

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, October 12, 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 September 14, 2021 Minutes +
  - b) Acknowledgement of Bills Paid in September+
  - c) September 2021 Budget Status Report +
  - d) Q3 2021 Gifts and Grants Received +

Informational/Discussion (15 minutes)

5. Trustee Information Sharing I+
6. Director Evaluation Summary I+
7. Library Board of Trustees Vacancies I+
8. POLCO Survey D+

Decisional (30 minutes)

9. Grant Requests A+
10. Event Space Proposals A+

Reports (20 minutes)

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

14. Public Commentary and Communications

15. 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, October 11, 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  
September 14, 2021  
Minutes**

**PRESENT:** Bell, Carlsen (left after agenda item 13), Cox, Hansen, Hemer (was absent for agenda items 2-4), Hollatz, Lockyear, Mathre, Richie, Council Liaison Collins

**ABSENT:** None.

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Bell called meeting to order at 7:05 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

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

None.

**AGENDA ITEM 4: Consent Calendar**

*Motion to adopt consent calendar. Carlsen moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hansen, Hollatz, Lockyear, Mathre, Richie, No: None.*

**AGENDA ITEM 5: Trustee Information Sharing**

Lockyear visited a public library in Northfield, Minnesota. It is a Carnegie library with a new addition. The library had some interesting features, including quotes in the sidewalk by the entrances, messages of hope and quotes in a tree, and BookBike (a book mobile). The library also publishes a community connector resource, written in both English and Spanish.

Lockyear highlighted Roger Rosenblatt's "Write America" series where authors discuss how art and books can heal and bridge divides. A second season is scheduled for 2022 with discussions in libraries and book clubs following each segment of Write America. A story about this was aired on PBS News Hour (<https://www.pbs.org/newshour/show/how-americas-writers-are-joining-forces-in-hopes-to-bridge-divides>).

Hollatz discussed the Sinclair Lewis exhibit at the Minnesota Historical Society. Hemer, Lockyear, and Bell commented that they also attended and agreed that it was a terrific exhibit.

**AGENDA ITEM 6: Library Hours and Services**

Troendle reported that this month the library resumed pre-pandemic hours. He discussed recent updates from the city's Workforce of Tomorrow team and results of the city survey regarding pandemic protocols.

**AGENDA ITEM 7: 2022 Budget Update**

Richie directed trustees to the report in the board packet regarding the status of the 2022 budget. The library's approved 2022 budget is unknown. The Finance Committee has discussed budget options based

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**September 14, 2021**  
**Minutes**

on verbal reports of library funding of 2.7-3% higher than last year (library's requested increase was 9.83%), but actuals are still being determined. Council Liaison Collins reported that the overall levy amount is set by Council at the meeting on Tuesday, September 21, 2021. The actual budget is formally approved in December. The council can spend less than this but cannot go higher for 2022.

Hansen asked what would be included in a 2.7% budget increase. Troendle noted that this would cover step increases and cost of living adjustments for existing personnel, but it does not fully recover the cuts from the pandemic. Hansen responded that at least one city used money from the Cares Act/American Rescue Plan Act to help return the library budget back to pre-COVID levels. Cuts during COVID were understandable due to reduction in hours, but the library should expect to see its budget brought back now that it has resumed regular hours and services.

**AGENDA ITEM 8: 2022 Employee Health Insurance**

Troendle directed trustees to the agreement in the packet. The city's health insurance group reached consensus to accept the BlueCross BlueShield Minnesota 2022 health insurance proposal. The library union has reviewed and approved this proposal.

One change next year is that there will not be a wellness program funded by BlueCross BlueShield. If the library would participate in a city-sponsored wellness program, the money to fund this would be from the library's budget. Our preliminary recommendation would be that the library not participate as the 2022 budget will be so tight. We would still approve supporting this agreement because it does save a substantial amount in premiums for the library and the employee.

*Motion to approve the Memorandum of Agreement between the library's AFSCME Council 5, Local. No. 517 and the City of Stillwater regarding health insurance decision changes effective January 1, 2022. Hansen moved. Richie seconded. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.*

**AGENDA ITEM 9: Masonry Repairs**

Troendle reported that the initial proposal by Building Restoration Corporation (BRC) regarding the repair of the railing construction capstones does not meet the needs of the library due to aesthetic and long-term maintenance concerns. On behalf of the Facilities Committee, Troendle worked with the City's Facilities Manager to identify alternate approaches to resolve the water infiltration issues related to the capstones and lack of a weep system. The Facilities Manager consulted two different contractors that recommended cleaning out the existing mortar, installing weeps, and redoing the grouting and caulking. The rough estimate to complete the work is \$60,000. The library expects formal quotes next week. BRC's proposal was \$70,000.

*Motion to approve granting authority to the Facilities Committee to make decisions on who to employ to repair the terrace capstones, what solution to use, and, if needed, the ability to use up to an additional \$60,000 from fund balance, supplemental funds (first Kilty, then unrestricted), and/or reallocate any remaining capital funds left over from completed projects. Hollatz moved. Hemer second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.*

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**AGENDA ITEM 10: Director and Other Staff Reports**

Troendle announced that the library is pleased and honored to have received a \$5000 donation from Stillwater Township this week.

Carlsen commented that he attended the 3-minute puppet show at Farmer's Market with his grandchildren. It was a great activity and loved the swag bag with the mini-carrot.

**AGENDA ITEM 11: Foundation & Friends Report**

Troendle updated the trustees that November's *For the Love of the Library* will likely be a virtual only event.

Troendle reported that the Friends of the Stillwater Public Library held their monthly meeting on Monday evening. The ongoing book sale has been open since September 1 and is already receiving donations. Bell highlighted that Friends President, Mary Ann Sandeen, will be receiving recognition from Minnesota Association of Library Friends. There will be a virtual program in October.

**AGENDA ITEM 12: Board Committee Reports**

- a) Board Governance Committee:
  - The Governance Committee finalized the communication decision tree. Hemer requested that library staff send this to board members.
  - The self-assessment survey will be sent on October 1 to trustees. The committee requests that it be completed October 20. Survey results will be reported in November.
  - The Governance Committee requested a link to the trustee job description be included in the trustee application process.
  
- b) Executive Committee: Report in packet. The Executive Committee is discussing a self-assessment for each standing committee. The committees have been meeting for a little over two years. The charters and procedures were drafted by each committee. A draft assessment is in the works, but there is no time table for administration.
  
- c) Facilities Committee: Due to impending masonry and roof work, the Facilities Committee has held off on any 4<sup>th</sup> Street Lawn project decisions.
  
- d) Finance: Report in packet.
  
- e) Library Events Task Force: Report in packet. Lockyear reported that trustees will be voting on option one or two at October's meeting. The options, with clarifications from August's meeting, are included in the packet.

**AGENDA ITEM 13: Public Commentary and Communications**

None.

**AGENDA ITEM 14: Director Evaluation: Annual Review**

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*Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board's authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation. Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None. Meeting went into closed session at 7:58 PM.*

*Motion to reopen meeting following the conclusion of the annual performance evaluation of the director. Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None. Meeting reopened at 9:24 PM.*

**AGENDA ITEM 15: Director Step Movement**

*Motion to approve movement to step 9 effective the first full pay period following the director's anniversary date and subject to satisfactory performance evaluation. Hansen moved. Hemer seconded. Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.*

**AGENDA ITEM 16: Adjournment**

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

Meeting adjourned at 9:30 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgement of Bills Paid in September 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 September 2021 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bills report summary for the month of September:</b>				
<b>September 2021 (2021 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 15,510.66	\$ 3,401.96	\$ 508.86	\$ 19,421.48
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 15,510.66</b>	<b>\$ 3,401.96</b>	<b>\$ 508.86</b>	<b>\$ 19,421.48</b>
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: September 7, 2021</i></p> <ul style="list-style-type: none"> <li>• \$290.95 paid to Amazon for a donation/payment box used for patrons to do a self-service payment for Friends book sale purchases. Cost reimbursed by Friends.</li> <li>• \$995.00 paid to ZooBean for Beanstack software used to facilitate book and activity tracking for reading programs. Funded through Foundation.</li> </ul> <p><i>Bill Resolution: September 21, 2021</i></p> <ul style="list-style-type: none"> <li>• \$583.34 paid for a 12-month subscription to Star Tribune. Funded through Foundation.</li> <li>• \$570.00 paid to Chattervox for voice amplification system for use during programming.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>9/7/2021 Bill Resolution – 2021 Bills</b> <b>9/21/2021 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>						
1X3K-6M9X-HRQD	08/11/21	Amazon Business	Book Sale Donation Box (Friends)	\$ 290.95	229-4229-4099-0000	Friends - Misc
1FXW-Q1W9-46DM	08/16/21	Amazon Business	Materials - Adult Nonfiction	\$ 14.55	230-4230-2405-0000	Adult Books - Non Fiction
1FXW-Q1W9-46DM	08/16/21	Amazon Business	Materials - Adult Fiction	\$ 34.98	230-4230-2401-0000	Adult Books - Fiction
149L-H797-3KQ7	08/19/21	Amazon Business	Materials - Adult Fiction	\$ 14.99	230-4230-2401-0000	Adult Books - Fiction
149L-H797-3KQ7	08/19/21	Amazon Business	Supplies	\$ 11.98	230-4230-2101-0000	General Supplies
1WP6-CKH9-3NYX	08/19/21	Amazon Business	Programs - Juv Story Stroll (SPLF) Credit Memo	\$ (33.88)	232-4232-2407-0000	SPLF - Programs
14QP-317V-CM1J	08/24/21	Amazon Business	Programs - Juv SRP (SPLF HJA)	\$ 17.98	232-4232-2407-0000	SPLF - Programs
1P4J-7F1H-D7G6	08/24/21	Amazon Business	Programs - Juv SRP (SPLF HJA)	\$ 8.99	232-4232-2407-0000	SPLF - Programs
1FX3-Q7TX-KHXC	08/26/21	Amazon Business	Supplies	\$ 108.91	230-4230-2101-0000	General Supplies
16QX-Y9LR-LRYD	08/30/21	Amazon Business	Programs - Juv Story Stroll (SPLF)	\$ 122.38	232-4232-2407-0000	SPLF - Programs
1THM-L6MG-R6TP	08/31/21	Amazon Business	Supplies	\$ 48.99	230-4230-2101-0000	General Supplies
1004	08/20/21	Art Reach St. Croix	Programs - Adult (SPLF) Valley Concert Winds	\$ 100.00	232-4232-2407-0000	SPLF - Programs
1236570	08/02/21	Blackstone Audio	Materials - Audio (SAAB)	\$ 145.18	230-4230-2402-0000	Audio
1237310	08/04/21	Blackstone Audio	Materials - Audio (SAAB)	\$ 64.60	230-4230-2402-0000	Audio
1239855	08/19/21	Blackstone Audio	Materials - Audio (SAAB)	\$ 39.99	230-4230-2402-0000	Audio
9072021	09/07/21	Brodart Co	Materials - Juv	\$ 1,135.97	230-4230-2400-0000	Childrens Books
9072021	09/07/21	Brodart Co	Materials - Adult Fiction (230 Tribute Kolliner)	\$ 22.25	230-4230-2401-0000	Adult Books - Fiction
9072021	09/07/21	Brodart Co	Materials - Adult Nonfiction (230 Tribute Parkhurst)	\$ 14.58	230-4230-2405-0000	Adult Books - Non Fiction
9072021	09/07/21	Brodart Co	Materials - Adult Fiction	\$ 1,779.59	230-4230-2401-0000	Adult Books - Fiction
9072021	09/07/21	Brodart Co	Materials - Adult Nonfiction	\$ 430.59	230-4230-2405-0000	Adult Books - Non Fiction
9072021	09/07/21	Brodart Co	Materials - YA	\$ 328.66	230-4230-2406-0000	Teen Books
9072021	09/07/21	Brodart Co	Materials - Processing	\$ 375.29	230-4230-3404-0000	Processing Fee
9072021	09/07/21	Brodart Co	Programs - Juv SRP (SPLF HJA)	\$ 291.30	232-4232-2407-0000	SPLF - Programs
9072021	09/07/21	Brodart Co	Materials - Adult Fiction (Friends Tribute Wilson)	\$ 22.25	229-4229-2113-0000	Friends - Materials
90539	08/24/21	Card Source	Library Cards	\$ 578.63	230-4230-2101-0000	General Supplies
H559483	07/29/21	CDW Government Inc.	Monitor	\$ 209.65	230-4230-2302-0000	Other Minor Equipment
4094774806	09/02/21	Cintas Corporation	Towels & Rugs	\$ 178.20	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
10027873	08/27/21	Cole Papers	Paper Products	\$ 111.78	230-4231-2102-0000	Janitorial Supplies
12791396	08/01/21	Comcast	Internet - August	\$ 188.06	230-4230-3098-0000	Technology Support
306-024444792-3	08/31/21	Culligan of Stillwater	Water	\$ 53.05	230-4230-4099-0000	Miscellaneous Charges
95596	08/04/21	Menards	Supplies	\$ 16.26	230-4231-2102-0000	Janitorial Supplies
95885	08/12/21	Menards	Supplies	\$ 13.36	230-4231-2102-0000	Janitorial Supplies
9072021	09/07/21	Midwest Tape	Materials - Audio (SJAB)	\$ 281.90	230-4230-2402-0000	Audio
9072021	09/07/21	Midwest Tape	Materials - Audio (SJM)	\$ 376.01	230-4230-2402-0000	Audio
9072021	09/07/21	Midwest Tape	Materials - Video (SJV)	\$ 257.83	230-4230-2408-0000	Film/Video
9072021	09/07/21	Midwest Tape	Materials - Processing	\$ 199.47	230-4230-3404-0000	Processing Fee
103364	08/19/21	Minitex	RFID Tags	\$ 1,197.00	230-4230-3404-0000	Processing Fee
W21070584	08/13/21	Office of MN IT Services	Phone - July	\$ 148.35	230-4231-3101-0000	Telephone
1.004E+11	08/15/21	Otis Elevator Company	Elevator Service Agreement (Sept-Nov)	\$ 618.06	230-4231-3707-0000	Maintenance Agreements - Lib Plant
30246714	05/21/21	Scholastic Inc	Programs - Juv SRP (SPLF HJA)	\$ 85.07	232-4232-2407-0000	SPLF - Programs
31080126	07/30/21	Scholastic Inc	Programs - Juv SRP (SPLF HJA)	\$ 178.74	232-4232-2407-0000	SPLF - Programs
55008	08/05/21	Tan Ni	Programs - Adult (SPLF)	\$ 350.00	232-4232-2407-0000	SPLF - Programs
188856	08/26/21	Zoobean Inc	Programs - Juv SRP (SPLF HJA)	\$ 995.00	232-4232-2407-0000	SPLF - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 11,427.49</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
37000E-20011	8/31/2021	LeVander, Gillen & Miller	Attorney Fees	\$ 77.50	230-4230-3099-0000	Other Professional Services
7824-00	9/1/2021	PERA	PERA Deduction	\$ 406.57	230-4230-1410-0000	PERA
745544375	08/25/21	Xcel Energy	Gas	\$ 55.56	230-4231-3601-0000	Natural Gas
745544375	08/25/21	Xcel Energy	Electric	\$ 4,510.80	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 5,050.43</b>		
<b>GRAND TOTAL</b>				<b>\$ 16,477.92</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>						
3798_22938	09/16/21	Ace Hardware	Custodial Supplies	\$ 9.95	230-4231-2102-0000	Janitorial Supplies
1VGL-NV9Y-1KJY	09/03/21	Amazon Business	Materials - Adult Fiction (SPLF)	\$ 30.96	232-4232-2113-0000	SPLF - Materials
1J3X-N6FD-7PCP	09/04/21	Amazon Business	Materials - Adult Fiction (SPLF)	\$ 33.90	232-4232-2113-0000	SPLF - Materials
1J3X-N6FD-7PCP	09/04/21	Amazon Business	Materials - Adult Nonfiction (SPLF)	\$ 8.75	232-4232-2113-0000	SPLF - Materials
1J3X-N6FD-7PCP	09/04/21	Amazon Business	Supplies	\$ 18.90	230-4230-2101-0000	General Supplies
1H1W-QJXF-3XFX	09/06/21	Amazon Business	Supplies	\$ 116.34	230-4230-2101-0000	General Supplies
1RT7-HW64-GFKD	09/06/21	Amazon Business	Materials - Nature Backpacks (Friends)	\$ 195.66	229-4229-2113-0000	Friends - Materials
1PY3-3P4K-CY1J	09/13/21	Amazon Business	Supplies	\$ 4.81	230-4230-2101-0000	General Supplies
1V3T-V3WR-YR46	09/15/21	Amazon Business	Materials - Adult Nonfiction (SPLF)	\$ 36.94	232-4232-2113-0000	SPLF - Materials
O-1055	08/02/21	Carpenter St. Croix Valley Nature Cent	Programs - Juv (SPLF HJA)	\$ 162.32	232-4232-2407-0000	SPLF - Programs
9082021	09/08/21	Faurot Kimberly	Programs - Juv (SPLF HJA) Staff Reimbursement	\$ 71.82	232-4232-2407-0000	SPLF - Programs
9082021	09/08/21	Faurot Kimberly	Supplies - Staff Reimbursement	\$ 64.25	230-4230-2101-0000	General Supplies
9152021	09/15/21	Jacobsen Aurora	Programs - Adult (SPLF) Staff Reimbursement	\$ 108.35	232-4232-2407-0000	SPLF - Programs
90921	09/09/21	Madden Galanter Hansen LLP	Legal Services (7/1/21-7/31/21)	\$ 200.55	230-4230-3099-0000	Other Professional Services
96354	08/25/21	Menards	Custodial Supplies	\$ 46.93	230-4231-2102-0000	Janitorial Supplies
ABR0262833X	08/28/21	MN Dept of Labor and Industry	Boiler Registration	\$ 10.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
W21080587	09/15/21	Office of MN IT Services	Phone - August	\$ 148.35	230-4231-3101-0000	Telephone
9112021	09/12/21	Serendipity Art & Design	Programs - JUV (SPLF HJA)	\$ 125.00	232-4232-2407-0000	SPLF - Programs
10092021	09/12/21	Serendipity Art & Design	Programs - JUV (SPLF HJA)	\$ 125.00	232-4232-2407-0000	SPLF - Programs
8422595	09/05/21	Star Tribune	Materials - Periodicals (SPLF Heuer)	\$ 583.34	232-4232-2113-0000	SPLF - Materials
		<b>INVOICES SUBTOTAL</b>		<b>\$ 2,102.12</b>		
<b>CREDIT CARD</b>						
071021DH	7/10/2021	Dream Host	Domain name registration	\$ 15.99	230-4230-3098-0000	Technology Support
25629998	7/12/2021	Dream Host	Website hosting	\$ 21.45	230-4230-3098-0000	Technology Support
22268	7/24/2021	Chattervox	Voice Amplification System	\$ 570.00	230-4230-2302-0000	Other Minor Equipment
2375-0605	7/27/2021	JotForm	Website Form Tool	\$ 234.00	230-4230-3098-0000	Technology Support
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 841.44</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 2,943.56</b>		

Submitted for payment

Mark Troendle, Library Director



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2021 September Budget Status Report</b>	
OWNER: <b>Troendle, Library Director Goeltl, Business &amp; Communications Manager</b>	PRESENTER: <b>Troendle, Library Director</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>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period of January 1 – September 30, 2021.</p> <p><b><u>120 Funds – Capital Projects:</u></b></p> <ul style="list-style-type: none"> <li>• Revenues: In 2021, the library is budgeted to receive \$45,000 in capital funds from the city. In addition, the library also planned for the possibility of \$30,000 in supplemental funds for capital projects. To date, \$20,000 of supplemental funding has been received for 2021 capital projects.</li> <li>• Expenditures: Capital expenditures total \$8,734.             <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>○ A significant capital expense will be the masonry repair project. The initial estimate from BRC was \$47,939. When BRC discovered issues with water infiltration and the construction of the terrace railing, a revised estimate of \$70,000 was provided. The Facilities Committee explored alternate repair options and contracted with A&amp;K Construction with the work estimated at \$60,000. \$20,000 of the masonry work will be funded by a grant from the Huelsmann Foundation, received through the SPLF.</li> </ul> </li> </ul> <p><b><u>230 Funds – Revenues:</u></b> The budget for library-generated revenues was approved at \$34,286.</p> <ul style="list-style-type: none"> <li>• Just under half of this total (\$16,666) reflected the preliminary budget for an in-kind gift from the Foundation for funding of the volunteer coordinator in 2021.</li> <li>• \$5,000 was budgeted for copier/printer sales, and \$8,000 was budgeted for lost material and processing charges. To date, minimal funds have been received in these areas. Revenue shortfall is anticipated due to the continuing practice of increased leniency in material returns and free, limited printing during COVID.</li> <li>• Interest Earnings/Investments is currently reported at -\$6,906.91. Per Finance, this reflects the difference between 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> </ul> <p><b><u>230 Funds – Operating Expenditures:</u></b></p> <ul style="list-style-type: none"> <li>• Personnel Services: Personnel expenditures total \$665,383. We are through 69% of the pay periods and are running under the budgeted pace of \$684,000. Cost savings to date include the open Office Specialist position and reduced Q1 &amp; Q2 substitute staff expenditures. The Office Specialist position is now filled and will begin October 18. Substitute use is increasing as staff take vacations and the library returns to full hours.</li> </ul>	

- *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 \$83,820 to date. Expenditures total \$55,147. In addition, the following expenditures need to be transferred into 2021:
  - *Pending Journal Entry:* \$6,406.28 was pre-paid in 2020 to Ebsco Publishing for the purchase of 2021 magazine and newspaper subscriptions. Finance will transfer \$4,165 to periodicals (230-4230-2403-0000), \$625 to subscriptions (230-4230-4001-0000), \$1,616.28 to SPLF funded materials (232-4232-2113-0000).
  - *Pending Journal Entry:* \$499.20 was pre-paid in 2020 to Blackstone for a 2021 standing order plan for foreign films. This will need to be transferred to account 230-4230-2408-0000 video.
- Services and Charges: The 2021 budget is \$67,147. A total of \$26,948 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 \$84,475. This is slightly below the budgeted pace of \$88,330.
- 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.
  - *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 September Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 10/6/2021 - 10:01 AM  
 Period: 1 to 9, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	70,000.00	4,314.49	4,314.49	65,685.51	0.00	65,685.51	93.84
120-4230-5210-0000	C/O & Improvements - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	5,000.00	4,420.30	4,420.30	579.70	0.00	579.70	11.59
120-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5320-0000	C/O Mach & Equip - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	75,000.00	8,734.79	8,734.79	66,265.21	0.00	66,265.21	88.35
	Expense Sub Totals:	75,000.00	8,734.79	8,734.79	66,265.21	0.00	66,265.21	88.35
	Dept 4230 Sub Totals:	75,000.00	8,734.79	8,734.79	66,265.21	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 10/6/2021 - 9:54 AM  
 Period: 1 to 9, 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	922.30	922.30	-422.30	0.00	-422.30	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	1,225.30	1,225.30	4,974.70	0.00	4,974.70	80.24
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	747.00	747.00	753.00	0.00	753.00	50.20
230-0000-3820-0110	In Kind Gifts	16,666.66	0.00	0.00	16,666.66	0.00	16,666.66	100.00
230-0000-3830-0100	Sale of Property	0.00	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	120.00	120.00	300.00	0.00	300.00	71.43
230-0000-3880-0030	Lost Materials	3,000.00	1,453.89	1,453.89	1,546.11	0.00	1,546.11	51.54
230-0000-3880-0040	Processing Fees	5,000.00	689.66	689.66	4,310.34	0.00	4,310.34	86.21
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	19,740.00	19,740.00	-19,740.00	0.00	-19,740.00	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	16,107.93	16,107.93	11,978.73	0.00	11,978.73	42.65
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	1,045,347.03	1,045,347.03	348,448.97	0.00	348,448.97	25.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,393,796.00	1,045,347.03	1,045,347.03	348,448.97	0.00	348,448.97	25.00
	Revenue Sub Totals:	1,428,082.66	1,062,680.26	1,062,680.26	365,402.40	0.00	365,402.40	25.59
	Dept 0000 Sub Totals:	-1,428,082.66	-1,062,680.26	-1,062,680.26	-365,402.40	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	126,409.12	126,409.12	295,743.18	0.00	295,743.18	70.06
230-4230-1100-0000	Overtime - Full Time	0.00	65.36	65.36	-65.36	0.00	-65.36	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	12,950.98	12,950.98	-12,950.98	0.00	-12,950.98	0.00
230-4230-1113-0000	Vacation Pay	0.00	26,911.49	26,911.49	-26,911.49	0.00	-26,911.49	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	359,414.96	359,414.96	-2,812.29	0.00	-2,812.29	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	36,357.33	36,357.33	22,049.29	0.00	22,049.29	37.75
230-4230-1420-0000	FICA/Medicare	59,574.76	39,966.95	39,966.95	19,607.81	0.00	19,607.81	32.91
230-4230-1500-0000	Hospital / Medical	87,166.32	48,166.00	48,166.00	39,000.32	0.00	39,000.32	44.74
230-4230-1520-0000	Dental Insurance	2,684.40	2,736.60	2,736.60	-52.20	0.00	-52.20	0.00
230-4230-1540-0000	Life Insurance	767.68	315.39	315.39	452.29	0.00	452.29	58.92
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	665,383.46	665,383.46	338,637.95	0.00	338,637.95	33.73
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	1,827.39	1,827.39	2,672.61	0.00	2,672.61	59.39
230-4230-2113-0000	Reference	2,125.00	565.00	565.00	1,560.00	0.00	1,560.00	73.41
230-4230-2114-0000	Data Base Searching	1,700.00	881.00	881.00	819.00	0.00	819.00	48.18
230-4230-2302-0000	Other Minor Equipment	3,000.00	779.65	779.65	2,220.35	0.00	2,220.35	74.01
230-4230-2400-0000	Childrens Books	17,858.50	16,957.52	16,957.52	900.98	0.00	900.98	5.05
230-4230-2401-0000	Adult Books - Fiction	18,232.50	15,136.11	15,136.11	3,096.39	0.00	3,096.39	16.98
230-4230-2402-0000	Audio	13,090.00	4,349.87	4,349.87	8,740.13	0.00	8,740.13	66.77
230-4230-2403-0000	Periodicals	4,165.00	-71.92	-71.92	4,236.92	0.00	4,236.92	101.73
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	12,475.82	12,475.82	4,821.68	0.00	4,821.68	27.88
230-4230-2406-0000	Teen Books - Materials	4,675.00	3,720.34	3,720.34	954.66	0.00	954.66	20.42
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	1,134.16	1,134.16	5,878.34	0.00	5,878.34	83.83
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	59,458.19	59,458.19	40,012.81	0.00	40,012.81	40.23
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	3,002.12	3,002.12	7,697.88	0.00	7,697.88	71.94
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	782.14	782.14	717.86	0.00	717.86	47.86
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	7,720.27	7,720.27	6,279.73	0.00	6,279.73	44.86
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	1,635.91	1,635.91	23,364.09	0.00	23,364.09	93.46
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	1.73	1.73	398.27	0.00	398.27	99.57
	E15 Sub Totals:	67,147.12	26,948.32	26,948.32	40,198.80	0.00	40,198.80	59.87
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	300.00	300.00	294.01	0.00	294.01	49.50
230-4230-4001-0000	Subscriptions	625.00	0.00	0.00	625.00	0.00	625.00	100.00
230-4230-4093-0000	COVID-19	0.00	907.65	907.65	-907.65	0.00	-907.65	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	588.52	588.52	2,411.48	0.00	2,411.48	80.38
	E20 Sub Totals:	4,219.01	1,796.17	1,796.17	2,422.84	0.00	2,422.84	57.43
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	753,586.14	753,586.14	421,272.40	0.00	421,272.40	35.86
	Dept 4230 Sub Totals:	1,174,858.54	753,586.14	753,586.14	421,272.40	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	34,201.64	34,201.64	28,630.60	0.00	28,630.60	45.57
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	2,889.75	2,889.75	-2,889.75	0.00	-2,889.75	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,161.58	3,161.58	-3,161.58	0.00	-3,161.58	0.00
230-4231-1200-0000	Part Time Salaries	31,941.30	20,119.42	20,119.42	11,821.88	0.00	11,821.88	37.01

<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>
230-4231-1410-0000	PERA	7,001.44	4,365.63	4,365.63	2,635.81	0.00	2,635.81	37.65
230-4231-1420-0000	FICA/Medicare	7,250.18	4,366.96	4,366.96	2,883.22	0.00	2,883.22	39.77
230-4231-1500-0000	Hospital / Medical	17,534.16	14,674.40	14,674.40	2,859.76	0.00	2,859.76	16.31
230-4231-1520-0000	Dental Insurance	757.80	631.60	631.60	126.20	0.00	126.20	16.65
230-4231-1540-0000	Life Insurance	116.00	64.80	64.80	51.20	0.00	51.20	44.14
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>84,475.78</b>	<b>84,475.78</b>	<b>42,957.34</b>	<b>0.00</b>	<b>42,957.34</b>	<b>33.71</b>
<b>E10</b>	<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	1,883.15	1,883.15	2,616.85	0.00	2,616.85	58.15
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>2,060.59</b>	<b>2,060.59</b>	<b>5,189.41</b>	<b>0.00</b>	<b>5,189.41</b>	<b>71.58</b>
<b>E15</b>	<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	25,507.53	25,507.53	16,492.47	0.00	16,492.47	39.27
230-4231-3601-0000	Natural Gas	14,000.00	6,430.34	6,430.34	7,569.66	0.00	7,569.66	54.07
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	7,358.49	7,358.49	2,141.51	0.00	2,141.51	22.54
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>49,309.30</b>	<b>49,309.30</b>	<b>68,131.70</b>	<b>0.00</b>	<b>68,131.70</b>	<b>58.01</b>
<b>E20</b>	<b>MISCELLANEOUS</b>							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,247.96	1,247.96	-147.96	0.00	-147.96	0.00
	<b>E20 Sub Totals:</b>	<b>1,100.00</b>	<b>1,247.96</b>	<b>1,247.96</b>	<b>-147.96</b>	<b>0.00</b>	<b>-147.96</b>	<b>0.00</b>
<b>E40</b>	<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>137,093.63</b>	<b>137,093.63</b>	<b>116,130.49</b>	<b>0.00</b>	<b>116,130.49</b>	<b>45.86</b>
	<b>Dept 4231 Sub Totals:</b>	<b>253,224.12</b>	<b>137,093.63</b>	<b>137,093.63</b>	<b>116,130.49</b>	<b>0.00</b>		
<b>Dept 230-4900</b>	<b>IMPROVEMENT PROJECTS</b>							
<b>E15</b>	<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>
<b>E25</b>	<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	1,062,680.26	1,062,680.26	365,402.40	0.00	365,402.40	25.59
	Fund Expense Sub Totals:	1,428,082.66	890,679.77	890,679.77	537,402.89	0.00	537,402.89	37.63
	Fund 230 Sub Totals:	0.00	-172,000.49	-172,000.49	172,000.49	0.00		



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Supplemental Funds: Gifts and Grants Received</b>	
OWNER: <b>Goeltl, Business and 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 the following supplemental gifts and grants received by the library in Quarter 3 of 2021.</b>	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1, 2021 – September 30, 2021.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Supplemental Funds: 2021 Gifts &amp; Grants Received Through 9/30/21</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**LIBRARY SUPPLEMENTAL FUNDS: 2021 GIFTS & GRANTS RECEIVED (January 1 - September 30, 2021)**

Prepared 10/6/2021

2021 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/31/2021	\$50 Tribute Gift in memory of Susan Puppini	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G2	2/5/2021	\$25 Tribute Gift in memory of Nancy Wilson	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G3	2/5/2021	\$100 Tribute Gift in memory of Millie Westcott	\$100	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G4	2/5/2021	\$500 Unrestricted Donation	\$500	None	235-0000-3820-0100	TBD	Approved 4/13/21
G5	2/27/2021	\$25 Tribute Gift in memory of Nancy Wilson	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G6	2/27/2021	\$20 Tribute Gift in memory of Nancy Wilson	\$20	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G7	3/31/2021	\$25 Tribute Gift in memory of Glenna Bealka	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G8	3/31/2021	\$20 Tribute Gift in memory of Glenna Bealka	\$20	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G9	3/31/2021	\$50 Tribute Gift in memory of Nancy Broderick	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G10	3/31/2021	In Kind gift subscription to Air & Space Magazine (Est Value: \$22)	In Kind	N/A	N/A	N/A	Approved 4/13/21
G11	4/1/2021	In Kind gift of a framed Jo Lutz Rollins original painting of a Stillwater home at 106 Chestnut Street (Est Value: \$400)	In Kind	N/A	N/A	N/A	Approved 7/13/21
G12	4/30/2021	\$50 Tribute Gift in memory of Katherine Kolliner	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 7/13/21
G13	4/30/2021	\$47 Tribute Gift in memory of Beverly Shores and Murial Conrad	\$47	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 7/13/21
G14	4/30/2021	\$1000 Unrestricted Gift	\$1,000	None	235-0000-3820-0100	TBD	Approved 7/13/21
G15	6/2/2021	In-Kind Donation of rosemaking supplies and books	In Kind	N/A	N/A	N/A	Approved 7/13/21
G16	6/16/2021	\$10 Tribute Gift in memory of Mildred Westcott	\$10	Doorstep Delivery	230-0000-3820-0100	Expend in 2021	Approved 7/13/21
G17	6/16/2021	\$20 Tribute Gift in memory of Mildred Westcott	\$20	Doorstep Delivery	230-0000-3820-0100	Expend in 2021	Approved 7/13/21
G18	6/16/2021	\$50 Tribute Gift in memory of Steve Parkhurst	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 7/13/21
G19	6/16/2021	\$1340.50 Distribution from the Stillwater Public Library Athena Fund of the St. Croix Valley	\$1,340.50	For purchase of adult nonfiction of lasting value	235-3235-3820-0100	Expend in 2022+	Approved 7/13/21
G20	6/16/2021	\$100 Unrestricted Gift	\$100	None	235-0000-3820-0100	TBD	Approved 7/13/21
G21	6/30/2021	\$50 Tribute in memory of Connie Casey	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 7/13/21
G22	6/30/2021	\$50 Unrestricted Donation	\$50	None	230-0000-3820-0100	Expend in 2021	Approved 7/13/21
G23	2/5/2021	\$20 Unrestricted Donation	\$20	None	230-0000-3820-0100	Expend in 2021	Board approval requested 10/6/2021
G24	6/17/2021	\$40 Tribute Gift in memory of Mildred Westcott	\$40	Doorstep Delivery	230-0000-3820-0100	Expend in 2021	Board approval requested 10/6/2021
G25	7/31/2021	\$19,740 Unrestricted Wick Estate Gift	\$19,740	None	236-0000-3820-0100	TBD	Board approval requested 10/6/2021
G26	7/31/2021	\$1000 Unrestricted Gift	\$1,000	None	235-0000-3820-0100	TBD	Board approval requested 10/6/2021
G27	7/31/2021	\$3000 for Adult Arts Programming and Doorstep Delivery	\$3,000	Doorstep Delivery & Adult Arts Programming	235-0000-3820-0100	Expend in 2021+	Board approval requested 10/6/2021
G28	7/31/2021	\$200 Unrestricted Gift	\$200	None	235-0000-3820-0100	TBD	Board approval requested 10/6/2021

**LIBRARY SUPPLEMENTAL FUNDS: 2021 GIFTS & GRANTS RECEIVED (January 1 - September 30, 2021)**

Prepared 10/6/2021

G29	7/31/2021	\$45 Tribute Gift for Connie Casey & Honoree Gift for Helen Baker Ledy	\$45	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 10/6/2021
G30	7/31/2021	\$50 Tribute Gift in memory of Mildred Westcott	\$50	Doorstep Delivery & Adult Arts Programming	235-0000-3820-0100	Expend in 2021+	Board approval requested 10/6/2021
G31	8/27/2021	\$50 Tribute Gift in memory of Philip Martin	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 10/6/2021
G32	8/27/2021	2021 Lawson Fund Distribution	\$10,139	Funds in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund.	224-0000-3820-0100	TBD	Board approval requested 10/6/2021
G33	9/21/2021	\$5000 Stillwater Township Unrestricted Gift	\$5,000	None	227-0000-3820-01000	TBD	Board approval requested 10/6/2021
G34	9/21/2021	\$50 Unrestricted Donation	\$50	None	230-0000-3820-0100	Expend in 2021	Board approval requested 10/6/2021
G35	9/30/2021	\$20 Tribute Gift in memory of Mildred Westcott	\$20	Doorstep Delivery & Adult Arts Programming	230-0000-3820-0100	Expend in 2021+	Board approval requested 10/6/2021
G36	9/30/2021	\$25 Tribute Gift in memory of Nicholas Haase	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021+	Board approval requested 10/6/2021
			<b>\$42,912</b>				

**2021: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS**

ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
F1	3/31/2021	\$150 Donor-restricted tribute in memory of Nancy Wilson	\$150	Purchase of mysteries	229-0000-3810-0100	Expend in 2021	Approved 4/13/21
F2	3/31/2021	\$8,000 gift to library for 2021 programming and materials	\$8,000	\$4,000 for programming and \$4,000 for materials	229-0000-3810-0100	Expend in 2021	Approved 4/13/21
F3	9/21/2021	\$2,015 Donor-restricted tribute in memory of Nancy Wilson	\$2,105	Purchase of materials	229-0000-3810-0100	Expend in 2021+	Board approval requested 10/6/2021
			<b>\$10,255</b>				

**2021: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant. )**

ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	2/25/2021	2021-02 DR HJA Summer Explorers	\$12,000	Summer Explorers Reading Program with Stillwater & Bayport	232-0000-3820-0320	Expend in 2021	Approved 4/13/21
SPLF2	2/25/2021	2021-02 DR HJA 4th Street Lawn	\$10,000	4th Street Lawn Design	232-0000-3820-0100	Expend in 2021	Approved 4/13/21
SPLF3	3/26/2021	2021-03 Materials	\$24,000	Materials	232-0000-3820-0310	Expend in 2021	Approved 4/13/21
SPLF5	3/26/2021	2021-03 Programming	\$8,000	Programs	232-0000-3820-0320	Expend in 2021	Approved 4/13/21
SPLF6	3/26/2021	2021-03 Hotspots	\$1,400	Hotspot	232-0000-3820-0310	Expend in 2021	Approved 4/13/21
SPLF7	3/26/2021	2021-03 YS Program Asst	\$15,400	YS Programming Assistant	227-0000-3820-0100	Expend in 2021	Approved 4/13/21
SPLF8	3/26/2021	2021-03 Sunday Hours	\$11,000	Sunday Hours	227-0000-3820-0100	Expend in 2021	Approved 4/13/21
SPLF9	3/27/2021	2021-03 DR Huelsmann Masonry	\$20,000	Masonry Repairs	232-0000-3820-0100	Expend in 2021	Approved 4/13/21
			<b>\$101,800</b>				

**LIBRARY SUPPLEMENTAL FUNDS: 2021 GIFTS & GRANTS RECEIVED (January 1 - September 30, 2021)**

Prepared 10/6/2021

2021: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library )							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF in Kind 1	1/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 4/13/21
SPLF in Kind 2	2/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 4/13/21
SPLF in Kind 3	3/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 4/13/21
SPLF in Kind 4	4/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 7/13/21
SPLF in Kind 5	5/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 7/13/21
SPLF in Kind 6	6/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 7/13/21
SPLF in Kind 7	7/25/2021	Volunteer Coordinator Contract	\$1,389				Board approval requested 10/6/2021
SPLF in Kind 8	8/25/2021	Volunteer Coordinator Contract	\$1,389				Board approval requested 10/6/2021
SPLF in Kind 9	9/25/2021	Volunteer Coordinator Contract	\$1,389				Board approval requested 10/6/2021
			<b>\$12,500</b>				

**Agenda Items Details**

AGENDA ITEM NAME & 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?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<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 September 17, Troendle emailed trustees regarding a power outage from the storm during the night. He alerted trustees to the plans to keep the library closed until power was restored and the fresh air ventilation system was running normally. After power was restored at about 9:40 AM, Troendle updated trustees that the library would be able to open right around 10:00 AM.</p> <p>On September 27, Troendle emailed trustees with a link to Star Tribune news article regarding Hennepin County Library per the request of Bell. <a href="https://www.startribune.com/hennepin-county-library-to-increase-hours-of-operation-but-workers-say-there-s-not-enough-staff/600100577/">https://www.startribune.com/hennepin-county-library-to-increase-hours-of-operation-but-workers-say-there-s-not-enough-staff/600100577/</a></p> <p>On September 30, Troendle emailed trustees a PDF of the decision trees providing guidance to help determine how to respond to citizen posts on social media platforms and to any communication directed specifically to a trustee. Document is attached.</p> <p>On October 1, Goeltl emailed trustees a link to the board self-assessment survey. Trustees were asked to complete the assessment by Wednesday, October 20. Results will be reported at the November meeting.</p> <p>On October 7, Troendle emailed trustees with an update that Mary Ann Sandeen, President of the Friends of Stillwater Public Library, will be honored by the Minnesota Association of Library Friends as part of the 2021 class of “Standout Friends” on Saturday, October 9. Registration is required to watch the event in real time. For more information: <a href="https://mnlibraryfriends.org/what-we-provide/saturdaysplash/">https://mnlibraryfriends.org/what-we-provide/saturdaysplash/</a> To register: <a href="https://us06web.zoom.us/webinar/register/WN_tu192-6_RnSfs-oXJbq2BQ">https://us06web.zoom.us/webinar/register/WN_tu192-6_RnSfs-oXJbq2BQ</a></p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Decision Trees – Communication Guidelines</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Evaluation Summary</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:	
BACKGROUND/CONTEXT:  At the September board meeting, the trustees conducted the annual director performance evaluation process in closed session. Library Board President Maureen Bell will provide a verbal summary at the October meeting in open session.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**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:	
BACKGROUND/CONTEXT: <p>Three trustees have terms ending this December: Carlsen, Hemer, and Richie.</p> <ul style="list-style-type: none"> <li>• Carlsen joined the board in September 2013 to fulfill the unexpired term of Dickinson. In 2016, he was appointed to his first full term. In 2019, he was appointed to his second term.</li> <li>• Hemer joined the board in May 2017 to fill the unexpired term of Otte. In 2019, she was appointed to her first full term.</li> <li>• Richie joined the board in January 2013 and began her first term. In 2016, she was appointed to her second term. In 2019, she was appointed to her third term.</li> </ul> <p>Carlsen and Hemer are eligible to serve another term but must reapply online to be considered for reappointment. Per city policy, a vacancy notice has also 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 recent 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></p> <p>In mid-November, the library has an opportunity to participate in an online Polco survey offered through the City. Polco (short for political compass) is an online polling platform used by local governments and other public sector organizations. Community members can provide input by downloading the Polco app or by visiting <a href="http://ci.stillwater.mn.us/city-government/polco-survey">ci.stillwater.mn.us/city-government/polco-survey</a>. Registered users are automatically notified when new surveys are available.</p> <p>Are there questions the trustees would like considered for a November survey? While 5-7 questions are recommended, the survey could consist of fewer or more questions.</p> <p>This library conducted a Polco survey this summer regarding programming and received 89 responses. While summary results were provided through Polco, staff have not had sufficient time to fully analyze and interpret the data.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**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 YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve the library portions of the SPLF grant requests to the Hugh J. Andersen Foundation.</b>	
BACKGROUND/CONTEXT: The Stillwater Public Library Foundation has been in conversations with the Hugh J. Andersen Foundation regarding 2022 funding opportunities for their upcoming November 15 <sup>th</sup> grant deadline. The Andersen Foundation prefers requests with a menu of possible support options, and the SPLF has asked for the library’s recommendations. The recommended grant options for the library are: <ul style="list-style-type: none"> <li>• A \$15,500 grant for Summer Explorers 2022, a partnership between Bayport Public Library and Stillwater Public Library for a youth summer reading program.</li> <li>• A \$8,500 grant to fund Early Literacy programming for 2022, including storytime vendors, puppeteers, story strolls, and early literacy kits. The puppeteering program would include one program at Bayport Public Library.</li> <li>• A \$45,180 grant to fund one year of a Youth Services Librarian I position, with the possibility of renewing the grant for two additional years. This position will be directly responsible for developing school-aged programming. Programming plans developed would be shared with the Bayport Public Library director for possible implementation at that location. Offering additional dates and another location would make programs more accessible to both communities.</li> <li>• A \$16,000 grant to fund one year of Youth Services Programming Assistant hours, with the possibility of renewing the grant for two additional years. Under the guidance of our Youth Services Librarians, this position would coordinate tasks associated with the roll out of the shared summer reading programming between Stillwater and Bayport libraries. It would also assist with school-aged programs (e.g., nature activities, book clubs, etc.), preparation of take-home kits, and assist with the maintenance of existing and development of new nature backpacks. Program themes and plans developed would also be shared with the Bayport Public Library director, which would support early literacy efforts in both communities.</li> </ul> <p>In 2021, the Hugh J. Andersen awarded two grants to the SPLF for the library – \$12,000 for Summer Explorers and \$10,000 for the 4<sup>th</sup> Street Lawn Design.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Event Space Proposals</b>	
OWNER: <b>Events Task Force</b>	PRESENTER: <b>Event Task Force</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>In keeping with the first two items in the charge, the Event Task Force requests the board vote to approve either Option 1 or Option 2 outlined in the attached proposals for future use of the Event Space.</p>	
BACKGROUND/CONTEXT: <p>The following is a summary of the rationale for the two options and how the proposals align with the library's goals, mission and strategic plan.</p> <p><b>Rationale:</b>  Over the course of the past year, the task force has examined the many aspects involved in allowing the Event Space to be rented for special activities. We conducted a survey of the community and the board. That survey showed strong interest in limiting use of the Event Space to library-sponsored programs, unscheduled patron use of the space and meeting space for community organizations.</p> <p>Additionally, the task force examined the full and complete picture of expenses and resources involved in renting the Event Space for large, privately hosted events, concluding that those events are no longer sustainable for a number of reasons:</p> <ul style="list-style-type: none"> <li>• Increased competition of wedding market</li> <li>• Increased number of event venues in Stillwater</li> <li>• Difficulty in filling the event coordinator position</li> <li>• Limited SPL staff to support event activities</li> <li>• Increased cost of hosting events due to rising costs of operation resulting in a minimal or negative net revenue</li> </ul> <p><b>Alignment with Library mission and goals:</b>  By limiting the use of the Event Space to patrons and community organizations, the proposals provide for a greater opportunity for patrons and community members to connect with one another. These proposals also allow more opportunity for the library to address two of the strategic plan goals:</p> <ul style="list-style-type: none"> <li>• Embrace the library's role as a cultural center of Stillwater</li> <li>• Enhance the experience of using the physical library space</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <ol style="list-style-type: none"> <li>1. Task Force Charge</li> <li>2. Proposals: Option 1 and Option 2</li> </ol>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater

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## Public Library

### LIBRARY EVENTS TASK FORCE CHARGE

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

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

#### Considerations

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

#### Consider:

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

#### Timeline

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

#### Members

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

# Stillwater

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## Public Library

### EVENT WING USE: DRAFT PROPOSALS (REV 9/9/2021)

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#### OPTION 1:

Maximize public use of the Event Wing Space;

- Promote awareness of terrace and activities/resources on terrace.
- Explore additional self-directed and active library programming on terrace that works within existing staff resources. Activities in the Event Wing could include:
  - increasing the number and variety of library-sponsored programs;
  - offering periodic outdoor movie night or night sky events;
  - adding self-directed library programs;
  - providing outdoor educational/historical/book-related exhibits;
  - inviting community organizations like ArtReach, local music groups, local science and ecology groups to develop passive programming.
- Provide amenities that are comfortable, inviting, shaded and unique.
- Add elements of interest such as:
  - games and educational toys for children;
  - play area for children with moveable rubber mats;
  - mounted binoculars and telescope;
  - webcam for live feed of river activity;
  - stage area for library-sponsored events, plays or concerts.
- Allow rental of Margaret Rivers Room and Conference Room by community organizations, government agencies, non-profits, and for-profits. Do not allow rental of terrace or gallery by outside organizations but allow rental by Library affiliates (City of Stillwater, Friends of Stillwater Public Library, and Stillwater Public Library Foundation).
- No private social events hosted by individuals allowed, including but not limited to weddings, birthdays or anniversary parties.

\*Suggested activities in the event wing and elements of interest are brainstorming ideas only generated by the Task Force. All must be considered within scope of budget and staffing capacity.

#### OPTION 2:

Include all of Option 1 plus –

- Add rentals for the terrace and gallery by community organizations, government agencies, non-profits, and for-profits for meetings and special activities.
- No private social events hosted by individuals allowed, including but not limited to weddings, birthday or anniversary parties.
- Suggested limitations to maximize public use and reduce impact on staffing and resources:
  - Limit the number of events to a manageable number, starting small and scaling up if successful.
  - Limit the size of rentals so events can move inside in case of poor weather.
  - Limit types of events, i.e., no amplified live music (except for library-sponsored events), no alcohol, no tents over a certain size that require extensive set ups.
  - Restrict timeframe for advance reservations.
  - Limit the number of Saturday reservations during library hours.
  - Stay within SUP limits and under thresholds set in SUP.
  - Set rental rates to cover library costs plus some revenue with additional fees if outside of normal library hours.

\*\* Finalized limitations would be determined when creating the new Meeting and Event Policy.

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- Business and Communications Manager Keri Goeltl created a trustee recruitment flyer with input from the Board Governance Committee. Committee members are distributing the flyer throughout the community. Keri also posted versions of this announcement on the library's website and Facebook page, and recruitment will be highlighted in the next Library Corner article to be published on October 8 in The Gazette.
- Repairs to the terrace capstones began in earnest on September 22, with a new approach recommended after an investigation of the challenges by City Facilities Manager Mick Greiner. By October 3, the job had largely been completed, with less than a day's worth of work remaining. The following is a summary of the work performed:
  - Sand and debris were cleaned out from under and around the capstones. Mick came up with the idea to clean out the debris with a pressure washer and zero-degree nozzle tip, which made the work go much faster than anticipated.
  - Workers made sure the caps were shimmed properly underneath.
  - Sash cord (or rope) and backing board were inserted where needed.
  - Remaining spaces were filled in with grout, caulk was applied, and rope was trimmed.
  - The company cleaned the windows on the 3<sup>rd</sup> ST side of the library after their process caused slurry to wash down and dirty the windows.
- The Fire Department conducted an inspection of the library on September 2 and found the premises and equipment to be in good order. Maintenance Worker Shain Henry helps to ensure we stay within code at all times.
- Recruitment and hiring processes continued through September. Information Services Supervisor Aurora Jacobsen and Mark interviewed three substitute Associate applicants and completed the hiring process for one person. They also began interviewing candidates to fill a part-time Associate position; completing two such interviews in September, with more planned for October. For Youth Services, Mark completed the required paperwork for two new substitutes who are splitting duties for the grant-funded position of Programming Assistant due to a resignation.
- On September 15, the Library Foundation hosted another donor appreciation event on the terrace. As part of the program, Mark talked about library programs and services through the pandemic, into the present, and a look ahead to the future. Foundation President Shawn Glaser also spoke from the heart about the good work we're engaged in to serve our community.
- The city hosted a very well-attended flu shot clinic on September 24.

### Heads-Up

- The Workplace of Tomorrow Team continues to meet as part of our pandemic response. No changes in protocols have been recommended. We are waiting to see what OSHA rule is devised with respect to a vaccine mandate.

### Near-Term Future Focus

- Additional recruitment and hiring processes through October.
- Assist the Library Foundation with planning for their November 16 virtual program featuring Justice Alan Page.
- Coronavirus (COVID-19) planning elements will continue.
- Review of library policies.

## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming and Reference

#### September Programs:

- Mystery Book Club on September 8<sup>th</sup> had 10 attendees.
- Connect Through Books on September 13<sup>th</sup> had 3 attendees.
- Artist Reception on September 14<sup>th</sup> had 38 attendees.
- Gyotaku Fish Prints on September 16<sup>th</sup> had 20 attendees.
- Walking Tour of 19<sup>th</sup> Century Stillwater on September 18<sup>th</sup> had 22 attendees.
- Pumpkin in Oil Pastel on September 23<sup>rd</sup> had 14 attendees.

#### Personnel

- Personnel matters continued to dominate the work of the Public Services Team this month. Aurora and Mark continued to interview candidates for both the Information Services Associate Substitute position and conducted interviews for the 18 hour a week Library Associate position.

#### Circulation

- There were 25294 physical checkouts and renewals and 4073 eMaterials checkouts and renewals in September.
- Staff filled 31 Library Lockers pick-ups in September.
- September had 68 people submit card applications online, more than double that of August.

#### Reference

- Staff prepared and checked out 2 Book Bundle requests.

#### Partnerships

- Aurora attended a meeting of Adult Programming Staff at MELSA.
- Meetings for the Big Read of the St. Croix Valley started meeting more regularly in preparation for April programming around Jo Harjo's American Sunrise, including an introductory meeting for other library participants.

#### Upcoming in October

- Writer's Workshop: Making Sense of the last year was rescheduled until November
- Connect Through Books on October 4<sup>th</sup>
- Artist Reception on October 5<sup>th</sup>
- Paint a Fall Landscape in Acrylics on October 7<sup>th</sup>
- A second session of Walking Tour of 19<sup>th</sup> Century Stillwater on October 9<sup>th</sup>
- Telescopes on the Terrace on October 12<sup>th</sup>
- Mystery Book Club on October 13<sup>th</sup>
- Genealogy 101 on October 23<sup>rd</sup>
- Author Talk: Todd Melby discusses "A Lot Can Happen in the Middle of Nowhere: The Untold Story of the Making of Fargo" on October 27<sup>th</sup>.

September Programs – attendance in parentheses

Storytime (Outdoor)

- 4 family sessions – three Wednesday and one Saturday (173)
- 1 special guest “Music Together” session (50)

Children’s Programs (in-person)

- “Beastly Bodies! – a Live Animal Presentation” with Carpenter Nature Center (35)
- “Folk Art Tree Collage - Art for Kids” with Serendipity Art & Design (9)

Self-Directed (available during open hours) Activities

- Scavenger Hunt (Fall) (347)
- Where’s Waldo and Woof? “Secret Scavenger Hunt” search (n/a)
- Art Cart / Art Room – “Fall Trees” with tissue paper leaves (n/a – 103 pictures hung)
- Pop-up 4H STEM kits: “Popsicle Stick Challenge”
- Pop-up kits throughout the month – “Monet’s Water Lilies” – At Home Art for Kids
- Teen “Boredom Busters” – Blackout Poetry
- Teen “Guessing Jar” – LEGO; prize is LEGO highlighters

Youth Spaces

- Art Cart / Art Room
  - We were excited to experiment with having the Storytime Room open throughout the day for an ART CART activity for families to enjoy together. Our goal was to be able to have the room open all of the hours the library is open, and we were able to do this successfully throughout September.
  - The theme for September was “Fall Trees,” and the activity was to make tissue paper leaves on paper branches. We had a supplies table and two tables for this tissue paper activity, with thematic coloring sheets available at a third table. A limited number of chairs in the room helped manage social distancing and overall numbers. Extra supplies are in a labeled bin up on the ledge so families can access them on their own if needed when staff is unavailable to assist.
  - The families have absolutely LOVED being in this bright, happy Art space!



#### Outreach / Community Engagement Programs and Visits

- A collection of fall/hibernation books were delivered to the Head Start classroom to support their unit on “The Beginning of the Year”.
- Three New Heights classes visit the library each week.

#### Upcoming

- *Take and Make pop-up kits with KidCreate Studio: Glow-in-the-Dark Clay Rocket Ship – Tuesday, October 5*
- *STEM Saturday pop-up take-home kit with 4H: Paper Helicopter – Saturday, October 9*
- *Take and Make with KidCreate Studio: Horsing Around – Thursday, October 21*



Stillwater Public Library Foundation  
Board Meeting – August Meeting – Held 8/27/21  
Video Conference and In Person

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

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 July meeting was approved.
3. Reports
  - a. President- Shawn
    - The DeCurtin has paid out making a substantial gift.
    - Lori Huston is helping to recognize the DeCurtin estate gift.
    - Shawn reached out to Ann Wolff who initiated the contact with the DeCurtin estate.
    - Shawn is working on recruiting new members to the foundation board.
  - b. Library Director - Mark
    - City has funding for roof repairs in their budget.
    - Library has a table at the farmer's market
    - 31 puppet shows were presented.
    - The lawn work is on hold as the approach is reassessed.
  - c. Finances - Dustin
    - Gave a finance report including reference to a strong balance sheet.
    - More activity expected in the next couple of months.
    - Looking into investment policy for 2022.
    - Need to find someone to do required audit.
    - After looking at various investment firms to manage the board funds, First State Bank and Trust was selected.
    - Roger made motion to move funds to First State Bank and Trust, Trust Department. Motion was seconded by Ryan. Motion was approved unanimously by the board. Shawn abstained to avoid any conflict of interest.
  - d. Governance – Amber
    - Sent out new procedure for consent forms.
    - Put member expectation into Adobe Spark
    - Opened governance committee meeting to all board members
  - e. Events & Marketing – Summer
    - Submitted report to the board
    - First social event had 9-12 donors and went well.
    - 22 have signed up for the September 15<sup>th</sup> Happy hour at 5:30pm.
    - Looking for moderator for Love of the Library
    - Alan Page is submitting a video for Love of the Library, but he might show up for Q&A

- Still working on updating website. Need to streamline website for gift giving.

f. Executive Director - Alicia

- Received nice donations and believed tea sparked more donations.
- Rebuilding website continues.
- Recognized Shawn and Mark for their presentations at the tea.

4. Other Business – Next meeting will be virtual.

5. Adjournment – The meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Paige Hoyle, Secretary



# Friends of the Stillwater Public Library

**May 17, 2021 | 10:00 am CT | Meeting location:** Margaret Rivers Room -Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Mary Ann Sandeen
Facilitator	Mary Ann Sandeen
Secretary	Tracy Salvati

**Attendees:**  
 Mary Ann Sandeen, Jan Kilkelly, Mary Glennon,  
 Mark Troendle, Tracy Salvati

## Agenda

### Friends of the Stillwater Public Library Meeting:

**Wed., May 17, 2021**

**Location: Conference Room**

**Time: 10:00 a.m.**

### Friends of the Stillwater Public Library Agenda

\*\*\*\*\*

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

\*\*\*\*\*

- **Meeting called to order by Mary Ann Sandeen**
- **Tracy will email everyone the minutes from the 4/13/2021 meeting**

### Treasurer's report Jan Kilkelly

#### 2021 Financial Reports:

##### 4/1/2021 -4/30/2021

Opening Balance: \$33,941.03  
 Total Receipts: \$1,605.00  
 Total Disbursements: \$42.73  
 Ending Balance: \$35,503.30

- **Membership report Gemma Lockrem (absent)**
  - xx memberships
  - In April, Gemma emailed past members prompting them to renew their memberships.

- **Spring 2021 Booksale Results**
  - **Results \$500.00**
    - **Friday \$350.00**
    - **Sunday \$150.00**
  - drive through garage, prebagged 10 books (bagged by genre), \$10 per bag (grab bag style)
  
- **Book Drive Collection:**
  - Saturday, October 30 | 10:30 AM – 3:00 PM
  - Saturday, November 6 | 10:30 AM – 3:00 PM
  
- **Fall 2021 Book Sale:**
  - Wednesday, November 10 | 5:00 – 7:00 PM Members Only Preview
  - Thursday, November 11 | 10:15 AM – 7:30 PM
  - Friday, November 12 | 10:15 AM – 4:30 PM
  - Saturday, November 13 | 10:15 AM – 4:30 PM, Bag Sale All Day
  
- **Mark has graciously offered –**
  - Would Friends be interested in having an additional book collection in August organized by the library.
  - **YES, thank you!**

**Update: Mark Troendle:**

Starting 6/1/2021 - **LIBRARY IS OPEN**

- Monday thru Thursday 10:00 am -7:00 pm
- Friday and Saturday 10:00am – 5:00pm
- Sunday closed

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

Masks are optional now.

Mark mentioned the BIG READ:

**MAY 17-23 BIG READ: BOOK HIKE**

Visit the library's 4th St lawn for an innovative and delightful way of reading together. In this exhibit of two children's picture books, you'll "turn the page" or read forward in stories told from outdoor signs. The featured books are [The Day You Begin](#) by Jaqueline Woodson and [One](#) by Kathryn Otoshi. Enjoy time together with a healthy combination of physical activity and literacy.

City council will revisit activities for the summer at their next meeting.

**Meeting Adjourn at 10:38 am**

**Next meeting will be in September 2021**

**Have a great summer!**

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

<b>Period:</b>	<u>5/1/2021</u> <u>8/31/2021</u>	<u>Year-to-Date</u> <u>8/31/2021</u>
Opening Balance	\$35,503.30	\$ 39,524.06
<b>Receipts:</b>		
Memberships	\$1,185.00	\$ 2,975.00
Donations	\$765.00	\$ 3,315.00
Ongoing Book Sales		\$ -
Semi-Annual Book Sales	\$510.00	\$ 510.00
Scanner Fees		\$ -
Book Bag Sales	\$45.00	\$ 45.00
<b>Total Receipts</b>	<b>\$2,505.00</b>	<b>\$ 6,845.00</b>
<b>Disbursements:</b>		
Grants to Library		\$ 8,150.00
Sponsorships		\$ -
Memberships		\$ 25.00
Postage	\$55.00	\$ 55.00
Printing & Supplies		\$ 111.76
Sales Tax		\$ 74.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$55.00</b>	<b>\$ 8,415.76</b>
<b>Ending Balance</b>	<b>\$37,953.30</b>	<b>\$ 37,953.30</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2021	\$0.00
<i>Other:</i>	
Book Sale Apr. 2015	\$0.00
Book Sale Apr. 2016	\$0.00
Book Sale Apr. 2017	\$0.00
Book Sale Apr. 2018	\$2,223.92
Book Sale Apr. 2019	\$4,519.50
Book Sale Apr. 2021	\$510.00
	<u>\$7,253.42</u>

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Facilities 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>Facilities Committee Meeting Notes</b>  <b>September 20, 2021</b>  <b>Present: Carlsen, Cox, Lockyear, Troendle, Henry (Maintenance Worker), and Greiner (City Facilities Manager)</b></p> <p><b>Masonry Repair</b></p> <ul style="list-style-type: none"> <li>• Greiner answered questions and explained the proposal by A&amp;K Construction (see attached) to repair the capstones around the perimeter of the terrace area. A&amp;K bid for the project is not to exceed \$60,000. He described a long relationship with A&amp;K and said they are reliable and do quality work. Additionally, they will be performing a similar repair on another city building. He reaffirmed they could start in the next week and finish the project before winter.</li> <li>• Committee discussed bid and funding. All agreed to approve bid and fund using the following sources: <ul style="list-style-type: none"> <li>53,500 - 2021 Budgeted amount</li> <li>2,766 - 2021 Capital budget unused balance</li> <li><u>3,734 - Kilty Fund</u></li> <li>60,000</li> </ul> </li> <li>• Committee also agreed to request a bid from A&amp;K to address remaining exterior masonry work to repair tuck pointing and calking.</li> <li>• Troendle will contact Building Restoration Corporation to explain decision and obtain cost for BRC's work to assess capstone conditions.</li> <li>• Committee discussed funding sources for additional exterior masonry work to be completed in coming years.</li> </ul> <p><b>Roofing Project</b></p> <ul style="list-style-type: none"> <li>• Greiner said the contractor who will be working with the City on other buildings is Garland Roofing and they certify all their subcontractors. Composites will be considered but will need approval from Heritage Preservation Commission. Greiner will oversee the project if funded for 2022 and work could commence as soon as January 2022.</li> <li>• Sample composite tiles from one company have been requested.</li> <li>• Greiner assured committee that roofing could be completed before additional masonry repairs are complete as those repairs will not involve being on the new roof.</li> <li>• Mark reminded committee that the final decision on City funding of the roof project is still not confirmed.</li> </ul> <p><b>Fourth Street Lawn Project</b></p> <ul style="list-style-type: none"> <li>• Next steps and potential funding approaches were discussed.</li> <li>• Committee agreed to contact Calyx in early November to determine if a revised design proposal is complete.</li> </ul>	

## Agenda Item Cover Sheet

<ul style="list-style-type: none"><li>All agreed a full design is needed to present to the full board for approval before funding sources can be addressed. Timing of the project will be dependent on re-roofing, masonry repairs and funding approaches.</li></ul>
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS <b>A&amp;K Construction Proposal</b>
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:



2221 Jack Breault Drive, Suite 400  
Hudson, WI 54016  
Bus.: (651)-233-0578 • Fax:  
Web: [www.AandKconstruction.com](http://www.AandKconstruction.com)

## Proposal

**Date:** 09/17/21  
**Project:** Stillwater Public Library  
**RE:** Exterior Tuck Pointing and Stone Cap Issues

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Proposal includes all labor and material for the following;

- We will remove the exiting caulking and the deteriorated mortar below the stone cap.
- New rope weeps will be installed above metal wall cap.
- Tuck pointing of joint below stone cap as needed.
- New caulking will be installed on both sides of stone cap
- Clean-up
- No building permit fees included

**\$60,000.00**

**Exclusions:** Permits

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Note: This proposal may be withdrawn, if not accepted within 30 days.

Respectfully Submitted,

A & K Construction

*Ryan Sherley*

09/17/21

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Signature

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Date

### Acceptance of Proposal

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Signature

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Date

All pricing and material is based upon the specifications provided. All work to be completed in a professional manner according to standard practices. Any alterations or deviations from the specifications involving extra costs will be negotiated at that time. All scheduling agreements will be contingent upon delays beyond our control. Our workers are fully covered by Worker's Compensation Insurance.



# 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
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

#### 2021 Committee Rosters:

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

#### 2021 Task Forces:

Event Task Force:	Hemer, Lockyear, Mathre; Staff: Goeltl; Community: Sandy Ellis
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Updated: 2/4/2021