

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, May 9, 2017
7:00 PM
Library Conference Room

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the April 11, 2017 Minutes +
 - b. Acknowledgement of Bills Paid in April \$44,635.78+
 - c. Budget Status Report +
5. City Administrator, Tom McCarty-City of Stillwater Compensation Study

Old Business

6. Board Vacancy Recommendation A+

New Business

7. 2018-2022 Library Capital Improvement Plan and 2018 Library Capital Outlay Request A+
8. City of Stillwater Job Classification and Compensation Study A+
9. Director and other Staff reports +
10. Foundation Report +
11. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance I+
 - d. Human Resources
12. Public Commentary and Communications
13. Adjournment

If you are unable to attend this meeting, please leave a message for Melissa at 651-275-4338 ext. 118 before 5 Pm on Monday, May 8, 2017.

A= Action Item I= Information Item D=Discussion Item + = Document in Packet
*= Document to be Distributed Later #=Document Distributed Previously

Attachments: Total Loans Report, Calendar, Ongoing Board Work Assignments, SPLF Impact Report, Friends Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 11, 2017**

Minutes

PRESENT: Bell, Carlsen, Hansen, Keliher, Lunn, Menikheim, Richie, Stark

ABSENT: None

STAFF: Brechon, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:00 pm by Keliher, Chair.

AGENDA ITEM 2: Adoption of Agenda

Motion made to move item 11 to 4A, immediately following the consent calendar, as trustee Hansen needs to leave the meeting early. Motion to adopt revised agenda. MSP.

AGENDA ITEM 3: In-Person Public Commentary

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. MSP.

AGENDA ITEM 4A: Board Vacancy Recommendation

The nominating committee of Bell, Hansen, and Menikheim interviewed four applicants for the open board position vacated by Brandon Otte. The nominating committee noted that they were of appreciative of the interest, skills and talents of all of the applicants and felt that two applicants stood out from the rest, Paula Hemer and Lisa Howe. They also requested that any applicant that was not selected should be encouraged to connect with the Foundation or Friends for possible involvement opportunities.

The nominating committee put forth a recommendation for Hemer with a vote of 2-1. The members of the nominating committee each made his/her case for a preferred applicant. The full board discussed applicants Hemer and Howe. *Motion was made to accept the nominating committee's recommendation of Paula Hemer to be formally recommended to the mayor and council. Yes – Bell, Carlsen, Hansen, Keliher. No – Lunn, Menikheim, Richie, Stark. Motion failed.* Keliher confirmed with the members voting "No" that their votes were in favor of Howe.

Board discussed several options for how to proceed with a split vote. *Motion to have Keliher report to Mayor regarding the appointment process, the split vote in trustee nominations, and the names of the two preferred applicants. MSP.*

Board discussed that there is a possibility of future split votes when there is a board vacancy because an even number of board members remain. *Motion made that the nominating committee would always have an odd number. In the event of a split vote by the board for a trustee vacancy, the recommendation of the nominating committee would take precedence and would be provided to the mayor and council. Yes – Carlsen, Bell; No – Keliher, Lunn, Richie, Stark, Menikheim; Absent – Hansen.*

Note: The notation MSP is used in instances of unanimous approval of a motion. In the event of division, the vote of each trustee voting will be recorded.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 11, 2017**

Minutes

AGENDA ITEM 5: Acceptance of Q1 2017 Gifts and Grants

Richie reviewed the "Library Supplemental Funds: 2017 Gifts & Grants Received Through 3/31/2017" document found in the April board packet.

Motion made to accept the first quarter 2017 gifts and grants per report dated April 4, 2017. MSP.

AGENDA ITEM 6: Building Reconfiguration Update

Brechon reported that the building reconfiguration will be discussed during the Facilities Committee Report under Agenda Item 18 b.

AGENDA ITEM 7: Strategic Plan Update.

Brechon discussed the need to revisit the Implementation Plan task and dates. The plan contains goals and dates that need to be updated to reflect the hiring of a new director. Board discussed. Keliher and Brechon will review plan, review, and present to board for approval.

Richie asked about the Library Leadership Summit listed on the Implementation Plan. Richie, Keliher, and Menikheim will have an initial meeting to begin planning.

AGENDA ITEM 8: Hearing Loops

Brechon reported on the Hearing Loops project as presented in the board packet. The Foundation has secured private funding to install Hearing Loops in Margaret Rivers A&B. This system will help provide clear sound so that people with hearing loss can better participate in presentations and meetings in the space. The installation is slated for May 8th or 15th. Some of the installation work will be done underneath A&B in the ceiling of the children's area.

AGENDA ITEM 9: Funding of Transition Costs

At the March board meeting, the Finance Committee was asked to review funds and determine funding sources for the costs of the interim director search, interim director contract, and the executive search firm costs. The Finance Committee reviewed reports prepared by staff that estimated transition costs as well as cost savings from the open director and assistant director positions. While many variables are still to be determined, the initial projections indicated that the savings from the open positions would cover the transition expenditures.

AGENDA ITEM 10: MN Public Library Annual Report 2016

Brechon reported that the 2016 Minnesota Public Library Annual Report was submitted to the state on March 31, 2017. This information is used by researchers, consultants, journalists and legislators to analyze and compare the nation's public libraries. The financial section of the report was based on unaudited financials as audited numbers are not available yet. This report does not have any bearing on funding the library receives from the state.

*Note: The notation MSP is used in instances of unanimous approval of a motion.
In the event of division, the vote of each trustee voting will be recorded.*

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 11, 2017**

Minutes

Brechon indicated that there were a few changes made to the report included in the April Board Packet:

- O09: Outreach Services – Workforce Development: Answer for current year was changed to “Yes.”
- P15: Circulation – Other Physical Media Circulation. This answer should be 71 for the current year to reflect the 71 microfilm items that were circulated. In the previous year, the number reported was 10,297 and reflected the materials circulated in the teen collection. In the current year, the teen circulation was reported under P13-Children’s Circulation instead of P15. Previous year P13-Children’s Circulation totals did not include teen materials.

Brechon discussed plans to prepare a graphic annual report for the Board and for the City Council in May. Board discussed that an in-person presentation to the Council is preferable. Brechon will contact McCarty regarding presentation to Council.

Menikheim requested a 2016 number regarding the total cost of the library. These numbers will be included as part of the graphic annual report in May.

Motion made to approve the Annual Report with corrections. MSP.

AGENDA 12. Capital Release Request

The Finance Committee reported that the 2017 capital budget includes a \$5,000 item for the reupholster of furniture. The Finance and Facilities committee request release of these funds.

Motion made to request the release of \$5,000 in 2017 capital funds for the reupholster of furniture.

AGENDA ITEM 13. 2018 Budgeting Process

Board discussed that the 2018 budgeting process is beginning. The board will need to consider the long-range capital plan, compensation study, and the new director’s salary when planning for 2018. Brechon will provide the board with dates for the different parts of the budgeting process when received from the city. General budget timeline information is included on the board calendar.

AGENDA ITEM 14: Executive Search Process

During the Board’s April 3, 2017 meeting with John Keister, Keister ask the board to consider the following items in preparation for the Executive Search Process:

- Third Visit with John Keister and Associates
- Director Salary Range
- Relocation Package
- Structure for Community Input

The Board discussed a third visit with John Keister. The initial contract was for a Skype meeting with Keister to discuss the candidates. If the board chose an in-person meeting with Keister, the cost would

*Note: The notation MSP is used in instances of unanimous approval of a motion.
In the event of division, the vote of each trustee voting will be recorded.*

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 11, 2017**

Minutes

be \$1,250. Board preferred the in-person meeting and charged the Executive Committee and Brechon to work on an addendum to the contract for the cost of the visit.

The Board discussed the Director Salary Range. Menikheim distributed the city salary ranges, document attached, as a guideline for the Board. The Board noted that it would need to take into consideration results from the class compensation study. The Board also noted that benefits would also be an important component of compensation. The city's HR director advised Brechon that 33% of salary can be used as an estimated cost of benefits. The Board determined that they do not want to list a specific salary range on the job posting but would provide Keister with the city salary ranges and library comparables as a starting point.

The Board discussed a possible relocation package for a director. Board will further research.

The Board also discussed the importance of community input. The Friends, Foundation and staff met with Keister to provide input on the director search. These groups will also be involved in evaluating the finalists for the position. Board will work with Keister to determine the inclusion of other community stakeholders during the finalist review.

Keliher noted that the website advertising the posting is available for review. Keliher will forward the link to the Board.

AGENDA ITEM 15: Library Policy Update

Bell reviewed the library policy inventory with the Board. Policies need an overall review, decision on whether each policy is still relevant, and, if needed, preparation of a draft revision for Board consideration. A newly released Public Library Trustee Handbook provides guidance on what policies are required and desirable to have.

Board discussed multiple approaches for reviewing and updating policies. Board asked for staff and director feedback regarding policies that need attention. The first step is a board ethics policy and new board member orientation.

AGENDA ITEM 16: Director and Other Staff Reports

Brechon discussed the Director report included in the April board packet.

AGENDA ITEM 13: Foundation Report

Richie updated the Board on the activities of the Foundation. The next event is the Gratitude Breakfast on Wednesday, April 26 at 7:30 am in Margaret Rivers A&B.

*Note: The notation MSP is used in instances of unanimous approval of a motion.
In the event of division, the vote of each trustee voting will be recorded.*

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, April 11, 2017**

Minutes

AGENDA ITEM 14: Board Committee Reports

14 a. Executive Committee: None.

14 b. Facilities: The Facilities Committee updated the board on the building reconfiguration efforts. Board discussed the shelving movements outlined in part two of the board packet. Changes on the upper level are on hold for the new director to manage.

14 c. Finance: None.

14 d. Governance and Policy: None.

14 e. Human Resources: None.

AGENDA ITEM 15: Public Commentary and Communications

Keliher read letter from Anne Young to Fred Rengel announcing her resignation as Events Coordinator. Brechon shared letter from Lynne Bertalmio.

AGENDA ITEM 16: Adjournment

Meeting adjourned at 10:03 pm.

*Note: The notation MSP is used in instances of unanimous approval of a motion.
In the event of division, the vote of each trustee voting will be recorded.*

2017 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
4042017	4/4/2017	Baker and Taylor	Materials - Juv	\$ 695.80	230-4230-2400-0000	Childrens Books
4042017	4/4/2017	Baker and Taylor	Materials - Teen	\$ 80.94	230-4230-2406-0000	Teen Books
4042017	4/4/2017	Baker and Taylor	Materials - Processing	\$ 19.11	230-4230-3404-0000	Processing Fee
3312017	3/30/2017	Brechon Melissa J.	Interim Director Contract - March	\$ 7,000.00	230-4230-3099-0000	Other Professional Services
4042017	4/4/2017	Brodart Co	Materials - Adult Fiction	\$ 174.02	230-4230-2401-0000	Adult Books - Fiction
4042017	4/4/2017	Brodart Co	Materials - Adult NonFiction	\$ 323.61	230-4230-2405-0000	Adult Books - Non Fiction
4042017	4/4/2017	Brodart Co	Materials - Processing	\$ 13.00	230-4230-3404-0000	Processing Fee
6089383	3/15/2017	Demco Inc.	Processing Supplies	\$ 283.18	230-4230-3404-0000	Processing Fee
160118	2/28/2017	ESR Inc	Shredding	\$ 19.24	230-4230-4099-0000	Miscellaneous Charges
104365	3/30/2017	Greater Stillwater Chamber of Commerce	SPL Membership	\$ 185.00	230-4230-4099-0000	Miscellaneous Charges
2187	3/8/2017	JORAAN	Programs - Juv (SPLF STEM)	\$ 362.00	232-4232-2407-0000	SPLF - Programs
JKA0330	3/30/2017	John Keister & Associates	Fee for Director Search - First Payment	\$ 6,100.00	230-4230-3099-0000	Other Professional Services
7867	2/20/2017	Mercury Electric	Computer Workstations Wiring	\$ 1,247.37	230-4900-5200-0000	C/O & Improvements
2471924	3/13/2017	Loffler Companies	ExtremeWorks NBD Adv	\$ 205.00	230-4230-3707-0000	Maintenance Agreements
4042017	4/4/2017	Midwest Tape	Materials - Audio	\$ 112.71	230-4230-2402-0000	Audio
4042017	4/4/2017	Midwest Tape	Materials - Film	\$ 59.98	230-4230-2408-0000	Film/Video
4042017	4/4/2017	Midwest Tape	Materials - Processing	\$ 23.80	230-4230-3404-0000	Processing Fee
4042017	4/4/2017	Midwest Tape	Materials - Juv Audio Books (Friends)	\$ 385.87	235-4235-2101-0000	Library Donations Materials
W17020690	3/17/2017	Office of MN IT Services	Telephone - February	\$ 381.02	230-4231-3101-0000	Telephone
12	2/28/2017	MSR Design	Teen Room Design	\$ 487.50	235-4900-3099-0000	Library Don - Improvement Projects - Other
136826	3/17/2017	NAC Mechanical and Electrical Services	Hot Water Pump Sensor Repairs	\$ 732.03	230-4231-3703-0000	Building Repair Charges
619004	3/1/2017	NADA Used Car Guide	Reference	\$ 115.00	230-4230-2113-0000	Reference
3302017	3/30/2017	Recorded Books Inc	Materials - Audio Books (Friends) ProForma Q2 17-Q1	\$ 5,088.00	235-4235-2101-0000	Library Donations Materials
13511922	3/14/2017	Toshiba Business Solutions	Maintenance Contract	\$ 37.31	230-4230-3707-0000	Maintenance Agreements
7	3/3/2017	White Bear Center for the Arts	Programs - Adult (SPLF)	\$ 450.00	232-4232-2407-0000	SPLF - Programs
14	3/21/2017	White Bear Center for the Arts	Programs - Adult (SPLF)	\$ 250.00	232-4232-2407-0000	SPLF - Programs
			INVOICES SUBTOTAL	\$ 24,831.49		
CREDIT CARD						
SO-629009	42784	Varidesk	Desk	\$ 530.27	230-4230-2302-0000	Other Minor Equipment
8173855	42790	Amazon	Supplies	\$ 74.98	230-4230-2101-0000	General Supplies
			CC SUBTOTAL	\$ 605.25		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 25,436.74		

Submitted for payment

Melissa J. Brechon, Interim Director

2017 Bill Resolutions

The following bills have been examined and are approved for payment.

Mary Richie, Secretary/Treasurer, Board of Trustees

4/11/2017

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
186189	3/8/2017	Ace Hardware	Janitorial Supplies	\$ 38.06	230-4231-2102-0000	Janitorial Supplies
20066	4/13/2017	Advantage Computer Systems	Hearing Loops	\$ 11,495.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
4182017	4/18/2017	Baker and Taylor	Materials - Juv	\$ 64.11	230-4230-2400-0000	Childrens Books
4182017	4/18/2017	Baker and Taylor	Materials - YA	\$ 159.94	230-4230-2406-0000	Teen Books
4182017	4/18/2017	Baker and Taylor	Materials - Processing	\$ 1.96	230-4230-3404-0000	Processing Fee
4182017	4/18/2017	Brodart Co	Materials - Adult Fiction	\$ 133.60	230-4230-2401-0000	Adult Books - Fiction
4182017	4/18/2017	Brodart Co	Materials - Adult NonFiction	\$ 79.87	230-4230-2405-0000	Adult Books - Non Fiction
4182017	4/18/2017	Brodart Co	Materials - Processing	\$ 6.50	230-4230-3404-0000	Processing Fee
32821	4/11/2017	Cartridge World Hudson	Supplies	\$ 124.98	230-4230-2101-0000	General Supplies
306-02444792-3	3/31/2017	Culligan of Stillwater	Misc	\$ 97.75	230-4230-4099-0000	Miscellaneous Charges
2455591_1182398871	3/22/2017	G & K Services	Towels & Rugs	\$ 87.34	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
4042017	4/4/2017	Hedin Sue	Gallery Reception- Staff Reimbursement	\$ 125.04	230-4230-4099-0000	Miscellaneous Charges
4132017	4/13/2017	Jacobsen Aurora	Materials - Audio	\$ 35.84	230-4230-2402-0000	Audio
4182017	4/18/2017	Midwest Tape	Materials - Audio	\$ 132.79	230-4230-2402-0000	Audio
4182017	4/18/2017	Midwest Tape	Materials - Video	\$ 14.99	230-4230-2408-0000	Film/Video
4182017	4/18/2017	Midwest Tape	Materials - Juv Audio (SPLF)	\$ 34.99	235-4235-2101-0000	Library Donations Materials
4182017	4/18/2017	Midwest Tape	Materials - Processing	\$ 30.55	230-4230-3404-0000	Processing Fee
701806	4/12/2017	MEI Total Elevator Solutions	Elevator Service	\$ 528.00	230-4231-3703-0000	Building Repair Charges
4062017	4/6/2017	Petrie Angela	PowerUp Conference - Staff Reimbursement	\$ 281.79	230-4230-3201-0000	Seminar/Conference Fees
4062017	4/6/2017	Petrie Angela	PowerUp Conference Travel - Staff Reimbursement	\$ 267.50	230-4230-3200-0000	Mileage
474147	3/31/2017	ECM Publishers	Public Notice Special Mtg of Board 4/3/17	\$ 23.70	230-4230-3400-0000	Printing and Publishing
4102017	4/10/2017	Thorager Natasha	Programs - Juv (SPLF)	\$ 240.00	232-4232-2407-0000	SPLF - Programs
13570713	4/6/2017	Toshiba Business Solutions	Maintenance Contract	\$ 88.19	230-4230-3707-0000	Maintenance Agreements
04032017_211.00	4/3/2017	Washington County Library	Q1 17 processing fees collected at SPL for WCL	\$ 168.00	230-0000-3880-0040	Lost/Overdue Processing Fees
04032017_211.00	4/3/2017	Washington County Library	Q1 17 lost/damaged collected at SPL for WCL	\$ 43.00	230-0000-3880-0030	Lost/Damaged Fees
04032017_199.83	4/3/2017	Washington County Library	Q1 17 Postage/Stock for Overdue Notices	\$ 199.83	230-4230-3102-0000	Postage
04102017_314.85	4/10/2017	Washington County Library	Q1 17 Processing Supplies	\$ 314.75	230-4230-3404-0000	Processing Fee
51-7976594-1	3/27/2017	Xcel Energy	Energy	\$ 1,261.32	230-4231-3601-0000	Natural Gas
51-7976594-1	3/27/2017	Xcel Energy	Energy	\$ 3,119.65	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		\$ 19,199.04		
CREDIT CARD						
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
		MANUAL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 19,199.04		

Submitted for payment

Melissa J. Brechon, Interim Director

General Ledger

Budget Status - March 2017

User: kgoeltl
 Printed: 4/24/2017 - 1:17 PM
 Period: 1 to 3, 2017



Account Number	Description	Budget Amount	Jan 1- Mar 31 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	70,000.00	12,867.50	12,867.50	57,132.50	0.00	57,132.50	81.62
230-0000-3520-0100	Copier/Printer Sales	5,800.00	1,362.35	1,362.35	4,437.65	0.00	4,437.65	76.51
230-0000-3880-0200	Gallery Fees	600.00	0.00	0.00	600.00	0.00	600.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	R25 Sub Totals:	76,700.00	14,229.85	14,229.85	62,470.15	0.00	62,470.15	81.45
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
230-0000-3820-0100	Gifts	5,500.00	160.00	160.00	5,340.00	0.00	5,340.00	97.09
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0020	Library Card Fees	10,212.00	1,743.85	1,743.85	8,468.15	0.00	8,468.15	82.92
230-0000-3880-0030	Lost Materials	3,200.00	457.13	457.13	2,742.87	0.00	2,742.87	85.71
230-0000-3880-0040	Processing Fees	8,200.00	900.46	900.46	7,299.54	0.00	7,299.54	89.02
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	300.00	-0.99	-0.99	300.99	0.00	300.99	100.33
	R40 Sub Totals:	29,412.00	3,260.45	3,260.45	26,151.55	0.00	26,151.55	88.91
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	0.00	0.00	1,171,625.00	0.00	1,171,625.00	100.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Jan 1- Mar 31 Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	22,700.00	0.00	0.00	22,700.00	0.00	22,700.00	100.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	90,000.00	0.00	0.00	90,000.00	0.00	90,000.00	100.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,284,325.00	0.00	0.00	1,284,325.00	0.00	1,284,325.00	100.00
	Revenue Sub Totals:	1,390,437.00	17,490.30	17,490.30	1,372,946.70	0.00	1,372,946.70	98.74
	Dept 0000 Sub Totals:	-1,390,437.00	-17,490.30	-17,490.30	-1,372,946.70	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	223,923.00	34,597.93	34,597.93	189,325.07	0.00	189,325.07	84.55
230-4230-1100-0000	Overtime - Full Time	0.00	12.99	12.99	-12.99	0.00	-12.99	0.00
230-4230-1111-0000	Severance Pay	0.00	22,477.62	22,477.62	-22,477.62	0.00	-22,477.62	0.00
230-4230-1112-0000	Sick Pay	0.00	4,876.52	4,876.52	-4,876.52	0.00	-4,876.52	0.00
230-4230-1113-0000	Vacation Pay	0.00	29,266.58	29,266.58	-29,266.58	0.00	-29,266.58	0.00
230-4230-1200-0000	Part Time Salaries	469,003.00	119,932.00	119,932.00	349,071.00	0.00	349,071.00	74.43
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	51,974.00	12,870.31	12,870.31	39,103.69	0.00	39,103.69	75.24
230-4230-1420-0000	FICA/Medicare	53,005.00	14,973.88	14,973.88	38,031.12	0.00	38,031.12	71.75
230-4230-1500-0000	Hospital / Medical	105,454.00	23,117.21	23,117.21	82,336.79	0.00	82,336.79	78.08
230-4230-1520-0000	Dental Insurance	4,149.00	749.92	749.92	3,399.08	0.00	3,399.08	81.93
230-4230-1540-0000	Life Insurance	650.00	161.28	161.28	488.72	0.00	488.72	75.19
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	908,158.00	263,036.24	263,036.24	645,121.76	0.00	645,121.76	71.04
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	250.00	0.00	0.00	250.00	0.00	250.00	100.00
230-4230-2101-0000	General Supplies	4,500.00	318.19	318.19	4,181.81	0.00	4,181.81	92.93
230-4230-2113-0000	Reference	5,040.00	343.03	343.03	4,696.97	0.00	4,696.97	93.19
230-4230-2114-0000	Data Base Searching	1,750.00	1,081.10	1,081.10	668.90	0.00	668.90	38.22
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
230-4230-2400-0000	Childrens Books	13,020.00	2,901.42	2,901.42	10,118.58	0.00	10,118.58	77.72
230-4230-2401-0000	Adult Books - Fiction	14,923.00	1,999.24	1,999.24	12,923.76	0.00	12,923.76	86.60
230-4230-2402-0000	Audio	10,920.00	674.37	674.37	10,245.63	0.00	10,245.63	93.82
230-4230-2403-0000	Periodicals	4,500.00	4,212.03	4,212.03	287.97	0.00	287.97	6.40
230-4230-2405-0000	Adult Books - Non Fiction	16,818.00	2,097.51	2,097.51	14,720.49	0.00	14,720.49	87.53
230-4230-2406-0000	Teen Books - Materials	4,620.00	940.44	940.44	3,679.56	0.00	3,679.56	79.64
230-4230-2407-0000	Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	7,560.00	716.68	716.68	6,843.32	0.00	6,843.32	90.52

Account Number	Description	Budget Amount	Jan 1- Mar 31 Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-2409-0000	Electronic Materials	3,360.00	0.00	0.00	3,360.00	0.00	3,360.00	100.00
230-4230-2499-0000	Collection Development	504.00	28.50	28.50	475.50	0.00	475.50	94.35
	E10 Sub Totals:	90,765.00	15,312.51	15,312.51	75,452.49	0.00	75,452.49	83.13
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	707.24	707.24	5,792.76	0.00	5,792.76	89.12
230-4230-3099-0000	Other Professional Services	1,000.00	7,446.00	7,446.00	-6,446.00	0.00	-6,446.00	0.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	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	14.92	14.92	1,485.08	0.00	1,485.08	99.01
230-4230-3200-0000	Mileage	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-4230-3201-0000	Seminar/Conference Fees	4,500.00	695.00	695.00	3,805.00	0.00	3,805.00	84.56
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	1,500.00	369.43	369.43	1,130.57	0.00	1,130.57	75.37
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	7,000.00	1,124.82	1,124.82	5,875.18	0.00	5,875.18	83.93
230-4230-3500-0000	General Insurance	1,914.00	0.00	0.00	1,914.00	0.00	1,914.00	100.00
230-4230-3707-0000	Maintenance Agreements	20,000.00	349.32	349.32	19,650.68	0.00	19,650.68	98.25
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	122.70	122.70	277.30	0.00	277.30	69.33
	E15 Sub Totals:	44,814.00	10,829.43	10,829.43	33,984.57	0.00	33,984.57	75.83
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	400.00	118.00	118.00	282.00	0.00	282.00	70.50
230-4230-4001-0000	Subscriptions	625.00	616.98	616.98	8.02	0.00	8.02	1.28
230-4230-4099-0000	Miscellaneous Charges	1,500.00	563.33	563.33	936.67	0.00	936.67	62.44
	E20 Sub Totals:	2,525.00	1,298.31	1,298.31	1,226.69	0.00	1,226.69	48.58
E25	CAPITAL OUTLAY							
230-4230-5200-0000	C/O & Improvements	21,640.00	0.00	0.00	21,640.00	0.00	21,640.00	100.00
230-4230-5300-0000	C/O Machinery & Equipment	9,000.00	0.00	0.00	9,000.00	0.00	9,000.00	100.00
230-4230-5310-0000	C/O MIS Computer Equipment	58,060.00	0.00	0.00	58,060.00	0.00	58,060.00	100.00
	E25 Sub Totals:	88,700.00	0.00	0.00	88,700.00	0.00	88,700.00	100.00
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:	1,134,962.00	290,476.49	290,476.49	844,485.51	0.00	844,485.51	74.41

Account Number	Description	Jan 1- Mar 31		YTD Amount	YTD Var	Encumbered Amount	Available	% Available
		Budget Amount	Period Amount					
	Dept 4230 Sub Totals:	1,134,962.00	290,476.49	290,476.49	844,485.51	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	51,709.00	13,494.36	13,494.36	38,214.64	0.00	38,214.64	73.90
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	818.46	818.46	-818.46	0.00	-818.46	0.00
230-4231-1113-0000	Vacation Pay	0.00	264.01	264.01	-264.01	0.00	-264.01	0.00
230-4231-1200-0000	Part Time Salaries	33,876.00	7,805.03	7,805.03	26,070.97	0.00	26,070.97	76.96
230-4231-1410-0000	PERA	6,419.00	1,601.89	1,601.89	4,817.11	0.00	4,817.11	75.04
230-4231-1420-0000	FICA/Medicare	6,547.00	1,498.32	1,498.32	5,048.68	0.00	5,048.68	77.11
230-4231-1500-0000	Hospital / Medical	21,178.00	5,001.63	5,001.63	16,176.37	0.00	16,176.37	76.38
230-4231-1520-0000	Dental Insurance	758.00	189.42	189.42	568.58	0.00	568.58	75.01
230-4231-1540-0000	Life Insurance	116.00	28.80	28.80	87.20	0.00	87.20	75.17
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	120,603.00	30,701.92	30,701.92	89,901.08	0.00	89,901.08	74.54
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	2,300.00	370.21	370.21	1,929.79	0.00	1,929.79	83.90
230-4231-2102-0000	Janitorial Supplies	3,800.00	704.81	704.81	3,095.19	0.00	3,095.19	81.45
230-4231-2202-0000	Building Repair Supplies	300.00	517.93	517.93	-217.93	0.00	-217.93	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	E10 Sub Totals:	7,300.00	1,592.95	1,592.95	5,707.05	0.00	5,707.05	78.18
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	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-4231-3101-0000	Telephone	4,500.00	378.04	378.04	4,121.96	0.00	4,121.96	91.60
230-4231-3500-0000	General Insurance	29,741.00	0.00	0.00	29,741.00	0.00	29,741.00	100.00
230-4231-3600-0000	Electricity	40,000.00	4,805.80	4,805.80	35,194.20	0.00	35,194.20	87.99
230-4231-3601-0000	Natural Gas	12,000.00	2,996.20	2,996.20	9,003.80	0.00	9,003.80	75.03
230-4231-3703-0000	Building Repair Charges	10,750.00	2,762.73	2,762.73	7,987.27	0.00	7,987.27	74.30
230-4231-3707-0000	Maintenance Agreements	8,995.00	3,540.72	3,540.72	5,454.28	0.00	5,454.28	60.64
	E15 Sub Totals:	106,486.00	14,483.49	14,483.49	92,002.51	0.00	92,002.51	86.40
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	174.68	174.68	925.32	0.00	925.32	84.12
	E20 Sub Totals:	1,100.00	174.68	174.68	925.32	0.00	925.32	84.12
E25	CAPITAL OUTLAY							
230-4231-5200-0000	C/O & Improvements	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
230-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Jan 1- Mar 31 Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	259,489.00	46,953.04	46,953.04	212,535.96	0.00	212,535.96	81.91
	Dept 4231 Sub Totals:	259,489.00	46,953.04	46,953.04	212,535.96	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,390,437.00	17,490.30	17,490.30	1,372,946.70	0.00	1,372,946.70	98.74
	Fund Expense Sub Totals:	1,394,451.00	337,429.53	337,429.53	1,057,021.47	0.00	1,057,021.47	75.80
	Fund 230 Sub Totals:	4,014.00	319,939.23	319,939.23	-315,925.23	0.00		
	Revenue Totals:	1,390,437.00	17,490.30	17,490.30	1,372,946.70	0.00	1,372,946.70	98.74
	Expense Totals:	1,394,451.00	337,429.53	337,429.53	1,057,021.47	0.00	1,057,021.47	75.80
	Report Totals:	4,014.00	319,939.23	319,939.23	-315,925.23	0.00		

NOTES:

Budget line 230-4230-1111-0000 Severance Pay: This reflects severance compensation paid out to retiring director. This expense is covered under the reserved fund balance. Monies will be transferred in by City Finance to a budget line under R45 Other Finance Sources to offset this expense. Library staff is confirming with City Finance the effect on the library fund balance. More details to follow.

Budget line 230-4230-1113-0000 Vacation Pay: \$13,182.19 of this line item reflects a Vacation Payout out to the retiring director. This expense is covered under the reserved fund balance. Monies will be transferred in by City Finance to a budget line under R45 Other Finance Sources to offset this expense. The other vacation paid represents vacation time taken by staff, including time taken by the assistant director at the end of her employment, and is budgeted under regular salaries. Library staff is confirming with City Finance the effect on the library fund balance. More details to follow.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Board Vacancy Recommendation	
OWNER: HR Committee	PRESENTER: HR Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: HR Committee recommends that the Stillwater City Council appoint Paula Hemer to fill the Board vacancy.	
BACKGROUND/CONTEXT: On April 18, 2017, the Stillwater City Council discussed the Library Board’s tie vote on the Library Board vacancy and referred the matter back to the Library Board for a recommendation.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <ul style="list-style-type: none"> • Cover Memo from Diane Ward to Mayor and Council for the April 18, 2017 Stillwater City Council Meeting Agenda item: Discussion of Library Board Vacancy • Minutes from April 18, 2017 City Council Meeting (See Page 8) 	
PREVIOUS ACTION ON ITEM: At April board meeting, nominating committee put forth a recommendation for Paula Hemer with a vote of 2-1. Motion was made to accept the nominating committee’s recommendation of Hemer to be formally recommended to the mayor and council. Motion failed with a split 4-4 vote by Board. Motion was then made to have Keliher report to Mayor regarding the appointment process, the split vote in trustee nominations, and the names of the two preferred applicants. MSP.	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



Date: April 14, 2017
TO: Mayor and Council
FROM: Diane Ward, City Clerk
SUBJECT: Library Board Appointment

As you may be aware, there is a vacancy on the Library Board, and the City received four applications from candidates which were forwarded to the Library Board for consideration. The appointment process for the Library has been the Library Board assigns an interviewing committee, consisting of three board members, to meet with each of these candidates and then present a recommendation to the full Library Board so that it is a formalized recommendation to the City Council.

The interviewing committee interviewed the four (4) applicants and two applicants stood out, both had impressive resumes and enthusiasm for the position and Library's mission. At the Library Board meeting on Tuesday, April 11th, the interviewing committee put forth a recommendation for one candidate, however that recommendation was not based on a unanimous vote of the committee. One of the three interview committee members cast his vote in favor of a different applicant and made his case for the full board to consider as well.

After full Board discussion on the two candidates, a motion was made to recommend the interviewing committee's recommendation, however the Library Board was met with a 4-4 vote.

The appointment to the Library Board is ultimately the Council's decision. However, the President of the Library Board is requesting direction from the Council on how to proceed. Mr. Keliher and staff present the following options:

1. Council could review the two top applicant's applications and make the appointment.
2. Follow the interview practice set for other board and commissions where the President and designated Councilmember (other than Councilmember Menikheim as he is a Library Board Member) meet with applicants and recommend to Council.
3. Designate a Councilmember to speak with the interviewing committee members who met with these candidates to hear directly from them their takes on each candidate and make a recommendation to Council based on their input.
4. Other Library Board members (other than the interviewing committee) could meet with the two applicants, in hopes that face-to-face time would sway votes one way or the other.

RECOMMENDATION:

Staff recommends that the Council follow the interview practice set for other board and commissions where the President and designated Councilmember meet with the two applicants and recommend to Council.

ACTION REQUIRED:

If Council concurs with the recommendation they should pass a motion designating a Councilmember and direct the City Clerk to arrange the date and time for the interviews of the top two candidates.



CITY COUNCIL MEETING MINUTES
April 18, 2017

REGULAR MEETING

7:00 P.M.

Mayor Kozlowski called the meeting to order at 7:05 p.m.

- Present: Mayor Kozlowski, Councilmembers Menikheim, Junker and Polehna
Absent: Councilmember Weidner
Staff present: City Administrator McCarty
City Attorney Magnuson
Fire Chief Glaser
Police Chief Gannaway
Community Development Director Turnblad
Public Works Director Sanders
City Clerk Ward

PLEDGE OF ALLEGIANCE

Mayor Kozlowski led the Council and audience in the Pledge of Allegiance.

APPROVAL OF MINUTES

Possible approval of minutes of April 4, 2017 regular and recessed meeting

Motion by Councilmember Menikheim, seconded by Councilmember Junker, to approve the April 4, 2017 regular and recessed meeting minutes. All in favor.

PETITIONS, INDIVIDUALS, DELEGATIONS & COMMENDATIONS

Proclamation: Scott Christensen

Mayor Kozlowski acknowledged Stillwater High School Boys Track & Field Coach Scott Christensen’s induction into the Minnesota Track Coaches Hall of Fame on January 27, 2017. He presented Coach Christensen with a Proclamation designating April 19, 2017 “Scott Christensen Day.”

Lumberjack Days Update

Erin McQuay, The Locals, updated the Council on plans for Lumberjack Days, July 21-23, 2017.

OPEN FORUM

There were no public comments.

STAFF REPORTS

Community Development Director Turnblad reminded the Council of the open house on the draft downtown plan Thursday from 6-8 p.m. at City Hall.

Public Works Director Sanders announced Washington County will hold an open house on Osgood Avenue improvements proposed for 2018, tomorrow at Oak Park Heights City Hall.

Councilmember Junker asked Mr. Sanders to see about getting the South Main Street hotel construction site cleaned up.

City Administrator McCarty reported on behalf of Finance Director Harrison that the first resolution for 2017 general obligation borrowing issues will be brought up May 2, with the total amount reduced by \$600,000 to \$2 million from what was budgeted, based on actions taken by the Council in previous sessions. He reminded the Council of National Weather Awareness Week and Thursday's tornado warning drill; and the League of Minnesota Cities annual conference in mid-June. He also stated the Chamber of Commerce's new program, Eggs and Issues, will feature a State of the City address by mayors of Bayport, Oak Park Heights and Stillwater on May 10. He reported that the summary annual reports for City departments will be posted on the web site.

CONSENT AGENDA

Resolution 2017-072, Directing the Payment of Bills

Possible approval to purchase utility truck – Public Works

Resolution 2017-073, approving of agreement with East Metro Public Safety Training Facility

Possible approval of sanitary sewer adjustment

Resolution 2017-074, approving Minnesota Premises Permit for Lawful Gambling for Minnesota Brass, Inc., located at Freight House, 305 Water Street S.

Possible approval of Retail Fireworks Permit – Cub Foods

Motion by Councilmember Polehna, seconded by Councilmember Junker, to adopt the Consent Agenda.

Ayes: Councilmembers Menikheim, Junker, Polehna, Mayor Kozlowski

Nays: None

PUBLIC HEARINGS

Case 2017-03 A public hearing on a proposed ordinance to regulate Short Term Home Rentals

Community Development Director Turnblad reviewed the process that was used to draft a proposed ordinance on Short Term Home Rentals (STHR), beginning with a study conducted by Hoisington Koegler Group, Inc. (HKGi). After public meetings and a public hearing, on April 12, 2017, the Planning Commission recommended approval of the revised draft ordinance. Mr. Turnblad explained the four different types of STHR; the proposed licensing process for each type; performance standards; application of the lodging tax; and enforcement mechanisms. He indicated that the reason for proposing a limit of 35 Type Bs is that the workload impacts on staff are yet unknown, especially since Type B will require onsite inspections by the Deputy Fire Chief and Building Inspector.

Councilmember Polehna asked if Mr. Turnblad felt 35 Type B licenses is too many; and Mr. Turnblad replied it might be too many. He stated the Planning Commission looked at everything from 35 to no limit. Staff feels that a license fee of \$200-250 would probably cover the license, inspection, and notices sent to neighbors. The Council would set the fee annually. It could be set with final reading of the ordinance.

Councilmember Junker stated he feels a license fee of \$250 or 300 is too low.

Community Development Director Turnblad pointed out that the main difference between Type A and Type B is notice sent to neighbors. If there are no concerns from neighbors, staff would issue the license administratively. If there are concerns, then it would come before the Planning Commission for a hearing. Type C, which is dedicated investment property, would require both a Conditional Use Permit and a license. The CUP would run with the land; the license would be tied to the owner/operator, not to the property. The regulations and process for Type D, B&Bs, would not change.

Mayor Kozlowski asked the reason for the CUP; and Mr. Turnblad responded the CUP allows more review, a formal public hearing, and the opportunity to attach conditions. He stated the Planning Commission proposes a limit of 5 Type Cs.

On a question from Councilmember Junker about the definition of owner occupied versus investment property: for instance if someone lives in the house for two weeks a year, is it owner occupied or investment property, and he would like more clarification on Type B versus Type C. Mr. Turnblad responded that the property classification would be the same as it is for real estate tax purposes.

Mayor Kozlowski asked if it should be easier to apply for a STHR downtown because there is not the concern about impacting a residential neighborhood; and Mr. Turnblad answered that currently, this type of lodging is allowed in the Central Business District with a Special Use Permit. The proposed ordinance does not change that, it simply memorializes it.

Councilmember Junker inquired how the City will monitor the collection of the 3% lodging tax; and Mr. Turnblad replied that it is currently an honor system and would probably remain so.

Councilmember Menikheim complimented staff on pulling the ordinance together. Community Development Director Turnblad stated the community has been very engaged and the process has been inclusive.

Mayor Kozlowski opened the public hearing.

Kate Mertz, Stillwater, requested an exemption from the limits on numbers of Type B STHR when big events are held in Minneapolis.

Tom Lylum, 626 4th Street North, asked if Type A properties may have events; and Mr. Turnblad replied that Types A, B and C are not allowed to have events held by the guests. Property owners may hold their own events, but must abide by City Code.

Sandy Fabio, 2946 Marine Circle, expressed concern about Type As. She would like neighbors to be notified when they will have guests. She also is concerned that no inspections are required for Type As.

On a question by Mayor Kozlowski about how neighbors will know what type a STHR falls under, and how they will voice concerns; Mr. Turnblad replied if it is Type B or C, neighbors will get notice when the original license is applied for. If it is Type A, they would not get notice, but if there is activity going on that a neighbor thinks is a vacation rental, they should call the City and ask if they have a license. If there is a problem, City staff would contact the operator to investigate.

Mayor Kozlowski asked about enforcement; and Mr. Turnblad replied the ordinance states that after three verified legitimate complaints, the license may be revoked. City Attorney Magnuson added that the ordinance provides that any violation, including operating without a license, is a

misdemeanor. It permits the City to issue a temporary restraining order for the violation. Police would investigate and if there are grounds, a ticket would be issued. If violations continue, a restraining order and injunction could be invoked.

Monty Brine, owner of 520 Main Street North, stated that limiting Type Cs to five throughout the whole City, including the Downtown, is not realistic.

Kirk Ackerman, 1336 Second Avenue South, concurred with Mr. Brine that five Type Cs is too low. He feels all types should have some type of safety inspection.

Matthew (did not give last name), representing Dan Priebe and Molly Rice of 210 Laurel Street, agreed that Type As should be inspected no differently than Type Bs. He feels the City should simplify the process for all types of STHRs. He likes the idea of separating Downtown from the residential areas in terms of number limits. He asked if applications will be handled first come, first served, and if consideration will be given to those STHRs that have been operating honorably.

Mayor Kozlowski closed the public hearing.

Councilmember Polehna asked if STHRs will need to meet State or County health department codes; and Mr. Turnblad replied that the safety checklist in the back of the application packet was developed in coordination with the Washington County Health Department, the Building Inspector, and Fire Department. The State's regulations are no different than the County's for this type of lodging.

Councilmember Junker agreed that all Types should be inspected; and Mr. Turnblad requested that, if that is the case, the numbers be limited, because the City does not have staff to do all those inspections.

Councilmember Menikheim commented that he is concerned about over regulating. If there are problems, the ordinance can be adjusted as they come up. He feels Type As should not require an inspection.

Councilmember Junker stated he wants to start on the right foot at the beginning. Having more regulations will draw more serious applicants.

Mayor Kozlowski agreed with all the comments. He stated he is concerned about people falsely claiming their STHR is hosted. Requiring an inspection might be a deterrent to that.

Motion by Councilmember Junker, seconded by Councilmember Polehna, to adopt first reading of a proposed ordinance to regulate Short Term Home Rentals, with the following changes: require inspections for all Types; limit Type As to 35; increase limits on Type Cs to 15; implement a license application fee of \$300; and charge fines for violations.

Ayes: Councilmembers Menikheim, Junker, Polehna, Mayor Kozlowski

Nays: None

UNFINISHED BUSINESS

Discussion on Boards/Commissions

City Clerk Ward explained the potential impacts of having the Council Representative on each commission be a voting member. Of particular concern is the Planning Commission, which has nine members. Currently, two desire reappointment and one new candidate has applied, for three seats that will be open May 1. If the Planning Commission is reduced to seven members, there will be one open seat.

Councilmember Junker commented he would like to see all the Commissions have seven members eventually, with Council voting rights. The exception would be the Library Board, which is governed by the City Charter. Mayor Kozlowski and Councilmember Polehna stated they would support that.

Councilmember Menikheim stated he is not in favor of having the Council Representative vote. He stated the Planning Commission and the Water Board are not particularly happy because they have not been included. He acknowledged an email of concern from a Planning Commissioner, and suggested asking the Commissions and Boards for input. City Clerk Ward indicated that the Water Board is not part of the proposal, and that letters about the subject were sent to all the Commissioners.

Mayor Kozlowski remarked that when he has sat on Commissions, he always felt like his input was valued and he did not need to vote. He worries about the ability of a Councilmember to sway the discussion and the perception that their opinion carries more weight. He stated that on certain Commissions it is felt by some that the Council Representative's input is not welcome or at least not appreciated. He has never felt this, but he thinks there are other Councilmembers who expressed those concerns. He likes the idea of term limits and maybe reducing the Planning Commission down to seven.

Councilmember Junker pointed out that two weeks ago, the Council voted 4-1 to eliminate term limits and have voting rights for Council Representatives. He does not feel his purpose in sitting on any Commission is to sway Commission members to vote in his favor. He would like to see all the Commissions have seven members.

Councilmember Menikheim commented that the Council has delegated certain aspects of its work to the Commissioners, so Council Representatives should let them do their work. He feels that if a Council Representative has a vote, it changes the dynamics of their group and diminishes the people on the Boards and the Commissions.

Mayor Kozlowski stated that he sees all the Commissions as functioning very well. Councilmember Junker responded that the Commissions worked very well for 20 years when the Council Representative had voting rights.

Council consensus was that the Planning Commission should be reduced to seven members.

Mayor Kozlowski stated he can see the positive sides, as well as the pitfalls, of having the Council Representatives vote. Having a vote could force the Councilmember to increase participation, which is a benefit. He does not see the current discussion as stemming from any lack of faith or trust in the Commissions.

Councilmember Polehna noted that he was on the Parks Commission for 20 years before he was a Councilmember. At that time, the Councilmember always voted and there was never any problem. He does not feel a need to vote, but some people may want to have more of a say. The Planning Commission is tasked with making some decisions that do not come to the Council, so he thinks the Council Representative to that Commission should have a vote. All other Commissions are advisory.

City Clerk Ward clarified that prior to 2009, Parks, Planning, and Downtown Parking were only Commissions that had voting Council Representatives.

Mayor Kozlowski suggested making the Planning Commission seven members and having the Council Representative to the Planning Commission, but not other Commissions, vote.

Motion by Councilmember Polehna, seconded by Councilmember Junker, to have the Council Representative vote on the Planning Commission only and reduce the Commission to seven members.

Ayes: Councilmembers Junker, Polehna, Mayor Kozlowski

Nays: Councilmember Menikheim

NEW BUSINESS

Request for a Permit to Keep Bees – 805 Everett Drive

Community Development Director Turnblad reported that property owner Sharon Abbott has requested a permit to keep bees. The application meets the requirements of City Code Sec. 27-3, Keeping of Bees. Comments have been received by two neighbors. A negative comment was received from 806 Rainbow Court, who has allergies. A positive comment was received via telephone from a different neighbor.

Councilmember Junker stated he sympathizes with people who are allergic to bees. He has learned this type of bee does not usually sting. Mayor Kozlowski noted he is highly allergic to bees, but the Council has approved such applications before and have not heard concerns after approval.

Motion by Councilmember Polehna, seconded by Councilmember Menikheim, to approve the beekeeping permit for Sharon Abbott, 805 Everett Drive. All in favor.

Request for approval - Stillwater Half Marathon

City Administrator McCarty informed the Council that Run Stillwater Race Permit Coordinator Stacy Einck has submitted an application to hold the annual Stillwater Half Marathon Run on May 27, 2017. In addition to the half marathon distance run, 10K and 5K distance runs are also proposed. The applicant is expecting 1,250-1,500 participants and is requesting the closure of 2nd Street North, from Cherry Street to Wilkins Street, and the closure of Laurel Street, from 3rd Street North to 2nd Street North, from 7:45 – 11:00 AM on May 27. The applicant is requesting City provided police services and posting of “No Parking” signs. The event organizers provide extra porta-potties and trash receptacles. A written emergency plan has been submitted. This event also requires approval from MnDOT, City of Grant, Stillwater Township, Washington County and Minnesota DNR. Mr. McCarty explained that the City Council denied the 2016 Stillwater Log Run event permit application in August 2016 based upon past practice deficiencies. He stated that the Washington County Sheriff’s Department has indicated they will not provide services for this event in 2017 and that State Troopers would need to be hired instead. City staff recommends denial of the 2017 Stillwater Half Marathon Run event based upon the past history with this event organizer/applicant. Mr. McCarty elaborated on the reasons for the recommended denial.

Stacy Einck, Stillwater area resident and race permit coordinator, explained the proposed race. 1.6 miles of the 13.1 mile race is in the City of Stillwater. The course comes in on Stonebridge Trail, runs through the north hill and ends in Pioneer Park. They had about 1,200 runners last year; this year they have runners from 31 states and four foreign countries. She explained the coordinators who are in charge of the race, adding that they are all locals. She stated that Ryan Bevins, CEO and founder of Run Stillwater, is in the midst of a merger in Colorado. He informed Beth Wolf that Ms. Einck would handle all permitting for this year. Ms. Einck responded in detail to each concern outlined in the staff memo, including the emergency plan, Council denial of the 2016 event and the move to the Stillwater boomsite, and shared participants’ comments about the race.

City Attorney Magnuson stated that the Council could take a straw vote and then come back to next meeting with any differences worked out in a new contract.

Police Chief Gannaway stated that Ms. Einck answered a lot of questions. One of the past issues was that Mr. Bevins, who was identified as the primary race contact, was absent and unresponsive or delayed responses to a lot of staff questions over the past two years, causing immense frustration among all the City departments involved. As long as there is a point person who can be contacted, it would go much better. Before the event is approved, he would like to review the documents provided.

Councilmember Menikheim stated he felt that most of what Ms. Einck stated disputed what City staff reported. At this point he is not in favor of approving the event, but if the organizers come back and are able to be less adversarial, perhaps he would be more open to it.

Councilmember Junker suggested the organizers work with City staff to put together a new contract and come back in two weeks for a vote.

Mayor Kozlowski remarked it looks like a great race and he would support reviewing a new contract.

Councilmember Polehna agreed he would support reviewing a new contract. No vote was taken.

Request for approval - Maple Island Brewing 4th of July Tent Party

City Clerk Ward reported that Maple Island Brewing submitted an application for an “outdoor entertainment permit” to allow them to host a 4th of July Tent Party on their property on the 4th of July. This event would include the selling of beer, music and yard games. In 2015, it was determined that using a private lot for events more than occasionally would impact Special Use Permit conditions and would require returning to the Planning Commission for a revision to their Special Use Permit. Maple Island expanded use of their parking lot for Hockey Day Minnesota as their first event and presented an application (which was approved by Council) to use their parking lot for the Cruisin’ on the Croix Car Show which would have been their second event. However, Mr. Fabio has withdrawn the use of the parking lot for the Cruisin’ on the Croix (roping off his lot for old cars) and requests that this application for the 4th of July be considered his second event. City Clerk Ward continued by stating that Maple Island’s private parking lot (30 parking spaces) will be converted for this event on the 4th of July, which would make it unusable for their customers. Consequently, during the event the Maple Island customers will have to rely on the public parking system, which is always overflowing for the City’s Fireworks event. Staff recommends denial of the 4th of July event.

Mayor Kozlowski asked if this application would involve moving cars from Mr. Fabio’s lot to the city lot for Cruisin’ on the Croix. Mr. Fabio responded that it depends on the weather. He stated his lot was going to be designated for overflow parking for Cruisin’ on the Croix. He was not aware that he could only have two events and feels he is already paying for extra spaces.

Councilmember Junker stated he does not have a problem with a 4th of July event if Mr. Fabio is not going to use his lot at all for Cruisin’ on the Croix. Mr. Fabio stated he will still use his lot, but he would not block it off exclusively for Cruisin’ on the Croix. If needed for overflow, they will direct people there, but will also direct people to public parking.

Mayor Kozlowski remarked that he does not have a problem with the request and considers it to be Mr. Fabio’s second event of the two allowed. Councilmember Junker remarked that use of Mr. Fabio’s lot for Hockey Day Minnesota went very well.

Motion by Councilmember Polehna, seconded by Councilmember Menikheim, to approve the request by Maple Island Brewing to hold a 4th of July Tent Party in their parking lot on July 4, 2017. All in favor.

Possible approval of plans and specifications and ordering advertisement for bids for the 2017 Street Improvement Project 2017-02

Public Works Director Sanders stated that plans and specifications for the 2017 Street Improvement Project are near completion. Staff requests approval of the plans and specifications and authorization to bid.

Motion by Councilmember Junker, seconded by Councilmember Polehna, to adopt **Resolution 2017-075**, approving plans and specifications and ordering advertisement for bids for the 2017 Street Improvement Project 2017-02.

Ayes: Councilmembers Menikheim, Junker, Polehna, Mayor Kozlowski

Nays: None

Discussion on Library Board vacancy

City Clerk Ward stated that there is a vacancy on the Library Board. After full Board discussion on the two candidates, a motion was made to recommend the interviewing committee's recommendation, however the Library Board had a 4-4 vote. The appointment to the Library Board is ultimately the Council's decision; however, the President of the Library Board is requesting direction from the Council on how to proceed.

Councilmember Menikheim noted there has been a change in how he, as one of the Board members, looks at the two candidates. For many reasons he was concerned about one of the candidates, but after taking the opportunity to talk to a number of people, he would like to change his vote to Paula Hemer which makes it 5-3. He noted that both candidates are well qualified.

Motion by Councilmember Menikheim to appoint Paula Hemer as the new trustee of the Library Board. There was no second.

Councilmember Junker asked how Councilmember Menikheim could legally change his vote.

City Attorney Magnuson stated that at another meeting of the Library Board, a motion to reconsider the vote could be made by a member of the prevailing majority.

Mayor Kozlowski stated the issue should come back with a formal recommendation from the Library Board.

Councilmember Menikheim stated time is critical because the Library Board would like to have the new Board member be part of the process of hiring a new Library Director.

Councilmember Junker stated he would rather have the Library Board come back to the Council with a different vote total, since it is an awkward situation.

Councilmember Menikheim withdrew his motion.

Councilmember Polehna noted it would be cleaner to have a new recommendation come back from the Library Board. Mayor Kozlowski and Councilmember Junker agreed.

Councilmember Menikheim stated he will inform the president of the Library Board that the Council would like to have the vote formally retaken which may require a special meeting.

COMMUNICATIONS/REQUESTS

There were no communications/requests.

COUNCIL REQUEST ITEMS

Councilmember Polehna asked about the status of access to public parking under the Mills complex; and Community Development Director Turnblad responded that that location is no longer necessary for parking mitigation for the Crosby Hotel; however the Mills owners know they still have to resolve the issue.

ADJOURNMENT TO CLOSED SESSION FOR LABOR NEGOTIATIONS STRATEGY PURSUANT TO MINNESOTA STATUTES 13D.03

Motion by Councilmember Junker, seconded by Councilmember Menikheim, to adjourn the meeting to closed session for labor negotiations strategy at 9:55 p.m. All in favor.

OPEN MEETING TO APPROVE ACTION ITEMS

Mayor Kozlowski reconvened the meeting at 10:22 p.m.

- Present: Mayor Kozlowski, Councilmembers Menikheim, Junker and Polehna
- Absent: Councilmember Weidner
- Staff present: City Administrator McCarty
City Attorney Magnuson
City Clerk Ward

Motion by Councilmember Menikheim, seconded by Councilmember Polehna, to approve the recommended revised Job Evaluation Plan for the Stillwater Public Library.

Ayes: Councilmembers Menikheim, Junker, Polehna, Mayor Kozlowski
Nays: None

ADJOURNMENT TO CLOSED SESSION FOR LAND NEGOTIATIONS (251 MAIN STREET N) PURSUANT MN STAT. SEC. 13D.05 SUBD. 3 (B)

Motion by Councilmember Menikheim, seconded by Councilmember Junker, to adjourn the meeting to closed session for land negotiations at 10:23 p.m. All in favor.

Ted Kozlowski, Mayor

ATTEST:

Diane F. Ward, City Clerk

- Resolution 2017-072**, directing the payment of bills
- Resolution 2017-073**, approving of agreement with East Metro Public Safety Training Facility
- Resolution 2017-074**, approving Minnesota Premises Permit for Lawful Gambling for Minnesota Brass, Inc., located at Freight House, 305 Water Street S.
- Resolution 2017-075**, approving plans and specifications and ordering advertisement for bids for the 2017 Street Improvement Project 2017-02

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018-2022 Capital Improvement Plan and 2018 Capital Outlay Request	
OWNER: Facilities Committee	PRESENTER: Facilities Committee/Library Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Request Facilities Committee be given Board approval to approve 2017-2022 Capital Improvement Plan and 2018 Capital Outlay Request due to the City of Stillwater on May 19, 2017.	
BACKGROUND/CONTEXT: Meetings of the Facilities Committee and library staff led to changes to the original plan sent from the city based on prior year CIP. Some of the proposed items require updated quotes to make certain that the numbers are accurate. These numbers will not be available before the May 9th Board Meeting.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <ul style="list-style-type: none"> • DRAFT: 2018-2022 CIP • DRAFT: 2018 Capital Outlay Request 	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Facilities Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

City of Stillwater, Minnesota
Capital Improvement Plan

2018 thru 2022

LIBRARY

DRAFT 5/4/17

Item	Source	Priority	2018	2019	2020	2021	2022	Total
Data Projector	Prior Year CIP	3				3,500		\$ 3,500
Software Licenses	Prior Year CIP	1	10,000	10,000	10,000	10,000		\$ 40,000
LED Conversion	Prior Year CIP	2	12,415	12,415	12,415	12,415		\$ 49,660
Carpet Replacement REMOVE	Prior Year CIP	1	10,000					\$ 10,000
Upholstered Furniture Replacement	Modified CIP	1	5,000-9,900					\$ 5,000-9,900
Building Reconfiguration	Prior Year CIP	1	25,000					\$ 25,000
Upgrade Computers	Prior Year CIP	1	17,000	18,000				\$ 35,000
Exterior Materials Return Sorter REMOVE	Prior Year CIP	3	55,000					\$ 55,000
Self-Check REMOVE	Prior Year CIP	1	15,000					\$ 15,000
Laptop	Prior Year CIP	2		1,000		1,000		\$ 2,000
Kiosk	Prior Year CIP	2		27,000				\$ 27,000
Partial Repair of 1972 Roof	Modified CIP	1	25,000	25,000	25,000			\$ 75,000
SelfCheck Upgrade	Prior Year CIP	1				52,000		\$ 52,000
Ceiling Plaster Repair, Upper Level	New		5,000					\$ 5,000
Digital Signage (2 floors)	New		7,000					\$ 7,000
Upgrade BAS (H factor) Operator Interface to HVAC System	New		12,178					\$ 12,178
DVD Repair Machine	New		4,000					\$ 4,000
Total			127,493	93,415	47,415	78,915	-	\$ 347,238

CITY OF STILLWATER, MINNESOTA
2018 CAPITAL OUTLAY REQUEST FORM
DEPARTMENT: LIBRARY

DRAFT 5/4/17

CAPITAL OUTLAY ITEM REQUESTED	REASON FOR REQUEST	AMOUNT
Software Licenses	Microsoft licenses for public/staff computers	10,000.00
LED Conversion - Interior Lighting	Reduction of energy costs	12,415.00
Ceiling Plaster Repair, Upper Level	Safety concerns	5,000.00 *
Furniture Replacement	Furniture replacment of worn chairs in meeting room space and public areas. The replacement cost for 33 task chairs is approximately \$300 each totalling \$9,900.	9,900.00
Building Reconfiguration	Upper Level Reconfiguration	25,000.00
Upgrade Computers	Planned Upgrade of 22 computers @ \$800 each: Year 1 of 2 year project.	17,000.00
Repair of 1972 Roof	Repair 1972 roof: Year 1 of 3 year project	25,000.00 *
Digital signage	Enhance patron communication with signage on lower and upper floors: 2 @ \$3,000	7,000.00 *
Upgrade BAS (H factor) Operator Interface to HVAC System	Security and replace outdated JAVA plugin system.	12,178.00
DVD repair machine	Repair/clean circulating discs for reentry into library collection	4,000.00

Items waiting for bids for better cost estimates:

- * Ceiling plaster repair
- * Repair of 1972 Roof
- * Digital signage

Current numbers are based on past history amounts.

TOTAL REQUESTED

127,493.00

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: City of Stillwater Job Classification and Compensation Study prepared by Flaherty & Hood	
OWNER: HR Committee	PRESENTER: HR Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: HR committee seeks approval for Library staff to be part of an appeal process.	
BACKGROUND/CONTEXT: City of Stillwater conducted a Job Classification/Compensation Study with City Council accepting recommendations from the consultant Flaherty & Hood. The city council directed city staff to request additional services from Flaherty & Hood to perform an on-site review of the job evaluation points for all Stillwater Public Library positions. The results of that review came to the City Council at its April 19, 2017 city council meeting where the results were accepted.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <ul style="list-style-type: none"> • Information sheets from Flaherty & Hood on the original point assigned and appeal process • Minutes from a meeting between Library HR committee and city staff • Sheet of recommended job evaluation points looking at those points presented on Feb. 10 and then the changes in those library positions (12 of 17 positions changed point values) provided to the City Council in April • As a result of the city/library meeting, a number of questions was sent to the City Administrator asking clarification from Flaherty & Hood about the changes in points. 	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE: HR Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Flaherty & Hood Job Evaluation System Summary

The proposed Flaherty & Hood Job Evaluation System consistently and equitably measures the skill, effort responsibility, and working conditions required of each job class within an organization. The system uses a variety of uniform factors and sub-factors to systematically assign numerical ratings for each job class. Using these factors and sub-factors, we ensure every component of job content for each job class is accounted for. The numerical ratings for each job class that are assigned using the various factors and sub-factors provides the relative worth of that job class in relation to all of the job classes within an organization.

Job Factors and Sub-Factors

The following 4 factors broken down into 8 sub-factors are used to measure all of the components of job content for each job class:

Factors & Sub Factors	Definitions
Skill	Measured by factors such as the experience, ability, education, and training required to perform a job
Related Experience	How much related experience that is needed to do the work
Education	How much education that is needed to do the work
Effort	The amount of physical or mental exertion needed to perform a job Job factors that cause physical or mental fatigue or stress are to be considered in determining the effort required for a job Differences in the kind of effort exerted do not justify a compensation differential if the amount of effort is substantially the same
Complexity	How related the tasks are for a specific job class. This will affect the originality and difficulty involved in identifying and performing the work
Responsibility	The degree of accountability required in performing a job
Supervision Needed	The extent to which the class works without supervision
Supervision Given	The extent to which the class exercises supervisory functions
Impact on the Business	The impact of the job classes' job functions on the employer's business
Work Conditions	Measured by factors such as surroundings and hazards
Surroundings	Takes into account the intensity and frequency of environmental elements encountered in the job, such as heat, cold, wetness, noise, fumes, odors, dust, and ventilation measured in risk
Hazards	Takes into account the number and frequency of physical activities, strains and the severity of injury they can cause

Factors Not Considered

- Personal attributes of any employee
- Job performance
- Past service at the organization
- External market rates
- Current compensation
- Current job evaluation rating

**City of Stillwater
Proposed Job Evaluation Points**

Positions are listed in descending order based on the "Proposed Job Evaluation Points" from highest to lowest points.

Department	Current Job Title	Proposed Job Title	Proposed Job Evaluation Points
Administration	City Administrator	City Administrator	950
Police	Police Chief	Police Chief	866
Fire	Fire Chief	Fire Chief	846
Community Development	Community Development	Community Development Director	793
	City Engineer / Public Works Director	City Engineer / Public Works Director	786
Engineering			
Fire	Deputy Fire Chief	Deputy Fire Chief	761
Finance	Finance Director	Finance Director	751
Administration	Human Resources Manager	Human Resources Manager	713
Management Information Systems/Information Technology	Information Systems Manager	Information Systems Manager	713
		Police Captain	710
Police	Police Captain		
Police	Sergeant Investigator	Sergeant Investigator	680
Police	Sergeant	Sergeant	660
Public Works	Public Works Superintendent	Public Works Superintendent	651
Fire	Fire Captain	Fire Captain	650
Police	Patrol Officer	Patrol Officer	630
Engineering	Assistant City Engineer	Assistant City Engineer	626
Administration	City Clerk	City Clerk	620
Community Development			
	Planner 2	Planner 2	613
Police	Investigator	Investigator	585
Finance	Assistant Finance Director	Assistant Finance Director	583
	Assistant Public Works Superintendent		
Public Works		Assistant Public Works Superintendent	576
Public Works	Public Works Lead Worker	Public Works Lead Worker	556
Management Information Systems/Information	MIS Specialist	MIS Specialist	535
Fire	Firefighter Engineer	Firefighter Engineer	531
Engineering	Engineer Tech IV	Engineer Tech IV	525
			520
Community Development	Building Official	Building Official	
Engineering	Project Coordinator	Project Coordinator	515
Public Works	Maintenance Worker IV	Maintenance Worker IV	506
Management Information	IS Technician	IS Technician	485
Public Works	Chief Mechanic	Chief Mechanic	481
Community Development			
	Zoning Administrator	Zoning Administrator	473
			470
Community Development	Building Inspector	Building Inspector	
Police	Community Resource Officer	Community Resource Officer	470
Public Works	Maintenance Worker III	Maintenance Worker III	470
Finance	Payroll HR Technician	Payroll HR Technician	461
Finance	Senior Accounting Clerk	Senior Accounting Clerk	441
Police	Secretary/Dispatcher II	Data Specialist	441
Public Works	Maintenance Worker II	Maintenance Worker II	436
Engineering	Engineering Technician III	Engineering Technician III	425
Police	Community Service Officer -	Community Service Officer - Parking	403
Police	Community Service Officer	Community Service Officer	396
Administration	Administrative Secretary	Administrative Assistant	376
Engineering	Engineering/Public Works	Administrative Assistant	376
Fire	Fire Dept. Secretary	Administrative Assistant	376
Community Development	Permit Technician	Permit Technician	323

**City of Stillwater
Proposed Job Evaluation Points**

Positions are listed in descending order based on the "Proposed Job Evaluation Points" from highest to lowest points.

Department	Current Job Title	Proposed Job Title	Proposed Job Evaluation Points
Library	Library Director	Library Director	810
Library	Library Assistant Director	Library Assistant Director	710
Library	Supervisory Librarian - Information Systems Supervisor	Supervisory Librarian - Information Systems Supervisor	660
Library	Supervisory Librarian - Youth Services Supervisor	Supervisory Librarian - Youth Services Supervisor	660
Library	Librarian I	Librarian I	530
Library	Library Custodian II	Library Maintenance Worker	501
Library	Library Assistant II	Library Assistant II	490
Library	Library Associate	Library Associate	483
Library	Library Office Specialist	Library Office Specialist	483
Library	Library Custodian I	Library Custodian I	368
Library	Library Assistant I	Library Assistant I	328
Library	Library Aide	Library Aide	318

Department	Current Job Title	Proposed Job Title	Proposed Job Evaluation Points
Water	Water Board Manager	Water Board Manager	690
Water	Water Dept. Supervisor	Water Dept. Supervisor	510
Water	Water Maintenance Lead Worker	Water Maintenance Lead Worker	461
Water	JR Water Maintenance Man III	JR Water Maintenance Worker III	411
Water	Water Dept. Secretary	Administrative Assistant	376

**Job Evaluation Points Appeal Process
City of Stillwater, Minnesota**

A City of Stillwater employee may appeal the job evaluation points. The information presented in the appeal should relate to the employee's position. The job evaluation points were assigned to the position, not to any individual filling the position.

The basis for an appeal of the job evaluation points shall be related to one or more of the following factors and subfactors:

1. Skill
 - a. Related experience
 - b. Education
2. Effort
 - a. Complexity
3. Responsibility
 - a. Supervision needed
 - b. Supervision given
 - c. Impact on the business
4. Work Conditions
 - a. Surroundings
 - b. Hazards

The appeal must be in writing using the Job Evaluation Points Appeals Process Form. The form must be submitted to the Human Resources Department no later than 3 p.m. within ten (10) days from receipt of job evaluation points.

The purpose of an appeal process is to ensure a complete and accurate understanding of the work in the assignment of job evaluation points. Upon receipt of the appeal, if the appeal is untimely or fails to include material, relevant information with reference to one or more of the factors above, the review committee may dismiss the appeal. Otherwise, the review committee will review the appeal record and may request additional written information from the employee. The review committee may consist of the Human Resources Manager, the Department Head or the City Administrator, dependent upon the position being appealed.

At the conclusion of the review, the review committee shall notify the employee of their recommendation and findings in writing.

If an external review is recommended by the review committee, the appeal will be forwarded by the review committee to the consultants Flaherty and Hood who shall assess whether or not there was a complete and accurate understanding of the work. The consultants' may accept, reject or modify the

complete and accurate understanding of the work. The consultants' may accept, reject or modify the original recommendation. The consultants' decision will be considered final. Position job evaluation point modification granted by the appeal process will become effective within 30 days of receipt of notification by the consultant.

The City of Stillwater established this appeal process as a courtesy to employees. The establishment of the process does not constitute a waiver or relinquishment of any rights of the City of Stillwater such as the right to establish and assign job evaluation points.



Job Evaluation Points Appeal Process Form

Employee Name:	Title:
----------------	--------

The City of Stillwater undertook and completed in 2016 a comprehensive job classification and compensation study conducted by Flaherty & Hood P.A. to analyze Stillwater's job classification and compensation system and provide a foundation for making necessary changes to the current system.

As a result of the study, new and modified job evaluation points were established.

The City of Stillwater established and described a process for employees desiring to appeal their job evaluation points through a communication to all employees. This form must be used by City of Stillwater employees to process these appeals.

Instructions for Employee

If you desire to appeal your position's job evaluation points, please describe in the "Appeal" section of this form your reasons for challenging the points and the outcome you desire. If you provide additional reasons on additional sheets of paper or attach additional documents, please staple those documents to the back of this form and state in the "Appeal" section below what documents you are attaching. Then, sign and date the "Acknowledgment" section of this subsection, and email or hand deliver the form to Donna Robole, Human Resources Manager **no later than 3 p.m. within 10 days of notification of job evaluation points.**

Instructions for the City of Stillwater Human Resources Manager

Sign and date the "Acknowledgment" section of this subsection indicating the date you received it.



Appeal

Acknowledgments

Employee

I acknowledge that I completed the Appeal section of this form on the date below and that it is accurate.

Department Head Signature EMPLOYEE	Date
--	-------------

Human Resources Manager

I acknowledge that I received this completed form on the date of my signature below.

Human Resources Manager Signature	Date
--	-------------



February 13, 2017

Brandon Fitzsimmons
Flaherty & Hood, P.A.
525 Park Street, Suite 470
St. Paul, MN 55103

RE: City of Stillwater Classification Compensation Study – Request for Additional Services

Dear Mr. Fitzsimmons;

At its February 7, 2017 regular meeting, the Stillwater City Council accepted Classification Compensation Study recommendations as prepared by Flaherty & Hood. In addition, the City Council directed staff to request additional related services from Flaherty & Hood.

Specifically, the Stillwater City Council requested that Flaherty & Hood perform an on-site review of the job evaluation points for all Stillwater Public Library positions listed in the document titled City of Stillwater Job Evaluation Points prepared by Flaherty & Hood as part of the Classification Compensation Study for the City of Stillwater. The City Council further requested that the Library positions' on-site review be conducted within 45 days.

Based upon City Council action, the City of Stillwater requests a formal proposal from Flaherty & Hood P.A. for the provision of additional services to perform an on-site review of the job evaluation points for all Stillwater Public Library positions and complete the project within 45 days. Please include with the proposal a complete list of all services, timelines and costs to complete the additional project as requested.

If you have any questions, please contact me.

Very truly yours,

A handwritten signature in black ink that reads "J. Thomas McCarty". The signature is written in a cursive, flowing style.

J. Thomas McCarty,
City Administrator

cc: Mike Keliher, President, Stillwater Library Board of Trustees
Lynne Bertalmio, Library Director, Stillwater Public Library
Donna Robole, Human Resources Manager



Appeal

Acknowledgments

Employee

I acknowledge that I completed the Appeal section of this form on the date below and that it is accurate.

Department Head Signature

Date

Human Resources Manager

I acknowledge that I received this completed form on the date of my signature below.

Human Resources Manager Signature

Date

Meeting: May 1, 2017

Discussion: Classification/Compensation Study and Additional Review of Library Positions
Tom McCarty, Donna Robole, Maureen Bell, Melissa Brechon, Craig Hansen, Doug Menikheim

Notes:

1. Flaherty/Hood conducted a classification/compensation review of all City, Library Board and Water Board positions and prepared a report based on the review.
2. The report was accepted by the City Council in February and forwarded to the state office that monitors compliance with Minnesota's pay equity law.
3. The City Council requested that Flaherty/Hood conduct an additional review of library positions because of anomalous results concerning point values for library positions in the class/comp report.
4. The additional review was completed and accepted by the City Council on April 18.
5. The library was the only city department singled out for an additional review. Cost : \$3000.
6. The additional review resulted in a reduction of job evaluation points for most (11 of 17) library classifications. One position was increased and 5 stayed the same.
7. Flaherty/Hood did not provide rationale for the reduction in points for the majority of library classifications.
8. City staff will ask Flaherty/Hood for their rationale and more detail about the process they used for the additional review. When available, this information will be shared with the board.
9. Library staff may appeal their assigned job evaluation points using a process and form provided by Flaherty/Hood (a decision to be made by the Library Board).
10. The class/comp study also established a predicted pay line based on analysis of job evaluation points paired with market benchmark survey data for each position.
11. The predicted pay line was used as the basis for a recommended base pay structure which aligns job evaluation points for each position with the pay range for each grade in the pay structure.
12. Implementation of the base pay structure is not automatic. It will be negotiated with the various bargaining units representing staff. If implemented, staff would be placed on the pay structure at the grade and step that is equal to or greater than current salary. No one's compensation would be decreased.

Recommended Job Evaluation Points

Based on the above process and methodology, the recommended job titles and job evaluation points for SPL positions are as follows:

Proposed Position Job Title	Job Evaluation Points from JAQs initially approved by Library Director <i>Feb 10, 2017</i>	Recommended Job Evaluation Points on Job Evaluation Points <i>Review April, 2017</i>	Job Evaluation Point Difference	Proposed Salary Grade Based on Proposed Job Evaluation Points
Library Director	810 <i>12</i>	755	-55	11
Library Assistant Director ¹	710 <i>11</i>	645	-65	10
Library Supervisor – Information Services	660 <i>10</i>	600	-60	9
Library Supervisor – Youth Services	660 <i>10</i>	600	-60	9
Library Circulation Supervisor ²	490 <i>7</i>	523	+33	8
Librarian I	530 <i>8</i>	510	-20	7
Library Maintenance Worker ³	501 <i>7</i>	451	-50	6
Library Associate	483 <i>7</i>	443	-40	6
Library Associate	483 <i>7</i>	443	-40	6
Library Associate	483 <i>7</i>	443	-40	6
Library Office Specialist	483 <i>7</i>	443	-40	6
Library Custodian I	368 <i>4</i>	358	-10	3
Library Assistant I	328	328	0	2
Library Assistant I	328	328	0	2
Library Assistant I	328	328	0	2
Library Aide	318	318	0	2
Library Aide	318	318	0	2

¹ We were informed by former Library Director, Lynn Bertalmio, that the employee in the Library Assistant Director position retired on January 31, 2017 and the Library Board had indicated they would likely not be filling the position, but would be breaking the position up and distributing the responsibilities to other positions.

² This is a new proposed position title compared to the proposed title in the Job Classification and Compensation Study Report.

³ This is a new proposed position title compared to the proposed title in the Job Classification and Compensation Study Report.

Library Board, Human Resource Committee, questions for Flaherty & Hood:

1. What metro area libraries were contacted as part of the revision process for the proposed salary points for the Stillwater Public Library positions?
2. Three library markets were noted on a February 10, 2017 memo to City Employees mentioning that Flaherty & Hood had reviewed library staffing positions in:
Ramsey County
Dakota County
Washington County
Can you provide the dates for each of these studies and were they Classification/Compensation studies similar to what was done at the City of Stillwater?
3. Please describe the process used to conduct the additional review.
4. Staff were required to fill out a 25 page questionnaire as part of this study, as part of the audit were any of these questionnaire's revised to account for the loss of points
5. In the additional review requested by the Stillwater City Council of library positions please explain the reduction in points for the following positions. What new information did you acquired during the dates of February 10 - April 19, 2017 on which you based these reductions?
 - a. Library Director from 810 to 755, 2 points from a salary grade 12 to 11 what new information went into this reduction in salary grade points? (-55 points)
 - b. Library Assistant Director from 710 to 645, what new information went into this reduction from salary grade 12 to 11? (-65 points)
 - c. Library Supervisors: Information & Youth Services from 660 to 600, what new information went into this reduction from salary grade 10 to 9? (-60 points)
 - d. Librarian I: what new information went in this reduction from salary grade 8 to grade 7? (-20 points)
 - e. Library Maintenance Worker (proposed title change): what information went into this reduction from salary grade 7 to 6? (-50 points)
 - f. Library Associates: (3 positions): what new information went in this reduction from salary grade 7 to 6 (-40 points)
 - g. Library Custodian I: what information went in this reduction from salary grade 4 to 3 (-10 points)

Thank you for providing answers to these questions.

Director's Report: May, 2017

Current Issues:

1. The reconfiguration on the main floor of the library has been completed. Several additional things need to happen: AV carrels placed in different location, data lines pulled for stand up and 4 person computer tables, signage changed and moved, furniture reupholstered then additional furniture rearrangement within the library. Shelving no longer being produced was recycled and Library Bureau shelving is being stored at Public Works.
2. Library staff were provided with talking points to explain the reason for the reconfiguration and to reassure patrons that no collection was reduced in the move.
3. Lynn Barnhouse, Interior Designer, was able to find used furniture for the teen room at a dramatically reduced rate. Lynn also met with the teen committee on Monday to discuss additional features for the teen room.
4. Bibliotheca has expressed an interest in running a beta trail of their new RFID detection system at the Library. This would reduce the gates on the main level from 3 to 2. We will be discussing this opportunity within the coming days with the R&D representative from the company.
5. Library staff have expressed concern with the Stillwater City Classification/Compensation study as library staff were evaluated for a second time with many of the positions losing points when no new information was provided to Flaherty & Hood from what was originally submitted.
6. On May 10th a meeting has been established to review the capital request with the city IT department as they are participants in several of the requests (upgrade computers, software licenses, and digital signage).
7. This coming weekend (May 6th) is Mahtomedi prom. Last year there were several hundred people coming through the library to utilize the terrace view for pictures. Saturday staff may or may not expect big crowds with different traffic patterns. This Saturday is to be one of those perfect Stillwater days.
8. The following weekend (May 13) is Stillwater prom and it is a bit more complicated as there is a wedding that day at 4:00 and prom goers will need to avoid setup crew between 1:30-3:30. It will be an interesting couple of Saturdays on the terrace.
9. The job posting for the Event Coordinator position has been posted on the library website, Facebook, Gazette, Metronet job line, Indeed and online Star/Tribune job site with a May 17th deadline although this posting will be kept open until filled.
10. The last week in April was one filled with gratitude for all of the wonderful work of our volunteers and foundation donors. This Library is so fortunate to have talented staff and volunteers that help make every user experience a good one. What a terrific community full of library advocates.
11. Meetings this past month were mainly internal ones with Board committees, city staff, shelving professionals, library staff, and foundation and friends organizations. I was able to attend a retirement party for the Regional Library Director in Rochester (SELCO) where I was able to make contact with library associates from all over the state. Networking is important.

**STILLWATER PUBLIC LIBRARY
YOUTH SERVICES OUTREACH REPORT**

MAY 2017

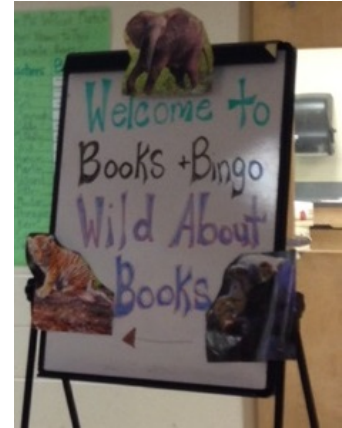
2017 GOALS and ACHIEVEMENTS

Goal: Offer early literacy programming to area elementary schools in February to promote "I Love to Read" Month

- ✓ Achievement: Staff visited New Heights, St. Croix Catholic, and hosted a table at "Books and Bingo Night" at Oak Park.

Goal: Host and heavily promote the National Community Engagement effort "Take Your Child to the Library Day" on February 11 (Youth Services Supervisor Petrie is MN Representative)

- ✓ Achievement: Provided offerings included a STEM program (reptile zoo) and fun family activity stations; Utilized the energy and enthusiasm of the Teen Advisory Board to assist with the programming.



TAB volunteers at TYCtLD 1

- ✓ Achievement: Well over 100 showed their library support by attending a science program, and participating in a variety of activities manned by our Teen Advisory Board members who were all sporting their neon green t-shirts.

Goal: Further develop relationship with ECFE (Early Childhood Family Education) to include 3-4 ECFE sponsored craft activities at the library and to have parent educator attendance at regular preschool storytime sessions as a parent/caregiver resource to discuss milestones and school readiness.

Achievements:

- ✓ Petrie is in discussion with ECFE about the possibility of presenting a library storytime to ECFE's non-English speaking class.
- ✓ Petrie will arrange for library to be present at ECFE Open House in August.
- ✓ Staff presented a storytime to ECFE English Language Learners. Families were also given a tour of the library. Each child was given an award winning picture book and a MacPhail CD to take home.
- ✓ Library staff collaborated with ECFE (Early Child Family Education) to offer a spring storytime and craft for ECFE families.
- ✓ ECFE Parent Educator attended Preschool Storytimes educating parents in attendance. Our contact retires this month. She will be leaving our partnership info with her replacement.

Goal: Attend Community Events

Achievements:

- ✓ Staff tabled the Stillwater Earth Day Celebration hosted by S.E.E.D. Program and Sustainable Stillwater. Learn more about this event: <http://www.mainstreetstillwateriba.com/earth-day-event/>
- ✓ Children were excited to help build a group LEGO scene. For each library related trivia question, they were given pieces to add!



Earth Day 2017

Goal: Explore Relationship with Stillwater Homeschool Groups

- ✓ Achievement: Staff gave a library wide tour to a homeschool group that included information about materials processing. They were enthralled, both adults and children and spoke to how much they learned about hundreds of materials that move through our building daily.

Goal: Offer spring librarian visits to area elementary (focusing on 3rd graders) and junior high schools to promote library services and summer learning activities.

Achievements: As of this report, visits are scheduled in May at the following schools/grades:

- ✓ Stonebridge – 2nd/3rd (3 classes)
- ✓ Salem – 3rd (1 class)
- ✓ Rutherford – 3rd (3 classes)
- ✓ SJHS – 7th graders (2 classes) (struggling readers)*
- ✓ Lily Lake – 3rd (3 classes)
- ✓ St Croix Catholic K, 1st, 3rd
- ✓ Oak Park 3rd (2 classes)

Staff visited two classes of 7th grade reluctant readers taught by Laura Weld at Stillwater Junior High School today, May 3, 2017. Ms. Weld is currently developing the curriculum along with OakLand Middle School for a class titled MIDDLE SCHOOL SUCCESS and has requested librarian outreach visits each quarter during the next school year, a total of 8 times. Staff will work to get library cards into the hands of each child in the class. Other goals will be to introduce enticing books, instruct catalog searching skills and develop library research skills.

TOTAL LOANS from Washington County Libraries

2017 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	64,515	64,900	72,819	66,382									268,616
Forest Lake**	26,167	24,971	30,921	27,091									109,150
Park-Grove**	19,029	18,805	20,902	19,147									77,883
Oakdale	11,542	11,030	13,173	11,574									47,319
Wildwood	11,438	11,256	12,313	11,052									46,059
Valley	2,105	1,952	2,297	2,349									8,703
Marine*	395	331	414	345									1,485
Hugo*	374	301	282	297									1,254
Newport*	62	61	48	42									213
Law Library	38	56	60	45									199
Downloads	24,183	21,191	24,195	22,148									91,717
SS (Mostly ILL)	674	555	824	564									2,617
Stillwater	23,176	23,521	27,008	24,496									98,201
Bayport	5,232	4,979	6,062	5,291									21,564
TOTAL Loans	188,930	183,909	211,318	190,823	-	-	-	-	-	-	-	-	774,980

* Library Express Service

**PG's Self-Check machine is pointing to a HC port, so their numbers have been adjusted (Jan 3190, Feb 6750, Mar 7865 and April 7052 subtracted from FL & added to PG)

2016-17 % CHANGE	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	-2.7%	-0.9%	0.6%	-1.9%									-1.2%
Forest Lake	-2.1%	-9.2%	1.1%	-8.8%									-4.7%
Park-Grove	1.1%	3.0%	-0.9%	-7.9%									-1.4%
Oakdale	5.0%	-6.4%	1.8%	-9.9%									-2.5%
Wildwood	1.6%	4.5%	1.4%	-6.5%									0.1%
Valley	-5.1%	-12.3%	-14.2%	-9.2%									-10.3%
Marine	-2.5%	-16.4%	-5.3%	-2.5%									-6.7%
Hugo	47.2%	-28.2%	-24.8%	19.3%									-3.3%
Newport	-15.1%	79.4%	-17.2%	44.8%									9.8%
Law Library	-50.0%	-27.3%	15.4%	2.3%									-20.1%
Downloads	2.3%	0.8%	2.8%	5.7%									2.9%
SS (Mostly ILL)	-13.7%	-24.8%	-5.1%	-23.8%									-16.3%
Stillwater	-0.4%	-0.4%	2.0%	-0.5%									0.2%
Bayport	0.6%	-8.7%	6.6%	-5.0%									-1.6%
TOTAL % Change	-0.6%	-2.1%	1.0%	-3.6%									-1.3%

2016 LOANS	January	February	March	April**	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	66,320	65,518	72,376	67,634	64,709	79,340	80,839	79,566	67,325	67,862	63,739	58,894	834,122
Forest Lake	26,731	27,510	30,591	29,695	27,879	33,031	33,329	34,012	28,478	27,302	27,836	23,398	349,792
Park-Grove***	18,815	18,256	21,099	20,786	19,969	24,114	24,996	25,102	19,380	20,079	18,833	17,296	248,725
Oakdale	10,992	11,778	12,937	12,844	11,613	13,361	13,808	13,630	12,262	12,040	11,157	9,920	146,342
Wildwood	11,262	10,771	12,141	11,823	11,406	14,172	15,258	14,034	10,973	11,286	10,574	9,576	143,276
Valley	2,217	2,225	2,676	2,588	2,119	2,813	3,037	2,967	2,191	2,119	2,018	1,968	28,938
Marine*	405	396	437	354	413	481	473	452	425	324	384	340	4,884
Hugo*	254	419	375	249	337	327	313	219	237	226	261	312	3,529
Newport*	73	34	58	29	31	55	46	48	66	45	46	65	596
Law Library	76	77	52	44	34	60	43	61	48	96	47	58	696
Downloads	23,637	21,026	23,537	20,950	19,799	21,267	21,410	20,893	19,979	20,994	19,892	21,105	254,489
SS (Mostly ILL)	781	738	868	740	782	620	674	858	733	586	638	548	8,566
Stillwater	23,274	23,618	26,482	24,626	23,786	30,152	28,854	28,251	23,672	24,216	23,285	19,676	299,892
Bayport	5,199	5,455	5,685	5,569	4,819	5,893	4,600	5,414	5,384	5,710	5,419	5,117	64,264
TOTAL Loans	190,036	187,821	209,314	197,931	187,696	225,686	227,680	225,507	191,153	192,885	184,129	168,273	2,388,111

***PG's Self-Check machine was pointing to a HC port, so their numbers have been adjusted (Sept 2360, Oct 7340 and Nov 3725 subtracted from FL & added to PG)

5/2/2017

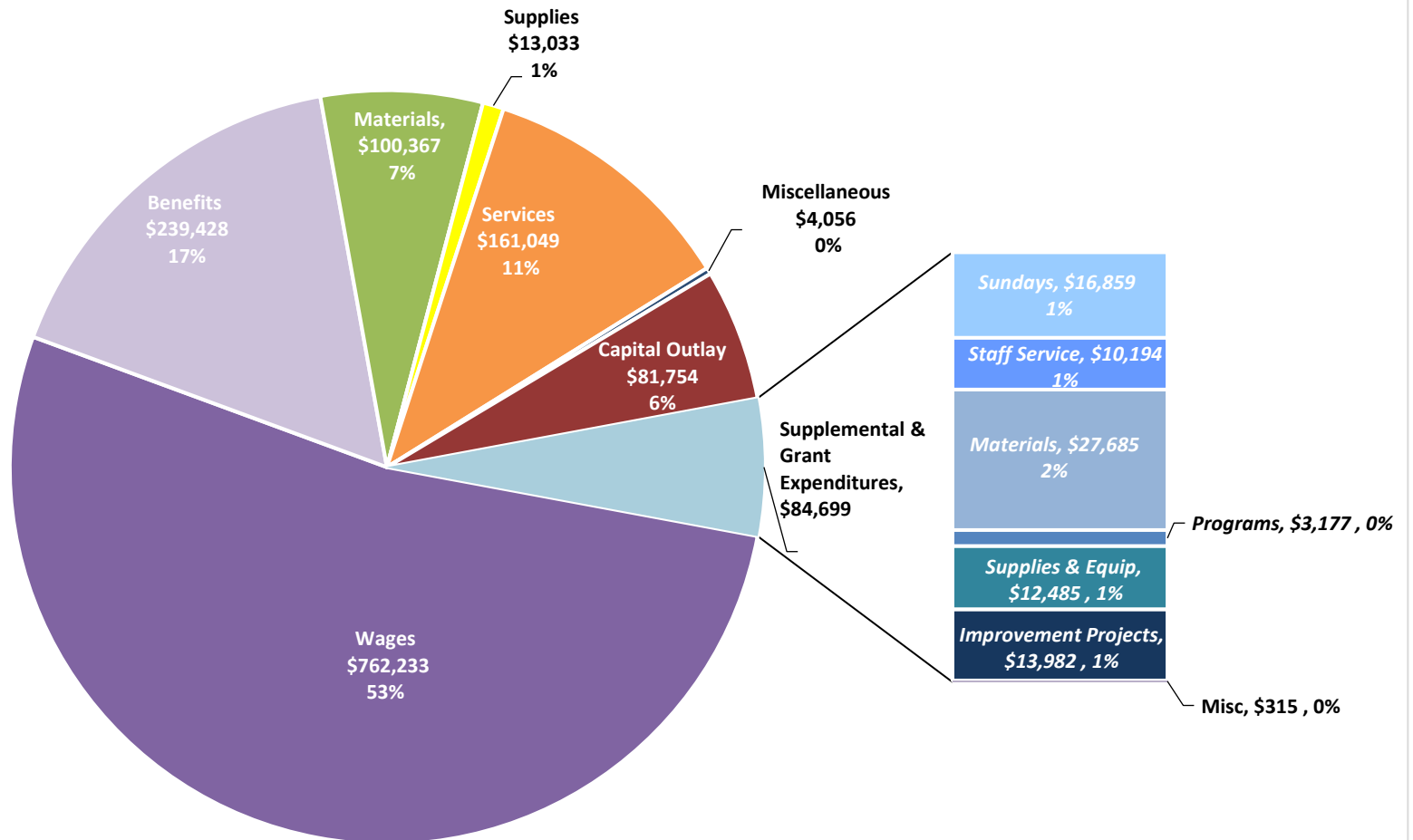
Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2016 Library Financials Summary	
OWNER: Finance Committee Library Staff	PRESENTER: Finance Committee
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:	
BACKGROUND/CONTEXT: This is the second year of this year-end financial reporting format for the Board of Trustees and City Council. Dollars reported tie to the city’s general ledger system for both city funds and supplemental gifts. In-Kind information was provided by donors or calculated based on current value estimates.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2016 Financial Summary Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee, Library Director, Office Specialist	

Resolution/Follow-Up Notes

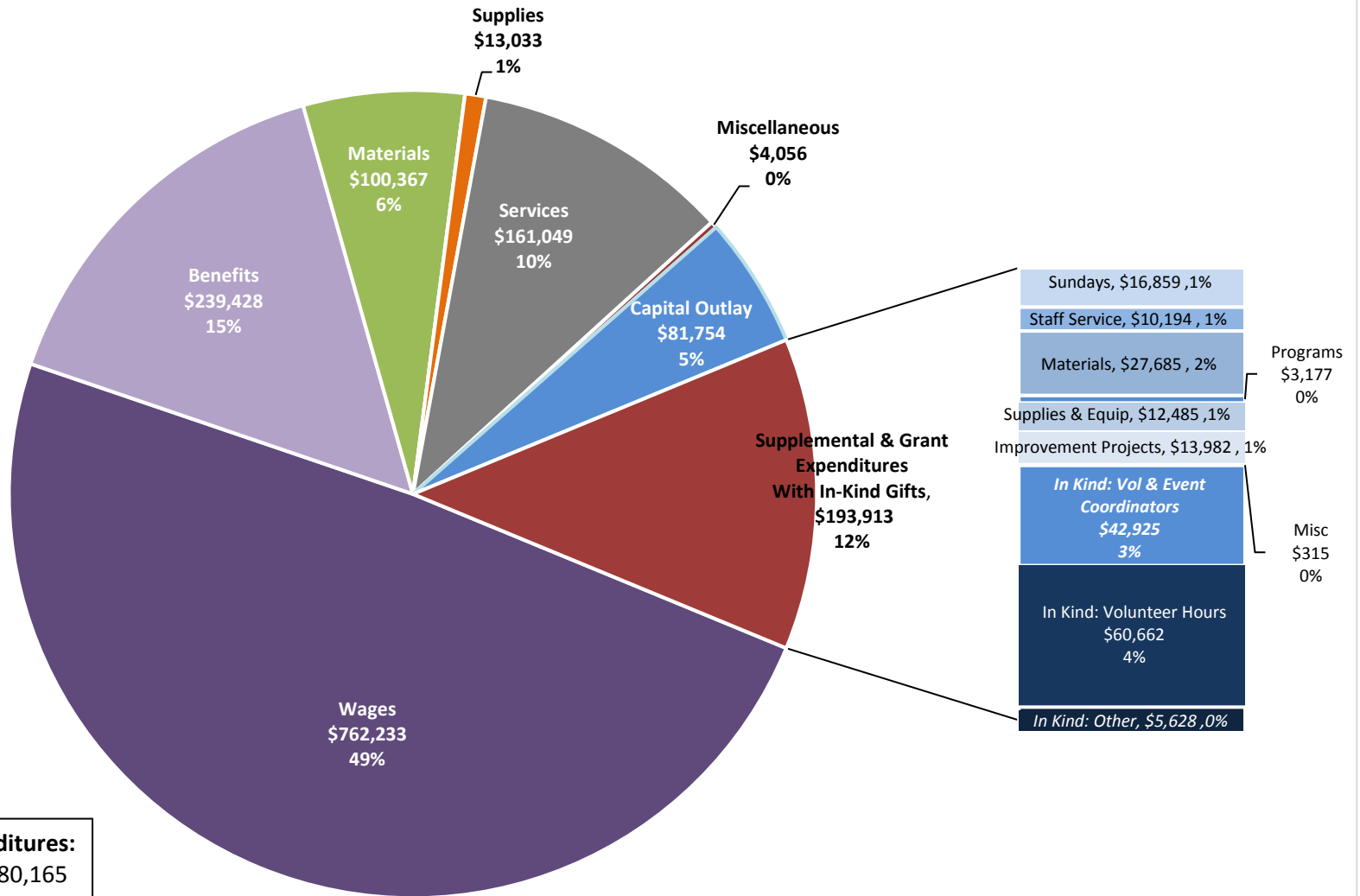
OUTCOME OF DISCUSSION:
NEXT STEPS:

2016 COST TO RUN LIBRARY City, Supplemental, & Grant Fund Expenditures: \$1,446,618



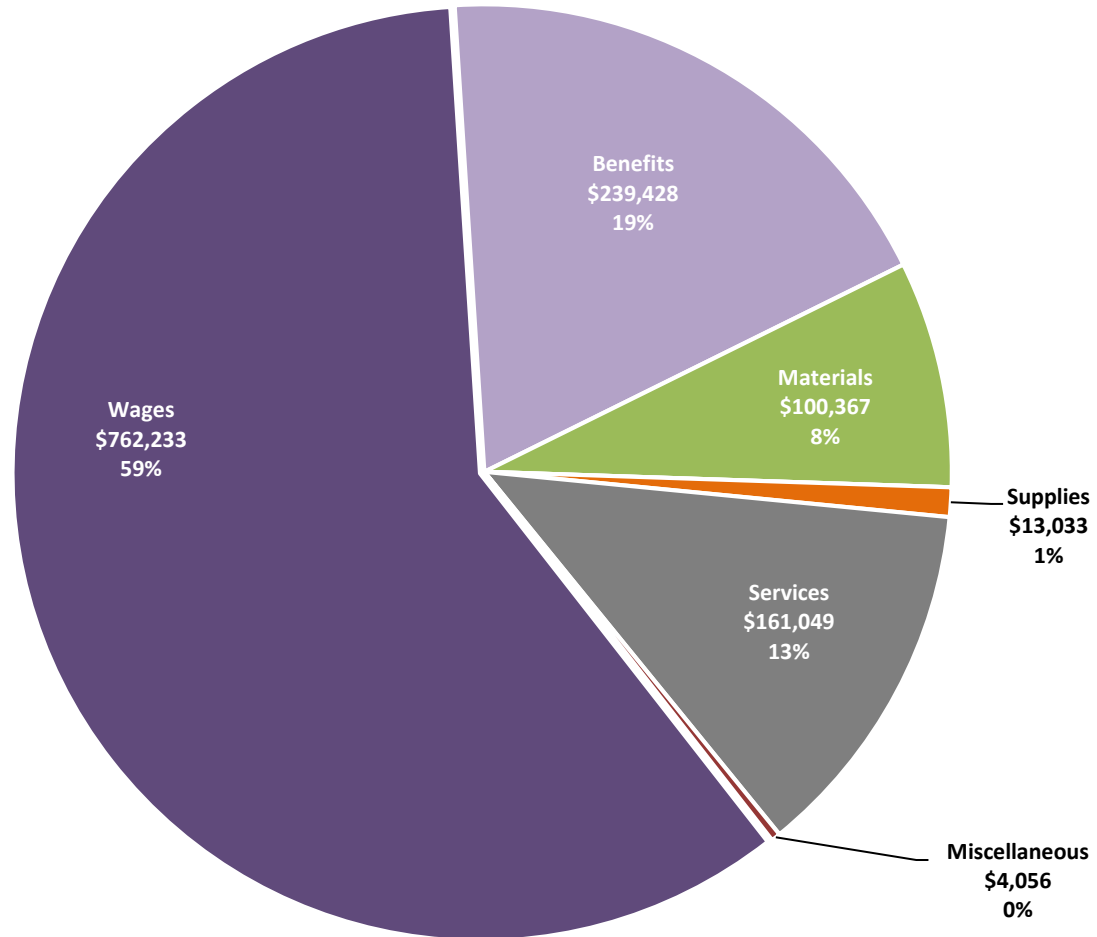
2016 City Expenditures:
 Operating: \$1,280,165
 Capital: \$81,754
 Total: \$1,361,919

2016 Cost to Run Library City, Supplemental, & Grant Fund Expenditures With In-Kind Gifts: \$1,555,833



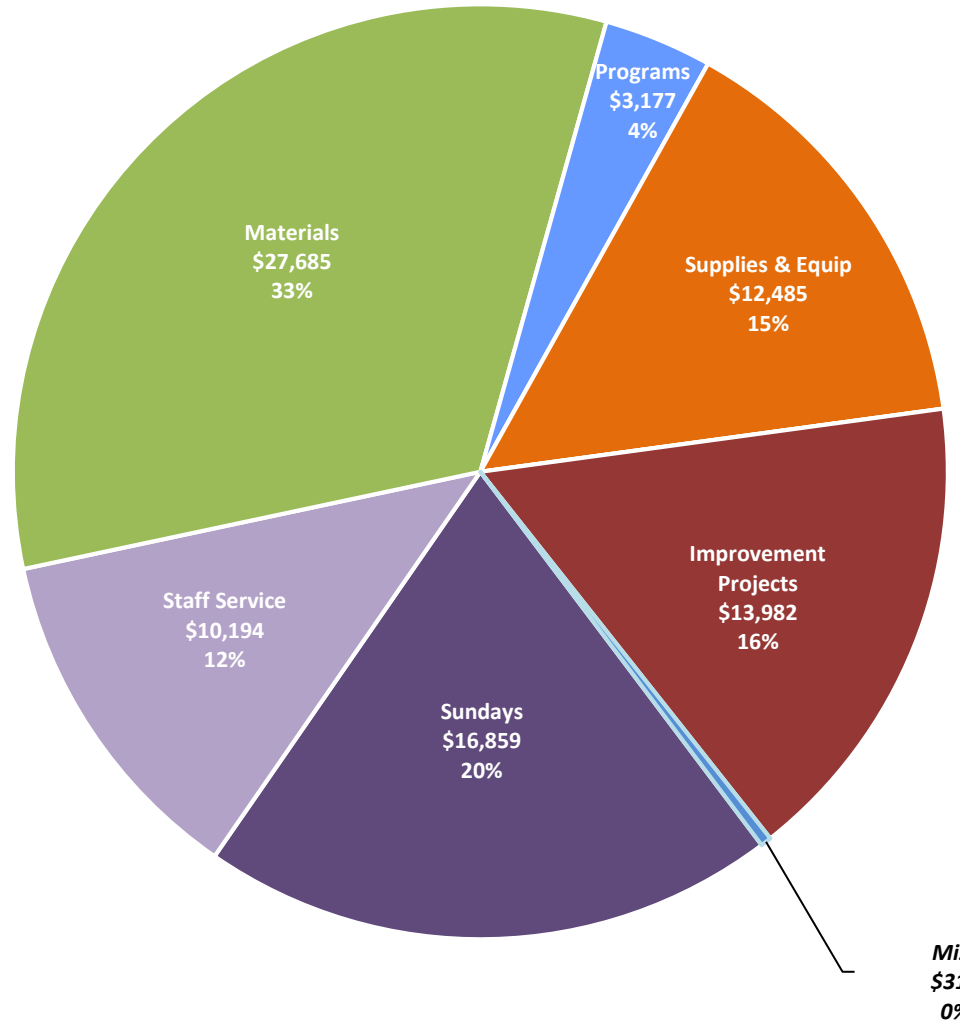
2016 City Expenditures:
 Operating: \$1,280,165
 Capital: \$81,754
 Total: \$1,361,919

2016 Library Operating Expenditures (Excluding Supplemental/Grants): \$1,280,165 Breakout by ExpenseType



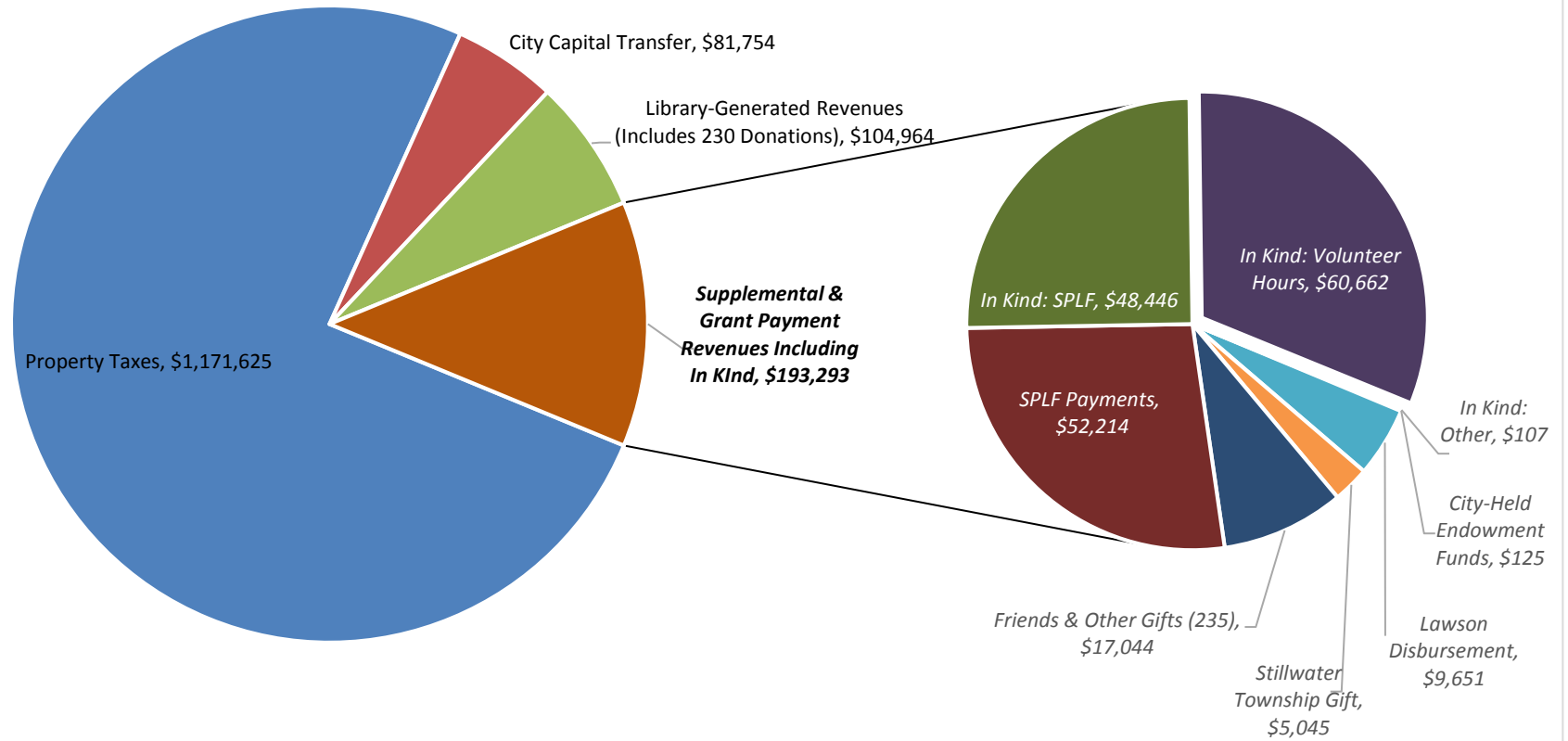
2016 Supplemental and Grant-Funded Expenditures: \$84,699 Breakout by ExpenseType (Does not include In-Kind)

**Supplemental
Expenditures**



2016 LIBRARY REVENUES

Summary by Source Including In Kind Gifts: \$1,551,636



	E	F	G	H	I	J	K	L	M	N	O	P	Q	S	T	U	V	W	X	Y	Z
1	SUPPLEMENTAL & GRANT FUNDS													IN-KIND GIFTS							
2	DESCRIPTION	LIBRARY	MINERVA (220)	MCCLUER-WEBSTER (221)	MURDOCK (222)	LAWSON (224)	VAN MEIER (226)	OTHER GOVT GIFTS (227)	FRIENDS & OTHER GIFTS (235)	SPLF STAFF SERVICE GRANTS (223)	SPLF SUNDAYS (223)	SPLF GRANT PAYMENTS REIMBURSING LIBRARY (232)	TOTAL	SPLF	Volunteer Hours	Other	NOTES				
3	REVENUES																				
4	LIBRARY-GENERATED REVENUES																				
5	Meeting Room Rental Fees	64,806.06											64,806.06								
6	Copier/Printer Sales	6,700.45											6,700.45								
7	Gallery Fees	275.60											275.60								
8	Book & Other Enterprise Sales	581.00											581.00								
9	Interest Earnings-Investments	559.51											559.51								
10	Sale of Property	0.00											0.00								Includes a \$2,700 claim reimbursement from Allstate for damage done to parking ramp
11	Lease/Rentals	0.00											0.00								
12	Parking Rental	0.00											0.00								
13	Refunds and Reimbursements	3,547.75											3,547.75								
14	Library Card Fees	12,377.27											12,377.27								
15	Lost Materials	3,734.91											3,734.91								
16	Processing Fees	7,636.13											7,636.13								
17	Miscellaneous Income	140.36											140.36								
18	Library Revenues Total	100,359.04											100,359.04								Library Revenues Total does not include 230 Donations of \$4,604.91. This amount is counted under Donations.
19																					
20	DONATIONS																				
21	Interest Earnings-Investments		80.71	34.10	6.08	86.90	4.21	44.78	68.02				324.80								
22	Donations	4,604.91				9,564.00		5,000.00	14,110.00				33,278.91								Donations includes a \$3,655.91 gift from Friends processed through 230-0000-3820-0100 and used to offset general operating. Other Friends revenue used for specific purchases is counted under "Friends & Other Gifts (235)."
23	Donations - Staff Hours									10,083.89	17,026.87		27,110.76								
24	Donations - Library Equipment											1,907.36	1,907.36								60.00
25	Donations - Library Materials								2,666.00			21,015.99	23,681.99								46.95
26	Donations - Library Miscellane											183.68	183.68								
27	Donations - Library Programs								199.95			1,995.96	2,195.91			1,465.00					
28	Donations - In Kind												0.00		46,980.68						
29	Donations - Volunteer Time												0.00			60,661.75					Donations do not include Friends Op Donation in 230. See note on F22.
30													0.00								
31																					
32	CITY FINANCING																				
33	Property Taxes (TrnsferIn-GenFnd)	1,171,625.00											1,171,625.00								2574.75 volunteer hours x 2015 Fed Rate of \$23.56
34	Transfer In - Capital Bonds	81,754.13											81,754.13								
35																					
36																					GL says that we transferred in 78,467.96. Finance is updating this number to \$81,754.13 - \$79,813.96 + \$1940.17
37	TOTAL REVENUE W/O CAPITAL	1,276,588.95	80.71	34.10	6.08	9,650.90	4.21	5,044.78	17,043.97	10,083.89	17,026.87	25,102.99	1,360,667.45	48,445.68	60,661.75	106.95					
38	TOTAL REVENUE W/ CAPITAL	1,358,343.08											1,442,421.58								
39																					

	E	F	G	H	I	J	K	L	M	N	O	P	Q	S	T	U	V	W	X	Y	Z
1	SUPPLEMENTAL & GRANT FUNDS														IN-KIND GIFTS						
2	DESCRIPTION	LIBRARY	MINERVA (220)	MCCLUER-WEBSTER (221)	MURDOCK (222)	LAWSON (224)	VAN MEIER (226)	OTHER GOVT GIFTS (227)	FRIENDS & OTHER GIFTS (235)	SPLF STAFF SERVICE GRANTS (223)	SPLF SUNDAYS (223)	SPLF GRANT PAYMENTS REIMBURSING LIBRARY (232)	TOTAL	SPLF	Volunteer Hours	Other	NOTES				
40	EXPENDITURES																				
41	LIBRARY OPERATIONS																				
42	PERSONNEL SERVICES																				
43	Wages	675,348.14							95.90	8,755.68	15,015.20		699,214.92	42,924.50	60,661.75		The \$110.45 wages/benefits for brochure design was processed through 223 but was paid with MR Fund brochure grant funds in 235.				
44	Benefits	205,327.79						14.55	1,328.18	1,844.10		208,514.62									
45																					
46	MATLS, PGMS & SUPPLIES																				
47	Materials	100,367.01			2,000.00			5,293.88				20,391.51	128,052.40			46.95					
48	Programs	0.00						932.06				2,245.09	3,177.15	1,465.00							
49	Supplies	4,244.36											4,244.36								
50	Minor Equipment	2,509.51						257.16				2,282.71	5,049.38	1,809.70		60.00					
51	C/O Equipment	0.00						9,945.00					9,945.00								
52																					
53	SERVICES AND CHARGES																				
54		43,663.09											43,663.09	2,246.48							
55	MISCELLANEOUS																				
56		2,741.98						136.50				178.74	3,057.22								
57	CAPITAL OUTLAY																				
58		1,940.17											1,940.17								
59	LIBRARY PLANT																				
60	PERSONNEL SERVICES																				
61	Wages	86,884.61											86,884.61								
62	Benefits	34,100.43											34,100.43								
63																					
64	SUPPLIES																				
65		6,279.00											6,279.00								
66	SERVICES AND CHARGES																				
67		109,385.69											109,385.69								
68	MISCELLANEOUS																				
69		1,313.82											1,313.82								
70	CAPITAL OUTLAY																				
71		0.00											0.00				The \$8,000 expensed to Improvement Projects under Professional Services budget code was part of the Building Reconfiguration capital project but was not paid using capital dollars.				
72	IMPROVEMENT PROJECTS																				
73	Professional Services	8,000.00						8,228.30					16,228.30								
74	Capital Outlay	79,813.96						5,754.00					85,567.96								
75																					
76	TOTAL EXPENSES W/O CAPITAL	1,280,165.43	0.00	0.00	0.00	2,000.00	0.00	0.00	16,675.05	10,083.86	16,859.30	25,098.05	1,342,881.69	48,445.68	60,661.75	106.95	The GL indicates total expenses of \$26,604.72. Part of this includes a correction of 2015 Health/Medical of -\$448.93. Actual Payroll Expenses for 2017 are \$27,053.65 (in N, O, P 43:44).				
77	TOTAL EXPENSES W/ CAPITAL	1,361,919.56	0.00	0.00	0.00	2,000.00	0.00	13,982.30	16,675.05	10,083.86	16,859.30	25,098.05	1,446,618.12	48,445.68	60,661.75	106.95					
78																					
79																					

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Brechon	5/4/17: In Progress Met with architect and tent companies regarding design needs. Met with architect, staff, Carlsen and Foundation to discuss various approaches. Discussions continuing.
30	12/9/2015	Prioritize Facility Repairs/Work	Facilities should catalog a list of repairs needed and prioritize the work, including the leak in Bertalmio's office and the ceiling cracks throughout the building. List should be provided to board by the Spring of 2016.	Facilities Committee	5/4/17: In Progress The Facilities Committee met on April 27 to discuss the state of the facility to prepare for the 2018-2022 Capital Plan. Seeking bids on facilitating repairs.
52	3/8/2016	Partnerships & Outreach	Provide board with a plan for what would be realistic for the library to do in outreach over the next year.	Brechon	2/14/17: In progress An outreach plan for Youth Services and Seniors was provided in the February Board Packet. Staff are actively engaged in outreach as appropriate. Additional outreach plans may wait for new director.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area.	Brechon	4/6/17: In Progress WCL has purchased Civic Technologies software that can be mounted on the ILS system to report on demographics for outreach and marketing. WCL is scheduled to receive reports early in 2017. Reports for Stillwater will follow. Board would like an update on when they could receive a copy of this report. Melissa in conversation with WCL Director regarding this. Cost is an issue.
64	5/10/2016	Teen Area	Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined.	Brechon Staff Facilities Committee	5/4/17: In Progress Lynn Barnhouse is working with staff to design teen room. Furnishings have been purchased and added to space.
70	8/9/2016	Supplemental Funds	The Finance Committee will work on a process for how to manage any new endowment-type gifts received by the library and will bring proposed process to the Governance Committee.	Finance Committee	
76	8/9/2016	WCL Relations	Board asked Bertalmio to help drive relationship-building with WCL and reach out to WCL regarding a meeting with Bertalmio/McCarty.	Brechon McCarty	4/5/17: In Progress Brechon and McCarty discussed. McCarty will connect with WCL by the end of April if they don't hear back from them first.
80	9/13/2016	City Council Relations	Ask McCarty to formally place library on agenda on a quarterly or monthly basis. Library Director and a Board Member will attend meeting and provide brief update. 1st Report to Council: 2016 Library Graphic Annual Report	Brechon	4/5/17: In Progress Brechon requested appearance on the City Council agenda for May/June.
98	1/10/2017	Building Reconfiguration	Plans and timelines for Lower Level Welcome Center and Reading Room need to be determined.	Facilities Committee	4/21/17: Completed Plans and timelines for the welcome center and reading room have been established.
99	1/10/2017	Building Reconfiguration	Plans and timelines for Upper Level phase need to be determined.	Facilities Committee	Recommend that project be on hold until new director is hired.
101	1/10/2017	Class Compensation Study	Review class compensation information as available and determine next steps.	HR Committee	4/19/17: In Progress Library received results of study on 4/19/17. Will request McCarty or Robole to attend May board meetin to discuss.
104	4/11/2017	Keister Contract	Work on addendum to contract to include an in-person visit to discuss candidates. Cost = \$1,250.	Executive Committee Brechon	5/4/17: In Progress
105	4/11/2017	Policies	Board to begin overall review of library policies. First step is board ethics policy and new board member orientation.	Brechon Exec Committee?	5/4/17: In Progress
TICKLER ITEMS					
ID	Board Meeting	Task	Description	Responsible	Status
TICKLER	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: The City of Stillwater lists this project in its capital project budget for 2017.No known date for paver replacement; Communicate to neighbors when date is known.
TICKLER	10/9/2018	Board Officers Nominating Committee	In October/November 2018, Board should appoint a nominating committee for officers on the Board for a two-year term beginning in 2019.	Board	TICKLER
TICKLER	3/14/2017	Library Open on Holidays	A patron, via the Foundation, asked the library to consider keeping the library open on Monday government holidays. Board discussed the request and considerations regarding demand for this service, outreach possibilities, programming opportunities, communications, and cost. More exploration may be needed if we choose to pursue.	Finance Committee Director	TICKLER
TICKLER	3/14/2017	Board Opening End of December 2017	Stark noted that her term ends at the end of 2017. Board asked library to work with city to coordinate the timing of this posting so that the position may be filled with the new trustee by the January board meeting.	Director	TICKLER

Stillwater Public Library 2017 Calendar

<p>January 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2018-2022) • Board passes ratification of wages prepared by Director 	<p>February 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 7:30 am</p>	<p>March 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:30 pm 22: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Presentation at Stillwater Township at 7:00 pm on March 14 • Grant proposals to Foundation
<p>April 1: Annual Report to State Due 9-15: National Library Week 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 12-15: Spring Used Book Sale 26: SPLF Annual Bd Meeting & Gratitude Breakfast, 7:30 am</p> <ul style="list-style-type: none"> • Big Read/Valley Reads w/ArtReach • Usual month for Club Book (MELSA) 	<p>May 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • 2018 Capital Outlay Request and 2018-2022 CIP Plan due May 19 • Begin operating budget prep 	<p>June 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Preliminary board budget discussion
<p>July 4: Light A Spark, 7:00 pm 11: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Board adopts budget request 	<p>August 8: SPL Board Meeting, 7:00 pm 22: SPLF Beer for Books, 6:00 pm 23: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Grant proposals to Foundation 	<p>September 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: Destination Library, Evening 27: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Levy adopted • Assist Foundation with Huelsmann grant application if requested, application due
<p>October 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Examine ending dates for Board Members, place on Board agenda • Usual month for Club Book (MELSA) • Adopt Holidays for succeeding year 	<p>November 10-11: Style Speaks Volumes, 11:00 am, Reve Bistro 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Union signifies desire to negotiate if communication has not been received earlier • Grant proposals to Foundation 	<p>December 12: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 7:30 am 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Set staff meeting schedule for succeeding year • Negotiate new union contract before December 31 if needed • Staff personnel evaluations

Friends of the Stillwater Public Library



April 10, 2017 | 6:30 pm 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 - minutes Tracy Salvati

Attendees:

Mary Ann Sandeen, Nancy Prince, Lynne LeTart, Jan Kilkelly, Gemma Lockrem, Lyndon Lockrem, Tracy Salvati, Ruth Ranum, John Baird, Melissa Brechon, Linda Whitehouse, Vic Wilson, Nancy Wilson, Ruth Jones

3/13/2017 Minutes: Approved as presented.

Agenda topics

Treasurer Report | *Jan Kilkelly*

Ending balance \$18,109.24

Q1 disbursement to Library of \$1,200.00 – check issued.

Membership | *Gemma Lockrem*

Current Memberships: ~108, after the book sale and renewals we will have more.

Other | **Light a Spark** *Mary Ann Sandeen*

Friends will sponsor Light a Spark (July 4th event). \$500.00 Check sent to foundation.

Friends Get together in May | *Mary Ann Sandeen*

Mary Ann is organizing a gathering for Friends members and volunteers, date TBD. More details to follow.

Hats Off event is April 25th.

Dorothy Day Book Donation | *Tracy Salvati*

Tracy spoke with the program manager at Dorothy Day / Higher Ground and they are very excited to receive books from Friends of the Stillwater Public Library. Tracy will deliver to the Minneapolis warehouse for Catholic Charities / Dorothy Day after the book sale.

Updates | *Melissa Brechon*

Hearing Loops: will be added to the children's room and the Margaret Rivers conference room of the library.

- **John Baird suggested that the Friends of the Library contribute \$5,000.00 to help fund the Hearing Loop Project. Approved by all.**

Staff Appreciation for the Library Staff: Melissa asked if friends would like to provide breakfast or lunch for the Library staff thanking them for their hard work and dedication. All agreed. Date will be in MAY - TBD.

Melissa will attend the 4/11 Board of Trustees meeting and she will propose new reconfiguration/redesign for sections of the 1st and 2nd floor of the library. This proposed redesign would be completed by the end of April.

Patio: Security measures will be taken to secure tents on the patio.

Reminder - April 2017 NEA Big Read

BOOK: Maltese Falcon a detective novel by Dashiell Hammett

- April 20, 2017: **Club Book with Julie Rivett**
 - Location: Stillwater Public Library
 - Time: 7:00-8:00 pm

Book sale | All

Received a generous amount of book donations for the sale, the books are sorted and ready to go. Set up is Wednesday, April 12.

Spring Book Sale DATES:

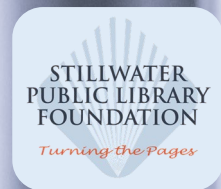
- Collection days were:
 - Saturday, April 1
 - Saturday, April 8
- Set up is Wednesday, April 12
- Opening night is Wednesday, April 12
- OPEN April 13, 14, 15
- All day \$7 bag sale on Saturday, April 15
- Clean up day Saturday, April 15 after sale and April 17
- STS will come Monday morning, April 17

Friends of the library board members have heard very positive feedback from the staff regarding Melissa Brechon, she brings a lot of business knowledge and positive energy to the Stillwater Public Library. Thank you very much Melissa!

Meeting Adjourned. Next meeting is May 8, 2017.



2016 IMPACT REPORT



TURNING THE PAGES

"The journey of a lifetime starts with the turning of a page." ~ Rachel Anders



When Don Carlson designed our logo — an open book, its pages turning — we had no idea that the Library Foundation would tell such a powerful story. Over the years we turned many pages with the entwined themes of gratitude and generosity.

The book tells the story of generous support for the Stillwater Public Library, which boasts resources for people of every age, interest, ability, and need. Open doors every day of the week. Online books and information every hour of the day. Education, entertainment, enjoyment. A place to work or relax, to engage or retreat.

Every donor has a story. Sometimes they share a story of gratitude with their donation. Always, their generosity speaks clearly and beautifully of their deep appreciation for the library.

Lynne Bertalmio and the outstanding library staff are always extravagant in their gratitude for volunteer support and for materials, programs, and services that they would otherwise not be able to provide. Their passion and commitment to lifelong learning for people of all ages is a chapter that everyone loves.

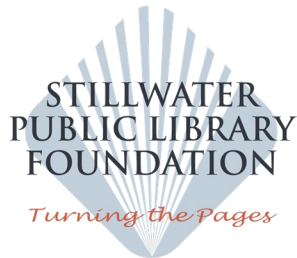
The Foundation Board Members enjoy the great privilege and the great responsibility of stewarding donors' gifts to benefit the library. It is a very exciting story for us — truly a page-turner.

I hope you enjoy this Impact Report. Thank you for turning the pages.

With gratitude,

A handwritten signature in black ink that reads "Ann Wolff".

Ann Wolff, 2016 President
Stillwater Public Library Foundation



• 2016 •
BY
THE
NUMBERS

\$161,577
raised

\$255
Average Donation

\$25,573
Endowment
Fund Balance

\$8,000
grant for
Fall 2016
Sundays

\$7,000
e-materials
grant

\$44,878
fundraising
events
total

635
donations

475 donors

\$15,000 Endowment Gift

\$5,650
for summer
reading
programs

\$12,469
granted for
materials



EXPAND YOUNG MINDS

YOUR INVESTMENT builds a generation of readers who are curious and ready to learn, to question, and to explore!

Youth Services Program Assistant: In 2016, the library offered more than 270 programs that were attended by 8,210 children and teens. The Foundation supported the Youth Services Librarian by funding an assistant to help develop, organize, implement, and evaluate programs and events for children, teens, and families.



Youth Summer Reading Program: The Library's summer reading program was a highlight of 2016. Foundation funding allowed Youth Services staff to devote themselves to creating readers, supporting students' literacy achievements, and developing bonds with children and teens that result in life-long library users.

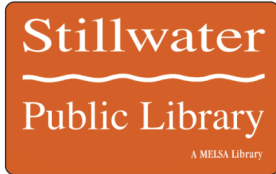
"A library card is the most important school supply."

Youth Services Programming Year Round: The Foundation provides funds for imaginative and educational experiences all year. STEM (Science, Technology, Engineering, and Math) programs encourage discovery, promote creativity, and broaden horizons. Literacy enrichment activities and special guests make stories and learning leap off the page!

Easy and Juvenile Fiction: A grant from the Foundation replaced well-loved copies of children's picture books and chapter books. These favorites help instill the joy of reading in our youth.



2016 KIDS STATS



138 new library cards for kids and teens in June—August

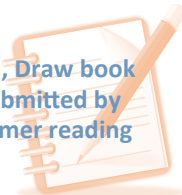
More than 155,000 materials for youth circulated



270 programs attended by 8,210 children and teens in 2016



655 Read, Write, Draw book review forms submitted by kids during summer reading



“ I cannot begin to thank you for all the support you gave to my family this summer. I have discovered the wonders of the local library with my grandchildren.

My 9 year-old grand-daughter needed to complete a summer project for school. Everyone had so much patience, time, and caring to help her.

Her 6 year-old brother is a sweet little boy with special needs. School has been a struggle for him. Reading a chore. The librarians were able to encourage him to do things that I could not ever imagine him doing. He is now doing well in school and is on grade level in first grade. Without all the wonderful programs, he would not be as comfortable talking to others. He is able to express his thoughts and he even asks to read books.

Their 2 year-old brother is a handful. But I am taking him to the story hours on Tuesday and Wednesday. He loves the stories and crafts. He is now singing the songs and trying to do the hand motions. I plan on continuing to attend as much as possible to give him a basis for learning to love to read.

It is so incredible how much these children have improved in one summer. By these experiences a new world has opened to them and I believe it has expanded and has enriched their lives. Thanks so much for having the programs and people to do that.”

~ Helen, Library Patron and Foundation Donor, 2016

INSPIRE LIFELONG LEARNING



YOUR INVESTMENT allows adults to continue to learn, inquire, adapt, and grow. From technology classes and summer concerts on the terrace to best-selling novels and the New York Times, lifelong learning occurs each day at the library.

Adult Summer Reading Program: Summer at the Library was not only about kids! The Foundation funded *Light Up Your Reading*, a program for adults featuring a reading club, art classes, concerts on the terrace, weekly prizes, and more. Readers also discovered new authors and genres with READ bags. These small backpacks, containing 3 books carefully selected by staff, provided a fun and easy way for adults to hit the hammock or beach with a stack of good reads.

Newspaper Subscriptions: With ballooning costs of print newspaper subscriptions, the Foundation provided support to continue this valuable and demanded service for patrons by funding the daily and Sunday New York Times, the Wall Street Journal, the Pioneer Press, the Star Tribune, and more.

Multiple Copies of Best Selling Fiction: Through Foundation funding, the library added multiple copies of best-selling fiction to shorten waiting lists.

Large Print: The Library may have one title in many formats to meet the various needs and wants of readers. The Foundation provided funds to increase the library's collection of large print books, providing broader access to reading.

Weeding: To keep the library's collections fresh and accurate and to make room for new materials, the Foundation supported the weeding of the adult nonfiction collection.





Jean DeCurtins has been coming to the Stillwater Public Library for 90 years. He is an avid user of the newspaper, magazine, and nonfiction collections. He visits the library twice per day, reading five newspapers!

Here's what he says about the library:

- “Everybody is equal at the library.”
- “If you're looking for one thing, you discover something else.”
- “It's your own private college where you learn at your own rate.”
- “It's always there, if you want it. I go there every day. ”

“Commit yourself to lifelong learning. The most valuable asset you'll ever have is your mind and what you put into it.” ~ Brian Tracy

2016 ADULT STATS

More than 40 free programs

More than 800 participants

Internet 101

Mystery Book Club

Writing Classes

Fireside Knit

Microsoft Word Basics

Image Editing

Painted Tiles

Summer Concerts on the Terrace

TedX Photography for Change

AAUW Getting to Know

the Role of Muslim Women Better

144,803

Print Materials for
Adults Circulated

20,406

e-Books and
e-Mags Circulated

432

Book Reviews Submitted by Adults

OPEN THE DOORS

YOUR INVESTMENT opens the doors to the library seven days a week, whether visiting in-person or accessing services remotely.

Sunday Hours: Frequently requested by patrons, Sunday Hours have been a popular addition to the library's services. Thanks to the generosity of Foundation donors and a matching gift from Patrick and Jane Thiele, the library opened on Sundays for the 2015-2016 school year. The Foundation continued funding Sunday hours for the Fall of 2016. With such positive response from the public, the Foundation and the Library will split the cost of Sunday Hours for 2017.

"We like Sundays. We like that the library is available when we are. The staff is always so helpful with the computers and the library is a very pleasant place to be." ~ Jean and Jay



Lydia biked to the library with her Mom one Sunday afternoon. "I would come to the library every day if I could."



"I come to study when I'm home on the weekends." ~ Tyler, a senior at Winona State University.

E-Services: The library's electronic resources may be accessed via its website, opening the doors to learning, engagement, and entertainment 24/7. Thanks to a grant from the Huelsmann Foundation, funds are provided to build the library's collections of e-books, downloadable audio books, and other electronic materials and services.

ENGAGE THE COMMUNITY

40 ADULTS

24 TEENS

2,574
VOLUNTEER
HOURS



YOUR INVESTMENT provides valued volunteer service to the library and meaningful engagement opportunities for our community.

The Foundation, with a matching grant from the Margaret Rivers Fund, funds a Volunteer Coordinator to recruit, train, schedule, manage, and recognize volunteers. Volunteers provide tremendous support to the library staff.

Volunteering at the library allows individuals to give meaningfully of their time and talents, to both connect with their community and to make it a better place. It provides opportunities to build relationships, to learn new skills, and to increase fun and fulfillment in life.

"The time I spend volunteering at the library or just being at the library is time that gives back. Volunteering is such a great experience that is so much fun and you collaborate with amazing people. I also love getting books; I intend to just look around, and leave with an armful of books."

~ Sydney, teen volunteer, assisting with STEM programming



GENERATE REVENUE



YOUR INVESTMENT generates revenue for the library that directly supports library operations.

The Stillwater Public Library's breathtaking rooftop terrace provides a perfect venue for wedding ceremonies, receptions, and anniversary parties. A grant from the Stillwater Public Library Foundation provides funding for an Event Coordinator to promote, schedule, and oversee the events that take place at the library. All of the income from weddings and events goes directly to the library, bolstering its operations.

**39
WEDDINGS
& EVENTS**



**\$59,392 IN REVENUE
FOR THE LIBRARY!**

LEAVE A LEGACY

YOUR INVESTMENT ensures the long-term vibrancy of the Stillwater Public Library!

In June 2016, the Foundation established an endowment fund with the Stillwater Area Foundation, an affiliate of the St. Croix Valley Foundation. Gifts to the endowment fund provide an additional source of funding to assure long-term growth and stability. These legacy donations empower individuals, strengthen families, and make our community a better place by providing library resources and opportunities to enlighten and engage current and future generations of library users.



“I loved growing up in a Carnegie library. Now, decades later, under its tall ceilings and surrounded by books, I’m suddenly ten again. There’s a remembered sense of security and permanence, curiosity and wonder, and the life-changing power of story - all because of my community’s foresight and someone’s donations.

Through the endowment fund, I can make a difference to today’s children - and tomorrow’s. What a privilege it is.”

~ Endowment Donor, 2016

FUND & FRIEND RAISING EVENTS



YOUR PARTICIPATION in the Foundation's 2016 fundraising events allowed us bring in needed dollars to support the Stillwater Public Library.



In March, Foundation supporters gathered for **Beer for Books** at [Lift Bridge Brewery](#). Lift Bridge generously donated \$1 to the Foundation for each beer purchased. On tap for 2017, a new summer brew of Beer for Books on Tuesday, August 22, 2017.

More than 370 guests enjoyed a literally magical evening at **Light a Spark**, as [magician Matt Dunn](#) performed amazing feats right before their eyes. Young and old alike savored delicious small bites from [Scheel's Catering](#), won cakes and treats from local bakeries and restaurants, danced under the stars with dynamic [DJ Kailen Nelson](#), and enjoyed Stillwater's dazzling fireworks. The proceeds of the event ignited, curiosity, wonder, and learning in people of all ages, interests, abilities, and needs.



Food, fashion, and fiction (and non-fiction too) were in full force at November's **Style Speaks Volumes III!** Authors rewrote themselves as models as they donned the latest fall fashions from [Sash](#) and [Matt + Nate: Men's. Life. Style](#). Guests connected with authors, shopped the styles, and purchased new favorite books from [Valley Booksellers](#). Next on the runway is Style Speaks Volume IV on November 10 and 11, 2017.

FINANCIAL REPORT

2016

Revenue and Support

Contributions	\$140,472
Event Ticket Sales & Purchases	\$21,060
Investment Income	\$859

Total Revenue and Support **\$162,391**

Expenditures

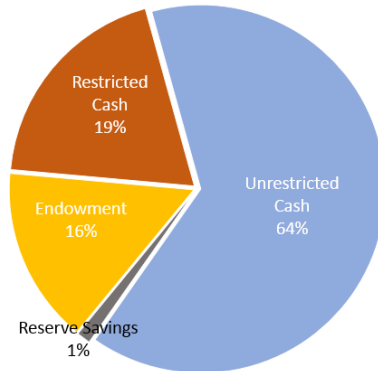
Program Services (Grants, Awards, and Gifts to Library)	\$109,320
Fundraising & Events	\$29,275
Administrative & General	\$22,259

Total Expenditures **\$160,854**

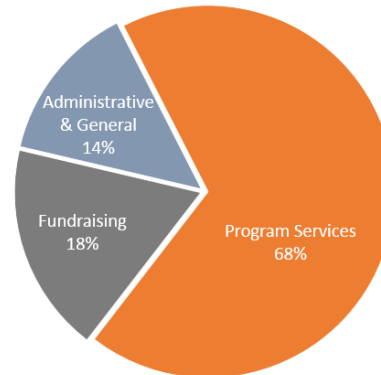
Ending Balance

\$1,537

2016 TOTAL ASSETS



2016 EXPENDITURE ALLOCATIONS



WITH GRATITUDE



YOUR GENEROUS HEART for the library has provided a wealth of resources and opportunities that would not otherwise be possible. The Foundation is very grateful to all who gave support in 2016. Private funds make the difference between good libraries and great libraries. We have a great library! Thank you for making it so.

16 Wins
Ahola, Mack & Associates, Ltd.
Anastasi Jellum
The Bonestroo Law Firm
Cedar Pet Clinic Lake Elmo
DiaSorin Inc.
Edina Realty, Anne Anderson
First State Bank and Trust
Foley Kalseim & Company, Ltd
Forget-Me-Not in Stillwater
Fresh Start Builders, Todd Hansen & Eric Hansen
Friday Study Club
Friends of the Stillwater Public Library
Hamre Designs
Huelsmann Foundation
Kowalski's Market
Lake Elmo Bank
Lift Bridge Brewing Co
Margaret Rivers Fund
Matt+Nate: Men's Life.Style.
McGarry Kearney Agency
MidWestOne Bank
Morgan Stanley Wealth Management, LLC
The Oral Surgery Center
Park Dental - St. Croix Valley
Pinnacle Building Services,
River Market Community Co-op



River Valley Athletic Club & Spa
Ernest Reeh & Mary Ann Bunczak, River Valley Endodontics, PA
Rivertown Animal Hospital
Sash, Ltd.
Scheel's Catering
The Sporting Art of William Ersland
Stillwater Motors, DJ & Linda Raduenz,
Valley Bookseller
The Lillian Wright & C. Emil Berglund Foundation

Rochelle Allen
Anne Anderson
Fred & Theresa Anderson
Joan Arndt
Laurie & Drew Arnold
Diana & Jim Aysta
John Bahma
Richard & Michelle Bailey
David Baird
John Baird
Colleen & Jim Baldrice
Pat & Heinrich Bantli
Debra & Ronald Becker
Dennis Behr
Maureen Bell
Ann Bellows & Charles Wikelius
Lynne Bertalmio & Will Ersland
Shane & Lori Bethke
James & Mary Beytien
Sheila Bianconi
Bryce & Emily Binstadt
Kristy & Lee Bjerk
Kevin & Ev Bjork
Douglas Blanke
David & Kate Bonestroo
Pat & Warren Bovee
Jim & Jayne Bradshaw
Steve & Nancy Brady
Judith Brandt
Marcus & Merrily Brandt
Clifford & Irene Brandvold
Chuck Bransford & Diane Dahl
Christine Bremer
Carolyn & Mark Briol
Peter & Ann Brownlee

Ron Bruchu
Jay & Robin Buchanan
Susan Buchman
Nancy & Mark Butala
Dean & Janet Butler
Jessie Buys
Sandy & Dick Callen
Barbara Ann Callet
Rod Cameron & Nancy Radle
Mark & Shelley Campbell
Patrick Carley & Tami Norman
Wayne & Pam Carlson
Bob & Mary Carter
Carol & Loren Carver
Michele Cassavante & Bruce Deger
Peter Chamberlain
Larry & Judy Chambers
Jesse & Marylyn Chapman
Kent & Deb Charpentier
Arlyn & Helen Christ
Erik Christiansen
Chuck & Flo Claus
Maggie Cords
Mary Croft
Vicki & David Cross
Dwight & Becky Cummins
Elton & Marian Cunningham
Elizabeth Cuthbert
Steve Czarniak & Jaclyn
Schultz-Czarniak
James & Karen Dahl
Kirk & Carla Dahl
Stephen Danaher
Nicole Danielson-Bartelt
Norm & Jean Davis

Mark & Jan Debe
Jane Dickinson
Karl Diekman
Ernie & Donna Dielentheis
Terry & Carla Dobson
Peggy Doeksen
Robert & Ann Dover
Michael & Marie Doyle
Bill & Susan Dustin
Kathleen Dybdal
Debra & Dave Dziuk

June Eagleton
Janis Edstrom
Joyce Edstrom
Carolyn Elliott
Karen Engelbretson & Steve
Nusbaum
Alice Engelman
Mary Engler
William & Catherine Englund
Elizabeth Erickson
Rebecca Erickson



Spotted at the library on a Sunday afternoon

Don finds the library to be the best place for his computer work. "The computers always work, the printers always work, and there's always someone to ask if I have a question."

Foundation funding made STEM programs possible at the Library, promoting inquiry, curiosity, and excitement while offering fact-based learning and fun, hands-on experiences.

At first glance, the Ziploc bag with smashed pudding, cereal, and saltines seems like an accident that is waiting to happen. But to the preschoolers who were doing the smashing, this was an experiment designed to show the process of digestion in the stomach. Before they start smashing, the librarian asks, "What do you think might happen?" So starts the practice of critical thinking.



Kathy Fagerlund
Don & Meredith Fair
Karen Ferguson
Beth Fierek
Wendell & Sue Fletcher
Eunice Fouks
John & Elaine Frahm
Robert Frascone
Audrey Fretschel
Michael & Michelle Garland
Anita Garvey
Jo Gascoigne
Patrick & Martha Gerkey
Sandra & Paul Germscheid
Don Gettinger
Mary Gillaspay
John Paul Gillen
Thomas & Keri Goeltl
Helen Goldberg
Dr. & Mrs. H. George Golden
Bruce & Judy Goldstrand
Ned & Eileen Gordon
Denis & Pat Gorecki
Raymond Gosselin
Gerrie Granquist
Jake & Michelle Granrud
Sue & John Gray
Sue Ann & Jim Gruver
Denise Gunderson
Gretchen & Brian Gunderson
Pamela & Paul Hamre
Barbara Hansen
Craig & Karen Hansen
Floyd & Sally Hansen
Martin & Judith Hansen

Jammi Hansen Blair & Sean Blair
Dennis & Mary Harcey
Sharon Harper
Jo Harrison
Marlene Hartly
Mary & Timothy Hassett
Nancy Haugen
Peggy & Dave Hayden
Keith & Amber Hebert
Sally Heimerman
Bill & Michelle Heiting
Joni & Bryan Heller
Paula & Doug Hemer
Michele & Jim Hermansen
Colleen Herrmann
Beverly Heuer
Jay Hewitt
Robert & Lisa Hildebrandt
George & Donna Hoepfner
Craig & Jeannine Hoffbeck
Steve Holland & Polly Slifer
John Hollister
Fanton Hom
Kate Horn
Dean Hovey
Robert Howard
Peter & Gladys Howell
Dave & Paige Hoyle
Roger & Pat Hoyt
Carol & Hilmer Huber
Curt & Sue Hudak
Gayle Hudak
Carol & Joe Incremona
Steven & Constance Isakson
Ralph & Mary Ives

Curt & Mary Jo Jackson
Eric & Jerilyn Jackson
Aurora Jacobsen
Jani Johnson
Judy Johnson
Kathleen Johnson
Marvin Johnson
Terry & Roxie Johnson
David & Louise Jones
Jerry & Leslie Jones
Elaine Juhre
James Kalb & Lynne LeTart
Andy & Virginia Kass
Mike & Ania Keliher
Gene & Ella Kelm
Larry & Suzy Kennedy
Jan Kilkelly
John & Helen Kilty
Mary Margaret Kilty
Richard Kilty
Ed Kiobasa
Denise Kirkeby
Mark & Patty Kittel
Marilyn Klopp
Carissa Knutson
James & Dawn Kosowski
Sandra Kotval
Summer Kuehn
RoxAnne & Micheal Lamkin
Laurie Larson
Bart & Judy Leahy
Bruce & Pattie Lebert
Marlyce & Don Lee
Matt & Megan Lehmann
Britta & Brad Levhagen

Harold & Mary Leverty
Steve & Margo Liberda
Dave Linquist
Don & Judy Loe
Bob & Tubby Lohmer
Liz & Mike Loken
Linda Long
Warren & Mary Luckner
Randall & Peggy Ludtke
Gerry Luepke
Jane & Jim Luger
John Luk & Tuyet Nguyen
Cece Luth
Ann Lutterman
Madeleine & John MacIndoe
Darlene Maley
Mary & Gary Malmquist
Michelle & Glenn Marston

Larry & Gail Martell
Cindy Martin
Pam & Dan Martin
Carol Maske
Gregory & Jill Mazanec
Maurine Nikole & Darcy Ross
McBride
Sylvia & John McCallister
Jeannine McCormick
Jim & Carol McKinney
Twila Meador
Jim & Marilyn Meier
Janet Meisterling
Jessica & Steve Meletiou
Carrie & Court Melin
Greg & Anja Metzger
Richard & Ina Meyer
Wally & Leslie Milbrandt

Lori & Kerry Mildon
Marilyn Miller
Stanley & Sharon Lee Miller
Leslie Mills
James & Marion Mitchell
Bob & Mary Molenda
Susan Moriarity
Dick & Jean Morse
Martha Morse & Michael Hughes
John & Cheryl Mulhausen
Roger & Boni Neeser
Faith & Dale Nelson
Margaret Nelson
Robert & Delores Nelson
Ron & Mary Nelson
Ann & Merald Nesje
Carmen Nesje
Lora M. Neumeier

Dale & Kathy Newton
Sandra Nicholson
Glen & Gwen Nickleski
Curtis & Sandra Nielsen
Melinda & Jonathon North
Timothy Old & Morgan Clifford
Len Olson
Noreen & Kevin Olson
Martha Jo Onstad
Linda & Dale Otteson
Maxwell Page
Wendie Palazzo
Laura Palmer
Larry & Kathy Panciera
E. Ronald & Pat Parish
Rene Parisi
Bob & Barb Parke
Dorothy Parkhurst



Mary Margaret treasures the library
which she finds “absolutely gorgeous!”
It’s a destination whenever she is in
Stillwater visiting relatives.

The Johnson Terrace is a destination for both out of town visitors and regular patrons. The addition of new umbrellas for the tables and relaxing Adirondack chairs make the terrace a perfect place to visit with friends, soak in the views, or enjoy a good book.





The minute I step into a library, everything is possible. ~ Betsy Carter

Lowell & Finola Parsons
Marge Patten
David & Tammy Paulson
Ken & Nancy Pedersen
Cherie Perlmutter
Bob & Alice Peters
Christine & Jay Peterson
Solvay Peterson
Marilène Phipps-Kettlewell
Patrick Pothén
Judy & Mike Ptacek
Mary Quickel
Paul Quie

Peg & Paul Quinn
Dennis & Cam Raedeke
John & Merilee Read
Mary Lou Regis
Bob & Dianne Reid
Pat & John Reinke
Fred Rengel
Paul & Judy Resler
Mary & Matt Richie
Michelle Mero Riedel
Gladys Ritter
Carroll and Ann Rock
Mary Jane Rogers
Judy Romans
Tom & Pat Rossez
Kristin & Peter Rossiter
Dave & Mary Ruch
Kara Salomonsen-Schmitt & Nick Schmitt
Mary Ann Sandeen
Jennifer & Richard Saunders
Steve & Sally Arneson Scallon
Kathy & Jon Schmoeckel
Lisa Schoelerman
Lorna Schrade
Sue & Dan Schultz
Kent Schumacher & Elissa Cottle
Jane Schwartz
Dan & Donna Scott
Phyllis Seim
Doug Seitz & Joan Beaver-Seitz
Jerry & Vera Serfling
Mary Shafer
Dale & Jennifer Shaller
Marianne Shema

Anne Siess
Margaret & Bob Simmet
Miriam Simmons & James Schenz
Dorothy Simonet
Ed & Anne Simonet
Jo Sittlow
Stephen & Sandy Skilling
Bill & Paula Snyder
Joe & Sue Sperber
Mary & Jim Spiegelhalter
Paul & Claire Spilseth
Carol Stabenow
Kathy Stark & Kurt Galenti
Bill & Deanna Stebbings
Michael & Angela Steinbach
Sue Steinwall
Skip & Linda Steinworth
Mary Ann Stellmach
Janet Sterk
Todd & Sarah Stivland
Gary & Janet Stone
Sally Swanson
Tina Swanson
Liz Swiersz
Carlos & Nancy Taylor
Don & Mary Jo Teed
Patrick & Jane Thiele
Anne Thueson
Jack & Sue Thueson
Kathleen & Thomas Thueson
Matthew Thueson
Patrick & Luba Thueson
Terry Trautman & David Hanson
Jennifer Trom
Greg Tuenge

Ellen Valleroy & Scott Linner
Ryan Vandeeest
Jody & Lloyd Vasilakes
Julie & Jim Vinar
Brent & Heather Voight & Family
Nancy Voight
Kathy Vollmer
Donna von Lehe
Dan & Nancy Wagner
Richard & Betty Wasmundt
Thea Welsh
Lois Welshons
Mark & Joan Wendorf
Eric & Lucinda White
Linda Whitehouse
Jennifer Wiczek-Bertsch
Kathy & Gregory Widin
Linda Williams-Tuenge
Nik Wilson
Norma & Dan Wilson
Tom & Judy Wilson
Janet Wolden
Ann & Steve Wolff
Doug, Sara, Maverick, & Olympia Wolff
Wendy Worner
Ingrid Youmans
David & Mary Young
Orlan & Rita Youngren
Shirley Zaworski
Joan Zimmerman



Matching Contributions

Thank you to the following companies who generously match their employees' gifts.

Agilent Technologies
Bank of America
Thrivent Financial for
Lutherans Foundation
Prudential Financial Inc.
UnitedHealth Group
Xcel Energy

In-Kind Contributions

Our thanks to these individuals and businesses for their valued gifts and services in support of the Foundation.

Acapulco
Bread Art
Bruegger's
Buttercream Cakes & Desserts
Cafe Latté
Don Carlson, Carlson Graphics
Chicago Dogs
Chilkoot Cafe & Cyclery
Chipotle
Cub Foods
Dairy Queen
Domacin Restaurant and Wine Bar
Famous Daves
Forget-Me-Not in Stillwater,
Great Harvest Bread Co.
Hannah's Homemade Heavens
Joseph's
Kowalski's Market
Len's Family Foods
Lion's Tavern

Lolo American Kitchen & Craft Bar
Mad Capper
Mallards on the St. Croix
Marine General Store
Matt+Nate:Men's.Life.Style.
Carolyn Minor
Monde Salon
Nelson's
Nick Gorski Photography
Perkins
Phil's Tara Hideaway
Pizza Man of Stillwater
Pub 112
Quick Fire Pizza
John and Merilee Read
Fred Rengel
Revé Bistro & Bar
River Valley Athletic Club & Spa
Ruby Tuesday
Carol Stabenow
Scheel's Catering
Nicole Schultz-Kass
Smalley's Caribbean Barbeque
The Green Room
The Oasis Café
Mizsuki Designs, Suki Thomsen
Kathleen and Thomas Thueson
Swirl
Tin Bins
Valley Bookseller
Victoriano's
Water Street Inn
Wedge & Wheel

Volunteers

Our gratitude to these individuals for their gifts of time and talents to support the Foundation.

2016 Board Members

Steve Brady
Jane Dickinson
Andy Kass
Dustin Moeller
Jean Morse
Sandy Nicholson
Rebecca Peterson
Merilee Read
Fred Rengel
Mary Richie
Mary Ann Sandeen
Carol Stabenow
Kathy Thueson
Brent Voight
Ann Wolff

Light A Spark Volunteers

Boy Scout Troop 114
Scott Anthony
Melissa Butler
Ellie Faeth
Mary Pat Flandrick
Sue and John Gray
Blaise Junker
Katie Katula
Abbe McBride
Bree McBride
Kathy Stark
Nancy and Vik Wilson
Nik Wilson

Destination Library Chairs

Ann Bellows
Marty Gerkey
Nancy Martyn

Kathy Simonet

for annual report assistance.

Author Partners

Craig Hansen

for a Foundation presentation.

Tim Brady
Beth Dooley
Erin Hart
Dean Hovey
Julie Kramer
Thomas Maltman
Marilène Phipps-Kettlewell
Faith Sullivan
Wendy Webb

for putting down their pens to walk the runway at Style Speaks Volumes III.



Tributes

We are honored and grateful to have received these gifts.

In Memory Of

Catharine N. Bell

Given by Alice Engelman, Friday Study Club

Alexandra (Sandy) Bloom

Given by Dr. & Mrs. H. George Golden

Roland & Ameer Brandt

Given by Marcus & Merrily Brandt

Karl Bremer

Given by Christine Bremer

Jonathan Engelbretson

Given by Karen Engelbretson & Steve Nusbaum

John G. Erickson

Given by Elizabeth B. Erickson

Dr. Carver Coit Fouks

Given by Eunice Fouks

Ronald & Alverna Hachey

Given by Judy Leahy



Paxton Harvieux

Given by Jane Dickinson

Quentin Heimerman

Given by Sally Heimerman

Margaret Ann "Peggy" Houston

Given by Jane Dickinson, Fred Rengel & Pamela Koetz

Susan Howard

Given by Robert Howard

Jeanne Judd

Given by Dr. & Mrs. H. George Golden

Jon Kub

Given by Joan Zimmerman

Zella Landrud

Given by Carolyn Elliott

Mabel Linquist

Given by David Linquist

Frances Malarkey Lohmer

Given by Bob & Tubby Lohmer

Jacob Martell

Given by Larry & Gail Martell

Dr. Duane Nelson

Given by Margaret Nelson

Karl E. Neumeier

Given by Lora M. Neumeier

Mr. James Oates

Given by Dr. & Mrs. H. George Golden

Marvel Old

Given by Maureen Bell

June Olson

Given by Leonard L. Olson

Brittani Ashli Palmer

Given by Laura Palmer

N. Lucille Parish

Given by Ron & Pat Parish



Lawrence "Larry" E. Pierson

Given by John Paul Gillen

Harold Roslin

Given by Ellen Roslin

Helen Rita Sassor

Given by Anita Garvey

Hal Seim

Given by Phyllis Seim

Curtis Swanson

Given by Debra & Dave Dziuk

Robert and Dorothy Thueson

Given by Ann Thueson, Jack & Sue Thueson, Patrick & Luba Thueson, Tom & Kathy Thueson, Floyd & Sally Hansen

Mary Jo Weingarten

Given by George & Donna Hoepfner

Hazel Wilson

Given by Norma & Dan Wilson, Curtis & Sandra Nielsen, Ann & Steve Wolff

In Honor Of

My mother Marcia Anderson

Given by Noreen & Kevin Olson

Lynne Bertalmio. Thank you, Lynne, for helping to make our library an outstanding resource and a point of community pride!

Given by Dale & Jennifer Shaller

My dear friends Arlyce, Denise, Heidi, Jan, Lori, Jackie & Anne!

Given by Kristy Bjerk

Leslie E. Forster

Given by Linda L. Long

In honor of my grandchildren Mia, Lilly, Liviah, and Liam who will benefit from this wonderful library!

Given by Cindy Martin

Karen Hannah

Given by Carol & Loren Carver

Myron and Irmy Haugen

Given by Nancy Haugen, Carol Stabenow

Aurora Jacobsen

Given by Susan Buchman

To my beautiful daughter, Vanessa Kirkeby. Never stop reading. It keeps your mind creative!

Given by Denise Kirkeby

Library Board and Library Staff

Given by Jo Gascoigne

Our beautiful library!

Given by Sue & Joseph Sperber & Family

Carol, Matt, and Nate Stabenow

Given by Nancy Haugen

Pivot Stillwater

Given by Bob & Mary Molenda

Gary and Janet Stone

Given by Marilyn Miller

Janet Stone

Given by Gary Stone

Ann Wolff

Given by Helen Goldberg,

Carlos & Nancy Taylor



**“I don’t have to look far to find treasures.
I discover them every time I visit the library.”
~ Ray Bradbury**

LOOKING AHEAD



WRITING THE LIBRARY'S FUTURE STORY

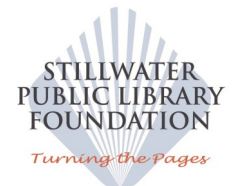
We are the best authors of our Library's future story. *What an exciting time of opportunity!*


Honoring the rich 10 year history of the Foundation, growing the endowment fund and enabling the installation of hearing loops in our venerable Carnegie library building is all worthy of celebration. And the good works we do going forward will maintain our excellent resources and refresh the benefits we provide the community for years to come.

I am humbled and honored to serve as your Foundation President in 2017. And I am deeply grateful for the trust given us by our generous donors. It is my pleasure to carry on the tradition of dedicated Board members who love books, love our Library and most of all love the community of people we represent.

A handwritten signature in black ink that reads "Fred Rengel".

Fred Rengel
2017 President, Stillwater Public Library Foundation





“Our Stillwater Public Library is not simply a warehouse for books and other materials. Rather, it’s a center for self-improvement, lifelong learning, and youth enrichment across all ages and all economic strata. Indeed, it is hard to find a more truly democratic institution or one that has so much to offer to all citizens, from toddlers to the elderly and everyone in between.”

~ Craig T. Hansen, Stillwater author, teacher, library trustee

Stillwater Public Library Foundation
stillwaterpubliclibraryfoundation.org
224 Third St N
Stillwater, MN 55082
splf@stillwaterlibraryfoundation.org
651.275.4338 x130

Impact Report photo credits: Nick Gorski, Michele Hermansen, Library Staff, and Wendy Woods. Wedding photos courtesy of MakeYourName, Amanda Nipoldt, and Gina Zeidler. The historic photos are from the Library’s St. Croix Collection.



Destination LIBRARY

OUR FOUNDATION FOR THE FUTURE



Friday, September 22, 2017

7:00 pm — 10:00 pm

Come celebrate the treasure of our Stillwater Public Library and the work the Foundation has done over the past ten years to make this a valued destination for our community.

Good food, good company, great entertainment, and best of all — the opportunity to show your support for this gem of a library and ensure its vibrancy for future generations.

For more information, go to
stillwaterpubliclibraryfoundation.org.