

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, March 8, 2022
7:30 PM
Margaret Rivers Room

(Please note start time of 7:30 PM. Director Troendle and President Bell will be attending the Stillwater Township meeting at 7 PM).

Introductory Business (5 minutes)

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

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

Regular Business (10 minutes)

4. Consent Calendar A+
 - a) Adoption of February 8, 2022 Minutes +
 - b) Acknowledgment of Bills Paid in February+
 - c) 2021 Budget Status Report +
 - d) February 2022 Budget Status Report +

Informational/Discussion (10 minutes)

5. Trustee Information Sharing I+
6. Intellectual Freedom and the Library Bill of Rights D+

Decisional (15 minutes)

7. Health & Wellness Program A+
8. 2022-2026 CIP and Release Request A+

Reports (15 minutes)

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

12. Public Commentary and Communications

13. Adjournment A

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 8, 2022
Minutes**

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

ABSENT: None

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

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

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

AGENDA ITEM 5: Alicia Gordon Macalus, Stillwater Public Library Foundation

Alicia Gordon Macalus, Executive Director of the Stillwater Public Library Foundation, provided an update on Foundation activities to date. She emphasized that the Foundation's mission is to support the library. Alicia highlighted the Foundation's two key events – For the Love of the Library and Light a Spark. She shared that the Foundation also launched a new website and streamlined giving online.

She updated the board that a significant estate gift was received. The Foundation is finalizing options for the investment of the gift. Discussions include investing the principal with income from the investment providing annual support to the library. This option would help ensure the long-term viability of the Foundation and its ability to support the library. The Foundation is working to finalize the investment policy for the gift by the end of February.

Trustees requested additional information on the expected stream of income and guidelines for funds use upon completion of the investment policy. While investment income may fluctuate, an estimated range of potential income would be helpful for budgeting. Trustees emphasized that donor support should enhance the library's budget and not serve as a substitute for city funding.

AGENDA ITEM 6: Trustee Information Sharing

Carlsen discussed the valuable insights shared in the St. Croix Valley Foundation's [Making a Case for Place](#).

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AGENDA ITEM 7: Standing Committee Self-Assessment Survey & Committee Charters

Bell reported that the standing committees of the board were asked to complete a brief survey and comment on how the work has been going. Based on these surveys, Committee Charters were reviewed and revised. The board packet contains the charters, surveys, and committee notes from Troendle and Goeltl.

Carlsen asked Troendle to discuss the statement that there is far more committee work here. Troendle explained that at St. Cloud, for example, the board did not establish a Facilities Committee, even when building a new library. At Eau Claire, the subcommittees of the board met less frequently and provided directional guidance. At Stillwater, the committees are more hands-on and have more input. The work generated by each committee varies. The Facilities Committee creates more work because it is doing a lot of projects; whereas the Finance Committee just meets as needed. Governance and the Executive Committee are tackling projects that were never done here before.

Hansen suggested that Troendle could assess which committee meetings need his attendance so that meetings don't become an undue burden.

AGENDA ITEM 8: Director Performance Evaluation: 6-Month Progress Check (March)

The sixth-month progress check is coming up at the March meeting. Carlsen inquired if six-month evaluation was needed this year.

Hansen proposed that a six-month evaluation of Director Troendle was not needed in 2022 due to more important and pressing issues. Carlsen second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman, No: None.

AGENDA ITEM 9: Election of 2022 Secretary/Treasurer

Motion to elect Hansen as Secretary/Treasurer. Cox moved. Hemer second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Lockyear, Mathre, Weigman, Abstain: Hansen.

AGENDA ITEM 10: COVID-19 Leave

Troendle reported that authorizing a COVID leave bank for the library would follow the city practice, as detailed on the cover sheet. This bank is particularly helpful for newer employees who have accrued little or no sick leave. Hansen reported that the Finance committee discussed this proposal. The Finance Committee feels the financial exposure is low and supports this action.

Motion to approve pro-rated COVID-19 leave to benefited library employees in 2022, in alignment with city guidelines. Hollatz moved. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Hansen, Hollatz, Lockyear, Mathre, Weigman.

AGENDA ITEM 11: Class Compensation Plan Wage Schedule

Finance Committee members Cox, Hansen, and Hollatz discussed the proposed changes to the class compensation wage schedule. They discussed the underlying rationale for the city's change – the city is not competitive with its wages. With this new wage schedule, the city's wages will increase. For pay equity and wage parity, it makes sense that library's wages increase.

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Hansen noted the seriousness of the pay equity issue. If the wage scale is not adopted, this could be a pay equity concern for the state. The city could have two types of employees at the same step and one would be paid less than the other. Gender is one item that is looked at for pay equity. With the overwhelming number of women on the library's staff, pay equity could become an issue.

The Finance Committee recognized that this significantly affects the operating budget. Funds have not been added to the library's budget to handle this adjustment. Hansen hopes that the city will take the grid change into consideration during the next budget cycle and build this base cost into the library operating budget, just as it is built into the personnel budgets for other city departments.

Lockyear expressed concern that employees are moving down steps. Hansen noted that this is true, but that there is a positive impact of getting a raise.

Lockyear expressed concern that the City makes decisions that affect the library without consideration on the financial implications for the library. The library has no control over how much money it receives from the City or from the Foundation. These decisions land on the board and then affect the staff.

Motion to adopt and approve the 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. Lockyear moved. Hemer second. Yes: Bell, Carlsen, Cox, Hemer, Hansen, Hollatz, Lockyear, Mathre, Weigman. No: None.

AGENDA ITEM 12: Study Rooms, Meeting and Event Policy

Troendle reported that the policy was last updated in December. In January, a question arose that led staff to make a modification to the policy.

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

AGENDA ITEM 13: Director and Other Staff Reports

The library's new website is up. The new accessibility feature was activated on Monday through Accessibility AI. This feature provides options to change font size, colors, screen reading, and other enhancements.

Mark and Maureen may be invited to attend the Stillwater Township annual meeting at 7:00 PM on March 8. If this occurs, the board will meet at 7:30 PM instead of 7:00 PM.

AGENDA ITEM 14: Board Committee Reports

- a) Board Governance Committee: Hemer noted that the minutes were included in the packet. The Committee is obtaining proposals from SCC and Library Strategies. Bell is also reaching out to consultant with nonprofit communication and messaging experience. Proposals will be brought back to the board at next month's meeting. The Committee is also considering including the Foundation and Friends for this meeting for common messaging.

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- b) Executive Committee: Report in packet.
- c) Facilities Committee: Did not meet.
- d) Finance Committee: Report in packet.

AGENDA ITEM 15: Foundation & Friends Report

No additional reports.

AGENDA ITEM 16: Public Commentary and Communications

Troendle shared that a patron left a letter for Mark and thanked him for the library's work to create a safe and welcoming space. It is a place of light for the patron in a very dark time. The patron is concerned about current masking at the library and is feeling unsafe at the library as many patrons are unmasked, including being unmasked in restrooms or unmasked while coughing. She would like masks to be required for patron safety.

Troendle has spoken with the patron and shared the library's approach regarding masking. Troendle noted the challenges regarding enforcing a masking policy. Cox noted that she appreciated the staff being masked as it makes it easier to encourage young children to wear masks.

AGENDA ITEM 17: Adjournment

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

Meeting adjourned at 8:56 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in February 2022				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of February 2022 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of February:				
February (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$21,948.10	\$2,074.15	\$11,266.32	\$35,288.57
Capital Expenditures	\$0	\$0	\$0	\$0
Total	\$21,948.10	\$2,074.15	\$11,266.32	\$35,288.57
February (2022 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$12,584.67	\$225.29	\$384.97	\$13,194.93
Capital Expenditures	\$0	\$0	\$0	\$0
Total	\$12,584.67	\$225.29	\$384.97	\$13,194.93
Explanations of large or out of the ordinary payments are listed below:				
<i>Bill Resolution: February 15, 2022</i>				
<ul style="list-style-type: none"> • 2021: Year-end invoices of \$6,778.47 received from Washington County Library for ILS system, public computer management system, and cataloging subscription. • 2021: Year-end invoices of \$14,816.32 from Washington County Library for Overdrive e-material purchases. \$10,991.32 of the purchases were funded by the Helen Lawson Fund. • 2022: \$5,700 paid to NAC for Alerton Compass HVAC server upgrade. An upgrade was made to the building automation system at the Fire Station and Library so that the sites are now separated and remain unaffected if the other site experiences issues. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2/1/2022 Bill Resolution – 2021 Bills 2/1/2022 Bill Resolution – 2022 Bills 2/15/2022 Bill Resolution – 2021 Bills 2/15/2022 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
INVOICES PAYABLE						
2019376	01/19/22	Blackstone Audio	Materials - Audio (SAAB)	\$ 31.19	230-4230-2402-0000	Audio
2020430	01/21/22	Blackstone Audio	Materials - Audio (SAAB)	\$ 25.60	230-4230-2402-0000	Audio
20122	02/01/22	Brodart Co	Materials - Juv	\$ 853.63	230-4230-2400-0000	Childrens Books
20122	02/01/22	Brodart Co	Materials - Juv	\$ 78.28	230-4230-2400-0000	Childrens Books
20122	02/01/22	Brodart Co	Materials - Adult Fiction	\$ 258.76	230-4230-2401-0000	Adult Books - Fiction
20122	02/01/22	Brodart Co	Materials - Adult Fiction	\$ 160.44	230-4230-2401-0000	Adult Books - Fiction
20122	02/01/22	Brodart Co	Materials - Adult Nonfiction	\$ 354.81	230-4230-2405-0000	Adult Books - Non Fiction
20122	02/01/22	Brodart Co	Materials - Adult Nonfiction	\$ 79.71	230-4230-2405-0000	Adult Books - Non Fiction
20122	02/01/22	Brodart Co	Materials - YA	\$ 97.01	230-4230-2406-0000	Teen Books
20122	02/01/22	Brodart Co	Materials - YA	\$ 26.58	230-4230-2406-0000	Teen Books
20122	02/01/22	Brodart Co	Materials - Processing	\$ 119.55	230-4230-3404-0000	Processing Fee
20122	02/01/22	Brodart Co	Materials - Adult Book Club Kits (SPLF)	\$ 780.40	232-4232-2113-0000	SPLF - Materials
123121	12/31/21	Madden Galanter Hansen LLP	Labor Attorney (Dec 2021)	\$ 684.00	230-4230-3099-0000	Other Professional Services
20122	02/01/22	Midwest Tape	Materials - Audio (SAM)	\$ 887.31	230-4230-2402-0000	Audio
20122	02/01/22	Midwest Tape	Materials - Audio (SJM)	\$ 10.49	230-4230-2402-0000	Audio
20122	02/01/22	Midwest Tape	Materials - Audio (SYAB)	\$ 39.99	230-4230-2402-0000	Audio
20122	02/01/22	Midwest Tape	Materials - Video (SAV)	\$ 1,063.83	230-4230-2408-0000	Film/Video
20122	02/01/22	Midwest Tape	Materials - Video (SYV)	\$ 44.97	230-4230-2408-0000	Film/Video
20122	02/01/22	Midwest Tape	Materials - Video (SJV)	\$ 183.63	230-4230-2408-0000	Film/Video
20122	02/01/22	Midwest Tape	Materials - Processing	\$ 451.74	230-4230-3404-0000	Processing Fee
W21120570	01/14/22	Office of MN IT Services	Telephone - December 2021	\$ 148.35	230-4231-3101-0000	Telephone
CL19973001	01/07/22	Otis Elevator Company	Elevator Repairs	\$ 476.75	230-4231-3703-0000	Building Repair Charges
SDC2192-IN	06/18/21	Sand Creek Group LTD	Programs - Adult (Friends)	\$ 275.00	229-4229-2407-0000	Friends - Programs
1025-F182676	10/08/21	Viking Auto Sprinkler Co.	Annual Sprinkler Inspection	\$ 700.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		\$ 7,832.02		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
14264878	10/21/21	Backgroundchecks.com	Library Hire Background Checks (TM CC)	\$ 107.75	230-4230-4099-0000	Miscellaneous Charges
765075912	01/25/22	Xcel Energy	Gas (2021 Portion)	\$ 1,723.93	230-4231-3601-0000	Natural Gas
761335047	01/25/22	Xcel Energy	Electric (2021 Portion)	\$ 1,164.05	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 2,995.73		
GRAND TOTAL				\$ 10,827.75		

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
INVOICES PAYABLE						
3798-224931	1/18/2022	Ace Hardware	Janitorial Supplies	89.90	230-4231-2102-0000	Janitorial Supplies
16CN-NY7D-TYXH	1/18/2022	Amazon Business	Programs - JUV (EL SPLF)	86.60	232-4232-2407-0000	SPLF - Programs
16Y9-PGXP-N1FJ	1/15/2022	Amazon Business	Supplies	104.83	230-4230-2101-0000	General Supplies
1CXM-T76F-1KRW	1/20/2022	Amazon Business	Snow Blower Repair Supplies	34.95	230-4231-2202-0000	Building Repair Supplies
1CYT-GFY9-FN76	1/17/2022	Amazon Business	Programs - Adult (235 WR)	34.97	235-4236-4099-0000	Library Donations Programs
1K6G-QD46-THXX	1/22/2022	Amazon Business	Programs - JUV (EL SPLF)	42.53	232-4232-2407-0000	SPLF - Programs
4108303920	1/20/2022	Cintas Corporation	Towels and Rugs	178.20	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
124863	1/17/2022	Overhead Door Co	Parking Ramp Gate Repairs	368.90	230-4231-3703-0000	Building Repair Charges
		INVOICES SUBTOTAL		\$ 940.88		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
1272022	01/27/22	Postmaster	Newsletter February 2022	\$ 422.12	230-4230-3102-0000	Postage
765075912	01/25/22	Xcel Energy	Gas (2022 Portion)	\$ 2,873.22	230-4231-3601-0000	Natural Gas
761335047	01/25/22	Xcel Energy	Electric (2022 Portion)	\$ 1,701.31	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 4,996.65		
GRAND TOTAL				\$ 5,937.53		

Submitted for payment

Mark Troendle, Library Director

2021 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
2152022	2/15/2022	Brodart Co	Materials - Adult Nonfiction	665.67	230-4230-2405-0000	Adult Books - Non Fiction
2152022	2/15/2022	Brodart Co	Materials - Processing	202.47	230-4230-3404-0000	Processing Fee
2152022	2/15/2022	Brodart Co	Materials - Adult (SPLF)	441.32	232-4232-2113-0000	SPLF - Materials
2152022	2/15/2022	Brodart Co	Materials - Adult Fiction (C-SPLF)	297.24	232-4232-2113-0000	SPLF - Materials
2152022	2/15/2022	Brodart Co	Materials - Juv (C-SPLF)	149.38	232-4232-2113-0000	SPLF - Materials
2152022	2/15/2022	Brodart Co	Materials - Juv (SPLF)	80.20	232-4232-2113-0000	SPLF - Materials
2152022	2/15/2022	Brodart Co	Materials - YA (C-SPLF)	82.36	232-4232-2113-0000	SPLF - Materials
2152022	2/15/2022	Brodart Co	Materials - YA (SPLF)	18.25	232-4232-2113-0000	SPLF - Materials
2152022	2/15/2022	Midwest Tape	Materials - Audio (SAM)	74.35	230-4230-2402-0000	Audio
2152022	2/15/2022	Midwest Tape	Materials - Video (SAV)	23.99	230-4230-2408-0000	Film/Video
2152022	2/15/2022	Midwest Tape	Materials - Processing	25.69	230-4230-3404-0000	Processing Fee
197180	1/18/2022	Washington County Library	Q4 Overdue Notices	139.36	230-4230-3400-0000	Printing and Publishing
011820222_A	1/18/2022	Washington County Library	Materials - Electronic /Overdrive	3825.00	230-4230-2409-0000	Electronic Materials
011820222_A	1/18/2022	Washington County Library	Materials - Electronic /Overdrive (Lawson)	10991.32	224-4224-2404-0000	Helen Lawson Fund - Other Books
011820222_B	1/18/2022	Washington County Library	Sirsi Dynix and OCLC	6452.22	230-4230-3100-0000	Circulation System
011820222_C	1/18/2022	Washington County Library	Q4 Processing Fees Due to WCL	16.00	230-0000-3880-0040	Lost/Overdue Processing Fees
011820222_B	1/22/2022	Washington County Library	Envisionware and WM-ES-ENT	326.25	230-4230-3098-0000	Technology Support
1633308	1/6/2022	World Book Inc	Materials - JUV (NF (SPLF)	225.00	232-4232-2113-0000	SPLF - Materials
		INVOICES SUBTOTAL		\$ 24,036.07		
LIBRARY CREDIT CARD						
120221	12/2/2021	Chicago Books & Journals	Supplies	\$ 45.78	230-4230-2101-0000	General Supplies
510182285	12/3/2021	Barnes & Noble Inc.	Materials - JUV (Decodables)	\$ 196.70	230-4230-2400-0000	Childrens Books
11453	12/6/2021	Half Pint Kids	Materials - JUV (Decodables)	\$ 131.84	230-4230-2400-0000	Childrens Books
2080386	12/12/2021	Dream Host	Website Hosting	\$ 21.45	230-4230-3098-0000	Technology Support
121721	12/17/2021	Chicago Books & Journals	Supplies	\$ 28.98	230-4230-2101-0000	General Supplies
		CREDIT CARD SUBTOTAL		\$ 424.75		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 24,460.82		

Submitted for payment

Mark Troendle, Library Director

2022 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
1YRW-44G6-XYR6	1/26/2022	Amazon Business	Materials - Processing	46.97	230-4230-3404-0000	Processing Fee
1Y33-CW4M-13JV	2/6/2022	Amazon Business	Programs - JUV (EL SPLF)	69.21	232-4232-2407-0000	SPLF - Programs
1RVF-RN3R-FC46	2/7/2022	Amazon Business	Programs - JUV (EL SPLF)	26.95	232-4232-2407-0000	SPLF - Programs
1CHM-X6KF-F9RL	2/9/2022	Amazon Business	Supplies	43.83	230-4230-2101-0000	General Supplies
WS004	2/3/2022	Chan Karen	Programs - Adult (Westcott) Feb	350.00	235-4236-4099-0000	Library Donations Programs
10095163	1/24/2022	Cole Papers	Janitorial Supplies	237.39	230-4231-2102-0000	Janitorial Supplies
306-02444792-3	1/31/2022	Culligan of Stillwater	Water	69.85	230-4230-4099-0000	Miscellaneous Charges
872165	1/14/2022	ECM Publishers	Roof Bid Notice	95.70	230-4230-3400-0000	Printing and Publishing
1882	1/24/2022	Menards	Janitorial Supplies	46.39	230-4231-2101-0000	General Supplies - Lib Plant
2705407	1/29/2022	Per Mar Security Services	Security Monitoring (Feb-Mar)	187.11	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		\$ 1,173.40		
LIBRARY CREDIT CARD						
41853636	12/17/2021	Survey Monkey	Tech - Survey Software Subscription	\$ 384.00	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 384.00		
SPECIAL BILL PAYOUTS						
A3720-01	1/27/2022	NAC	Alerton Compass HVAC Server	\$ 5,700.00	230-4231-3703-0000	Building Repair Charges
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,700.00		
GRAND TOTAL				\$ 7,257.40		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for 2021. This report includes bill resolutions through February 2022 for 2021 purchases. Additional invoices for 2021 may be received and paid through the March 1 bill resolution.</p> <p>120 Funds – Capital Projects: 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"> • 2021 Capital expenditures totaled \$63,534.79, with \$20,000 funded by the Huelsmann Foundation and the remaining \$43,534.49 with City Capital. • Remaining Funds: \$1,465 of the library’s capital allocation was not spent and will return to the city for other projects. <p>230 Funds – Revenues: 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"> • Charges for Services: Revenues from room rentals, copier/printer sales, and gallery fees were budgeted at \$6,200. \$3,065 has been received to date, and an additional \$4,687 is pending from One23 for the profit-sharing for the 2021 events hosted at the library. • Miscellaneous: Revenues from interest earnings, in-kind gifts, and library fees were budgeted at \$28,086. \$16,666 of this reflects the Foundation’s in-kind gift for the Volunteer Coordinator. If interest earnings return to 0, revenue from this category is projected at \$22,500, a shortfall of \$5,586. Part of this revenue shortfall is due to copier/printer sales and library fees that are lower than budgeted due to changing use patterns and increased leniency for fee payments during COVID. <p>230 Funds – Operating Expenditures:</p> <ul style="list-style-type: none"> • 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"> ○ <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. ○ <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. ○ <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. • Materials: The 2021 city budget for materials is \$90,321. Final 2021 invoices totaled \$90,657. 	

- Supplies: The supply and equipment budget was \$7,500. With known savings in other areas, the total expended was \$11,603.
- Services and Charges: The 2021 budget is \$67,147. A total of \$74,067 was expended plus a pending general insurance payment of approximately \$1,500. This area is projected to be over budget by \$8,437.

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 \$114,559 when the pending general insurance expenditure (budgeted at \$26,241) is entered by City Finance at year-end.

The library is projecting adding approximately \$22,000 to the overall fund balance at the close of 2021. A number of year-end entries are pending which will affect the actual number. The percentage of the final savings that will 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: 3/3/2022 - 2:09 PM
 Period: 1 to 13, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 120	CAPITAL OUTLAY							
Dept 120-0000								
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: kgoetl
 Printed: 3/3/2022 - 2:06 PM
 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	2,444.05	2,444.05	555.95	0.00	555.95	18.53
230-0000-3880-0040	Processing Fees	5,000.00	1,642.81	1,642.81	3,357.19	0.00	3,357.19	67.14

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
R45	R40 Sub Totals:	28,086.66	2,520.14	2,520.14	25,566.52	0.00	25,566.52	91.03
	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	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	1,399,381.09	1,399,381.09	28,701.57	0.00	28,701.57	2.01
	Dept 0000 Sub Totals:	-1,428,082.66	-1,399,381.09	-1,399,381.09	-28,701.57	0.00		
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E10	E05 Sub Totals: SUPPLIES	1,004,021.41	982,984.83	982,984.83	21,036.58	0.00	21,036.58	2.10
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	3,649.52	3,649.52	850.48	0.00	850.48	18.90
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	23,787.31	23,787.31	-5,928.81	0.00	-5,928.81	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	7,243.78	7,243.78	5,846.22	0.00	5,846.22	44.66
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	19,123.50	19,123.50	-1,826.00	0.00	-1,826.00	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	4,967.52	4,967.52	2,044.98	0.00	2,044.98	29.16
230-4230-2409-0000	Electronic Materials	3,825.00	3,825.00	3,825.00	0.00	0.00	0.00	0.00
230-4230-2499-0000	Collection Development	340.00	0.00	0.00	340.00	0.00	340.00	100.00
E15	E10 Sub Totals: SERVICES AND CHARGES	99,471.00	103,964.03	103,964.03	-4,493.03	0.00	-4,493.03	0.00
230-4230-3098-0000	Technology Support	10,700.00	30,584.02	30,584.02	-19,884.02	0.00	-19,884.02	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	6,452.22	6,452.22	-323.10	0.00	-323.10	0.00
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	1,997.69	1,997.69	502.31	0.00	502.31	20.09
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	12,214.83	12,214.83	1,785.17	0.00	1,785.17	12.75
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	74,067.03	74,067.03	-6,919.91	0.00	-6,919.91	0.00
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	1,165,023.74	1,165,023.74	9,834.80	0.00	9,834.80	0.84
	Dept 4230 Sub Totals:	1,174,858.54	1,165,023.74	1,165,023.74	9,834.80	0.00		
Dept 230-4231 E05	LIBRARY PLANT 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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	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	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	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 230-4900	Dept 4231 Sub Totals:	253,224.12	214,747.68	214,747.68	38,476.44	0.00		
E15	IMPROVEMENT PROJECTS							
230-4900-3099-0000	SERVICES AND CHARGES							
	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E15	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	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	1,399,381.09	1,399,381.09	28,701.57	0.00	28,701.57	2.01
	Fund Expense Sub Totals:	1,428,082.66	1,379,771.42	1,379,771.42	48,311.24	0.00	48,311.24	3.38
	Fund 230 Sub Totals:	0.00	-19,609.67	-19,609.67	19,609.67	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: February 2022 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – February 28, 2022.</p> <p><u>120 Funds – Capital Projects:</u> There were no capital fund expenditures through February 2022.</p> <p><u>230 Funds – Revenues:</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 2022.</p> <p><u>230 Funds – Operating Expenditures:</u></p> <ul style="list-style-type: none"> • Personnel Services: Personnel expenditures total \$166,132 through February. <ul style="list-style-type: none"> ○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to remove compensation for days worked in 2021 but paid in 2022 (~\$49,000). ○ <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). • Materials: 2022 collection ordering with our major vendors began at the end of 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"> ○ <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). • Services and Charges: \$8,842 was paid to Bibliotheca for maintenance service agreement on self-checks and RFID pads. <p><u>230 Funds – Plant Expenditures:</u></p> <ul style="list-style-type: none"> • Plant – Personnel Services: Personnel expenditures total \$19,184 through February. <ul style="list-style-type: none"> ○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to remove compensation for days worked in 2021 but paid in 2022 (~\$4,120). ○ <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). 	

- Plant – Services and Charges: Building repair expenditures total \$6,068 through February, half of our budgeted \$12,000. This was due to an unplanned upgrade to our HVAC building automation system.
 - *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 February Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 2/3/2022 - 8:54 AM
 Period: 1 to 2, 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	400,000.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
	E25 Sub Totals:	400,000.00	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 to 2, 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	170.35
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	170.35
R40	MISCELLANEOUS		
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00
230-0000-3820-0100	Gifts	1,500.00	3.00
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	60.00
230-0000-3880-0030	Lost Materials	3,000.00	56.00
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	119.00
R45	OTHER FINANCING SOURCES		
230-0000-3910-0100	Transfer In-General Fund	1,435,609.88	239,268.34
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	239,268.34

Account Number	Description	Budget	YTD Amount
	Revenue Sub Totals:	1,465,096.88	239,557.69
	Dept 0000 Sub Totals:	-1,465,096.88	-239,557.69
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES		
230-4230-1000-0000	Full Time Salaries	211,408.44	27,041.27
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	1,068.97
230-4230-1113-0000	Vacation Pay	0.00	13,845.63
230-4230-1200-0000	Part Time Salaries	608,243.38	86,515.81
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	8,496.53
230-4230-1420-0000	FICA/Medicare	62,703.36	9,725.58
230-4230-1500-0000	Hospital / Medical	86,155.44	12,139.67
230-4230-1520-0000	Dental Insurance	4,193.64	539.90
230-4230-1540-0000	Life Insurance	771.39	87.11
230-4230-1990-0000	Grant Pass Thru	0.00	0.00
	E05 Sub Totals:	1,052,116.54	166,132.01
E10	SUPPLIES		
230-4230-2000-0000	Office Supplies	0.00	0.00
230-4230-2101-0000	General Supplies	3,500.00	190.42
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	422.12
	E10 Sub Totals:	101,482.08	612.54
E15	SERVICES AND CHARGES		
230-4230-3098-0000	Technology Support	5,000.00	572.10
230-4230-3099-0000	Other Professional Services	5,000.00	0.00
230-4230-3100-0000	Circulation System	6,129.12	0.00

Account Number	Description	Budget	YTD Amount
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	161.65
230-4230-3401-0000	Binding	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	46.97
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	16.89
	E15 Sub Totals:	61,047.12	9,639.61
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	139.70
	E20 Sub Totals:	4,219.01	139.70
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	176,523.86
	Dept 4230 Sub Totals:	1,218,864.75	176,523.86
Dept 230-4231	LIBRARY PLANT		
E05	PERSONNEL SERVICES		
230-4231-1000-0000	Full Time Salaries	66,494.52	8,368.15
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	852.33
230-4231-1113-0000	Vacation Pay	0.00	697.36
230-4231-1200-0000	Part Time Salaries	26,900.89	4,013.04
230-4231-1410-0000	PERA	6,951.37	1,010.92
230-4231-1420-0000	FICA/Medicare	7,144.75	1,017.94
230-4231-1500-0000	Hospital / Medical	16,825.68	3,084.16
230-4231-1520-0000	Dental Insurance	757.92	126.32

Account Number	Description	Budget	YTD Amount
230-4231-1540-0000	Life Insurance	116.00	14.40
230-4231-1990-0000	Grant Pass Thru	0.00	0.00
	E05 Sub Totals:	125,191.13	19,184.62
E10	SUPPLIES		
230-4231-2101-0000	General Supplies	200.00	46.39
230-4231-2102-0000	Janitorial Supplies	4,000.00	495.89
230-4231-2202-0000	Building Repair Supplies	1,500.00	34.95
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	577.23
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	1,701.30
230-4231-3601-0000	Natural Gas	16,000.00	2,873.22
230-4231-3703-0000	Building Repair Charges	12,000.00	6,068.90
230-4231-3707-0000	Maintenance Agreements	9,500.00	1,872.77
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00
	E15 Sub Totals:	113,441.00	12,516.19
E20	MISCELLANEOUS		
230-4231-4099-0000	Miscellaneous Charges	1,100.00	178.20
	E20 Sub Totals:	1,100.00	178.20
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	32,456.24
	Dept 4231 Sub Totals:	246,232.13	32,456.24
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

Account Number	Description	Budget	YTD Amount
	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	239,557.69
	Fund Expense Sub Totals:	1,465,096.88	208,980.10
	Fund 230 Sub Totals:	0.00	-30,577.59

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>On February 7, Troendle emailed trustees, at the request of Bell, a link to a story about a budding 8-year-old author who sneaked his book into a library.</p> <p>On February 27, Troendle emailed trustees, at the request of Bell, an article from StarTribune.com, <i>Duluth's super-users detail their love of the library</i> by Jana Hollingsworth.</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: Intellectual Freedom and the Library Bill of Rights	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The topic of intellectual freedom is being highlighted out of a desire to provide general awareness and shine a light on this important issue. This high-level overview may also help provide additional context for a future board meeting when a revised "Collection Development Policy" will be brought before the trustees.</p> <p>In June of 1939, the American Library Association (ALA) first adopted a Library Bill of Rights, which is included on the next page. <i>"Although the original document focused on unbiased book selection, a balanced collection, and open meeting rooms, it reflected the climate of the times. The preamble to the first document started, 'Today indications in many parts of the world point to growing intolerance, suppression of free speech, and censorship affecting the rights of minorities and individuals...' The Library Bill of Rights has evolved over the years, with several revisions and amendments, as well as interpretations, which may be found on the ALA website."</i>¹</p> <p>According to the ALA, from June through December 2021, there were 155 reported attempts to remove titles from school or public libraries in the United States. The ALA's Office for Intellectual Freedom cites the following as the top three reported reasons for why titles are challenged in libraries: the material was considered to be sexually explicit, the material contained offensive language, or the material was unsuited to any age group. A quick news search on a phrase such as "library censorship" will bring up a multitude of pertinent stories. Such challenges have not been the norm for this library. Taking a more global view, in many other countries around the world, censorship is even more pervasive and pernicious.</p> <p>In the nearly 83 intervening years since the ALA adopted the initial Library Bill of Rights, championing free speech and access to diverse points of view remains instrumental in guarding against the erosion of First Amendment freedoms guaranteed by the U.S. Constitution. In our policy language, such as the "Study Rooms, Meeting and Event Policy" and the "Collection Development Policy," it is noted that the Stillwater Public Library Board of Trustees subscribes to the ALA's Library Bill of Rights. While the Library may not agree with all the content of every item in the collection or everything said in a meeting, we are committed to protecting intellectual freedom and legally protected speech, and that is a noble cause.</p>	

¹ "First Library Bill of Rights?", American Library Association, March 1, 2010.
<http://www.ala.org/tools/first-library-bill-rights> (Accessed March 3, 2022)
Document ID: 8a4b2914-a42d-ce64-059e-d93fbde442e2

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Source: <https://www.ala.org/advocacy/intfreedom/librarybill>

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Health and Wellness Program														
OWNER: Troendle, Director	PRESENTER: Troendle, Director													
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?													
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Consider an action to approve the following for regularly scheduled, benefited staff: <ul style="list-style-type: none"> • paid attendance of up to 4 hours at city-sponsored 2022 wellness events. • up to one pro-rated day of paid time off in 2022 for successful completion of the City of Stillwater’s 2022 Health & Wellness Program. • up to a \$400 pro-rated incentive for employees who are on the city’s insurance and complete the Health & Wellness Incentive requirements. 														
BACKGROUND/CONTEXT: The City of Stillwater’s Health and Wellness Program provides employees with the opportunity to participate in a variety of wellbeing activities throughout the year, including biometric screenings, wellness events, and multiple 4-6 week healthy lifestyle programs. To encourage participation and workplace wellness, the city: <ul style="list-style-type: none"> • allows staff to use work time to participate in wellness events (generally a 1-hour program with an outside speaker). • provides up to one additional day of paid time off to each city benefited-employee that successfully completes six steps of the year-long program. • provides a \$400 pro-rated incentive for employees on the city’s insurance that complete two wellness events and a biometric screening. In the past, an incentive of \$500 was granted by the SWWC, the insurance co-op. With the 2022 change to contracting directly with BlueCross BlueShield, this incentive isn’t offered. The City opted to continue this incentive and cover the cost of the program at the \$400 level. <p>Since 2019, the library board has aligned with the city’s health and wellness incentives for regularly scheduled, benefited staff. If the board would like to align with the city’s health and wellness incentives again in 2022, the estimated costs that would come from the library’s budget are:</p> <table border="1"> <thead> <tr> <th>Cost Area</th> <th>Possible Cost</th> <th>Projected Cost</th> </tr> </thead> <tbody> <tr> <td>Substitute staff costs to cover attendance at up to four city-provided 1-hr wellness classes</td> <td>Up to \$1,200 17 staff eligible</td> <td>Less than \$500 Staff may not attend all sessions or will not need substitute coverage</td> </tr> <tr> <td>Substitute costs to cover 1 pro-rated day of PTO in 2023 for those that successfully complete the program</td> <td>Up to \$1,500 17 staff eligible</td> <td>Less than \$500 In 2021, 1 completed program. For those completing, not all hours may need to be subbed.</td> </tr> <tr> <td>Pro-rated payment to staff enrolled in the city’s health insurance that successfully complete incentive program</td> <td>Up to \$3,200 10 staff eligible</td> <td>\$2,000 In 2021, 5 completed program.</td> </tr> </tbody> </table>			Cost Area	Possible Cost	Projected Cost	Substitute staff costs to cover attendance at up to four city-provided 1-hr wellness classes	Up to \$1,200 17 staff eligible	Less than \$500 Staff may not attend all sessions or will not need substitute coverage	Substitute costs to cover 1 pro-rated day of PTO in 2023 for those that successfully complete the program	Up to \$1,500 17 staff eligible	Less than \$500 In 2021, 1 completed program. For those completing, not all hours may need to be subbed.	Pro-rated payment to staff enrolled in the city’s health insurance that successfully complete incentive program	Up to \$3,200 10 staff eligible	\$2,000 In 2021, 5 completed program.
Cost Area	Possible Cost	Projected Cost												
Substitute staff costs to cover attendance at up to four city-provided 1-hr wellness classes	Up to \$1,200 17 staff eligible	Less than \$500 Staff may not attend all sessions or will not need substitute coverage												
Substitute costs to cover 1 pro-rated day of PTO in 2023 for those that successfully complete the program	Up to \$1,500 17 staff eligible	Less than \$500 In 2021, 1 completed program. For those completing, not all hours may need to be subbed.												
Pro-rated payment to staff enrolled in the city’s health insurance that successfully complete incentive program	Up to \$3,200 10 staff eligible	\$2,000 In 2021, 5 completed program.												
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:														
REVIEWED BY COMMITTEE?:														

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022-2026 CIP and Release Request	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve the release of \$22,000 of the fund balance reserve for the purchase of two network switches for capital project 23-4230-014.	
BACKGROUND/CONTEXT: <p><u>City Purchasing Policy Revision</u></p> <p>On March 1, City Council approved a revision to the purchasing policy. The purchasing policy from 2019 defined capital outlay purchases as computer equipment with a cost of more than \$500 and all other assets with a cost of \$1,000 or more with a useful life of greater than 1 year. The revision increased the threshold for a capital asset to a cost greater than \$5,000 and useful life of five years or longer. Per the City Finance Director, the new \$5,000 cost threshold for IT equipment is a per-item cost, not an aggregate project cost for the year.</p> <p>The revision to the purchasing policy directly affects capital budgets and the items that may be considered capital expenses. For the library, this means a shift of \$103,300 from capital funding to operating funding. It also means greater annual fluctuation in the operating budget as some years a larger IT-related project may spike the budget (e.g. replacement of public computers). Other city departments could also face significant shifts from capital to operating funding for replacement of IT-related hardware that are under \$5,000 in unit price.</p> <p>In a budget as lean as the library’s budget, these changes will have a real impact, especially when we will already have to absorb the cost of the new city wage grid. Will the city be providing a commensurate increase in the operating budgets to offset these projects that were capital expenses? If so, will a commensurate increase also be extended to the library? Will future city operating funding for the library allow for budgetary spikes due to planned IT replacements?</p> <p><u>Revised 2022-2026 Capital Improvement Plan (CIP)</u></p> <p>Attached is a revised 2022-2026 CIP that reflects the following changes:</p> <ul style="list-style-type: none"> • Capital funding of \$103,000 for items under the per-item cost of \$5,000 was removed from the CIP for years 2023-2026. The removed items follow the revised CIP. • The roofing project budget was changed from \$750,000 to \$400,000. The City received four competitive bids for the project. They received one standout bid of \$309,000. The City Facilities Manager and The Garland Company vetted the firm, including going through the entire spec and scope of the work with the firm again. Per the advice of the City Administrator, the project is now budgeted at \$400,000. • Per the direction of the City IS Manager, the cost of the network switch projects in 2022 and 2025 increased from \$11,000 to \$22,000 as there are two switches per network that need replacement. 	

2022 Capital Project Approval

IT requests the release of \$22,000 for the purchase of two network switches for the library staff network (capital project 23-4230-014). Per the CIP, this project was projected to be paid from the library's fund balance. At year-end, Finance will make a journal entry to account line 230-4231-9490-0000 will reflecting the transfer of fund balance dollars to the capital project.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2022-2026 CIP

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

PROJECTS BY DEPARTMENT

Capital Projects:

	Project #	Priority for 2022	2022			2023	2024	2025	2026	Total
			2022 CITY	FUND BALANCE	2022 GIFT FUNDS					
Library										
Custodial Equipment	21-4230-275	4	-	-	-	-	-	5,000	5,000	
Upgrade Roof	22-4231-943	1	400,000	-	-	-	-	-	400,000	
Library Building & Grounds	22-4231-962	1	-	142,000	15,000	-	60,000	70,000	72,500	
Library Total			400,000	142,000	15,000	-	60,000	70,000	77,500	764,500

Library IT-Related Projects

Upgrade Network Switch	23-4230-014	1	-	22,000	-	-	-	22,000	-	44,000
Printer/Copier	25-4230-012	4	-	-	-	-	6,000	-	-	6,000
Upgrade Self Check	24-4230-001	4	-	-	-	38,000	-	-	-	38,000
Upgrade Sorter	26-4230-001	4	-	-	-	-	-	14,000	-	14,000
Library IT Total			-	22,000	-	-	38,000	28,000	14,000	102,000

	2022 CITY	2022 FUND BALANCE	2022 GIFT FUNDS	TOTAL
2022 CAPITAL TOTAL	400,000	164,000	15,000	579,000

*2021 Fund Balance is currently at \$289,130. Compensated Absences is at \$30,245.

Operating Budget Projects:

The following capital projects were removed from the capital budget. City Finance changed parameters for capital outlay to assets of \$5,000 or more (unit price) and have a useful life of 5 years or more.

Project	Priority for 2022	2022			2023	2024	2025	2026	Total
		2022 CITY	FUND BALANCE	2022 GIFT FUNDS					
Upgrade Staff Computers, Laptops and Tablets	4	-	-	-	12,600	11,700	1,700	-	26,000
Upgrade/Add Security Cameras	2	-	6,000	-	4,000	2,400	4,000	-	16,400
Upgrade Mobile Laptop Lab	4	-	-	-	-	8,000	-	-	8,000
RFID Pads	2	-	1,500	-	1,500	1,500	1,500	1,500	7,500
Software Licenses	1	-	4,500	-	-	-	4,500	-	9,000
Upgrade Public Access Internet Computers	4	-	-	-	13,950	13,950	-	-	27,900
Upgrade AV/Projection	4	-	3,000	-	-	10,000	-	-	13,000
Upgrade Firewall	4	-	-	-	3,500	-	-	-	3,500
WiFi Access	4	-	-	-	-	5,000	2,000	-	7,000
Library Total		-	15,000	-	35,550	52,550	13,700	1,500	118,300

Report from the Library Director, Mark Troendle

Major Accomplishments

- Through a collaborative effort with the Library Foundation, our Library will receive from the Hugh J. Andersen Foundation two grants in 2022. One is a \$15,500 grant for Summer Explorers, a partnership between Bayport Public Library and Stillwater Public Library. The second award is an \$8,500 grant to fund Early Literacy programming throughout 2022, including support for contracting with storytime vendors who present programs infused with educational content, creating story stroll exhibits for outdoor settings, and developing early literacy kits.
- After the Library Board approved the new wage structure on February 8, it set in motion a series of steps. Instead of reopening collective bargaining, a limited memorandum of agreement (MOA) specific to the Library's wage structure was drafted by Mark and sent to the Library's labor attorney for review on February 9. A final version of the MOA was ready on February 10, which Mark sent to the Library's Union Stewards and Field Representative. Business and Communications Manager Keri Goeltl had calculated and verified revised steps and rates for each employee. Using this information, she created individual memos for each employee outlining their original 2022 and 2023 wage rates under the labor agreement signed in December, and what their revised rates would be following implementation of the updated wage structure. By February 11, the Union voted to approve and sign the MOA, which was also signed by Mark and Library Board President Maureen Bell. (A copy of the signed MOA follows this report.) Detailed information was then communicated to City Finance so their staff could input revised figures into the payroll system. The March 9 pay date is when employees will receive retro pay going back to the first of this year and see the adjusted rates reflected in their paychecks going forward.
- Revisions to internal procedures and controls related to cash management were provided to City Finance and the auditors as a routine annual update.
- Following Board approval last month, the revised Study Rooms, Meeting and Event Policy was made available on the Library's website.
- Attended SafeAssure Safety training. Topics covered included general safety, employee right to know, ergonomics, bloodborne pathogens, and use of fire extinguishers.

Heads-Up

- Mark is scheduled to meet with Joe Kohlmann, the incoming City Administrator, on March 9 to provide a tour and an overview of library operations.
- The last planned meeting of the City's Workplace of Tomorrow Team was held on February 11, 2022. Based on pandemic planning protocols and the sharp reduction in COVID-19 community transmission rates, the team was effectively dissolved, though its members are prepared to serve again if the need arises. The team met regularly for approximately two years.
- The City of Stillwater ended the mask requirement for City employees as of 4:30 p.m., February 18, 2022. Those who want to continue to wear masks are encouraged to do so and the Library will continue to make high-quality masks available as supplies last.

Near-Term Future Focus

- Preparing a presentation for Stillwater Township.
- Budget planning.
- A review of library policies is ongoing.
- Providing relevant statistics to this board in an efficient way.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between AFSCME Council 5, Local 517, (hereafter “Union”) and the Stillwater Public Library Board of Trustees (hereafter “Library” or “Library Board”).

WHEREAS, the Union and the Library are parties to a collective bargaining agreement (“CBA”) effective January 1, 2022 through December 31, 2023; and

WHEREAS, the Stillwater City Council approved a comparative market analysis of the City of Stillwater’s compensation schedule in October 2021 to be conducted by GovHR USA; and

WHEREAS, on January 18, 2022, the Stillwater City Council accepted the GovHR USA Compensation Study Final Report and Recommendations which recommended moving the City Compensation Plan Wage Schedule to the 60th percentile of the comparative market results; and

WHEREAS, on February 8, 2022, the Library Board approved moving the Library’s 2022 Compensation Plan Wage Schedule to the 60th percentile of the comparative market results so that it is modeled after the plan approved by the City of Stillwater; and

WHEREAS, based on an analysis of the GovHR USA Final Report, and in order to assist with employee recruitment and retention and pay equity, it is in the best interests of the Library to approve implementation of the Updated Library Compensation Plan Wage Schedule (“updated Plan”), retroactive to January 1, 2022; and

WHEREAS, the Library has no obligation to reopen the 2022-2023 CBA but is doing so on a limited basis for a limited time, subject to the terms herein.

NOW, THEREFORE, the parties have agreed as follows:

1. The 2022 CBA wage scale, found in the current 2022-2023 CBA as “Appendix A: 2022 Wages”, shall be replaced with a revised 2022 Library wage scale, attached and titled “Revised Appendix A: Updated 2022 Wage Scale.”
2. The 2023 CBA wage scale, found in the current 2022-2023 CBA as “Appendix B: 2023 Wages,” shall be replaced with a revised 2023 Library wage scale, attached and titled “Revised Appendix B: Updated 2023 Wages” based on the updated Plan with a 2% wage adjustment previously agreed to in the 2022-2023 CBA between the Union and the Library.
3. The implementation of the Updated Library Compensation Plan Wage Schedule shall be effective retroactive to January 1, 2022.
4. All Library employees whose current January 1, 2022 compensation rate is within the range for their classification under the current pay structure will move to the closest step in the updated Plan that provides a wage increase, retroactive to January 1, 2022.
5. Employees whose current compensation rate is below the minimum of the range for their classification in the updated Plan will be moved to the minimum of the range in the updated Plan retroactive to January 1, 2022.

6. Employees will continue to be eligible for 2022 step increases based upon their anniversary date in the position and any applicable collective bargaining unit agreement provisions in the updated Plan.
7. The scope of the reopener is limited to the subject matter of this Memorandum of Agreement. All other terms and conditions of the parties' 2022-2023 CBA shall remain in full force and effect.
8. If this Memorandum of Agreement is not fully executed by the Union by February 18, 2022, the reopener will close, this Memorandum will be withdrawn, and 2022-2023 CBA will continue without any modification whatsoever.
9. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

IN WITNESS THEREOF, the parties hereto have set their hands this 11th day of Feb, 2022.

EMPLOYER (Stillwater Public Library)

UNION (AFSCME Council 5, Local 517)

By: Maureen Bell
Maureen Bell, President
Board of Trustees

By: [Signature]
Lori Jean Houston
Printed name

By: Mark Troendle
Mark Troendle, Director

Its: Local Steward

By: [Signature]
Jodi Kaericher
Printed name

Its: Local Steward

By: [Signature]
Jolene Catudio
Printed name

Its: Field Representative

Stillwater Public Library

Revised Appendix A: Updated 2022 Wage Scale

Proposed Draft for Union Review - Adopted by Board 2/8/2022

2022 Updated Wage Scale (Adjusted to City Class Compensation Model)														
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	\$ 17.79734	\$ 18.33126	\$ 18.88120	\$ 19.44764	\$ 20.03107	\$ 20.63200	\$ 21.25096	\$ 21.88849	\$ 22.54514	\$ 23.22150	\$ 23.91814
Aide	305	331	2	\$ 19.39911	\$ 19.98108	\$ 20.58051	\$ 21.19793	\$ 21.83386	\$ 22.48888	\$ 23.16355	\$ 23.85845	\$ 24.57421	\$ 25.31143	\$ 26.07078
Custodian I, Library Assistant I	332	361	3	\$ 21.14502	\$ 21.77938	\$ 22.43276	\$ 23.10574	\$ 23.79891	\$ 24.51288	\$ 25.24827	\$ 26.00571	\$ 26.78588	\$ 27.58946	\$ 28.41715
	362	394	4	\$ 23.04808	\$ 23.73942	\$ 24.45192	\$ 25.18510	\$ 25.94087	\$ 26.71923	\$ 27.52067	\$ 28.34615	\$ 29.19663	\$ 30.07260	\$ 30.97452
	395	431	5	\$ 25.12260	\$ 25.87596	\$ 26.65240	\$ 27.45192	\$ 28.27548	\$ 29.12356	\$ 29.99760	\$ 30.89760	\$ 31.82452	\$ 32.77885	\$ 33.76250
	432	472	6	\$ 27.38365	\$ 28.20481	\$ 29.05096	\$ 29.92260	\$ 30.82019	\$ 31.74471	\$ 32.69712	\$ 33.67837	\$ 34.68846	\$ 35.72933	\$ 36.80096
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 29.84808	\$ 30.74327	\$ 31.66587	\$ 32.61587	\$ 33.59423	\$ 34.60192	\$ 35.63990	\$ 36.70913	\$ 37.81058	\$ 38.94471	\$ 40.11298
Circulation Services Lead, Librarian I	519	569	8	\$ 32.53413	\$ 33.51010	\$ 34.51538	\$ 35.55096	\$ 36.61779	\$ 37.71587	\$ 38.84760	\$ 40.01298	\$ 41.21346	\$ 42.45000	\$ 43.72308

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

Stillwater Public Library

Revised Appendix B: Updated 2023 Wage Scale

Proposed Draft for Union Review - Adopted by Board 2/8/2022

2023 Updated Wage Scale (Adjusted to Class Compensation Model + 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	\$ 18.15329	\$ 18.69789	\$ 19.25883	\$ 19.83659	\$ 20.43169	\$ 21.04464	\$ 21.67598	\$ 22.32626	\$ 22.99605	\$ 23.68593	\$ 24.39651
Aide	305	331	2	\$ 19.78709	\$ 20.38070	\$ 20.99212	\$ 21.62188	\$ 22.27054	\$ 22.93866	\$ 23.62682	\$ 24.33562	\$ 25.06569	\$ 25.81766	\$ 26.59219
Custodian I, Library Assistant I	332	361	3	\$ 21.56793	\$ 22.21496	\$ 22.88141	\$ 23.56785	\$ 24.27489	\$ 25.00314	\$ 25.75323	\$ 26.52583	\$ 27.32160	\$ 28.14125	\$ 28.98549
	362	394	4	\$ 23.50904	\$ 24.21421	\$ 24.94096	\$ 25.68880	\$ 26.45968	\$ 27.25362	\$ 28.07109	\$ 28.91308	\$ 29.78057	\$ 30.67405	\$ 31.59401
	395	431	5	\$ 25.62505	\$ 26.39348	\$ 27.18545	\$ 28.00096	\$ 28.84099	\$ 29.70603	\$ 30.59755	\$ 31.51555	\$ 32.46101	\$ 33.43442	\$ 34.43775
	432	472	6	\$ 27.93133	\$ 28.76890	\$ 29.63198	\$ 30.52105	\$ 31.43660	\$ 32.37961	\$ 33.35106	\$ 34.35193	\$ 35.38223	\$ 36.44391	\$ 37.53698
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 30.44504	\$ 31.35813	\$ 32.29918	\$ 33.26818	\$ 34.26612	\$ 35.29396	\$ 36.35270	\$ 37.44332	\$ 38.56679	\$ 39.72361	\$ 40.91524
Circulation Services Lead, Librarian I	519	569	8	\$ 33.18482	\$ 34.18030	\$ 35.20569	\$ 36.26198	\$ 37.35014	\$ 38.47018	\$ 39.62455	\$ 40.81324	\$ 42.03773	\$ 43.29900	\$ 44.59754

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

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming, and Reference

February Programs:

- Learn to Use Libby! had 2 participants.
- Avocados in Acrylic had 23 participants.
 - After the waitlist was again extensive, Jodi worked with the instructor to expand the number of spots available while staying within a reasonable budget.
 - Because this class was on Zoom, more effort was required to manage the class supplies and technology for the class. Patrons love the format, so it is time well spent!
- Tech Help had 6 sessions with 6 participants.
 - Jodi added time slots as people requested one-on-one tech help. We are getting a wide variety of questions, and Jodi has received multiple comments that people are so happy to have somewhere to turn to ask for help. Her challenge is being prepared for any question on any device! Apple products are especially challenging since there is limited availability to run through scenarios before working with the patron.
- We distributed 115 Take & Make Valentine kits. Cami found the pattern and created the instructions.
- Connect Through Books had 3 participants.
- Felted Feathered Friends had 12 participants.
- Romance Book Club had 5 participants.
- Water Conservation: What Can I Do? was rescheduled while we find a way to generate more interest.
- Mystery Book Club had 6 participants.
- Winter Reads had 332 entries from 72 participants.

Circulation

- Staff has noticed an increase in foot traffic in the building, including 82 library cards issued in-person.

Collection

- Aurora has begun weeding Fiction, starting with examining items in no longer used item locations, like PB Fiction or PB Mystery. (All formats are now classified simply according to their genre, like Romance or Fiction.)

Reference

- On a cart at the entrance to the library, Cami has been adding books on the theme. For February, the theme was Black History.
- Cami made three Romance booklists that tie in with the new Romance Book Club. One of those lists was for this month's club, where the theme is romances set in a new geographic region.
- With the purchase of eight new book club kits, Cami and Catherine took the opportunity to update all 55 kits in addition to creating discussion guides for the new material.
- Jodi created flyers to advertise upcoming classes offered by WorkForce because we often answer questions about employment searches from public computer users.

- Staff worked on recording the types and duration of all the reference questions we received for the final week of February. This is not only required by the state but helps the staff see long-term shifts in use we will use to identify department improvements.
- Tax Forms arrived right on Valentine's Day. This feels like the best gift we could've given patrons to let them know how much we care.
- Reference is also noticing an uptick in use, finding ourselves providing more back-up than we have had to in the past few years.
- Planning has already begun for more temperate months, with scheduling Farmer's Market visits and our Summer Reading theme.

Upcoming in March

- Owl in Watercolor
- Three sessions of Tech Help
- Four sessions of Genealogy Help
- Romance Book Club
- Telescopes on the Terrace: Springtime
- Connect Through Books
- Mystery Book Club

February Programs

- “Baby Bear’s Snow Show” – 2 in-person sessions (89)
- Reposted February 2021 Storytimes – 4 sessions
- Virtual “Snow Show” – 2 sessions
- “Britto Hearts” - Art for Kids, Serendipity Art & Design (31)
- “My Heart is Like a Zoo” – Scavenger Hunt (376)
- “Where’s Waldo and Woof?” – Secret Scavenger Hunt
- “My Heart is Like a Zoo” in the ART ROOM (1000 total estimated – 118 pictures left)
- STEM Saturday pop-up kits from WCL: “STEM Take and Make Binary Code Bracelets” (40 kits)
- “Boredom Buster” Teen activity – “Would You Rather?”

Program Notes

- Continued “Baby Bear’s Snow Show” through February and will wrap up the series with [“Baby Bear’s Spring Show”](#) in March. The wildly fluctuating temperatures continued to frustrate as many days of each week would have been warm enough, with just the Wednesday being too cold. On the two dates held the show was repeated nine times with some sitting through more than once before enjoying the story-extension crafts while warming up before enjoying the scavenger hunt and story stroll.
- Posted 2021’s February episodes and excerpts of the 2 Snow Show mini-shows on the library’s YouTube channel for those who weren’t able to attend in-person.
- We maintained the “Family Art Room” space’s February drop-in activity and prepared for [March’s “Month of Moo” project](#); made a set of STEM kits from WCL available to families; maintained the Teen Area passive programming effort and supported the Serendipity Art & Design vendor program. We continued to work on preparations for the 2022 Summer Reading program.
- Angie is reestablishing connections with vendors to schedule programs for the summer including a line-up of Wednesday morning Special Summer Guests including Carpenter Nature Center. We’ll welcome back the wonderful magician Brodini in addition to another past favorite Brue the Bug Guy. It feels good to be doing something semi-normal in the library programming world.

Collection Notes

- The new “Road to Decode” Early Readers are available to check out. Read more about it in *Children’s News* on the library website: <https://www.stillwaterlibrary.org/new-road-to-decode-readers/>

Outreach/Community Engagement

- Head Start – Delivered themed books to their classroom on February 14.
- New Heights School – Regular class visits to the Library continued through January, for which staff tried to be in the Children’s Library whenever possible; the K/1 class attended “Baby Bear’s Snow Show” on February 16.
- 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.

Partnerships

- Angie attended the WCL Youth Services Meeting
- Angie met with Jill Smith, Bayport Library Director, about the 2022 Summer Explorers Program
- Stillwater will be a voting site for the Maud Hart Lovelace Awards to support the local schools

Upcoming

- “Chinese Vase Painting” – Art for Kids, Serendipity Art & Design (Registration required) – Saturday, March 19
- Teen Boredom Buster – [“got fandom?”](#)

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance Committee Report	
OWNER: Board Governance Committee	PRESENTER: Board Governance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
DESCRIPTION: Board Governance Committee Meeting Notes Present: Maureen Bell, Paula Hemer, Mark Troendle Absent: Dana Weigman Date: February 15, 2022, 6 p.m., via Zoom Library Advocacy <ul style="list-style-type: none"> • The Committee met with Lisa Winkler, a consultant, to discuss the library’s interest in holding a training workshop on library advocacy. • After the meeting concluded, the Committee decided to create an RFP and move the process out a few weeks. • The Committee has met with three consultants: Library Strategies, Strategic Consulting and Coaching, and Lisa Winkler. A copy of the RFP will be sent to each consultant with proposals due by March 18, 2022. • The Board Governance Committee will meet on March 23, 2022, to evaluate the proposals. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS RFP	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Request for Proposal Advocacy Training and Implementation Planning

History and Overview

Results from a recent self-assessment survey by the Board of Trustees of the Stillwater Public Library indicated a need for training and planning to increase advocacy for the library, both with City of Stillwater leaders and with the Stillwater Community. Trustees seek a plan to build an affirmative case for the library, including grassroots efforts of library supporters and direct advocacy with City leaders for budgetary resources to strengthen support for library services of value to the community. Trustees recognize their limited interaction with City leaders in advocating for needs and requirements of the library and would benefit from training in relationship-building.

Scope of Services to Be Provided by the Consultant

To address this need to increase library advocacy, Trustees envision holding a 3 hour training and planning workshop but are open to other options which might better achieve the goals listed below. We anticipate that the consultant will lead the workshop which is tentatively planned for a Saturday in May, preferably with everyone meeting in person. Members from the Library Foundation and Friends of the Library may join the workshop for a total of 16 participants.

Workshop goals include:

1. Learning specific techniques for effective library advocacy:
 - a. ways to develop rapport with and confidently engage City leaders and community members;
 - b. how to deliver an effective message and respond to questions and,
 - c. create a list of potential events and messaging opportunities.
2. Developing a list of key stakeholders: individuals, groups, agencies and businesses which have the potential to actively support and advocate for increased library visibility and funding.
3. Developing strategies to promote increased funding from the City.
4. Developing consistent messaging for participants to use when advocating for the library.
5. Outlining the requirements of a plan of action for library advocacy. We believe that workshop planning, presentation and post-workshop consultation could be fulfilled for an amount not to exceed \$2,250. However, as stated above, we are open to considering proposals for a different amount if the plan might better achieve our goals. If your proposal exceeds this amount, please

describe what you believe is a reasonable amount, why that amount is needed and how your time will be allocated to achieve our objectives.

Submission Deadline and Instructions

Submit the written proposal to Paula Hemer, Governance Committee chair at hempaula@gmail.com no later than Friday, March 18.

Please submit one digital copy of your proposal and include the name of the individual who will consult and lead the workshop. The proposal should include a specific description of the workshop content which covers the afore-stated goals as well as post-workshop consultation support.

Include a list of materials needed for the workshop.

We reserve the following:

1. To waive or reject any and/or all proposals or portions thereof.
2. To reject all proposals and negotiate with an individual vendor or any other person or entity.
3. To base awards with due regard to quality of services, experience, compliance with specifications and other such factors as may be necessary due to circumstance.
4. To make an award to a vendor whose proposal is in the library's best interest.
5. To negotiate different terms and conditions with any vendor the library chooses.
6. To utilize concepts submitted to the library, via proposal, without compensation.
7. The library will not be bound by any oral statement or representation contrary to the written specifications.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Facilities Committee Meeting Notes February 16, 2022, 10 a.m., Library Conference Room Present: Carlsen, Lockyear, Mathre, Troendle, and Calyx Staff Ben Hartberg and Hannah LoPresto</p> <p>Fourth Street Landscape Concept Design Hartberg presented the final concept design proposal which incorporates much of the feedback provided at the July 2021 Facilities meeting. Hartberg made suggestions for plantings and described the plan as enhancing the entrance to the library using low maintenance, native plants.</p> <p>Next steps in the project would be to get the plan approved by the Board and Heritage Preservation Commission. Calyx would then be available to develop working plans, create cost estimates and develop marketing graphics.</p> <p>Carlsen asked if the ramp between the two sidewalks would meet ADA requirements. Hartberg said elevations and measurements would need to be taken at a later date to guarantee it meets the 5% grade but he believes it appears to be less than 5% grade based on his examination of the area. The slope lines on the plan are not from a surveyor so he's not able to guarantee grades at this point in the process.</p> <p>Troendle remarked on the trees in the central circle and the HPC comments about not wanting trees in the plan. Hartberg described the proposed trees as not growing tall and feels they would enhance the entrance, not interfere with the view of the building. Hartberg also noted that the lawn is not a historic lawn as it has been through many changes over the years and this plan is a concept design plan only. Troendle also expressed concern about snow clearing and drainage in the central circle and along the ADA walkway.</p> <p>Hartberg said they would wait to hear from the Committee about next steps and timing of moving forward with the project. Calyx will send Carlsen a new 3-D version of the view from 4th Street to help with visualization of the plan as requested.</p> <p>Committee discussed timing in light of priorities, budgetary issues and optics. All agreed that the project needs to be part of the larger picture. Committee agreed to present the updated design plan at the June Board meeting as part of the Facilities 101 presentation which will include updates on the roof, exterior masonry and terrace.</p> <p>Roof Update Troendle reported that the bid for the library roof came in at \$309,000, about half of the anticipated cost.</p> <p>Capital Budget Planning Troendle explained a new City policy that will make most IT expenses operating expenses, not capital expenses. Committee discussed ramifications of this new policy.</p>	

Agenda Item Cover Sheet

Next Meeting: To be determined.
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

Stillwater Public Library Foundation
Board Meeting – January Meeting – Held 1/28/22
Video Conference

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

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 – Kevin made motion to approve December Minutes, Summer seconded. December meeting minutes were approved.
3. Annual meeting was held for election of officers for 2022. Kevin made a motion to elect the same slate of officers. Those officers being:

President Shawn Glaser
Vice President Summer Seidenkranz
Secretary Paige Hoyle
Treasurer Dustin Moeller

Ryan seconded the motion. The slate of officers for 2022 elected unanimously.

4. Reports for the monthly meeting
 - a. President- Shawn
 - Fund raising for 2021 was very successful
 - b. Library Director - Mark
 - Library has a new trustee
 - Library finalized labor agreement
 - There will be a new city administrator
 - c. Finances - Dustin
 - Working on appropriate way to inform public about estate gift
 - Gave finance report: SPLF organization is doing well
 - d. Governance – Amber
 - Requested everyone complete their conflict-of-interest form
 - e. Events & Marketing – Summer
 - Next committee meeting is scheduled for February 1 at 7pm
 - Decided not to have a π day event
 - Looking ahead for all year sponsorship
 - Planning for possible social event on terrace
 - Planning for a smaller Light a Spark event if possible
 - Sandy connected with E.E. Knight(science fiction author) for possible future event
 - Working on website, cleaning up text

f. Executive Director - Alicia

- Launching website
- Using E-commerce for donations, working out kinks
- Working with Dustin on the budget
- Working on big donation announcement
- Getting out annual statement
- Scheduled meeting with E.E. Knight

4. Other Business – No other business

5. Adjournment – The meeting was adjourned at 9:15 a.m.

Respectfully submitted,

Paige Hoyle, Secretary



Friends of the Stillwater Public Library

November 8, 2021 | 6:30pm CT | Meeting location: Margaret Rivers Room -Stillwater Public Library

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

Attendees:
Mary Ann Sandeen, Jan Kilkelly, Mark Troendle,
Tracy Salvati, Gemma Lockrem, Lyndon Lockrem,
Janet Skeie

Agenda

**Friends of the Stillwater Public Library Meeting:
Monday, November 8, 2021
Location: Margaret Rivers Room
Time: 6:30pm**

Friends of the Stillwater Public Library Agenda

1. Call meeting to order...Mary Ann Sandeen
2. Secretary's Report...Tracy Salvati
3. Treasurer's Report...Jan Kilkelly
4. Membership Report...Gemma Lockrem
5. Other...

Foundation question: Alicia sent a note wondering: Since there was no Light a Spark (we donated \$500 last summer) would we like to add that donation to this \$500 donation and be listed on the Sponsorship page as donating \$1000 to Love of the Library. I assume we would have access to more tickets. Also, we will confirm who is using our current tickets so they can be confirmed. (All)

Keri asked if would consider setting the dates for the Spring Sale at this meeting. (All)

Book Sale details: We can decide who and when will open and close. (All)

Anne Young passed away. Her Memorial Celebration will be Sunday, November 14 in the Margaret Rivers Room.

6. Update...Mark

Meeting called to order by Mary Ann Sandeen

- Tracy handed out Oct. 10, 2021 meeting minutes for review
 - Minutes approved

Treasurer's report Jan Kilkelly

2021 Financial Reports:

10/1/2021 – 10/30/2021

Opening Balance: \$35,525.35

Total Receipts: \$3,592.70

Total Disbursements: \$575.00

Ending Balance: \$38,543.05

Membership report Gemma Lockrem

67 memberships

Topics:

- **Book Drive Collections on 10/30 and 11/6 went well:**
 - Susie did a great job scheduling volunteers
 - We can decide who and when will open and close. (All)
 - **STS** – Nov. 10 and Nov. 14 confirmed

- **Fall 2021 Book Sale dates:**
 - Wednesday, November 10 | 5:00 – 7:30 PM Members Only Preview
 - Thursday, November 11 | 10:15 AM – 7:30 PM
 - Friday, November 12 | 10:15 AM – 4:30 PM
 - Saturday, November 13 | 10:15 AM – 4:30 PM, Bag Sale All Day

- **BOOK SALE DETAILS**
 - Margaret Rivers Room is going to be as socially distanced as possible. Cashier will be in hallway.
 - Wed. Mary Ann, Gemma, Jan and Tracy
 - Thursday: Gemma and Lyndon Lockrem / Open and Close
 - Friday: Mary Ann / Open and Close
 - Saturday: Jan Kilkelly / Open and Close

- **Suggested Spring Sale Dates**
 - Collections April 9th and April 16th
 - Presale Wed. April 20, Thurs April 21, Friday, April 22nd and Saturday April 23rd
 - Will confirm with Keri

- **SPLF Love Your Library Event.....November Nov. 16th, 2021 – virtual**
 - Alan Page – prerecorded presentation
 - FRIENDS donated \$1,000.00 to the event
 - Originally \$500.00, we added another \$500.00

- Anne Young passed away. Her Memorial Celebration will be Sunday, November 14 in the Margaret Rivers Room.
 - There is a ‘Go Fund Me’ set up for Anne Young

- Friends will be recipient of ‘Co-up’ rounding up Oct. 2022

Update: Mark Troendle:

Discussed some November events.

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

Meeting Adjourn at 7:30pm

Next meeting will be on: Mon. Feb. 14, 2022

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

Period:	11/1/2021 - <u>11/30/2021</u>	Year-to-Date <u>11/30/2021</u>
Opening Balance	\$38,543.05	\$ 39,524.06
Receipts:		
Memberships	\$535.00	\$ 3,510.00
Donations	\$600.00	\$ 7,177.70
Ongoing Book Sales	\$240.00	\$ 903.00
Semi-Annual Book Sales	\$4,535.50	\$ 5,045.50
Scanner Fees	\$140.00	\$ 140.00
Book Bag Sales		\$ 90.00
Total Receipts	\$6,050.50	\$ 16,866.20
Disbursements:		
Grants to Library		\$ 10,240.00
Sponsorships		\$ 1,000.00
Memberships		\$ 25.00
Postage		\$ 55.00
Printing & Supplies		\$ 402.71
Sales Tax		\$ 74.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$0.00	\$ 11,796.71
Ending Balance	\$44,593.55	\$ 44,593.55

Outstanding Grants Due to Library:

Book Sale Nov. 2021	\$4,535.50
	<u>\$4,535.50</u>

Other:

Book Sale Apr. 2015	\$0.00
Book Sale Apr. 2016	\$0.00
Book Sale Apr. 2017	\$0.00
Book Sale Apr. 2018	\$2,223.92
Book Sale Apr. 2019	\$4,519.50
Book Sale Apr. 2021	\$500.00
	<u>\$7,243.42</u>

Total	\$11,778.92
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**Friends of the Stillwater Public Library
2021 Financial Reports**

Period:	12/1/2021 - 12/31/2021	2021 Totals
Opening Balance	\$44,593.55	\$ 39,524.06
Receipts:		
Memberships		\$ 3,510.00
Donations	\$180.00	\$ 7,357.70
Ongoing Book Sales	\$291.00	\$ 1,194.00
Semi-Annual Book Sales		\$ 5,045.50
Scanner Fees		\$ 140.00
Book Bag Sales		\$ 90.00
Total Receipts	\$471.00	\$ 17,337.20
Disbursements:		
Grants to Library		\$ 10,240.00
Sponsorships		\$ 1,000.00
Memberships		\$ 25.00
Postage		\$ 55.00
Printing & Supplies		\$ 402.71
Sales Tax		\$ 74.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$0.00	\$ 11,796.71
Ending Balance	\$45,064.55	\$ 45,064.55
Outstanding Grants Due to Library:		
Book Sale Nov. 2021		\$4,535.50
		<u>\$4,535.50</u>
Other:		
Book Sale Apr. 2015		\$0.00
Book Sale Apr. 2016		\$0.00
Book Sale Apr. 2017		\$0.00
Book Sale Apr. 2018		\$2,223.92
Book Sale Apr. 2019		\$4,519.50
Book Sale Apr. 2021		\$500.00
		<u>\$7,243.42</u>
Total		\$11,778.92

**Friends of the Stillwater Public Library
2022 Financial Reports**

Period:		1/1/2022 - <u>1/31/2022</u>
Opening Balance	\$	45,064.55
Receipts:		
Memberships	\$	150.00
Donations		
Ongoing Book Sales	\$	235.00
Semi-Annual Book Sales		
Scanner Fees		
Book Bag Sales		
Total Receipts	\$	385.00
Disbursements:		
Grants to Library		
Sponsorships		
Memberships		
Postage		
Printing & Supplies		
Sales Tax	\$	434.00
Fees		
Misc.		
Total Disbursements	\$	434.00
Ending Balance	\$	45,015.55

<i>Outstanding Grants Due to Library:</i>		
Book Sale Nov. 2021		\$4,535.50
Book Sale Nov. 2022		
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		\$4,535.50

<i>Other:</i>		
Book Sale Apr. 2018		\$2,223.92
Book Sale Apr. 2019		\$4,519.50
Book Sale Apr. 2021		\$500.00
Book Sale Apr. 2022		
		<hr/>
		\$7,243.42
Total		\$11,778.92

Stillwater Public Library 2022 Calendar

<p>January 1: Library Closed, New Year's Day 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 17: Library Closed, MLK Day 21: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 8: SPL Board Meeting, 7:00 pm 14: Friends Meeting, 6:30 pm 21: Library Closed, Presidents' Day 25: SPLF Board Meeting, 8:30 am</p>	<p>March 8: Presentation at Stillwater Township, 7:00 pm 8: SPL Board Meeting, 7:30 pm 14: Friends Meeting, 6:30 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check (Canceled for 2022)
<p>April 1: Annual Report to State Due 3-9: National Library Week 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 17: Library Closed, Easter 19-23: Friends Used Book Sale 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • NEA Big Read in the St. Croix Valley: An American Sunrise by Joy Harjo 	<p>May 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 8:30 am 29: Library Closed on Sundays for Summer 30: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • Begin 2023 budget prep 	<p>June 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2023 capital outlay request and 2023-2027 CIP may be due • 2023 operating budget discussions • Facilities 101 & Finance 101
<p>July 4: Library Closed, Independence Day 12: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2023 operating budget due and 2023-2027 CIP due if not already requested 	<p>August 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year) 	<p>September 5: Library Closed, Labor Day 11: Sunday Hours Resume 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Council budget changes; Levy adopted • Director evaluation: annual review • Request 2023 health insurance info • Negotiate labor contract with union (Executive Committee) if due
<p>October TBD: Friends Meeting, 6:30 pm 10: Library Closed, Staff Training Day 11: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Implement board self-assessment survey 	<p>November 7: Friends Meeting, 6:30 pm 8: SPL Board Meeting, 7:00 pm TBD: Friends Used Book Sale 24: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> • Report on self-assessment results • Adopt holidays for succeeding year 	<p>December 2: SPLF Board Meeting, 8:30 am 13: SPL Board Meeting, 7:00 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed

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

Stillwater

Public Library

2022 LIBRARY BOARD

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

Members	Term	Ward
Maureen Bell (President)	3rd Term: Jan 1, 2020 - Dec 31, 2022	4
Gregg "Spike" Carlsen	3rd Term: Jan 1, 2022 - Dec 31, 2024	2
Bethany Cox	1st Term: Jan 1, 2020 - Dec 31, 2022	3
Craig Hansen (Secretary/Treasurer)	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, Hansen, Lockyear, Troendle
Facilities:	Carlsen, Lockyear, Mathre, Troendle
Finance:	Cox, Hansen, Hollatz, Troendle

Updated: 2/23/2022