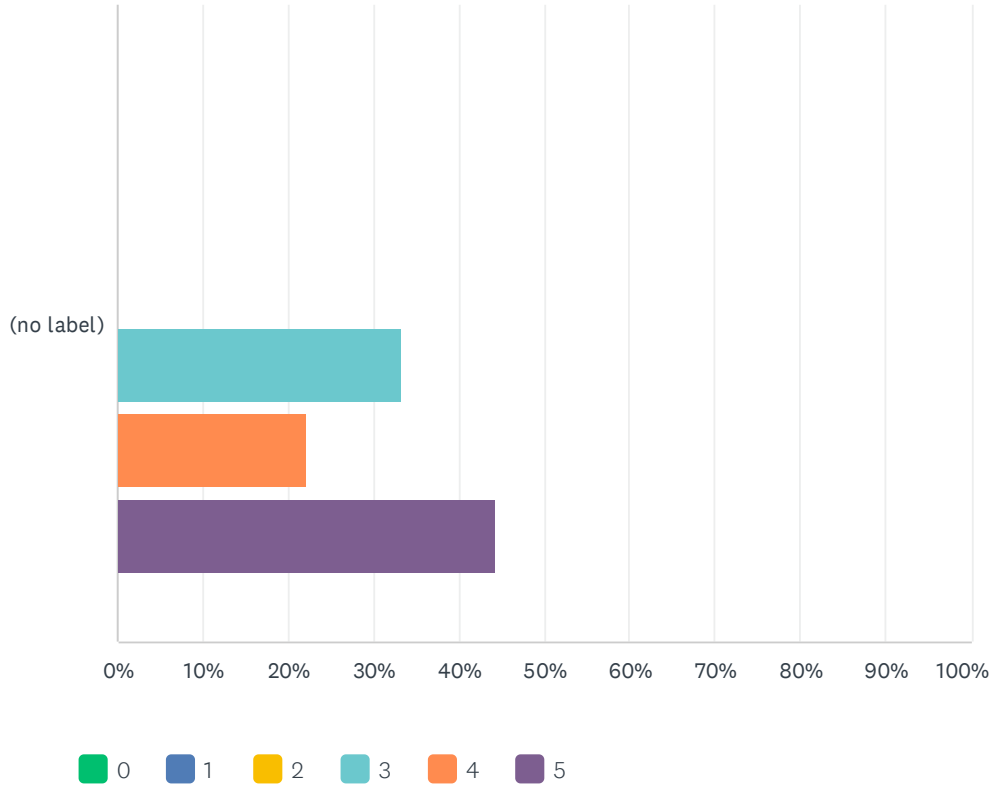
Answered: 9 Skipped: 0



	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	0.00%	0.00%	33.33%	66.67%	9	4.67
	0	0	0	0	3	6		

### Q11 The Stillwater Public Library Board of Trustees promotes, advocates for, and supports the library in the community.

Answered: 9 Skipped: 0



	0	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	0.00% 0	33.33% 3	22.22% 2	44.44% 4	9	4.11

## Q12 Comments

Answered: 6 Skipped: 3

#	RESPONSES	DATE
1	The present board of trustees is intelligent and committed to its mission. It's been a pleasure to serve.	10/19/2021 6:23 PM
2	The Stillwater library board of trustees is an exceptional, very committed group of volunteers.	10/5/2021 8:13 PM
3	The board works effectively as a group with each trustee actively participating in board and committee meetings. Staff and committees provide detailed, relevant information for trustees to use in making decisions. Additional resources are needed to accomplish strategic goals.	10/5/2021 4:50 PM
4	It would be interesting to brainstorm appropriate ways for the trustees to become more visibly involved in promoting/ helping the library.	10/3/2021 3:06 PM
5	The current trustees are extremely dedicated to the library's role in the community. The library director works well with trustees to fulfill the mission and goals.	10/2/2021 6:06 PM
6	I answered questions 1, 9, 10 and 11 as an individual, not feeling that I can answer for other trustees.	10/2/2021 2:20 PM

## Q13 Recommendations for future training

Answered: 4 Skipped: 5

#	RESPONSES	DATE
1	Key library policies, such as Collection Development Library Bill of Rights and associated documents Effective advocacy for trustees Public library trends	10/5/2021 4:50 PM
2	Improving promotion and advocacy skills for board members	10/3/2021 12:14 PM
3	How to help the city manager understand the need for more funding.	10/2/2021 6:06 PM
4	State and National trends in library programming, services and future planning	10/2/2021 2:20 PM



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022 Operating Budget and 2022-2026 CIP		
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Finance Committee	
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Action is requested to approve the revised 2022 operating and capital budget requests.		
BACKGROUND/CONTEXT: <b>Operating Budget:</b> In September, the City Council approved an operating budget of \$1,464,597 for the library, which included a 3.0% increase (change of \$41,814) in the transfer-in from the general fund. This was a variance of \$95,209 from the library's proposed request of a 9.83% increase (change of \$137,023) from the general fund.  The Finance Committee and library staff met to develop a revised 2022 operating budget based on funding approved by the City Council. The recommended revised budget includes: <ul style="list-style-type: none"> <li>• Wage adjustments and step increases for projected 2022 staff</li> <li>• Staff budgeted at 2022 health insurance rates</li> <li>• Mon-Sat hours of operation (request Sunday hours to be fully funded by Foundation)</li> <li>• Reference staffing changes (move 3 positions working weekly hours of 26/18/18 to 3 positions at working weekly hours of 30/20/20, bringing the two 20-hr positions to 50% benefited; reduce sub budget)</li> <li>• Event prep sub hours reduced</li> <li>• Materials budget increase of \$5,000 from 2021 (bringing materials to 90% of 2020 budget)</li> <li>• Energy budget increase of \$4,000</li> <li>• Building repair budget reduced to \$12,000</li> <li>• Library equipment and supplies reduced</li> <li>• City-funded programming budget reduced to \$0</li> <li>• Staff training budget at \$0</li> </ul> <b>Supplemental Funding:</b> In assessing the 2022 budget, library staff and the Finance Committee identified \$180,218 in operating needs that would require funding beyond the approved city budget. Specific grant requests will be reviewed for action under Agenda Item 10.		
<b>Need</b>	<b>Amount</b>	<b>Possible Funding Source</b>
Volunteer Coordinator	\$17,167	Foundation
Sunday Hours (All)	\$22,671	Foundation
Youth Services Support Hours (624 Hrs/Year)	\$16,000	Foundation (HJA)*
Youth Services Librarian 1 (20 Hrs/Week)	\$45,180	Foundation (HJA)*
Summer Explorers Programming	\$15,500	Foundation (HJA)*
Early Literacy Programming	\$8,500	Foundation (HJA)*
Adult Programming	\$23,500	Foundation, Friends, Donation Account Balances
Materials (to retain funding at historic city + supplemental levels)	\$26,700	Foundation, Friends, Lawson, Donation Account Balances
Building Repairs	\$5,000	Kilty, Fund Balance
<i>*Indicates library will request a grant through SPLF to Hugh J. Andersen Foundation. HJA may choose to fund none, some, or all of these.</i>		

**2022-2026 CIP:**

In September, the City Council approved \$730,000 in funding for the roof repair project in 2022. The city recommended that the library's 2022 capital requests for masonry and IT-related projects be funded using the library's fund balance. Attached is the revised 2022-2026 Capital Improvement Plan.

**Fund Balance Update:**

The library's current fund balance is \$319,375. \$30,245 of this is allocated to compensated absences. The available fund balance is \$289,130.

The library's past direction had been to be cautious about expending the fund balance until a target reserve of 4-6 months of operating expenses was reached. The city's Finance Department recently consulted their auditors regarding guidelines for the size of the library's fund balance and indicated that there are no hard and fast rules on fund balances for special revenue accounts like the library. The City Finance Director advised that the library needs to maintain enough in the fund balance to cover compensated absences, but the city is the financial back up if the library went into default. Historically, the library has had a fund balance as low as \$7,000 so the current fund balance is high. The City recommends using the fund balance for the 2022 capital expenditures not covered by the library's 2022 capital allocation. The City Finance Director advised that planned expenditure from the fund balance should be for one-time purchases and not for recurring expenses (such as ongoing payroll).

The library's current fund balance is primarily a result of personnel savings due to staff retirements (including a director of 40 years, a long-time assistant director, and a long-time librarian), position changes, and the impact of COVID on the use of substitutes and in delaying hiring. Following is a review of personnel savings (a combined savings of more than \$285,000) over the past five years:

- 2017: The library added significantly to its fund balance due to the retirements of Director Bertalmio and Assistant Director Blocher. Director Troendle was not hired until September, and the Assistant Director position was not replaced. This resulted in a net personnel savings of approximately \$116,000 for 2017.
- 2018: Savings continued into 2018 as Director Troendle and the board revised the organizational structure, opted to not fill the Assistant Director position, and instead created a Business & Communications Manager position at a lower pay grade in November, creating more than \$70,000 in savings.
- 2019: The library had several staffing changes, including two retirements, which resulted in \$44,000 in savings from lower placements of new hires on the step grid and from gaps in coverage between hiring. In addition, the city moved employees to a different health care plan design in February 2019, resulting in \$13,000 in savings.
- 2020 & 2021: The library experienced more staff retirements which resulted in cost savings. In addition, the library's public hours of operations were reduced abruptly in March 2020 due to COVID. Because of this unforeseen change in service, the same level of staffing was not needed. Fewer subs were used throughout departments and some regular staff elected to work reduced hours, resulting in more than \$42,000 in savings.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2022 Revised Operating Budget  
2022-2026 CIP

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger  
2022 Revised Budget

Revised: 11/2/2021



Green = Changes  
from Requested

2018 Actual	2019 Actual	2020 Actual	2021 Budget	Account	Description	2022 Request	2022 Revision	2022 Change from 2021
				230	LIBRARY FUND			
				R25	CHARGES FOR SERVICES			
86,761.85	54,420.15	12,497.67	500.00	3500-0100	Meeting Room Rental Fees	500.00	1,200.00	700.00
5,839.18	5,697.09	1,536.24	5,000.00	3520-0100	Copier/Printer Sales	5,000.00	4,000.00	(1,000.00)
643.60	0.00	250.00	500.00	3880-0200	Gallery Fees	500.00	500.00	
112.00	131.70	61.00	200.00	3880-0500	Book & Other Enterprise Sales	200.00	200.00	
93,356.63	60,248.94	14,344.91	<b>6,200.00</b>		<b>CHARGES FOR SERVICES Totals:</b>	<b>6,200.00</b>	<b>5,900.00</b>	<b>(300.00)</b>
				R40	MISCELLANEOUS			
2,784.37	5,898.34	7,070.03	1,000.00	3810-0200	Interest Earnings-Investments	1,000.00	1,000.00	
47,109.55	32,843.01	19,361.84	1,500.00	3820-0100	Gifts	1,500.00	1,500.00	
		0.00	16,666.66	3820-0110	In Kind Gifts	16,666.66	16,666.66	
107.36	0.00	242.00	0.00	3830-0100	Sale of Property	0.00	0.00	
0.00	0.00	0.00	0.00	3860-0100	Lease/Rentals	0.00	0.00	
0.00	0.00	0.00	0.00	3860-0200	Parking Rental	0.00	0.00	
963.00	215.98	0.00	500.00	3870-0100	Refunds and Reimbursements	500.00	500.00	
930.72	1,030.93	463.29	420.00	3880-0020	Library Card Fees	420.00	420.00	
3,633.41	3,346.78	1,221.90	3,000.00	3880-0030	Lost Materials	3,000.00	3,000.00	
7,565.88	4,661.14	1,636.26	5,000.00	3880-0040	Processing Fees	0.00	0.00	(5,000.00)
0.00	0.00	0.00	0.00	3880-0050	Registration	0.00	0.00	
(0.90)	(8.57)	161.59	0.00	3880-0100	Miscellaneous Income	0.00	0.00	
		(11.26)	0.00	3880-0300	Cash Short/Over	0.00	0.00	
63,093.39	47,987.61	30,145.65	<b>28,086.66</b>		<b>MISCELLANEOUS Totals:</b>	<b>23,086.66</b>	<b>23,086.66</b>	<b>(5,000.00)</b>
				R45	OTHER FINANCING SOURCES			
1,222,353.31	1,310,539.56	1,353,200.00	1,393,796.00	3910-0100	Transfer In-General Fund	1,530,818.85	1,435,609.88	41,813.88
0.00	0.00	0.00	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	0.00	
0.00	0.00	0.00	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	
0.00	0.00	0.00	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	
0.00	0.00	0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	
0.00	0.00	0.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	
0.00	0.00	0.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	
0.00	0.00	0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	
0.00	0.00	0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00	
0.00	0.00	0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	
0.00	0.00	0.00	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	
0.00	0.00	0.00	0.00	3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	
9,411.27	0.00	0.00	0.00	3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	
0.00	9,952.24	0.00	0.00	3910-0490	Transfer In-Capital Projects	0.00	0.00	
1,231,764.58	1,320,491.80	1,353,200.00	<b>1,393,796.00</b>		<b>OTHER FINANCING SOURCES Totals:</b>	<b>1,530,818.85</b>	<b>1,435,609.88</b>	<b>41,813.88</b>
				4230	LIBRARY OPERATIONS			
				E05	PERSONNEL SERVICES			
150,883.83	182,655.19	171,979.14	422,152.30	1000-0000	Full Time Salaries	472,012.15	211,408.44	(210,743.86)
0.00	145.89	265.65	0.00	1100-0000	Overtime - Full Time	0.00	0.00	
				1111-0000	Severance Pay	0.00	0.00	
		15,578.73		1112-0000	Sick Pay	0.00	0.00	
		40,011.67		1113-0000	Vacation Pay	0.00	0.00	
502,789.49	519,788.11	499,415.97	356,602.67	1200-0000	Part Time Salaries	385,220.20	608,243.38	251,640.71
			16,666.66	1210-0000	Part Time In Kind	16,666.66	16,666.66	
0.00	0.00		0.00	1300-0000	Overtime - Part Time	0.00	0.00	
46,217.27	50,226.29	50,752.94	58,406.62	1410-0000	PERA	64,292.43	61,473.89	3,067.27
49,251.54	55,057.38	54,319.25	59,574.76	1420-0000	FICA/Medicare	65,578.27	62,703.36	3,128.60
79,288.89	47,177.91	61,664.02	87,166.32	1500-0000	Hospital / Medical	90,759.48	86,155.44	(1,010.88)
3,066.27	3,699.17	3,318.78	2,684.40	1520-0000	Dental Insurance	4,193.64	4,193.64	1,509.24
529.46	446.02	442.14	767.68	1540-0000	Life Insurance	771.39	771.39	3.71
		(500.00)		1990-0000	Grant Pass Thru	0.00	0.00	

2018 Actual	2019 Actual	2020 Actual	2021 Budget	Account	Description	2022 Request	2022 Revision	2022 Change from 2021
832,026.75	859,195.96	897,248.29	<b>1,004,021.41</b>		PERSONNEL SERVICES Totals:	<b>1,099,494.22</b>	<b>1,051,616.20</b>	<b>47,594.79</b>
				E10	SUPPLIES			
293.03	0.00	0.00	0.00	2000-0000	Office Supplies	0.00	0.00	
8,942.95	5,637.68	5,729.05	4,500.00	2101-0000	General Supplies	4,500.00	3,500.00	(1,000.00)
3,241.05	2,530.00	3,539.68	2,125.00	2113-0000	Reference	2,500.00	1,271.00	
1,752.07	1,811.69	1,287.65	1,700.00	2114-0000	Data Base Searching	2,000.00	1,700.00	
2,998.74	11,014.58	4,079.10	3,000.00	2302-0000	Other Minor Equipment	3,000.00	2,270.62	(729.38)
16,194.20	19,099.30	23,400.69	17,858.50	2400-0000	Childrens Books	21,010.00	20,651.34	
21,279.34	21,275.70	20,964.82	18,232.50	2401-0000	Adult Books - Fiction	21,450.00	22,382.00	
14,266.47	7,317.38	9,631.97	13,090.00	2402-0000	Audio	15,400.00	8,566.90	
3,975.48	4,057.57	4,141.68	4,165.00	2403-0000	Periodicals	4,900.00	4,165.00	
19,334.58	21,161.40	19,633.12	17,297.50	2405-0000	Adult Books - Non Fiction	20,350.00	17,593.00	
4,745.72	4,876.07	5,528.36	4,675.00	2406-0000	Teen Books - Materials	5,500.00	5,146.38	
0.00	2,214.00	2,084.00	1,650.00	2407-0000	Programs	5,000.00	0.00	(1,650.00)
9,460.78	7,764.34	7,709.80	7,012.50	2408-0000	Film/Video	8,250.00	5,547.74	
4,500.00	4,504.89	4,500.00	3,825.00	2409-0000	Electronic Materials	4,500.00	8,348.10	
383.50	91.06	75.00	340.00	2499-0000	Collection Development	400.00	340.00	
111,367.91	113,355.66	112,304.92	<b>99,471.00</b>		SUPPLIES Totals:	<b>118,760.00</b>	<b>101,482.08</b>	<b>2,011.08</b>
				E15	SERVICES AND CHARGES			
5,786.36	11,133.19	13,640.58	10,700.00	3098-0000	Technology Support	10,700.00	5,000.00	(5,700.00)
10,945.75	7,923.18	14,261.50	5,000.00	3099-0000	Other Professional Services	5,000.00	5,000.00	
0.00	0.00	6,514.40	6,129.12	3100-0000	Circulation System	6,129.12	6,129.12	
0.00	0.00	0.00	0.00	3101-0000	Telecommunications	0.00	0.00	
1,414.01	2,221.20	1,308.89	1,500.00	3102-0000	Postage	1,500.00	1,500.00	
28.34	293.48	0.00	400.00	3200-0000	Mileage	400.00	0.00	(400.00)
1,695.56	1,597.77	1,403.72	0.00	3201-0000	Seminar/Conference Fees	3,000.00	0.00	
0.00	0.00	0.00	0.00	3202-0000	Meals	0.00	0.00	
0.00	0.00	0.00	0.00	3203-0000	Housing	0.00	0.00	
1,543.33	2,577.25	1,303.70	2,500.00	3400-0000	Printing and Publishing	2,500.00	2,500.00	
0.00	0.00	0.00	0.00	3401-0000	Binding	0.00	0.00	
12,087.02	13,948.14	13,469.99	14,000.00	3404-0000	Processing Fee	14,000.00	14,000.00	
1,646.00	1,172.00	1,193.00	1,518.00	3500-0000	General Insurance	1,518.00	1,518.00	
2,641.23	23,694.23	2,372.25	25,000.00	3707-0000	Maintenance Agreements	25,000.00	5,000.00	(20,000.00)
0.00	0.00	20,300.95	0.00	3713-0000	Computer Maint Agreements	0.00	20,000.00	20,000.00
0.00	0.00	0.00	0.00	3803-0000	Data Base Maintenance	0.00	0.00	
0.00	0.00	0.00	0.00	3804-0000	Equipment Rental	0.00	0.00	
368.73	434.32	73.48	400.00	3900-0000	Sales Tax	400.00	400.00	
38,156.33	64,994.76	75,842.46	<b>67,147.12</b>		SERVICES AND CHARGES Totals:	<b>70,147.12</b>	<b>61,047.12</b>	<b>(6,100.00)</b>
				E20	MISCELLANEOUS			
400.00	895.00	928.00	594.01	4000-0000	Memberships and Dues	594.01	594.01	
655.23	497.54	618.48	625.00	4001-0000	Subscriptions	625.00	625.00	
0.00	0.00	330.00	0.00	4093-0000	COVID-19	0.00	0.00	
3,296.35	2,386.70	506.69	3,000.00	4099-0000	Miscellaneous Charges	3,000.00	3,000.00	
4,351.58	3,779.24	2,383.17	<b>4,219.01</b>		MISCELLANEOUS Totals:	<b>4,219.01</b>	<b>4,219.01</b>	<b>0.00</b>
				4231	LIBRARY PLANT			
				E05	PERSONNEL SERVICES			
56,859.02	34,918.35	15,523.55	62,832.24	1000-0000	Full Time Salaries	66,494.52	66,494.52	3,662.28
85.86	81.23	0.00	0.00	1100-0000	Overtime - Full Time	0.00	0.00	
		3,849.10		1112-0000	Sick Pay	0.00	0.00	
		5,754.04		1113-0000	Vacation Pay	0.00	0.00	
24,083.34	38,875.03	58,101.82	31,941.30	1200-0000	Part Time Salaries	38,011.89	26,900.89	(5,040.41)
5,803.12	5,569.66	5,992.80	7,001.44	1410-0000	PERA	7,784.69	6,951.37	(50.07)
6,287.19	5,720.49	6,207.57	7,250.18	1420-0000	FICA/Medicare	7,994.74	7,144.75	(105.43)
16,589.77	20,571.00	16,126.91	17,534.16	1500-0000	Hospital / Medical	17,534.40	16,825.68	(708.48)
631.50	711.69	878.38	757.80	1520-0000	Dental Insurance	757.92	757.92	0.12
92.98	85.73	87.89	116.00	1540-0000	Life Insurance	116.00	116.00	0.00
110,432.78	106,533.18	112,522.06	<b>127,433.12</b>		PERSONNEL SERVICES Totals:	<b>138,694.16</b>	<b>125,191.13</b>	<b>(2,241.99)</b>
				E10	SUPPLIES			
488.13	129.13	0.00	450.00	2101-0000	General Supplies	450.00	200.00	(250.00)
4,309.68	5,641.51	3,591.27	4,500.00	2102-0000	Janitorial Supplies	4,500.00	4,000.00	(500.00)
5,865.61	2,831.05	2,423.16	1,500.00	2202-0000	Building Repair Supplies	1,500.00	1,500.00	
0.00	0.00	0.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	

2018 Actual	2019 Actual	2020 Actual	2021 Budget	Account	Description	2022 Request	2022 Revision	2022 Change from 2021
3,784.90	1,156.28	1,017.45	800.00	2302-0000	Other Minor Equipment	800.00	800.00	
14,448.32	9,757.97	7,031.88	<b>7,250.00</b>		<b>SUPPLIES Totals:</b>	<b>7,250.00</b>	<b>6,500.00</b>	<b>(750.00)</b>
				E15	SERVICES AND CHARGES			
0.00	0.00	0.00	0.00	3002-0000	Contractual	0.00	0.00	
21,029.46	2,155.80	101.00	4,000.00	3099-0000	Other Professional Services	4,000.00	4,000.00	
1,662.00	1,836.90	1,580.70	1,700.00	3101-0000	Telephone	1,700.00	1,700.00	
30,610.00	31,585.00	24,037.00	26,241.00	3500-0000	General Insurance	26,241.00	26,241.00	
40,292.01	38,555.11	33,613.81	42,000.00	3600-0000	Electricity	44,000.00	44,000.00	2,000.00
11,964.84	13,649.67	11,054.52	14,000.00	3601-0000	Natural Gas	15,000.00	16,000.00	2,000.00
20,598.24	37,737.78	39,666.29	20,000.00	3703-0000	Building Repair Charges	20,000.00	12,000.00	(8,000.00)
10,378.79	8,657.83	9,773.80	9,500.00	3707-0000	Maintenance Agreements	9,500.00	9,500.00	
0.00	0.00	0.00	0.00	3713-0000	Computer Maint Agreements	0.00	0.00	
136,535.34	134,178.09	119,827.12	<b>117,441.00</b>		<b>SERVICES AND CHARGES Totals:</b>	<b>120,441.00</b>	<b>113,441.00</b>	<b>(4,000.00)</b>
				E20	MISCELLANEOUS			
1,002.12	955.52	1,292.50	1,100.00	4099-0000	Miscellaneous Charges	1,100.00	1,100.00	
1,002.12	955.52	1,292.50	<b>1,100.00</b>		<b>MISCELLANEOUS Totals:</b>	<b>1,100.00</b>	<b>1,100.00</b>	<b>0.00</b>
				4900	IMPROVEMENT PROJECTS			
0.00	0.00	0.00	0.00	E15 3099-0000	SERVICES AND CHARGES Other Professional Services	0.00	0.00	
0.00	0.00	0.00	<b>0.00</b>		<b>SERVICES AND CHARGES Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		1,397,690.56	<b>1,428,082.66</b>		<b>Fund Revenue Sub Totals:</b>	<b>1,560,105.51</b>	<b>1,464,596.54</b>	<b>36,513.88</b>
		1,328,452.40	<b>1,428,082.66</b>		<b>Fund Expense Sub Totals:</b>	<b>1,560,105.51</b>	<b>1,464,596.54</b>	<b>36,513.88</b>
		69,238.16	<b>0.00</b>		<b>Fund 230 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**PROJECTS BY DEPARTMENT**

	Project #	Priority for 2022	2022 CITY	2022 FUND BALANCE	2023	2024	2025	2026	Total
<b>Library</b>									
Custodial Equipment	21-4230-275	4	-	-	-	-	-	5,000	5,000
Library Building & Grounds	21-4231-959	1	-	157,000	-	60,000	70,000	72,500	359,500
Upgrade Roof	25-4231-934	1	730,000	-	-	-	-	-	730,000
<b>Library Total</b>			<b>730,000</b>	<b>157,000</b>	<b>-</b>	<b>60,000</b>	<b>70,000</b>	<b>77,500</b>	<b>1,094,500</b>

	Project #	Priority for 2022	2022 CITY	2022 FUND BALANCE	2023	2024	2025	NEW! 2026	Total
<b>Library IT-Related Projects</b>									
Upgrade Staff Computers, Laptops and Tablets	20-4230-001	4	-	-	12,600	11,700	1,700	-	26,000
Upgrade/Add Security Cameras	20-4230-007	2	-	6,000	4,000	2,400	4,000	-	16,400
Upgrade Mobile Laptop Lab	20-4230-045	4	-	-	-	8,000	-	-	8,000
RFID Pads	20-4230-057	2	-	1,500	1,500	1,500	1,500	1,500	7,500
Software Licenses	22-4230-019	1	-	4,500	-	-	4,500	-	9,000
Upgrade Network Switch	23-4230-014	1	-	11,000	-	-	11,000	-	22,000
Upgrade Public Access Internet Computers	23-4230-037	4	-	-	13,950	13,950	-	-	27,900
Upgrade AV/Projection	24-4230-063	4	-	3,000	-	10,000	-	-	13,000
Upgrade Firewall		4	-	-	3,500	-	-	-	3,500
Printer/Copier		4	-	-	-	-	6,000	-	6,000
Upgrade Self Check		4	-	-	-	38,000	-	-	38,000
Upgrade Sorter		4	-	-	-	-	-	14,000	14,000
WiFi Access		4	-	-	-	5,000	2,000	-	7,000
<b>Library IT Total</b>			<b>-</b>	<b>26,000</b>	<b>35,550</b>	<b>90,550</b>	<b>30,700</b>	<b>15,500</b>	<b>198,300</b>

	2022 CITY	2022 FUND BALANCE
<b>2022 CAPITAL TOTAL</b>	<b>730,000</b>	<b>183,000</b>

\*Fund Balance is currently at \$289,130. Compensated Absences is at \$30,245.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Grant Requests</b>				
OWNER: <b>Troendle, Director</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve supplemental funding allocations and grant requests.</b>				
BACKGROUND/CONTEXT: In assessing the 2022 budget, \$180,218 in operating needs were identified that require funding beyond the approved city budget. Following is the recommended supplemental funding plan:				
Funding Need		Supplemental Funding Plan		
Area	Amount	Spend Existing Designated Funds	Allocate Existing Unrestricted Funds	Request New Grant
Volunteer Coordinator	\$17,167			\$16,677 (SPLF)
Sunday Hours (All)	\$22,671	\$13,353 (SPLF)		\$9,718 (SPLF)
Youth Services Support Hours (624 Hrs/Year)	\$16,000			\$16,000 (HJA) If no HJA grant, request of SPLF
Youth Services Librarian 1 (20 Hrs/Week)	\$45,180			\$45,180 (HJA) If no HJA grant, request of SPLF
Summer Explorers Programming	\$15,500			\$15,500 (HJA) If no HJA grant, request of SPLF
Early Literacy Programming	\$8,500			\$8,500 (HJA) If no HJA grant, request of SPLF
Adult Programming	\$23,500	\$5,708 (Friends, 235 Donations)	\$12,275 (235 Donations)	Consider Q2/Q3 grant request to SPLF and Friends for \$5,517 in funding
Materials (to retain funding at historic city + supplemental levels)	\$26,700	\$10,600 (Friends, SPLF, 235 Donations)	\$9,000 (Lawson)	Consider Q2/Q3 grant request to SPLF and Friends for \$7,100 in funding
Building Repairs	\$5,000	\$5,000 (Kilty)		
The library requests board action on allocating existing unrestricted donations and requesting new grants of the Stillwater Public Library Foundation.				
<b>Unrestricted Fund Allocation Requests:</b> For 2022, the library requests that \$9,000 from the Lawson funds be allocated to materials and \$12,275 in unrestricted 235 donations be allocated to adult programming.				

**Stillwater Public Library Foundation (SPLF) Grant Requests:**

The library recommends a request of \$17,167 for the Volunteer Coordinator and a request of \$9,318 to fund Sunday Hours. The total estimated cost of Sundays in 2022 is \$22,671. Because of COVID-19, the library has not fully expended \$13,353 in past Sunday Hours grants. These funds will be used for Sundays in 2022.

At the October board meeting, trustees approved a menu of support options for the upcoming November 15<sup>th</sup> grant request to the Hugh J. Andersen Foundation (HJA). HJA may choose to fund none, some, or all options. A funding decision is expected between mid-February and mid-March. The library recommends asking SPLF to be a back-up funding source if HJA funds are not received.

The library recommends waiting until the second or third quarter of 2022 to request new funds from SPLF for programming or materials.

**Friends Grants Requests**

The library recommends waiting until the second or third quarter of 2022 to request new funds from the Friends for programming or materials.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:



**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>2022 Health Insurance Opt-Out Program</b></p>	
<p>OWNER:  <b>Troendle, Director</b></p>	<p>PRESENTER:  <b>Troendle, Director</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>A</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?   IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  <b>Approval of annual library participation in the city’s health insurance opt-out program contingent upon the city continuing to offer the benefit to city employees.</b></p>	
<p>BACKGROUND/CONTEXT:  The City Council has approved participation in the 2022 health-insurance opt-out program for city employees. This is the third year of the program.</p> <p>The opt-out offers benefits-eligible employees \$250 per month (taxable), prorated based on hours worked, in lieu of enrolling in BlueCross BlueShield group health insurance benefit. Employees interested in the opt-out provide proof of coverage by a partner’s group health insurance benefit. Employees make opt-out decisions as part of the annual open enrollment period in October and November. In 2021, the library had 4 employees participating in the opt-out program with net savings of \$2,358.</p> <p>The city acknowledges possible risks of the program as BlueCross BlueShield reserves the right to underwrite the plan if there is a significant change in eligible active contracts.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2022 Holiday and Staff Training Closing Schedule</b>																									
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>																								
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:																								
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of recommended holiday and staff training closing schedule for 2022</b>																									
BACKGROUND/CONTEXT: The director recommends the 2022 closing schedule below for Stillwater Public Library, which aligns with the approved holiday closures in the library’s current labor agreement, though the inclusion of a closed day for staff training and planning is new.																									
<table> <tr> <td>New Year’s Day</td> <td>Saturday, January 1, 2022</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>Monday, January 17, 2022</td> </tr> <tr> <td>President’s Day</td> <td>Monday, February 21, 2022</td> </tr> <tr> <td>Easter</td> <td>Sunday, April 17, 2022</td> </tr> <tr> <td>Memorial Day</td> <td>Monday, May 30, 2022</td> </tr> <tr> <td>Independence Day</td> <td>Monday, July 4, 2022</td> </tr> <tr> <td>Labor Day</td> <td>Monday, September 5, 2022</td> </tr> <tr> <td><b>Staff Training Day</b></td> <td><b>Monday, October 10, 2022</b></td> </tr> <tr> <td>Thanksgiving Day</td> <td>Thursday, November 24, 2022</td> </tr> <tr> <td>Christmas Eve</td> <td>Saturday, December 24, 2022</td> </tr> <tr> <td>Christmas Day</td> <td>Sunday, December 25, 2022</td> </tr> <tr> <td>New Year’s Eve Day</td> <td>Saturday, December 31, 2022</td> </tr> </table>		New Year’s Day	Saturday, January 1, 2022	Martin Luther King Jr. Day	Monday, January 17, 2022	President’s Day	Monday, February 21, 2022	Easter	Sunday, April 17, 2022	Memorial Day	Monday, May 30, 2022	Independence Day	Monday, July 4, 2022	Labor Day	Monday, September 5, 2022	<b>Staff Training Day</b>	<b>Monday, October 10, 2022</b>	Thanksgiving Day	Thursday, November 24, 2022	Christmas Eve	Saturday, December 24, 2022	Christmas Day	Sunday, December 25, 2022	New Year’s Eve Day	Saturday, December 31, 2022
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ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:																									
PREVIOUS ACTION ON ITEM:																									
REVIEWED BY COMMITTEE?:																									

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2022 WCL/SPL Library Service Agreement</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Troendle</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <p>The Executive Committee recommends approval of the revised Library Service Agreement between Washington County Library and Stillwater Public Library.</p> <p>In October, Washington County Library (WCL) provided a revised contract detailing responsibilities of WCL and Stillwater Public Library (SPL). The Executive Committee reviewed the draft and requested one addition regarding access to the bibliographic utility OCLC, which is needed for adding, revising and deleting records in the catalog for items owned by SPL. This change is included in the attached draft. The City IT Manager reviewed and approved the draft as well.</p> <p>After this cover sheet is a redlined version of the joint powers agreement showing the markups. Following that is a clean copy without markups of the same document, plus “A Plan of Association Between MELSA and Existing City Libraries” which is designated as “Attachment 1” in the draft WCL/SPL Library Service Agreement.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS <b>Redlined version of the draft Library Service Agreement, followed by a clean copy of that draft and Plan of Association from MELSA.</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**LIBRARY SERVICE  
AGREEMENT BETWEEN WASHINGTON COUNTY  
AND THE STILLWATER PUBLIC LIBRARY**

**WHEREAS**, the Board of Trustees of the Stillwater Public Library (hereinafter referred to as the “City Library”) and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the “County Library”), desire to enter into a joint powers agreement pursuant to the authority granted under Minnesota Statutes section 471.59

**WHEREAS**, the City Library and the County Library have desire to provide public library services to each other’s cardholders, and

**WHEREAS**, it is desirable to efficiently coordinate the provision of the services of both libraries for the mutual benefit of all residents of the City and the County, and

**WHEREAS**, the City Library desires to participate in systems owned and maintained by the County Library to provide ~~cataloging~~, the loaning and return of library materials, notification and collection of payments for unreturned items, a public catalog of library materials, the delivery of library materials between the City Library and County Library, the interlibrary lending of library materials with other libraries, provision of digital resources, and computer access, reservation control, and print management.

**WHEREAS**, the City Library agrees to meet the requirements to participate fully in ~~Melsa~~MELSA, the Metropolitan Library Service Agency, as an associate member through its County Library under ~~Melsa’s~~MELSA’s -current Plan of Association (Attachment 1)-which includes but is not limited to providing for the reciprocal borrowing and return of library materials ~~and~~-interlibrary lending and reporting.

**NOW, THEREFORE**, in consideration of the mutual agreements contained herein, the parties agree as follows:

The purpose of this agreement is to maintain and improve services to city and county library cardholders while at the same time sharing and reducing the costs of providing library services through the coordination, compatibility and cooperative support of certain systems, operations, programs and activities of the City Library and County Library.

I. The County Library shall:

- a. Provide and maintain an integrated library system which includes modules supporting acquisitions, serials, cataloging, circulation of library materials and the accounts of library cardholders into which the City Library may store and maintain its bibliographic and cardholder records;
- ~~b. Provide for the basic cataloging of City library materials by County library staff through the bibliographic utility, OCLC;~~ Provide access to the bibliographic

- utility used (currently OCLC) for the purpose of cataloging library materials;
- ~~e.~~ ~~Provide for the basic processing of City-owned library materials;~~
- ~~d-b.~~ Generate, print and post overdue and billing notices and/or email notifications for overdue and hold items to City cardholders and maintain equipment for such purposes;
- ~~e-c.~~ Provide access to system delivered integrated library system reports and statistics on the inventory and use of City Library materials and City Library cardholders and their accounts;
- ~~f-d.~~ Provide for the extraction of the City Library's bibliographic records and holdings in machine readable (MARC) format from the integrated library system if requested by the City Library with all related extraction costs paid by the City Library;
- ~~g-c.~~ Provide instruction, procedures, standards and guidelines to the City Library on the use of the integrated library systems, the bibliographic utility, and services of the County Library;
- ~~f.~~ Provide the City Library opportunities to discuss and participate in future replacement, improvements or customizations to the integrated library system at mutually agreed upon shared costs necessary to implement and maintain such changes;
- ~~h-g.~~ Provide the City Library with a computer access, reservation control, and print management system;
- ~~i-h.~~ Maintain a secure remote connection to the integrated library system in compliance with County Information Technology policies and standards for such connections and those of the integrated library system vendor;
- ~~j.~~ ~~Provide an option for public internet connections and internet filtering;~~
- ~~k-i.~~ Provide a means of delivery of library materials between the City and County libraries;
- ~~l-j.~~ Provide for the interlibrary lending and delivery of library materials between the City Library and other libraries through Minitex and MnLINK;
- ~~m-k.~~ Provide for and coordinate the completion of various federal and state aid reports to ~~MELSA~~ Melsa by the County and City library through its Plan of Association.

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II. The City Library shall:

- a. Keep up-to-date the City cardholder and City library materials holdings records in the integrated library system following the instructions, procedures, standards and guidelines set by the County Library;
- b. Provide for and maintain City Library telecommunications and technology following standards set by County Information Technology in order to securely connect to the integrated library system database and internet services including internet filtering ~~provided by the County Library;~~
- c. Reimburse the County Library for any County purchased third party applications required to maintain the security and management of public internet and catalog computers based upon the number of licenses necessary at the City Library.

- d. -Train City Library staff on all policies, procedures, standards and guidelines for the use of the integrated library system and other services and operations shared with the County Library;
- e. Train City Library staff on Minnesota statutes regarding the data privacy of library records; provide for the destruction of any records that may contain private data after the use of such records for business purposes; and ensure that volunteers in the City Library do not have access County Library systems and services that may disclose private data on individuals;
- f. Reimburse the County Library for processing supplies used for city owned materials;
- ~~f.g.~~ Reimburse the County Library for the City Library's portion of the computer access, reservation control, and print management system costs;
- ~~g.h.~~ Prepare library materials for interlibrary lending and delivery to the County Library, ~~Melsa~~MELSA, Minitex and other libraries following the policies, standards and procedures set for the interlibrary lending and return of library materials;
- ~~h.i.~~ Provide information and complete reports within set timelines to ensure the completion of all required reporting to ~~Melsa~~MELSA for various state and federal library related programs and grants by and through the County Library;
- ~~i.j.~~ Reimburse the County Library for the printing, postage, mailers, and a portion of the postage meter rental used for mailing the overdue notices to City Library cardholders;
- ~~j.k.~~ Reimburse the County Library for each City Library cardholder account sent to the County Financial Services Collections Division at the current account fee set by that Division;
- ~~k.l.~~ Annually purchase digital resources and print and media materials for the City Library collections.

III. Each party shall be separately responsible for its own expenditures of funds made under this agreement.

IV. The parties; total liability under this agreement shall be governed by Minnesota Statute 471.59, subd. 1a.

- a. Each party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other parties and the results thereof. For the purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minnesota Statute 466.04, subd. 1.

V. It is understood and agreed that the entire agreement between the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this agreement are incorporated or attached and are deemed to be part of this agreement.

VI. Any alterations, variations, modifications, or waivers of provisions of this agreement shall only be valid when they have been reduced to writing as an amendment to this agreement and signed by the participating parties hereto.

VII. A default in this agreement may occur when a party fails to perform any of the provisions of this agreement or so fails to administer the work as to endanger the performance of this agreement.

VIII. The terms of Article III, V, XI, and XII shall survive the expiration, termination or withdrawal from this agreement.

IX. To the extent required by Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), the parties agree that any party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other parties and involve transactions relating to this agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the agreement and for seven (7) years after its termination or cancellation.

X. Each party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, the Minnesota Statutes, Chapter 13 and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

XI. Each participating party shall be responsible for injuries or death of its own employees to the extent required by law. Each participating party will maintain workers'

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compensation insurance or self-insurance coverage, covering its own employees while they are providing assistance pursuant to this agreement.

XII. Effective Date, Termination

This agreement shall become effective upon signature of both parties, and shall continue in force until December 31, ~~2017~~2022 unless rescinded by action of one of the parties by giving notice to the other party at least three (3) months prior to the end of a calendar year or by mutual agreement of the parties. Upon termination of this agreement, all right, title and interest in the real and personal property used in furtherance of this agreement will remain with the entity providing the property.

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**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their Governing bodies has caused this agreement to be executed in accordance with the authority of Minnesota Statute section 471.59.

**STILLWATER PUBLIC LIBRARY**

**WASHINGTON COUNTY**

By: \_\_\_\_\_  
Maureen Bell,  
President, Board of -Trustees

By: \_\_\_\_\_  
~~Fran Miron~~Lisa Weik, Chair  
Board of County Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator

By: \_\_\_\_\_  
~~Molly O'Rourke~~Kevin Corbid, County

Date: \_\_\_\_\_

Approved as to form:

County Attorney

By: \_\_\_\_\_  
~~George Kuprian~~Stuart Campbell, Assistant

Date: \_\_\_\_\_



**LIBRARY SERVICE  
AGREEMENT BETWEEN WASHINGTON COUNTY  
AND THE STILLWATER PUBLIC LIBRARY**

**WHEREAS**, the Board of Trustees of the Stillwater Public Library (hereinafter referred to as the “City Library”) and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the “County Library”), desire to enter into a joint powers agreement pursuant to the authority granted under Minnesota Statutes section 471.59

**WHEREAS**, the City Library and the County Library have desire to provide public library services to each other’s cardholders, and

**WHEREAS**, it is desirable to efficiently coordinate the provision of the services of both libraries for the mutual benefit of all residents of the City and the County, and

**WHEREAS**, the City Library desires to participate in systems owned and maintained by the County Library to provide the loaning and return of library materials, notification and collection of payments for unreturned items, a public catalog of library materials, the delivery of library materials between the City Library and County Library, the interlibrary lending of library materials with other libraries, provision of digital resources, and computer access, reservation control, and print management.

**WHEREAS**, the City Library agrees to meet the requirements to participate fully in MELSA, the Metropolitan Library Service Agency, as an associate member through its County Library under MELSA’s current Plan of Association (Attachment 1) which includes but is not limited to providing for the reciprocal borrowing and return of library materials and interlibrary lending and reporting.

**NOW, THEREFORE**, in consideration of the mutual agreements contained herein, the parties agree as follows:

The purpose of this agreement is to maintain and improve services to city and county library cardholders while at the same time sharing and reducing the costs of providing library services through the coordination, compatibility and cooperative support of certain systems, operations, programs and activities of the City Library and County Library.

I. The County Library shall:

- a. Provide and maintain an integrated library system which includes modules supporting acquisitions, serials, cataloging, circulation of library materials and the accounts of library cardholders into which the City Library may store and maintain its bibliographic and cardholder records;
- b. Provide access to the bibliographic utility used (currently OCLC) for the purpose of cataloging library materials;

- c. Generate, print and post overdue and billing notices and/or email notifications for overdue and hold items to City cardholders and maintain equipment for such purposes;
- d. Provide access to system delivered integrated library system reports and statistics on the inventory and use of City Library materials and City Library cardholders and their accounts;
- e. Provide for the extraction of the City Library's bibliographic records and holdings in machine readable (MARC) format from the integrated library system if requested by the City Library with all related extraction costs paid by the City Library;
- f. Provide instruction, procedures, standards, and guidelines to the City Library on the use of the integrated library systems, the bibliographic utility, and services of the County Library;
- g. Provide the City Library opportunities to discuss and participate in future replacement, improvements, or customizations to the integrated library system at mutually agreed upon shared costs necessary to implement and maintain such changes;
- h. Provide the City Library with a computer access, reservation control, and print management system;
- i. Maintain a secure remote connection to the integrated library system in compliance with County Information Technology policies and standards for such connections and those of the integrated library system vendor;
- j. Provide a means of delivery of library materials between the City and County libraries;
- k. Provide for the interlibrary lending and delivery of library materials between the City Library and other libraries through Minitex and MnLINK;
- l. Provide for and coordinate the completion of various federal and state aid reports to MELSA by the County and City library through its Plan of Association.

II. The City Library shall:

- a. Keep up to date the City cardholder and City library materials holdings records in the integrated library system following the instructions, procedures, standards, and guidelines set by the County Library;
- b. Provide for and maintain City Library telecommunications and technology following standards set by County Information Technology to securely connect to the integrated library system database and internet services including internet filtering;
- c. Reimburse the County Library for any County purchased third party applications required to maintain the security and management of public internet and catalog computers based upon the number of licenses necessary at the City Library.
- d. Train City Library staff on all policies, procedures, standards, and guidelines for the use of the integrated library system and other services and operations shared with the County Library;
- e. Train City Library staff on Minnesota statutes regarding the data privacy of library

records; provide for the destruction of any records that may contain private data after the use of such records for business purposes; and ensure that volunteers in the City Library do not have access to County Library systems and services that may disclose private data on individuals;

- f. Reimburse the County Library for processing supplies used for city owned materials;
  - g. Reimburse the County Library for the City Library's portion of the computer access, reservation control, and print management system costs;
  - h. Prepare library materials for interlibrary lending and delivery to the County Library, MELSA, Minitex, and other libraries following the policies, standards and procedures set for the interlibrary lending and return of library materials;
  - i. Provide information and complete reports within set timelines to ensure the completion of all required reporting to MELSA for various state and federal library related programs and grants by and through the County Library;
  - j. Reimburse the County Library for the printing, postage, mailers, and a portion of the postage meter rental used for mailing the overdue notices to City Library cardholders;
  - k. Reimburse the County Library for each City Library cardholder account sent to the County Financial Services Collections Division at the current account fee set by that Division;
  - l. Annually purchase digital resources and print and media materials for the City Library collections.
- III. Each party shall be separately responsible for its own expenditures of funds made under this agreement.
- IV. The parties total liability under this agreement shall be governed by Minnesota Statute 471.59, subd. 1a.
- a. Each party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other parties and the results thereof. For the purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minnesota Statute 466.04, subd. 1.
- V. It is understood and agreed that the entire agreement between the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this agreement are incorporated or attached and are deemed to be part of this agreement.

- VI. Any alterations, variations, modifications, or waivers of provisions of this agreement shall only be valid when they have been reduced to writing as an amendment to this agreement and signed by the participating parties hereto.
- VII. A default in this agreement may occur when a party fails to perform any of the provisions of this agreement or so fails to administer the work as to endanger the performance of this agreement.
- VIII. The terms of Article III, V, XI, and XII shall survive the expiration, termination, or withdrawal from this agreement.
- IX. To the extent required by Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), the parties agree that any party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other parties and involve transactions relating to this agreement. Such materials shall be maintained, and such access and rights shall be in force and effect during the period of the agreement and for seven (7) years after its termination or cancellation.
- X. Each party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, the Minnesota Statutes, Chapter 13 and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations, and orders relating to data privacy or confidentiality, and as any of the same may be amended.
- XI. Each participating party shall be responsible for injuries or death of its own employees to the extent required by law. Each participating party will maintain workers' compensation insurance or self-insurance coverage, covering its own employees while they are providing assistance pursuant to this agreement.
- XII. Effective Date, Termination  
This agreement shall become effective upon signature of both parties and shall continue in force until December 31, 2022 unless rescinded by action of one of the parties by giving notice to the other party at least three (3) months prior to the end of a calendar year or by mutual agreement of the parties. Upon termination of this agreement, all right, title and interest in the real and personal property used in furtherance of this agreement will remain with the entity providing the property.

**IN WITNESS WHEREOF**, the undersigned governmental units, by action of their Governing bodies has caused this agreement to be executed in accordance with the authority of Minnesota Statute section 471.59.

**STILLWATER PUBLIC LIBRARY**

**WASHINGTON COUNTY**

By: \_\_\_\_\_  
Maureen Bell,  
President, Board of Trustees

By: \_\_\_\_\_  
Lisa Weik, Chair  
Board of County Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Kevin Corbid, County Administrator

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_  
Stuart Campbell, Assistant County Attorney

Date: \_\_\_\_\_

## Attachment 1

Metropolitan Library Service Agency  
S-275, Griggs-Midway Building  
St. Paul, MN 55104

October 29, 1975  
With Revisions 10/25/76

### A Plan of Association Between MELSA and Existing City Libraries in Region XI not Party to the Agreement

#### Summary:

This plan includes the adoption of the following actions:

1. MELSA invites the existing city libraries in Region XI which are not party to the Agreement to participate as Associate Members through their county library members of MELSA.
2. In order to improve public library services, coordinate library services and to promote cooperation among public library agencies in Region XI, MELSA establishes as a goal to have county libraries and associate members within each county, through a process of cooperative decision making, function as a single unit for the provision of public library services.

#### Definition:

A single unit for the provision of public library services means a decision making mechanism between cooperating libraries by which local procedures and policies can be discussed and changed as necessary to assist in the implementation of new programs or the improvement of existing programs.

3. MELSA sets guidelines for the participation of Associate Members in its cooperative programs, including such requirements that are necessary to conformance with statewide regulations governing regional library organizations, uniform terms of association between libraries in several counties and the rest of MELSA, effective operation of cooperative programs in a manner

equitable to all participants, and the promotion of cooperative decision making within each county towards operation as a single unit for the provision of public library services.

#### Plan of Association

The Metropolitan Library Service Agency has the general purpose of improving public library service in the counties and cities party to the Agreement which established MELSA under Minnesota Statutes, Chapter 471.59 (Joint Exercise of Powers) and to “cooperate and coordinate library service in any way deemed mutually satisfactory and appropriate.” The basic membership of MELSA is comprised of cities of the first class and the counties within Region XI, the seven-county Twin Cities Metropolitan Area. The MELSA Agreement states that “existing independent libraries, not signatory to the Agreement, may join only through participation in their established county library system.” MELSA invites the participation of these libraries and hereby creates for them an “Association Member” status. This Plan and the policies and requirements described herein replaces the Guidelines on Independent Libraries adopted by MELSA in September 1970.

#### Terms of Association

MELSA functions by enhancing communications between libraries, encouraging sharing of ~~resources~~ materials, coordinating services, and developing new cooperative services. This requires cooperation and coordination of services by its member libraries and it is essential that these principles be maintained in relationships between MELSA and its members and associate members.

In order to promote cooperation and coordination on a county level MELSA establishes as its goal for counties containing Associate Member libraries the development of a single unit for the provision of public library services. This would be a decision making mechanism toward common operating procedures and policies to make changes as needed to implement new MELSA programs or improve existing programs.

Full participation in MELSA programs and services can be extended to associate members if a

single unit for the provision of public library services is achieved. But full participation and the development of the single unit decision making process is not mandatory.

Participation in MELSA is limited to particular programs can be extended if compatible operating procedures and policies are developed as required for those programs.

The library boards and staffs of the libraries in a county should confer frequently about ways to implement cooperative programs and improve library services within the county and jointly participate in programs and services offered by MELSA.

#### Requirements for Associate Members

Libraries desiring associate membership ~~must~~ shall have an existing cooperative agreement with the county library in their own county. Copies of the agreement should be filed with MELSA 30 days prior to the effective beginning date of the Associate membership.

Associate members ~~must~~ shall be supported for operating costs in an amount at least equal to the mill levy or the per-capita of its county library for the previous fiscal year. This level of support ~~must~~ shall be reached by January 1, 1978 or as soon thereafter as conformance with state laws will permit.

Associate members ~~must~~ shall participate in three basic MELSA programs; Reciprocal Borrowing, Back-up Reference Service, and Interlibrary Loan as described below but do not have to participate in any other programs or services that may become available. It will be necessary for Associate Members to have common or compatible policies and procedures with either MELSA or the county library in areas affecting those programs. Where MELSA has adopted uniform policies for its members, the Associate Member ~~must~~ shall conform. Where MELSA has not established policy for its members, the Associate Member and the county library ~~must~~ will develop common or compatible procedures within the county as described below.

Access to all MELSA programs and services is through the county library in which the Associate Member is located. The operating relationship between Associate Member and MELSA will be similar to



the relationship between MELSA and branches of MELSA member libraries.

Where MELSA may institute studies or measurements of the use of cooperative programs, it may decide to include the Associate Member library in such studies and the Associate Member will participate on the same terms as other MELSA participants. Use of the Associate Member libraries and the use of the other MELSA libraries by cardholders of the Associate Member will be counted as if service was provided to or from the county library in order to make such surveys easier to conduct and to maintain data on the basis of MELSA membership.

The Associate library will respond promptly through the county library to MELSA inquiries regarding policies and procedures affecting MELSA programs and will communicate promptly through the county library about local policy decisions or other local situations which may affect such programs.

The Associate Member will cooperate with the county library and MELSA in the promotion of cooperative programs.

#### Requirements for Participation in Reciprocal Borrowing

Reciprocal borrowing means that cards issued by the Associate Library will be honored in other MELSA libraries for services covered by the reciprocal borrowing agreement. Likewise, cards issued by any MELSA member library will be honored by the associate member. There is no payment for this service; it constitutes a basic form of cooperation and enables all MELSA libraries and associates to contribute to the MELSA program in a meaningful way.

Borrowers's identification cards from all Associate Member libraries ~~must~~ shall conform to MELSA and County Library standards in order to be used in the various MELSA charging systems. Cards of all member libraries in a county ~~must~~ shall bear a common mark or logo for easy recognition at other MELSA libraries and so that circulation studies can accurately record the county of origin for all card holders. Though not required, the county library logo is an easily recognized symbol. The card for all MELSA libraries will specify "A MELSA library" as a further means of recognition.

Reciprocal return of materials is a part of reciprocal borrowing and provision must be made for the return to other MELSA libraries of materials which may be returned to the Associate library. A system should be developed in each county which will provide a regular delivery between the Associate library and the County library at least twice weekly.

Procedures for follow-up of overdues of reciprocally borrowed materials ~~must~~ will conform to MELSA or county library procedures. Communication about these overdues will be made through the county library.

The Associate Member library will conform with MELSA policies regarding non-resident fees and privileges. The Associate library and the County library will work towards and by the end of December 1977 achieve the following:

1. hours of service in the associate library comparable with other libraries of like size within the county,
2. common policies on who may borrow materials (i.e. age, residence, school district, place of employment),
3. common loan periods for various types of materials,
4. common or compatible procedures for fines, follow-up on overdues, delinquent borrowers, etc.
5. common registration form and procedures including a system of reciprocal registration of borrowers,
6. common methods for statistical reporting on circulation activity.

#### Requirements for Participation in Interlibrary Loan

The Associate library will submit requests for interlibrary loans to the county library on forms consistent with county library routines. The county library will forward requests to the MELSA interlibrary loan network following the procedures established for such transactions. When the county

library receives interlibrary loan request from other MELSA libraries it may forward the requests to the Associate library if the request can be filled there. Such requests will be given prompt attention and filled whenever possible. MELSA payment for searching and filling interlibrary loan requests will be made to the county library.

Return of interlibrary loans will be made by the Associate library either by mail or through the county library as noted above for reciprocal borrowing. Interlibrary loan returns to the Associate library will be made through the county library delivery system.

Verification required for interlibrary loan requests from the Associate library will be the same as that required in county library branches.

The Associate library will follow the MELSA interlibrary code and other policies as specified for all MELSA members.

The Associate library and the county library will work towards and by the end of December 1977 achieve the following:

1. common policies on eligibility for interlibrary services,
2. common procedures for follow-up and reporting on outstanding interlibrary loan requests
3. policies on the maintenance of bibliographic tools at the Associate library for verification of titles and the training of staff in the use of such tools consistent with county library practice.

#### Requirements for Participation in MELSA Back-up Reference Service

Requests for help on a reference question will be made to the county library's reference agency. If necessary, requests will be forwarded by the county library to the appropriate MELSA back-up reference library. Queries and answers will be handled for the associate library by the county library the same as for the county library branches.

In order to avoid overloading any library, the associate library will maintain collections of reference materials and staff comparable with those in county library branches of like size.

The Associate library and the county library will work towards and by December 1977 achieve the following:

1. common policies on who is served by reference services, telephone and mail queries, etc.
2. common procedures for statistical reporting of reference transactions (i.e. forms, tallies, definitions),
3. common policies regarding information requests for legal and medical advice, referral services, homework, contest questions, etc.
4. common practices in the provision of reference collections, and staff training consistent with the county library system.

#### Requirements for Full Participation in MELSA Programs

MELSA's long range plans call for increasing cooperation between MELSA member libraries in solving common problems, including development of cooperative projects such as the application of data processing techniques to circulation, bibliographic control, and other areas, centralized purchasing of materials and supplies, specialized consulting services, etc. After the associate member and the county library have achieved uniform or compatible policies and procedures for Reciprocal Borrowing, Back-up Reference Service, and Interlibrary Loan as outlined above, the associate member may participate in the full range of MELSA programs by working with the county to develop a "single unit for the provision of public library services" in their county, consisting of a decision making mechanism by which local procedures and policies can be discussed and changed rapidly and which will insure the smooth functioning of cooperative and reciprocal programs within the county and within MELSA by minimizing differences in policy and procedure in as many areas of library services as possible.

Full participation in MELSA will include the opportunity for employees of the Associate Member library to share in the development of MELSA programs through membership on MELSA committees subject to appointment by the Director of the county library and the approval of the Director of the

Associate library.

Full participation requires that the Associate library and the county library work towards and at the end of two years achieve a single unit for the provision of public library services in the county including but not limited to the following:

- Coordination of service hours at library agencies in the county.
- Implementation of a common plan for collection development, including materials selection policies which will guide the growth of public library collections in the county to compliment each other and avoid unnecessary duplication.
- Development of personnel plans in all county libraries, including written job titles and personnel policies which are coordinated to the greatest degree possible considering local union agreements and local government policies.
- Uniform statistical reporting and coordinated surveys of use and other management studies on a county level.
- Unifies in-service training programs to achieve maximum benefits from staff in all county libraries.
- Uniform policies and procedures for cataloging and classification of materials.
- Development of a plan for inclusion of holdings in a common catalog or data base to aid in exchange of materials.
- Compatible circulation control systems.
- Implementation of a plan for coordinated administrative decision making in areas of public services.

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- Karen Hannah announced that she will retire from the library at the end of this year. Worth repeating, especially if you don't know Karen, is what was shared with staff: Karen is a respected colleague with a calm, joyful, insightful spirit. She's also very creative. Though no one can ever be replaced, we will move forward and welcome new staff with their own special talents and unique backgrounds that will add to the richness of the library. Within a day of being informed, the recruitment process began with an internal union posting, and the process remains ongoing.
- Other personnel updates include the following:
  - On October 18, Sarah Foslien started in her new position, providing administrative support three days per week as our Office Specialist. Business and Communications Manager Keri Goeltl is orienting Sarah, and we hope to benefit from her marketing experience later. That same day, Library Assistant Cindy Selnes made a lateral transfer into Sarah's Circulation Services role, moving from being scheduled to work 20 hours per week to 24.
  - Circulation Services Lead Lori Houston and Mark interviewed five candidates in October for Cindy's 20-hour Library Assistant position, and offered the position to Mariah Waller, who brings considerable experience working for St. Paul Public Library. We're very happy to have her join our team.
  - Information Supervisor Aurora Jacobsen and Mark also completed interviews for an 18-hour per week Library Associate, with the position being offered to and accepted by Cami Andersen, who has an MLIS degree and relevant skills that will be quite helpful.
- At The Zephyr Theatre, Mark gave a presentation describing the many ways a public library can support personal or professional goals to the current Leadership in the Valley class.
- Mark wrote a quarterly progress report for the Huelsmann Foundation, which earlier this year awarded a significant grant to the Library Foundation to help support masonry repairs at the library.
- Staff are making steady progress on the new website under development. In October, Mark proofed a number of sections and submitted three pages of feedback.

### Heads-Up

- Work to repair the catering ramp began on November 4. The contractor will remove rust, patch the metal deck, paint support posts, and patch the cement decking surface. The repairs will help extend the lifespan of the structure.
- Staff are discussing how to present statistics in an accessible, efficient way for future reports.
- City Administrator Tom McCarty emailed all city employees on November 4 to say that OSHA has released requirements to protect unvaccinated employees of large employers from the risk of contracting COVID-19 in the workplace. As these rules will apply to the City of Stillwater, staff will develop protocols for City Council to review that conform with OSHA standards.

### Near-Term Future Focus

- Additional recruitment and hiring processes through November and into December.
- Assist the Library Foundation with planning and recording segments for the November 16 *For the Love of the Library* virtual program featuring Justice Alan Page, which we are honored to be part of.
- Coronavirus (COVID-19) planning elements will continue.
- Review of library policies, including two policies that will likely be ready for the December meeting.

## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming and Reference

#### October Programs:

- Connect Through Books had 5 attendees
- Artist Reception on October 5 had 17 attendees
- Paint a Fall Landscape in Acrylics had 25 attendees
- A second session of Walking Tour of 19<sup>th</sup> Century Stillwater brought in 21 attendees
- Telescopes on the Terrace had 21 attendees
- Mystery Book Club had 10 attendees
- Genealogy 101 had 9 attendees
- Author Talk: Todd Melby discusses "A Lot Can Happen in the Middle of Nowhere: The Untold Story of the Making of Fargo had 8 attendees.

#### Personnel

- Cami Andersen and Mariah Waller both started in October, with Cami working as a Library Associate in Reference and Mariah as a Library Assistant in Circulation. Staff is very excited for the new ideas and energy that these new staff members bring to their departments.
- The library also posted another Library Associate position to be filled by the end of 2021.

#### Circulation

- There were 25,926 physical checkouts and renewals and 3,597 eMaterials checkouts and renewals in October.
- Staff filled 23 Library Lockers pick-ups in October.
- Staff issued 82 new library cards in person and 29 people submitted card applications online.

#### Reference

- Staff prepared and checked out 3 Book Bundle requests.
- Reference staff is working on a few promotions moving forward, including a redesign of some Dewey Decimal guides.
- A library practicum student from the University of Wisconsin-Madison has been completing her hours at Stillwater Public Library. Among other projects she's worked on, she has nearly completed weeding the romance section. The area is much improved with newer copies of the most popular titles and some extra space on the shelves for newer books.

#### Partnerships

- Aurora attended both the Literary Arts committee and Library meetings for the NEA Big Read. Library staff is securing some great programs as part of this project.
- The library arranged for a series of Minnesota Pollution Control Agency sustainability exhibits. Staff is working with the Green Steps committee of Sustainable Stillwater to secure programming around each of the exhibits.

#### Upcoming in November

- Connect Through Books on November 1st

- Still Life Painting with Oil Pastels on November 4th
- Writer's Workshop: Making Sense of the Past Year on November 6th
- Storytelling Through Collage on November 8th
- Pop-Up Book Club on November 15th
- Mystery Book Club on November 17th
- Distillery Tours with Craft Cocktails on November 17th



October Programs – attendance in parentheses

Storytime (Outdoor)

- 3 family sessions: two Wednesday and one Saturday (83)
- 1 special guest “Music Together” session (56)

Children’s Programs (in-person)

- “Fall Leaves on Water” with Serendipity Art (25)

Self-Directed Activities

- Scavenger Hunt (Superheroes) (317)
- Where’s Waldo and Woof? “Secret Scavenger Hunt” search (n/a)
- Art Room – “Let’s Make Pumpkins” (n/a – 174 pictures hung)
- Pop-up 4H STEM kits: “Paper Helicopter” (30 kits)
- Pop-up take-and-make kits:
  - “Glow-in-the-Dark Rocket Ship” (30 kits)
  - “Horsing Around” (30 kits)
- Teen “Boredom Busters” – Blackout Poetry; continued
- Teen “Guessing Jar” – Skittles candies
- Pop-up take-and-make kits: TEENtober “Scare-ium” Mini Spooky Terrarium Kit (30 kits)

Youth Spaces

- Art Cart / Art Room
  - Families continue to actively enjoy the Art Room during all of the hours the library is open, and we are thankful we were able to manage this once again throughout the month of October. This was our second month of this experiment.
  - The theme for October was “Pumpkins,” and the activity was to make either a cut paper collage pumpkin patch picture or a paper plate pumpkin. A limited number of chairs in the room helped manage social distancing and overall numbers.
  - The families continue to LOVE being in this bright, happy Art space, and have expressed specific appreciation that they are currently able to access it whenever the larger Library space is open.



### Outreach / Community Engagement Programs and Visits

- A collection of books were delivered to the Head Start classroom to support their unit on “Building”.
- Three New Heights classes visit the library each week. Staff offer assistance in varying degrees.

### Upcoming

- *DiNOVEMBER – art room theme and book display*
- *Special Musical Storytime with Rose Oyamoto, Ukelele Librarian from St. Paul Public Library*
- *“Stained Glass” Tree Collage - Art for Kids, Serendipity Art & Design – Saturday, November 6*
- *STEM Saturday pop-up take-home kit with 4H – Saturday, November 20*
- *“Leaf Man” Story Stroll (4<sup>th</sup> Street lawn) and related self-directed activities*

### October Photo Highlights



Families have been braving the weather but we had one rainy day



Baby Bear, our storytime mascot, offered little apples after one storytime

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Governance Committee Report</b>	
OWNER: <b>Board Governance Committee</b>	PRESENTER: <b>Board Governance Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Board Governance Committee Meeting Notes</b>  <b>October 27, 2021, 3:00 p.m.</b>  <b>Present: Maureen Bell, Paula Hemer, Ryan Mathre, Mark Troendle</b></p> <p><b><u>Agenda Items Covered:</u></b></p> <p>1. <u>Review results of the Self-Assessment Survey</u></p> <ul style="list-style-type: none"> <li>- Training take-aways included: <ul style="list-style-type: none"> <li>- Ways to promote the Library in the community <ul style="list-style-type: none"> <li>- Suggestions included trustee brainstorming,</li> <li>- Holding a half-day workshop possibly facilitated by the St. Croix Valley Foundation;</li> </ul> </li> <li>- State and National trends in library programming, services and future planning <ul style="list-style-type: none"> <li>- Maureen suggested that United for Libraries or a State-level leader may be able to address this training need - as well as the next one;</li> </ul> </li> <li>- Becoming familiar with key library policies and foundational documents.</li> </ul> </li> </ul> <p>2 &amp; 3. <u>Review revision of trustee candidate interview questions and determine what guidance to provide to the ad hoc interview committee.</u></p> <ul style="list-style-type: none"> <li>- The revised interview questions were accepted with no changes.</li> <li>- Specific guidance included letting them know that: <ul style="list-style-type: none"> <li>- their charge is to interview library trustee candidates and make a recommendation to the Board at the December meeting;</li> <li>- they have the option of not interviewing internal candidates;</li> <li>- the candidate interviews should be in person;</li> <li>- they will determine which dates each member is available to interview and send the dates to Keri who will contact each candidate to set up the interviews.</li> </ul> </li> </ul> <p>3. <u>Determine which library documents to be presented to trustee applicants prior to the interview.</u></p> <ul style="list-style-type: none"> <li>- Applicants will be given a copy of the Trustee Job Description and the Board Bylaws.</li> </ul> <p>4. <u>Determine protocol for orientation of new trustees</u></p> <ul style="list-style-type: none"> <li>- Mark provided a copy of a detailed orientation agenda which was used previously. Consensus was to use it again.</li> <li>- The executive board and Mark will conduct the orientation.</li> </ul>	

5. Complete the Committee Self-Assessment survey

- The committee had a very productive discussion and completed the survey questions. Mark will send the survey results to the executive committee.

**Assignments:**

- Mark will contact Angie at the St. Croix Valley Foundation to find out current training offerings and ask if they had any modules related to promoting the value of libraries in the community.
- Maureen will obtain a brochure of webinar trainings by United for Libraries.
- The Self-Assessment survey results will be included in the November Board packet and a discussion item regarding these results will be added to the November agenda.
- Maureen will provide the ad hoc interview committee with the revised interview questions and share the guidelines stated above in #2/3.

**Next Meeting:** Wednesday, December 1, 3:00pm, Library conference room

**Agenda items for future meetings:**

November:

- Review feedback from Trustees regarding the Self-Assessment survey and future Board trainings.
- Determine Board training content, format and potential training dates.
- Discuss why and how to obtain feedback from library staff as part of the annual library director's evaluation.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Executive Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Executive Committee Meeting Notes</b> <b>October 26, 2021, 10:00 a.m. Conference Room</b> <b>Present: Bell, Lockyear, Richie, Troendle</b></p> <p><b>Labor Negotiations</b></p> <ul style="list-style-type: none"> <li>• The current labor contract between the Library and AFSCME expires at the end of 2021.</li> <li>• Dates for negotiation sessions will be set soon.</li> <li>• Susan Hansen, Labor Attorney, will represent the Board again this year.</li> </ul> <p><b>WCL/SPL Draft Contract</b></p> <ul style="list-style-type: none"> <li>• The Committee reviewed the proposed draft of the annual <i>Agreement Between Washington County and the Stillwater Public Library</i>.</li> <li>• The <i>Agreement</i> outlines terms of a joint powers agreement for the provision of library services to County and City residents.</li> <li>• The <i>Agreement</i> meets requirements for SPL to participate in MELSA (Metropolitan Library Service Agency) as an associate library.</li> <li>• The Committee recommended forwarding the draft contract to the Board for action at the November meeting.</li> </ul> <p><b>Standing Committee Self-Assessment Survey</b></p> <ul style="list-style-type: none"> <li>• The Standing Committee Self-Assessment Survey was sent to trustees on 10/27/21.</li> <li>• Each committee was asked to discuss the survey and submit a single response by 11/15/21.</li> </ul> <p><b>Library Board Applicant Interviews</b></p> <ul style="list-style-type: none"> <li>• Applications for vacant Board seats are due by November 8, 2021.</li> <li>• The Committee reviewed and affirmed the Board’s established process and schedule for interviewing applicants for vacant Board seats: <ul style="list-style-type: none"> <li>○ President appoints ad hoc interview committee comprised of three trustees.</li> <li>○ Board Committees (Executive and Board Governance) review the list of interview questions asked of all applicants.</li> <li>○ If possible, interviews are held in time for the ad hoc committee to bring a recommendation to the December Board meeting.</li> <li>○ When adopted, the recommendation is forwarded to the City Council which appoints Board members.</li> </ul> </li> <li>• Trustees Cox, Hansen, and Hollatz will serve as the interview committee.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Finance Committee Report</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Finance Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Finance Committee Meeting Notes</b>  <b>November 2, 2021, via Zoom</b>  <b>Present: Goeltl, Hansen, Hollatz, Richie, Troendle</b></p> <p><b>2022 Budget</b></p> <ul style="list-style-type: none"> <li>• Committee reviewed the 2022 revised operating budget based on a 3% increase in the transfer in from the general fund.</li> <li>• Committee reviewed 2022 supplemental funding needs. Committee discussed obtaining support from the Stillwater Public Library Foundation and Friends of the Stillwater Public Library and utilizing balances from donation accounts.</li> <li>• Committee reviewed the 2022 revised capital budget which includes city funding for the roofing project and the use of the fund balance for masonry and IT-related projects.</li> </ul> <p><b>Fund Balance</b></p> <ul style="list-style-type: none"> <li>• Committee discussed the use of the library’s fund balance. Staff updated committee on conversations with the City regarding the size of the fund balance. Historically, the fund balance is quite high. The library needs enough in the fund balance to cover compensated absences. City recommends using fund balance to pay for unfunded 2022 capital projects.</li> </ul> <p><b>Board Committee Assessment Survey</b></p> <ul style="list-style-type: none"> <li>• Committee discussed and completed the assessment survey.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



Stillwater Public Library Foundation  
Board Meeting – September Meeting – Held 9/24/21  
Video Conference

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

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

2. Approval of the Minutes - Minutes for the August meeting was approved.

3. Reports

a. President- Shawn

- Events were successful.
- Guest speaker for the November meeting will speak about skills for asking for donations.
- Shawn personally thanked donors.
- Shawn is working on recruiting new members to the foundation board.

b. Library Director - Mark

- SPLF Board LD Report 2021-09-24

1. Youth Services will continue to offer outdoor programming on the 4<sup>th</sup> ST lawn on Wednesdays at 10:30 AM, plus the second Saturday of each month, as long as the weather permits.
2. Youth Services also has created a new art space in the children's story time room. Staff provide monthly project suggestions and supplies; our patrons provide the imagination.
3. For adults, staff have planned an in-person Writer's Workshop for Saturday, Oct. 2, from 10:30-12:30. The theme is "Making Sense of the Past Year," and it will be facilitated by an author with the Loft Literary Center (Michael Kleber-Diggs).
4. Repairs to the capstones on the perimeter of the terrace formally began this Wednesday, Sept. 22. The original repair plan was not feasible, other options were explored and discarded, until we arrived at a solution that will preserve the look of the terrace while protecting the building from water intrusion. The terrace will remain open.
5. You will see some new staff in the library as we've been hiring additional substitute staff for Information Services, Circulation, and Youth Services.

c. Finances - Dustin

- Dustin met with First Bank and Trust about an investment account.
- Balance sheet looks good for more details see Dustin's report.
- Expressed concerns about donors thinking the library has all the donations it needs because of the recent large donations
- Looking into investment policy for 2022.
- Payroll is up a little.
- Outside services on par.

- Asked Mark to spend more to reduce account funds.

d. Governance – Amber

- Developed new application link for potential new board members.
- Shawn will send email to members with link to board membership description and application

e. Events & Marketing – Summer

Events & Marketing

Quick recap of small group donor events:

- thanks to everyone who participated, helped set up/tear down, contributed ideas, helped procure supplies. Great job presenting, Shawn and Mark.
- these were part of our experimentation with different types of ways to connect with donors, creating a more rounded attachment of them to us (e.g. not just FLL or LAS).
- takeaways:
  - small group works and can pull in people that haven't come to an event before
  - it gives the foundation a 'face'
  - donors are hungry to help
  - donors like to be 'in the know'
- the committee is open to any other comments or suggestions any board member has regarding these 2 events.

Next UP: FLL – the invite is being printed, thanks to the committee for their input. Regular meetings are beginning next week with Metro Connections; Alicia has secured Lee Valsvik and our moderator who will interview Alan Page.

The sponsorship deck has been determined; any board member who can connect with a current or potential sponsor individually would be very welcomed; reach out to me/Alicia and we'll help you with that. It makes a huge difference when board members make that phone call, send that email, etc. We are actively trying to grow our sponsor base. Alicia can share the list of current sponsors; if there is any business or connection that you can reach out to either of us would be happy to help.

Our next challenge is to determine what focus area we want the conversation to be about, and what questions will be asked during Q&A, which is a fabulous opportunity. We are also looking for a library patron who is a good fit for this event and would be willing to be recorded for their library story. If you'd like to help with any or all of this please reach out or attend the next E&M committee meeting Tuesday October 5th at 6:30 (virtual). Let me know and I'd be happy to send the link.

Alicia was able to secure autographed copies of Justice Page's book for many of the sponsor levels which is great.

Other activities: the committee is actively looking for other innovative ways to connect with donors so if you see anything or have any ideas we should consider please let us know.

Other things on our plate: new website and communication around the DeCurtins gift once Finance has determined the best strategy for those funds.

Please continue to like and share our social media posts and remember we love suggestions and input!



f. Executive Director - Alicia

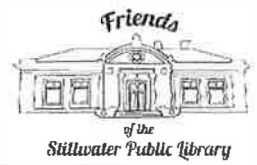
- Alan Page is onboard for virtual Love of the Library event.
- 100 copies of Alan Page's autographed book are on order for VIP's and sponsors at the Love of the Library event.

4. Other Business – None.

5. Adjournment – The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Paige Hoyle, Secretary



# Friends of the Stillwater Public Library

**September 13, 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, Mary Glennon,  
Mark Troendle, Tracy Salvati, Gemma Lockrem,  
Lyndon Lockrem, Laurie Burns

## Agenda

**Friends of the Stillwater Public Library Meeting:  
Monday, September 13th, 2021  
Location: Margaret Rivers Room  
Time: 6:30pm**

Friends of the Stillwater Public Library Agenda

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Friends of the Stillwater Public Library Monthly Meeting

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1. Call meeting to order: Mary Ann Sandeen
2. Secretary’s Report: Tracy Salvati
3. Treasurer’s Report: Jan Kilkelly
4. Membership: Gemma Lockrem
5. Other: Nancy Wilson Memorial
6. Fall Booksale—

Bookdrive: Saturday, October 30—10:30 AM—3:00 PM/Saturday, November 6—10:30 AM—3:00PM

Book Sale: Wednesday, November 10—5:00-7:00 PM....Members Only Preview /Thursday, November 11—10:15AM- 7:30

PM/Friday, November 12—10:15 AM- 4:30 PM/Saturday, November 13—10:15 AM-4:30PM, All Day Bag Sale ; STS book pick up.

Sunday

7. SPLF Love Your Library Event. November
8. Update: Mark
9. Adjournment: All

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- Meeting called to order by Mary Ann Sandeen
- Tracy handed out May 17, 2021 meeting minutes for review
  - Minutes approved

- **Susie Danielson – Book collection update (per email):**
  - The book donation drive was extremely successful, there are lots of great books.
  - 17 teenagers helped with the collection of donated books. Many are on board to assist with the upcoming drives in October and November. The teens were awesome with the physical part of the job but, there is still a bit of sorting to do. I am planning to put a call out to some of our regular book sale set up crew to assist with that.
  - I will roll out the sign up and start calling friends for the next 2 book drives and sale in the next day or two. Gemma, will you send me an updated list again? If the list still looks short because of Covid, can I utilize an older one as well?
  - We are confirmed with STS for the 10th and the 14th of November.
  - The Friends of the Stillwater Library Sale Area has been open and is being re-stocked with books weekly.
  - Starting up Sign-up Genius. Workers can sign up for topics and times.
  
- **Mary Ann nominated for MALF award. Congratulation, Mary Ann!! Well deserved.**
  - **Oct. 9<sup>th</sup> Zoom – Saturday Splash**
    - Pre-register on MALF website
    - Lorna Landvik – featured speaker
  - **Mary Ann has gone above and beyond helping with the FRIENDS**
  - **There are 14 nominations. Everyone will be recognized in individual videos**
  
- **SPLF Love Your Library Event. Nov. 16<sup>th</sup>, 2021 – virtual now**
  - **Alan Paige – prerecorded presentation**

**Update: Mark Troendle:**

Starting

- September 2021 returned to pre-pandemic hours.
- Sue Hedin retired end of August 2021
- Meet the artist event 9/14 – 5:30-7:30pm
- Youth services has repurposed the activity room
- Sat. Oct. 2<sup>nd</sup> – ‘Making sense of the past year’ Loft Literary Center

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

**Meeting Adjourn at 7:15pm**

**Next meeting will be on Monday, Oct. 11, 2021**

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

<b>Period:</b>	<u>9/1/2021-</u> <u>9/30/2021</u>	<u>Year-to-Date</u> <u>9/30/2021</u>
Opening Balance	\$37,953.30	\$ 39,524.06
<b>Receipts:</b>		
Memberships		\$ 2,975.00
Donations		\$ 3,315.00
Ongoing Book Sales	\$363.00	\$ 363.00
Semi-Annual Book Sales		\$ 510.00
Scanner Fees		\$ -
Book Bag Sales	\$15.00	\$ 60.00
<b>Total Receipts</b>	<b>\$378.00</b>	<b>\$ 7,223.00</b>
<b>Disbursements:</b>		
Grants to Library	\$2,015.00	\$ 10,165.00
Sponsorships	\$500.00	\$ 500.00
Memberships		\$ 25.00
Postage		\$ 55.00
Printing & Supplies	\$290.95	\$ 402.71
Sales Tax		\$ 74.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$2,805.95</b>	<b>\$ 11,221.71</b>
<b>Ending Balance</b>	<b>\$35,525.35</b>	<b>\$ 35,525.35</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2021	<u>\$0.00</u>
<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	<u>\$500.00</u>
	<u>\$7,243.42</u>

# Stillwater Public Library 2021 Calendar

<p><b>January</b>  <b>1: Library Closed, New Year's Day</b>  <b>12: SPL Board Meeting, 7:00 pm</b>  <b>18: Library Closed, MLK Day</b>  <b>22: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Board passes ratification of wages prepared by Director (if needed)</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b>  <b>9: SPL Board Meeting, 7:00 pm</b>  <b>15: Library Closed, Presidents' Day</b>  <b>26: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Event Wing Survey (Feb)</li> </ul>	<p><b>March</b>  <b>9: Presentation at Stillwater Township, 7:00 pm (based on prior years)</b>  <b>9: SPL Board Meeting, 7:30 pm</b>  <b>26: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress check</li> </ul>
<p><b>April</b>  <b>1: Annual Report to State Due</b>  <b>4: Library Closed, Easter</b>  <b>4-10: National Library Week</b>  <b>13: SPL Board Meeting, 7:00 pm</b>  <b>23: SPLF Board Meeting, 8:30 am</b></p>	<p><b>May</b>  <b>11: SPL Board Meeting, 7:00 pm</b>  <b>28: SPLF Board Meeting, 8:30 am</b>  <b>31: Library Closed, Memorial Day</b></p> <ul style="list-style-type: none"> <li>• Begin operating budget prep</li> <li>• Events Task Force Check-In</li> </ul>	<p><b>June</b>  <b>8: SPL Board Meeting, 7:00 pm</b>  <b>25: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Big Read in the St. Croix Valley: The Latehomecomer by Kao Kalia Yang</li> <li>• 2022 capital outlay request and 2022-2026 CIP due</li> <li>• 2022 operating budget discussions</li> <li>• Facilities 101 &amp; Finance 101</li> </ul>
<p><b>July</b>  <b>5: Library Closed, Independence Day Observed</b>  <b>13: SPL Board Meeting, 7:00 pm</b>  <b>23: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• 2022 operating budget due</li> </ul>	<p><b>August</b>  <b>10: SPL Board Meeting, 7:00 pm</b>  <b>27: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• City Council budget hearing</li> <li>• Events Task Force Check-In</li> <li>• Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)</li> </ul>	<p><b>September</b>  <b>6: Library Closed, Labor Day</b>  <b>13: Friends Meeting, 6:30 pm</b>  <b>14: SPL Board Meeting, 7:00 pm</b>  <b>24: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Council budget changes; Levy adopted</li> <li>• Events Task Force Proposal (Sept/Oct)</li> <li>• Director evaluation: annual review</li> <li>• Request 2022 health insurance info</li> <li>• Negotiate labor contract with union in fall (Executive Committee)</li> <li>• Possible joint meeting of SPL, BPL and WCL</li> </ul>
<p><b>October</b>  <b>11: Friends Meeting, 6:30 pm</b>  <b>12: SPL Board Meeting, 7:00 pm</b>  <b>22: SPLF Board Meeting, 8:30 am</b></p> <ul style="list-style-type: none"> <li>• Implement board self-assessment survey</li> </ul>	<p><b>November</b>  <b>8: Friends Meeting, 6:30 pm</b>  <b>9: SPL Board Meeting, 7:00 pm</b>  <b>10-13: Fall Used Book Sale</b>  <b>25: Library Closed, Thanksgiving Day</b></p> <ul style="list-style-type: none"> <li>• Report on self-assessment results</li> <li>• Adopt holidays for succeeding year</li> </ul>	<p><b>December</b>  <b>3: SPLF Board Meeting, 8:30 am</b>  <b>14: SPL Board Meeting, 7:00 pm</b>  <b>24: Library Closed, Christmas Eve</b>  <b>25: Library Closed, Christmas Day</b>  <b>31: Library Closed, New Year's Eve</b>  <b>31: SPL Board Terms End</b>  <b>31: WCL/SPL Contract Ends</b></p> <ul style="list-style-type: none"> <li>• Succeeding year budget adopted by Council</li> <li>• Provide authorization for year-end expenditures if needed</li> </ul>

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

# Stillwater

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## 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