

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, January 11, 2022
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+
 - a) Adoption of December 14, 2021 Minutes +
 - b) Acknowledgment of Bills Paid in December+
 - c) December 2021 Budget Status Report +
 - d) 2021 Q4 Gifts and Grants Received Report +

Informational/Discussion (5 minutes)

5. Trustee Information Sharing I+

Decisional (30 minutes)

6. Fee Schedule A+
7. Circulation Policy A+
8. Board Retreat A+

Reports (25 minutes)

9. Director and Other Staff Reports +
10. Board Committee Reports +
 - a. Board Governance
 - b. Executive
 - c. Facilities
 - d. Finance
11. Foundation and Friends Report +

12. Public Commentary and Communications

13. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, January 10, 2022.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2022 Calendar, 2022 Roster

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

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

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:05 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: In-Person Public Commentary

None. Trustees thanked Richie for her nine years of service on the board.

AGENDA ITEM 4: Consent Calendar

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

AGENDA ITEM 5: Trustee Information Sharing

Hollatz shared that her sister-in-law is a member of a Friends group in Hawaii. They raise \$40,000 annually from book sales to support the library. Hollatz also reported that patrons may request materials from libraries across the islands of Hawaii.

Lockyear shared updates from her visit to Central Library in Portland. She noted that the historic library takes up nearly a full city block. Lockyear highlighted the beautiful bronze tree in the children's room and the grand stairs with etchings. She noted that the library has a social worker on staff, and social service brochures and resources are available in the entryway.

Bell reported that she attended a United for Libraries webinar related to the ALA article, A Conflict of Values. She noted that challenges to library materials are up significantly across the country. A key takeaway was the importance for libraries to have written policies on materials selection and requests for reconsideration. In addition, libraries and their support organizations should be proactive about advocating for intellectual freedom and providing a wide variety of materials to the community.

AGENDA ITEM 6: Library Board of Trustees Vacancies

Bell reported that an interview committee of Cox, Hansen, and Hollatz reviewed applications for the library board of trustee vacancies.

On behalf of the interview committee, Cox recommended that Carlsen and Hemer be nominated for additional terms on the board. They recommended that Dana Weigman be nominated for her first term on the board to fill the seat vacated by Mary Richie.

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Motion to forward nominating committee recommendations to City Council. Hollatz moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

AGENDA ITEM 7: 2022-2023 Labor Agreement

Bell directed trustees to the draft agreement in the packet. Bell highlighted the key changes:

- Two-year agreement effective January 1, 2022
- Two percent general wage adjustment each year of the agreement
- Allow use of sick leave for domestic partner (meaning spousal equivalent)
- Allow use of funeral leave for domestic partner (meaning spousal equivalent)

Lockyear asked about the wording of Section 11.1 Funeral Leave on page 30. She asked if “and shall include parents and siblings of the employee’s spouse” should also include parents and siblings of a domestic partner. Lockyear recommended consulting the labor attorney about the wording. Troendle agreed.

Motion to approve the 2022-2023 Labor Agreement between Stillwater Public Library and AFSCME Council 5 Local 517. Hansen moved. Hemer second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

AGENDA ITEM 8: 2022 Wage Scale Ratification and Revised Benefits

Motion to ratify the 2022 wage scale for union and nonunion positions. Hollatz moved. Mathre second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

Motion to approve the extension of 2022 and 2023 employer-paid union insurance benefits to eligible nonunion professional and supervisory staff (pay grades 9-11). Cox moved. Richie second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

Motion to approve the extension of sick leave and funeral leave for domestic partner (meaning spousal equivalent) to eligible nonunion professional and supervisory staff (pay grades 9-11). Cox moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

AGENDA ITEM 9: 2022 Grant Request

Troendle proposed that the library submit a terrace improvement plan grant request to the Huelsmann Foundation. The plan could involve leveling the terrace pavers and working with a design consultant to help the library program the space with furniture and other features of interest. Troendle has received one estimate of \$90,000 for the paver project. Another contractor has been consulted and has indicated that they would like to provide a proposal in the spring when they would be able to evaluate the surface under the terrace. Troendle asked for trustees’ feedback on the proposal and the requested amount.

Motion to approve 2022 grant request of Huelsmann Foundation with a requested funding range of \$20,000 up to \$30,000. Lockyear moved. Hemer second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

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AGENDA ITEM 10: Internet Public Use Policy

Troendle directed trustees to the policy in the board packet. He discussed City IT's work to implement a filtering solution that follows library best practices for whitelisting, blocking, and unblocking sites.

Lockyear asked about a possible typo on page 51 of the redlined version of the policy. She asked if the word "handing" should be changed to "handling" in the third paragraph under Principles. Troendle agreed that this should be "handling."

Motion to approve the revised Internet Public Use Policy. Cox moved. Hollatz second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

AGENDA ITEM 11: Study Rooms, Meeting and Event Policy

Troendle noted that the events policy was revised four years ago and has now been rewritten to reflect the recent work of the Events Task Force.

Carlsen asked about the study rooms. He wondered if any time limits were needed for use of the space.

Motion to approve the revised Study Rooms, Meeting and Event Policy. Lockyear moved. Hansen second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Richie, No: None.

AGENDA ITEM 12: Director and Other Staff Reports

Troendle asked for any questions regarding the reports.

Trustees recognized the artistic and creative efforts of retiring employee Karen Hannah. Carlsen thanked Lockyear for her work on the festive pots on the terrace and the 4th Street entrance.

AGENDA ITEM 13: Board Committee Reports

- a) Board Governance Committee: The detailed notes from the December 1 meeting are included in the packet. Hemer discussed trustee feedback on training regarding library advocacy. She proposed a meeting on Saturday, January 29 from 9-12 with a facilitator.
- b) Executive Committee: Report in packet. Committee assignments will be made in January. The election of a new Secretary/Treasurer will also need to occur in January.
- c) Facilities Committee: Carlsen reported that the city reviewed synthetic and clay tiles for the roof and is moving towards using clay tiles. The Facilities Committee will be meeting with Calyx in February about the 4th Street Lawn.
- d) Finance Committee: No report.

AGENDA ITEM 14: Foundation & Friends Report

Reports are in the board packet.

Troendle reported that the Foundation is working on a new website. Preliminary totals for the Foundation's For the Love of the Library event are \$58,000.

Troendle reported that Friends were pleased with fall book sale, which raised \$4,535.

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Trustees discussed the need for more regular and frequent communications with the Foundation. As a first step, they would like to invite the Foundation Director to a board meeting.

AGENDA ITEM 15: Public Commentary and Communications

Mark reported that he received a phone call from a patron, who was a former teacher and coach. She called to thank Mark for the services that the library has provided, including doorstep delivery. She then provided a donation of \$1,000.

AGENDA ITEM 16: Adjournment

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

Meeting adjourned at 8:25 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in December 2021				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of December 2021 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of December:				
December 2021 (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$40,707.70	\$11,526.73	\$1,686.75	\$53,921.18
Capital Expenditures	\$0	\$0	\$0	\$0
22 Prepay Expenditures	\$7,419.06	\$0	\$0	\$7,419.06
Total	\$48,126.76	\$11,526.73	\$1,686.75	\$61,340.24
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: December 7, 2021</i></p> <ul style="list-style-type: none"> • \$8,950.00 paid to A&K Construction for catering ramp repairs. • \$7,007.02 paid to Ebsco for 2022 periodicals and newspapers. This was expensed to the prepaid account and will be moved to the periodicals, staff subscriptions, and Foundation materials accounts in 2022. • \$2,327.00 paid to Mary’s Upholstery Shop for materials and services for repairing the terrace awnings and recovering 3 pieces of library furniture. • \$618.06 paid to Otis Elevator Company for December – February service agreement. \$412.04 of this was charged to the prepaid account and will be moved to the maintenance agreement account in 2022. <p><i>Bill Resolution: December 21, 2021</i></p> <ul style="list-style-type: none"> • \$1,464.70 paid to Master Mechanical for repairs to boiler3 and RTU 2. • \$2,881.00 paid to One23 for event management services for 2021 weddings. • \$3,524.93 paid to TentCraft for a portable canopy tent for outdoor programming and outreach activities. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 12/7/2021 Bill Resolution – 2021 Bills 12/21/2021 Bill Resolution – 2021 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2021 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
830	12/01/21	A&K Construction	Catering Ramp Repairs	\$ 8,950.00	230-4231-3703-0000	Building Repair Charges
14NW-WTWM3GJ	11/18/21	Amazon Business	Mobile YS Desk	\$ 83.50	230-4230-2302-0000	Other Minor Equipment
1W3L-44NK-LDCL	11/19/21	Amazon Business	Equipment - Childrens Area (SPLF WB)	\$ 59.98	232-4232-2302-0000	SPLF - Minor Equipment
16F9-V1CJ-1DX7	11/21/21	Amazon Business	Supplies	\$ 16.93	230-4230-2101-0000	General Supplies
19FC-H9Q1-KGY1	11/21/21	Amazon Business	Programs - Juv (SPLF Heuer)	\$ 107.93	232-4232-2407-0000	SPLF - Programs
1RXL- X7LP-W136	11/23/21	Amazon Business	Supplies	\$ 26.86	230-4230-2101-0000	General Supplies
1RXL- X7LP-W136	11/23/21	Amazon Business	Mobile YS Desk	\$ 142.99	230-4230-2302-0000	Other Minor Equipment
1502	11/30/21	Artistry	Programs - Adult (SPLF)	\$ 44.09	232-4232-2407-0000	SPLF - Programs
1502	11/30/21	Artistry	Programs - Adult (Friends)	\$ 293.41	229-4229-2407-0000	Friends - Programs
Y84826-1	11/15/21	Brodart Co	Book Trucks - Circ	\$ 835.80	230-4230-2302-0000	Other Minor Equipment
12072021	12/07/21	Brodart Co	Materials - Juv	\$ 1,166.08	230-4230-2400-0000	Childrens Books
12072021	12/07/21	Brodart Co	Materials - Adult Fiction	\$ 361.90	230-4230-2401-0000	Adult Books - Fiction
12072021	12/07/21	Brodart Co	Materials - Adult Nonfiction	\$ 935.28	230-4230-2405-0000	Adult Books - Non Fiction
12072021	12/07/21	Brodart Co	Materials - YA	\$ 131.63	230-4230-2406-0000	Teen Books
12072021	12/07/21	Brodart Co	Materials - Processing	\$ 524.15	230-4230-3404-0000	Processing Fee
12072021	12/07/21	Brodart Co	Materials - Adult (SPLF)	\$ 1,957.68	232-4232-2113-0000	SPLF - Materials
12072021	12/07/21	Brodart Co	Materials - Juv (SPLF)	\$ 2,541.69	232-4232-2113-0000	SPLF - Materials
12072021	12/07/21	Brodart Co	Materials - YA (SPLF)	\$ 1,053.11	232-4232-2113-0000	SPLF - Materials
4102855404	11/24/21	Cintas Corporation	Towels and rugs	\$ 178.20	230-4230-4099-0000	Miscellaneous Charges
306-02444792-3	11/30/21	Culligan of Stillwater	Water	\$ 305.45	230-4230-4099-0000	Miscellaneous Charges
7041525	11/15/21	Demco Inc.	Processing Supplies	\$ 280.62	230-4230-3404-0000	Processing Fee
7043960	11/18/21	Demco Inc.	Book Trucks YS	\$ 1,126.20	230-4230-2302-0000	Other Minor Equipment
1649344	01/01/22	Ebsco Publishing	Subscriptions - 2022	\$ 562.93	230-0000-1410-1000	PRE PAID ACCOUNT
1649344	01/01/22	Ebsco Publishing	Materials - Periodicals 2022	\$ 4,165.00	230-0000-1410-1000	PRE PAID ACCOUNT
1649344	01/01/22	Ebsco Publishing	Materials - Periodicals 2022 (SPLF)	\$ 2,279.09	230-0000-1410-1000	PRE PAID ACCOUNT
11222021	11/22/21	Faurot Kimberly	Programs - JUV (SPLF) Staff Reimbursement	\$ 173.75	232-4232-2407-0000	SPLF - Programs
11222021A	11/22/21	Faurot Kimberly	Programs - JUV (SPLF Heuer) Staff Reimbursement	\$ 121.18	232-4232-2407-0000	SPLF - Programs
11222021A	11/22/21	Faurot Kimberly	Programs - JUV (SPLF) Staff Reimbursement	\$ 51.74	232-4232-2407-0000	SPLF - Programs
11212021	11/21/21	Kaericher Jodi	ALA Membership Kaericher (Staff Reimbursement)	\$ 95.00	230-4230-4000-0000	Memberships and Dues
11222021	12/01/21	Mary's Upholstery Shop	Upholstry Services	\$ 2,327.00	230-4230-3099-0000	Other Professional Services
8205	11/11/21	Menards	Janitorial Supplies	\$ 21.31	230-4231-2102-0000	Janitorial Supplies
12072021	12/07/21	Midwest Tape	Materials - Audio SJM	\$ 16.49	230-4230-2402-0000	Audio
12072021	12/07/21	Midwest Tape	Materials - Audio SYAB	\$ 185.95	230-4230-2402-0000	Audio
12072021	12/07/21	Midwest Tape	Materials - Video SAV	\$ 47.98	230-4230-2408-0000	Film/Video
12072021	12/07/21	Midwest Tape	Materials - Video SYV	\$ 153.64	230-4230-2408-0000	Film/Video
12072021	12/07/21	Midwest Tape	Materials - Processing	\$ 57.21	230-4230-3404-0000	Processing Fee
300004156	11/23/21	MN Library Assoc.	MLA Membership - Troendle	\$ 230.00	230-4230-4000-0000	Memberships and Dues
W21100574	11/16/21	Office of MN IT Services	Phone - October	\$ 148.35	230-4231-3101-0000	Telephone
100400571157	11/08/21	Otis Elevator Company	Elevator Service Agreement (Dec 2021)	\$ 206.02	230-4231-3707-0000	Maintenance Agreements - Lib Plant
100400571157	11/08/21	Otis Elevator Company	Elevator Service Agreement (Jan- Feb 2022)	\$ 412.04	230-0000-1410-1000	PRE PAID ACCOUNT
10067454	10/18/21	Pioneer Press St. Paul	Materials - Periodicals (PP 26 wk - SPLF)	\$ 627.00	232-4232-2113-0000	SPLF - Materials
11152025	11/15/21	Rodriguez Lolita Rose Oyamoto	Programs - JUV (SPLF Heuer)	\$ 125.00	232-4232-2407-0000	SPLF - Programs
34620038	11/17/21	Scholastic Inc	Programs - JUV (SPLF)	\$ 91.20	232-4232-2407-0000	SPLF - Programs
26244	11/16/21	SOS Office Furniture	Office Task Chairs	\$ 1,204.90	230-4230-2302-0000	Other Minor Equipment
WS0012	12/02/21	Tan Ni	Programs - Adult (SPLF)	\$ 90.84	232-4232-2407-0000	SPLF - Programs
WS0012	12/02/21	Tan Ni	Programs - Adult (Friends)	\$ 259.16	232-4232-2407-0000	SPLF - Programs
1631195	11/22/21	World Book Inc	Materials - JUV NF (SPLF)	\$ 300.00	232-4232-2113-0000	SPLF - Materials
		INVOICES SUBTOTAL		\$ 35,076.26		
CREDIT CARD						
		None				
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
757749265	11/26/21	Xcel Energy	Gas	\$ 2,392.62	230-4231-3601-0000	Natural Gas
757749265	11/26/21	Xcel Energy	Electric	\$ 2,885.65	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,278.27		
GRAND TOTAL				\$ 40,354.53		

Submitted for payment

Mark Troendle, Library Director

2021 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
3798_224172	12/02/21	Ace Hardware	Janitorial Supplies	\$ 139.84	230-4231-2102-0000	Janitorial Supplies
3798_224210	12/10/21	Ace Hardware	Janitorial Supplies	\$ 54.96	230-4231-2102-0000	Janitorial Supplies
1XH6-TNLW-9L3V	12/05/21	Amazon Business	Computer Station Headphones	\$ 44.30	230-4230-2302-0000	Other Minor Equipment
17Q6-NN1Y-XKF4	12/06/21	Amazon Business	Supplies	\$ 20.28	230-4230-2101-0000	General Supplies
1RTQ-F3LD-47TV	12/06/21	Amazon Business	Supplies	\$ 47.40	230-4230-2101-0000	General Supplies
1RTQ-F3LD-C9GF	12/06/21	Amazon Business	Custodial Equipment	\$ 292.63	230-4231-2302-0000	Other Minor Equipment - Lib Plant
1WWR-XHJR-MMMN	12/08/21	Amazon Business	Supplies	\$ 232.62	230-4230-2101-0000	General Supplies
11YP-TXJV-4KCX	12/09/21	Amazon Business	Janitorial Supplies	\$ 229.96	230-4231-2102-0000	Janitorial Supplies
1TGT-9PD9-M7JK	12/10/21	Amazon Business	Supplies	\$ 15.87	230-4230-2101-0000	General Supplies
13M9-H63Y-37FN	12/10/21	Amazon Business	Janitorial Supplies	\$ 26.59	230-4231-2102-0000	Janitorial Supplies
1FX3-1GF4-N69T	12/11/21	Amazon Business	Supplies	\$ 30.98	230-4230-2101-0000	General Supplies
1VQN-TYHY-J66H	12/12/21	Amazon Business	Supplies	\$ 44.95	230-4230-2101-0000	General Supplies
14R1-NCN6-6JNH	12/12/21	Amazon Business	Janitorial Supplies	\$ 35.93	230-4231-2102-0000	Janitorial Supplies
14R1-NCN6-RK9Y	12/13/21	Amazon Business	Programs - Adult Winter Reads (Friends)	\$ 28.98	229-4229-2407-0000	Friends - Programs
1RK7-DCR7-PJC7	12/13/21	Amazon Business	Processing Supplies	\$ 101.88	230-4230-3404-0000	Processing Fee
1RXY-4JIM-4JWW	12/16/21	Amazon Business	Supplies	\$ 59.97	230-4230-2101-0000	General Supplies
17587	12/15/21	Amdahl Locksmith Inc Chris	Locksmith	\$ 134.50	230-4231-3099-0000	Other Professional Services - Lib Plant
2036411038	12/14/21	Baker and Taylor	Materials - JUV (SPLF)	\$ 21.83	232-4232-2113-0000	SPLF - Materials
INV2002788	10/19/21	Blackstone Audio	Materials - Audio (SAB)	\$ 143.95	230-4230-2402-0000	Audio
INV2007724	11/09/21	Blackstone Audio	Materials - Audio (SAB)	\$ 230.60	230-4230-2402-0000	Audio
INV2012392	12/08/21	Blackstone Audio	Materials - Audio (SAB)	\$ 48.42	230-4230-2402-0000	Audio
12212021	12/21/21	Brodart Co	Materials - Juv	\$ 67.60	230-4230-2400-0000	Childrens Books
12212021	12/21/21	Brodart Co	Materials - Adult Fiction	\$ 119.36	230-4230-2401-0000	Adult Books - Fiction
12212021	12/21/21	Brodart Co	Materials - Adult Nonfiction	\$ 475.99	230-4230-2405-0000	Adult Books - Non Fiction
12212021	12/21/21	Brodart Co	Materials - YA	\$ 312.78	230-4230-2406-0000	Teen Books
12212021	12/21/21	Brodart Co	Materials - Processing	\$ 548.80	230-4230-3404-0000	Processing Fee
12212021	12/21/21	Brodart Co	Materials - Adult (SPLF)	\$ 2,479.05	232-4232-2113-0000	SPLF - Materials
12212021	12/21/21	Brodart Co	Materials - Juv (SPLF)	\$ 845.44	232-4232-2113-0000	SPLF - Materials
12212021	12/21/21	Brodart Co	Materials - YA (SPLF)	\$ 32.06	232-4232-2113-0000	SPLF - Materials
12212021	12/21/21	Brodart Co	Materials - Juv (235 Kraske)	\$ 14.03	235-4235-2101-0000	Library Donations Materials
P048112	11/25/21	CDW Government Inc.	CISCO	\$ 584.97	230-4230-3098-0000	Technology Support
135854236	12/01/21	Comcast	Internet - December	\$ 188.10	230-4230-3098-0000	Technology Support
7053930	12/20/21	Demco Inc.	Supplies	\$ 346.80	230-4230-2101-0000	General Supplies
10003740587	08/19/20	Info USA Marketing Inc.	Materials - Reference	\$ 620.00	230-4230-2113-0000	Reference
11302021	11/30/21	Madden Galanter Hansen LLP	Labor Attorney	\$ 36.00	230-4230-3099-0000	Other Professional Services
70748	11/30/21	Master Mechanical Inc.	Boiler 3/RTU 2 Repairs	\$ 1,464.70	230-4231-3703-0000	Building Repair Charges
12212021	12/21/21	Midwest Tape	Materials - Audio (SYAB)	\$ 184.95	230-4230-2402-0000	Audio
12212021	12/21/21	Midwest Tape	Materials - Video (SAV)	\$ 665.84	230-4230-2408-0000	Film/Video
12212021	12/21/21	Midwest Tape	Materials - Video (SYV)	\$ 58.45	230-4230-2408-0000	Film/Video
12212021	12/21/21	Midwest Tape	Materials - Processing	\$ 108.18	230-4230-3404-0000	Processing Fee
ALR0128034X	11/27/21	MN Dept of Labor and Industry	Elevator Operating Permit	\$ 200.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
W21110575	12/14/21	Office of MN IT Services	Telephone - November	\$ 148.35	230-4231-3101-0000	Telephone
12162021	12/16/21	One23 Events LLC	Event Management Fees	\$ 2,881.00	230-4230-3099-0000	Other Professional Services
169048	11/30/21	Rose Floral	Terrace Pots (235 Houston)	\$ 60.00	235-4238-4099-0000	Library Donations Miscellaneous
12042021	12/04/21	Serendipity Art & Design	Programs - JUV (Friends)	\$ 125.00	229-4229-2407-0000	Friends - Programs
142367617	12/08/21	Uline Inc	Janitorial Supplies	\$ 789.82	230-4231-2102-0000	Janitorial Supplies
12112021	12/11/21	White Bear Center for the Arts	Programs - Adult (Friends)	\$ 375.00	229-4229-2407-0000	Friends - Programs
1631276	11/26/21	World Book Inc	Materials JUV (SPLF)	\$ 379.00	232-4232-2113-0000	SPLF - Materials
		INVOICES SUBTOTAL		\$ 16,097.71		
CREDIT CARD						
1238625	10/30/2021	AccuCut Systems	Programs - JUV (Friends)	89.98	229-4229-2407-0000	Friends - Programs
26322624	10/12/2021	Dream Host	Website Hosting	21.45	230-4230-3098-0000	Technology Support
R833466445	10/11/2021	Half Price Books	Materials - Adult Fic	157.23	230-4230-2401-0000	Adult Books - Fiction
R833466445	10/11/2021	Half Price Books	Materials - Video (SAV)	127.45	230-4230-2408-0000	Film/Video
R056032178	10/21/2021	Half Price Books	Materials - Adult Fic	53.61	230-4230-2401-0000	Adult Books - Fiction
4454403	10/12/2021	Opentip.com	Programs - Juv EL kits (Melsa)	700.35	235-4236-4099-0000	Library Donations Programs
123349	10/7/2021	Taproot	Materials - Periodicals	48.00	230-4230-2403-0000	Periodicals
3264597	10/26/2021	TechSoup	Materials - Hotspots (SPLF) (8/SPLF 2021-03)	165.00	232-4232-2113-0000	SPLF - Materials
		CREDIT CARD SUBTOTAL		\$ 1,363.07		
SPECIAL BILL PAYOUTS						
21132615T	11/2/2021	TentCraft	Tent	\$3,524.93	230-4230-2302-0000	Other Minor Equipment
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 3,524.93		
GRAND TOTAL				\$ 20,985.71		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 December Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 –December 31, 2021. <u>120 Funds – Capital Projects:</u> <ul style="list-style-type: none"> • Budget: In 2021, the library’s capital allocation from the city was approved at \$45,000. In addition, the library projected that up to \$30,000 in funding from supplemental sources could be needed. • Expenditures: Capital expenditures total 63,534.79. <ul style="list-style-type: none"> ○ \$4,420 was expended in C/O Machinery & Equipment for a floor scrubber, budgeted at \$5,000. ○ \$4,314 was expended for C/O & Improvements for the LED lighting retrofit project, budgeted at \$6,500. ○ \$54,800 was expended for C/O & Improvements for masonry work on the terrace. \$20,000 of the work is funded by a grant from the Huelsmann Foundation, received through the SPLF. • Remaining Funds: \$1,465 of the library’s capital allocation remains unspent and will return to the city for other projects. <u>230 Funds – Revenues:</u> The budget for library-generated revenues was approved at \$34,286. Revenues will likely not reach budgeted levels, with a ballpark year-end projection of \$28,000. <ul style="list-style-type: none"> • Rental Fees: Room rentals were budgeted at \$500 for 2021. To date, \$1,852 has been received and an additional \$2,900 is expected from meeting fees and the final profit-sharing from One23 for the 2021 events hosted at the library. • Copier/Printer Sales: Copier/printer sales were budgeted at \$5,000 based on historical trends. Because of changing printer use patterns and the temporary offering of free-limited printing during COVID, copier/printer sales are projected to be under \$1,000 for 2021. • Interest Earnings/Investments is currently reported at -\$3,307. Per Finance, this reflects the difference between the booked value and the market value of investments. At the close of the fiscal year, Finance will update the difference, reflecting the interest earnings for the year. • In-Kind Gifts: This line item reflects the Foundation’s budget of \$16,666 for the Volunteer Coordinator. City finance will make a journal entry to reflect this in-kind gift. • Lost Materials and Processing Fees: \$8,000 was budgeted for lost material and processing charges. Due to the continuing county-wide practice of increased leniency in material returns, a total of \$3,500 in revenue is estimated for year-end. 	

230 Funds – Operating Expenditures:

- Personnel Services: Personnel expenditures total \$933,069. We are through 92% of the pay periods and are running under the budgeted pace of \$949,483. All open positions are currently filled.
 - *Pending Journal Entry:* \$12,089 was paid in severance compensation to retiring staff. At the close of 2021, City Finance will transfer monies from the fund balance to offset this expense.
- Materials: The 2021 city budget for materials is \$92,321. Final 2021 orders have been placed, with the full materials budget spent. Invoices paid total \$76,343.05. Invoices for 2021 materials are anticipated through the beginning of February, including WCL invoices for electronic materials purchases.
- Services and Charges: The 2021 budget is \$67,147. A total of \$65,083 has been expended to date.
 - Tech Support: Tech support expenses total \$30,193, over the budget of \$10,700. The additional expenses are for sound system consultation and enhancements for the Margaret Rivers Room and outdoor programming. Expenses paid for from cost savings in other areas, including savings on the sorter maintenance agreement due to a pending Windows update.
 - Expenses for the circulation system, legal services, and processing will be charged at year-end.

230 Funds – Plant Expenditures:

- Plant – Personnel Services: Personnel expenditures total \$116,522. This is slightly below the budgeted pace of \$122,545.
- Plant – Services and Charges: 2021 budget is \$117,441. Total expenses are \$83,927.
 - Building Repair Charges: The amount allocated for building repair charges is \$20,000, with \$19,597 expended to date.
 - *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 December Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoetl
 Printed: 1/6/2022 - 1:07 PM
 Period: 1 to 12, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	70,000.00	59,114.49	59,114.49	10,885.51	0.00	10,885.51	15.55
120-4230-5210-0000	C/O & Improvements - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	5,000.00	4,420.30	4,420.30	579.70	0.00	579.70	11.59
120-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5320-0000	C/O Mach & Equip - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	75,000.00	63,534.79	63,534.79	11,465.21	0.00	11,465.21	15.29
	Expense Sub Totals:	75,000.00	63,534.79	63,534.79	11,465.21	0.00	11,465.21	15.29
	Dept 4230 Sub Totals:	75,000.00	63,534.79	63,534.79	11,465.21	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 1/6/2022 - 12:54 PM
 Period: 1 to 12, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	500.00	1,852.30	1,852.30	-1,352.30	0.00	-1,352.30	0.00
230-0000-3520-0100	Copier/Printer Sales	5,000.00	736.01	736.01	4,263.99	0.00	4,263.99	85.28
230-0000-3880-0200	Gallery Fees	500.00	400.00	400.00	100.00	0.00	100.00	20.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	R25 Sub Totals:	6,200.00	2,988.31	2,988.31	3,211.69	0.00	3,211.69	51.80
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	-3,307.01	-3,307.01	4,307.01	0.00	4,307.01	430.70
230-0000-3820-0100	Gifts	1,500.00	992.00	992.00	508.00	0.00	508.00	33.87
230-0000-3820-0110	In Kind Gifts	16,666.66	0.00	0.00	16,666.66	0.00	16,666.66	100.00
230-0000-3830-0100	Sale of Property	0.00	64.29	64.29	-64.29	0.00	-64.29	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	200.00	200.00	300.00	0.00	300.00	60.00
230-0000-3880-0020	Library Card Fees	420.00	480.00	480.00	-60.00	0.00	-60.00	0.00
230-0000-3880-0030	Lost Materials	3,000.00	2,003.45	2,003.45	996.55	0.00	996.55	33.22
230-0000-3880-0040	Processing Fees	5,000.00	1,259.22	1,259.22	3,740.78	0.00	3,740.78	74.82
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	28,086.66	1,691.95	1,691.95	26,394.71	0.00	26,394.71	93.98
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	1,393,796.04	1,393,796.04	-0.04	0.00	-0.04	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	1,393,796.04	1,393,796.04	-0.04	0.00	-0.04	0.00
	Revenue Sub Totals:	1,428,082.66	1,398,476.30	1,398,476.30	29,606.36	0.00	29,606.36	2.07
	Dept 0000 Sub Totals:	-1,428,082.66	-1,398,476.30	-1,398,476.30	-29,606.36	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	175,209.97	175,209.97	246,942.33	0.00	246,942.33	58.50
230-4230-1100-0000	Overtime - Full Time	0.00	294.10	294.10	-294.10	0.00	-294.10	0.00
230-4230-1111-0000	Severance Pay	0.00	12,089.28	12,089.28	-12,089.28	0.00	-12,089.28	0.00
230-4230-1112-0000	Sick Pay	0.00	20,825.35	20,825.35	-20,825.35	0.00	-20,825.35	0.00
230-4230-1113-0000	Vacation Pay	0.00	39,342.06	39,342.06	-39,342.06	0.00	-39,342.06	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	510,954.61	510,954.61	-154,351.94	0.00	-154,351.94	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	51,072.87	51,072.87	7,333.75	0.00	7,333.75	12.56
230-4230-1420-0000	FICA/Medicare	59,574.76	56,893.86	56,893.86	2,680.90	0.00	2,680.90	4.50
230-4230-1500-0000	Hospital / Medical	87,166.32	62,917.11	62,917.11	24,249.21	0.00	24,249.21	27.82
230-4230-1520-0000	Dental Insurance	2,684.40	3,536.53	3,536.53	-852.13	0.00	-852.13	0.00
230-4230-1540-0000	Life Insurance	767.68	433.65	433.65	334.03	0.00	334.03	43.51
230-4230-1990-0000	Grant Pass Thru	0.00	-500.00	-500.00	500.00	0.00	500.00	0.00
	E05 Sub Totals:	1,004,021.41	933,069.39	933,069.39	70,952.02	0.00	70,952.02	7.07
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	3,544.17	3,544.17	955.83	0.00	955.83	21.24
230-4230-2113-0000	Reference	2,125.00	1,185.00	1,185.00	940.00	0.00	940.00	44.24
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	7,742.27	7,742.27	-4,742.27	0.00	-4,742.27	0.00
230-4230-2400-0000	Childrens Books	17,858.50	19,837.26	19,837.26	-1,978.76	0.00	-1,978.76	0.00
230-4230-2401-0000	Adult Books - Fiction	18,232.50	18,973.64	18,973.64	-741.14	0.00	-741.14	0.00
230-4230-2402-0000	Audio	13,090.00	6,005.55	6,005.55	7,084.45	0.00	7,084.45	54.12
230-4230-2403-0000	Periodicals	4,165.00	4,178.08	4,178.08	-13.08	0.00	-13.08	0.00
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	16,732.98	16,732.98	564.52	0.00	564.52	3.26
230-4230-2406-0000	Teen Books - Materials	4,675.00	5,037.13	5,037.13	-362.13	0.00	-362.13	0.00
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	3,512.41	3,512.41	3,500.09	0.00	3,500.09	49.91
230-4230-2409-0000	Electronic Materials	3,825.00	0.00	0.00	3,825.00	0.00	3,825.00	100.00
230-4230-2499-0000	Collection Development	340.00	0.00	0.00	340.00	0.00	340.00	100.00
	E10 Sub Totals:	99,471.00	89,332.74	89,332.74	10,138.26	0.00	10,138.26	10.19
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	30,193.42	30,193.42	-19,493.42	0.00	-19,493.42	0.00
230-4230-3099-0000	Other Professional Services	5,000.00	8,526.05	8,526.05	-3,526.05	0.00	-3,526.05	0.00
230-4230-3100-0000	Circulation System	6,129.12	0.00	0.00	6,129.12	0.00	6,129.12	100.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	1,177.60	1,177.60	322.40	0.00	322.40	21.49
230-4230-3200-0000	Mileage	400.00	0.00	0.00	400.00	0.00	400.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,500.00	1,858.33	1,858.33	641.67	0.00	641.67	25.67
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	10,897.35	10,897.35	3,102.65	0.00	3,102.65	22.16
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	3,044.07	3,044.07	21,955.93	0.00	21,955.93	87.82
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	72.45	72.45	327.55	0.00	327.55	81.89
	E15 Sub Totals:	67,147.12	65,083.37	65,083.37	2,063.75	0.00	2,063.75	3.07
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	825.00	825.00	-230.99	0.00	-230.99	0.00
230-4230-4001-0000	Subscriptions	625.00	625.00	625.00	0.00	0.00	0.00	0.00
230-4230-4093-0000	COVID-19	0.00	953.63	953.63	-953.63	0.00	-953.63	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	1,496.47	1,496.47	1,503.53	0.00	1,503.53	50.12
	E20 Sub Totals:	4,219.01	3,900.10	3,900.10	318.91	0.00	318.91	7.56
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	1,091,385.60	1,091,385.60	83,472.94	0.00	83,472.94	7.10
	Dept 230-4231							
	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	50,658.99	50,658.99	12,173.25	0.00	12,173.25	19.37
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	3,944.20	3,944.20	-3,944.20	0.00	-3,944.20	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,755.88	3,755.88	-3,755.88	0.00	-3,755.88	0.00
230-4231-1200-0000	Part Time Salaries	31,941.30	26,072.87	26,072.87	5,868.43	0.00	5,868.43	18.37
230-4231-1410-0000	PERA	7,001.44	6,107.32	6,107.32	894.12	0.00	894.12	12.77
230-4231-1420-0000	FICA/Medicare	7,250.18	6,124.65	6,124.65	1,125.53	0.00	1,125.53	15.52
230-4231-1500-0000	Hospital / Medical	17,534.16	19,450.94	19,450.94	-1,916.78	0.00	-1,916.78	0.00
230-4231-1520-0000	Dental Insurance	757.80	821.08	821.08	-63.28	0.00	-63.28	0.00
230-4231-1540-0000	Life Insurance	116.00	86.40	86.40	29.60	0.00	29.60	25.52
230-4231-1990-0000	Grant Pass Thru	0.00	-500.00	-500.00	500.00	0.00	500.00	0.00
	E05 Sub Totals:	127,433.12	116,522.33	116,522.33	10,910.79	0.00	10,910.79	8.56
E10	SUPPLIES							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	3,631.10	3,631.10	868.90	0.00	868.90	19.31
230-4231-2202-0000	Building Repair Supplies	1,500.00	235.87	235.87	1,264.13	0.00	1,264.13	84.28
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	292.63	292.63	507.37	0.00	507.37	63.42
	E10 Sub Totals:	7,250.00	4,159.60	4,159.60	3,090.40	0.00	3,090.40	42.63
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	134.50	134.50	3,865.50	0.00	3,865.50	96.64
230-4231-3101-0000	Telephone	1,700.00	1,603.95	1,603.95	96.05	0.00	96.05	5.65
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	38,892.39	38,892.39	3,107.61	0.00	3,107.61	7.40
230-4231-3601-0000	Natural Gas	14,000.00	13,517.40	13,517.40	482.60	0.00	482.60	3.45
230-4231-3703-0000	Building Repair Charges	20,000.00	19,597.64	19,597.64	402.36	0.00	402.36	2.01
230-4231-3707-0000	Maintenance Agreements	9,500.00	10,181.51	10,181.51	-681.51	0.00	-681.51	0.00
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	117,441.00	83,927.39	83,927.39	33,513.61	0.00	33,513.61	28.54
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,626.16	1,626.16	-526.16	0.00	-526.16	0.00
	E20 Sub Totals:	1,100.00	1,626.16	1,626.16	-526.16	0.00	-526.16	0.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	253,224.12	206,235.48	206,235.48	46,988.64	0.00	46,988.64	18.56
	Dept 4231 Sub Totals:	253,224.12	206,235.48	206,235.48	46,988.64	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,428,082.66	1,398,476.30	1,398,476.30	29,606.36	0.00	29,606.36	2.07
	Fund Expense Sub Totals:	1,428,082.66	1,297,621.08	1,297,621.08	130,461.58	0.00	130,461.58	9.14
	Fund 230 Sub Totals:	0.00	-100,855.22	-100,855.22	100,855.22	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 4 of 2021.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1, 2021 – December 31, 2021.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2021 Gifts & Grants Received Through 12/31/21	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2021 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2021)

Prepared 1/7/2022

2021 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/31/2021	\$50 Tribute Gift in memory of Susan Puppinn	\$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 Muriel 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	Approved 10/12/21
G24	6/17/2021	\$40 Tribute Gift in memory of Mildred Westcott	\$40	Doorstep Delivery	230-0000-3820-0100	Expend in 2021	Approved 10/12/21
G25	7/31/2021	\$19,740 Unrestricted Wick Estate Gift	\$19,740	None	236-0000-3820-0100	TBD	Approved 10/12/21
G26	7/31/2021	\$1000 Unrestricted Gift	\$1,000	None	235-0000-3820-0100	TBD	Approved 10/12/21
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+	Approved 10/12/21
G28	7/31/2021	\$200 Unrestricted Gift	\$200	None	235-0000-3820-0100	TBD	Approved 10/12/21
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	Approved 10/12/21

LIBRARY SUPPLEMENTAL FUNDS: 2021 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2021)

Prepared 1/7/2022

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+	Approved 10/12/21
G31	8/27/2021	\$50 Tribute Gift in memory of Philip Martin	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 10/12/21
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	Approved 10/12/21
G33	9/21/2021	\$5000 Stillwater Township Unrestricted Gift	\$5,000	None	227-0000-3820-01000	TBD	Approved 10/12/21
G34	9/21/2021	\$50 Unrestricted Donation	\$50	None	230-0000-3820-0100	Expend in 2021	Approved 10/12/21
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+	Approved 10/12/21
G36	9/30/2021	\$25 Tribute Gift in memory of Nicholas Haase	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021+	Approved 10/12/21
G37	10/27/2021	\$100 Unrestricted Gift	\$100	None	235-0000-3820-0100	TBD	Board review and approval 1/11/22
G38	10/27/2021	\$30 Tribute Gift in memory of Judy Hansen	\$30	Book Purchase	230-0000-3820-0100	Expend in 2021	Board review and approval 1/11/22
G39	10/27/2021	\$100 Unrestricted Gift	\$100	None	235-0000-3820-0100	TBD	Board review and approval 1/11/22
G40	11/9/2021	In Kind gift of evergreens for library (Est Value: \$117.40)	In Kind	N/A	N/A	N/A	Board review and approval 1/11/22
G41	11/11/2021	\$50 Unrestricted Donation	\$50	None	230-0000-3820-0100	Expend in 2021	Board review and approval 1/11/22
G42	11/11/2021	\$20 Unrestricted Donation	\$20	None	230-0000-3820-0100	Expend in 2021	Board review and approval 1/11/22
G43	11/15/2021	\$580 Restricted Gift from MELSA (Legacy)	\$580	Legacy Programming	235-3236-3820-0100	Expend in 2021	Board review and approval 1/11/22
G44	11/18/2021	\$100.70 Unrestricted Gift	\$100.70	None	235-0000-3820-0100	TBD	Board review and approval 1/11/22
G45	11/21/2021	\$50 Unrestricted Donation	\$50	None	230-0000-3820-0100	Expend in 2021	Board review and approval 1/11/22
G46	12/15/2021	\$100 Unrestricted Gift	\$100	None	235-0000-3820-0100	TBD	Board review and approval 1/11/22
G47	12/15/2021	\$150 Unrestricted Gift	\$150	None	235-0000-3820-0100	TBD	Board review and approval 1/11/22
G48	12/20/2021	\$300 Unrestricted Gift	\$300	None	235-0000-3820-0100	TBD	Board review and approval 1/11/22
G49	12/15/2021	\$90 Tribute Gift in memory of Shelby Prentiss	\$90	Book Purchase	235-3235-3820-0100	Expend in 2022	Board review and approval 1/11/22
G50	12/15/2021	\$200 Tribute Gift in memory of Cherie & Irv Perlmutter	\$200	None	235-0000-3820-0100	TBD	Board review and approval 1/11/22
G51	12/20/2021	\$50 Tribute Gift in memory of Shelby Prentiss	\$50	Book Purchase	235-3235-3820-0100	Expend in 2022	Board review and approval 1/11/22
G52	12/20/2021	\$50 Tribute Gift in memory of Shelby Prentiss	\$50	Book Purchase	235-3235-3820-0100	Expend in 2022	Board review and approval 1/11/22
G53	12/20/2021	\$75 Tribute Gift in memory of Shelby Prentiss	\$75	Book Purchase	235-3235-3820-0100	Expend in 2022	Board review and approval 1/11/22
G54	12/20/2021	\$50 Tribute Gift in memory of Shelby Prentiss	\$50	Book Purchase	235-3235-3820-0100	Expend in 2022	Board review and approval 1/11/22

LIBRARY SUPPLEMENTAL FUNDS: 2021 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2021)

Prepared 1/7/2022

G55	12/27/2021	\$25 Tribute Gift in memory of Shelby Prentiss	\$25	Book Purchase	235-3235-3820-0100	Expend in 2022	Board review and approval 1/11/22
G56	12/27/2021	\$300 Unrestricted Gift	\$300	None	235-0000-3820-0100	TBD	Board review and approval 1/11/22
G57	12/30/2021	\$1000 Unrestricted Gift	\$1,000	None	235-0000-3820-0100	TBD	Board review and approval 1/11/22
			\$43,042				

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	\$2,015	Purchase of materials	229-0000-3810-0100	Expend in 2021+	Approved 10/12/21
	9/21/2021	\$290.95 reimbursement to library for donation box			229-0000-3810-0100		
F4	10/27/2021	\$75 Donor-restricted tribute in memory of Nancy Wilson	\$75	Purchase of materials	229-0000-3810-0100	Expend in 2021+	Board review and approval 1/11/22
			\$10,240				

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
SPLF10	10/22/2021	2021-10 DR YS Staffing	\$10,000	Youth Services Staffing	232-0000-3820-0100	Expend in 2022	Board review and approval 1/11/22
			\$111,800				

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				Approved 10/12/21
SPLF In Kind 8	8/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 10/12/21
SPLF In Kind 9	9/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 10/12/21
SPLF In Kind 10	10/25/2021	Volunteer Coordinator Contract	\$1,389				Board review and approval 1/11/22
SPLF In Kind 11	11/25/2021	Volunteer Coordinator Contract	\$1,389				Board review and approval 1/11/22
SPLF In Kind 12	12/25/2021	Volunteer Coordinator Contract	\$1,389				Board review and approval 1/11/22
			\$16,667				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>On December 16, the 2022-2023 Labor Agreement was signed by the library and AFSCME Local 517. Following is the signed agreement.</p> <p>On January 3, Troendle emailed trustees a link to the article The Golden Age of Public Libraries Dawns Again, on behalf of Hansen.</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: 2022-2023 Labor Agreement - Signed	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

2022 and 2023
Agreement

Between the

Stillwater Public Library Board of Trustees

and

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

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ARTICLE 1. PREAMBLE

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

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

ARTICLE 2. RECOGNITION

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

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

ARTICLE 3. UNION SECURITY

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

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

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

ARTICLE 4. HOURS OF WORK

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

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

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

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

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

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

ARTICLE 5. PART-TIME EMPLOYEES

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

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

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

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

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

ARTICLE 6. PROBATIONARY PERIODS

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

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

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

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

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

ARTICLE 7. HOLIDAYS

7.1 Holidays with pay are defined as:

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

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

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

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

ARTICLE 8. SICK LEAVE

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

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

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

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

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

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

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

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

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

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

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

8.8 Use of Vacation and Sick Leave:

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

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

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

ARTICLE 9. VACATION

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

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

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

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

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

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

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

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

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

ARTICLE 10. SEVERANCE PAY

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

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

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

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

ARTICLE 11. LEAVES

11.1 Funeral Leave

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

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

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

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

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

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

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

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

(d) Union Business. Employees elected to a local union office or selected by the local union to work which takes them from their employment with the Employer, shall, at the

written request of the Union, be granted a leave of absence not to exceed six (6) months. Such leaves may be extended or renewed for any reasonable period.

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

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

ARTICLE 12. RESPONSIBILITY OF EMPLOYMENT.

12.1 Prohibitions

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

12.2 Conflict of Interest

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

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

ARTICLE 13. WAGES

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

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

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

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

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

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

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

ARTICLE 14. OVERTIME

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

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

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

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

ARTICLE 15. GRIEVANCE PROCEDURE

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

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

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

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

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

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

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

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

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

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

STEP 6. Arbitration. If the grievance is not settled in accordance with the foregoing procedure, either party may refer the grievance to arbitration within ten (10) working days after the Union's receipt of the Employees written answer in Step 3, as provided in Minnesota's Statutes, Section

179A.21. The selection of an arbitrator shall be made in accordance with the *Rules Governing the Arbitration of Grievances* as established by the Public Employment Relations Board.

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

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

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

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

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

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

ARTICLE 16. DISCIPLINE

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

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

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

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

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

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

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

ARTICLE 17. SENIORITY/LAYOFF

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

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

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

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

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

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

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

17.7 Breaks in Continuous Service

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

ARTICLE 18. WORK FORCE

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

ARTICLE 19. INSURANCE

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

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

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

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

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

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

ARTICLE 20. GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 21. SAVINGS CLAUSE

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

ARTICLE 22. EMPLOYER AUTHORITY/EMPLOYEE RIGHTS

22.1 Employer Authority

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

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

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

22.2 Employee Rights

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

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

ARTICLE 23. WAIVER

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

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

ARTICLE 24. TERMINATION

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

IN WITNESS THEREOF, the parties hereto have set their hands this 16th day of December, 2021.

EMPLOYER

By: Maureen Bell
Maureen Bell, President
Board of Trustees
By: Mark Troendle
Mark Troendle, Director

UNION

By: Joni Houston
Lori Houston
Printed name
Its: Local Steward

By: Jodi Kaericher
Jodi Kaericher
Printed name
Its: Local Steward
By: Jolene Catudio
Printed name
Its: Field Representative

Stillwater Public Library
Appendix A: 2022 Wages

2022 Wage Scale (2.0% Wage Adjustment from 2021)												
Position Title	Grade	Pay Range (Hourly)										
	1 to 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	1	\$ 14.428	\$ 15.047	\$ 15.664	\$ 16.282	\$ 16.902	\$ 17.520	\$ 18.139	\$ 18.757	\$ 19.375	\$ 19.993	\$ 20.611
Aide	2	\$ 16.015	\$ 16.701	\$ 17.388	\$ 18.074	\$ 18.761	\$ 19.446	\$ 20.133	\$ 20.820	\$ 21.506	\$ 22.192	\$ 22.879
Custodian I, Library Assistant I	3	\$ 17.778	\$ 18.539	\$ 19.300	\$ 20.062	\$ 20.824	\$ 21.585	\$ 22.348	\$ 23.110	\$ 23.872	\$ 24.633	\$ 25.395
	4	\$ 19.732	\$ 20.577	\$ 21.424	\$ 22.269	\$ 23.115	\$ 23.960	\$ 24.806	\$ 25.651	\$ 26.499	\$ 27.343	\$ 28.190
	5	\$ 21.902	\$ 22.841	\$ 23.780	\$ 24.719	\$ 25.657	\$ 26.595	\$ 27.534	\$ 28.457	\$ 29.412	\$ 30.351	\$ 31.289
	6	\$ 24.312	\$ 25.354	\$ 26.397	\$ 27.439	\$ 28.480	\$ 29.522	\$ 30.563	\$ 31.605	\$ 32.647	\$ 33.690	\$ 34.732
Maintenance Worker, Library Associate, Office Specialist	7	\$ 26.987	\$ 28.143	\$ 29.300	\$ 30.456	\$ 31.613	\$ 32.769	\$ 33.926	\$ 35.083	\$ 36.240	\$ 37.396	\$ 38.552
Circulation Services Lead, Librarian I	8	\$ 29.954	\$ 31.239	\$ 32.523	\$ 33.806	\$ 35.090	\$ 36.374	\$ 37.657	\$ 38.942	\$ 40.226	\$ 41.509	\$ 42.792

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

Stillwater Public Library
Appendix B: 2023 Wages

2023 Wage Scale (2.0% Wage Adjustment from 2022)												
Position Title	Grade	Pay Range (Hourly)										
	1 to 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	1	\$ 14.717	\$ 15.348	\$ 15.977	\$ 16.608	\$ 17.240	\$ 17.870	\$ 18.502	\$ 19.132	\$ 19.763	\$ 20.393	\$ 21.023
Aide	2	\$ 16.335	\$ 17.035	\$ 17.736	\$ 18.435	\$ 19.136	\$ 19.835	\$ 20.536	\$ 21.236	\$ 21.936	\$ 22.636	\$ 23.337
Custodian I, Library Assistant I	3	\$ 18.134	\$ 18.910	\$ 19.686	\$ 20.463	\$ 21.240	\$ 22.017	\$ 22.795	\$ 23.572	\$ 24.349	\$ 25.126	\$ 25.903
	4	\$ 20.127	\$ 20.989	\$ 21.852	\$ 22.714	\$ 23.577	\$ 24.439	\$ 25.302	\$ 26.164	\$ 27.029	\$ 27.890	\$ 28.754
	5	\$ 22.340	\$ 23.298	\$ 24.256	\$ 25.213	\$ 26.170	\$ 27.127	\$ 28.085	\$ 29.026	\$ 30.000	\$ 30.958	\$ 31.915
	6	\$ 24.798	\$ 25.861	\$ 26.925	\$ 27.988	\$ 29.050	\$ 30.112	\$ 31.174	\$ 32.237	\$ 33.300	\$ 34.364	\$ 35.427
Maintenance Worker, Library Associate, Office Specialist	7	\$ 27.527	\$ 28.706	\$ 29.886	\$ 31.065	\$ 32.245	\$ 33.424	\$ 34.605	\$ 35.785	\$ 36.965	\$ 38.144	\$ 39.323
Circulation Services Lead, Librarian I	8	\$ 30.553	\$ 31.864	\$ 33.173	\$ 34.482	\$ 35.792	\$ 37.101	\$ 38.410	\$ 39.721	\$ 41.031	\$ 42.339	\$ 43.648

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Fee Schedule	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the Library Fee Schedule	
BACKGROUND/CONTEXT: <p>Following this cover sheet is a fee schedule consolidating the fees charged by the library into a single document. This fee schedule is meant to supersede fees listed in any and all previous policies or fee documents.</p> <p>The fee schedule information was derived from the Circulation Policy (adopted July 2019), the Meeting Room Fee Schedule (adopted February 2017), Fees for Commercial Photographers (adopted June 2007), and fee information on the library’s website.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Fee Schedule	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

Title: Fee Schedule
Date adopted: 1/11/2022
Date amended:
Date last reviewed: 1/11/2022

Purpose

The purpose of this fee schedule is to provide a comprehensive listing of fees charged by Stillwater Public Library.

Library Cards and Borrowing:

Type	Fee	Additional Information
Library Card – Resident	\$0	<p>Anyone who lives in or pays property taxes in the city of Stillwater or Washington County is eligible for a free library card, accepted at Stillwater Public Library, Bayport Public Library, and Washington County Library branches. The card allows patrons to borrow circulating materials and access digital resources (for free) from Stillwater Public Library, Bayport Public Library, and Washington County Library.</p> <p>Minnesota residents who hold valid library cards at another city or county system covered by the Statewide Borrowers Compact may register their card at Stillwater Public Library to borrow materials and access digital resources from Stillwater Public Library, Bayport Public Library, and Washington County Library.</p>
Library Card – Nonresident	\$60.00	<p>An annual fee-based library card may be issued to anyone who does not live or pay property taxes in the city of Stillwater or Washington County, including out-of-state patrons. The library card may be used to borrow print library materials only. It is not valid for access to the library’s digital resources. The card is only valid for checking out materials from libraries in Washington County. It cannot be used to borrow materials at other Minnesota libraries but can be used to request materials from other libraries to be sent to Stillwater Public Library, Bayport Public Library, or Washington County Library branches for checkout. Cards expire 12 months after issuance.</p> <p>Minnesota residents who do not reside in Washington County and are interested in a free library card may request a card from their local library system. If the library is covered by the Statewide Borrowers Compact, the card may be used at Stillwater Public Library to borrow materials and access digital resources.</p>

Library Card – Institutional	\$0	<p>Nonprofit organizations or institutions, governmental units, civic organizations, or businesses located within the city of Stillwater may register for an institutional library card. Cards allow free access to the circulating materials and digital resources of Stillwater Public Library, Bayport Public Library, and Washington County Library.</p> <p>Library cards are issued by Stillwater Public Library to the chief executive officer or designated representative of an organization. In order to obtain an institutional library card, a letter of request is to be written on the organization’s letterhead stationery and signed by the chief executive office or designated representative. The card is valid for one year.</p> <p>Minnesota organizations that are not located in the city of Stillwater may apply for an institutional card at the library in the county or city where the organization is located. The issued card may then be registered at Stillwater Public Library for use. The card must be renewed yearly.</p>
Overdue Fees	\$0	The library does not charge overdue fees.
Lost/Damaged Fees	Varies by items	Fees are charged for lost or damaged items in accordance with the schedule under <i>Replacement and Repair Charges</i> .
Interlibrary Loans	Determined by the lending institution	Items not owned by Stillwater Public Library, Bayport Public Library, or Washington County Library may be requested by interlibrary loan. There is no charge for interlibrary loan service; however, fees charged by the lending library may be passed on to the patron.

Replacement and Repair Charges:

All replacements for lost or damaged materials will be purchased by Stillwater Public Library. Due to the nature and costs of processing, the library will accept outside replacements only if the selector or Circulation Services Lead has approved an exception that meets collection development guidelines.

Patrons will be charged for lost or damaged items according to the following process:

1. The purchase price is listed in the circulation system database.
2. If no purchase price is listed in the database or if a piece of a multi-part set can be replaced individually, patrons will be charged the replacement list price as set by the appropriate vendor.
3. If no purchase price is recorded in the places listed above, patrons will be charged according to the standard list below.

Material Type	Fee
Group 1: magazines	\$4.00/item
Group 2: music CDs; kits	\$15.00/item
Group 3: books	\$20.00/item
Group 4: DVDs	\$25.00/item
Group 5: audiobooks	\$50.00/item
Group 6: reference, professional collection	\$75.00/item
Group 7: book club kit (10+ books, plus reading guides); memory minder kit	\$150.00/kit
Group 8: St. Croix Collection materials	List/appraised price (default \$100 in lieu of list/appraised price)
Group 9: telescope kits; hotspots; laptops; tech devices and other hardware	Current replacement value as determined by Stillwater Public Library
Group 10: interlibrary loan item	Determined by lending institution

Patrons with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Unpaid replacement and repair charges of more than \$50 are sent to Washington County Financial Services for debt collection thirty days after the billing notice is sent.

If reasonable cause is shown, replacement and repair charges for Stillwater Public Library items may be upheld, reduced, or canceled at the discretion of Stillwater Public Library staff. Library Assistants may reduce or waive charges up to \$25. The Circulation Services Lead has the authority to reduce or waive charges up to a limit of \$50. If the requested reduction is more than \$50, the selector or Library Director must be consulted and approve any reduction greater than \$50.

Meeting Room Fees:

Room	Room Rental Fees			Room Set-Up Fees
	Non-profits, Government, Community Groups		For-Profit Organizations	
	Library Open	Library Closed*	All Times	
Conference Room	\$0/hour	\$30.00 per hour	\$30.00 per hour	Standard: \$0 Custom: Not Available
Margaret Rivers A	\$0/hour	\$30.00 per hour	\$30.00 per hour	Standard: \$0 Custom: Not Available
Margaret Rivers B	\$0/hour	\$30.00 per hour	\$30.00 per hour	Standard: \$0 Custom: \$25.00
Margaret Rivers A&B	\$0/hour	\$60.00 per hour	\$60.00 per hour	Standard: \$0 Custom: \$25.00
*Closed Rate Exemption: The <i>Library Closed</i> rate is waived for the City of Stillwater, Friends of Stillwater Public Library, and Stillwater Public Library Foundation.				
No-show Fees	\$40.00	A no-show fee will be charged unless a cancellation has been verified the business day prior to the reserved date. Any outstanding no-show fees must be paid before a new reservation is made.		

Miscellaneous Fees:

Type	Fee	Additional Information
Print/Copy – Black & White	\$0.10	
Print/Copy – Color	\$0.25	
Earbuds	\$2.00	
Headphones	\$5.00	
Flashdrives	\$3.00	
MN Driver's Manual	\$2.00	
Photography	\$0	Photography is allowed at the library at no fee. All photography must occur in accordance with the <i>Public Conduct in the Library Policy</i> . Staff may terminate any photo session that appears to compromise public safety or security or violates a library policy. The use of additional equipment, such as tripods and lighting, is not permitted. Library users should not be captured in photographs without their permission. People photographing on library premises have the sole responsibility for gaining

		all necessary releases and permissions from those who are photographed.
Debt Collection	\$15.00	<p>A debt collection fee is charged to any account sent to Washington County Financial Services for unpaid charges of more than \$50 thirty days after the billing notice is sent.</p> <p>Balances with debt collection must be settled with Washington County. Credit card payments may be made online or via phone. Check payments may be mailed to Washington County.</p>
Non-Sufficient Funds	Maximum allowed by law	All library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the maximum amount allowed by law, and this fee will be manually added to the account of the person who wrote the NSF check. In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated (added back manually) to each account collected on with that check.

Associated Policies

- Stillwater Public Library: Circulation Policy
- Stillwater Public Library: Public Conduct in the Library Policy
- Stillwater Public Library: Study Rooms, Meeting and Event Policy

The most current fee schedule supersedes any and all previous fee schedules or policies issued relative to this subject.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Circulation Policy	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the Circulation Policy	
BACKGROUND/CONTEXT: <p>A redlined version of the revised circulation policy is followed by a clean copy of the draft. With the creation of an encompassing fee schedule, the circulation policy was reviewed and revised to remove duplicative information where appropriate and to align the circulation policy and the fee schedule.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Circulation Policy – Redlined Draft Circulation Policy – Clean Draft	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

Policy Title: Circulation Policy
Date adopted: 05/1992
Date amended: 07/1998; 07/1999; 10/1999; 10/2000; 04/2002; 06/2002; 08/2003; 11/2004; 09/2005; 12/2006; 03/2008; 03/2009; 12/2010; 12/2012; 10/2013; 03/2014; 10/2014; 12/2016; 07/2019; 01/11/2022
Date last reviewed: ~~07/2019~~ 01/11/2022

Purpose

The purpose of ~~the circulation this~~ policy is to establish specific regulations to ensure fair and equitable access to ~~the Stillwater Public Library's~~ (the "Library") collections, resources and services for all patrons.

Principles

In support of its mission, the ~~l~~ library makes the majority of its collection available to patrons to borrow and use outside of the library. Providing access and lending materials to patrons is a core library service.

- We serve individuals and the community as a whole.
- We support the use of library materials.
- We seek to provide ease of access to desired library materials.
- Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish specific lending rules that ensure fair and consistent application of this policy.

Library Cards

~~Stillwater Public The~~ Library welcomes all individuals to use its collections, resources and services within the library. Individuals wanting to borrow materials or ~~use fully access~~ digital resources must have a valid and eligible library card.

To eligible applicants, the Library issues cards categorized as Resident, Nonresident, or Institutional. Detailed information about each type of card may be found in the Library's Fee Schedule.

Library Cards for Individuals

~~Anyone who lives at or owns property that is taxed by the City of Stillwater for support of the Stillwater Public Library may, upon presenting valid proof of address, register with and receive a library card from Stillwater Public Library. Children of any age may, with valid proof of address, register for a library card.~~

~~Stillwater Public Library issues and recognizes borrower cards for individuals who qualify through a contractual agreement with Washington County Library and Bayport Public Library. All library services are available to card holders who are in good standing with Stillwater Public Library.~~

~~As an associate member of MELSA (Metropolitan Library Service Agency, the regional public library system serving the seven-county metro area), Stillwater Public Library recognizes all cards issued by MELSA libraries. Some restrictions may be placed on materials that circulate to MELSA card holders.~~

Stillwater Public Library offers its services to all Minnesotans consistent with terms of the State Borrower's Compact. Anyone with a valid library card from another Minnesota public library that is a member of a Minnesota regional library system may, upon presenting valid proof of address, register the card with Stillwater Public Library.

Residents of other states or of a Minnesota jurisdiction that does not participate in a Minnesota regional library system may also obtain user privileges by purchasing a library card annually. Fee based cards do not allow the checkout of downloadable content or remote access to subscription databases.

Library Cards for Institutions

Organizations, institutions or businesses located in the City of Stillwater may register for a Stillwater Public Library card which is good for one year and may be renewed annually. Institutional library cards may be used to borrow library materials and access digital library resources. Only one library card is issued to an institution.

Borrowing Privileges

The library cardholder has full responsibility for all materials borrowed on the card. Parents and guardians are responsible for materials checked out by their minor children. The institution is responsible for materials checked out on an institutional card.

Lending Rules

A total of 100 items may be checked out at any one time. Loan periods vary by format. The ~~the~~ library publishes information for borrowers with detailed lending rules on ~~the library-its~~ website and as a handout at the Public Services desk.

Renewals

Most items ~~may will~~ be ~~automatically~~ renewed ~~up to~~ three times unless someone else has requested them. Interlibrary loan items may not be renewed.

Requests

~~Most~~ ~~the~~ items in the collections of Stillwater Public Library, Bayport Public Library or Washington County Library may be requested and sent to Stillwater Public Library for pickup. Patrons will be notified ~~by email~~ when the requested items are available and the item will be held for one week.

Professional and Reference Materials

Professional and reference materials are not loaned except in special cases and at the discretion of the selector or Circulation Services Lead, who will determine the loan period.

Interlibrary Loan

Items not owned by Stillwater Public Library, Bayport Public Library or Washington County Library may be requested by interlibrary loan. The lending library sets the loan period. Interlibrary loan items may not be renewed. There is no charge for interlibrary loan service; however, fees charged by the lending library may be passed on to the patron.

Access Restrictions

The ~~the~~ library does not restrict library patrons under the age of 18 to certain collections or areas of the library and library staff cannot serve in loco parentis. In accordance with the American Library

Association’s statement “Free Access to Libraries for Minors”, the Hlibrary maintains that parents and guardians have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

Lending Restrictions

Patrons with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Use of the Hlibrary may be denied for due cause. Such cause may be failure to return library materials or pay charges, destruction of library property, disturbance of other patrons, or any other illegal or disruptive conduct on library premises.

Overdue Items

Overdue notices are sent at intervals set by Washington County Library. The final notice is a billing notice.

Lost Materials

An item is declared lost when a billing notice is generated. Payment for a lost item is non-refundable.

Replacement and Repair Charges

All replacements will be purchased by Stillwater Public Library. Due to the nature and costs of processing, the Hlibrary will accept outside replacements only if the selector or Circulation Services Lead has approved an exception that meets collection development guidelines. [The process for assessing charges to patron accounts for lost or damaged items is listed in the Library’s fee schedule.](#)

Patrons will be charged for lost or damaged items according to the following process:

1. The purchase price listed in the circulation system database.
2. If no purchase price is listed in the database or if a piece of a multi-part set can be replaced individually, patrons will be charged the replacement list price as set by the appropriate vendor.
3. If no purchase price is recorded in the places listed above, patrons will be charged according to the standard list below.

Group 1: includes board books; early readers; paperback picture books; magazines; newspapers	\$5.00/item
Group 2: juvenile trade and hardcover books; adult mass market paperbacks; individual disc from set (DVD, CD, SCD)	\$10.00/item
Group 3: includes music CDs; teen fiction books; teen nonfiction books; kit (with one book and one CD only)	\$15.00/item
Group 4: includes adult fiction books; juvenile nonfiction books; juvenile DVDs	\$20.00/item
Group 5: includes adult nonfiction books; large print books; adult and teen DVDs; juvenile audiobooks on CD; adult music CD boxed sets; gaming and	\$25.00/item

other software	
Group 6: interlibrary loan item	Determined by lending institution
Group 7: includes nature backpacks; adult and teen audiobooks on CD	\$50.00/item
Group 8: tech devices and other hardware; St. Croix Collection materials	List/appraised price (default \$100)
Group 9: includes book club kit (10+ books, plus reading guides)	\$150.00/kit

Debt Collection

Unpaid charges of more than \$50 are sent to Washington County Financial Services for debt collection thirty days after the billing notice is sent. Washington County Library deletes all accounts that have been inactive for 6 years, and also deletes bills that are 6 years old in compliance with County standards for writing off bills. Stillwater Public Library accounts and bills also will be deleted on this schedule.

Appeal of Library Charges

If reasonable cause is shown, charges for Stillwater Public Library items may be upheld, reduced, or canceled at the discretion of Stillwater Public Library staff. Library Assistants may reduce or waive charges up to \$25. The Circulation Services Lead has the authority to reduce or waive charges up to a limit of \$50. If the requested reduction is more than \$50, the selector or Library Director must be consulted and approve any reduction greater than \$50.

Refunds

No refunds will be given for payment of a lost or late item once payment has been received.

Non-Sufficient Funds

All Library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the maximum amount allowed by law charged by the City of Stillwater stated in their current Fee Schedule, and this fee will be manually added to the account of the person who wrote the NSF check.

In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated (added back manually) to each account collected on with that check.

The NSF fee plus all other fines/fees covered by that NSF check must be paid in full on that account, and on any other accounts in which fines/fees were paid with the NSF check, before any of the Library accounts are in good standing. Collection accounts paid with an NSF check will be reinstated with the collection agency.

Bankruptcy

The United States Bankruptcy Code generally permits individuals (debtors) to discharge much of their personal debt. Stillwater Public Library will, upon receiving a bankruptcy discharge of debt notice from the US Bankruptcy Court, dismiss all charges assessed by Stillwater Public Library on the account of the debtor that have been assessed.

Associated Policies and Laws

- [Stillwater Public Library: Fee Schedule](#)
- [Minnesota Statute § 604.113. Issuance of Worthless Check](#)

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

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Stillwater

Public Library

Policy Title: Circulation Policy
Date adopted: 05/1992
Date amended: 07/1998; 07/1999; 10/1999; 10/2000; 04/2002; 06/2002; 08/2003;
11/2004; 09/2005; 12/2006; 03/2008; 03/2009; 12/2010; 12/2012;
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Date last reviewed: 01/11/2022

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Interlibrary loan items may not be renewed.

Requests

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Professional and Reference Materials

Professional and reference materials are not loaned except in special cases and at the discretion of the selector or Circulation Services Lead, who will determine the loan period.

Interlibrary Loan

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Access Restrictions

The Library does not restrict library patrons under the age of 18 to certain collections or areas of the library and library staff cannot serve in loco parentis. In accordance with the American Library Association's statement "[Free Access to Libraries for Minors](#)", the Library maintains that parents and guardians have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

Lending Restrictions

Patrons with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Use of the Library may be denied for due cause. Such cause may be failure to return library materials or pay charges, destruction of library property, disturbance of other patrons, or any other illegal or disruptive conduct on library premises.

Overdue Items

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Associated Policies and Laws

- Stillwater Public Library: Fee Schedule
- Minnesota Statute § 604.113. [Issuance of Worthless Check](#)

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Retreat	
OWNER: Board Governance Committee	PRESENTER: Hemer
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <p>The Board Governance Committee requests a motion to approve funding to hire Strategic Consulting & Coaching to facilitate the January 29th Board Workshop using Supplemental funds not to exceed \$1,500.</p>	
BACKGROUND/CONTEXT: <p>The January 29th workshop was planned after results from the Board Self-Assessment Survey indicated that advocacy for the library needs to be stronger. The Board had general concerns over inadequate funding from the City and felt that increasing engagement with key stakeholders may lead to increased awareness of the library's value to the community.</p> <p>The Governance Committee contacted Strategic Consulting and Coaching and met with one of its staff, Renae Oswald-Anderson, on January 6. The consulting firm primarily works with nonprofits and government agencies, and Renae felt that she could effectively facilitate the workshop.</p> <p>The agency charges \$150 per hour. Her time would include 3 hours of actual meeting time, plus 3 hours for preparation and 1 to 2 hours for wrap-up.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Major Accomplishments

- We're pleased to report that City Councilmember Ryan Collins was reappointed as the liaison to the library board, trustees Paula Hemer and Spike Carlsen were reappointed to the library board by City Council, and the Council also appointed Dana Weigman to serve as a new trustee.
- Labor negotiations were successfully and amicably concluded, resulting in the signing of a new two-year labor agreement.
- Mark completed HR and payroll paperwork for one new employee when we welcomed Catherine Bloomquist as a Library Associate in Information Services. Catherine was hired to fill the vacancy created by Karen Hannah's retirement at the end of December.
- Mark spoke with two contractors and the City's Facilities Manager about the condition of the terrace pavers. After consulting with the Facilities Committee, it was decided to wait until the warmer weather arrives in the spring to more fully investigate why some pavers are somewhat shifting and remediation options.
- The Library Foundation's Executive Director and Mark collaborated to finish writing a 2022 grant request to the Huelsmann Foundation.

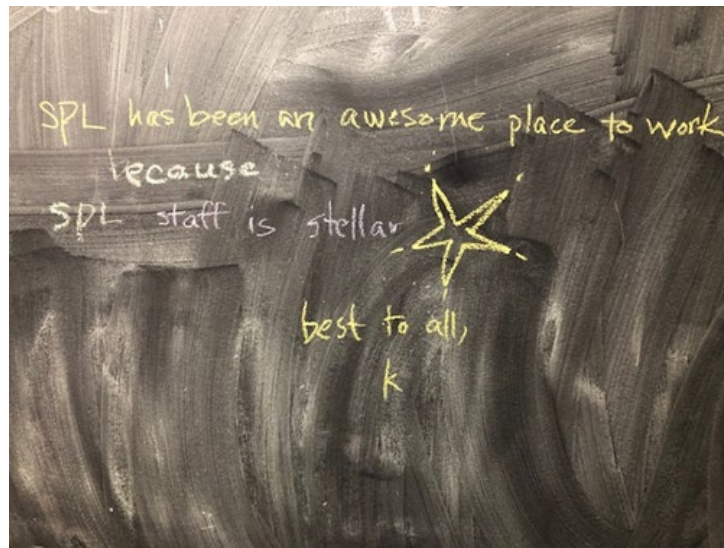
Heads-Up

- On January 7, the U.S. Supreme Court will hear oral arguments regarding challenges to the federal government's pending regulations for employees of large employers to be vaccinated or get tested weekly for COVID-19. The City of Stillwater meets the definition of a large employer, and developments are being watched closely.
- The library will be closed on Monday, January 17 in observance of Martin Luther King Jr. Day.
- The goal date for a soft launch of the library's new website is February 4.

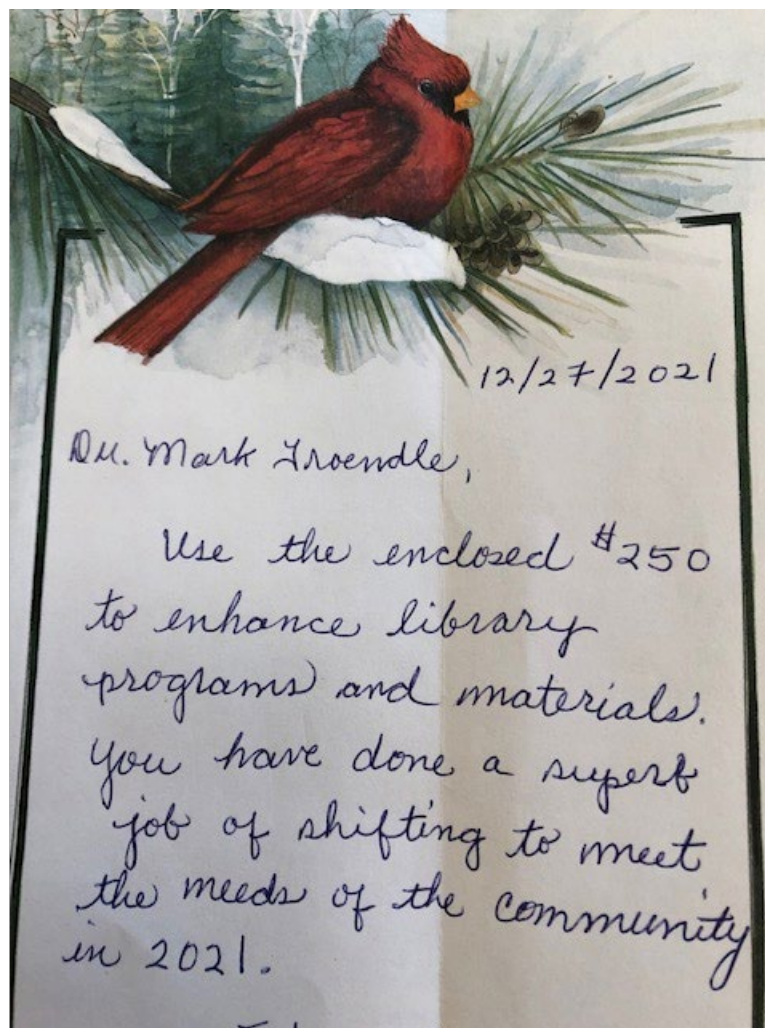
Near-Term Future Focus

- Coronavirus (COVID-19) planning elements will continue.
- A review of library policies is ongoing.
- Providing relevant statistics to this board in an efficient way.

A final note from Karen to staff:



This gracious letter from a patron is really a tribute to library staff who make possible all the things we do:



2021 Year in Review

Rather than an exhaustive list of 2021 events, this summary is meant to capture a sense of the past year, including some things that may have been forgotten or news that is hard to forget. Statistical information will be available when the annual report is completed.

Library Board & Committees

- The Library Events Task Force completed their analysis of event wing space use, resulting in the presentation of two options to the Library Board in October, approval of one, and a path for moving forward.
- A 2022 operating budget and revised 5-year CIP were approved after much work.
- The Library Board Governance Committee conducted a board self-assessment survey of trustees for the first time, crafted a new trustee job description, created communication decision trees for trustees, and broadened trustee applicant recruitment efforts.
- The Executive Committee conducted a first-ever standing committee self-assessment survey and negotiated a new two-year labor agreement.
- Craig Hansen and Ryan Mathre joined the board as trustees, and Mary Richie termed off after 9 years of service. Toward the end of the year, an interview committee reviewed applications and interviewed a pool of candidates that resulted in (after City Council approval) Paula Hemer and Spike Carlsen being reappointed to the board, and Dana Weigman being appointed to her first term.
- A revised Library Service Agreement between Stillwater Public Library and Washington County Library was signed.

Services

- Virtual and in-person programming continued to be offered throughout the year.
- Finished developing the telescope kits and made four available to the public in February 2021.
- Youth Services developed an Early Literacy Kit for outreach efforts to youth serving organizations. The kits also serve to increase awareness of library programs and services.
- Youth Services staff began sending “Early Childhood Library Updates” to the school district for distribution to Early Childhood Family Education (ECFE) contacts.
- During our reduced pandemic hours, local schools had the opportunity to bring classes during specified closed hours so that capacity limits and social distancing restrictions could be effectively monitored.
- The storytime room was transformed into an Art Room for families to explore their creativity.
- Information Services received, and added to the St. Croix Collection, 30 remaining available pre-1900 City of Stillwater assessment and tax microfilm rolls, plus four other rolls to create a complete set of films for Stillwater Township. On behalf of the City’s Historic Preservation Commission, HPC Commissioner Matt Thueson and City Planner Abbi Wittman wrote this successful grant to the Minnesota Historical Society.
- Two hundred 35MM slides were added to the Minnesota Digital Library (MDL). These slides were photos of downtown Stillwater from 1987-1994. Stillwater Public Library also applied to have its Holcombe Collection digitized, and this request was approved by the MDL as well. The Holcombe Collection contains photos of Stillwater and home life from 1893-1908.

- Information Services created a photo walk exhibit of historical photos temporarily displayed in Lowell Park.
- Youth Services created a temporary story stroll in Pioneer Park and other story strolls were displayed on the library's lawn.
- Other offsite and outreach efforts included having a staff presence at the local farmer's market, outdoor storytimes, a walking tour of 19th century Stillwater architecture, and distillery tours that included learning how to make literary-themed craft cocktails.

Building & Grounds

- The library signed a contract with Calyx Design to begin developing options for enhancing the 4th ST lawn.
- The Ivy Club, and some trustees, tended to the terrace greenery.
- A weep system was installed underneath the capstones along the perimeter of the terrace, which will shed water away from the building, protecting the structure from water infiltration.
- The final phase of the LED light conversion project was completed. Energy savings of 64% were projected, with a payback period of three years. An Xcel Energy utility rebate reduced the capital cost by 28%.
- A compact floor scrubber was purchased to help keep tiled floors clean and reduce the strain on custodial staff.
- The underside of the catering ramp was refinished and weatherized to extend its service life.
- We began treating the large ash tree on the 4th Street side of the library to protect it against emerald ash borer damage.
- An inspection revealed the roof over the oldest sections of the library needed to be replaced.

Other

- Information Services Associates Sue Hedin and Karen Hannah retired, after many years of helpful service to the community and their colleagues.
- Maureen and Mark were invited to speak at Stillwater Township's annual meeting, which was conducted over Zoom due to the pandemic.
- For the first time, the library was offered the opportunity to participate in two Polco surveys offered through the City.
- The library wrote a letter of support to the NEA to assist ArtReach St. Croix in their successful pursuit of another NEA Big Read Grant.
- Implemented staff scheduling software.
- Staff began the process of revamping the library's website.
- City IT updated software applications across computers and introduced new filtering capabilities.

Our Partners: The Friends and Library Foundation

- The Friends of Stillwater Public Library resumed their spring and fall book sales, both of which were canceled in 2020 due to the pandemic. The spring 2021 event was a drive-through, pre-bagged sale

held in the library's parking ramp, whereas the fall sale saw the Friends successfully return to their customary location in the Margaret Rivers Room, with some modifications.

- The Stillwater Public Library Foundation hosted a successful *For the Love of the Library* event featuring Justice Alan Page.
- In collaboration with the Foundation, grants from third parties were awarded in the amounts of \$20,000 for masonry repairs, \$12,000 for the summer reading program, and \$10,000 to fund a redesign of the 4th Street lawn.

Pandemic Response

- Restoring services and hours was done in stages as the library continued to balance safety and access. In April, the quarantine period for books was removed. By June 1, we transitioned from Express Services to the Sit-Down Access phase, at which time general seating was restored throughout the library, service hours increased to nearly pre-pandemic hours, curbside pick-up was replaced with a book locker retrieval option, and capacity limits and face mask requirements were removed. In July, water fountains, meeting and study rooms reopened, and art exhibits resumed. September saw hours being fully restored to pre-pandemic hours, and the Friends ongoing book sale area featuring a new donation box was again made available.
- Throughout the year, the library participated with other City departments in COVID-19 planning sessions to draft and review guidelines in response to changing information about the pandemic.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

December Programs:

- Poinsettia in Watercolor online art classes with Karen Tan had 24 attendees.
 - The December offering returned to a virtual setting instead of in-person, which is more time-intensive on our end since it involves handing out the art kits to participants and running the Zoom program. Jodi did get to test and then use the automatic live transcription on Zoom, and it worked great – much better than trying to do the transcription herself!
 - Feedback: *Wonderful class! I've attached a photo of our family's attempt to paint the Poinsettia. I like how the class is conducted through Zoom and that my family is able to join in. Karen Tan is an excellent instructor. (see photo below)*
- Connect Through Books had 5 attendees.
 - The booklist this program generates continues to be a reference for the library staff that attends when recommending books to other patrons.
- Mystery Book Club had 2 attendees.
 - The December meeting was the Christmas party with cookies, hot beverages, and games.
- Author Gary Goodman had 65 attendees.
 - The author was presented as a partnership with the University of Minnesota Press & Valley Bookseller.
 - Feedback: *Was an absolute joy! Thank you!*
 - More Feedback: *Was the program what you expected? Yes - and delightfully so. Erik Anderson was also an unexpected pleasure who added to the evening.*
 - Photos of the program are below.
- Bengala Mud Scarves had 10 attendees.
 - The program was offered with White Bear Center for the Arts.
 - This program filled quickly and had 17 people on the waiting list, with requests to offer this again.
- Building Climate Resilient Communities on December 16th
 - Jodi tested out a hybrid programming offering by recording the in-person program on the Youth Services' iPad. This was the first step in testing to troubleshoot the issues and concerns that may arise while offering this programming. After the program, she uploaded the recording to YouTube and shared it with a couple of patrons who had asked whether they could Zoom in or see a recording of the live program, including a patron who couldn't make it to the program because they were in an urban planning class.
- Tech Help was offered once, with 1 attendee.
 - Reference staff have begun offering one-on-one Tech Help sessions. We may try out different things, but for now we are offering one-hour sessions that require registration (like other Washington County libraries), instead of drop-in time (like St. Paul Public Library), to allow for the reference staff member to research the particular user needs and to allow for time to dive into to each person's request.
 - Feedback from first participant: *I definitely benefited from the tech help, and I would definitely recommend it to others. My only suggestion is that you be proactive in*

spreading the word around about this service. There are many seniors like myself who could benefit greatly from more help of this sort.

Personnel

- Catherine Bloomquist, hired as an Information Services Associate, began on December 13th.
- Karen Hannah's final day at the library was December 31st. Her creative spirit and impeccable taste will be greatly missed.
- Catherine has spent three weeks shadowing the other Information Service Associates and spent two shifts with Karen to ensure some continuity between staff.
- With all of the recent staffing changes, Jodi has been working on updating documentation of reference procedures and tips.

Collection

- Staff ordered book easels to face out more books for display in the nonfiction area and genre areas.
- Catherine pulled under-circulating DVDs and books on CD from shelves to help think through better utilization of the Media space.
- Catherine and Cami worked together to refresh the contents of the Book Club Kits in anticipation of some new kits for the collection.

Reference

- Reference staff got ready for the MELSA (Metropolitan Library Service Agency) Winter Reads program, including:
 - Creating Take and Make Bundt cake ice lanterns, which we will display on the 4th Street lawn. Rose Floral donated greens for this project.
 - Cami created a number of new Winter Reads book lists! The lists include: Fiction "Winter" titles, nonfiction winter titles, holiday DIY, and holiday romances. (If Hallmark can do only Christmas movies for 6 weeks, we should probably highlight what we have in our collection that meets that same need.)
- Jodi and Aurora worked on usability testing for the new website as we continue to develop it.
- Some new kinds of programming are coming in 2022. Cami is planning for Libby program and launching a Romance Book Club in the new year. Catherine is looking at a program relating to the 1950 census release as part of a series of genealogy offerings that she's developing.

Partnerships

- Aurora attended a meeting about the new DEED (Minnesota Department of Employment and Economic Development) collaboration with the State Library to bring career resources collections to libraries and talked to the Stillwater Adult Basic Education instructor about what increased partnership might look like. We hope to offer a "career corner" of materials that patrons can use as they search for and apply for different careers.

Upcoming in January

- Teapot with Oil Pastels on January 6th
- Artist Reception on January 9th
- Connect Through Books on January 10th
- Learn to Use Libby on January 12th
- Tech Help on January 14th and January 18th and January 21st

- Mystery Book Club on January 19th
- Community Ice Lantern Garden on January 20th
- Soft Ornaments and Baubles on January 25th
- Pickering's Computers: Hinges of Astronomical History on January 27th



Family poinsettia painting



A big crowd for Gary Goodman and the line of patrons waiting for signatures. At least one of those faces is one regular library users will recognize!

December Programs

- “Bears in Winter Sweaters” - Art for Kids, Serendipity Art & Design (23)
- “Cookies Around the World” - Scavenger Hunt (324)
- “Where’s Waldo and Woof?” - Secret Scavenger Hunt
- “Where’s Gingie?” - gingerbread friend themed
- “Make a Paper Gingerbread House or Gingerbread Cookie People on a Tray” in the ART ROOM (n/a – 162 pictures left hanging; even more than usual went home this month)
- “Exploring Chemistry” 4-H STEM Kit (30 kits)
- “Guessing Jar” for Teens - Starbursts; (50) guesses submitted; prize is a Valley Bookseller \$15 gift card
- “Winter Wonderland Terrarium” – Teen Take-and-Make (30 kits)

Program Notes

- The Youth Services department worked to prepare for an experimental, innovative Storytime approach in January, “Baby Bear’s Snow Show.” Weather permitting, these will take place on the terrace from 10 am – 12 noon on Wednesdays and Second Saturdays. Each week will feature a different 10-minute mini-show, outdoor winter activities including a scavenger hunt and story stroll, and an indoor storytime craft. Visitors can collect weekly Baby Bear Character Cards!
- Staff maintained the (available all open hours) “Family Art Room” space’s December drop-in activity and prepared for January’s project; managed the 4-H STEM take-and-make kits and created a Teen Art take-and-make; and supported the Serendipity Art & Design vendor program.

Outreach/Community Engagement

- Head Start – delivered 10 copies of the book IF YOU GIVE A MOUSE A COOKIE for SPL YS’ annual winter book donation to their site, along with informational bookmark
- New Heights School – regular class visits to the Library continued through December
- Early Literacy Kits – available for taking in the children’s area to foster early literacy practices modeled during storytime, specifically *playing* and *singing* which are vital to brain development. Each bag contains child development materials made available through a partnership with [Help Me Grow](#), library information, a staff curated book list, a handout of shaker and scarf songs and rhymes, one scarf, one library branded shaker egg and one of three books for ages 1, 2, and 3.



Professional Development

- Angie and Kim attended the MDE Outdoor Learning Webinar Series session “Be Inspired: Nature-Based Learning in Practice” and registered for the next session in the series, “Curriculum is Falling from the Sky: Hands-On Activities to do in the Winter.”

Upcoming

- “Mitten Prints” - Art for Kids, Serendipity Art & Design – Saturday, January 8
- “Machine Engineering” - STEM Saturday Take-and-Make Kit with 4-H – Saturday, January 15

December Photo Highlights



TEEN Take & Make: Miniature Winter Wonderland Terrarium Kit Created by Ella P., age 13

Stillwater Public Library 2022 Calendar

<p>January 1: Library Closed, New Year's Day 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 17: Library Closed, MLK Day 21: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 8: SPL Board Meeting, 7:00 pm 14: Friends Meeting, 6:30 pm 21: Library Closed, Presidents' Day 25: SPLF Board Meeting, 8:30 am</p>	<p>March 8: Presentation at Stillwater Township, 7:00 pm (based on prior years) 8: SPL Board Meeting, 7:30 pm 14: Friends Meeting, 6:30 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 3-9: National Library Week 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 17: Library Closed, Easter 19-23: Friends Used Book Sale 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • NEA Big Read in the St. Croix Valley: An American Sunrise by Joy Harjo 	<p>May 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 8:30 am 29: Library Closed on Sundays for Summer 30: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • Begin 2023 budget prep 	<p>June 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2023 capital outlay request and 2023-2027 CIP may be due • 2023 operating budget discussions • Facilities 101 & Finance 101
<p>July 4: Library Closed, Independence Day 12: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2023 operating budget due and 2023-2027 CIP due if not already requested 	<p>August 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year) 	<p>September 5: Library Closed, Labor Day 11: Sunday Hours Resume 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Council budget changes; Levy adopted • Director evaluation: annual review • Request 2023 health insurance info • Negotiate labor contract with union (Executive Committee) if due
<p>October TBD: Friends Meeting, 6:30 pm 10: Library Closed, Staff Training Day 11: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Implement board self-assessment survey 	<p>November 7: Friends Meeting, 6:30 pm 8: SPL Board Meeting, 7:00 pm TBD: Friends Used Book Sale 24: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> • Report on self-assessment results • Adopt holidays for succeeding year 	<p>December 2: SPLF Board Meeting, 8:30 am 13: SPL Board Meeting, 7:00 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed

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

Stillwater

Public Library

2022 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	3rd Term: Jan 1, 2022 - Dec 31, 2024	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	2nd Term: Jan 1, 2022 - Dec 31, 2024	3
Sharon Hollatz	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Pat Lockyear (Vice-President)	1st Term: Jan 1, 2020 - Dec 31, 2022	2
Ryan Mathre	1st Term: Jan 1, 2021 - Dec 31, 2023	3
Dana Weigman	1st Term: Jan 1, 2022 - Dec 31, 2024	4
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

2022 Committee Rosters:

Board Governance:	TBD, Troendle
Executive:	Bell, Lockyear, TBD, Troendle
Facilities:	TBD, Troendle
Finance:	TBD, Troendle

Updated: 1/4/2022