

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, February 8, 2022  
7:00 PM, Margaret Rivers Room**

Introductory Business (5 minutes)

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

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

Regular Business (10 minutes)

4. Consent Calendar A+
  - a) Adoption of January 11, 2022 Minutes +
  - b) Acknowledgment of Bills Paid in January +
  - c) 2021 Budget Status Report +
  - d) January 2022 Budget Status Report +

Informational/Discussion (30 minutes)

5. Alicia Gordon Macalus, Stillwater Public Library Foundation D+
6. Trustee Information Sharing I+
7. Standing Committee Self-Assessment Survey & Committee Charters D+
8. Director Performance Evaluation: 6-Month Progress Check (March) I+

Decisional (45 minutes)

9. Election of 2022 Secretary/Treasurer A+
10. COVID-19 Leave A+
11. Class Compensation Plan Wage Schedule A+
12. Study Rooms, Meeting and Event Policy A+

Reports (25 minutes)

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

16. Public Commentary and Communications

17. Adjournment A

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 11, 2022  
Minutes**

**PRESENT:** Bell, Carlsen, Cox, Hansen, Hollatz, Lockyear, Mathre, Weigman, 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. Carlsen moved. Cox second. Yes: Bell, Carlsen, Cox, Hansen, Hollatz, Lockyear, Mathre, Weigman, No: None.*

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

Bell welcomed Dana Weigman, a new trustee to the Stillwater Public Library board. Weigman is a library professional for Anoka County Library and has lived in Stillwater for eight years. She is a member of the Forest Lake Area Community Band.

**AGENDA ITEM 4: Consent Calendar**

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

**AGENDA ITEM 5: Trustee Information Sharing**

Bell noted that a copy of the signed 2022-2023 labor agreement was included in the board packet.

Lockyear thanked Hansen for sharing the article, The Golden Age of Public Libraries Dawns Again.

Carlsen shared information about Shepard, a service that helps readers browse and discover books on specific topics. Shepard's book recommendations come from authors, experts, and creators. For example, Shepard contacted Carlsen regarding his books and asked him for recommendations for 5 other books on a similar topic.

**AGENDA ITEM 6: Fee Schedule**

Troendle directed trustees to the fee schedule in the board packet. He reported that the library has not had a comprehensive fee schedule before, with fees listed in one place.

Carlsen asked when the replacement cost table would be used. Troendle clarified that the replacement costs by a material type would only be used as the third step in the process. Most often, the list price of the specific item is used.

Weigman asked about the stipulation that unpaid fees of \$50 fee or more are sent to county collections. She noted that the \$50 threshold seems rather low to go to collections. Troendle reported that these guidelines were set by Washington County.

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**January 11, 2022**  
**Minutes**

*Motion to approve fee schedule. Carlsen moved. Mathre second. Yes: Bell, Carlsen, Cox, Hansen, Hollatz, Lockyear, Mathre, Weigman, No: None.*

**AGENDA ITEM 7: Circulation Policy**

Troendle reported that the circulation policy was revised in conjunction with the fee schedule. Some information originally included in the circulation policy was a better fit in the newly established fee schedule.

Carlsen raised concerns about materials automatically renewing. He noted that this change was made in 2019, and allows items to renew up to three times unless someone has requested them. Carlsen believes that this takes items off the shelves for too long. Carlsen noted that some items could be off the shelves for nearly 3 months. Carlsen likes to browse books and most children pick things almost exclusively by browsing. Students doing research may not have access to a book from the shelves for 3 months. Carlsen understands that libraries are doing this, but he does not support this.

Troendle reported that this policy was set by Washington County Library and is followed as a result of the shared catalog. Troendle said that comments from staff generally support automatic renewal. Troendle also noted that selectors do look at the churn rate of titles when purchasing materials.

Lockyear clarified that the typical loan period for books is 3 weeks so the maximum borrowing time with renewals would be 9 weeks versus 3 months. Lockyear asked if there is a way to know the average length of time that a book is borrowed that does not have a hold, and if this could be reviewed by type of material. Troendle indicated that he did not know if the data would be available and discussed some of the challenges in determining this. Lockyear noted that patrons can never see the full collection of available items by browsing as there are many books that we can request from other libraries.

*Motion to approve circulation policy. Hansen moved. Hollatz second. Yes: Bell, Cox, Hansen, Hollatz, Lockyear, Mathre, Weigman; No: Carlsen.*

**AGENDA ITEM 8: Board Retreat**

Bell reported that planning was underway for a full retreat of the board on Saturday, January 29 from 9 AM – 12 PM. This retreat stemmed from the board-self assessment and trustee interest in increasing advocacy skills, which seemed like an important topic to cover in a workshop session. The Board Governance Committee met with a consultant from Strategic Consulting and Coaching regarding facilitating the retreat.

Mathre noted that the Governance Committee realizes that there could be concerns regarding a half-day gathering of the board at this time, due to current rates of COVID in the community. When looking at the motion to approve funds, the meeting date could be adjusted later.

Lockyear expressed concerns regarding the consultant deliverables. She was not anticipating a brainstorming session on advocacy ideas. Instead, she would like to receive actionable tools and specific strategies to implement advocacy efforts. She is looking for examples of how people approach advocacy,

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 11, 2022  
Minutes**

things that work, or things that don't work. She would like well-organized, useful information to use over and over.

Trustees discussed that they would like to further refine the definition, scope, and expected outcomes of meeting. They would prefer to adjust the timing of the meeting and not meet in January. Trustees expressed a preference to have Hemer present for this discussion. Carlsen noted that trustees could start feeding more specific ideas to Hemer about what we are looking for. Hemer can then continue conversations with the facilitator.

Motion to table action until February's meeting. Cox moved. Hansen second. *Yes: Bell, Carlsen, Cox, Hansen, Hollatz, Lockyear, Mathre, Weigman; No: None.*

**AGENDA ITEM 9: Director and Other Staff Reports**

Troendle reported that the January issue of ShelfLife will be emailed soon. The issue features ice lantern take and makes. On Thursday, January 20, we are inviting people to drop off their ice lantern luminaries at the library to light up the 4<sup>th</sup> Street Lawn. This is the library's nod to the city's snow sculpting events.

At the city council meeting on January 4, there was a draft of a wage schedule market review. The Council asked HR Manager Donna Robole to bring back a costing and implementation proposal based on this review to the next meeting on January 18. The library did provide information but recommendations for library implementation were not included in the comprehensive report. The library's approach is to see what is presented at the next city council meeting and then determine possible next steps for aligning with city.

Bell thanked Troendle for the 2021 year in review.

**AGENDA ITEM 10: Board Committee Reports**

- a) Board Governance Committee: None.
- b) Executive Committee: None.
- c) Facilities Committee: None.
- d) Finance Committee: None.

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

Troendle reported that the last Foundation meeting was in early December. They will meet again at the end of January. The Friends did not meet in December or January. Their next meeting is in February.

**AGENDA ITEM 12: Public Commentary and Communications**

Bell reported that we received a note from former trustee Richie.

**AGENDA ITEM 13: Adjournment**

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

Meeting adjourned at 8:08 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in January 2022</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of January 2022 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bill report summary for the month of January:</b>				
<b>January 2022 (2021 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$15,308.18	\$1,882.48	\$14.03	\$17,204.69
<b>Capital Expenditures</b>	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$15,308.18</b>	<b>\$1,882.48</b>	<b>\$14.03</b>	<b>\$17,204.69</b>
<b>January 2022 (2022 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$11,061.92	\$661.62	\$581.59	\$12,305.13
<b>Capital Expenditures</b>	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$11,061.92</b>	<b>\$661.62</b>	<b>\$581.59</b>	<b>\$12,305.13</b>
Explanations of large or out of the ordinary payments are listed below:				
<i>Bill Resolution: January 4, 2022</i>				
<ul style="list-style-type: none"> <li>• \$8,842 paid to Bibliotheca for 2022 service agreement for self-checks and RFID pads.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 1/4/2022 Bill Resolution – 2021 Bills 1/4/2022 Bill Resolution – 2022 Bills 1/18/2022 Bill Resolution – 2021 Bills 1/18/2022 Bill Resolution – 2022 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

**2021 Bill Resolutions**

The following bills have been examined and are approved for payment.  
Maureen Bell, President, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
1YFR-R1K3-QWLL	12/21/21	Amazon Business	Supplies	\$ 60.80	230-4230-2101-0000	General Supplies
1F4D-NQGH-F96X	12/22/21	Amazon Business	Supplies	\$ 73.86	230-4230-2101-0000	General Supplies
16NC-3MNC-CCDT	01/03/22	Amazon Business	Materials - JUV	\$ 6.79	230-4230-2400-0000	Childrens Books
2036432929	12/28/21	Baker and Taylor	Materials - JUV (SPLF)	\$ 43.66	232-4232-2113-0000	SPLF - Materials
INV2015161	12/23/21	Blackstone Audio	Materials - Audio (SAAB)	\$ 245.87	230-4230-2402-0000	Audio
4105539046	12/22/21	Cintas Corporation	Towels & Rugs	\$ 178.20	230-4230-4099-0000	Miscellaneous Charges
13560094	12/22/21	Demco Inc.	Doorstep Delivery Bags (230 Wescott)	\$ 289.47	230-4230-2101-0000	General Supplies
6154132	12/24/21	Kaplan Early Learning Company	Equipment -JUV (SPLF WB)	\$ 57.44	232-4232-2302-0000	SPLF - Minor Equipment
3910196	12/26/21	Loffler Companies	Copier/Printer	\$ 544.74	230-4230-3707-0000	Maintenance Agreements
70926	12/27/21	Master Mechanical Inc.	Preventative Maintenance	\$ 1,226.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
434	12/14/21	Menards	Janitorial Supplies	\$ 28.22	230-4231-2102-0000	Janitorial Supplies
35396284	12/13/21	Scholastic Inc	Materials - JUV (SPLF)	\$ 20.00	232-4232-2113-0000	SPLF - Materials
354	12/08/21	Whole Phonics	Materials - JUV (SPLF)	\$ 211.35	232-4232-2113-0000	SPLF - Materials
1632515	12/06/21	World Book Inc	Materials - JUV NF (SPLF)	\$ 149.00	232-4232-2113-0000	SPLF - Materials
1632341	12/20/21	World Book Inc	Materials - JUV NF (SPLF)	\$ 149.00	232-4232-2113-0000	SPLF - Materials
1632492	12/22/21	World Book Inc	Materials - JUV NF (SPLF)	\$ 179.00	232-4232-2113-0000	SPLF - Materials
		<b>INVOICES SUBTOTAL</b>		<b>\$ 3,463.40</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
761335047	12/27/21	Xcel Energy	Gas	\$ 4,229.54	230-4231-3601-0000	Natural Gas
761335047	12/27/21	Xcel Energy	Electric	\$ 2,905.00	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 7,134.54</b>		
<b>GRAND TOTAL</b>				<b>\$ 10,597.94</b>		

Submitted for payment

Mark Troendle, Library Director

**2022 Bill Resolutions**

The following bills have been examined and are approved for payment.  
 Maureen Bell, President, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
INV-US50453	12/29/21	Bibliotheca LLC	Selfcheck and RFID service agreement 2022	\$ 8,842.00	230-4230-3713-0000	Computer Maintenance Agreements
		<b>INVOICES SUBTOTAL</b>		<b>\$ 8,842.00</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 8,842.00</b>		

Submitted for payment

Mark Troendle, Library Director

**2021 Bill Resolutions**

The following bills have been examined and are approved for payment.  
 Maureen Bell, President, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
13Q3-YNP7-K1KT	1/6/2022	Amazon Business	Supplies	30.59	230-4230-2101-0000	General Supplies
2036447409	1/4/2022	Baker and Taylor	Materials-Juv (SPLF)	21.83	232-4232-2113-0000	SPLF - Materials
2017301	1/10/2022	Blackstone Audio	Materials - Audio (SAAB)	114.37	230-4230-2402-0000	Audio
2017650	1/11/2022	Blackstone Audio	Materials - Audio (SAAB)	32.00	230-4230-2402-0000	Audio
1182022	1/18/2022	Brodart Co	Materials - Juv	2349.01	230-4230-2400-0000	Childrens Books
1182022	1/18/2022	Brodart Co	Materials - Adult Fiction	188.50	230-4230-2401-0000	Adult Books - Fiction
1182022	1/18/2022	Brodart Co	Materials - Adult Nonfiction	1290.33	230-4230-2405-0000	Adult Books - Non Fiction
1182022	1/18/2022	Brodart Co	Materials - YA	395.36	230-4230-2406-0000	Teen Books
1182022	1/18/2022	Brodart Co	Materials - Processing	475.95	230-4230-3404-0000	Processing Fee
1182022	1/18/2022	Brodart Co	Materials - Juv	340.59	230-4230-2400-0000	Childrens Books
1182022	1/18/2022	Brodart Co	Materials - Adult (SPLF)	1051.20	232-4232-2113-0000	SPLF - Materials
1182022	1/18/2022	Brodart Co	Materials - Juv (Gift Kraske)	14.03	235-4235-2101-0000	Library Donations Materials
		<b>INVOICES SUBTOTAL</b>		<b>\$ 6,303.76</b>		
<b>CREDIT CARD</b>						
26554413	11/12/2021	Dream Host	Website Hosting	21.45	230-4230-3098-0000	Technology Support
R877044430	11/14/2021	Half Price Books	Materials - Adult Fiction	69.85	230-4230-2401-0000	Adult Books - Fiction
S1-51683	11/11/2021	Under the Weather	Tent	211.69	230-4230-2302-0000	Other Minor Equipment
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 302.99</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 6,606.75</b>		

Submitted for payment

Mark Troendle, Library Director



**2022 Bill Resolutions**

The following bills have been examined and are approved for payment.  
 Maureen Bell, President, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
3798_224646	01/03/22	Ace Hardware	Janitorial Supplies	\$ 47.94	230-4231-2102-0000	Janitorial Supplies
3798_224692	01/05/22	Ace Hardware	Janitorial Supplies	\$ 79.90	230-4231-2102-0000	Janitorial Supplies
1M7R-DYWF-LCHJ	01/06/22	Amazon Business	Supplies	\$ 41.76	230-4230-2101-0000	General Supplies
1FYJ-3HPQ-D9NM	01/08/22	Amazon Business	Janitorial Supplies	\$ 40.76	230-4231-2102-0000	Janitorial Supplies
1NL4-9G4W-T6HR	01/11/22	Amazon Business	Programs - JUV (EL - SPLF)	\$ 383.82	232-4232-2407-0000	SPLF - Programs
WS0022	12/17/21	Chan Karen	Programs - Adult (Westcott)	\$ 350.00	235-4236-4099-0000	Library Donations Programs
137869948	01/01/22	Comcast	Internet - January	\$ 188.10	230-4230-3098-0000	Technology Support
305-02444792-3	12/31/21	Culligan of Stillwater	Water	\$ 69.85	230-4230-4099-0000	Miscellaneous Charges
1112022	01/11/22	Faurot Kimberly	Programs- Juv (EL SPLF) Staff Reimbursement	\$ 152.80	232-4232-2407-0000	SPLF - Programs
1042022	01/04/22	Jacobsen Aurora	Programs - Adults (235 Gall) Staff Reimbursement	\$ 70.00	235-4236-4099-0000	Library Donations Programs
01042022B	01/04/22	Jacobsen Aurora	Programs - Adults (235 WR) Staff Reimbursement	\$ 114.09	235-4236-4099-0000	Library Donations Programs
1102022	01/10/22	Jacobsen Aurora	Programs - Adults (235 Gall) Staff Reimbursement	\$ 47.50	235-4236-4099-0000	Library Donations Programs
22699284	01/03/22	Johnson Controls Inc.	Maintenance Contract (Feb 2022- Jan 2023)	\$ 1,685.66	230-4231-3707-0000	Maintenance Agreements - Lib Plant
1082022	01/08/22	Serendipity Art & Design	Programs - JUV (SPLF Heuer 2022)	\$ 125.00	232-4232-2407-0000	SPLF - Programs
197915	01/07/22	Stillwater Printing Co.	MN Drivers' Manuals	\$ 65.95	230-4230-3400-0000	Printing and Publishing
		<b>INVOICES SUBTOTAL</b>		<b>\$ 3,463.13</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 3,463.13</b>		

Submitted for payment

Mark Troendle, Library Director

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2021 Budget Status Report</b>	
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><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for 2021. This report includes bill resolutions through January 2022 for 2021 purchases. Additional invoices for 2021 may be received and paid through February.</p> <p><u>120 Funds – Capital Projects:</u> In 2021, the library’s capital allocation from the city was approved at \$45,000. In addition, the library projected that up to \$30,000 in funding from supplemental sources could be needed.</p> <ul style="list-style-type: none"> <li>• 2021 Capital expenditures totaled 63,534.79, with \$20,000 funded by the Huelsmann Foundation and the remaining \$43,534.49 with City Capital.</li> <li>• Remaining Funds: \$1,465 of the library’s capital allocation was not spent and will return to the city for other projects.</li> </ul> <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues was approved at \$34,286. Projected revenues for 2021 are \$25,100, with interest earnings unknown.</p> <ul style="list-style-type: none"> <li>• Charges for Services: Revenue from room rentals, copier/printer sales, and gallery fees were budgeted at \$6,200. \$3,065 has been received to date, and an additional \$2,900 is pending from One23 for the profit-sharing for the 2021 events hosted at the library. The projected shortfall is under \$300.</li> <li>• Miscellaneous: Revenues from interest earnings, in-kind gifts, and library fees were budgeted at \$28,086. Revenue from this category is projected at \$23,444, a shortfall of \$4,642. \$16,666 of this reflects the Foundation’s in-kind gift for the Volunteer Coordinator. Revenue from copier/printer sales and library fees are lower than budgeted due to changing use patterns and increased leniency for fee payments during COVID.</li> </ul> <p><u>230 Funds – Operating Expenditures:</u></p> <ul style="list-style-type: none"> <li>• Personnel Services: The library’s operations budget for personnel was \$1,004,021. Expenditures total \$982,984 to date with three journal entries pending. A year-end savings of \$28,521 is projected. <ul style="list-style-type: none"> <li>○ <i>Pending Journal Entry:</i> \$16,666 for part-time salaries (in-kind) will be entered by City Finance at year-end to reflect the in-kind wages for the Volunteer Coordinator.</li> <li>○ <i>Pending Journal Entry:</i> \$18,761 was paid in severance compensation to retiring staff. At the close of 2021, City Finance will transfer monies from the compensated absences fund balance to offset this expense.</li> <li>○ <i>Pending Journal Entry:</i> Payments of \$5,389 for 2022 medical, dental, and life insurance premiums will be transferred out by City Finance at year-end.</li> </ul> </li> <li>• Materials: The 2021 city budget for materials is \$92,321. Final 2021 orders have been placed, with the full materials budget spent. Invoices paid through January total \$85,705.58.</li> </ul>	

Additional invoices for 2021 materials are anticipated through February, including WCL invoices for electronic materials purchases.

- Services and Charges: The 2021 budget is \$67,147. A total of \$66,857 has been expended to date. Year-end invoices for the circulation system, legal services, insurance, and processing are still pending. Expenditures are projected to exceed the budget by \$9,000.
  - Tech support expenses total \$30,236, over the budget of \$10,700. The additional expenses are for sound system consultation and enhancements for the Margaret Rivers Room and outdoor programming. Expenses were funded from cost savings in other areas, including savings on the sorter maintenance agreement due to a pending Windows update.

230 Funds – Plant Expenditures:

- Plant – Personnel Services: Personnel expenditures total \$120,643. When the pending journal entry is made, the projected savings for plant personnel is \$8,751 for 2021.
  - *Pending Journal Entry:* Payments of \$1,962 for 2022 medical, dental, and life insurance premiums will be transferred out by City Finance at year-end.
- Plant – Supplies: Supply expenditures total \$4,159. This is \$3,090 below the budget of \$7,250.
- Plant – Services and Charges: 2021 budget is \$117,441. Total expenditures are projected to be slightly over budget with pending general insurance expenditure (budgeted at \$26,241 and entered by City Finance at year-end) and an additional \$4,213 in charges received in February.
  - *Pending Journal Entry:* \$389.96 was prepaid in December to Otis Elevator for January and February 2022 maintenance agreements. Finance will transfer this charge to 230-4231-3707-0000 in 2022.

While a number of year-end bills and entries are still pending, the library is projecting to add to the overall fund balance at the close of the 2021 fiscal year. The portion that would go to compensated absences versus the spendable fund balance is to be determined.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2021 Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 2/3/2022 - 8:52 AM  
 Period: 1 to 13, 2021



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

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 2/3/2022 - 8:45 AM  
 Period: 1 to 13, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	500.00	1,852.30	1,852.30	-1,352.30	0.00	-1,352.30	0.00
230-0000-3520-0100	Copier/Printer Sales	5,000.00	811.61	811.61	4,188.39	0.00	4,188.39	83.77
230-0000-3880-0200	Gallery Fees	500.00	400.00	400.00	100.00	0.00	100.00	20.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	1.00	1.00	199.00	0.00	199.00	99.50
	R25 Sub Totals:	6,200.00	3,064.91	3,064.91	3,135.09	0.00	3,135.09	50.57
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	-3,307.01	-3,307.01	4,307.01	0.00	4,307.01	430.70
230-0000-3820-0100	Gifts	1,500.00	996.00	996.00	504.00	0.00	504.00	33.60
230-0000-3820-0110	In Kind Gifts	16,666.66	0.00	0.00	16,666.66	0.00	16,666.66	100.00
230-0000-3830-0100	Sale of Property	0.00	64.29	64.29	-64.29	0.00	-64.29	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	200.00	200.00	300.00	0.00	300.00	60.00
230-0000-3880-0020	Library Card Fees	420.00	480.00	480.00	-60.00	0.00	-60.00	0.00
230-0000-3880-0030	Lost Materials	3,000.00	2,056.45	2,056.45	943.55	0.00	943.55	31.45
230-0000-3880-0040	Processing Fees	5,000.00	1,271.22	1,271.22	3,728.78	0.00	3,728.78	74.58
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	1,760.95	1,760.95	26,325.71	0.00	26,325.71	93.73
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	1,393,796.04	1,393,796.04	-0.04	0.00	-0.04	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,393,796.00	1,393,796.04	1,393,796.04	-0.04	0.00	-0.04	0.00
	Revenue Sub Totals:	1,428,082.66	1,398,621.90	1,398,621.90	29,460.76	0.00	29,460.76	2.06
	Dept 0000 Sub Totals:	-1,428,082.66	-1,398,621.90	-1,398,621.90	-29,460.76	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	182,960.38	182,960.38	239,191.92	0.00	239,191.92	56.66
230-4230-1100-0000	Overtime - Full Time	0.00	294.10	294.10	-294.10	0.00	-294.10	0.00
230-4230-1111-0000	Severance Pay	0.00	18,760.82	18,760.82	-18,760.82	0.00	-18,760.82	0.00
230-4230-1112-0000	Sick Pay	0.00	20,825.35	20,825.35	-20,825.35	0.00	-20,825.35	0.00
230-4230-1113-0000	Vacation Pay	0.00	49,029.89	49,029.89	-49,029.89	0.00	-49,029.89	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	531,331.76	531,331.76	-174,729.09	0.00	-174,729.09	0.00
230-4230-1210-0000	Part Time Salaries - In Kind	16,666.66	0.00	0.00	16,666.66	0.00	16,666.66	100.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	58,406.62	53,098.13	53,098.13	5,308.49	0.00	5,308.49	9.09
230-4230-1420-0000	FICA/Medicare	59,574.76	60,297.11	60,297.11	-722.35	0.00	-722.35	0.00
230-4230-1500-0000	Hospital / Medical	87,166.32	62,917.11	62,917.11	24,249.21	0.00	24,249.21	27.82
230-4230-1520-0000	Dental Insurance	2,684.40	3,536.53	3,536.53	-852.13	0.00	-852.13	0.00
230-4230-1540-0000	Life Insurance	767.68	433.65	433.65	334.03	0.00	334.03	43.51
230-4230-1990-0000	Grant Pass Thru	0.00	-500.00	-500.00	500.00	0.00	500.00	0.00
	E05 Sub Totals:	1,004,021.41	982,984.83	982,984.83	21,036.58	0.00	21,036.58	2.10
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	3,574.76	3,574.76	925.24	0.00	925.24	20.56
230-4230-2113-0000	Reference	2,125.00	1,185.00	1,185.00	940.00	0.00	940.00	44.24
230-4230-2114-0000	Data Base Searching	1,700.00	881.00	881.00	819.00	0.00	819.00	48.18
230-4230-2302-0000	Other Minor Equipment	3,000.00	7,953.96	7,953.96	-4,953.96	0.00	-4,953.96	0.00
230-4230-2400-0000	Childrens Books	17,858.50	23,458.77	23,458.77	-5,600.27	0.00	-5,600.27	0.00
230-4230-2401-0000	Adult Books - Fiction	18,232.50	19,862.03	19,862.03	-1,629.53	0.00	-1,629.53	0.00
230-4230-2402-0000	Audio	13,090.00	7,146.50	7,146.50	5,943.50	0.00	5,943.50	45.40
230-4230-2403-0000	Periodicals	4,165.00	4,226.08	4,226.08	-61.08	0.00	-61.08	0.00
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	18,457.83	18,457.83	-1,160.33	0.00	-1,160.33	0.00
230-4230-2406-0000	Teen Books - Materials	4,675.00	5,556.08	5,556.08	-881.08	0.00	-881.08	0.00
230-4230-2407-0000	Programs	1,650.00	1,703.25	1,703.25	-53.25	0.00	-53.25	0.00
230-4230-2408-0000	Film/Video	7,012.50	4,932.29	4,932.29	2,080.21	0.00	2,080.21	29.66
230-4230-2409-0000	Electronic Materials	3,825.00	0.00	0.00	3,825.00	0.00	3,825.00	100.00
230-4230-2499-0000	Collection Development	340.00	0.00	0.00	340.00	0.00	340.00	100.00
	E10 Sub Totals:	99,471.00	98,937.55	98,937.55	533.45	0.00	533.45	0.54
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	30,236.32	30,236.32	-19,536.32	0.00	-19,536.32	0.00
230-4230-3099-0000	Other Professional Services	5,000.00	9,210.05	9,210.05	-4,210.05	0.00	-4,210.05	0.00
230-4230-3100-0000	Circulation System	6,129.12	0.00	0.00	6,129.12	0.00	6,129.12	100.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	1,177.60	1,177.60	322.40	0.00	322.40	21.49
230-4230-3200-0000	Mileage	400.00	0.00	0.00	400.00	0.00	400.00	100.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,500.00	1,858.33	1,858.33	641.67	0.00	641.67	25.67
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	11,944.59	11,944.59	2,055.41	0.00	2,055.41	14.68

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-3500-0000	General Insurance	1,518.00	0.00	0.00	1,518.00	0.00	1,518.00	100.00
230-4230-3707-0000	Maintenance Agreements	25,000.00	3,044.07	3,044.07	21,955.93	0.00	21,955.93	87.82
230-4230-3713-0000	Computer Maintenance/Licenses	0.00	9,314.10	9,314.10	-9,314.10	0.00	-9,314.10	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	72.45	72.45	327.55	0.00	327.55	81.89
	E15 Sub Totals:	67,147.12	66,857.51	66,857.51	289.61	0.00	289.61	0.43
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	825.00	825.00	-230.99	0.00	-230.99	0.00
230-4230-4001-0000	Subscriptions	625.00	625.00	625.00	0.00	0.00	0.00	0.00
230-4230-4093-0000	COVID-19	0.00	953.63	953.63	-953.63	0.00	-953.63	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	1,604.22	1,604.22	1,395.78	0.00	1,395.78	46.53
	E20 Sub Totals:	4,219.01	4,007.85	4,007.85	211.16	0.00	211.16	5.00
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,174,858.54	1,152,787.74	1,152,787.74	22,070.80	0.00	22,070.80	1.88
	Dept 230-4231							
	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	53,138.44	53,138.44	9,693.80	0.00	9,693.80	15.43
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	3,944.20	3,944.20	-3,944.20	0.00	-3,944.20	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,755.88	3,755.88	-3,755.88	0.00	-3,755.88	0.00
230-4231-1200-0000	Part Time Salaries	31,941.30	27,210.45	27,210.45	4,730.85	0.00	4,730.85	14.81
230-4231-1410-0000	PERA	7,001.44	6,334.51	6,334.51	666.93	0.00	666.93	9.53
230-4231-1420-0000	FICA/Medicare	7,250.18	6,401.35	6,401.35	848.83	0.00	848.83	11.71
230-4231-1500-0000	Hospital / Medical	17,534.16	19,450.94	19,450.94	-1,916.78	0.00	-1,916.78	0.00
230-4231-1520-0000	Dental Insurance	757.80	821.08	821.08	-63.28	0.00	-63.28	0.00
230-4231-1540-0000	Life Insurance	116.00	86.40	86.40	29.60	0.00	29.60	25.52
230-4231-1990-0000	Grant Pass Thru	0.00	-500.00	-500.00	500.00	0.00	500.00	0.00
	E05 Sub Totals:	127,433.12	120,643.25	120,643.25	6,789.87	0.00	6,789.87	5.33
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	3,631.10	3,631.10	868.90	0.00	868.90	19.31

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-2202-0000	Building Repair Supplies	1,500.00	235.87	235.87	1,264.13	0.00	1,264.13	84.28
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	292.63	292.63	507.37	0.00	507.37	63.42
	E10 Sub Totals:	7,250.00	4,159.60	4,159.60	3,090.40	0.00	3,090.40	42.63
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	134.50	134.50	3,865.50	0.00	3,865.50	96.64
230-4231-3101-0000	Telephone	1,700.00	1,752.30	1,752.30	-52.30	0.00	-52.30	0.00
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	40,056.44	40,056.44	1,943.56	0.00	1,943.56	4.63
230-4231-3601-0000	Natural Gas	14,000.00	15,241.33	15,241.33	-1,241.33	0.00	-1,241.33	0.00
230-4231-3703-0000	Building Repair Charges	20,000.00	20,074.39	20,074.39	-74.39	0.00	-74.39	0.00
230-4231-3707-0000	Maintenance Agreements	9,500.00	11,059.71	11,059.71	-1,559.71	0.00	-1,559.71	0.00
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	117,441.00	88,318.67	88,318.67	29,122.33	0.00	29,122.33	24.80
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,626.16	1,626.16	-526.16	0.00	-526.16	0.00
	E20 Sub Totals:	1,100.00	1,626.16	1,626.16	-526.16	0.00	-526.16	0.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	253,224.12	214,747.68	214,747.68	38,476.44	0.00	38,476.44	15.19
	Dept 4231 Sub Totals:	253,224.12	214,747.68	214,747.68	38,476.44	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,428,082.66	1,398,621.90	1,398,621.90	29,460.76	0.00	29,460.76	2.06
	Fund Expense Sub Totals:	1,428,082.66	1,367,535.42	1,367,535.42	60,547.24	0.00	60,547.24	4.24
	Fund 230 Sub Totals:	0.00	-31,086.48	-31,086.48	31,086.48	0.00		



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>January 2022 Budget Status Report</b>	
OWNER: <b>Troendle, Library Director Goeltl, Business &amp; Communications Manager</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period of January 1 – January 31, 2022.</p> <p><u><b>120 Funds – Capital Projects:</b></u> There were no capital fund expenditures in January 2022.</p> <p><u><b>230 Funds – Revenues:</b></u> The budget for library-generated revenues in 2022 was approved at \$39,487. Just under half of this total (\$17,167) reflects an anticipated in-kind gift from the Foundation for funding of the volunteer coordinator in 2021.</p> <p><u><b>230 Funds – Operating Expenditures:</b></u></p> <ul style="list-style-type: none"> <li>• <b>Personnel Services:</b> Personnel expenditures total \$89,531.46 through January. <ul style="list-style-type: none"> <li>○ <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 2021 but paid in 2022 (~\$49,000).</li> <li>○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to add in health insurance pre-payments made in 2021 for 2022 (\$5,389).</li> </ul> </li> <li>• <b>Materials:</b> 2022 collection ordering with our major vendors will not begin until mid-February due to the year-end close out of the acquisitions process and the roll-over to a new fiscal year. <ul style="list-style-type: none"> <li>○ <i>Pending Journal Entry:</i> \$7,007.02 was pre-paid in 2021 to Ebsco Publishing for the purchase of 2022 magazine and newspaper subscriptions. Finance will transfer \$4,165 to periodicals (230-4230-2403-0000), \$562.93 to subscriptions (230-4230-4001-0000), \$2279.09 to SPLF funded materials (232-4232-2113-0000).</li> </ul> </li> <li>• <b>Services and Charges:</b> \$8,842 was paid to Bilbliotheca for maintenance service agreement on self-checks and RFID pads.</li> </ul> <p><u><b>230 Funds – Plant Expenditures:</b></u></p> <ul style="list-style-type: none"> <li>• <b>Plant – Personnel Services:</b> Personnel expenditures total \$10,092 through January. <ul style="list-style-type: none"> <li>○ <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 2021 but paid in 2022 (~\$4,120).</li> <li>○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to add in health insurance pre-payments made in 2021 for 2022 (\$1,962).</li> </ul> </li> </ul>	

## Agenda Item Cover Sheet

- Plant – Services and Charges: \$1,685 was paid to Johnson Fire Controls for 2022 maintenance.
  - *Pending Journal Entry:* \$412 was prepaid in December to Otis Elevator for January and February 2022 maintenance agreements. Finance will transfer this charge to 230-4231-3707-0000 in 2022.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

**2022 January Budget Status Report**

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoe1t1  
 Printed: 2/3/2022 - 8:54 AM  
 Period: 1, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount
Dept 120-4230	LIBRARY			
E25	CAPITAL OUTLAY			
120-4230-5200-0000	C/O & Improvements	0.00	0.00	0.00
120-4230-5210-0000	C/O & Improvements - COVID 19	0.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
120-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00
120-4230-5320-0000	C/O Mach & Equip - COVID 19	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00
	Dept 4230 Sub Totals:	0.00	0.00	0.00
Dept 120-4231	LIBRARY PLANT			
E25	CAPITAL OUTLAY			
120-4231-5200-0000	C/O & Improvements	730,000.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
	E25 Sub Totals:	730,000.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 2/3/2022 - 8:47 AM  
 Period: 1, 2022



Account Number	Description	Budget	YTD Amount
Fund 230	LIBRARY FUND		
Dept 230-0000			
R05	TAXES		
230-0000-3010-0100	Current Property Taxes	0.00	0.00
	R05 Sub Totals:	0.00	0.00
R25	CHARGES FOR SERVICES		
230-0000-3500-0100	Meeting Room Rental Fees	1,200.00	0.00
230-0000-3520-0100	Copier/Printer Sales	4,000.00	0.00
230-0000-3880-0200	Gallery Fees	500.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	0.00
	R25 Sub Totals:	5,900.00	0.00
R40	MISCELLANEOUS		
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00
230-0000-3820-0100	Gifts	1,500.00	0.00
230-0000-3820-0110	In Kind Gifts	17,167.00	0.00
230-0000-3830-0100	Sale of Property	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00
230-0000-3880-0020	Library Card Fees	420.00	0.00
230-0000-3880-0030	Lost Materials	3,000.00	0.00
230-0000-3880-0040	Processing Fees	0.00	0.00
230-0000-3880-0050	Registration	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00
230-0000-3880-0300	Cash Short/Over		0.00
	R40 Sub Totals:	23,587.00	0.00
R45	OTHER FINANCING SOURCES		
230-0000-3910-0100	Transfer In-General Fund	1,435,609.88	119,634.17
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00
	R45 Sub Totals:	1,465,096.88	119,634.17

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>YTD Amount</b>
	Revenue Sub Totals:	1,465,096.88	119,634.17
	Dept 0000 Sub Totals:	-1,465,096.88	-119,634.17
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES		
230-4230-1000-0000	Full Time Salaries	211,408.44	13,634.61
230-4230-1100-0000	Overtime - Full Time	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	6,671.54
230-4230-1112-0000	Sick Pay	0.00	961.84
230-4230-1113-0000	Vacation Pay	0.00	11,637.95
230-4230-1200-0000	Part Time Salaries	608,243.38	41,828.92
230-4230-1210-0000	Part Time Salaries - In Kind	17,167.00	0.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00
230-4230-1410-0000	PERA	61,473.89	4,256.94
230-4230-1420-0000	FICA/Medicare	62,703.36	5,173.78
230-4230-1500-0000	Hospital / Medical	86,155.44	5,096.66
230-4230-1520-0000	Dental Insurance	4,193.64	228.84
230-4230-1540-0000	Life Insurance	771.39	40.38
230-4230-1990-0000	Grant Pass Thru	0.00	0.00
	E05 Sub Totals:	1,052,116.54	89,531.46
E10	SUPPLIES		
230-4230-2000-0000	Office Supplies	0.00	0.00
230-4230-2101-0000	General Supplies	3,500.00	41.76
230-4230-2113-0000	Reference	1,271.00	0.00
230-4230-2114-0000	Data Base Searching	1,700.00	0.00
230-4230-2302-0000	Other Minor Equipment	2,270.62	0.00
230-4230-2303-0000	Minor Computer Equipment	0.00	0.00
230-4230-2400-0000	Childrens Books	20,651.34	0.00
230-4230-2401-0000	Adult Books - Fiction	22,382.00	0.00
230-4230-2402-0000	Audio	8,566.90	0.00
230-4230-2403-0000	Periodicals	4,165.00	0.00
230-4230-2405-0000	Adult Books - Non Fiction	17,593.00	0.00
230-4230-2406-0000	Teen Books - Materials	5,146.38	0.00
230-4230-2407-0000	Programs	0.00	0.00
230-4230-2408-0000	Film/Video	5,547.74	0.00
230-4230-2409-0000	Electronic Materials	8,348.10	0.00
230-4230-2499-0000	Collection Development	340.00	0.00
230-4230-3102-0000	Postage	0.00	0.00
	E10 Sub Totals:	101,482.08	41.76
E15	SERVICES AND CHARGES		
230-4230-3098-0000	Technology Support	5,000.00	188.10
230-4230-3099-0000	Other Professional Services	5,000.00	0.00
230-4230-3100-0000	Circulation System	6,129.12	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>YTD Amount</b>
230-4230-3101-0000	Telecommunications	0.00	0.00
230-4230-3200-0000	Mileage	1,500.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,500.00	65.95
230-4230-3401-0000	Binding	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	0.00
230-4230-3500-0000	General Insurance	1,518.00	0.00
230-4230-3707-0000	Maintenance Agreements	5,000.00	0.00
230-4230-3713-0000	Computer Maintenance/Licenses	20,000.00	8,842.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	5.19
	E15 Sub Totals:	61,047.12	9,101.24
E20	MISCELLANEOUS		
230-4230-4000-0000	Memberships and Dues	594.01	0.00
230-4230-4001-0000	Subscriptions	625.00	0.00
230-4230-4093-0000	COVID-19	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	69.85
	E20 Sub Totals:	4,219.01	69.85
E35	DEPRECIATION		
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00
	E35 Sub Totals:	0.00	0.00
	Expense Sub Totals:	1,218,864.75	98,744.31
	Dept 4230 Sub Totals:	1,218,864.75	98,744.31
Dept 230-4231	LIBRARY PLANT		
E05	PERSONNEL SERVICES		
230-4231-1000-0000	Full Time Salaries	66,494.52	4,370.03
230-4231-1100-0000	Overtime - Full Time	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	735.96
230-4231-1113-0000	Vacation Pay	0.00	360.82
230-4231-1200-0000	Part Time Salaries	26,900.89	1,783.25
230-4231-1410-0000	PERA	6,951.37	511.73
230-4231-1420-0000	FICA/Medicare	7,144.75	530.74
230-4231-1500-0000	Hospital / Medical	16,825.68	1,729.58
230-4231-1520-0000	Dental Insurance	757.92	63.16

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>YTD Amount</b>
230-4231-1540-0000	Life Insurance	116.00	7.20
230-4231-1990-0000	Grant Pass Thru	0.00	0.00
	E05 Sub Totals:	125,191.13	10,092.47
E10	SUPPLIES		
230-4231-2101-0000	General Supplies	200.00	0.00
230-4231-2102-0000	Janitorial Supplies	4,000.00	168.60
230-4231-2202-0000	Building Repair Supplies	1,500.00	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00
	E10 Sub Totals:	6,500.00	168.60
E15	SERVICES AND CHARGES		
230-4231-3002-0000	Contractual	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	0.00
230-4231-3101-0000	Telephone	1,700.00	0.00
230-4231-3500-0000	General Insurance	26,241.00	0.00
230-4231-3600-0000	Electricity	44,000.00	0.00
230-4231-3601-0000	Natural Gas	16,000.00	0.00
230-4231-3703-0000	Building Repair Charges	12,000.00	0.00
230-4231-3707-0000	Maintenance Agreements	9,500.00	1,685.66
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00
	E15 Sub Totals:	113,441.00	1,685.66
E20	MISCELLANEOUS		
230-4231-4099-0000	Miscellaneous Charges	1,100.00	0.00
	E20 Sub Totals:	1,100.00	0.00
E40	OTHER FINANCING USES		
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00
	E40 Sub Totals:	0.00	0.00
	Expense Sub Totals:	246,232.13	11,946.73
	Dept 4231 Sub Totals:	246,232.13	11,946.73
Dept 230-4900	IMPROVEMENT PROJECTS		
E15	SERVICES AND CHARGES		
230-4900-3099-0000	Other Professional Services	0.00	0.00
	E15 Sub Totals:	0.00	0.00
E25	CAPITAL OUTLAY		
230-4900-5200-0000	C/O & Improvements	0.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>YTD Amount</b>
	E25 Sub Totals:	0.00	0.00
	Expense Sub Totals:	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00
	Fund Revenue Sub Totals:	1,465,096.88	119,634.17
	Fund Expense Sub Totals:	1,465,096.88	110,691.04
	Fund 230 Sub Totals:	0.00	-8,943.13



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Alicia Gordon Macalus, Stillwater Public Library Foundation</b>	
OWNER: <b>Trustees</b>	PRESENTER: <b>Alicia Gordon Macalus, Stillwater Public Library Foundation</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <b>Alicia Gordon Macalus, Executive Director of Stillwater Public Library Foundation, will provide an update on the Foundation's activities.</b>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee Information Sharing</b>	
OWNER: <b>Trustees</b>	PRESENTER: <b>Trustees</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b>  This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>On January 18, Goeltl emailed trustees a link to a recording of the presentation, <a href="#">Making a Case for Place</a>, on behalf of Carlsen. This hour-long session is the latest of the St. Croix Valley Foundation’s Conversations in the Valley.</p> <p>On January 25, Troendle emailed trustees that Joseph (Joe) Kohlmann has been selected by the City Council to serve as the next City of Stillwater City Administrator, with a start date of March 7, 2022.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Standing Committee Self-Assessment Survey &amp; Committee Charters</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>The board’s four standing committees (Board Governance, Executive, Facilities, Finance) have been working since the current structure was implemented two years ago. At that time, each committee drafted its own charter and determined its operating procedures. In 2021, each of the committees completed a Standing Committee Self-Assessment Survey. In addition, the Director and the Business &amp; Communications Manager were asked to comment on the work of the committees.</p> <p>The Executive Committee:</p> <ul style="list-style-type: none"> <li>• Reviewed the survey results submitted by each committee as well as comments from the Director and the Business &amp; Communications Manager.</li> <li>• Revised the charters to incorporate the changes as recommended by each committee.</li> <li>• Recommends conducting another Standing Committee Self-Assessment Survey in 3-5 years.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Revised charters (red-lined and clean copies)</b> <b>Notes from discussions with the Director and Business &amp; Communications Manager</b> <b>Survey Results from each committee</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater

## Public Library

### Committee Charter Form

Committee: Board Governance

Adopted by board: January 14, 2020

Revised: February 8, 2022

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 ~~and secretary is are~~ selected annually by its members, ~~and rotates annually~~. ~~The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. The secretary is designated to take notes at committee meetings and draft cover sheet text.~~ There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

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#### Purpose

Its overall purpose is to provide recommendations on board governance policies, practices, and procedures.

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#### Major duties include:

- Provide guidance for maintaining foundation documents related to the board, including
  - bylaws
  - trustee profile/job description
  - orientation process for new trustees
- Document the procedure by which trustees are appointed/reappointed
  - Provide guidance to the ad hoc committee interview committee
  - Develop a standard list of interview questions
  - Determine which library documents are presented to applicants before an interview
- Assist in the orientation of new trustees
- Recommend opportunities for board development
- Assist in conducting evaluations of the board (pending recommendation from Board Self-Evaluation Task Force)

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The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board, preferably in writing, ~~orally or in writing~~.

The committee meets as needed and decisions shall be made by consensus or majority vote, if necessary, ~~of all members present~~.

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# Stillwater

## Public Library

### **Committee Charter Form**

Committee: Board Governance

Adopted by board: January 14, 2020

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# Stillwater

## Public Library

### Committee Charter Form

Committee: Executive

Adopted by board: January 14, 2020

Revised: February 8, 2022

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#### Purpose

Its overall purpose is to provide organizational oversight and to assist with Board development, education, and governance.

#### Major duties include:

- Negotiate labor contract with the local bargaining unit;
- Sign contracts or take other actions with approval from the full Board;
- Meet with the Library Director to discuss results of annual performance review;
- Ensure that the Board is establishing and maintaining good governance practices [through awareness of and assistance with board/committee/task force work](#); and,
- Assist in planning Board development topics.

The committee has authority to bring options forward, make recommendations for Board action, and, in certain circumstances, act on behalf of the Board when the Board has authorized such action. The Library Director and staff provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board, [preferably in writing](#), ~~orally or in writing~~.

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# Stillwater

## Public Library

### **Committee Charter Form**

Committee: Executive

Adopted by board: January 14, 2020

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# Stillwater

## Public Library

### Committee Charter Form

Committee: Facilities

Adopted by board: January 14, 2020

Revised: February 8, 2022

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. [The chair and term dates are recorded in the committee minutes. The chair is designated to set meetings, prepare agendas, and present the associated report at the board meeting. A secretary is designated to take minutes at committee meetings and prepare cover sheet text.](#) There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

#### Purpose

Its overall purpose is to address building/facility issues and needs as they arise.

#### 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 [interior and exterior space planning](#); ~~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.

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board ~~orally or~~ [preferably](#) in writing.

The committee meets as needed and decisions shall be made by [consensus or](#) majority vote, ~~if necessary, of all members present.~~

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# Stillwater

## Public Library

### **Committee Charter Form**

#### **Committee: Facilities**

Adopted by board: January 14, 2020

Revised: February 8, 2022

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# Stillwater

Public Library

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Committee: Finance

Adopted by board: January 14, 2020

Revised: February 8, 2022

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There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

### Purpose

Its overall purpose is to provide financial oversight.

### Major duties include:

- Preparing the annual operating budget with the assistance of the Business and Communications Manager;
- Presenting the proposed budget to the Board; and,
- Monitoring month-to-month financial performance of the library.

The committee has authority to bring financial options forward and make recommendations to the full Board.

Committee reports are made to the full Board ~~orally or~~, preferably in writing.

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# Stillwater

## Public Library

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Committee: Finance

Adopted by board: January 14, 2020

Revised: February 8, 2022

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The committee meets as needed and decisions shall be made by consensus or majority vote, if necessary.

**Discussion on Board Standing Committees with Maureen Bell, Keri Goeltl, and Mark Troendle  
December 17, 2021**

**Questions:**

**1. Please address and evaluate the effect of committees on:**

- Board understanding of issues and decision-making
- Trustee education/development
- Your workload

**2. Please comment on the effectiveness of the committees' structure.**

**3. Suggestions for improving the work and effectiveness of the committees?**

**KERI**

**On the Finance Committee**

- Keri works most closely with this committee.
- Committee discussions help to evaluate options, narrow choices, fine tune materials and presentations for board meetings.
- Committee members develop deeper understanding of issues, helpful for trustee development and for discussion at board meetings.

**On the Facilities Committee**

- Takes significant time. Facility projects require coordination with Committee, Board, vendors, city staff, and library staff. Supplemental funding may also be needed, requiring grant requests and meetings with the Foundation.
- Maintenance issues are constant.
- Ideas for new projects generated by the committee may require staff investigation and may create additional work.

**Workload**

- Keri's workload is not significantly altered by the Finance Committee because it meets as needed (not monthly), resulting in fewer meetings during the year. She is preparing reports and projections anyway.

**Suggestions**

- Continue the practice of staff providing the board with monthly bill resolutions and the budget status update as part of the consent calendar. This keeps the board regularly informed about library financials. Using a consent calendar helps.
- Clear and thoughtful decisions about proposed projects help to manage the workload for committees and staff.
- Deadlines encourage a more intentional and focused consideration of issues.

## **MARK**

### **On Committees**

- The committees work pretty well. Overall, committee work helps to inform trustees in their roles.
- The committees have done good work, resulting in more focused meetings.
- Important for trustees to maintain awareness of the big picture as well as their committee work.
- Ideally, trustees are engaged in capacities that interest them.
- More committee work here than at Mark's previous jobs.
- Some info, even though presented/discussed at previous meetings, may require review at subsequent meetings to ensure full understanding.
- Finance 101 and Facilities 101 were developed to further educate board. Additional very short trainings could occur at board meetings. Educational goals may not be achieved if time devoted is too short for full engagement of trustees. Videos OK if well done. Previewing necessary. Scheduling training sessions before a meeting would require public notice.

### **Workload**

- Mark has many meetings (board, board committees, FOL, SPLF, City Council, City Administrator, community groups). Setting boundaries is difficult given the number of committees combined with administrative responsibilities, leadership, and strategic planning.
- Without an Assistant Director. Mark's focus is on shifting tasks and shoring up supervisory positions to relieve pressure both on the supervisors and on Mark.
- Some proposed projects (such as the 4<sup>th</sup> Street lawn) are complex, involving many steps and approvals, with decisions on naming rights and other details required before fund raising. Not a quick or easy process.

### **Suggestions**

- Suggestions to ease workload: committee prepares its own agenda and notes, sending both out for review to members before finalizing, takes its own notes, provides cover sheet content.
- Having a defined chair for each committee helps. Mark then has a clear line of communication.
- Our to-do list is lengthy, including foundational work on policies, staff training, and more.
- Carefully review staff capacity before approving proposed projects. Consider deferring some proposed new projects to a "parking lot" for possible further consideration later.
- It is important for committees to recognize that the director takes direction from the board as a whole, not a single committee or single trustee.
- The Board Governance Committee is focused on foundational questions (bylaws, committee surveys), now on advocacy. Consider merging with Executive Committee at some point? Is it desirable to have fewer committees?
- New or complex questions at board meetings may be referred back to the committee or staff level for further exploration.

# #1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, October 27, 2021 2:42:08 PM  
**Last Modified:** Wednesday, October 27, 2021 3:10:23 PM  
**Time Spent:** 00:28:15  
**IP Address:** 96.78.91.81

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Page 1

**Q1** **Board Governance**

Committee Name

---

**Q2** **Yes**

Does it reflect the scope of your current work?

---

**Q3** **Yes**

Is the overall purpose of the committee stated accurately?

---

**Q4** **Yes**

Are the major duties of the committee clear and current?

---

**Q5**  
List suggested changes to the charter, if any, here.

Committee chair and secretary should be separate roles.

Change wording for how committee chair is selected so that it reads: "The committee chair is selected annually by its members."

Change second to last sentence to read: "Committee reports are made to the full Board orally or preferably in writing when the committee has met."

Change last sentence about voting to reflect that decisions are made by consensus or majority vote, if necessary.

---

**Q6**  
What is the staff role to the committee?

Administrative staff are essential for crucial institutional knowledge, preparing background materials, and informing discussions during the committee meetings.

---

Self-Assessment for Board Standing Committees

**Q7**

What is the role of the director to the committee?

Same as #6, and the director also attends meetings.

---

**Q8**

**As needed**

Does the committee meet on a regular date or as needed?

---

**Q9**

**Consensus**

How does the committee make decisions?

---

**Q10**

**Yes**

Does the committee have a designated chair?

---

**Q11**

Term for chair, if any.

Yes, annually.

---

**Q12**

**take notes at meetings,  
present reports at board meetings**

Please indicate if the committee designated a member to:

---

**Q13**

List suggested changes to the committee's procedures here.

Designate who writes the cover sheet.

---

**Q14**

**Respondent skipped this question**

List other comments or suggestions, if any, here.

---

## #2

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, November 02, 2021 9:43:36 AM  
**Last Modified:** Tuesday, November 02, 2021 9:50:06 AM  
**Time Spent:** 00:06:30  
**IP Address:** 24.131.129.143

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Page 1

**Q1** **Finance**  
Committee Name

---

**Q2** **Yes**  
Does it reflect the scope of your current work?

---

**Q3** **Yes**  
Is the overall purpose of the committee stated accurately?

---

**Q4** **Yes**  
Are the major duties of the committee clear and current?

---

**Q5**  
List suggested changes to the charter, if any, here.  
None

---

**Q6**  
What is the staff role to the committee?  
Very important. Staff builds finance reports from its accurate data and projections. Staff provides recommendations, suggestions and facilitates committee discussions.

---

**Q7**  
What is the role of the director to the committee?  
Very important. Same as above with the addition of close work with City administration to offer feedback, insights and planning options.

---



## Self-Assessment for Board Standing Committees

**Q8**

**As needed**

Does the committee meet on a regular date or as needed?

---

**Q9**

**Consensus**

How does the committee make decisions?

---

**Q10**

**Yes**

Does the committee have a designated chair?

---

**Q11**

Term for chair, if any.

It follows the term of the Secretary/Treasurer officer

---

**Q12**

**Respondent skipped this question**

Please indicate if the committee designated a member to:

---

**Q13**

**Respondent skipped this question**

List suggested changes to the committee's procedures here.

---

**Q14**

List other comments or suggestions, if any, here.

Staff takes notes and prepares cover cheer. Staff typically leads on board reports, all finance members are encouraged to add comments and information to board presentations and discussions.

---

# #3

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Tuesday, November 09, 2021 6:32:23 PM  
**Last Modified:** Tuesday, November 09, 2021 6:51:15 PM  
**Time Spent:** 00:18:52  
**IP Address:** 96.78.91.81

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Page 1

**Q1** **Facilities**  
Committee Name

---

**Q2** **Yes**  
Does it reflect the scope of your current work?

---

**Q3** **Yes**  
Is the overall purpose of the committee stated accurately?

---

**Q4** **No**  
Are the major duties of the committee clear and current?

---

**Q5**  
List suggested changes to the charter, if any, here.

#4 is yes w/ this change to the 2nd bullet under Major Duties. Change to -  
In conjunction, w/ staff and Library Director input, analyze, and assist w/ interior and exterior space planning

---

**Q6**  
What is the staff role to the committee?  
The staff's role has been vital to informing decisions. Shane's input and recommendations have been incredibly important.

---

**Q7**  
What is the role of the director to the committee?  
Mark is an essential part of the facilities committee. He helps assess priority, shares recommendations, and gleens historical/city information needed for decisions. Mark is the conduit for information to and from all staff and the committee.

---

## Self-Assessment for Board Standing Committees

**Q8**

**As needed**

Does the committee meet on a regular date or as needed?

---

**Q9**

**Vote**

How does the committee make decisions?

---

**Q10**

**Yes**

Does the committee have a designated chair?

---

**Q11**

Term for chair, if any.

6 months rotating terms

---

**Q12**

**Respondent skipped this question**

Please indicate if the committee designated a member to:

---

**Q13**

List suggested changes to the committee's procedures here.

Perhaps adding these sentences after the sentence that reads, The chair of the committee rotates among the three board trustees every six months. - Chair and term dates are recorded in the committee minutes. The chair is designated to set meetings, prepare agenda, and preset the associated report at the board meeting. A secretary is designated to take minutes at the meeting and prepare cover sheet text.

---

**Q14**

**Respondent skipped this question**

List other comments or suggestions, if any, here.

---

# #4

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Friday, November 19, 2021 11:32:57 AM  
**Last Modified:** Friday, November 19, 2021 12:07:08 PM  
**Time Spent:** 00:34:10  
**IP Address:** 96.78.91.81

---

Page 1

**Q1** **Executive**

Committee Name

---

**Q2** **Yes**

Does it reflect the scope of your current work?

---

**Q3** **Yes**

Is the overall purpose of the committee stated accurately?

---

**Q4** **Yes**

Are the major duties of the committee clear and current?

---

**Q5**

List suggested changes to the charter, if any, here.

"...through awareness of and assistance with board/committee/task force work..." to be put in before the semi-colon.

---

**Q6**

What is the staff role to the committee?

Provide input and help to inform decisions.

---

**Q7**

What is the role of the director to the committee?

Ex-officio member.

---

**Q8** **As needed**

Does the committee meet on a regular date or as needed?

---

## Self-Assessment for Board Standing Committees

**Q9**

**Consensus**

How does the committee make decisions?

---

**Q10**

**Yes**

Does the committee have a designated chair?

---

**Q11**

Term for chair, if any.

Officer term.

---

**Q12**

**Respondent skipped this question**

Please indicate if the committee designated a member to:

---

**Q13**

List suggested changes to the committee's procedures here.

In the charter, designate person to take notes and draft cover sheets.

---

**Q14**

List other comments or suggestions, if any, here.

Establish recommended timeframe for conducting future standing committee self-assessment surveys. This committee suggests it be done every three years.

---

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Director Performance Evaluation: 6-Month Progress Check (March)</b></p>	
<p>OWNER:  <b>Executive Committee</b></p>	<p>PRESENTER:  <b>Bell, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:          At the March meeting, the board will conduct a 6-month progress report with regard to the director’s 2021-2022 goals. At the meeting, the director will inform the board of the issues, barriers and progress toward goals. The director will complete a progress report which will be submitted confidentially to trustees prior to the March meeting.           In preparation for the progress report, attached are the performance evaluation instructions (with the progress report section highlighted), the director progress report form, and the trustee progress report form.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Performance Evaluation Instructions</b>  <b>Progress Report Form/Director</b>  <b>Progress Report Form/Trustee</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

# Stillwater

## Public Library

### **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

**Progress Report Form/Director**

Approved by board: January 14, 2020

**Director**

Consider the current year's goals and provide a brief description of progress for each goal, including specific measurable milestones in achieving the annual goals.

Goal #1

Goal #2

Goal #3



**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Election of 2022 Secretary/Treasurer</b></p>	
<p>OWNER:  <b>Bell, President</b></p>	<p>PRESENTER:  <b>Bell, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>A</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  <b>Motion to elect 2022 Secretary/Treasurer</b></p>	
<p>BACKGROUND/CONTEXT:  The Nominating Committee will recommend a proposed candidate to fill the position of secretary/treasurer, vacated by trustee Richie, for a one-year term. This role, as well as the process for selecting officers, is described in our board by-laws.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>COVID-19 Leave</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approve pro-rated COVID-19 leave to benefited library employees in 2022, in alignment with city guidelines</b>	
BACKGROUND/CONTEXT:  <p>On January 18, City Council approved a resolution allocating 80 hours of COVID leave for benefited city employees, retroactive to 1/1/2022. This is for use by staff affected by COVID-19 for the care of self or a family member. The COVID-19 leave allocation cannot be utilized for any other purposes, does not accrue, does not carry over into future years.</p> <p>The Finance Committee met on February 2 to review the city’s action and assess potential budget implications if COVID-19 leave was adopted for the library. Projections indicate that it is likely the benefit would not be used by all eligible staff and that costs would be manageable. It is possible, but not guaranteed, that the city could consider using ARPA funds to cover COVID leave costs.</p> <p>COVID-19 leave may be especially helpful to newer employees not yet eligible to use regular sick leave or with a smaller bank of available sick leave.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Class Compensation Plan Wage Schedule</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Finance Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to adopt and approve implementation of an updated 2022 Library wage scale as presented, as well as approve the attached, revised 2023 Library wage scale that’s based on the updated 2022 scale with a 2% wage adjustment agreed to in the 2022-2023 labor agreement.</b>	
BACKGROUND/CONTEXT: <p>On February 2, the Finance Committee met to review the City Council’s action on January 18 to implement a new 2022 wage schedule for city employees.</p> <p>The rationale for the City’s move to a revised wage schedule is explained in a report in the January 4, 2022 City of Stillwater City Council packet:</p> <p><i>“Human resource management is a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures.”</i></p> <p>Whether the Library aligns with the City on this issue or not, there will be challenges to address in the future. The Finance Committee wants the Board to understand the choices involved.</p> <p>Following this cover sheet are additional documents designed to present a balanced overview, including information about the compensation background and financial impact, the recent Board-approved 2022 wage scale, a draft of a revised 2022 wage scale aligned with the City’s new class comp plan, and a draft of a revised 2023 wage scale plan that includes a 2% wage adjustment.</p> <p>After reviewing available information and weighing the options, the Finance Committee recommends the Board approve aligning the Library’s 2022 wage scale with the City’s revised class comp plan, and that the Library’s 2023 wage scale be updated so that it’s based on the revised 2022 wage scale with a 2% wage adjustment. Following the City’s process, if this is approved by the Board, the Library will contact Union representatives from AFSCME Council 5 Local 517 to seek approval, too.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Wage Compensation Background &amp; Financial Impact</b> <b>2022 Original Wage Scale</b> <b>2022 Revised Wage Scale Based on City Class Comp Plan</b> <b>2023 Revised Wage Scale Based on City Class Comp Plan and 2023 Wage Adjustment</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater

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## Public Library

### **2022 Class Compensation Plan Wage Schedule**

#### **Background & Analysis**

February 4, 2022

### **City Class Compensation Wage Schedule**

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#### **City Background:**

In 2016, the City implemented a new classification/compensation system for employees. Since 2016, the City Council has annually approved incremental base wage adjustments to the scale based on agreements made with the collective bargaining units. Over the past 18 months, the City has found it increasingly difficult to recruit and retain employees due to non-competitive wage rates for some city positions. In October 2021, the City Council accepted a proposal and awarded a contract to GovHR USA to conduct a comparative market analysis of the City's compensation plan wage schedule. The final report recommended moving the city's wage schedule to the 60<sup>th</sup> percentile of the comparative market results. The City Council accepted the report on January 4, 2022. The City Council adopted an updated compensation plan wage schedule on January 18, 2022.

#### **City Implementation:**

- All City employees (except the Library – which requires board approval) will move to the new schedule.
- Wages will be retroactive to 1/1/2022.
- All City employees whose current 1/1/2022 compensation rate is within the range for their classification grade will move to the closest step in the grade that will provide a rate increase.
- Employees whose current compensation is below the minimum for their grade will move to step 1 of the grade.
- Employees will continue to be eligible for subsequent step increases in 2022 based upon their anniversary date in the position and applicable union provisions.
- The City anticipates that changes to employee compensation rates in 2022 will be made in February, with back pay to 1/1/2022.
- The City reported that comparative market analysis should be conducted every 3-7 years.

#### **City Financial Impact (excluding library):**

- 2022: The City's cost for implementation in 2022 is approximately \$240,000. \$100,000 is funded by the 2022 budget appropriation for the implementation of the plan. \$40,000 is funded through enterprise funds. The remaining cost gap of \$100,000 will be funded with the city's fund balance.
- 2023: The updated wage schedule creates an ongoing operational cost into 2023. The city will require an additional \$100,000 in base revenue funding for the 2023 budget. Some current expenditures that may be reduced or that may not exist in 2023 will assist in mitigating the additional cost, including \$80,000 in operational review expenditures (Fire Dept. and Police Dept.), retiree health insurance costs, and the potential for increased fee schedule revenues.

# Stillwater

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## Public Library

### Library Class Compensation Wage Schedule

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#### **Library Background:**

The Library was included in the classification/compensation system established for City employees in 2016 and implemented in January 2018. Library union and supervisor positions were placed in classification grades on the City compensation schedule. Library shelver and substitute positions were not included. Since 2016, the Library Board of Trustees has annually approved incremental wage adjustments to the scale based on labor agreements with Local 517 Council 5 AFSCME. These incremental wage adjustments have not always mirrored the City's adjustments due to differing labor agreements.

For the current comparative market analysis, the Library provided four positions for benchmarking: Library Associate, Library Assistant I, Library Aide, and Custodian I. The Library provided four libraries that are similar to Stillwater's for the comparison for the Library positions: Washington County Library, Northfield Public Library, Ramsey County Public Library, and Dakota County Library. The data collected on the Library positions was included in Appendix B of the final report but was not incorporated into the overall Compensation Plan.

#### **Library Implementation:**

The Library Board of Trustees is responsible for reviewing and adopting the Library Compensation Plan. The Board can determine if, how, and when to align the Library's wage schedule with the City's wage schedule, within the parameters of the Library's budget.

To most closely align with the City's classification/compensation plan, and as discussed by the Finance Committee, the Library could:

- Follow city implementation steps, including 1) making revised wages retroactive to 1/1/2022; 2) moving employees to the closest step in the grade that will provide a rate increase or to step 1 of the grade if current compensation is below minimum; and 3) continuing subsequent step increases for employees in 2022.
- Modify City wage schedule to include wages and steps for grades 1-3. The City's scale did not include a wage scale for grades 1-3, where the library has 3 union positions. Extend the gradation and spread criteria of the Administrative and Technical Staff band (grades 4-8) to grades 1-3. Grades 1-3 would have a 9% gradation between grades and a 3% increase between steps.
- Establish a pay rate of 90% of step 1 of the corresponding regular position for substitute positions.
- Establish a 2022 pay rate of \$12 for shelvers and \$15 for event prep workers, positions that do not have a comparable regular position.
- Establish a 2023 compensation grid based on the 2022 schedule with a 2% adjustment based on the 2022-2023 labor agreement.

# Stillwater

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## Public Library

### **Implementation Considerations:**

A decision to align the library's wage schedule with the new 2022 wage schedule for city employees involves the consideration of a number of factors.

### ***Hiring and Retention***

The recruitment and retention market forces that impact other City departments affect the Library as well. A wage schedule, hours, and benefits that reflect the marketplace help ensure that the Library can recruit and retain the best employees.

### ***Pay Equity & Wage Parity***

From a pay equity standpoint, when the State of Minnesota analyzes the City's pay structure for evidence of gender inequity, wages across all departments, including the Library, are taken into account.

If a city is found not in compliance, a notice will be issued to that city. A city in disagreement with such a finding may notify the Commissioner of the Department of Management and Budget (the "Commissioner") and will be given a defined period of time during which additional information may be submitted for reconsideration of the finding.

In the event compliance is not achieved within the defined time period set by the Commissioner, the Commissioner will notify the city and the commissioner of revenue the city is subject to a five percent reduction in the aid that would otherwise be payable to that city, or to a fine of \$100 per day, whichever is greatest. Cities may appeal the imposition of a penalty by filing a notice of appeal with the commissioner within 30 days of the commissioner's notification to the city of the penalty. No penalty may be imposed while an appeal is pending.

From a wage parity standpoint, library staff members are employees of the City of Stillwater and may reasonably expect parity with comparable city positions. If the library did not align with the city's plan, library employees at the same step and grade as a city employee would be paid less. For some employees, the 2022 rate difference may be relatively small as the implementation plan calls for city employees to be moved (most frequently down) to the closest step in the grade that will provide an increase. Over time, however, the city employee on the new grid will be eligible for more step increases and have more earnings. For newer employees at the beginning steps, the 2022 difference between the two grids is quite significant and has a more immediate impact on earnings.

Overall, library employees would be paid a higher hourly rate on the revised 2022 class compensation scale compared to the original 2022 scale. The original 2022 wage grid provides an overall average growth rate of 5.63% from 2021. Most of the growth occurs in the scheduled union and supervisory positions, averaging 5.6% growth from 2021. Substitute positions averaged 1.33% growth.

The revised 2022 wage grid provides an overall average growth rate of 12.04% from 2021. For regularly scheduled union and supervisory positions, the average is 10.10% growth. For shelver and substitute positions, the average growth is even larger at 17.85%. Higher average growth is seen in these positions due to base pay adjustments to better align these positions, which have seen minimal rate increases in past years, with current market and regular position rates.



# Stillwater

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## Public Library

When the class compensation grid is continued forward into 2023, including a 2% adjustment based on the labor agreement, the overall wage growth stabilizes at 4.17% from 2022's revised class compensation rates. For regularly scheduled union and supervisory positions, the average is 4.89% growth. For shelver and substitute positions, the average is 2.00% growth.

### **Budget**

Another key consideration is how a new wage schedule will be paid for. The Library already has a lean budget and aligning with the City will put additional pressure on its budget, potentially constraining what we are able to do in the future without additional support.

Current library wages, PERA and FICA expenditures are 71% of the library's overall operating and 73% of the city's transfer in of levy dollars for the library. If the revised wage scale was implemented, these expenditures would account for 76% of the transfer-in in 2022 and over 79% in 2023. When insurance benefits are also included, personnel costs would be 82% of the transfer-in for 2022. This leaves minimal funding for the collection, maintenance of the building, and other operating costs.

If the revised wage scale was implemented in 2022, the cost would be \$40,606. This cost could be covered one-time through cost savings and the Library's fund balances. Approximately \$9,500 of this expense may be covered through health insurance cost savings. The remaining cost could be covered with the library's available fund balance of \$289,130 to date. Capital expenditures from the fund balance have already been planned for 2022, consisting of \$26,000 in IT projects and an estimated \$157,000 in masonry repairs.

2022 Operating Budget	\$1,465,097
2022 Transfer In From General Fund	\$1,435,610
2022 Original Wages, PERA, FICA	\$1,050,226
2022 Revised Wages, PERA, FICA	\$1,090,832
Change from Original to Revised	\$40,606 (3.87% increase)

Fund Balance To Date	\$289,130
Less: 2022 Capital Project - Masonry	(\$157,000)
Less: 2022 Capital Project - IT	(\$26,000)
Less: 2022 Class Comp Costs	(\$31,106)
Fund Balance Remaining	\$75,024*

*\*The library anticipates adding funds to the overall fund balance at the close of 2021. Due to pending invoices and entries, the amount is unknown at this time. Finance may direct some of the balance to compensated absences.*

# Stillwater

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## Public Library

In 2023, the challenge is incorporating the new wage scale into the library’s budget as a regular operating expense. To implement the wage scale in 2023, an additional \$91,805 is needed over 2022’s budget. This would be a 6.34% increase in the library’s request to the city if all other costs remained flat. This increase is based only on modifications to wages, PERA, FICA based on the class compensation scale and the union adjustment of 2%. This does not include any changes in health insurance.

2022 Operating Budget	\$1,465,097
2022 Transfer In From General Fund	\$1,435,610
2022 Original Wages, PERA, FICA	\$1,050,226
2023 Revised Wages, PERA, FICA	\$1,141,311
Change from 2022 to 2023	\$91,805 (8.67% increase)
Increase Needed in Transfer-In	6.34%

If the library’s budget was flat in 2023 and the revised class compensation scale was implemented, there would be \$294,299 remaining in the transfer-in from the general fund for other library expenditures (materials, shared catalog, energy costs, building maintenance, health insurance, etc.). The library’s current budget does not contain significant one-time expenditures for 2022 that could be reduced or eliminated in 2023.

### **Supplemental Support**

If the revised wage schedule is implemented, the library may need to rely more heavily on supplemental funding from the Stillwater Public Library Foundation, Friends of the Stillwater Public Library, and other gifts and grants to maintain current service levels.

At the same time, the costs of grant-funded service hours would also increase as these are tied to the wage schedule. The hours for youth services coordination (paid at the Substitute Library Associate rate) are budgeted at \$16,000 in 2022 and have been historically covered by the Foundation. The changes in the wage schedule would increase costs by \$3,300 in 2022 and potentially \$3,700 in 2023, if total hours remained constant.

The Library was also exploring adding a Youth Services Librarian I position (20 hrs/week) to the grid in 2022, dependent on securing supplemental funding. With the revised wage schedule, the hourly pay rate would increase by \$2.574. The total change is unknown as the budget could be maintained by hiring later.

The cost of Sunday Hours is not expected to significantly change from the budgeted amount in 2022 due to other staffing adjustments.

Stillwater Public Library  
 Adopted 2022 Wage Scale - 12/14/2021

2022 Wage Scale (2.0% Wage Adjustment from 2021)														
Position Title	Range		Grade 1 to 15	Pay Range (Hourly)										
	Min Pts	Max Pts		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	281	304	1	\$ 14.428	\$ 15.047	\$ 15.664	\$ 16.282	\$ 16.902	\$ 17.520	\$ 18.139	\$ 18.757	\$ 19.375	\$ 19.993	\$ 20.611
Aide	305	331	2	\$ 16.015	\$ 16.701	\$ 17.388	\$ 18.074	\$ 18.761	\$ 19.446	\$ 20.133	\$ 20.820	\$ 21.506	\$ 22.192	\$ 22.879
Custodian I, Library Assistant I	332	361	3	\$ 17.778	\$ 18.539	\$ 19.300	\$ 20.062	\$ 20.824	\$ 21.585	\$ 22.348	\$ 23.110	\$ 23.872	\$ 24.633	\$ 25.395
	362	394	4	\$ 19.732	\$ 20.577	\$ 21.424	\$ 22.269	\$ 23.115	\$ 23.960	\$ 24.806	\$ 25.651	\$ 26.499	\$ 27.343	\$ 28.190
	395	431	5	\$ 21.902	\$ 22.841	\$ 23.780	\$ 24.719	\$ 25.657	\$ 26.595	\$ 27.534	\$ 28.457	\$ 29.412	\$ 30.351	\$ 31.289
	432	472	6	\$ 24.312	\$ 25.354	\$ 26.397	\$ 27.439	\$ 28.480	\$ 29.522	\$ 30.563	\$ 31.605	\$ 32.647	\$ 33.690	\$ 34.732
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 26.987	\$ 28.143	\$ 29.300	\$ 30.456	\$ 31.613	\$ 32.769	\$ 33.926	\$ 35.083	\$ 36.240	\$ 37.396	\$ 38.552
Circulation Services Lead, Librarian I	519	569	8	\$ 29.954	\$ 31.239	\$ 32.523	\$ 33.806	\$ 35.090	\$ 36.374	\$ 37.657	\$ 38.942	\$ 40.226	\$ 41.509	\$ 42.792
Supervisory Librarian, Business & Communications Manager	570	625	9	\$ 33.250	\$ 34.675	\$ 36.100	\$ 37.525	\$ 38.950	\$ 40.375	\$ 41.801	\$ 43.225	\$ 44.651	\$ 46.074	\$ 47.499
Assistant Director	626	687	10	\$ 36.908	\$ 38.489	\$ 40.071	\$ 41.653	\$ 43.236	\$ 44.816	\$ 46.398	\$ 47.980	\$ 49.561	\$ 51.143	\$ 52.726
Director (Exempt)	688	756	11	\$ 40.967	\$ 42.723	\$ 44.478	\$ 46.235	\$ 47.989	\$ 49.746	\$ 51.502	\$ 53.257	\$ 55.013	\$ 56.769	\$ 58.524
	757	833	12	\$ 45.475	\$ 47.423	\$ 49.372	\$ 51.320	\$ 53.270	\$ 55.219	\$ 57.167	\$ 59.116	\$ 61.065	\$ 63.014	\$ 64.963
	834	918	13	\$ 50.475	\$ 52.638	\$ 54.803	\$ 56.966	\$ 59.128	\$ 61.292	\$ 63.455	\$ 65.619	\$ 67.782	\$ 69.944	\$ 72.108
	919	1012	14	\$ 56.028	\$ 58.429	\$ 60.830	\$ 63.232	\$ 65.633	\$ 68.034	\$ 70.435	\$ 72.836	\$ 75.237	\$ 77.638	\$ 80.040
	1013	1117	15	\$ 62.191	\$ 64.857	\$ 67.522	\$ 70.187	\$ 72.852	\$ 75.518	\$ 78.184	\$ 80.848	\$ 83.514	\$ 86.179	\$ 88.845

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

2022 Wages for Other Positions	
Position	Hourly Pay
Shelvers	\$ 10.981
Event Prep Worker	\$ 14.210
Aide Substitutes	\$ 15.213
Library Assistant I Substitutes	\$ 16.889
Custodian I Substitutes	\$ 17.790
Library Associate Substitutes	\$ 21.862

**Stillwater Public Library**

**Proposed 2022 Class Comp Wage Scale: Align Library's Wage Scale to New Scale Adopted by City on 1/18/22**

2022 Class Comp Wage Scale - Proposed Hourly Pay Scales to Tie to Align to City														
Position Title	Range		Grade 1 to 15	Pay Range (Hourly)										
	Min Pts	Max Pts		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	281	304	1	\$ 17.797	\$ 18.331	\$ 18.881	\$ 19.448	\$ 20.031	\$ 20.632	\$ 21.251	\$ 21.888	\$ 22.545	\$ 23.221	\$ 23.918
Aide	305	331	2	\$ 19.399	\$ 19.981	\$ 20.581	\$ 21.198	\$ 21.834	\$ 22.489	\$ 23.164	\$ 23.858	\$ 24.574	\$ 25.311	\$ 26.071
Custodian I, Library Assistant I	332	361	3	\$ 21.145	\$ 21.779	\$ 22.433	\$ 23.106	\$ 23.799	\$ 24.513	\$ 25.248	\$ 26.006	\$ 26.786	\$ 27.589	\$ 28.417
	362	394	4	\$ 23.048	\$ 23.739	\$ 24.452	\$ 25.185	\$ 25.941	\$ 26.719	\$ 27.521	\$ 28.346	\$ 29.197	\$ 30.073	\$ 30.975
	395	431	5	\$ 25.123	\$ 25.876	\$ 26.652	\$ 27.452	\$ 28.275	\$ 29.124	\$ 29.998	\$ 30.898	\$ 31.825	\$ 32.779	\$ 33.763
	432	472	6	\$ 27.384	\$ 28.205	\$ 29.051	\$ 29.923	\$ 30.820	\$ 31.745	\$ 32.697	\$ 33.678	\$ 34.688	\$ 35.729	\$ 36.801
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 29.848	\$ 30.743	\$ 31.666	\$ 32.616	\$ 33.594	\$ 34.602	\$ 35.640	\$ 36.709	\$ 37.811	\$ 38.945	\$ 40.113
Circulation Services Lead, Librarian I	519	569	8	\$ 32.534	\$ 33.510	\$ 34.515	\$ 35.551	\$ 36.618	\$ 37.716	\$ 38.848	\$ 40.013	\$ 41.213	\$ 42.450	\$ 43.723
Supervisory Librarian, Business & Communications Manager	570	625	9	\$ 38.005	\$ 39.145	\$ 40.319	\$ 41.529	\$ 42.775	\$ 44.058	\$ 45.380	\$ 46.741	\$ 48.143	\$ 49.588	\$ 51.075
Assistant Director	626	687	10	\$ 39.905	\$ 41.102	\$ 42.335	\$ 43.605	\$ 44.913	\$ 46.261	\$ 47.649	\$ 49.078	\$ 50.550	\$ 52.067	\$ 53.629
Director (Exempt)	688	756	11	\$ 46.341	\$ 47.732	\$ 49.163	\$ 50.638	\$ 52.158	\$ 53.722	\$ 55.334	\$ 56.994	\$ 58.704	\$ 60.465	\$ 62.279
	757	833	12	\$ 51.902	\$ 53.460	\$ 55.063	\$ 56.715	\$ 58.416	\$ 60.169	\$ 61.974	\$ 63.833	\$ 65.748	\$ 67.721	\$ 69.752
	834	918	13	\$ 58.131	\$ 59.875	\$ 61.671	\$ 63.521	\$ 65.426	\$ 67.389	\$ 69.411	\$ 71.493	\$ 73.638	\$ 75.847	\$ 78.123
	919	1012	14	\$ 65.466	\$ 67.430	\$ 69.453	\$ 71.537	\$ 73.683	\$ 75.893	\$ 78.170	\$ 80.515	\$ 82.931	\$ 85.419	\$ 87.981
	1013	1117	15											

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

**2022 Wages for Other Positions**

Position	Hourly Pay	
Shelvers	\$ 12.000	
Event Prep Worker	\$ 15.000	
Aide Substitutes	\$ 17.459	90% of Aide, Step 1
Library Assistant I Substitutes	\$ 19.031	90% of Lib Asst, Step 1
Custodian I Substitutes	\$ 19.031	90% of Custodian 1, Step 1
Library Associate Substitutes	\$ 26.863	90% of Lib Associate, Step 1

**Stillwater Public Library**

**Proposed 2023 Class Comp Wage Scale: Align Library's Wage Scale to New Scale Adopted by City on 1/18/22 & Adjust for a 2.0% Increase Based on Library Union Contract Adopted 12/14/2021**

2023 Class Comp Wage Scale - Proposed Hourly Pay Scales to Tie to Align to City + 2.0% Increase from 2022														
Position Title	Range		Grade 1 to 15	Pay Range (Hourly)										
	Min Pts	Max Pts		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	281	304	1	\$ 18.153	\$ 18.698	\$ 19.259	\$ 19.837	\$ 20.432	\$ 21.045	\$ 21.676	\$ 22.326	\$ 22.996	\$ 23.686	\$ 24.397
Aide	305	331	2	\$ 19.787	\$ 20.381	\$ 20.992	\$ 21.622	\$ 22.271	\$ 22.939	\$ 23.627	\$ 24.336	\$ 25.066	\$ 25.818	\$ 26.592
Custodian I, Library Assistant I	332	361	3	\$ 21.568	\$ 22.215	\$ 22.881	\$ 23.568	\$ 24.275	\$ 25.003	\$ 25.753	\$ 26.526	\$ 27.322	\$ 28.141	\$ 28.985
	362	394	4	\$ 23.509	\$ 24.214	\$ 24.941	\$ 25.689	\$ 26.460	\$ 27.254	\$ 28.071	\$ 28.913	\$ 29.781	\$ 30.674	\$ 31.594
	395	431	5	\$ 25.625	\$ 26.393	\$ 27.185	\$ 28.001	\$ 28.841	\$ 29.706	\$ 30.598	\$ 31.516	\$ 32.461	\$ 33.434	\$ 34.438
	432	472	6	\$ 27.931	\$ 28.769	\$ 29.632	\$ 30.521	\$ 31.437	\$ 32.380	\$ 33.351	\$ 34.352	\$ 35.382	\$ 36.444	\$ 37.537
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 30.445	\$ 31.358	\$ 32.299	\$ 33.268	\$ 34.266	\$ 35.294	\$ 36.353	\$ 37.443	\$ 38.567	\$ 39.724	\$ 40.915
Circulation Services Lead, Librarian I	519	569	8	\$ 33.185	\$ 34.180	\$ 35.206	\$ 36.262	\$ 37.350	\$ 38.470	\$ 39.625	\$ 40.813	\$ 42.038	\$ 43.299	\$ 44.598
Supervisory Librarian, Business & Communications Manager	570	625	9	\$ 38.765	\$ 39.928	\$ 41.126	\$ 42.359	\$ 43.630	\$ 44.939	\$ 46.287	\$ 47.676	\$ 49.106	\$ 50.579	\$ 52.097
Assistant Director	626	687	10	\$ 40.703	\$ 41.924	\$ 43.182	\$ 44.477	\$ 45.812	\$ 47.186	\$ 48.602	\$ 50.060	\$ 51.561	\$ 53.108	\$ 54.701
Director (Exempt)	688	756	11	\$ 47.268	\$ 48.686	\$ 50.147	\$ 51.651	\$ 53.201	\$ 54.797	\$ 56.441	\$ 58.134	\$ 59.878	\$ 61.674	\$ 63.524
	757	833	12	\$ 52.940	\$ 54.529	\$ 56.164	\$ 57.849	\$ 59.585	\$ 61.373	\$ 63.214	\$ 65.110	\$ 67.063	\$ 69.075	\$ 71.147
	834	918	13	\$ 59.293	\$ 61.072	\$ 62.904	\$ 64.791	\$ 66.735	\$ 68.737	\$ 70.799	\$ 72.923	\$ 75.111	\$ 77.364	\$ 79.685
	919	1012	14	\$ 66.776	\$ 68.779	\$ 70.842	\$ 72.968	\$ 75.157	\$ 77.411	\$ 79.734	\$ 82.126	\$ 84.589	\$ 87.127	\$ 89.741
	1013	1117	15											

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

2023 Wages for Other Positions		
Position	Hourly Pay	
Shelvers	\$ 12.24000	2% Inc
Event Prep Worker	\$ 15.30000	2% Inc
Aide Substitutes	\$ 17.80838	90% of Aide, Step 1
Library Assistant I Substitutes	\$ 19.41113	90% of Lib Asst, Step 1
Custodian I Substitutes	\$ 19.41113	90% of Custodian 1, Step 1
Library Associate Substitutes	\$ 27.40053	90% of Lib Associate, Step 1

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Study Rooms, Meeting and Event Policy</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>Yes</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve the Study Rooms, Meeting and Event Policy</b>	
BACKGROUND/CONTEXT:  <p>A redlined version of the revised Study Rooms, Meeting and Event Policy is followed by a clean copy of the draft. The revised policy clarifies that library spaces, reserved or not reserved, shall not be used for private social events.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Study Rooms, Meeting and Event Policy – Redlined Draft</b> <b>Study Rooms, Meeting and Event Policy – Clean Draft</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Executive Committee</b>	

# Stillwater

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## Public Library

**Policy Title:** Study Rooms, Meeting and Event Policy  
**Date adopted:** 10/10/2006  
**Date amended:** 04/08/2008; 05/13/2008; 09/09/2008; 02/10/2009; 06/09/2009;  
09/08/2015; 10/11/2016; 02/13/2018; 12/14/2021; 02/08/2022  
**Date last reviewed:** ~~12/14/2021~~ 02/08/2022

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### Purpose

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

### Principles

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

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

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

### Definitions

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

*Meeting rooms:* Meeting rooms are intended for groups of three or more and are not intended for individual use, study or one-on-one discussions. The Library offers the Conference Room (3-12 users) and the Margaret Rivers Room. The Margaret Rivers Room consists of two adjoining meeting rooms that can be combined into one room. Separately, Margaret Rivers A can accommodate up to 20, and Margaret Rivers B up to 60. Together, the two rooms can accommodate 110, depending on the configuration.

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

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

### **Fees**

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

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

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

### **Non-endorsement**

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program, or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior approval.

### **Reservations and Use Limitations**

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

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

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

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

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



~~Reserved Library~~ spaces ~~may shall~~ not be used for private social events hosted by individuals ~~or non-Library partners~~, including but not limited to weddings, birthdays or anniversary parties. Library spaces are intended for library-oriented activities.

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

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

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

### **Responsibilities**

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

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

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

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

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

# Stillwater

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## Public Library

**Policy Title:** Study Rooms, Meeting and Event Policy  
**Date adopted:** 10/10/2006  
**Date amended:** 04/08/2008; 05/13/2008; 09/09/2008; 02/10/2009; 06/09/2009;  
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**Date last reviewed:** 02/08/2022

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

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- Mark wrote a letter of support to the National Education Association (NEA) as ArtReach St. Croix pursues a 2023 NEA Big Read grant, which is a region-wide collaborative effort involving many partners, including this library.
- The Philanthropy Director for the Hugh J. Andersen Foundation, plus Alicia Gordon Macalus and Mark met virtually in January to review the grant request submitted last November. In addition to answering various questions, we also inquired about the possibility of moving to a different grant cycle in the future. Currently, the Hugh J. Andersen Foundation considers requests four times per year, and our requests are considered in the last grant cycle. Moving future requests to an earlier date would assist with budgeting and better distribute workloads for Alicia and Mark.
- Participated in a new trustee orientation session on January 8.
- Completed payroll paperwork related to allocating small increases in hours for three employees, and changing benefit levels for two of those three same employees. The changes took effect January 16, which was selected after Mark consulted with Finance and HR. Nothing is done in a vacuum, and we always try to be mindful of the resulting ripple effects of any changes.

### Heads-Up

- As the Library is aligned with City COVID-19 protocols, when City Council approved a motion to ensure a safe work environment by requiring City staff to use face coverings in all City facilities beginning Monday, January 24, 2022 for the next 30 days or until the Omicron surge subsides as determined by MDH/medical professionals, that requirement then applied to Library staff as well. This requirement applies to City staff when working within City facilities, unless an employee is working alone within a “hard-walled” office. This does not apply to the general public. Most Library staff had already been following this practice.
- On January 13, the US Supreme Court ruled that the Emergency OSHA Rules requiring large employers (100+ employees) to implement a proof of COVID-19 vaccination or weekly testing requirement was stayed, and OSHA ceased all related implementation and enforcement activities. Minnesota OSHA followed suit. All internal City planning and implementation activities related to these pending rules also ceased.
- The goal date for a soft launch of the library’s new website is February 4. Staff have worked incredibly hard on this project to improve the user experience, refresh content, and enhance accessibility. Thank you to Aurora Jacobsen and Keri Goeltl for co-leading this project, to all the staff whose expertise contributed immensely to bringing it to fruition, to the usability testers who volunteered their time toward making navigation intuitive, and to our patrons who graciously agreed to be photographed using the library to help personalize the website. We hope you have an opportunity to check out the revamped website soon and find it even more user-friendly than before.
- The Library will be closed on Monday, February 21, for Presidents’ Day.

### Near-Term Future Focus

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

## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming, and Reference

#### January Programs:

- Artist Reception had 6 attendees.
- Connect Through Books had 3 attendees.
- Learn to Use Libby was rescheduled due to staff illness.
- Mystery Book Club had 3 attendees.
- Tech Help - Attendance: 3
  - Three of the four timeslots for one-on-one tech help were taken. Staff continues to find this format as the most ideal for providing time to prepare for technology requests customized to the patrons' needs. One participant said that she had been prepared to give up on her new phone and just return it, but felt more confident that she could stick with it after our session.
- Jerry Jones Pickering's Computers - Attendance: 5
  - Jodi had prepared to record this program as a hybrid option, but Jerry opted not to record due to low turnout. We may try to offer this again when the weather and COVID situations are improved.
- Soft Ornaments and Baubles with MN Artistry – Attendance: 4
  - Note: Registration for the 12 available spots in this class was full, with one person on the waiting list. One person had registered for multiple slots and failed to attend. After some discussion, staff has decided to change our registration format to require each person to sign up individually in the hopes that no-shows will decrease.
- Teapots in Acrylic with Karen Tan – Attendance: 20
  - Jodi handed out art supply kits and ran the Zoom. See below for a photo of participant art.
  - Feedback: *This class was exactly what I expected and is my second class I appreciated by Karen. I was so glad not to go out in the cold for it too and zoom is a great discovery for access to classes. I do not like to drive at night esp in the winter so this is such a bonus. I have found I look at art differently now, the light and shadows and work that goes into it to get it to look as desired. I will likely even donate more to the arts with a better appreciation of it.*
- Take & Make Ice Lantern Kits – 95 kits were distributed to patrons.
- Community Ice Lantern Garden – 18 ice lanterns were displayed on the 4th Street Lawn (See below for a photo.)

#### Personnel

- Cami was awarded a scholarship to attend the Public Library Association Conference in March. Metronet is funding her travel and lodging for the conference.

#### Circulation

- Washington County installed an update of Symphony in early January that revised the process of assigning holds for libraries to fill. Instead of just 4 times a day, library staff can run a report about which items are being requested whenever it is convenient for them. After the update, Stillwater appears to be filling many more requests than we did before.

- Staff all welcome the change to cease charging processing fees. Conversations with patrons about getting items returned are much less tense when there isn't as much of a financial penalty attached.
- With the change to the fee schedule, Jodi printed and laminated new cards saleable items to match our updated fees.

#### Collection

- The last few books ordered in 2021 are arriving and we are trying to make sure that we find copies of any items with holds, even if they aren't through our usual vendor.
- The first orders for 2022 have been added to the catalog so patrons can continue to add their names to the holds lists for popular authors and titles, even if we can't start receiving those items for a few more weeks.
- Catherine has begun examining the Saint Croix Collection for ways to make access to the material more user-friendly.
- Aurora revisited the standing orders for both our Books on CD and Fiction collections. There are now an additional 200 authors whose works will automatically be added to a list for us to purchase every time they publish new work.
- Aurora worked with our cataloging vendor, Brodart, to update subject headings to less offensive terms at the request of Washington County. Going forward:
  - "Deaf" will be used instead of "Hearing impaired"
  - Deaf Children will be used instead of "Hearing impaired children"
  - "Video recordings for the deaf and hard of hearing" will be used instead of "Video recordings for the hearing impaired."
  - "English subtitles available for the deaf and hard of hearing" will be used instead of "English subtitles available for the hearing impaired"

#### Reference

- Cami worked on creating a Winter Reads display, including two new book lists: *Read Romance* and *Cami's Favorite Books of 2021*.
- On a cart at the entrance to the library, Cami has been adding books on the theme. For January, the theme was National Hobby Month.
- In preparation for the new website, Cami updated three of our reference guides so they might be more easily embedded directly.
- Aurora updated the Saint Croix Collection information for the new website. Catherine's work on the collection will make this part of the website even more helpful in the future.
- Reference staff is working together for the February/March art gallery exhibit. With a small gap in available artists, library staff is bringing in a piece of art from their personal collection that means something to them. The theme, Home is Where the Art Is, is meant to capture the meaning of art in an individual's life.

#### Partnerships

- Aurora worked with Heather to begin brainstorming for the 2023 NEA Big Reads application. The proposed title is *Can We Talk About Something More Pleasant?* by Roz Chast.

#### Upcoming in February

- Learn to Use Libby! on Wednesday, February 2
- Avocados in Acrylic on Thursday, February 3
- Tech Help on Friday, February 4, 11, and 25; and Tuesday, February 15

- February Take & Make: Make Your Own Valentines! Cami created some folded hearts with origami paper for this craft and she and Jodi prepared the packets for distribution starting February 1st.
- Connect Through Books on Monday, February 14
- Felted Feathered Friends on Tuesday, February 15
- Romance Book Club on Tuesday, February 15
- Water Conservation: What Can I Do? on Tuesday, February 22
- Mystery Book Club on Wednesday, February 23

### Teapot Pictures



### Ice Lantern Pictures





### January Programs

- “Baby Bear’s Snow Show” - 2 in-person sessions (55)
- “Mitten Prints” - Art for Kids, Serendipity Art & Design (31)
- “Snow Friends” - Scavenger Hunt (378)
- “Where’s Waldo and Woof?” - Secret Scavenger Hunt
- “Make A Snow Friend” in the ART ROOM (unknown number taken home – 157 pictures left hanging)
- “Mechanical Engineering” 4H STEM Kit (30 kits)
- Teen “Boredom Buster” activity – “Would You Rather?”

### Program Notes

- We piloted our experimental storytime approach in January, “Baby Bear’s Snow Show,” though were hampered 3 of the 4 weeks by frigid temperatures. The two times (one Saturday morning, one Wednesday morning) in January went well. Families enjoyed the variety of activities, and those who didn’t wish to come inside to make the craft were able to take home the activity as a pre-bagged kit. We have extended the Snow Show series into February, and probably into March (which would then be “Baby Bear’s Spring Show”).
- Angie began re-posting January 2021’s Virtual “Storytime Kitchen” episodes to make an alternate option available to families, and she also posted a video Keri took of the [“Snow Show”](#) storytime component.
- Staff maintained the all-hours “Family Art Room” space’s drop-in activity for the fifth month; prepared for February’s “My Heart is Like a Zoo” project; managed the 4H STEM take-and-make kits; and supported the Serendipity Art & Design program.

### Outreach/Community Engagement

- New Heights School – regular class visits to the Library continued through January on Tuesdays and Wednesdays; the K/1 class attended “Baby Bear’s Snow Show” on January 12 at Kim’s invitation, and they participated in and enjoyed all of the activities.
- Early Literacy Kits – Thanks to a group effort between staff and a volunteer, we’ve kept up with demand. Families can pick up a kit in the children’s area.

### Other activities

- Angie put out a call on two local Facebook groups for interested families to participate in photography shoots at the library with the goal of building a portfolio of images to use on the new library website. Keri and Angie held two 2 ½ hour blocks, one weeknight and one Saturday, for volunteer photographer Corinna See to capture hundreds of images! Families offered effusive support of the library.
- To further highlight the art room project and promote circulation, related book displays are being continually replenished on a table outside the entrance to the room.
- Angie has been drafting blog posts for the youth pages of the upcoming website along with linked book lists for birth-5, 6-12 and teens. Printed copies will also be available in both areas.
- Angie is adding about 200 new decodable (phonics) early readers to the catalog that should be available early in February.
- Kim and Angie are starting to lay the groundwork for the 2022 Summer Reading Program and partnership with Bayport Library. The theme will focus on Mysteries with Sherlock Holmes type owl outfits and décor! MN Author/Illustrator David LaRoche will be involved in the creation of a gameboard for kids to track their reading and activities.

### Upcoming

- “Britto Hearts” - Art for Kids, Serendipity Art & Design (Registration required) – Saturday, February 12

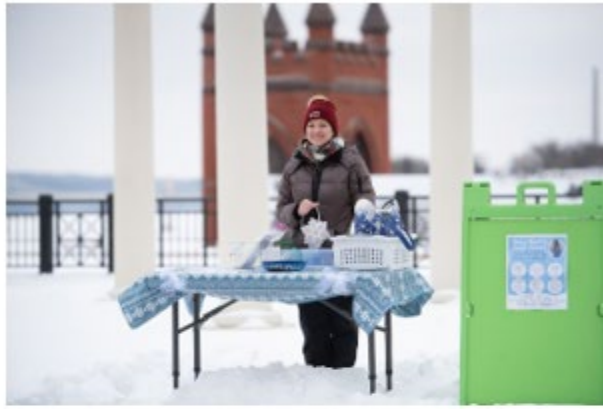
## January Photo Highlights

- Volunteer photographer Corinna See took many wonderful photos of the Saturday Snow Show program which included a terrace story stroll and scavenger hunt and extension craft:

<https://csee.smuqmuq.com/Stillwater-Public-Library/Baby-Bear-Snow-Show/>







- The ART ROOM - Families continue to LOVE being in this bright, happy art space, and have expressed specific appreciation that they are currently able to access it whenever the larger library space is open. We added a small feedback station in the room on January 19 and already have quite a few comments from both young people and adults! Just a few samples:
  - Adult: “We love the monthly art cart! It is a wonderful part of our Library trip!”
  - Adult: “We love it so much! Thank you for all of the fun supplies and ideas! Me and my 3 girls are so thankful for this place! Especially in the winter!”
  - Young artist: “I Love the idea of the Art Room. Crafts [sic] are my favrit [sic] thing to do.”
  - Young artist: “I Love This Place! It is the 1<sup>st</sup> Place I go when I come.”
  - Adult: “Nice and creative, joyful and cheerful. Good decorations.”
  - Adult: “This is a great place to be creative and spend time together. Our first time here and this is our favorite spot! Please don’t ever take it away!”
  - Adult: “Thank you for having the Art Room available! We love it!”
  - Adult: “Family Art Room is a wonderful place to spend time with kids. My kids love this place so much. You people are doing a great job!!! Thank you. 😊”
  - Young artist: “The Family art room is the Best i Love it! Stella”



January's ART ROOM:





**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Governance Committee Report</b>	
OWNER: <b>Board Governance Committee</b>	PRESENTER: <b>Board Governance Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Board Governance Committee Meeting Notes</b>  <b>January 26, 2022, 4 p.m., Library Conference Room</b>  <b>Present: Maureen Bell, Paula Hemer, Ryan Mathre via Zoom, Dana Weigman, Mark Troendle</b></p> <p><b><u>Agenda Items Covered:</u></b></p> <p>1. <u>Address January Board Retreat decision and discussion points. Determine next steps.</u></p> <ul style="list-style-type: none"> <li>- Maureen had shared her notes on the Board’s key reasons for their decision to table the motion to hire Strategic Consulting &amp; Coaching and the Board’s main discussion points: <ul style="list-style-type: none"> <li>Key reasons for the decision: <ol style="list-style-type: none"> <li>1. COVID concerns about a 3-hour indoor gathering during the omicron surge.</li> <li>2. A need for clearer definition of expectations and outcomes.</li> <li>3. Deferring a decision is acceptable because there is no hard deadline for completing an advocacy plan.</li> </ol> </li> <li>Discussion points: <ol style="list-style-type: none"> <li>1. Provide more structure.</li> <li>2. Develop an outline.</li> <li>3. Plan a workshop for teaching advocacy skills and developing advocacy plans.</li> <li>4. Focus on teaching, not brainstorming.</li> <li>5. Provide a packet of advocacy tools (similar to the packet of tools provided by the facilitator at the 2019 workshop on board governance) for trustees to use.</li> </ol> </li> </ul> </li> <li>- In addition, there was a question of why Renae from Strategic Consulting &amp; Coaching needed up to 2 hours of post-workshop time plus a concern that it might primarily be a brainstorming session with lots of poster board notes.</li> <li>- Maureen provided a list of advocacy training options including Library Strategies, a consulting group based in St. Paul offering advocacy training for libraries.</li> <li>- Members felt that further discussion with and consideration to hire Renae was warranted.</li> <li>- Dana noted that the Metro-Net newsletter recently included a tool for measuring the value of a library.</li> <li>- Including the Library Foundation and Friends of the Library in our advocacy training and planning was discussed and supported.</li> <li>- It was agreed that the following points encompass the goals of holding a Board retreat: <ul style="list-style-type: none"> <li>- Tools for library advocacy</li> </ul> </li> </ul>	

- Identifying key stakeholders
- Influencing support to increase funding from the City
- A plan for consistent messaging

2. Select 2022 Governance Chair and notetaker

- Paula will continue as Chair and Dana will take over note taking.

3. Added item:

- The executive committee has asked the Governance committee to review Article IV, Sections 2 and 7 to recommend how to clarify the manner in which officer vacancies are filled.
- Paula noted that Roberts Rules provide very little guidance on this issue except to state that if the executive committee has the authority over the society's affairs between meetings, which is included in our current bylaws, that committee could appoint someone to fill the vacancy.
- Paula suggested that we may want to recommend changes to the current language in Article V, Section 7 "Parliamentary Authority, Robert's Rules of Order, latest revised edition, shall generally govern the parliamentary procedure of the meetings," to "The most recent revision of Robert's Rules of Order shall govern the order of business on all points not specified in these bylaws."  
This makes it more clear that some portions of the bylaws may not strictly follow Roberts Rules.

**Assignments:**

- Paula will contact Renae to further discuss how she would meet our workshop goals and will request references that include presentations/workshops with similar goals.
  - Maureen will talk with Alicia, the ED of the Library Foundation to discuss its possible inclusion in our advocacy training and planning.
  - Dana will contact Library Strategies to explore advocacy training and planning possibilities.
- \*\* If members have been able to complete their above assignments by the February Board meeting, a discussion item will be added to the meeting agenda.
- Maureen will draft language to Article IV of the bylaws to specify how an officer vacancy is filled.

**Next Meeting:** Wednesday, February 23, 4:00 in the library conference room

**Agenda items for future meetings:**

February:

- Review proposed changes to Bylaw's Article IV, Sections 2 and 7.
- Discuss the possibility of holding brief trustee training sessions during or before some Board meetings.

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

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Executive Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Executive Committee Meeting Notes</b>  <b>January 25, 2022, 10 a.m., Library Conference Room</b>  <b>Present: Bell, Lockyear, Troendle</b></p> <p><b>2022 Executive Committee Workplan</b></p> <ul style="list-style-type: none"> <li>Recent questions about how to fill officer vacancies prompted a request to review and propose revisions to the Bylaws, particularly Article IV, Sections 2 and 7. Referred to Board Governance Committee for review.</li> <li>The Committee discussed inviting Alicia Gordon Macalus, Stillwater Public Library Foundation Director, to provide an update on the Foundation at an upcoming Board meeting. Maureen will invite her.</li> <li>The Committee discussed options and desired outcomes for a board workshop on advocacy skills, including a plan for implementation and consistent messaging.</li> </ul> <p><b>Standing Committee Self-Assessment Survey</b></p> <ul style="list-style-type: none"> <li>In 2021, each of the four standing committees (Board Governance, Executive, Facilities, Finance) completed a self-assessment survey. In addition, Mark and Keri were asked to comment on the work of the committees.</li> <li>Based on the survey results, the Committee recommends: <ul style="list-style-type: none"> <li>Incorporating changes to committee charters/operations as suggested by each Committee.</li> <li>Conducting another Standing Committee Self-Assessment Survey in 3-5 years.</li> </ul> </li> </ul> <p><b>Recent City Council Decisions/Library Implications</b></p> <ul style="list-style-type: none"> <li>On January 18, 2022, the City Council approved the creation of a COVID-19 Leave Bank for staff. Staff will consult with the City's HR Manager for guidance on aligning the Library's policy with the City's.</li> <li>Also on January 18, 2022, the City Council adopted a revised compensation plan and wage schedule for City staff, to be funded from a variety of sources. The plan does not include Library staff. Mark will seek additional information about the plan.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Finance Committee Report</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Finance Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Finance Committee Meeting Notes</b>  <b>February 2, 2022, via Zoom</b>  <b>Present: Cox, Goeltl, Hansen, Hollatz, Troendle</b></p> <p><b>2022 Class Compensation Wage Schedule</b></p> <ul style="list-style-type: none"> <li>• Committee discussed City Council decision to approve a revised class compensation wage schedule for city employees.</li> <li>• Committee considered recruitment/retention, pay equity, and budgetary implications of aligning with the city wage schedule.</li> <li>• Committee noted the significant budget challenges that the library would face in year 2 (2023) if the city did not provide an operating increase adjustment to align with schedule changes.</li> <li>• Committee discussed continued reliance on Friends and Foundation for operating support.</li> <li>• While aware of budget issues, Committee recommended bringing the revised 2022 Class Comp Schedule to the board for approval.</li> </ul> <p><b>2022 COVID-19 Leave</b></p> <ul style="list-style-type: none"> <li>• Committee discussed the City Council decision to approve 80 hours of COVID-19 leave in 2022 for city employees a revised class compensation wage schedule for city employees.</li> <li>• Committee discussed extending this as a pro-rated option to benefited library employees.</li> <li>• Troendle noted that it is possible that the city could decide to cover these costs using ARPA funds, but this is not guaranteed.</li> <li>• Committee decided to recommend extending the benefit to library employees.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



Stillwater Public Library Foundation  
Board Meeting – December Meeting – Held 12/3/21  
Video Conference

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

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

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

3. Reports

a. President- Shawn

- Connected with donors
- Executive Committee will be electing officers in January
- Need to discuss long-term planning for 2022
- Shawn is planning to stay on as president for 2022
- Ryan has volunteered to be vice president in 2022
- Kevin made a motion to vote on Aquib Khan's election to the board
- Summer seconded the motion
- The vote to approve Aquib Khan as a board member was unanimously in favor of his approval

b. Library Director - Mark

- Public survey about the library is on the home page
- Planning for outdoor programs on the library terrace
- DeCurtins' estate donation was discussed

c. Finances - Dustin

- Gave a finance report including reference to a strong balance sheet
- Revenue exceeded expenses
- Looking into investment policy for 2022

d. Governance – Amber

- Conflict of interest will be sent out in January for signatures

e. Events & Marketing – Summer

- Next meeting is scheduled for December 8 at 7pm
- Thank You notes we be available to be picked up next week
- New website will do away with PayPal, donations will be handled by donor snap
- Yearend postcard will be sent out to donors
- Short thank you video will be posted on social media

f. Executive Director - Alicia

- More families are donating
- All year long giving is being encouraged

- Looking for ideas for  $\pi$  day

4. Other Business – There was a presentation on fundraising and building donor relationships

5. Adjournment – The meeting was adjourned at 10:11 a.m.

Respectfully submitted,

Paige Hoyle, Secretary

# Stillwater Public Library 2022 Calendar

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

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

# Stillwater

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## Public Library

### 2022 LIBRARY BOARD

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

Members	Term	Ward
Maureen Bell (President)	3rd Term: Jan 1, 2020 - Dec 31, 2022	4
Gregg "Spike" Carlsen	3rd Term: Jan 1, 2022 - Dec 31, 2024	2
Bethany Cox	1st Term: Jan 1, 2020 - Dec 31, 2022	3
Craig Hansen	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Paula Hemer	2nd Term: Jan 1, 2022 - Dec 31, 2024	3
Sharon Hollatz	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Pat Lockyear (Vice-President)	1st Term: Jan 1, 2020 - Dec 31, 2022	2
Ryan Mathre	1st Term: Jan 1, 2021 - Dec 31, 2023	3
Dana Weigman	1st Term: Jan 1, 2022 - Dec 31, 2024	4
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

**2022 Committee Rosters:**

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

Updated: 2/3/2022