

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, July 13, 2021
7:00 PM, Margaret Rivers Room

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

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary

This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.

Regular Business (10 minutes)

4. Consent Calendar
 - a) Adoption of June 8, 2021 Minutes +
 - b) Acknowledgement of Bills Paid in June +
 - c) 2021 June Budget Status Report +
 - d) 2021 Gifts and Grants Received Q2 +

Informational/Discussion (10 minutes)

5. Trustee Information Sharing I+
6. Library Hours and Services D+
7. Director Evaluation Process – September Annual Review & Goal Suggestions I+

Decisional (30 minutes)

8. Capital Budget: 2022-2026 CIP A+
9. Operating Budget: 2022 A+

Reports (20 minutes)

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

14. 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, July 12, 2021.
A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2021 Calendar, 2021 Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 8, 2021
Minutes**

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

ABSENT: Hemer

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:02 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

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

AGENDA ITEM 5: Trustee Information Sharing

Troendle highlighted information in the board packet regarding remote meetings.

Richie reminded the trustees that the Stillwater Area Foundation is still accepting applications for the Great Idea Competition. Applications are due by July 1, 2021.

Bell discussed a free library professional development opportunity that is open to library trustees - [Media Landscapes: 23 Things](#). Designed by Minnesota's regional library systems, the trainings explore media topics such as digital literacy, detecting deep fakes, and disinformation.

AGENDA ITEM 6: Library Hours and Services

Troendle reported that the return to more regular hours went smoothly. The library has been busier as parents, caregivers, and children come in to sign up for summer reading and participate in the scavenger hunt for kids.

AGENDA ITEM 7: Polco Survey

Troendle reported that staff are excited to participate in at least two POLCO surveys offered by the city during the year. In the June packet are some possible survey questions for consideration. Troendle asked for trustee feedback on the questions.

Carlsen asked about providing a menu of options for question 11. Troendle said that this was considered, but staff also liked the free-form nature of the question.

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Cox noted that questions 4-11 provide tangible information and actionable feedback, while questions 1-3 seem to have a different purpose. Troendle agreed. He noted that question 1 helps educate the public about the library's mission.

Trustees discussed that Polco is a survey platform used by the City of Stillwater and other municipalities to obtain resident feedback. The City sends out surveys from different departments throughout the year. Individuals sign up for Polco and receive emails notifying them about the surveys.

AGENDA ITEM 8: Library Finances 101

Goeltl provided an overview of the library's historic and current financial picture, including both city and supplemental fund revenues and expenditures, based on the handouts in the board packet.

Trustees discussed the city-held endowment funds and the lack of growth in fund balances over time. Trustees inquired about the possibility of different investment options to facilitate growth. Trustees also discussed using the spendable balances of the city-held endowment funds as they are losing value by not keeping up with inflation or market growth.

AGENDA ITEM 9: Library Facilities 101

Carlsen, Cox and Lockyear presented an overview of library facilities and capital expenditures over the past, present, and future. A copy of the presentation is included as a supplement to the June minutes.

Carlsen reviewed the Facilities Committee Charter and the history of the three major building projects. Carlsen noted that the largest project during his tenure on the board has been the co-location of the circulation and reference desks. Carlsen identified the three primary types of capital improvement projects and provided examples of each:

- Unexpected emergency repair projects
- Scheduled necessary repairs
- Improvements and enhancements

Lockyear reviewed the current CIP projects for 2021-2023. She noted that there are many pieces to juggle when managing CIP projects. The committee needs to be aware of items on the Cyclical Maintenance Schedule; gathers information and bids; meets with contractors; solicits input; examines impact on staff, patrons, and building; and identifies funding resources. The current projects include:

- Masonry repairs
- Original roof repair
- 4th Street Lawn

Cox discussed future CIP plans for 2024 and beyond:

- Coffee shop/art gallery
- Margaret Rivers Room
- Children's area
- Maintenance needs: Signage, furniture replacement, maintenance equipment, stall partition replacement, catering ramp

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- Other possible future enhancements: Terrace furniture, ADA accessibility to restrooms, green roof, solar panels, maker's space, accessibility to St. Croix Collection, electric vehicle charging station, remodel sci-fi room as enclosed conference space

AGENDA ITEM 10: 2022 Operating Budget

Troendle reviewed the preliminary plan for the 2022 operating budget as outlined on pages 34-35 of the board packet. Troendle indicated that the city had not provided direction regarding budgetary requests from the general fund for 2022. Troendle requested trustee feedback regarding the plan and the budgetary options presented for consideration.

Richie noted that the Finance Committee felt that the budgetary options to 1) enhance reference staffing hours, 2) increase regularly scheduled custodial hours, and 3) partially increase budget for seminars and conferences were the most likely path forward due to their smaller budgetary impact. Richie also noted that the reference request addresses a concern raised in contract negotiations regarding the non-benefited 18-hour/week positions. Bell commented that a 20-hour/week position helps with recruitment.

Cox expressed concerns regarding the funding of the proposed YS position. Cox advocated that as a typical position at many libraries of Stillwater's size, this position should be city-funded and not grant-funded. She suggested preparing a proposal to the city regarding the position and a plan to transition this funding to the city.

Lockyear commented that all personnel should be fully funded by the city. The library should not be scrambling to find supplemental funding for regular city staffing. Hansen agreed that city funding brings momentum and continuity to positions.

Hansen asked if the second part of the CARES act funding had been received by the city and wondered if some of this funding could be used to restore budget reductions that occurred in 2021 due to COVID.

AGENDA ITEM 12: Capital Budget: 2022-2026 CIP

Cox presented the proposed 2022-2026 CIP as found on pages 37 and 38 of the board packet.

Committee members discussed that they would like to receive more information regarding the City Facilities Manager's recent indication of the need for a significantly larger roof repair project in 2022 than had been previously planned.

Motion to authorize the Facilities Committee to make adjustments to the 2022-2026 CIP if the City requires decisions be made before the Library Board reconvenes. Hansen moved. Richie second. Yes: Bell, Carlsen, Cox, Hansen, Hollatz, Lockyear, Mathre, Richie; No: None.

AGENDA ITEM 12: Director and Other Staff Reports

Troendle directed trustees to the reports in the board packet. He noted that the Ivy Club was at the library to plant the terrace pots.

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AGENDA ITEM 13: Foundation & Friends Report

Troendle reported that the Friends' Spring Bag of Book Sale raised about \$500. A more conventional fall book sales is planned.

Light a Spark will not occur this year as fireworks will not be available as part of the City's 4th of July celebration. The city is looking at fireworks for the Lift Bridge dedication on August 14. The Foundation is assessing the possibility of an event that evening if a fireworks display is confirmed; however, a wedding is already scheduled on the terrace until 6 PM.

AGENDA ITEM 14: Board Committee Reports

- a) Board Governance Committee: Report in packet. Committee is discussing ideas for recruitment. Trustees asked to contact committee with any new ideas.
- b) Executive Committee: Report in packet. Bell highlighted Troendle's presentation to the city council workshop session on June 1. Bell, Hemer, and Lockyear attended.
- c) Facilities Committee: Report in packet. Carlsen, Lockyear and Bell attended HPC meeting online. The HPC was positive about the 4th St Design. The key feedback was to not block view of historic front.
- d) Finance: Report in packet.
- e) Library Events Task Force: Report in packet. Hollatz shared concerns about continuing with weddings as they do not have a history of generating revenue and interfere with patron/tax payer use of terrace on weekends. Cox liked that the task force is still exploring the possibility of weddings and suggested a pop-up wedding option.

AGENDA ITEM 15: Public Commentary and Communications

None.

AGENDA ITEM 16: Adjournment

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

Meeting adjourned at 9:24 PM.



Facilities Committee 101: Past, Present, and Future

Spike Carlsen, Pat Lockyear, and
Bethany Cox

Facilities Committee Charter

- This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President.
 - The committee chair rotates among the three Board trustees every six months.
 - There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.
- Purpose: To address building/facility issues and needs as they arise.

Facilities Committee Charter

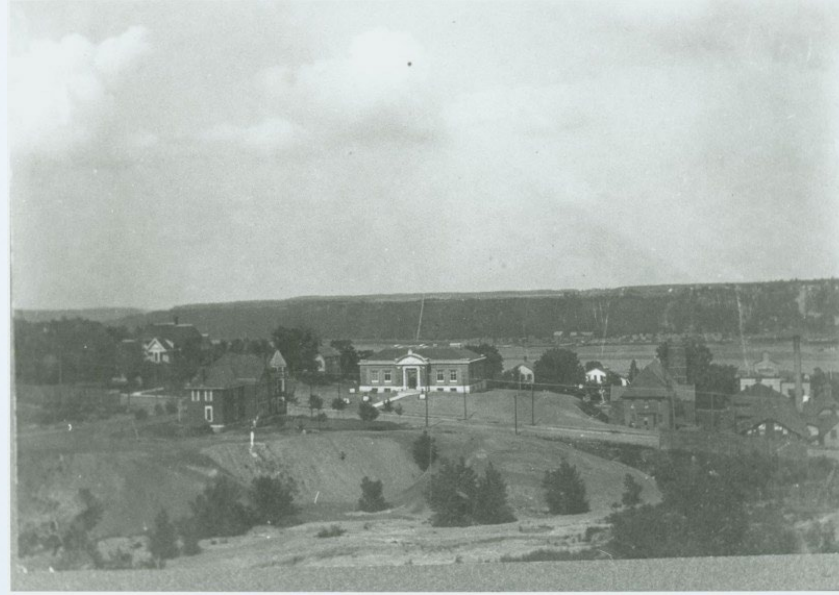
- Major Duties Include:

- Assisting the Library Director in developing maintenance, repair, and remodeling plans;
- In conjunction with staff and Library Director input, analyze and assist with collection/materials location plans as needed;
- Address safety and security issues;
- Approve expenditures when directed by the full Board; and
- Assist Library Director in the development of the annual and five year capital budget plan.

History

1902-1903 - Original building construction

- Funds provided by Andrew Carnegie – The initial gift was \$25,000 with an additional gift of \$2,500
- City of Stillwater provided the land for the facility
- Library was about 5,000 square feet upon completion



1971-1972 – Margaret Rivers addition

- Added two wings on the north and south ends of the original building
- Overall size of the library increased to 13,136 square feet

Past Projects

1985-1986 – Facility reorganization

- Added handicap accessibility to the library
- Found 2,000 square feet of space in the existing building for public use
- City of Stillwater paid for the reorganization, total project cost was between \$800,000 - \$900,000

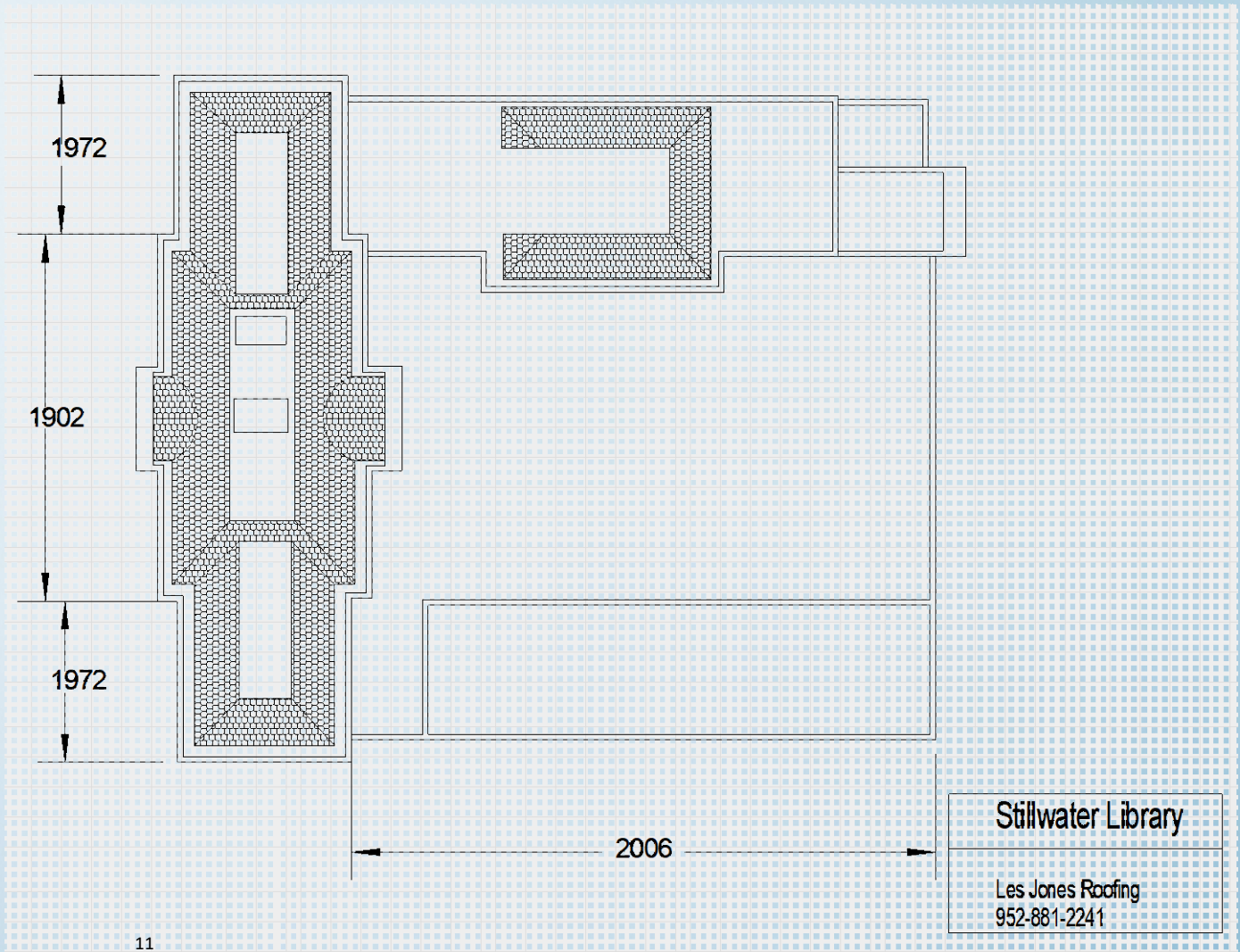


2005-2006 – Library expansion

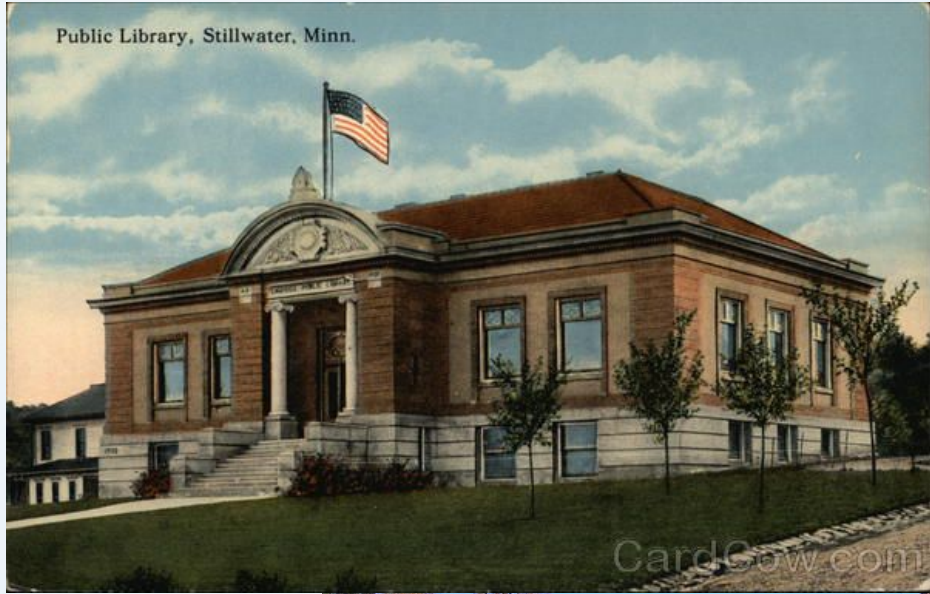
- Main entrance at Third Street now with a parking ramp
- New lower level of the library above the ramp
- New upper level with community spaces
- Project successfully blended the old and new



The Stillwater Library is 3 libraries in 1



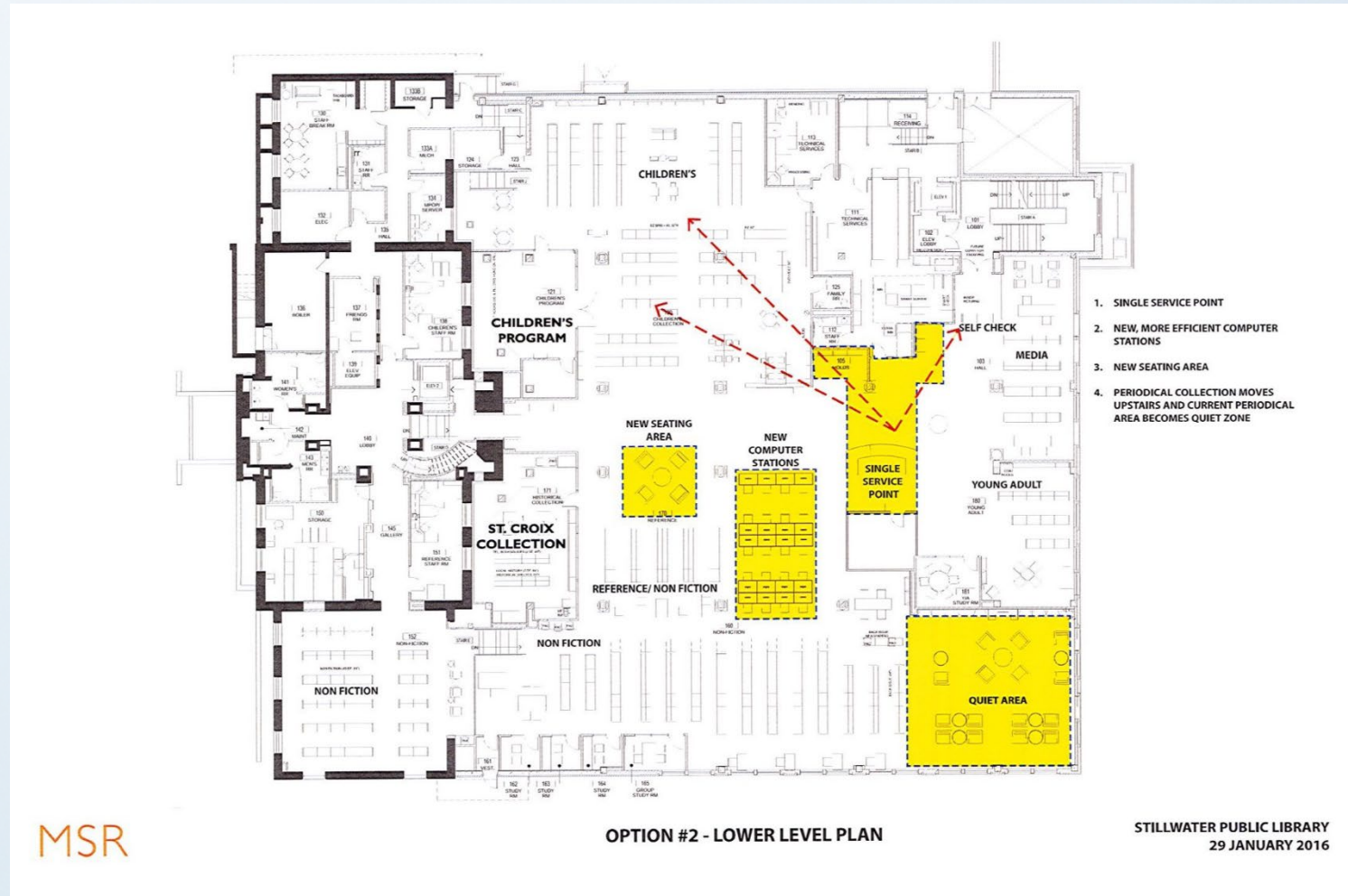
Public Library, Stillwater, Minn.



3 buildings in 1



Co-locating Reference & Circulation Desks: Based on previous strategic plan



Three types of Capital Improvement Projects

- 1) *Unexpected emergency repair projects:*
Broken elevators, leaky icy parking ramp



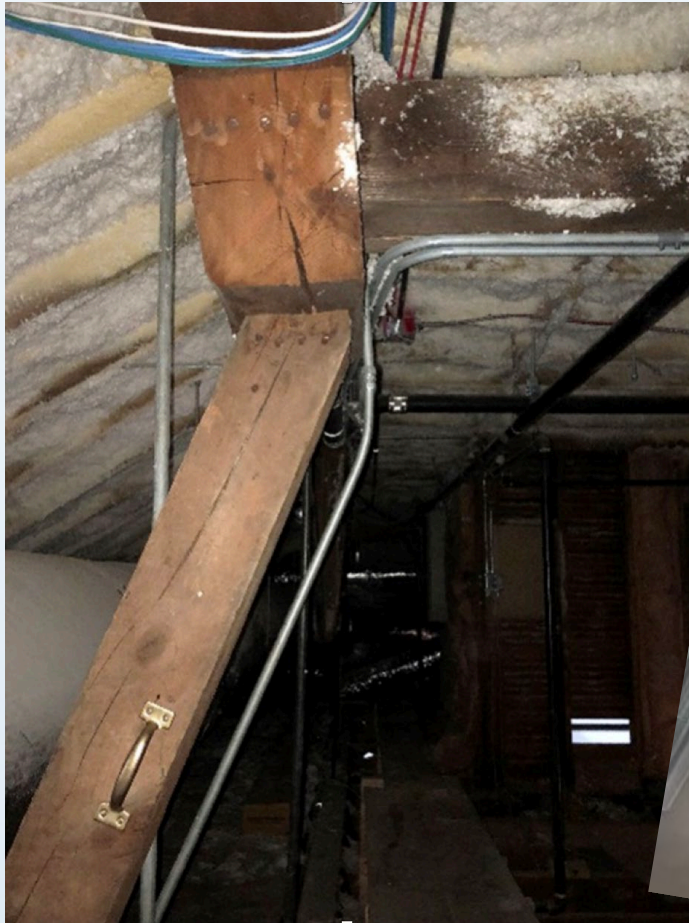
Three types of Capital Improvement Projects

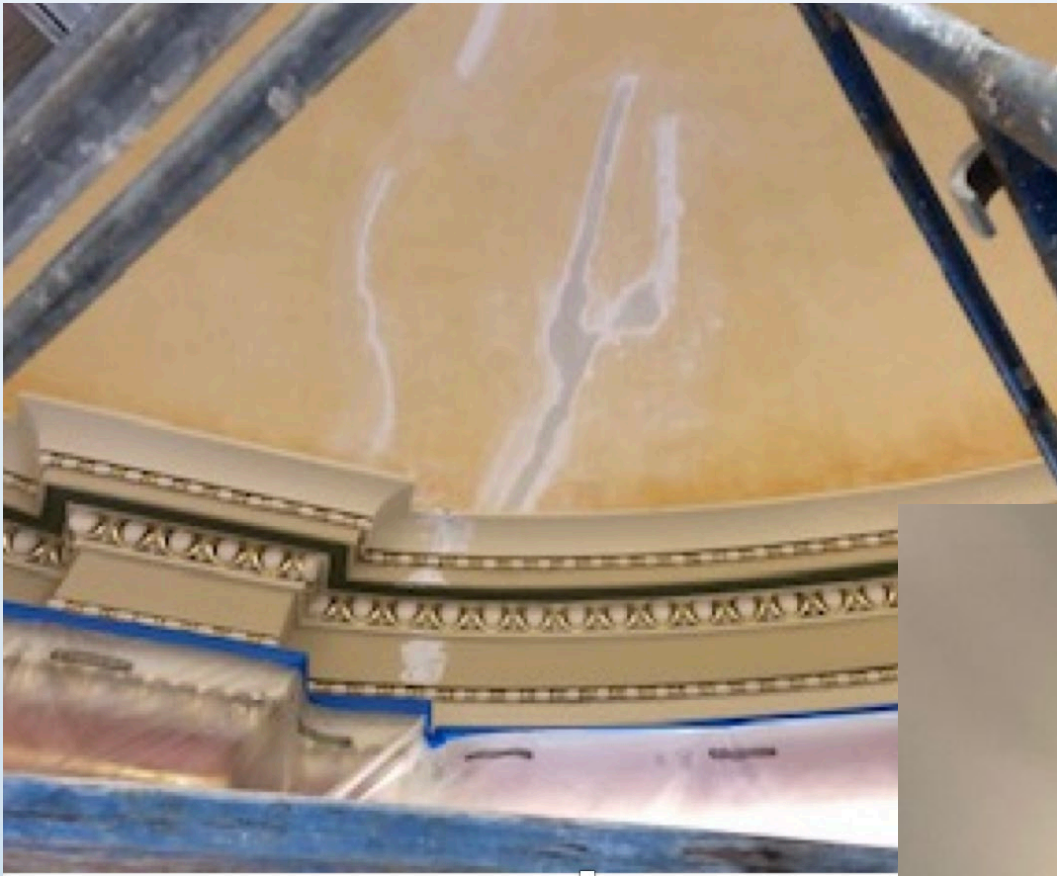
- 1) *Unexpected emergency repair projects:* Broken elevators, leaky icy parking ramp
- 2) *Scheduled/ necessary repairs:* Cracked plaster ceiling, bad masonry work, pergola replacement

Pergola Repair: \$33,725 vs. \$72,250



Ceiling Repairs \$30,180 vs. \$80,000





Ceiling repair

Bird Deterrence in parking ramp

\$5,000 vs. \$26,000



Three types of Capital Improvement Projects

- 1) *Unexpected emergency repair projects*: Broken elevators, leaky icy parking ramp
- 2) *Scheduled/ necessary repairs*: Cracked plaster ceiling, bad masonry work, pergola replacement
- 3) *Improvements & enhancements*: Charging stations, hydration station, teen area, reupholstery, computer chairs, yellow parking column wraps, etc.





Charging and hydration stations



Hearing Loops – Margaret Rivers Room (2017), Conference Room (2018), and Storytime Room (2019)

LED lighting: \$38,129 vs. long term payback



Juggling the Pieces

- Maintain awareness of Cyclical Maintenance Schedule
- Gather information and bids
- Meet with contractors
- Solicit input from staff and trustees
- Examine impact on staff, patrons, building longevity
- Identify funding resources

Current Projects (2021-2023)

- Masonry Repairs, timeframe 2019-2025
 - Estimated Cost: \$130K of work remains for 2022+
 - Suggested strategy is budgeting \$50K/year for 2022, 2023, and 2024.
 - This would be \$150K budgeted, allowing unexpected issues over the original quote.
 - Funding Source: \$35K City + \$15K Supplemental each year



Exterior masonry repair

Current Projects (2021-2023)

- Original Roof Repair, timeframe 2021-
 - Scope of work: TBD
 - Mick Greiner managing the public bid process
 - Estimated Cost: TBD
 - Funding Source: TBD
- Library Expansion Roof Repair estimated to not be needed for another 6-10 years



Roof repair

Current Projects (2021-2023)

- 4th Street Lawn, timeframe 2021-
 - Design, fundraising, and implementation: TBD
 - Estimated Cost: \$150 - \$175K + 25% increase for consultant fees/bid contingencies and yearly cost increase of 5%
 - Funding Source: Supplemental

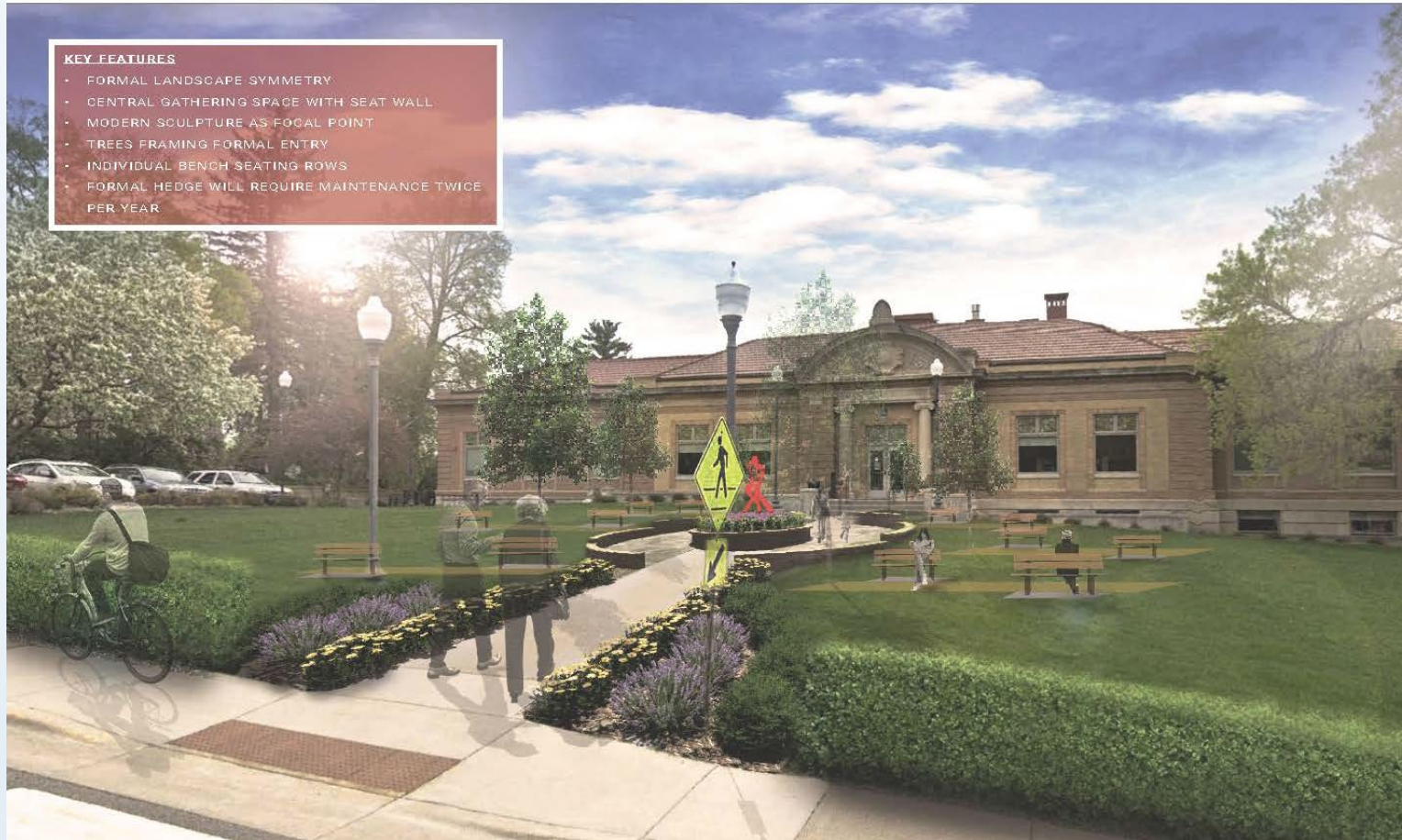


First attempts at landscaping

CONCEPT A PERSPECTIVE IMAGERY

KEY FEATURES

- FORMAL LANDSCAPE SYMMETRY
- CENTRAL GATHERING SPACE WITH SEAT WALL
- MODERN SCULPTURE AS FOCAL POINT
- TREES FRAMING FORMAL ENTRY
- INDIVIDUAL BENCH SEATING ROWS
- FORMAL HEDGE WILL REQUIRE MAINTENANCE TWICE PER YEAR



Preliminary Calyx Plan Concept A



Anticipated Projects (2024 forward)



Coffee Shop – Art Gallery



Margaret Rivers Room



Children's Area

Maintenance Needs

- Signage
- General furnishing replacement throughout library
- Maintenance equipment upgrade



Restroom refresh with stall partition replacement



Repair and repaint catering ramp (under review now)

Enhancement Projects

- Terrace furniture for additional seating
- Improve ADA accessibility to restrooms and terrace doors
- Green roof for terrace
- Solar panels on roof
- Create a maker's space



Improve accessibility in St. Croix Collections room



Electric vehicle charging station



Remodel Sci-Fi room as enclosed conference room



Questions?

Thank you!

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in June 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 June 2021 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of June:				
June 2021 (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 15,108.08	\$ 2,866.09	\$ -	\$ 17,974.17
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 15,108.08	\$ 2,866.09	\$ -	\$ 17,974.17
<p>Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: June 1, 2021</i></p> <ul style="list-style-type: none"> • \$1,882.00 paid to NAC for annual Alerton system maintenance. <p><i>Bill Resolution: June 15, 2021</i></p> <ul style="list-style-type: none"> • \$2,914.00 paid to LeVander, Miller & Gillen for attorney fees for February – May. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 6/01/2021 Bill Resolution – 2021 Bills 6/15/2021 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						
1CLJX64X971K	05/15/21	Amazon Business	Programs - Juv SRP (SPLF HJA)	\$ 103.38	232-4232-2407-0000	SPLF - Programs
1TLWLXNJXK1X	05/20/21	Amazon Business	Programs - Juv SRP (SPLF HJA)	\$ 29.94	232-4232-2407-0000	SPLF - Programs
1D64MYMT3CNM	05/22/21	Amazon Business	Programs - Juv SRP (SPLF HJA)	\$ 44.88	232-4232-2407-0000	SPLF - Programs
4084251716	05/13/21	Cintas Corporation	Towels & Rugs	\$ 178.20	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
6952844	05/17/21	Demco Inc.	Processing Supplies	\$ 185.80	230-4230-3404-0000	Processing Fee
5212021	05/21/21	Hedin Sue	Programs - Adult Take & Make Kits (Staff Reimburse)	\$ 128.25	230-4230-2407-0000	Programs
91472	05/05/21	Menards	Janitorial Supplies	\$ 39.99	230-4231-2102-0000	Janitorial Supplies
91685	05/10/21	Menards	Janitorial Supplies	\$ 25.96	230-4231-2102-0000	Janitorial Supplies
W21040590	05/14/21	Office of MN IT Services	Phone - April	\$ 143.70	230-4231-3101-0000	Telephone
1.004E+11	05/09/21	Otis Elevator Company	Elevator Maintenance Service 6/1/2021-8/31/2021	\$ 598.44	230-4231-3707-0000	Maintenance Agreements - Lib Plant
10067454	05/10/21	Pioneer Press St. Paul	Materials - Periodicals (SPLF Heuer)	\$ 627.00	232-4232-2113-0000	SPLF - Materials
29730237	05/05/21	Scholastic Inc	Programs - JUV SRP (SPLF HJA)	\$ 361.14	232-4232-2407-0000	SPLF - Programs
SS003	05/13/21	Tan Ni	Programs - Adult June (SPLF)	\$ 350.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 2,816.68		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
182784	04/01/21	NAC	Annual Alerton System Maintenance	\$ 1,882.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
5212021	05/21/21	Postmaster	Postage for June 2021 City Newsletter	\$ 293.40	230-4230-3102-0000	Postage
733438924	05/25/21	Xcel Energy	Gas	\$ 504.03	230-4231-3601-0000	Natural Gas
733438924	05/25/21	Xcel Energy	Electric	\$ 2,840.37	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,519.80		
GRAND TOTAL				\$ 8,336.48		

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						
1PKC-JKTP-FXNJ	05/27/21	Amazon Business	Supplies	\$ 34.44	230-4230-2101-0000	General Supplies
1Y1M-YKGN-K9LC	05/29/21	Amazon Business	Supplies	\$ 15.87	230-4230-2101-0000	General Supplies
1ID4-9K1D-C94T	05/31/21	Amazon Business	Supplies	\$ 70.78	230-4230-2101-0000	General Supplies
19TY-JFN1-T73T	06/01/21	Amazon Business	Supplies	\$ 51.58	230-4230-2101-0000	General Supplies
16C1-GMRW-RQ3D	06/04/21	Amazon Business	Supplies	\$ 34.34	230-4230-2101-0000	General Supplies
1YQK-HN46-VGHH	06/04/21	Amazon Business	Supplies	\$ 29.99	230-4230-2101-0000	General Supplies
1CNM-W63M-QKM6	06/09/21	Amazon Business	Janitorial Supplies	\$ 16.97	230-4231-2102-0000	Janitorial Supplies
1LWR-LHF1-QHMN	05/20/21	Amazon Business	Programs - Juv SRP (SPLF HJA) Credit Memo	\$ (29.94)	232-4232-2407-0000	SPLF - Programs
164W-NGDV-GXNT	05/09/21	Amazon Business	Programs - Juv SRP (SPLF HJA) Credit Memo	\$ (65.94)	232-4232-2407-0000	SPLF - Programs
1223564	05/17/21	Blackstone Audio	Materials - Adult Audio (S.AAB)	\$ 150.07	230-4230-2402-0000	Audio
1225630	05/25/21	Blackstone Audio	Materials - Adult Audio (S.AAB)	\$ 129.20	230-4230-2402-0000	Audio
6457217	05/25/21	Blick Art Materials	Programs - Adult Take & Makes (SPLF)	\$ 88.80	232-4232-2407-0000	SPLF - Programs
6486259	06/01/21	Blick Art Materials	Programs - Adult Take & Makes (SPLF)	\$ 31.03	232-4232-2407-0000	SPLF - Programs
6229309	04/16/21	Blick Art Materials	Supplies Credit Memo	\$ (78.00)	230-4230-2101-0000	General Supplies
6152021	06/15/21	Brodart Co	Materials - Juv	\$ 1,627.82	230-4230-2400-0000	Childrens Books
6152021	06/15/21	Brodart Co	Materials - Adult Fiction	\$ 736.75	230-4230-2401-0000	Adult Books - Fiction
6152021	06/15/21	Brodart Co	Materials - Adult Nonfiction	\$ 504.92	230-4230-2405-0000	Adult Books - Non Fiction
6152021	06/15/21	Brodart Co	Materials - YA	\$ 499.66	230-4230-2406-0000	Teen Books
6152021	06/15/21	Brodart Co	Materials - Processing	\$ 187.31	230-4230-3404-0000	Processing Fee
306-02444792-3	05/31/21	Culligan of Stillwater	Water	\$ 52.45	230-4230-4099-0000	Miscellaneous Charges
6366	05/29/21	Jim Gill Inc	Programs - JUV SRP (SPLF HJA)	\$ 1,000.00	232-4232-2407-0000	SPLF - Programs
6052021	06/05/21	Hedin Sue	Programs - Adult Take & Makes Staff Reimbursement	\$ 57.80	232-4232-2407-0000	SPLF - Programs
SPL060821	07/08/21	Hmong American Farmers Assoc	Programs - Adult (SPLF)	\$ 200.00	232-4232-2407-0000	SPLF - Programs
92388	05/25/21	Menards	Janitorial Supplies	\$ 30.74	230-4231-2102-0000	Janitorial Supplies
92447	05/26/21	Menards	Building Repair Supplies	\$ 52.11	230-4231-2202-0000	Building Repair Supplies
6152021	06/15/21	Midwest Tape	Materials - Adult Audio (S.AM)	\$ 464.31	230-4230-2402-0000	Audio
6152021	06/15/21	Midwest Tape	Materials - Adult Video (S.AV)	\$ 451.28	230-4230-2408-0000	Film/Video
6152021	06/15/21	Midwest Tape	Materials - Processing	\$ 187.04	230-4230-3404-0000	Processing Fee
195370	06/04/21	Stillwater Printing Co.	Programs - Juv SRP (SPLF HJA)	\$ 68.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 6,599.38		
CREDIT CARD						
24941587	4/12/2021	Dream Host	Website Hosting	\$ 21.45	230-4230-3098-0000	Technology Support
56523630	4/27/2021	McMaster-Carr Supply Co.	Book Bin Repairs	\$ 47.86	230-4231-2102-0000	Janitorial Supplies
3092223	4/7/2021	TechSoup	Adobe Pro License	\$ 55.00	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 124.31		
SPECIAL BILL PAYOUTS						
37000E-20011	2/28/2021	LeVander, Gillen & Miller	Attorney Fees	\$ 31.00	230-4230-3099-0000	Other Professional Services
37000E-20011	3/31/2021	LeVander, Gillen & Miller	Attorney Fees	\$ 620.00	230-4230-3099-0000	Other Professional Services
37000E-20011	4/30/2021	LeVander, Gillen & Miller	Attorney Fees	\$ 2,232.00	230-4230-3099-0000	Other Professional Services
37000E-20011	5/31/2021	LeVander, Gillen & Miller	Attorney Fees	\$ 31.00	230-4230-3099-0000	Other Professional Services
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 2,914.00		
GRAND TOTAL				\$ 9,637.69		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 June Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – June 30, 2021.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> • Revenues: In 2021, the library is budgeted to receive \$45,000 in capital funds from the city. In addition, the library also planned for the possibility of \$30,000 in supplemental funds for capital projects. To date, \$20,000 of supplemental funding has been received for 2021 capital projects. • Expenditures: Capital expenditures total \$8,734.79. <ul style="list-style-type: none"> ○ \$4,420 was expended in C/O Machinery & Equipment for a floor scrubber, budgeted at \$5,000. ○ \$4,314 was expended for C/O & Improvements for the LED lighting retrofit project, budgeted at \$6,500. ○ A significant capital expense will be the masonry repair project (\$47,939). \$20,000 of this project will be funded by a grant from the Huelsmann Foundation, received through the SPLF. <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2020 was approved at \$34,286.</p> <ul style="list-style-type: none"> • Just under half of this total (\$16,666) reflected the preliminary budget for an in-kind gift from the Foundation for funding of the volunteer coordinator in 2021. • \$5,000 was budgeted for copier/printer sales, and \$8,000 was budgeted for lost material and processing charges. To date, minimal funds have been received in these areas. Revenue shortfall is anticipated due to the continuing practice of increased leniency in material returns and free, limited printing during COVID. • <i>Pending Journal Entry:</i> A 2021 Friends donation of \$8,150 for materials and programming was mistakenly applied to 230 Miscellaneous Income. Finance will transfer this donation to 229-0000-3810-0100 Friends Donations. <p><u>230 Funds – Operating Expenditures:</u></p> <ul style="list-style-type: none"> • Personnel Services: Personnel expenditures total \$456,171. <ul style="list-style-type: none"> ○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to remove compensation for days worked in 2020 but paid in 2021 (~\$32,000). They also need to add in health insurance pre-payments made in 2020 for 2021. • Materials: The 2021 city budget for materials is \$92,321. Collection ordering from major vendors began in mid-February. Expenditures total \$32,692. In addition, the following expenditures need to be transferred into 2021: <ul style="list-style-type: none"> ○ <i>Pending Journal Entry:</i> \$6,406.28 was pre-paid in 2020 to Ebsco Publishing for the purchase of 2021 magazine and newspaper subscriptions. Finance will transfer \$4,165 to 	

<p>periodicals (230-4230-2403-0000), \$625 to subscriptions (230-4230-4001-0000), \$1,616.28 to SPLF funded materials (232-4232-2113-0000).</p> <ul style="list-style-type: none">○ <i>Pending Journal Entry</i>: \$499.20 was pre-paid in 2020 to Blackstone for 2021 standing order plan for foreign films. This will need to be transferred to account 230-4230-2408-0000 video.● Services and Charges: The 2021 budget is \$67,147. A total of \$20,146 has been expended to date. One large expense is the maintenance agreement with Bibliotheca. \$8,419 was paid to date for the service agreement on the self-checks and RFID pads. Maintenance agreement for sorter remains on hold.
<p><u>230 Funds – Plant Expenditures:</u></p> <ul style="list-style-type: none">● Plant – Personnel Services: Personnel expenditures total \$58,749.<ul style="list-style-type: none">○ <i>Pending Journal Entry</i>: Due to the fiscal year change, Finance will need to make journal entries to remove compensation for days worked in 2020 but paid in 2021 (~\$3,500). They also need to add in health insurance pre-payments made in 2020 for 2021.● Plant – Services and Charges: 2021 budget is \$117,441. Total expenses are \$34,365.<ul style="list-style-type: none">○ Building Repair Charges: The amount allocated for building repair charges is \$20,000, with \$8,854 expended.○ <i>Pending Journal Entry</i>: \$389.96 was prepaid in December to Otis Elevator for January and February 2021 maintenance agreements. Finance will transfer this charge to 230-4231-3707-0000 in 2021.
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2021 June Budget Status Report</p>
<p>PREVIOUS ACTION ON ITEM:</p>
<p>REVIEWED BY COMMITTEE?:</p>

General Ledger

Budget Status

User: kgoeltl
 Printed: 7/8/2021 - 10:01 PM
 Period: 1 to 6, 2021



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

General Ledger

Budget Status

User: kgoeltd
 Printed: 7/8/2021 - 9:59 PM
 Period: 1 to 6, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	500.00	100.00	100.00	400.00	0.00	400.00	80.00
230-0000-3520-0100	Copier/Printer Sales	5,000.00	10.00	10.00	4,990.00	0.00	4,990.00	99.80
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	R25 Sub Totals:	6,200.00	110.00	110.00	6,090.00	0.00	6,090.00	98.23
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-0000-3820-0100	Gifts	1,500.00	432.00	432.00	1,068.00	0.00	1,068.00	71.20
230-0000-3820-0110	In Kind Gifts	16,666.66	0.00	0.00	16,666.66	0.00	16,666.66	100.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0020	Library Card Fees	420.00	60.00	60.00	360.00	0.00	360.00	85.71
230-0000-3880-0030	Lost Materials	3,000.00	754.24	754.24	2,245.76	0.00	2,245.76	74.86
230-0000-3880-0040	Processing Fees	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	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	1,246.24	1,246.24	26,840.42	0.00	26,840.42	95.56
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	696,898.02	696,898.02	696,897.98	0.00	696,897.98	50.00
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,393,796.00	696,898.02	696,898.02	696,897.98	0.00	696,897.98	50.00
	Revenue Sub Totals:	1,428,082.66	698,254.26	698,254.26	729,828.40	0.00	729,828.40	51.11
	Dept 0000 Sub Totals:	-1,428,082.66	-698,254.26	-698,254.26	-729,828.40	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	91,918.87	91,918.87	330,233.43	0.00	330,233.43	78.23
230-4230-1100-0000	Overtime - Full Time	0.00	32.68	32.68	-32.68	0.00	-32.68	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	7,666.50	7,666.50	-7,666.50	0.00	-7,666.50	0.00
230-4230-1113-0000	Vacation Pay	0.00	17,138.51	17,138.51	-17,138.51	0.00	-17,138.51	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	254,506.03	254,506.03	102,096.64	0.00	102,096.64	28.63
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	25,696.11	25,696.11	32,710.51	0.00	32,710.51	56.00
230-4230-1420-0000	FICA/Medicare	59,574.76	28,232.71	28,232.71	31,342.05	0.00	31,342.05	52.61
230-4230-1500-0000	Hospital / Medical	87,166.32	29,130.00	29,130.00	58,036.32	0.00	58,036.32	66.58
230-4230-1520-0000	Dental Insurance	2,684.40	1,641.96	1,641.96	1,042.44	0.00	1,042.44	38.83
230-4230-1540-0000	Life Insurance	767.68	207.86	207.86	559.82	0.00	559.82	72.92
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	1,004,021.41	456,171.23	456,171.23	547,850.18	0.00	547,850.18	54.57
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	798.56	798.56	3,701.44	0.00	3,701.44	82.25
230-4230-2113-0000	Reference	2,125.00	175.00	175.00	1,950.00	0.00	1,950.00	91.76
230-4230-2114-0000	Data Base Searching	1,700.00	881.00	881.00	819.00	0.00	819.00	48.18
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
230-4230-2400-0000	Childrens Books	17,858.50	10,961.33	10,961.33	6,897.17	0.00	6,897.17	38.62
230-4230-2401-0000	Adult Books - Fiction	18,232.50	8,300.15	8,300.15	9,932.35	0.00	9,932.35	54.48
230-4230-2402-0000	Audio	13,090.00	3,126.55	3,126.55	9,963.45	0.00	9,963.45	76.11
230-4230-2403-0000	Periodicals	4,165.00	-71.92	-71.92	4,236.92	0.00	4,236.92	101.73
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	6,404.14	6,404.14	10,893.36	0.00	10,893.36	62.98
230-4230-2406-0000	Teen Books - Materials	4,675.00	2,150.16	2,150.16	2,524.84	0.00	2,524.84	54.01
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	766.13	766.13	6,246.37	0.00	6,246.37	89.07
230-4230-2409-0000	Electronic Materials	3,825.00	0.00	0.00	3,825.00	0.00	3,825.00	100.00
230-4230-2499-0000	Collection Development	340.00	0.00	0.00	340.00	0.00	340.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	99,471.00	35,194.35	35,194.35	64,276.65	0.00	64,276.65	64.62
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	2,123.60	2,123.60	8,576.40	0.00	8,576.40	80.15
230-4230-3099-0000	Other Professional Services	5,000.00	2,914.00	2,914.00	2,086.00	0.00	2,086.00	41.72
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	683.45	683.45	816.55	0.00	816.55	54.44
230-4230-3200-0000	Mileage	400.00	0.00	0.00	400.00	0.00	400.00	100.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,500.00	605.00	605.00	1,895.00	0.00	1,895.00	75.80
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	3,772.12	3,772.12	10,227.88	0.00	10,227.88	73.06
230-4230-3500-0000	General Insurance	1,518.00	0.00	0.00	1,518.00	0.00	1,518.00	100.00
230-4230-3707-0000	Maintenance Agreements	25,000.00	733.45	733.45	24,266.55	0.00	24,266.55	97.07
230-4230-3713-0000	Computer Maint Agreements	0.00	9,314.10	9,314.10	-9,314.10	0.00	-9,314.10	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	0.66	0.66	399.34	0.00	399.34	99.84
	E15 Sub Totals:	67,147.12	20,146.38	20,146.38	47,000.74	0.00	47,000.74	70.00
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	300.00	300.00	294.01	0.00	294.01	49.50
230-4230-4001-0000	Subscriptions	625.00	0.00	0.00	625.00	0.00	625.00	100.00
230-4230-4093-0000	COVID-19	0.00	907.65	907.65	-907.65	0.00	-907.65	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	464.47	464.47	2,535.53	0.00	2,535.53	84.52
	E20 Sub Totals:	4,219.01	1,672.12	1,672.12	2,546.89	0.00	2,546.89	60.37
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	513,184.08	513,184.08	661,674.46	0.00	661,674.46	56.32
	Dept 4230 Sub Totals:	1,174,858.54	513,184.08	513,184.08	661,674.46	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	22,812.29	22,812.29	40,019.95	0.00	40,019.95	63.69
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,964.58	1,964.58	-1,964.58	0.00	-1,964.58	0.00
230-4231-1113-0000	Vacation Pay	0.00	2,659.36	2,659.36	-2,659.36	0.00	-2,659.36	0.00
230-4231-1200-0000	Part Time Salaries	31,941.30	15,674.19	15,674.19	16,267.11	0.00	16,267.11	50.93
230-4231-1410-0000	PERA	7,001.44	3,131.74	3,131.74	3,869.70	0.00	3,869.70	55.27

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1420-0000	FICA/Medicare	7,250.18	3,130.26	3,130.26	4,119.92	0.00	4,119.92	56.83
230-4231-1500-0000	Hospital / Medical	17,534.16	8,954.64	8,954.64	8,579.52	0.00	8,579.52	48.93
230-4231-1520-0000	Dental Insurance	757.80	378.96	378.96	378.84	0.00	378.84	49.99
230-4231-1540-0000	Life Insurance	116.00	43.20	43.20	72.80	0.00	72.80	62.76
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	127,433.12	58,749.22	58,749.22	68,683.90	0.00	68,683.90	53.90
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	450.00	0.00	0.00	450.00	0.00	450.00	100.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	899.30	899.30	3,600.70	0.00	3,600.70	80.02
230-4231-2202-0000	Building Repair Supplies	1,500.00	138.70	138.70	1,361.30	0.00	1,361.30	90.75
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	E10 Sub Totals:	7,250.00	1,038.00	1,038.00	6,212.00	0.00	6,212.00	85.68
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
230-4231-3101-0000	Telephone	1,700.00	574.80	574.80	1,125.20	0.00	1,125.20	66.19
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	12,162.66	12,162.66	29,837.34	0.00	29,837.34	71.04
230-4231-3601-0000	Natural Gas	14,000.00	6,211.60	6,211.60	7,788.40	0.00	7,788.40	55.63
230-4231-3703-0000	Building Repair Charges	20,000.00	8,854.04	8,854.04	11,145.96	0.00	11,145.96	55.73
230-4231-3707-0000	Maintenance Agreements	9,500.00	6,562.23	6,562.23	2,937.77	0.00	2,937.77	30.92
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	117,441.00	34,365.33	34,365.33	83,075.67	0.00	83,075.67	70.74
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	525.16	525.16	574.84	0.00	574.84	52.26
	E20 Sub Totals:	1,100.00	525.16	525.16	574.84	0.00	574.84	52.26
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	94,677.71	94,677.71	158,546.41	0.00	158,546.41	62.61
	Dept 4231 Sub Totals:	253,224.12	94,677.71	94,677.71	158,546.41	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,428,082.66	698,254.26	698,254.26	729,828.40	0.00	729,828.40	51.11
	Fund Expense Sub Totals:	1,428,082.66	607,861.79	607,861.79	820,220.87	0.00	820,220.87	57.44
	Fund 230 Sub Totals:	0.00	-90,392.47	-90,392.47	90,392.47	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 following supplemental gifts and grants received by the library in Quarter 2 of 2021.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1, 2021 – June 30, 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 6/30/21	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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

Prepared 7/8/2021

2021 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/31/2021	\$50 Tribute Gift in memory of Susan Puppini	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G2	2/5/2021	\$25 Tribute Gift in memory of Nancy Wilson	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G3	2/5/2021	\$100 Tribute Gift in memory of Millie Westcott	\$100	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G4	2/5/2021	\$500 Unrestricted Donation	\$500	None	235-0000-3820-0100	TBD	Approved 4/13/21
G5	2/27/2021	\$25 Tribute Gift in memory of Nancy Wilson	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G6	2/27/2021	\$20 Tribute Gift in memory of Nancy Wilson	\$20	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G7	3/31/2021	\$25 Tribute Gift in memory of Glenna Bealka	\$25	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G8	3/31/2021	\$20 Tribute Gift in memory of Glenna Bealka	\$20	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G9	3/31/2021	\$50 Tribute Gift in memory of Nancy Broderick	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Approved 4/13/21
G10	3/31/2021	In Kind gift subscription to Air & Space Magazine (Est Value: \$22)	In Kind	N/A	N/A	N/A	Approved 4/13/21
G11	4/1/2021	In Kind gift of a framed Jo Lutz Rollins original painting of a Stillwater home at 106 Chestnut Street (Est Value: \$400)	In Kind	N/A	N/A	N/A	Board approval requested 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	Board approval requested 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	Board approval requested 7/13/21
G14	4/30/2021	\$1000 Unrestricted Gift	\$1,000	None	235-0000-3820-0100	TBD	Board approval requested 7/13/21
G15	6/2/2021	In-Kind Donation of rosemary supplies and books	In Kind	N/A	N/A	N/A	Board approval requested 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	Board approval requested 7/13/21
G17	6/16/2021	\$10 Tribute Gift in memory of Mildred Westcott	\$20	Doorstep Delivery	230-0000-3820-0100	Expend in 2021	Board approval requested 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	Board approval requested 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+	Board approval requested 7/13/21
G20	6/16/2021	\$100 Unrestricted Gift	\$100	None	235-0000-3820-0100	TBD	Board approval requested 7/13/21
G21	6/30/2021	\$50 Tribute in memory of Connie Casey	\$50	Book Purchase	230-0000-3820-0100	Expend in 2021	Board approval requested 7/13/21
G22	6/30/2021	\$50 Unrestricted Donation	\$50	None	230-0000-3820-0100	Expend in 2021	Board approval requested 7/13/21
			\$3,533				
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
			\$8,150				
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
			\$101,800				

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

Prepared 7/8/2021

2021: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 4/13/21
SPLF In Kind 2	2/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 4/13/21
SPLF In Kind 3	3/25/2021	Volunteer Coordinator Contract	\$1,389				Approved 4/13/21
SPLF In Kind 4	4/25/2021	Volunteer Coordinator Contract	\$1,389				Board approval requested 7/13/21
SPLF In Kind 5	5/25/2021	Volunteer Coordinator Contract	\$1,389				Board approval requested 7/13/21
SPLF In Kind 6	6/25/2021	Volunteer Coordinator Contract	\$1,389				Board approval requested 7/13/21
			\$8,333				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>Board Updates: On June 9, Troendle emailed trustees a link to Media Landscapes: 23 Things, a free professional development opportunity that Bell discussed at the June board meeting.</p> <p>On June 30, Troendle emailed trustees that the public would be able to reserve and use library meeting rooms and study rooms beginning on July 6. The website’s meeting page – https://www.stillwaterlibrary.org/library-events/hold-an-event/meetings – has additional details for the public.</p> <p>The City of Stillwater’s annual Boards & Commissions Picnic is on Wednesday, August 11, 2021, at Pioneer Park. Please see following flyer for more details.</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: Boards & Commissions Picnic Invitation	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



CITY OF STILLWATER

ANNUAL BOARDS AND COMMISSIONS PICNIC

**YOU AND YOUR GUEST ARE INVITED
TO THE CITY OF STILLWATER
ANNUAL PICNIC**

DATE: Wednesday, August 11, 2021

**TIME: Social Hour, 5 p.m. Picnic, 6
p.m. to 8:30 p.m.**

**PLACE: Pioneer Park in Stillwater
(North 2nd Street)**

**Please RSVP by Wednesday, August 2, 2021,
so we can plan food accordingly.**

nmanos@ci.stillwater.mn.us

Thank you!

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Hours and Services	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The first month of the library’s “Sit-down Access Phase” went well. Patrons genuinely appreciate the expanded service hours, though people’s comfort levels with being in public spaces continues to vary. For instance, according to Youth Services Librarian Kim Faurot, one mother specifically said how much she appreciated how Stillwater Public Library had approached COVID, and how grateful she and her family are for the staff and the library. Two other moms made similar statements about how the curbside ramp pick-up service “saved us.” Another parent said she was “disappointed in general with the mask mandates being lifted in our state” and will be using our book lockers.</p> <p>Throughout the month of June, in-person patron visits gradually increased. The number of physical items borrowed increased as well. Also, we heard from community members who expressed interest in using our meeting rooms. Initially, the timeline called for meeting rooms to reopen in September, largely because a vacant position (vacant due to the impact of COVID-19 on the library’s operating budget) is tasked with the many details involved with scheduling and using meeting rooms. However, we endeavor to respond to the needs of our community, so the manager of this position developed a compromise approach that enabled the rooms to open more quickly in a way that should not overburden existing staff in the short term, until we’re prepared to hire for that position.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Process – September Annual Review & Goal Suggestions	
OWNER: Bell, President	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>At the September meeting, the board will conduct an annual review of the library director. The director will inform the board of the issues, barriers and progress toward goals. An Annual Review Form, completed by the director, will be provided in the September board packet for trustees to review prior to the meeting. Items for the trustees to consider in preparation for the discussion are outlined on the Annual Review Form page of the attached library director evaluation documents.</p> <p>As noted in the instructions: The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.</p> <p>The annual review may or may not be a closed session to be decided at the discretion of the board and director. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Director Evaluation Process Documents	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Performance Evaluation for the Director

Date last reviewed by board: January 14, 2020

One of the most important roles the Board of Trustees has is to work with the Director to ensure that performance goals are achieved and consistently well met. The board's bylaws specify that the board is to evaluate the library director on a regular basis. Annual step movement is subject to a satisfactory performance review using the process established by the Board of Trustees.

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. However, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall verbally summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

The evaluation process will begin and end with an annual review. Additionally, one progress report will be presented six months after the performance review.

During the annual review two tasks will be accomplished: review of current year goal progress and development of goals for the coming year. The annual review is meant to include the full board and the director to review and discuss goal accomplishment during the year and goal development for the coming year. The Annual Review Form and Goal Development Worksheet are designed to facilitate discussion and provide documentation of the annual review which may occur during a closed session.

The progress report is meant to update the board on progress toward goals during the year. The Progress Report Form is designed to allow the board to keep abreast of progress and to facilitate an ongoing conversation with the director about progress. Should progress be insufficient to accomplish the annual goals, the Director and Trustees shall discuss barriers and take corrective action to improve progress to facilitate accomplishing goals.

List of Related Documents

1. Performance Evaluation Instructions
2. Annual Review Form/ Director
3. Annual Review Form / Trustees
4. S.M.A.R.T. Goal Definition
5. Goal Development Worksheet
6. Progress Report Form/Director
7. Progress Report Form/Trustees
8. Library Director Position Description

Performance Evaluation Instructions

Approved by board: January 14, 2020

Annual Review Form

The annual review is completed jointly by the Board of Trustees and the Director during the month marking the Director's anniversary date.

Each year, the Director and Library Board President are required to review and sign off on the Library Director Position Description and, if needed, note changes that may be required.

Director

1. The Director will complete the Annual Review Form/Director which will be submitted confidentially to the trustees in the month in which the annual review occurs.
2. The report will list the annual S.M.A.R.T. goals and a description of the accomplishment/outcome/product of each goal.
3. In addition, the Director will provide written responses to the questions listed on the report form.

Trustees

1. The Trustees will prepare for the review by considering the discussion points and questions listed on the Annual Review Form/Trustees.
2. During discussion, the Vice-President will note key points which will be included in a summary to be written by the President, shared with the Director, appended to the review, and included in the Director's personnel file.
3. After discussion, Trustees will assign and vote to approve a numerical ranking to reflect the accomplishment/outcome/product of each of the annual S.M.A.R.T. goals.

Director and Trustees

After discussion of the current year's goals is concluded, the Director and Trustees will use the Goal Development Worksheet to determine goals and performance measures for the coming year.

Goal Development Worksheet

The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.

Progress Report Form

The progress report is completed jointly by the Board of Trustees and the Director during the sixth month following the annual review.

Stillwater

Public Library

Director

The Director will complete the Progress Report Form/Director which will be submitted confidentially to the trustees in the sixth month following the annual review.

The Director will complete the Progress Report Form/Director on the current year's S.M.A.R.T. goals and progress in obtaining them. The report will include a brief description of progress toward each goal, including specific measurable milestones in achieving the annual goals.

Trustees

The Trustees will prepare for the report by considering the discussion points and questions listed on the Progress Report Form/Trustees.

The completed Progress Report Form will be included in the Director's personnel file. Board minutes will note that a progress report occurred.

Stillwater

Public Library

Annual Review Form/Director

Date last reviewed by board: January 14, 2020

Director

Describe the accomplishment/outcome/product of each S.M.A.R.T. goal:

Goal #1

Goal #2

Goal #3

Respond to the following questions:

1. What goal or accomplishment has been the most satisfying for you?
2. What is going well with the job and accomplishment of goals and why?
3. What areas are/were particularly challenging and why?
4. How might the board have been more supportive in the successful achievement of goals?

Annual Review Form/Trustees

Date last reviewed by board: January 14, 2020

Trustees

Prepare for discussion using the following discussion points and questions as guides:

1. How did the outcome of the goals move the library closer to the objectives of the strategic plan? If there is a significant lack of progress, identify what action can be taken to correct the situation.

2. How did the outcome of the goals demonstrate the following areas of competence?
 - Relationship building - professional/peers, staff, management and board
 - Financial responsibility and oversight
 - Community Relations
 - Facilities management
 - Accomplishment of objectives outlined in the strategic plan

3. What areas are/were particularly challenging and why?

Annual SMART Goal	Please comment on the accomplishment/outcome/product of the goal.	Rating
Goal #1		
Goal #2		
Goal #3		

Rating Scale: 5=Excellent 4=Good 3=Satisfactory 2=Fair 1=Poor

This performance evaluation has been discussed with the board and the director. The director understands an addendum may be added should the director choose to do so.

Director's Signature:

_____ Date: _____

Board President's Signature:

_____ Date: _____

S.M.A.R.T. Goal Definition

Date last reviewed by board: January 14, 2020

S.M.A.R.T. goals are defined as specific, measurable & meaningful, achievable, results-focused, and time-bound.

Specific: Goals should be simplistically written and clearly define what you are going to do.

Measurable: Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. Additionally, goals should have meaning and value for the Director.

Achievable: Goals should be achievable; they should stretch you slightly so you feel challenged but be defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

Results-focused: Goals should measure outcomes, not activities.

Time-bound: Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

S.M.A.R.T. Goals should demonstrate the following areas of competence:

- Relationship building - professional/peers, staff, management and board
- Financial responsibility and oversight
- Community Relations
- Facilities management
- Accomplishment of objectives outlined in library strategic plan

Goal Development Worksheet

Date last reviewed by board: January 14, 2020

Director's SMART GOAL Proposal	Trustee comments/suggestions /ideas	Goal to be used in Performance Evaluation

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Capital Budget: 2022-2026 CIP	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2022-2026 CIP presented in the Board Packet.	
BACKGROUND/CONTEXT: Capital Budget: 2022-2026 Capital Improvement Plan (CIP) <ul style="list-style-type: none"> • The 5-year CIP was developed in collaboration with the Facilities Committee, Business and Communications Manager Goeltl, and the Director, with additional guidance from City IT staff on technology-related items. • The City Facilities Manager recently indicated the need for a significantly larger roof repair project in 2022 than had been previously planned. • As the City is not requiring library budgets to be presented until after the board’s July 13 meeting, an updated 5-year CIP follows this cover sheet for your consideration. • The Facilities Committee met on June 25 to review all known information and options. It was decided to include the full estimated costs to complete both the masonry restoration and roof repair projects in the capital request for 2022. At the current pace, without this recommended change, masonry repairs won’t be completed for several more years, providing more time and opportunity for water intrusion damage to occur, which could result in even higher repair costs, plus the potential for replacement costs for furnishings and collections. In terms of coordination between the two projects, it could also be beneficial to first complete masonry repairs adjacent to areas of the roof that have been identified as needing replacement. • Other than recommending the masonry repair project be condensed into one year (2022), no additional changes have been made to the 5-year CIP document since it was presented as a draft last month, though to the list of possible future enhancements we did add one item (level terrace pavers) for further review. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS 2022-2026 CIP	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Facilities Committee	

Stillwater

Public Library

Stillwater Public Library CIP 2022-2026 (Updated 7/01/2021)

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

Facilities Projects:						
	2022	2023	2024	2025	2026	Total
Custodial Equipment	0	0	0	0	5,000	5,000
Library Building & Grounds	142,000	0	60,000	70,000	72,500	344,500
Masonry	142K City; 15K S	0	0	0	0	
4th Street Lawn	0	OK City; ?K S	OK City; ?K S	OK City; ?K S	OK City; ?K S	
Coffee Shop/Art Gallery	0	0	60K City	0	0	
MR	0	0	0	70K City, 20K S	0	
Children's Area	0	0	0		72.5K City; 72.5K S	
Other Future Projects	0	0	0	0	0	
Upgrade Roof	750,000	0	0	0	0	750,000
TOTAL FACILITIES PROJECTS	892,000	0	60,000	70,000	77,500	1,099,500

TOTAL CITY-FUNDED PROJECTS:	918,000	35,550	150,550	100,700	93,000	1,297,800
SUPPLEMENTAL SUPPORT NEEDED:	*15K Mason	*? Lawn	*? Lawn	*20K MR *? Lawn	*72.5K Kids Area *? Lawn	107,500 + 150,000+ Lawn

<p>Masonry Repairs Timeframe: 2019 - 2022</p> <p>Estimated Cost: \$157K; Original quote = \$135K + ~5% cost increase + ~10% increase for unexpected issues.</p> <p>Funding Source: \$142K City + \$15K Supplemental</p> <p>[May 2020 Slide: 2021, 2022, 2023]</p>	<p>Upgrade Roof Timeframe: 2022</p> <p>Estimated Cost: \$750K</p> <p>Funding Source: City</p> <p>[Newly Identified Project]</p>	<p>4th Street Lawn Timeframe: 2021 – Design. Fundraising Implementation 2023+.</p> <p>Estimated Cost: \$150-\$175K + 25% increase for consultant fees/bid contingencies and yearly cost increase of 5%</p> <p>Funding Source: Supplemental</p> <p>[May 2020 Slide: 2021]</p>	<p>Coffee Shop/Art Gallery Timeframe: 2024</p> <p>Estimated Cost: Replace ceiling in coffee shop \$20K Repaint/replace wall covering \$20K Improve seating area: \$15K UV Window Film: \$5K</p> <p>Funding Source: \$60K City</p> <p>[May 2020 Slide: 2024]</p>	<p>Margaret Rivers Room Timeframe: 2025</p> <p>Estimated Cost: Replace tables & chairs \$50K Replace carpeting \$20K Sound abatement \$20K</p> <p>Funding Source: \$70K City, \$20K Supplemental (approach Margaret Rivers Fund)</p> <p>[May 2020 Slide: 2022]</p>	<p>Children's Area Timeframe: 2026</p> <p>Estimated Cost: Replace shelving \$85K Replace carpeting \$30K Sound abatement \$10K Replace furnishings \$15K Signage \$5K</p> <p>Funding Source: \$72.5K City; \$72.5K Supplemental</p> <p>[May 2020 Slide: 2023]</p>
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Future Projects for 2027+

Needed/Maintenance:

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

Possible Enhancements:

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022 Operating Budget	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Action is requested to approve the 2022 operating budget request.	
BACKGROUND/CONTEXT: The Finance Committee and library staff met on July 6, 2021, to develop a proposed 2022 operating budget request recommendation based on the most recent financial projections and feedback from the June board meeting. As part of the budgetary process, the Finance Committee reviewed the following areas:	
<ul style="list-style-type: none"> • Baseline Budget: The first phase in the budget’s development was crafting a baseline budget that returned library service hours and materials expenditures to pre-COVID 2020 levels. Personnel costs were then updated to reflect the class compensation grid movements, projected cost of living wage adjustments, and insurance rate changes. In addition, revenues were reduced to account for a proposed library fees policy change by Washington County Library, and energy costs were slightly increased. These baseline changes resulted in a 5.7% increase to the library’s operating budget. • Personnel Adjustments: The next phase was identifying strategic areas needing increased budgetary investment. One area of focus was modifying existing city-funded positions as part of a longer-term effort to professionalize the staff, resolve specific library needs, and build increased parity with the city’s workforce. The Finance Committee recommends increasing the hours of the three reference positions, reallocating custodial substitute hours to create a regularly scheduled custodial position, and increasing the hours of the three supervisory positions to 40 hours per week. In addition, the Finance Committee also recommends partially restoring the pre-COVID staff training and continuing education budget. • Programming Adjustments: Historically, almost all programming expenses have been funded through supplemental sources. As programming is an integral component of the services that a modern library provides to the community, the Finance Committee recommends gradually increasing city funding of programming. • Supplemental Funds: The Finance Committee also recommends the continued request of the Foundation for programming support and to fund half of Sunday Hours in 2022. At this time, the Finance Committee recommends continuing Foundation funding of the 12-hr/week YS position. It is recommended that the library holds on moving forward with a 20-hr/week YS position until additional consultation is received regarding the position’s structure and supplemental funding options. The Committee also recommends requesting funding for programming and materials from the Friends and allocating partial funds from Lawson and the Other Government Gift accounts for this same purpose. 	
The table on the next page highlights the key changes in the budget from 2021 to 2022. Following the cover sheet is the detailed 2022 operating budget request.	

Proposed 2022 City Operating Budget Recommendations - 9.8% Increase:	
Revenues:	
Reduce income from library fees per proposed WCL direction	\$ (5,000)
Expenditures:	
<i>Materials:</i>	
Return materials budget to 2020 levels (a 15% increase)	\$ 15,939
<i>Personnel:</i>	
Return to full hours; Annual wage and step increases based on known staffing	\$ 77,157
Insurance budgeted at 2021 rates and elections	\$ (11,501)
Continued Foundation funding of 12-hr YS position	-
Modify reference staffing (Move from 26/18/18 to 30/20/20; reduce subs)	\$ 8,108
Increase regular custodial hours (convert sub hours to scheduled 12-hr posn)	\$ 2,961
Increase supervisors to 40/hrs week	\$ 30,008
<i>Hours:</i>	
Half of Sunday Hours continue to be funded by Foundation	-
<i>Other:</i>	
Increase city-funded programming budget to \$5,000	\$ 3,350
Increase energy budget	\$ 3,000
Partially return seminar/conference budget	\$ 3,000
Total Increase Needed:	\$ 137,022
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2022 Operating Budget Request	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

General Ledger

2022 Proposed Budget



Revised July 7, 2021

Fiscal Year: 2022

Yellow = Changes from 2021

2018 Actual	2019 Actual	2020 Actual	2021 Budget	Account	Description	2022 Request	2022 Change
				230	LIBRARY FUND		
				R25	CHARGES FOR SERVICES		
86,761.85	54,420.15	12,497.67	500.00	3500-0100	Meeting Room Rental Fees	500.00	
5,839.18	5,697.09	1,536.24	5,000.00	3520-0100	Copier/Printer Sales	5,000.00	
643.60	0.00	250.00	500.00	3880-0200	Gallery Fees	500.00	
112.00	131.70	61.00	200.00	3880-0500	Book & Other Enterprise Sales	200.00	
93,356.63	60,248.94	14,344.91	6,200.00		CHARGES FOR SERVICES Totals:	6,200.00	0.00
				R40	MISCELLANEOUS		
2,784.37	5,898.34	7,070.03	1,000.00	3810-0200	Interest Earnings-Investments	1,000.00	
47,109.55	32,843.01	19,361.84	1,500.00	3820-0100	Gifts	1,500.00	
		0.00	16,666.66	3820-0110	In Kind Gifts	16,666.66	
107.36	0.00	242.00	0.00	3830-0100	Sale of Property	0.00	
0.00	0.00	0.00	0.00	3860-0100	Lease/Rentals	0.00	
0.00	0.00	0.00	0.00	3860-0200	Parking Rental	0.00	
963.00	215.98	0.00	500.00	3870-0100	Refunds and Reimbursements	500.00	
930.72	1,030.93	463.29	420.00	3880-0020	Library Card Fees	420.00	
3,633.41	3,346.78	1,221.90	3,000.00	3880-0030	Lost Materials	3,000.00	
7,565.88	4,661.14	1,636.26	5,000.00	3880-0040	Processing Fees	0.00	(5,000.00)
0.00	0.00	0.00	0.00	3880-0050	Registration	0.00	
(0.90)	(8.57)	161.59	0.00	3880-0100	Miscellaneous Income	0.00	
		(11.26)	0.00	3880-0300	Cash Short/Over	0.00	
63,093.39	47,987.61	30,145.65	28,086.66		MISCELLANEOUS Totals:	23,086.66	(5,000.00)
				R45	OTHER FINANCING SOURCES		
1,222,353.31	1,310,539.56	1,353,200.00	1,393,796.00	3910-0100	Transfer In-General Fund	1,530,818.85	137,022.85
0.00	0.00	0.00	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	
0.00	0.00	0.00	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	
0.00	0.00	0.00	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	
0.00	0.00	0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	
0.00	0.00	0.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	
0.00	0.00	0.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	
0.00	0.00	0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	
0.00	0.00	0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00	
0.00	0.00	0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	
0.00	0.00	0.00	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	
0.00	0.00	0.00	0.00	3910-0426	Transfer In - CO Bonds 2016	0.00	
9,411.27	0.00	0.00	0.00	3910-0427	Transfer In - CO Bonds 2017	0.00	
0.00	9,952.24	0.00	0.00	3910-0490	Transfer In-Capital Projects	0.00	
1,231,764.58	1,320,491.80	1,353,200.00	1,393,796.00		OTHER FINANCING SOURCES Totals:	1,530,818.85	137,022.85
				4230	LIBRARY OPERATIONS		
				E05	PERSONNEL SERVICES		
150,883.83	182,655.19	171,979.14	422,152.30	1000-0000	Full Time Salaries	472,012.15	49,859.85
0.00	145.89	265.65	0.00	1100-0000	Overtime - Full Time	0.00	
				1111-0000	Severance Pay	0.00	
		15,578.73		1112-0000	Sick Pay	0.00	
		40,011.67		1113-0000	Vacation Pay	0.00	

2018	2019	2020	2021			2022	2022
Actual	Actual	Actual	Budget	Account	Description	Request	Change
502,789.49	519,788.11	499,415.97	356,602.67	1200-0000	Part Time Salaries	385,220.20	28,617.53
			16,666.66	1210-0000	Part Time In Kind	16,666.66	
0.00	0.00		0.00	1300-0000	Overtime - Part Time	0.00	
46,217.27	50,226.29	50,752.94	58,406.62	1410-0000	PERA	64,292.43	5,885.81
49,251.54	55,057.38	54,319.25	59,574.76	1420-0000	FICA/Medicare	65,578.27	6,003.51
79,288.89	47,177.91	61,664.02	87,166.32	1500-0000	Hospital / Medical	90,759.48	3,593.16
3,066.27	3,699.17	3,318.78	2,684.40	1520-0000	Dental Insurance	4,193.64	1,509.24
529.46	446.02	442.14	767.68	1540-0000	Life Insurance	771.39	3.71
		(500.00)		1990-0000	Grant Pass Thru	0.00	
832,026.75	859,195.96	897,248.29	1,004,021.41		PERSONNEL SERVICES Totals:	1,099,494.22	95,472.81
				E10	SUPPLIES		
293.03	0.00	0.00	0.00	2000-0000	Office Supplies	0.00	
8,942.95	5,637.68	5,729.05	4,500.00	2101-0000	General Supplies	4,500.00	
3,241.05	2,530.00	3,539.68	2,125.00	2113-0000	Reference	2,500.00	375.00
1,752.07	1,811.69	1,287.65	1,700.00	2114-0000	Data Base Searching	2,000.00	300.00
2,998.74	11,014.58	4,079.10	3,000.00	2302-0000	Other Minor Equipment	3,000.00	
16,194.20	19,099.30	23,400.69	17,858.50	2400-0000	Childrens Books	21,010.00	3,151.50
21,279.34	21,275.70	20,964.82	18,232.50	2401-0000	Adult Books - Fiction	21,450.00	3,217.50
14,266.47	7,317.38	9,631.97	13,090.00	2402-0000	Audio	15,400.00	2,310.00
3,975.48	4,057.57	4,141.68	4,165.00	2403-0000	Periodicals	4,900.00	735.00
19,334.58	21,161.40	19,633.12	17,297.50	2405-0000	Adult Books - Non Fiction	20,350.00	3,052.50
4,745.72	4,876.07	5,528.36	4,675.00	2406-0000	Teen Books - Materials	5,500.00	825.00
0.00	2,214.00	2,084.00	1,650.00	2407-0000	Programs	5,000.00	3,350.00
9,460.78	7,764.34	7,709.80	7,012.50	2408-0000	Film/Video	8,250.00	1,237.50
4,500.00	4,504.89	4,500.00	3,825.00	2409-0000	Electronic Materials	4,500.00	675.00
383.50	91.06	75.00	340.00	2499-0000	Collection Development	400.00	60.00
111,367.91	113,355.66	112,304.92	99,471.00		SUPPLIES Totals:	118,760.00	19,289.00
				E15	SERVICES AND CHARGES		
5,786.36	11,133.19	13,640.58	10,700.00	3098-0000	Technology Support	10,700.00	
10,945.75	7,923.18	14,261.50	5,000.00	3099-0000	Other Professional Services	5,000.00	
0.00	0.00	6,514.40	6,129.12	3100-0000	Circulation System	6,129.12	
0.00	0.00	0.00	0.00	3101-0000	Telecommunications	0.00	
1,414.01	2,221.20	1,308.89	1,500.00	3102-0000	Postage	1,500.00	
28.34	293.48	0.00	400.00	3200-0000	Mileage	400.00	
1,695.56	1,597.77	1,403.72	0.00	3201-0000	Seminar/Conference Fees	3,000.00	3,000.00
0.00	0.00	0.00	0.00	3202-0000	Meals	0.00	
0.00	0.00	0.00	0.00	3203-0000	Housing	0.00	
1,543.33	2,577.25	1,303.70	2,500.00	3400-0000	Printing and Publishing	2,500.00	
0.00	0.00	0.00	0.00	3401-0000	Binding	0.00	
12,087.02	13,948.14	13,469.99	14,000.00	3404-0000	Processing Fee	14,000.00	
1,646.00	1,172.00	1,193.00	1,518.00	3500-0000	General Insurance	1,518.00	
2,641.23	23,694.23	2,372.25	25,000.00	3707-0000	Maintenance Agreements	25,000.00	
0.00	0.00	20,300.95	0.00	3713-0000	Computer Maint Agreements	0.00	
0.00	0.00	0.00	0.00	3803-0000	Data Base Maintenance	0.00	
0.00	0.00	0.00	0.00	3804-0000	Equipment Rental	0.00	
368.73	434.32	73.48	400.00	3900-0000	Sales Tax	400.00	
38,156.33	64,994.76	75,842.46	67,147.12		SERVICES AND CHARGES Totals:	70,147.12	3,000.00
				E20	MISCELLANEOUS		
400.00	895.00	928.00	594.01	4000-0000	Memberships and Dues	594.01	
655.23	497.54	618.48	625.00	4001-0000	Subscriptions	625.00	
0.00	0.00	330.00	0.00	4093-0000	COVID-19	0.00	
3,296.35	2,386.70	506.69	3,000.00	4099-0000	Miscellaneous Charges	3,000.00	
4,351.58	3,779.24	2,383.17	4,219.01		MISCELLANEOUS Totals:	4,219.01	0.00
				4231	LIBRARY PLANT		

2018	2019	2020	2021	Account	Description	2022	2022
Actual	Actual	Actual	Budget			Request	Change
56,859.02	34,918.35	15,523.55	62,832.24	E05	PERSONNEL SERVICES		
85.86	81.23	0.00	0.00	1000-0000	Full Time Salaries	66,494.52	3,662.28
		3,849.10		1100-0000	Overtime - Full Time	0.00	
		5,754.04		1112-0000	Sick Pay	0.00	
				1113-0000	Vacation Pay	0.00	
24,083.34	38,875.03	58,101.82	31,941.30	1200-0000	Part Time Salaries	38,011.89	6,070.59
5,803.12	5,569.66	5,992.80	7,001.44	1410-0000	PERA	7,784.69	783.25
6,287.19	5,720.49	6,207.57	7,250.18	1420-0000	FICA/Medicare	7,994.74	744.56
16,589.77	20,571.00	16,126.91	17,534.16	1500-0000	Hospital / Medical	17,534.40	0.24
631.50	711.69	878.38	757.80	1520-0000	Dental Insurance	757.92	0.12
92.98	85.73	87.89	116.00	1540-0000	Life Insurance	116.00	0.00
110,432.78	106,533.18	112,522.06	127,433.12		PERSONNEL SERVICES Totals:	138,694.16	11,261.04
				E10	SUPPLIES		
488.13	129.13	0.00	450.00	2101-0000	General Supplies	450.00	
4,309.68	5,641.51	3,591.27	4,500.00	2102-0000	Janitorial Supplies	4,500.00	
5,865.61	2,831.05	2,423.16	1,500.00	2202-0000	Building Repair Supplies	1,500.00	
0.00	0.00	0.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	
3,784.90	1,156.28	1,017.45	800.00	2302-0000	Other Minor Equipment	800.00	
14,448.32	9,757.97	7,031.88	7,250.00		SUPPLIES Totals:	7,250.00	0.00
				E15	SERVICES AND CHARGES		
0.00	0.00	0.00	0.00	3002-0000	Contractual	0.00	
21,029.46	2,155.80	101.00	4,000.00	3099-0000	Other Professional Services	4,000.00	
1,662.00	1,836.90	1,580.70	1,700.00	3101-0000	Telephone	1,700.00	
30,610.00	31,585.00	24,037.00	26,241.00	3500-0000	General Insurance	26,241.00	
40,292.01	38,555.11	33,613.81	42,000.00	3600-0000	Electricity	44,000.00	2,000.00
11,964.84	13,649.67	11,054.52	14,000.00	3601-0000	Natural Gas	15,000.00	1,000.00
20,598.24	37,737.78	39,666.29	20,000.00	3703-0000	Building Repair Charges	20,000.00	
10,378.79	8,657.83	9,773.80	9,500.00	3707-0000	Maintenance Agreements	9,500.00	
0.00	0.00	0.00	0.00	3713-0000	Computer Maint Agreements	0.00	
136,535.34	134,178.09	119,827.12	117,441.00		SERVICES AND CHARGES Totals:	120,441.00	3,000.00
				E20	MISCELLANEOUS		
1,002.12	955.52	1,292.50	1,100.00	4099-0000	Miscellaneous Charges	1,100.00	
1,002.12	955.52	1,292.50	1,100.00		MISCELLANEOUS Totals:	1,100.00	0.00
				4900	IMPROVEMENT PROJECTS		
0.00	0.00	0.00	0.00	E15	SERVICES AND CHARGES		
0.00	0.00	0.00	0.00	3099-0000	Other Professional Services	0.00	
			0.00		SERVICES AND CHARGES Totals:	0.00	0.00
		1,397,690.56	1,428,082.66		Fund Revenue Sub Totals:	1,560,105.51	132,022.85
		1,328,452.40	1,428,082.66		Fund Expense Sub Totals:	1,560,105.51	132,022.85
		69,238.16	0.00		Fund 230 Sub Totals:	0.00	0.00

Report from the Library Director, Mark Troendle

Major Accomplishments

- Business and Communications Manager Keri Goeltl led the initiative to make meeting rooms available to the public earlier than expected. With the Office Specialist position vacant, the burden of responding to reservation requests, questions and assistance primarily fall to Keri. In trying to meet the needs of the public while balancing limited staff resources, solutions were devised that include providing standard room configurations instead of custom setups and limiting the reservation window to 30 days. July 6 is the first day meeting rooms and study rooms will be available to the general public in more than a year.
- Two pages of information regarding the library's new phase of services and the summer reading program were included with the City's June newsletter.
- Collaborated with staff to finalize wording for the Polco survey on library programming. The City opened up the survey to the public on June 18. The tentative end date for this specific survey will be August 19, unless it is receiving steady feedback, then access could possibly be extended. The library is promoting awareness of the survey in various ways, including a sliding banner on the library's website, a separate announcement under Library News, social media, and a story in Library Corner. The next opportunity for the library to publish a second survey will occur in mid-November.
- Initiated a conversation with the Library Foundation's Executive Committee regarding possible future funding enhancements. Discussions will be ongoing.
- Participated in a teleconference discussion and completed a separate online questionnaire, both related to the organizational review of City IT services.
- Completed HR-related paperwork for two substitute employees who will no longer be available to work for this library. Also, provided input as part of a process to revise an existing position description.
- Participated in regular meetings of the Governance and Facilities committees, and the Library Events Task Force.

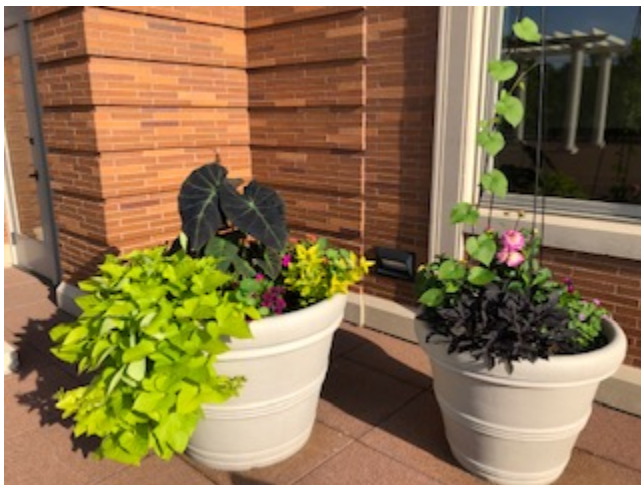
Heads-Up

- Library Associate Sue Hedin will be retiring at the end of August after more than 23 years of service. She is a valued member of our team and will be greatly missed!
- Tim Gladhill is the City's new Community Development Director, following the retirement of Bill Turnblad. Tim and Mark have a meeting scheduled to talk about possible future partnerships, and Mark will provide a tour of the library.
- The Library Foundation is planning another memorable *For the Love of the Library* event, tentatively scheduled for November 16. This is envisioned to be a hybrid event, with a mix of live and pre-recorded content.
- Masonry repairs along the perimeter of the terrace are scheduled to begin July 12.

Near-Term Future Focus

- Prepare for budget discussions with the City Administrator and Finance Director.
- Begin a hiring process due to the aforementioned retirement.
- Assist the Library Foundation by participating in donor meet and greet events this summer as well as contribute to the planning of their fall program.
- Prepare for a Facilities Committee meeting with Calyx Design on July 30.
- Coronavirus (COVID-19) planning elements will continue.
- Review of library policies.

A few photos to show the Ivy Club's handiwork



Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

June Programs:

- Still Life with Oil Pastels had 23 artists.
- Connect Through Books had 3 attendees.
- Big Read: Hmong American Farmers Association had 6 attendees.
- Supports for Living in the Unknown had 2 live attendees and then was recorded for city staff to access as part of our City Health and Wellness program.
- Write Your Life with the Loft had 8 potential memoirists attend.
- Big Read Happy Hour Book Club had 6 lively readers meet to discuss *The Spirit Catches You and You Fall Down*.
- Staff worked with 67 people at the Farmer's Market on June 19th
- Renewables and Electricity – Perspectives on the Transmission Grid had 19 attendees.
- There were 180 Make and Take bracelet kits distributed to crafters.

Circulation

- There were 26,568 physical checkouts and renewals and 4,315 eMaterials checkouts and renewals in June.
- Staff filled 39 Library Lockers pick-ups in July.
- Stillwater staff issued 110 library cards in June, 103 in-person and 7 that were submitted online. Washington County created an additional 40 online card application submissions.

Reference

- Staff prepared and checked out 4 Book Bundle requests.
- Aurora finished weeding the 900s, which ends the nonfiction weeding project. She will begin weeding Fiction next.
- The Adult Summer Reading Program: Explore Perspectives kicked off in June. Staff was pleased that the initial stock of packets were distributed within the first two weeks of the program.
- The Polco Survey about programming has had over 80 responses, and has already been useful in discussions about how to move forward with Fall programming. Thanks for your input!

Partnerships

- June was the month of the Big Read for the Latehomecomer. The 4 programs the library provided were just a few of the many programs that happened throughout the Saint Croix Valley. Having collaborative programming helps bring new people to library programming and challenges staff to think outside standard programs.
- ArtReach received another Big Read grant for 2022. In 2022, the Saint Croix Valley will be reading and discussing Joy Harjo's *An American Sunrise*.
- After staff got positive feedback from vendors and participants about the library table at the Farmer's Market, Jodi scheduled two more sessions later this summer.

A couple of news items that might affect the library in the next few months:

- https://www.hometownsource.com/stillwater_gazette/news/government/county-will-participate-in-mapping-prejudice-project/article_4c65ff9e-da9c-11eb-9ef6-a39d013f4955.html
- <https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/86608-overdrive-to-acquire-kanopy.html>

Upcoming in July:

- Connect Through Books on July 12th
- Mystery Book Club on July 14th
- Minnesota Summer Skies on July 15th
- Craft a Rosemaling Plaque on July 20th
- Library Table at the Farmer's Market on July 24th
- Karen Tan Artist Reception on July 24th

June Programs

Storytimes

- Four recorded family/preschool “Summer Story Explorers”
- One recorded “Special Guest Musical Preschool Storytime”
- One in-person “Natural Wonders: Outdoor Family Storytime” (21)

K-5 Kit programs with video instruction

- Explore MN History – Gibbs Farm: Pioneer Quilt Squares (30)
- Science in the Summer – Bakken Museum: "Be an Engineer!" (40)
- Colorful Paper Sculpture – Serendipity Arts (30)
- Explore MN History – Gibbs Farms: Dakota Beading (30)

Teen program

- Drawing Manga & Comics for ages 10 and up (8)

Self-Directed (available open hours) Activities

- Robot Scavenger Hunt – (358)
- Owl Scratch Art – 400 kits as part of Summer Explorers (see photo)



Program Notes

- *Summer Explorers* for kids and teens – Parents and caregivers may register readers via Beanstack, an online tracking tool used by Bayport and Stillwater for a second summer. Patrons may opt to not interact with Beanstack but have staff enroll their children as offline readers to still qualify for prize drawings. This year each reader selects ONE FREE new book at sign-up as a participation reward instead of a completion reward in August. Doing so has resulted in many more books going into the hands of readers! They also write their names on hot air balloon shapes and hang them on the “sky” display. Many kids look for their friends’ names when they visit.
- *June Statistics for the Summer Explorer Program* – It’s difficult to know what impact COVID has had but it would seem parents are eager to be back at the library. For a basic quantitative comparison:

JUNE	2020	2021
Summer Explorer Bags (received at sign-up)	214	550
Beanstack Summer Explorer Challenge Participants	208	330
Beanstack – Virtual Badges Earned (for reading and activities)	633	761

- *Natural Wonders: Outdoor Family Storytime* – The first in-person program was presented by a Tamarack Preschool Teacher who is also a Stillwater ECFE Parent Educator. We plan to host additional dates with the goal of sharing ways to easily incorporate nature education.
- *A Story Stroll* featuring “In the Tall, Tall Grass” by Denise Fleming was at Pioneer Park from June 5-18. The first board outlined library service changes. Each page layout will be accompanied by a rider board with prompts to further engage families. It will reappear on the Library Lawn in July.

Youth Spaces

- Youth Services Staff were intermittently stationed at Summer Headquarters in the Children’s Library to support staff and visitors during this busy time helping readers sign up for the summer library program, answering questions about programs, and providing reader’s advisory and reference. There was a lot of excitement as we welcomed many back to the library.

Upcoming Single Date Programs

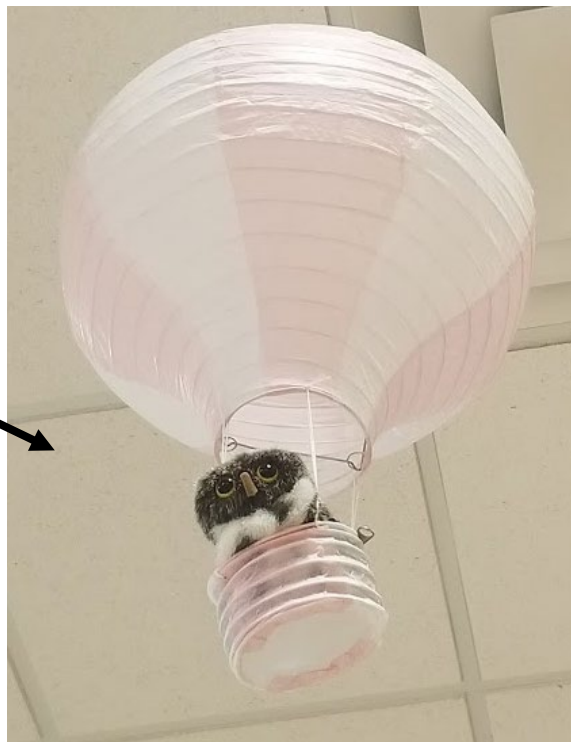
- *Explore MN History: Cornhusk Dolls* – July 17
- *Explore Art for teens: Gustav Klimt and the Art Nouveau Movement* – July 20

- *Outdoor Summer Story Explorers with Carpenter Nature Center – July 21*
- *Under the Sea Diorama – July 24*

June Highlights



Hanging paper “hot-air balloons” holding a mini owl serve as a visual tool guiding children to the summer table.





Robot Scavenger Hunt Table- one activity in the Summer Explorer Tracker Guidebook



Readers enjoying their owl scratch craft



Readers writing in their Summer Explorer journals during a boat ride



Staff designed art work



Summer Explorer Nature Prize Packs - 4 (ST) & 2 (BA)



Natural Wonders Storytime under the tree



Learning about trees at Natural Wonders Storytime



Story Stroll at Pioneer Park



Story Stroll Close-up



Staff designed promotional art work

Stillwater Public Library Foundation
Board Meeting – May Meeting – Held 5/28/21
Video Conference

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

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:33. Members checked in.
2. Approval of the Minutes - Minutes for the April meeting was approved electronically prior to this meeting.
3. Reports
 - a. President- Shawn
 - Ann Brownlee is stepping down from the board.
 - Susie Danielson is pleased with her raise.
 - Reaching out to Ahola, Mack accounting services.
 - Discussed Alicia's position as executive director.
 - Summer made a motion to accept the work description for the executive director, the motioned was seconded and all approved.
 - A motion was made to raise Alicia's salary 6%, motion was seconded and passed.
 - b. Library Director - Mark
 - Starting June 1 the Library will be open from 10am to 7pm Monday-Thursday, and Friday-Saturday 10am to 5pm.
 - New guidelines make masks optional
 - Gallery is open
 - Computer use still requires social distancing
 - No curb side pickup
 - Library will provide lockers to check out and return books
 - Summer reading is from June 5 until August 7
 - c. Finances - Dustin
 - Gave a finance report including reference to a strong balance sheet
 - d. Governance – Amber
 - No news
 - e. Events & Marketing – Summer
 - Still having Zoom meetings first Tuesday of the month
 - Still working on ideas for Love of Library
 - f. Foundation Manager - Alicia
 - Alicia reported on possible speakers and their fees
 - Ryan is rebuilding website
 - Looking into techniques for modernizing and simplifying donations

- Rich Sommer thanked us for his gift
- Donations have been a little slow, donators waiting to see what events are coming up

4. Other Business – Ann Wolff says hi to everyone

5. Adjournment – Kevin Sandstrom made a motion to adjourn. The meeting was adjourned at 9:35 a.m.

Respectfully submitted,
Paige Hoyle, Secretary

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance Committee Report	
OWNER: Board Governance Committee	PRESENTER: Board Governance Committee
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Governance Committee Meeting Notes June 29, 2021, 11 a.m. Present: Maureen Bell, Paula Hemer, Ryan Mathre (by Zoom), Mark Troendle</p> <p><u>Agenda Items Covered:</u></p> <p><u>Sharing Board feedback regarding ideas to recruit new trustees</u></p> <ul style="list-style-type: none"> • There were no objections but also not much feedback. • Will revisit this at the July Board meeting. <p><u>Revise trustee job description</u></p> <ul style="list-style-type: none"> • Purpose of revising the job description: to have a one-page concise but complete explanation of Trustee roles and responsibilities. It can be given to trustees prior to the annual self-assessment survey, provided to a trustee candidate prior to the interview, and posted on the library website. • Discussed adding “what am I getting into” details to the description. Paula recommended revising the application to include this instead. • Reviewed the 2017 draft revision of the trustee job description making several changes, adding language from other sample descriptions and recommending headings for similar items as well as reordering items by priority. <p><u>Guidelines for how trustees communicate with the public regarding library business</u></p> <ul style="list-style-type: none"> • Began a review of the two draft decision trees • Tree #1: trustee receives library-related communication <ul style="list-style-type: none"> • How do we define “official library business”? <ul style="list-style-type: none"> • the definition could determine if there is need to consult with library leadership • Trustee’s good judgment is critical. How do we imbed that in the guidelines? • Tree #2: how to handle library-related posts on a social media platform that is not one of the library’s? <ul style="list-style-type: none"> • The attorney’s explanation is not clear: <ul style="list-style-type: none"> • she first writes in an April 12 email: If there isn’t a quorum of trustees on (Nextdoor) then the trustee could comment provided they make it clear that they are not speaking for the Board. • In the same email message she states that “a trustee can talk about official business on social media, but cannot do so if there is a quorum of the Board <u>and</u> the social media site is not fully public.” • Again, what is the definition of “official business”? • City attorney Kori Land will be holding a training session on July 7th that includes social media. We could ask Kori questions about trustee guidelines for social media platforms. 	

Assignments:

- Paula will ask for critical feedback of the following ideas for recruiting trustees at the July board meeting:
 - Improve access to board agendas and minutes;
 - Use the library’s website to post trustee photos;
 - Post flyers in local businesses and community gathering places;
 - Encourage personal contacts by current board members
- Mark will ask Beth Wolf if we are allowed to revise the library’s trustee application addendum.
- Paula will make the agreed-upon changes to the draft trustee job description.
- Mark and Maureen will develop a list of questions that Maureen and Paula could ask Kori Land at the upcoming training.

Next Meeting: Wednesday, July 28, 3:00pm, Library Conference Room or by Zoom

Agenda items for future meetings:

August:

- Review draft of Survey Monkey Self-Assessment Survey and determine which documents to link to question #1.
- Revise addendum to Trustee application form.

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

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

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

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Facilities Committee Meeting Notes June 25, 2021, 10:30 a.m. Present: Carlsen, Cox, Lockyear, Troendle</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Roof <ul style="list-style-type: none"> • Committee decided no further in-depth analysis is needed at this time • Troendle explained timing and urgency laid out by City staff for all roof repairs with an estimate that Library roof may not be addressed until 2025 • Discussed implications and issues of short term fixes if roof repairs delayed to 2025 • Discussed impact of masonry repairs on roof and need for BRC to access roof • Committee agreed that it would be best if City manage sealed bid process and oversight of project • Carlsen will provide Troendle with additional roof photos • Carlsen noted that some tile composites look like authentic clay tiles and use of these could bring cost down • Troendle will write up narrative along with photos to emphasize prioritizing the completion of Library roof repairs/replacement 2. Lawn <ul style="list-style-type: none"> • Members shared ideas for revisions and changes to Calyx concept design • Staff, City, Trustee and HPC input was reviewed and discussed with Lockyear emphasizing need to incorporate this input in final design • Lockyear noted that utilization and history of terrace issues need to be considered when planning 4th street lawn design • Committee agreed that in-person meeting with Calyx is needed to move design phase to completion • Carlsen volunteered to contact Calyx to set up meeting date 3. 5-Year CIP <ul style="list-style-type: none"> • Committee agreed on final CIP to include both masonry and roof repair in 2022 request • Discussed narrative to include with CIP making the case for completing masonry in one year vs over 4-5 years and to address coordination of two projects • No other changes to CIP were recommended 4. Masonry <ul style="list-style-type: none"> • Discussed impact of delaying completion of project <ul style="list-style-type: none"> • Increased risk of further water damage causing increase cost in coming years • Need to complete masonry before roof replacement/repair work as BRC most likely will access roof at time during repairs 	

- | |
|---|
| <p>5. Chair of committee</p> <ul style="list-style-type: none">• Committee agreed that Carlsen would chair committee until December 2021 at which time Cox will consider assuming role• Lockyear will continue to complete minutes and summaries of design discussions |
|---|

Next Meeting: Friday, July 30, 1:00 PM with Calyx Design

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Finance Committee Meeting Notes July 6, 2021, via Zoom Present: Goeltl, Hansen, Hollatz, Richie, Troendle</p> <p>2022 Operating Budget Planning</p> <ul style="list-style-type: none"> • Committee reviewed board’s feedback from June meeting and discussed budgetary options for 2022. • Committee looked at the baseline changes needed to bring back library hours, materials, and other services to pre-COVID 2020 levels of funding. • Committee then looked at strategic adjustments of existing personnel positions as part of a longer-term effort to resolve specific staffing needs and to professionalize and regularize the library’s workforce, building more equity and better aligning with city positions. • Committee considered possibly enhancing the currently grant-funded YS position. Committee recommended holding on this until consultation regarding position structure and supplemental funding options could be thoroughly reviewed. • Committee discussed use of supplemental funds for the 2022 budget. Committee recommended requests to the Foundation for half of Sunday Hours, for the continuation of the YS 12-hour position, and for programming. Committee recommended requests to Friends for materials and programming. Committee recommended use of Lawson funds and Stillwater Township funds for materials and programming, as projected by Troendle and Goeltl. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Events Task Force Report	
OWNER: Library Events Task Force	PRESENTER: Library Events Task Force
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Library Events Task Force Meeting Notes June 23, 2021, via Zoom Present: Ellis, Goeltl, Hemer, Lockyear, Mathre, Troendle</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Highlights of Mark’s presentation to the City Council were shared • Members shared their vision for the terrace, generally agreeing that it should be: <ul style="list-style-type: none"> ▪ An extension of the library and gallery; ▪ A place for relaxation, learning, connecting and experiencing; ▪ A welcome place enjoyed by and commonly known to the community. • Members also responded to the question, How can we make the terrace more welcoming?: <ul style="list-style-type: none"> ▪ Increase and improve shaded areas, seating options and elements of interest; ▪ Increase community awareness of the terrace, its availability, its various and potential uses. • Possible options for use of the event space were discussed during the remainder of the meeting: <ul style="list-style-type: none"> ▪ Public rentals of meeting rooms only, no gallery or terrace rentals; ▪ Rentals of full event wing by community organizations, nonprofits and for-profits on a sliding fee scale with no private social events; ▪ Micro weddings on the terrace, with significant restrictions as a service to the community with potential for generating limited revenue; including consideration of micro weddings as a one-year pilot and possibly in partnership with the Foundation; ▪ Co-working space for rent, dependent on results of detailed market research and thorough vetting; ▪ A combination of two or more options; <p>Decisions and Assignments:</p> <ul style="list-style-type: none"> • Sandy and Pat will meet with the Foundation manager to discuss potential partnership with the Foundation in offering micro weddings on the terrace. • Each member will detail their recommendations for 2 options for use of the Event Wing Space and share it with members prior to the July task force meeting. <p>Next Meeting: Wednesday, July 14, 4:00 PM</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2021 Calendar

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

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

Stillwater

Public Library

2021 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 7:00 p.m. at the Stillwater Library, 224 3rd Street N. For a full list of city boards and commissions, visit <https://cityofstillwater.granicus.com/boards>.

Members	Term	Ward
Maureen Bell (President)	3rd Term: Jan 1, 2020 - Dec 31, 2022	4
Gregg "Spike" Carlsen	2nd Term: Jan 1, 2019 - Dec 31, 2021	2
Bethany Cox	1st Term: Jan 1, 2020 - Dec 31, 2022	3
Craig Hansen	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Paula Hemer	1st Term: Jan 1, 2019 - Dec 31, 2021	3
Sharon Hollatz	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Ryan Mathre	1st Term: Jan 1, 2021 - Dec 31, 2023	3
Pat Lockyear (Vice-President)	1st Term: Jan 1, 2020 - Dec 31, 2022	2
Mary Richie (Secretary/Treasurer)	3rd Term: Jan 1, 2019 - Dec 31, 2021	2

Council Liaison:

Ryan Collins 1

Library Director:

Mark Troendle

2021 Committee Rosters:

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

2021 Task Forces:

Event Task Force: Hemer, Lockyear, Mathre; Staff: Goeltl; Community: Sandy Ellis

Updated: 2/4/2021