

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, August 8, 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 July 10, 2017 Minutes +
 - b. Adoption of the July 11, 2017 Minutes +
 - c. Adoption of the July 26, 2017 Minutes +
 - d. Acknowledgement of Bills Paid in July 2017 (07/11/17:\$19,592.98, 07/18/17: \$9,984.33) +
 - e. Budget Status Report +

Old Business

5. Policy: SPL Library Code of Conduct, Bulletin Boards A+
6. Kilty Fund Update I

New Business

7. Approval of Library Director Contract A
8. Event Rental Time Request for Sunday, May 27, 2018 A+
9. City of Stillwater Audit Report D

10. Director and Other Staff reports +
11. Foundation Report +
12. Board Committee Reports

a. Executive	d. Human resources
b. Facilities	e. WCL Task Force
c. Finance	
13. Public Commentary and Communications
14. 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, August 7, 2017.

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

Stillwater Public Library
Board of Trustees
Special Meeting
July 10, 2017

Minutes

Present: Keliher, Bell, Richie, Carlsen, Hansen, Hemer, Menikheim, Stark

Absent: Lunn

Staff: none

Agenda item 1: Meeting called to order at 9:30 a.m.

Agenda item 2: The library board conducted interviews with five director candidates, with consultants John and Beth Keister observing. The five candidates were:

- Beth Sorenson, director of the Milford (IA) Memorial Public Library
- Tyler Williams, manager of reference services and senior librarian at the Wichita (KS) Public Library
- Heather Biedermann, library services manager at the Mankato Memorial Library at Minnesota State University-Mankato
- James Hill, director of the Zumbrota (MN) Public Library
- Mark Troendle, assistant director of the LE Phillips Memorial Public Library in Eau Claire, Wisconsin

After interviewing each candidate, a brief discussion followed. John Keister gave the board guidance for how to conduct its deliberation about the candidates and its board meeting on July 11.

Meeting adjourned at 5:30 p.m.

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

Minutes

PRESENT: Bell, Carlsen, Hansen, Hemer, 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 to adopt agenda. MSP.

AGENDA ITEM 3: In-Person Public Commentary

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. MSP.

AGENDA ITEM 5: Discussion of Library Board Candidates

On July 10, the Trustees interviewed 5 candidates for the library director position:

- Heather Biedermann, library services manager at the Mankato Memorial Library at Minnesota State University-Mankato
- James Hill, director of the Zumbrota (MN) Public Library
- Beth Sorenson, director of the Milford (IA) Memorial Public Library
- Mark Troendle, assistant director of the LE Phillips Memorial Public Library in Eau Claire, Wisconsin
- Tyler Williams, manager of reference services and senior librarian at the Wichita (KS) Public Library

The Board discussed the interviews, candidate references, observations from the community breakfast reception, and feedback from staff. Keliher updated board that James Hill withdrew from consideration on July 11.

Board then discussed next steps in the candidate process:

- Motion made to form a committee of the Executive Committee plus Kathy Stark to facilitate second interviews with selected candidates. MSP.
- Motion made to give the committee the authority to clarify the status of James Hill as a candidate. MSP.
- Board set the evening of July 26, 2017, to conduct second interviews with candidates Biedermann and Troendle. Keliher and committee to consult with Keister regarding bringing candidates back for interviews.

*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, July 11, 2017**

Minutes

AGENDA ITEM 6: 2018 Library Operating Budget

Richie reviewed the proposed 2018 Operating Budget with board and highlighted the following points:

- Budget assumes that the Board requests and receives a donations from Foundation to cover the cost of ½ of Sundays for 2018 (\$7,695).
- Budget assumes a reduction in Lake Elmo Fees (\$10,000) and Event/Meeting revenue (\$10,000).
- Budget moved staff positions to Flaherty & Hood’s proposed compensation grid (adjusted for 2017 wages) and incorporated COLA and benefit updates. Personnel costs include ½ of Sundays in 2018. Total change from 2017 to 2018 is \$34,670.
- Budget increased funding for collections by \$15,635 from 2017, a 17% increase.
- Budget planned for increased building repair charges by \$5,000.
- Budget’s Transfer In – General Fund request for operations and plant would be \$1,254,074. This is an increase of \$82,449 or 7.04%.

Richie also noted that the Board approved a 2018 capital outlay request of \$111,493 from city. The 2017 capital request was \$90,000, an increase of 24% from 2017. The total operating and capital funds requested from the city would be \$1,365,567 for 2018. In 2017, this amount was \$1,261,625. This is an increase of \$103,942 or 8.24%.

Stark also discussed that budget numbers for supplemental fund accounts are included in the 2018 Operating Budget Document in the July board packet. The budget document is a template from the City’s Finance Department.

Motion made to approve proposed 2018 Operating Budget. MSP.

AGENDA ITEM 7: Trustee Job Description and Board Ethics Statement

Board first discussed the trustee job description and board ethics statement policies included in the July Board packet.

Hemer asked about bullet 2 on the Job Description. Bullet two states: “Establish library policies and reviews them on an annual basis, updating as needed.” Hemer noted that reviewing all of the policies annually may not be feasible. Board discussed and suggested changing “annual” to “regular.”

Stark discussed the history behind the Trustee Job Description. Stark explained that the policy was adopted in 1999, but the board more recently reviewed the policy in 2013 with no changes. Stark noted that this job description is an important policy for the board and would benefit from review and discussion by a larger group. Stark also noted that it may be wise to have the new director help weigh in on the policy.

Board discussed the concept of further committee review of the policy. Stark, Hemer, and Lunn will form a committee to review the Trustee Job Description and Ethics statement

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

Minutes

AGENDA ITEM 8: Library Code of Conduct and Bulletin Boards

Brechon discussed that this was the first reading of the revised Library Code of Conduct and Bulletin Board policies as included in the July board packet. Brechon noted that she researched policies of libraries in area and within MELSA for their conduct and bulletin board policies.

The following items were discussed:

- Conduct Policy – Bullet 4: The colon should be comma.
- Conduct Policy – Item 3: This discusses that animals are prohibited in the library (with the exception of assistance animals). Board discussed that the policy does not need to be adjusted for animals brought in for programming as the policy pertains to patron conduct.

AGENDA ITEM 9: Bequest from Estate of Richard S. Kilty

Keliher explained that a letter arrived from the law firm of Briggs and Morgan addressed to the Stillwater Library Foundation describing a bequest for \$50,000 for the City of Stillwater for the upkeep of the Stillwater Public Library. The check was made out to the City of Stillwater. The Executive Committee met to discuss this bequest and suggests moving the money into a restricted fund with the Stillwater Public Library Foundation. In talking with city staff, it was clear they have no interest in handling this special fund on behalf of the library.

Motion made that following the Executive Committee discussion with Foundation regarding the acceptance of the Kilty Fund, the Board requests the City to sign over the check to the Foundation to be placed in a designated Kilty fund to be used in the upkeep of library per the discretion of the trustees. MSP.

AGENDA ITEM 10: Second Quarter Gifts and Grants

The Board reviewed the second quarter gifts and grants as included in the July board packet. Motion to accept the 2017 Q2 gifts as outlined in the 2017 Gifts and Grants Received Report. MSP.

AGENDA ITEM 11: License for Trumi

Board reviewed license agreement to allow local artist Sara Trumi to use items from the John Runk Collection of historical pictures/photographs for a signage project display on the Historic Main Street stairs. Motion made to accept agreement. MSP.

AGENDA ITEM 12: Director and Other Staff Reports

Board received director and staff reports in the July board packet and supplemental board packet.

AGENDA ITEM 13: Foundation Report

Richie reported that the Foundation minutes were included in the July Board packet. Light a Spark was a success! Tuesday, August 22 is Beer for Books, featuring band Cattail Moon and trustee Hansen. The public launch of Hearing Loops is scheduled for Wednesday, July 19 at 7:00 pm.

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

Minutes

AGENDA ITEM 14: Board Committee Reports

a. **Executive Committee:** None.

b. **Facilities:** Teen room work underway.

c. **Finance:** None.

d. **Human Resources:**

Bell reviewed the Human Resources agenda item information presented in the July Supplemental Board packet.

The HR Committee and Keliher met with City Administrator Tom McCarty and HR Manager Donna Robole to review the pay equity study and discuss the appeal process for library staff based on the City of Stillwater Classification/Compensation Study. The Committee recommended that library staff will appeal their reduction in points from the February to April Study by providing additional information to Flaherty and Hood during the proposed appeal period.

Motion made for the Library Staff to appeal the job evaluation points which were reduced in an audit requested by the Stillwater City Council, with results received April 2017. The appeal period will be July 18 – August 11, 2017, pending clarification from Flaherty & Hood regarding cost of appeals.

Board discussed. Hansen opposed motion because he thinks that the board should reject the second set of classification/compensation study results [those received in April]. Hansen expressed concern that singling out the library employees by the city for a second review, which resulted in lower scores, is discriminatory. He does not believe the library board should support that. If the library board would reject the second set of results, the proposed appeal process would be unnecessary.

Yes - Bell, Carlsen, Hemer, Keliher, Lunn, Menikheim, Richie, Stark; No – Hansen.

e. **WCL Task Force:** None.

AGENDA ITEM 13: Public Commentary and Communications

None.

AGENDA ITEM 14: Adjournment

Meeting adjourned at 10:25 pm.

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Stillwater Public Library
Board of Trustees
Special Meeting
July 26, 2017

Minutes

Present: Keliher, Bell, Richie, Carlsen, Hansen, Hemer, Lunn, Menikheim, Stark

Absent: none

Staff: none

Agenda item 1: Meeting called to order at 6:00 p.m.

Agenda item 2: The library board conducted second interviews with two finalist director candidates: first Heather Biedermann, library services manager at the Mankato Memorial Library at Minnesota State University-Mankato, followed by Mark Troendle, assistant director of the LE Phillips Memorial Public Library in Eau Claire, Wisconsin.

Each candidate began his or her allotted time by sharing a brief presentation for the board, outlining his or her initial ideas on improving communication and collaboration within the library and among its partners. After the brief presentation, the board began further interviewing and discussion with each candidate.

After the two interviews, discussion and deliberation followed. Hemer made a motion to offer the director position to Mark Troendle, pending a successful negotiation conducted by the board's executive committee and eventual approval by the full board. MSP.

Meeting adjourned at 9:40 p.m.

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						
188890	6/7/2017	Ace Hardware	Supplies	\$ 120.48	230-4231-2102-0000	Janitorial Supplies
188967	6/9/2017	Ace Hardware	Supplies	\$ 35.58	230-4231-2102-0000	Janitorial Supplies
188969	6/9/2017	Ace Hardware	Supplies	\$ 3.48	230-4231-2102-0000	Janitorial Supplies
189321	6/20/2017	Ace Hardware	Supplies	\$ 48.84	230-4231-2102-0000	Janitorial Supplies
189487	6/26/2017	Ace Hardware	Supplies	\$ 42.35	230-4231-2102-0000	Janitorial Supplies
20096	7/5/2017	Advantage Computer Systems	Hearing Loop Listeners (SPLF)	\$ 298.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
14007	6/1/2017	Amdahl Locksmith Inc Chris	Deck Storage	\$ 105.00	230-4231-3703-0000	Building Repair Charges
6302017	6/30/2017	Brechon Melissa J.	Interim Director: June	\$ 7,000.00	230-4230-3099-0000	Other Professional Services
6232017	6/23/2017	Brechon Melissa J.	Terrace/Planting Supplies (SPLF) - Staff Reimburseme	\$ 109.89	232-4232-4099-0000	SPLF - Miscellaneous Charges
6232017	6/23/2017	Brechon Melissa J.	Supplies - Staff Reimbursement	\$ 24.04	230-4230-2101-0000	General Supplies
1703036	3/31/2017	Collaborative Design Group Inc.	Tent Tie-Down Consultation	\$ 1,000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
1705010	5/31/2017	Collaborative Design Group Inc.	Tent Tie-Down Consultation	\$ 2,990.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
306-02444792-3	6/30/2017	Culligan of Stillwater	Water	\$ 49.75	230-4230-4099-0000	Miscellaneous Charges
1	6/27/2017	DeCaro James	Programs - Adult (SPLF)	\$ 100.00	232-4232-2407-0000	SPLF - Programs
6159625	6/26/2017	Demco Inc.	Building Reconfiguration	\$ 1,586.67	230-4900-5200-0000	C/O & Improvements
6159625	6/26/2017	Demco Inc.	Processing Supplies	\$ 18.10	230-4230-3404-0000	Processing Fee
6152017	6/15/2017	Howe Linnea	Program - Juv (SPLF)	\$ 20.77	232-4232-2407-0000	SPLF - Programs
W17050680	6/21/2017	Office of MN IT Services	Phone - May 2017	\$ 379.63	230-4231-3101-0000	Telephone
505647	6/30/2017	ECM Publishers	Special Meeting Posting Gazette	\$ 23.70	230-4230-3400-0000	Printing and Publishing
13727487	6/14/2017	Toshiba Business Solutions	Maintenance Contract	\$ 79.78	230-4230-3707-0000	Maintenance Agreements
2016-1492	7/6/2017	Water Works Irrigation LLC	System Start 2017	\$ 150.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
132404	6/20/2017	Washington County Information Techn	2017 SmartNet	\$ 200.00	230-4230-3098-0000	Technology Support
51-7976594-1	7/6/2017	Xcel Energy	Energy	\$ 264.52	230-4231-3601-0000	Natural Gas
51-7976594-1	7/6/2017	Xcel Energy	Energy	\$ 4,434.56	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		\$ 19,085.14		
CREDIT CARD						
35284	42886	45 Degrees	Programs - Adult (SRP Prize - SPLF)	\$ 40.00	232-4232-2407-0000	SPLF - Programs
1210642	42875	Amazon.com	Supplies	\$ 39.37	230-4230-2101-0000	General Supplies
4428200	42875	Amazon.com	Materials - YA	\$ 41.37	230-4230-2406-0000	Teen Books
90	42913	Candyland	Programs - Adult (SRP Prize - SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
140398	42886	Cooks of Crocus Hill	Programs - Adults (SRP Prize - SPLF)	\$ 70.00	232-4232-2407-0000	SPLF - Programs
DM8607	42871	Discount Magnet LLC	Supplies	\$ 27.40	230-4230-2101-0000	General Supplies
806148	42879	Rose Floral	Terrace Plant - SPLF	\$ 229.70	232-4232-4099-0000	SPLF - Miscellaneous Charges
1009-9996	42886	The Wedge & Wheel	Programs - Adult (SRP Prize - SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
		CREDIT CARD SUBTOTAL		\$ 507.84		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 19,592.98		

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
7182017	7/18/2017	Baker and Taylor	Materials - Juv	\$ 1,144.03	230-4230-2400-0000	Childrens Books
7182017	7/18/2017	Baker and Taylor	Materials - YA	\$ 35.67	230-4230-2406-0000	Teen Books
7182017	7/18/2017	Baker and Taylor	Materials - Processing	\$ 31.85	230-4230-3404-0000	Processing Fee
7182017	7/18/2017	Baker and Taylor	Materials - Ref	\$ 100.53	230-4230-2113-0000	Reference
7182017	7/18/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 20.99	232-4232-2113-0000	SPLF - Materials
7122017	7/13/2017	Brechon Melissa J.	Director Search Meeting (Staff Reimbursement)	\$ 87.18	230-4230-4099-0000	Miscellaneous Charges
7122017	7/12/2017	Brechon Melissa J.	Supplies (Staff Reimbursement)	\$ 14.47	230-4230-2101-0000	General Supplies
7182017	7/18/2017	Brodart Co	Materials - Adult Fiction	\$ 1,440.39	230-4230-2401-0000	Adult Books - Fiction
7182017	7/18/2017	Brodart Co	Materials - Adult Nonfiction	\$ 2,279.57	230-4230-2405-0000	Adult Books - Non Fiction
7182017	7/18/2017	Brodart Co	Materials - Processing	\$ 95.55	230-4230-3404-0000	Processing Fee
7132017	7/13/2017	Country Messenger	Periodical Subscription	\$ 26.00	230-4230-2403-0000	Periodicals
2455591_6182533199	6/14/2017	G & K Services	Towels & Rugs	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
34245	6/12/2017	Intereum Inc.	Teen Room Furniture (Lawson)	\$ 2,435.34	235-4900-5200-0000	Library Don - Improvement Projects - C/O
7112017	7/11/2017	McHugh Paula	Programs - Adult (SPLF) Staff Reimbursement	\$ 32.54	232-4232-2407-0000	SPLF - Programs
7182017	7/18/2017	Midwest Tape	Materials - Audio	\$ 372.26	230-4230-2402-0000	Audio
7182017	7/18/2017	Midwest Tape	Materials - Video	\$ 1,256.19	230-4230-2408-0000	Film/Video
7182017	7/18/2017	Midwest Tape	Materials - Processing	\$ 128.45	230-4230-3404-0000	Processing Fee
6012017	6/1/2017	National Trust For Historic Preservation	Periodical Subscription	\$ 15.00	230-4230-2403-0000	Periodicals
75548612	7/13/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 75.11	235-4235-2101-0000	Library Donations Materials
75549158	6/13/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 25.87	235-4235-2101-0000	Library Donations Materials
75550212	6/14/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 7.87	235-4235-2101-0000	Library Donations Materials
75543746	6/1/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 193.72	235-4235-2101-0000	Library Donations Materials
75543905	6/1/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 33.37	235-4235-2101-0000	Library Donations Materials
75547387	6/8/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 23.37	235-4235-2101-0000	Library Donations Materials
75546781	6/8/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 25.87	235-4235-2101-0000	Library Donations Materials
		INVOICES SUBTOTAL		\$ 9,984.33		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 9,984.33		

Submitted for payment

Melissa J. Brechon, Interim Director

General Ledger

Budget Status



User: kgoeltl
 Printed: 7/31/2017 - 11:39 AM
 Period: 1 to 6, 2017

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	70,000.00	24,750.00	24,750.00	45,250.00	0.00	45,250.00	64.64
230-0000-3520-0100	Copier/Printer Sales	5,800.00	2,487.02	2,487.02	3,312.98	0.00	3,312.98	57.12
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	62.89	62.89	237.11	0.00	237.11	79.04
	R25 Sub Totals:	76,700.00	27,299.91	27,299.91	49,400.09	0.00	49,400.09	64.41
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,500.00	1,295.60	1,295.60	204.40	0.00	204.40	13.63
230-0000-3820-0100	Gifts	5,500.00	350.00	350.00	5,150.00	0.00	5,150.00	93.64
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	168.30	168.30	331.70	0.00	331.70	66.34
230-0000-3880-0020	Library Card Fees	10,212.00	5,168.25	5,168.25	5,043.75	0.00	5,043.75	49.39
230-0000-3880-0030	Lost Materials	3,200.00	975.35	975.35	2,224.65	0.00	2,224.65	69.52
230-0000-3880-0040	Processing Fees	8,200.00	2,259.52	2,259.52	5,940.48	0.00	5,940.48	72.44
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	24.01	24.01	275.99	0.00	275.99	92.00
	R40 Sub Totals:	29,412.00	10,241.03	10,241.03	19,170.97	0.00	19,170.97	65.18
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	585,812.52	585,812.52	585,812.48	0.00	585,812.48	50.00
230-0000-3910-0202	Transfer In-Sport Complexes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0406	Transfer In - CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0407	Transfer In-GO CO Bonds 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00

230-0000-3910-0408	Transfer In-CO Bonds 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0409	Transfer In-GO CO Bonds 2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	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
230-0000-3910-0480	Transfer In-Capital Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,284,325.00	585,812.52	585,812.52	698,512.48	0.00	698,512.48	54.39
	Revenue Sub Totals:	1,390,437.00	623,353.46	623,353.46	767,083.54	0.00	767,083.54	55.17
	Dept 0000 Sub Totals:	-1,390,437.00	-623,353.46	-623,353.46	-767,083.54	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	223,923.00	38,807.41	38,807.41	185,115.59	0.00	185,115.59	82.67
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	36,419.14	36,419.14	-36,419.14	0.00	-36,419.14	0.00
230-4230-1112-0000	Sick Pay	0.00	11,384.50	11,384.50	-11,384.50	0.00	-11,384.50	0.00
230-4230-1113-0000	Vacation Pay	0.00	32,138.39	32,138.39	-32,138.39	0.00	-32,138.39	0.00
230-4230-1200-0000	Part Time Salaries	469,003.00	193,419.12	193,419.12	275,583.88	0.00	275,583.88	58.76
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	19,162.41	19,162.41	32,811.59	0.00	32,811.59	63.13
230-4230-1420-0000	FICA/Medicare	53,005.00	20,941.44	20,941.44	32,063.56	0.00	32,063.56	60.49
230-4230-1500-0000	Hospital / Medical	105,454.00	51,983.96	51,983.96	53,470.04	0.00	53,470.04	50.70
230-4230-1520-0000	Dental Insurance	4,149.00	1,668.85	1,668.85	2,480.15	0.00	2,480.15	59.78
230-4230-1540-0000	Life Insurance	650.00	288.96	288.96	361.04	0.00	361.04	55.54
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	406,227.17	406,227.17	501,930.83	0.00	501,930.83	55.27
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	1,356.92	1,356.92	3,143.08	0.00	3,143.08	69.85
230-4230-2113-0000	Reference	5,040.00	567.68	567.68	4,472.32	0.00	4,472.32	88.74
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	819.83	819.83	2,180.17	0.00	2,180.17	72.67
230-4230-2400-0000	Childrens Books	13,020.00	6,422.06	6,422.06	6,597.94	0.00	6,597.94	50.68
230-4230-2401-0000	Adult Books - Fiction	14,923.00	2,586.59	2,586.59	12,336.41	0.00	12,336.41	82.67

230-4230-2402-0000	Audio	10,920.00	2,470.00	2,470.00	8,450.00	0.00	8,450.00	77.38
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	6,074.75	6,074.75	10,743.25	0.00	10,743.25	63.88
230-4230-2406-0000	Teen Books - Materials	4,620.00	2,366.06	2,366.06	2,253.94	0.00	2,253.94	48.79
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	1,433.07	1,433.07	6,126.93	0.00	6,126.93	81.04
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	173.53	173.53	330.47	0.00	330.47	65.57
	E10 Sub Totals:	90,765.00	29,563.62	29,563.62	61,201.38	0.00	61,201.38	67.43
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	1,057.19	1,057.19	5,442.81	0.00	5,442.81	83.74
230-4230-3099-0000	Other Professional Services	1,000.00	41,896.00	41,896.00	-40,896.00	0.00	-40,896.00	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	232.23	232.23	1,267.77	0.00	1,267.77	84.52
230-4230-3200-0000	Mileage	500.00	267.50	267.50	232.50	0.00	232.50	46.50
230-4230-3201-0000	Seminar/Conference Fees	4,500.00	976.79	976.79	3,523.21	0.00	3,523.21	78.29
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	693.05	693.05	806.95	0.00	806.95	53.80
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	7,000.00	2,263.85	2,263.85	4,736.15	0.00	4,736.15	67.66
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	1,165.66	1,165.66	18,834.34	0.00	18,834.34	94.17
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	175.18	175.18	224.82	0.00	224.82	56.21
	E15 Sub Totals:	44,814.00	48,727.45	48,727.45	-3,913.45	0.00	-3,913.45	0.00
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	1,356.85	1,356.85	143.15	0.00	143.15	9.54
	E20 Sub Totals:	2,525.00	2,091.83	2,091.83	433.17	0.00	433.17	17.16
E25	CAPITAL OUTLAY							
230-4230-5200-0000	C/O & Improvements	21,640.00	537.18	537.18	21,102.82	0.00	21,102.82	97.52
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	537.18	537.18	88,162.82	0.00	88,162.82	99.39
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	487,147.25	487,147.25	647,814.75	0.00	647,814.75	57.08
	Dept 4230 Sub Totals:	1,134,962.00	487,147.25	487,147.25	647,814.75	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	51,709.00	21,329.88	21,329.88	30,379.12	0.00	30,379.12	58.75
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,278.05	1,278.05	-1,278.05	0.00	-1,278.05	0.00
230-4231-1113-0000	Vacation Pay	0.00	1,401.08	1,401.08	-1,401.08	0.00	-1,401.08	0.00
230-4231-1200-0000	Part Time Salaries	33,876.00	13,411.25	13,411.25	20,464.75	0.00	20,464.75	60.41
230-4231-1410-0000	PERA	6,419.00	2,607.86	2,607.86	3,811.14	0.00	3,811.14	59.37
230-4231-1420-0000	FICA/Medicare	6,547.00	2,473.82	2,473.82	4,073.18	0.00	4,073.18	62.21
230-4231-1500-0000	Hospital / Medical	21,178.00	10,297.49	10,297.49	10,880.51	0.00	10,880.51	51.38
230-4231-1520-0000	Dental Insurance	758.00	441.98	441.98	316.02	0.00	316.02	41.69
230-4231-1540-0000	Life Insurance	116.00	57.60	57.60	58.40	0.00	58.40	50.34
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	53,299.01	53,299.01	67,303.99	0.00	67,303.99	55.81
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	1,483.32	1,483.32	2,316.68	0.00	2,316.68	60.97
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	481.03	481.03	318.97	0.00	318.97	39.87
	E10 Sub Totals:	7,300.00	2,852.49	2,852.49	4,447.51	0.00	4,447.51	60.92
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	1,520.72	1,520.72	2,979.28	0.00	2,979.28	66.21
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	15,820.17	15,820.17	24,179.83	0.00	24,179.83	60.45
230-4231-3601-0000	Natural Gas	12,000.00	5,541.34	5,541.34	6,458.66	0.00	6,458.66	53.82
230-4231-3703-0000	Building Repair Charges	10,750.00	10,554.55	10,554.55	195.45	0.00	195.45	1.82
230-4231-3707-0000	Maintenance Agreements	8,995.00	3,740.72	3,740.72	5,254.28	0.00	5,254.28	58.41
	E15 Sub Totals:	106,486.00	37,177.50	37,177.50	69,308.50	0.00	69,308.50	65.09
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,559.00	1,559.00	-459.00	0.00	-459.00	0.00

	E20 Sub Totals:	1,100.00	1,559.00	1,559.00	-459.00	0.00	-459.00	0.00
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
230-4231-5310-0000	C/O MIS Compuer 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	94,888.00	94,888.00	164,601.00	0.00	164,601.00	63.43
	Dept 4231 Sub Totals:	259,489.00	94,888.00	94,888.00	164,601.00	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	9,086.62	9,086.62	-9,086.62	0.00	-9,086.62	0.00
	E25 Sub Totals:	0.00	9,086.62	9,086.62	-9,086.62	0.00	-9,086.62	0.00
	Expense Sub Totals:	0.00	9,086.62	9,086.62	-9,086.62	0.00	-9,086.62	0.00
	Dept 4900 Sub Totals:	0.00	9,086.62	9,086.62	-9,086.62	0.00		
	Fund Revenue Sub Totals:	1,390,437.00	623,353.46	623,353.46	767,083.54	0.00	767,083.54	55.17
	Fund Expense Sub Totals:	1,394,451.00	591,121.87	591,121.87	803,329.13	0.00	803,329.13	57.61
	Fund 230 Sub Totals:	4,014.00	-32,231.59	-32,231.59	36,245.59	0.00		

Revenue Totals:	1,390,437.00	623,353.46	623,353.46	767,083.54	0.00	767,083.54	55.17
Expense Totals:	1,394,451.00	591,121.87	591,121.87	803,329.13	0.00	803,329.13	57.61
Report Totals:	4,014.00	-32,231.59	-32,231.59	36,245.59	0.00		

NOTES:

Budget line 230-4230-1111-0000 Severance Pay: This reflects severance compensation of \$22,477.62 paid out to retiring director and \$13,941.52 to the retiring assistant 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 and a \$503.44 payout to the retiring assistant 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.

Budget Line 230-4230-3099-0000 Other Professional Services: This reflects expenditures for the interim director search, interim director contract, and library director search. \$3,750 was paid to Library Strategies for the interim director search. \$24,696 was paid through June for the interim director contract. \$13,450 was paid through June to John Keister & Associates for the library director search. Expenses projected to be offset by budget savings from the open Director and Assistant Director positions.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Board Policies: Library Code of Conduct & Bulletin Boards	
OWNER: Bell, Brechon	PRESENTER: Bell
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve adoption of Library Board Policies: Library Code of Conduct and Bulletin Boards	
PREVIOUS ACTION ON ITEM: The Code of Conduct and Bulletin Board policies were submitted to the board for first reading and review at the July Board Meeting. They are modeled on policies of other libraries in the area and within MELSA.	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Stillwater Public Library Board of Trustees

PUBLIC CONDUCT IN THE LIBRARY POLICY

Date approved:

Previous Policy Dated: June, 2009

Review Date: July, 2021

The Stillwater Public Library welcomes and encourages people of all ages to use library facilities, resources and services. To protect the rights and safety of library customers and staff and to protect property, we expect that individuals will obey laws and follow library policies. No one shall engage in behaviors that are contrary to the principles, roles, and responsibilities defined in the Library Board of Trustees' Public Conduct Policy.

Patrons are expected to:

- Understand that the library is a public place shared by many.
- Avoid disruptive behaviors that may hinder other library patrons.
- Be courteous and respect other library patrons and library staff.
- Conduct themselves in a safe and orderly way: allowing others to do the same.
- Attend children and vulnerable adults in their care by providing adequate supervision at all times.
- Respect library property.
- Safeguard personal items.
- Comply with all federal, state and local laws.
- Follow Stillwater Public Library policies, including the Internet Public Use Policy.

The following examples are provided to illustrate ways in which a patron's conduct would violate the responsibilities defined in the Library Board Public Conduct Policy. The examples are intended to guide staff in decision making; they do not presume to be a complete list.

Patrons are participants in a shared, public use environment and must conduct themselves accordingly. They will be courteous, considerate and understanding of library patrons and staff.

Examples of conduct that would violate this principle:

- Behavior which may disturb others or interfere with their rights to use library facilities including but not limited to loud, repetitive, abusive, harassing, intimidating, disrespectful, obscene or threatening language; loud telephone conversations, singing, running, shoving, throwing things, and/or fighting.
- Offensive body odor, including excessive scent, which unreasonably interferes with other patron's ability to use the library and its services.
- Use of sporting equipment is not allowed in the library (skateboarding, etc.)
- Any act or conduct in violation of federal, state, or local laws, ordinance or regulations or library policies is not allowed.
- Proper attire which conforms to the standard of the community for public spaces, including shoes and shirt, is required at all times.
- Only those animals needed to assist a customer with a disability are allowed in the library.

Parents and caregivers are responsible to supervise the activities and choices of their charges.

Example of conduct that would violate this principle:

- Leaving vulnerable adults or children under eight years old unattended or alone in the library

Patrons are stewards of the library and its resources. They will value and respect library resources and conduct themselves in a safe and orderly way.

Examples of conduct what would violate this principle:

- Defacing, damaging, or destroying library property
- Bringing beverage in uncovered containers into the library
- Moving Library furniture from where it is place by library staff

Patrons will comply with federal, state, and local laws and policies.

Examples of conduct that would violate this principle:

- Panhandling or soliciting
- Bringing dangerous weapons on the premises
- Consuming alcoholic beverages or controlled substances or being under the influence of alcohol or controlled substances in a manner that causes public disturbance
- Smoking, chewing tobacco or use of e-cigarettes
- Infringement of copyright laws including illegal downloads of copyrighted materials

Enforcement

Authorized Library staff and/or Stillwater police officers may intervene to stop prohibited activities and behaviors. Failure to comply may result in: 1) withdrawal of a person's permission to remain on Library property and/or 2) issuance of a Trespass order or arrest from library property for a period of one day to one year. Legal action will be followed in accordance with Minnesota Statutes.

Staff Responsibilities

Staff play an important role to ensure that Stillwater Public Library is a welcoming public library environment. The Library Director and other staff members to whom the Director delegates authority shall have the responsibility for enforcing this Public Conduct Policy and determining when behavior in the library violates the policy.

Stillwater Public Library Board of Trustees

BULLETIN BOARDS AND DISTRIBUTION OF NON LIBRARY PRINT MATERIALS

Date approved:

Previous Policy Dated: March 2000

Review Date: July, 2021

The Stillwater Public Library provides Bulletin Board/Distribution space for free non Library-print materials and literature of local interest. This policy defines the use of bulletin boards and distribution space.

The Stillwater Public library recognizes its role as a source of community information. Due to space limitations the Library must set limits and priorities for distribution and/or display of printed materials (fliers, brochures, posters, newspapers, etc.) within the library facilities.

BULLETIN BOARD & DISTRIBUTION OF NONPRINT MATERIALS

Bulletin board/distribution space is provided in the library foyer for news about library related activities and announcements of forthcoming or continuing educational, social, cultural or entertainment activities within the community. Examples include:

- Fliers, brochures, announcements, or schedules distributed or sponsored by a nonprofit organization, group or agency or by any federal, state or local government agency pertaining to service provided by government to citizens
- Educational, social, or cultural services directories facilitating contact between citizens and organizations.

Any group or individual within the community may use this space for the distribution of free materials for any lawful propose.

Items for distribution should be left at the Public Service Desk in the library and are subject to the approval of the Library Director or his/her designate.

Information displayed without authorization will be removed and discarded.

Due to the competition for space, the library may make reasonable restrictions on time, space and manner in which items may be displayed or distributed. Items will be removed after date of event or within 30 days of posting.

The Library reserves the right to determine both the number of copies to be displayed and the location for their display within the foyer.

In case of free publications, distributors are expected to delivery publications regularly.

Library does not advocate or endorse the viewpoints of organizations permitted to post or distribute information at the Bulletin Board/Distribution space in the library foyer.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Kilty Fund	
OWNER:	Presenter Melissa Brechon, Interim Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The Stillwater Public Library Foundation has agreed to act as a fiscal agent for SPL with regard to the Kilty fund. An agreement is currently being drafted by the Foundation which will outline the specifics of ownership and requests for funds.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Approval of Library Director Contract	
OWNER: Executive Committee	PRESENTER: Keliher
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: Board approval of agreed-upon offer to Mark Troendle.	
BACKGROUND/CONTEXT: At the special meeting on July 26, the board charged the executive committee with carrying out negotiations with the selected library director candidate. Those negotiations are in progress, and the executive committee will share the details of the agreement for approval at the August 8 board meeting.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Event Rental Time Request for Sunday, May 27, 2018</p>	
<p>OWNER: Sandy Ellis, Venue Coordinator</p>	<p>PRESENTER: Brechon, Interim Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Sandy Ellis, Venue Coordinator, requests that the library board approve an exception to the Sunday event rental timeframe and allow a wedding rental from 12:00 noon through 12:00 midnight on Sunday, May 27, 2018.</p>	
<p>BACKGROUND/CONTEXT: The library’s wedding/event policy sets rental times from 8:00 am until 12:00 midnight on Friday and Saturday and from 9:00 am until 9:00 pm on Sunday through Thursday. The policy states that “Upon receiving an application, the library Board may make an exception to the Saturday through Thursday schedule.” (See page 2 of the policy) A wedding party has requested the rental of the event space for a wedding ceremony and reception for under 100 guests from 12:00 noon through 12:00 midnight on Sunday, May 27, 2018. Any music will be moved inside by 10:00 pm. The event will follow all other event policy rules and guidelines. This is a holiday weekend as Memorial Day is the following day. The fee charged for a 12-hour event rental is \$2,250.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Rental Policies and Guidelines – October 2016</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Resolution/Follow-Up Notes

<p>OUTCOME OF DISCUSSION:</p>
<p>NEXT STEPS:</p>

Rental Policies and Guidelines

WEDDINGS AND EVENTS

Stillwater Public Library

224 3rd Street North

Stillwater, MN 55082

www.stillwaterlibrary.org

phone 651-275-4338

fax 651-275-4342

The Stillwater Public Library (SPL) is foremost a public library. SPL encourages public use of the library's facilities within the policies established by the Board of Trustees (Board). The fees that are charged are used to cover the costs of providing the facilities and to support the operations of the library.

I. RESERVATIONS

- A. Event dates will be reserved on a first-come, first-served basis. Reservations will be accepted up to eighteen (18) months in advance.
- B. Advance bookings are accepted in good faith. SPL cannot accept responsibility in the following circumstances: change in ownership of adjacent property; increased third party fees over which the Board has no control; alteration of property within view of SPL property; power outage or equipment failure; noise from sources outside SPL; inconvenience or loss of view caused by building or construction on neighboring or nearby properties; weather; and acts of God.
- C. Rental of the SPL Community Meeting Wing includes exclusive use of: Margaret Rivers Room A and B, the Serving Kitchen, and the Conference Room. It includes non-exclusive use of the Gallery, the Parking Ramp, and Johnson Terrace.
- D. No date or time may be reserved or held without a signed rental agreement and down payment. The person or organization which signs the rental agreement shall be known as the Renter. SPL will hold all down payments for five (5) calendar days from the date of receipt. All down payments are fully refundable during the Five Day Hold Period. After five days all down payments become non-refundable.
- E. If the Renter intends to cancel a reservation during the Five Day Hold Period, the Renter is responsible for notifying SPL before 5:00 p.m. on the fifth day. The Renter must leave a message of their intent to cancel for the Event Coordinator at 651-275-4338 x 129.
- F. SPL reserves the right to schedule weddings and events on consecutive days, and to schedule more than one wedding/event per day.
- G. Rental of SPL begins when the Renter or their agents arrive to set up. It ends when the SPL is vacated and secured. SPL must be rented for a minimum of four (4) hours.
- H. Rental is available on Fridays and Saturdays from 8:00 a.m. until 12:00 midnight. All events must end by 11:00 p.m. to allow for clean-up and closing by midnight. Sunday through Thursday, event rental is available from 9:00 a.m. to 9:00 p.m. Upon receiving an application, the library Board may make an exception to the Sunday through Thursday schedule. The Event Coordinator will work with the Renter to determine arrival and departure times. Catering and rental equipment/supplies must be delivered and picked up on the day of the event. The Event Coordinator must approve, in writing, any arrangements for early or late delivery and/or pickup. The Event Coordinator must be notified of any deliveries or pickups which will occur before 9:00 a.m. or after 10:00 p.m.

- I. At the time of booking, the Renter must indicate if they are booking only the indoor facilities or Johnson Terrace as well.
- J. If the Renter wishes to cancel their reservation after the Five Day Hold period, the Renter may be entitled to a refund conditional on SPL successfully rebooking the date. The Renter will receive a refund if and when a signed rental agreement and down payment are received to rebook the date.
- K. If the Renter wishes to change the date of their reservation after the Five Day Hold Period, the Renter may do so by canceling their current reservation, and paying a \$150.00 Rebooking Fee. Any deposits made on the original date will be transferable to the new event date. The Event Coordinator must be notified and the Rebooking Fee paid thirty (30) days before the original event date. Rebooking is a one-time-only option. Rebooked events are non-refundable even when SPL can successfully rebook the date.

II. FEES AND DEPOSITS

- A. Fees and costs are subject to change. The Renter will be charged those fees and costs that are in effect at the time a rental agreement is signed. The Renter is responsible for obtaining the current fee schedule.
- B. SPL accepts cash or checks only. We cannot accept payment by credit card at this time.
- C. The balance of the rental fee, other charges, and the damage and noise deposits are due no later than five (5) days before the event.
- D. Unpaid invoices will be charged interest at the legal rate of 1.5% per month.
- E. A Damage Deposit of \$400.00 is required. The deposit must be made no later than five (5) days before the event. The Renter may forfeit all or part of their deposit if the facility is not left in good condition. The Renter is responsible for paying any specific damages caused by their group.
- F. A Noise Compliance Deposit of \$200.00 will be required for any event with amplified outdoor music. The deposit must be made no later than five (5) days before the event. The deposit is subject to forfeiture by the Renter for: 1) not concluding the music at the time specified in this agreement; 2) failure to turn down the volume of the music when requested to do so by SPL staff or City Police; 3) the issuance of a citation to SPL, the renter, or their agents for violation of the City of Stillwater Noise Ordinance.
- G. Additional fees may apply.

III. EXCLUSIVE AND PUBLIC USE

- A. Public or non-exclusive Areas of SPL must remain available to the public during SPL hours. Items belonging to the Renter may not be left unattended in public areas. The Renter will be billed the hourly rate from the time set-up begins in public/non-exclusive areas of SPL.
- B. When SPL is open, parking is on a first-come, first-served basis. Exclusive use of SPL's 43-car parking garage for event guests is available only when SPL is closed. Parking for SPL patrons and event guests is free of charge.
- C. During SPL hours Johnson Terrace and the Gallery are available for use by SPL patrons. When SPL is closed to the public, the Renter will have automatic exclusive use of Johnson Terrace and the Gallery.

IV. USE OF NON-SPL EQUIPMENT

- A. SPL allows the use of tents on Johnson Terrace if the following requirements are met:
 - i. The Renter must request permission in writing to erect a tent. SPL reserves the right to determine which vendors and the type of tent used on Johnson Terrace. The Renter must provide information about the type of tent, and provide the Event Coordinator with the set-up and take-down times, and the name and telephone number of their rental company.
 - ii. Tent sharing between Renters is a private agreement, and SPL is not liable for any damages or breach of contract resulting from a tent share arrangement.
 - iii. The Renter assumes all liability for the tent, and any damages or injuries caused by the tent, the rental company, or its agents.
- B. SPL allows the use of dance floors on Johnson Terrace and in the Margaret Rivers Room. The Renter must request, in writing, permission to bring in a dance floor, and provide SPL with set-up/take down times, and the name and telephone number of their rental company.
- C. SPL allows the use of certain heaters on Johnson Terrace if the following requirements are met:
 - i. The Renter must request, in writing, permission to bring in heaters, and provide SPL with set-up/take down times, and the name and telephone number of their rental company.
 - ii. The Renter must abide by state and local fire code at all times, and all heaters which use a combustible liquid must be removed from SPL by the conclusion of the event, and may never remain at SPL overnight.
 - iii.

V. EVENT POLICIES

- A. SPL is a smoke-free facility. Smoking is not allowed anywhere in the building, on Johnson Terrace, in the parking garage, or on the grounds.
- B. State and local fire codes apply. In addition:
 - i. No flammable substance or material may be used unless it meets fire safety standards.
 - ii. No open flames or candelabra are allowed. Candles must be enclosed in glass.
 - iii. All lighting used on the terrace must be approved for outdoor use.
 - iv. Fireworks (including cap guns, confetti poppers, sparklers, and floating lanterns) are strictly prohibited.
 - v. The path to emergency exits and to fire extinguishers may not be blocked.
- C. SPL is not responsible for personal or rental property before, during or after an event. It is the responsibility of the Renter to be present when deliveries are made. SPL will not sign for delivery of goods or services.
- D. To protect 1) the rights and safety of all SPL users, SPL staff, and their agents; and 2) public property; the Renter, their guests, and their agents must abide by the SPL Code for Respectful Conduct at all times. Those who violate this policy may be asked to leave in accordance with the SPL Disruptive Behavior Procedures.
- E. Photography may take place only during the rental period. Photography is allowed on the terrace or within the event wing. Photography may not take place inside the library services area of SPL during library hours.
- F. The Renter gives permission for SPL to take photos of their event, and gives full publication rights to SPL to use those photographs in print or website documentation.
- G. Copies of all policies are available upon request to the Event Coordinator.

VI. EVENT PREPERATION

- A. A setup diagram must be received by the Event Coordinator seven (7) days prior to the event.
- B. SPL set-up service does not include setting linens, decorations, dishes, etc.
- C. No tape, tacks, staples, nails, 3M hangers or other devices may be used on the pergola or interior walls.
- D. No rice, birdseed, helium balloons, rose petals or confetti are allowed indoors or on the terrace.
- E. No loose crystals, glitter, gravel or other loose items are allowed.

- F. The Event Coordinator will work with the Renter to schedule SPL staff to move furniture. In the event of last minute changes (e.g. inclement weather) SPL cannot guarantee additional staff will be available.
- G. If the event is on the terrace, an inclement weather plan is required. These plans must be submitted to the Event Coordinator for approval at least fourteen (14) days before the event.
- H. An additional setup fee of \$100.00 will be charged for each additional furniture set-up.
- I. Nothing may be attached to SPL's brick exterior.
- J. No signage maybe placed outside SPL per the City of Stillwater. If signage is desired, please contact the City of Stillwater at least 3 months in advance to obtain the appropriate signage permits.

VII. FACILITIES, CAPACITIES, AND EQUIPMENT

- A. The Renter agrees to abide by the occupancy limits below:

Room	Capacity with Tables	Capacity with Chairs Only
Margaret Rivers Room A & B	120	150
Conference Room	12	N/A
Johnson Terrace	250	300

- B. Furnishings and Equipment – Margaret Rivers Room
 - i. Only SPL-owned tables and chairs may be used in the Margaret Rivers Room. No furniture or furniture items may be brought into SPL from home or a rental company without prior written permission from the Event Coordinator. Additional fees will apply.
 - ii. Equipment includes: 120 Burgundy indoor chairs, 10 Oval tables (60" x 72"), 4 Rectangular tables (96" x 30"), Projection Screen, DVD Player, 1 Lapel Microphone, 1 Cordless Microphone, or 1 Corded Microphone (for indoor use only).
- C. Furnishings and Equipment – Johnson Terrace
 - i. Only SPL-owned chairs and tables may be used on Johnson Terrace. No indoor furniture may be used on the terrace.
 - ii. See the table below for available equipment and furnishings.
 - iii. Furniture for up to 200 guests is included in the rental fee.

- iv. The fabric for the shade awning will be put up at SPL's discretion as weather permits in the spring, and will be removed at SPL's discretion in the fall. SPL reserves the right to remove or retract the shade awning at any time (e.g. repair or unsafe weather conditions).
- v. The Renter must obtain permission from the Event Coordinator to hang lighting or decorations from the cables of the shade awning.

Johnson Terrace Equipment	# Available	Cost/ Unit
white resin folding chairs	200	Free
white resin folding chairs after the first 200	180	\$3.00
60" round plastic top tables	25	Free
60" round plastic top tables After the first 25	13	\$10.00
4' plastic top rectangular table	2	Free
6' plastic top rectangular tables	12	Free
black iron chairs	20	Free
black iron tables	6	Free
black iron benches	4	Free
Green cushions for iron seating	24	Free

- D. Outside Vendors – All other services and products not listed in this contract must be contracted from outside vendors.
- E. Parking Ramp – The parking garage will close and lock at the conclusion of all events. Cars remaining in the parking ramp past the end of the event will be locked in. The Stillwater Police Department, and SPL will not provide staff to unlock the garage after SPL hours. It is the responsibility of the Renter to notify guests and their agents of parking ramp hours.
- F. Gallery
 - i. The hallway in the Community Meeting Wing is an art gallery. Works of art cannot be moved, and the Renter

agrees to work around whatever is displayed at the time of their event.

- ii. The Renter may not display personal works of art using the SPL gallery hangers or display cases, even if no artwork is displayed at the time of the event.
 - iii. The glass cases in the Gallery may be draped or covered, but cannot be relocated.
 - iv. If tables and chairs in the gallery area must be moved or removed, an additional \$50 fee will be charged.
- G. Catering Ramp - The catering ramp is for deliveries only. It is not an entrance or exit for guests. Guests must use the 3rd Street entrance or parking ramp for entrance and egress from the building. See Catering Guidelines and Vendor Delivery Rules for additional guidelines.

VIII. CLEAN-UP

- A. The Renter is responsible for removing all trash, kitchen garbage, and recycling immediately after the conclusion of the event.
- B. The Renter must have all decorations, catering items, rental items, personal belongings, etc. out of the building by the end of the rental period, or prearranged time. The Renter must ensure that the caterer has cleaned the serving kitchen if it has been used.
- C. The Renter is not responsible for putting away SPL furniture.
- D. In the event clean-up has not concluded by the end of the rental period, a minimum of one (1) additional rental hour will be charged or held from any damage deposit to be returned. Additional fees for the security officer and/or staff may also be required.
- E. Additional fees will apply for wire, string, ribbon, etc. left on the pergola or shade awning cables at the end of the rental period.

IX. FOOD AND REFRESHMENTS

- A. The Washington County Public Health Department allows the use of licensed caterers only. SPL maintains a list of licensed caterers who may use our facility.
- B. No cooking or food preparation is allowed in the building or on the grounds. Food must be prepared off-site and held and served from the SPL kitchen. A warming oven, ice machine, and refrigerator are available in the SPL serving kitchen. A freezer is not available.
- C. If the kitchen is not being used, but refreshments are served, the refreshments must be arranged through a caterer on SPL's list.

- D. Any refreshments other than those provided by an authorized caterer must be approved, in writing, by the Event Coordinator.
- E. The caterer is responsible for cleaning the kitchen, removing trash and recycling and removing all catering items prior to departure.
- F. The placement of bars is limited to non-carpeted areas.
- G. The only flame approved for use by caterers working at SPL is a Sterno to keep food warm. Portable burners and stoves are strictly prohibited.
- H. Potato chips and popcorn are not allowed. If other types of chips are served, the caterer or Renter must remove all crushed chips from the terrace before vacating.
- I. Individual creamer containers and sugar packets are discouraged.
- J. Grills are not allowed on the terrace. If your caterer wishes to grill, they must contact the Stillwater Fire Department to arrange an inspection of the grilling location, and obtain permission in writing from the Event Coordinator.
- K. The Renter must request the SPL Catering Guideline Sheet.

X. ALCOHOL USE POLICY

- A. All State and local laws governing alcohol use apply.
- B. All alcohol must be served by an approved caterer who holds a Caterer's Liquor License (CATR) through the State of Minnesota. Please see our list of approved caterers.
- C. An open bar where guests serve themselves is not allowed.
- D. Wine or champagne bottles on tables are not allowed. All wine must be poured and served by an appropriately licensed caterer.
- E. Please note that hiring a "licensed bartender" does NOT comply with SPL's alcohol use policy, nor does use of a company with liquor liability insurance. Neither are adequate substitutes for a Caterer's Liquor License.
- F. Due to the way the State of Minnesota issues the CATR license, catering companies based in Wisconsin, or other states, cannot obtain a CATR license, and cannot serve alcohol at SPL.
- G. Liability for alcohol service and consumption is assumed by the renter. SPL assumes no liability for alcohol service and/or consumption.
- H. No serving or consumption of alcohol is allowed in the parking garage or in cars. Alcohol consumption must be confined to SPL's upper level and terrace.
- I. No alcohol service may be made to minors.
- J. Alcohol service must conclude no later than 10:30 p.m., and a minimum of ½ hour before the conclusion of the event.
- K. Consumption of alcohol by the Renter, their guests, and/or agents which: 1) takes place before the arrival of their licensed

caterer and security officer; 2) takes place outside the terrace/event wing, or 3) self-service of alcohol during the event will result notification of the Stillwater Police Department. Please see Consumption and/or Possession of alcohol in a Public Place City Code (sect.52-15).

- L. SPL reserves the right to call in Renter's security officer early for violation of SPL Event Policy. The officer's hourly rate will be taken from the Renter's security deposit.

XI. FACILITY SECURITY

- A. A Security Officer will be required for all weddings.
- B. There is a three (3) hour minimum for security officers. SPL staff will make arrangements for a Security Officer through the City of Stillwater. Payment of the Security Officer at the established rate is the responsibility of the renter. The Security Officer must be paid by the end of the event.
- C. The event must conclude at the pre-arranged time to avoid additional security fees.
- D. SPL reserves the right to require additional or call in additional Security Officers as needed at the renter's expense.

XII. INSURANCE

- A. The renter must carry insurance to cover the event. A minimum of \$300,000 in Bodily Injury and \$300,000 in Property Damage Liability is required. Please refer to the Insurance Coverage for Special Events sheet for more information. The insurance policy must be in the name of the person signing the lease. Proof of insurance is required before the event takes place.
- B. It is the responsibility of the Renter to determine the need for liquor liability insurance.

XIII. MUSIC AND NOISE

- A. Music amplification and bass levels must be reasonable and volume must be uniform.
- B. Volume must be within the limits of the City of Stillwater noise ordinance.
- C. SPL retains the right to determine reasonable volume. The Renter and their agents agree to honor requests made by SPL staff or City Police for reduced volume.
- D. SPL retains the right to end music for the duration of the event if the Renter or their agents do not honor requests for reduced volume.
- E. SPL must end music for the duration of the event if noise levels are outside the limits of the City of Stillwater noise ordinance.

- F. Music must conclude by 10:00 p.m. if outdoors, and 11:00 p.m. if indoors.
- G. If music is played inside SPL after 10:00 p.m. exterior doors must be kept closed.
- H. A Noise Compliance Deposit may be required; see FEES AND DEPOSITS section.
- I. The Renter must request a copy of SPL Noise Policies for additional rules that may apply.

Retain a paper copy of this rental contract for your records. This is the set of policies that will govern your rental of Stillwater Public Library. The Renter shall also be bound by the following documents which can be found on our website or obtained from the Event Coordinator:

- Noise Policy for Weddings and Events
- Vendor Delivery Rules
- Catering List and Policies
- Insurance Coverage Requirements

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: City of Stillwater Audit Report	
OWNER: Finance Committee	PRESENTER: Finance Committee, Interim Director Brechon
REQUESTED AGENDA TYPE (A, I, D): D	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: The city performed its annual audit and special attention was given to the library. At the Stillwater City Council meeting on August 2, 2017 the audit report found deficiencies in: <ul style="list-style-type: none"> • Library disbursement procedures • Library cash drawer, copier machine and cash processes • In-kind donations All of these deficiencies are currently being addressed and corrected.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: CliftonLarsonAllen Audit Documents	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



CliftonLarsonAllen

CliftonLarsonAllen LLP
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Management
City of Stillwater
Stillwater, Minnesota

In planning and performing our audit of the financial statements of the City of Stillwater as of and for the year ended December 31, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the entity's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

However, during our audit we became aware of other matters that are opportunities to strengthen your internal control and improve the efficiency of your operations. Our comments and suggestions regarding those matters are summarized below. A separate communication dated June 21, 2017, contains our written communication of significant deficiencies and material weaknesses in the entity's internal control. This letter does not affect our communication dated June 21, 2017.

Library Disbursement Procedures

During our analysis of the internal controls over the City's Library operations we noted the Library has implemented review procedures as part of its internal control system. However, it was noted that not all of these reviews are documented. Specifically, it was noted the review and approval of invoices is not being performed prior to payment of invoice. We recommend that the Library ensure each invoice is reviewed and approved by the appropriate level of management prior to payment of the invoice.

Library Cash Drawer and Copier Machine Receipts and Cash Process

During our review of the City's internal controls over the Library cash drawer and copier machine we noted there is no reconciliation performed for the cash drawer, the cash drawer is not regularly closed out, there is no set amount of change for the cash drawer, and one person counts cash as well as prepares the deposits related to the cash drawer. Similarly, for the copy machine there is no reconciliation of cash receipts performed. We recommend City management review these processes and ensure regular reconciliations and close outs are performed for the cash drawer and copier change machine. We recommend the City should have an established amount in the change fund. We would also recommend a second person is present when cash is removed from the cash drawer and deposits are reviewed.

It was also noted that the cash drawer is regularly locked; however during observations of the cash drawer, it was noted the cash drawer key is retained directly under the desk beneath the cash drawer. We would recommend that the Library maintain the cash drawer key in a secure place that is not near the cash drawer.

Library Operations and Supporting Organizations

During our audit procedures over the City's library, we noted there are opportunities for the City to strengthen the relationship and communication between the City, the library, and their supporting organizations (Foundation and Friends of the Library). It was noted the during our inquiry of library staff, the supporting organizations provide in-kind contributions to the City's library in the form of hours by volunteers, supplies, materials, equipment, and occasionally capital projects. City management should be made aware of these contributions as they occur for donated hours, supplies, materials, and minor equipment purchases. For larger equipment purchase and capital projects undertaken by the supporting organizations, prior approval by City Management and/or the City Council should occur as these assets will be place on or in City property or facilities. Municipal governments are required to follow certain statutes pertaining to purchasing and capital projects and have the responsibility to ensure these statutes are property followed when they involve City property and/or facilities.

Credit Card Statement Approvals

During our testing of credit card statements, we noted the City's policy indicates the department head should be approving these statements/reports prior to them being paid. We noted during the year the City Administrator's statement/report was not being approved prior to being paid. The City Administrator's position is unique in that there is no "department head" over them. Therefore we recommend the City explore alternative ways to provide for a review of these statements prior to be paid, the reviewer could be the City Clerk or a member of the Finance Department.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various entity personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management and others within the entity, and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Minneapolis, Minnesota
June 21, 2017



CliftonLarsonAllen

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Stillwater Board of Supervisors and Management
City of Stillwater
Stillwater, Minnesota

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Stillwater (the City) as of and for the year ended December 31, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to fraud or error may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis.

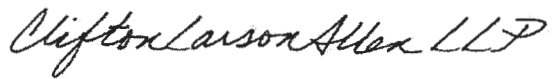
Significant Deficiency

We consider the following deficiency in the City's internal control to be a significant deficiency.

- In-kind donations – During our review of internal controls over Library operations we noted that there were in-kind wages paid for by their supporting organization during 2016 which were not recorded as revenue and expenditures as required by Governmental Accounting Standards Board Statement No. 24. As a result of our procedures over library operations we proposed an adjustment to record in-kind contributions and expenditures, this proposed adjustment did not result in a change to the Library Fund's ending fund balance. Without recording these in-kind contributions, it limits the City's ability to have a full grasp of the cost of operating the City's library. We recommend City management work with the Library to record these in-kind contributions at least annually if not more frequently.

* * *

This communication is intended solely for the information and use of management, the Stillwater Board, and others within the City, and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Minneapolis, Minnesota
June 21, 2017

Current Issues:

1. Sadly library volunteer, Kathleen Rose Baker died at the end of June. She volunteered weekly at the Library after her retirement as a Labor Market Analyst with the State of MN.
2. During August and September River Market will be asking customers to round up their total bill and the Stillwater Library is the recipient. Thank you River Market!
3. Staff have been working on the classification appeal process and will submit all documentation to City HR by August 18th. New and more detailed information has been identified for each staffing positions and close attention is being given to the reasons for the reduction in points (and staff are responding to each reason). Staff are optimistic that with the additional detailed information that all positions will be evaluated back to the original February numbers.
4. Local artist, Virginia Lovness was present at an artist reception on July 20th which over 130 people attended.
5. Wednesday, August 9 at 6:00 PM the Fattenin' Frogs will entertain on the Terrace.
6. The Hearing Loop Launch was successful with Dr. Jennifer Reynolds, Doctor of Audiology giving an informative presentation on how the system in both Margaret Rivers A & B. Those present were greatly impressed with the capacity of the loops and were so appreciative of this community resource. Our Thank You to the Stillwater Foundation for leading this project and securing private funding to make this resource available.
7. Washington County signed a contract with vendor Baker & Taylor for print materials starting on September 1 and running for 12 months. All print items, once ordered, will be shipped directly to the Stillwater Library and will be shelf ready. This agreement takes away long wait times for items, and will make for a smoother transition of materials. Cost to the library will be \$3.65 per unit and will include: cataloging, project support, Mylar jacket, label protectors, spine label, barcode label, ownership, RFID tag.
8. The 2018 Library Budget was presented to the City Administrator and finance staff. Increases in collection numbers that reflect the Baker & Taylor contract were discussed as well as loss of library card income from Lake Elmo Residents. Additional conversations on the budget will take place on August 15th with the City Council.
9. Summer programming will be coming to an end this month but it has been so successful for both children and adults. Thanks for exceptional staff for all their planning and execution of these events (and volunteers also).
10. Changes continue to happen on the main floor of the library: five chairs have been upholstered and are placed in the periodical area, teens now have zippy stools and a READ sign with much more to follow for this room. And all plants have been transplanted and rearranged to new locations.

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING

June 28, 2017

MEMBERS PRESENT: Doug Blanke, Melissa Brechon, Nick Gorski, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Kathy Thueson, Ann Wolff, Keri Goeltl

WELCOME: Board President, Fred Rengel, called the meeting to order at 7:40 a.m. Fred introduced the new Venue Coordinator, Sandy Ellis, and members introduced themselves. Fred thanked retiring Event Coordinator, Anne Young, for her nine years of service and presented a bouquet of flowers to her as a token of the Board's appreciation for her successful development and implementation of event services at the SPL.

SECRETARY'S REPORT: Ann moved that the minutes for the May, 2017 Board meeting be accepted as written. Nick seconded the motion, and it was unanimously approved.

FINANCE COMMITTEE & TREASURER'S REPORT: Treasurer Dustin Moeller reviewed the June Financial Reports. He mentioned the committee will determine the amount of money to put into reserve and endowment funds at the end of the year. At this time the Foundation is in good shape financially and organizationally. Dustin reminded all members to thank the Foundation donors.

JUNE 6 CITY COUNCIL MEETING: Melissa provided considerable information in her presentation for the City Council on Tuesday, June 6, which was deemed a positive meeting/experience. She emphasized that we will need to continue recognizing the importance of relationship skills when relating with the City.

Ann reported on the closed City Council meeting that she attended regarding the Event Planner. She indicated that the council had been very positive during that meeting. Doug B. suggested that the council members could hold occasional meetings at the SPL.

JUNE GRANT REQUEST FROM LIBRARY: Melissa requested a grant of \$3990 to pay Collaborative Design for work they had provided to determine information and an estimate for tent tie-downs for the terrace. The motion for this expenditure was made by Andy, seconded by Nick and unanimously approved.

LIBRARY DIRECTOR SEARCH: Monday, July 10 will be the interview date for the library director candidates. There will be a Meet & Greet with the five candidates (3 men & 2 women) from 8-9 a.m. on July 10 hosted by the SPL trustees for Foundation Board members, members of the Friends, City Council members and staff and other interested community members. Melissa will send background information about the candidates to the Foundation Board members prior to the 10th. The candidates will be scheduled for interviews and conversation with SPL department heads for the balance of the day.

DEVELOPMENT & MARKETING REPORT: Ann reported that she had recently met with several significant Foundation donors in her effort to thank them personally for their generosity. She also emphasized the importance of maintaining appreciative relationships with all donors.

HEARING LOOPS: Jean announced that there would be a hearing loop testing session as soon as the system is completely installed. Select individuals will be invited to participate in the test. Keri will let us know when that will be scheduled.

There will be an inaugural event for the public high-lighting the Margaret Rivers Room hearing loops on July 19 at 7pm. The featured speaker will be Jennifer Reynolds, a local audiologist and donor to the SPL hearing loops project. Steve Walsh of Midwest Hearing Loops will also participate in the program.

LITERATI GROUP: It has been suggested that Foundation members review books that have been written by authors the Foundation has supported at various events including Style Speaks Volumes, Check It Out programs, Donor Events, and the upcoming Destination Library Event. (A list of these authors will be sent to Board members.) Nick requested that the reviews for the Literati Group be sent directly to SPL staff member Karen Hannah.

SPLF BOARD MEETING DAY REVISION: The meeting day for the SPLF is being changed to the 4th FRIDAY in the month, 7:30 - 9:00 a.m. to accommodate members' schedules. (The next Board meeting will be FRIDAY, July 28.)

NEW BOARD MEMBER NOMINATION: Lisa Howe was nominated to join the Board. Fred will contact her.

EVENTS: Fred and Kathy reviewed up-coming events:

- Beer for Books will be held on August 22 from 6-9 p.m. at the Lift Bridge Brewery. Craig Hansen's musical group, Cattail Moon, is donating its performance for this event. Volunteers will be solicited for hospitality, library/Foundation literature, set-up, pizza sales and clean-up.
- Light a Spark will be on the SPL terrace on July 4. Plans are on track for this event. At this point, 283 people are registered. Volunteers are encouraged to help with set-up on Monday, July 3 and Tuesday, July 4.
- Destination Library will be at the SPL on Sept. 22. Organization for this event continues to be going well, thanks to the excellent planning committee. Author, Lorna Landvik will participate, as will a harpist. The Lake Elmo Inn will cater the event. The focus for the evening will be the SPL.
- Style Speaks Volumes IV is scheduled for Reve' on Friday, Nov. 10 & Saturday, Nov, 11. Tickets for the fund-raiser will go on sale on August 1 for \$75.00. Most of the author/models have been recruited.

The meeting was adjourned at 9:07 a.m.

Respectfully submitted,
Jean Morse, Secretary

THE JULY BOARD MEETING WILL BE FRIDAY, JULY 28 - 7:30 - 9:00 a.m.

REPORTS sent to board members by e-mail for the June, 2017 meeting:

Date	Sender	Title
6/2/17	Ann	6/6/17 City Council Meeting - Supper - Lisa Howe
6/7/17	Jean	May '17 Board Meeting Minutes
6/17/17	Fred	Light a Spark
6/27/17	Fred	June 28 Board Meeting Agenda
6/27/17	Keri	June Board Meeting Files

Documents on Google Drive (drive.google.com) in June Folder (06 June):

- 2017 At a Glance
- Agenda SPLF Board Meeting
- May '17 Meeting Minutes
- May 2017 Balance Sheet
- May 2017 P & L Prev. Year Comparison
- May 2017 P & L YTD Comparison
- 2016 Library Graphic Report to Council
- Donations Report May 17-June 27
- Tent & Tie-Downs Request & Invoice

Washington County Library Board
Meeting Packet
July 24, 2017

- Agenda
- May 22, 2017 Library Board Minutes with Attachments – Draft
 - ✓ Attachments A - E to May 22, 2017 Minutes
- Circulation Statistics 2017
- Branch Narratives – May & June
 - ✓ Hardwood Creek
 - ✓ Oakdale
 - ✓ Park Grove
 - ✓ R. H. Stafford
 - ✓ Valley
 - ✓ Wildwood



WASHINGTON COUNTY LIBRARY

WASHINGTON COUNTY LIBRARY BOARD MEETING JULY 24, 2017

Washington Co. Library Admin. Office, Lower Level, Woodbury Central Park,
8595 Central Park Place, Woodbury, MN

6:30 – 8:00 p.m.

AGENDA

1. **6:30 CALL to ORDER/PLEDGE of ALLEGIANCE**
2. **6:35 RECOGNITION of PUBLIC**
3. **6:40 WELCOME NEW BOARD MEMBER**
David Olufson - District 1
4. **6:45 ADOPTION of AGENDA**
CONSENT CALENDAR APPROVAL
Accept Minutes of May 22, 2017*
Accept Donations & Grants Received
5. **6:50 UPDATE ON FACILITIES PROJECTS**
 - **Wildwood**
 - **Park Grove**
 - **Valley Branch**
 - **Stafford**
 - **Lake Elmo**
6. **7:10 STRATEGIC INITIATIVES**
6. **7:30 REPORT ON MAKER SPACE**
7. **7:50 BOARD REPORTS**
 - A. Staff Reports
 - B. Board Members' Reports
8. **8:00 ADJOURNMENT**

*Attachment

Washington County Library Board
Regular Meeting at Library Administration Offices
8595 Central Park Place
Woodbury, MN 55125
May 22, 2017

Present

Board: Meyer, Reeves, Skinner, Gamnis, McCulloch
Commissioner Bigham arrived at 6:42 p.m.

Staff: Ryskoski, Kaple

1. Call to Order

Reeves called the meeting to order at 6:30 p.m.

Pledge of Allegiance

2. Recognition of Public

3. Welcome New Library Board Member – The Board welcomed new Library Board member Tammy McCulloch representing District 5. McCulloch shared background information with the Board.

4. Adoption of the Agenda and Consent Calendar – Ryskoski asked to remove agenda item related to Donations & Grants. Donations & Grants from Quarter 1 and 2 will be brought to the July 24, 2017 meeting. Board member Meyer moved to approve amending the agenda. Board member Skinner seconded the motion and it was adopted unanimously.

5. Election of Board Chair – Board Vice Chair Reeves asked for nominations for Library Board Chair for the remainder of 2017. Board member Meyer nominated Mike Reeves for Library Board Chair for the remainder of 2017. Board member Gamnis seconded the nomination. The Board Vice Chair asked for further nominations; none were heard. Board Vice Chair Reeves closed the nominations. Board Vice Chair Reeves asked all those in favor of electing Board Member Reeves as Library Board Chair for the remainder of 2017 to signify by saying Aye: Members Gamnis, McCulloch, Meyer, Reeves, Skinner; Nays: none.

Vice Chair Mike Reeves was elected as Library Board Chair for the remainder of 2017.

Board Chair Reeves asked for nominations for Vice Chair for the remainder of 2017.

Board Chair Reeves nominated Board member Meyer for Library Board Vice Chair for the remainder of 2017. Board member Skinner seconded the nomination. The Board Chair asked for further nominations; none were heard. Board Chair Reeves closed the nominations. Board Chair Reeves asked all those in favor of electing Board Member Meyer as Library Board Vice Chair for the remainder of 2017 to signify by saying Aye: Members Gamnis, McCulloch, Meyer, Reeves, Skinner; Nays: none.

Board member Meyer was elected as Library Board Vice Chair for the remainder of 2017.

- 6. Discussion of Items from May 2, 2017 County Board Workshop** – The Board received an update on the facilities items that were discussed at the May 2, 2017 County Board Workshop. Opportunities for Library Board member participation in the planning process of the Park Grove and Wildwood Libraries were discussed.

Board member Meyer handed out four documents, Attachment.A.5.22.17, Attachment.B.5.22.17, Attachment.C.5.22.17 and Attachment.D.5.22.17. Board member Meyer urged the Library Board to support the relocation of the Valley Library to the north end of the current mall location. Board member Skinner described her visit to the Valley Library and the challenges faced by patrons when moving throughout the space. Meyer moved to approve a statement that the Advisory Board in considering option 1 and option 2 would prefer option 2 at the north end of the building. Board member Skinner seconded the motion and it was approved unanimously.

Libraries Division Manager, Tina Kaple provided an update on the planning for the Central Park facility and the impact on the R.H. Stafford Library. Kaple will be involved in the discussions and will provide updates as they become available.

Ryskoski provided an update on the potential Lake Elmo Library return to Washington County Library. The approved Lake Elmo agreement, Attachment.E.5.22.17 was distributed for review. The agreement will be brought to the County Board in June for action. Board member Skinner expressed concern over the relationship of the number of open hours for the Valley Library as compared to those proposed for Lake Elmo.

- 7. Director and Board Reports** – Ryskoski reported on the status of the Community Engagement Senior Manager position. Locations for future Library Board meetings were discussed.

Library Board members reported on their library related activities since the last meeting. Board Chair Reeves noted the well-attended volunteer recognition event held at the Oakdale Library.

- 8. Adjournment**

The meeting adjourned at 8:06 p.m.

The next scheduled meeting of the Library Board is July 22, 2017 at 6:30 p.m. The meeting will be held in the Library Administration conference room in Woodbury.

May 10, 2017

Commissioners,

A Washington County workshop last week for reviewing building facilities presented the a proposal for the renovation/ expansion of the Valley Branch Library space. To follow up my comments made at the workshop I will restate my observations. One of the Library Advisory Board responsibilities is to: Review various physical and building needs to see that they meet the requirements of the total library program and recommends facility plans and changes to the County Board. (taken from Library Board Responsibilities on the Washington County Library website)

I have polled all acting members of the library board at this date and all have stated that they would support the North end Valley Mall renovation and expansion of Valley Branch Library.

It was agreed that remodeling the existing space does not meet the Strategic Plan done from 2015 to 2017 at the cost of approximately \$ 150,000.

The strategic plan stated that :

" There was significant agreement that more space was desired for the current library facilities – for meetings, programs, training and educational offerings, community gathering – and that additional facilities or expansions are also likely needed in the future. Respondents strongly agreed that there should be an emphasis on flexible, changeable space in any renovations or expansions in the future. "

(Strategic Plan, Feb, 16 2016 Page 9)

It would be a waste of thousands of dollars to put money toward a remodel that simply changes decor and bathrooms of a 30 year old space without implementing strategic plan outlines.

Some of the ways renovation and expansion of the site on the North end of Valley Mall would meet the strategic plan are:

- An additional 1000 square ft. of useable space. (The plan for the existing old space actually takes away from useable space by the addition of bathrooms, separate workspace and mechanical rooms.)
- ADA compliant bathrooms and useful space. "With respect to handicapped accessibility issues, it's not just bathrooms that are important but the ability to move about using assistive devices. For example crowded & cluttered spaces make it almost impossible to comfortably access some spaces. Most public spaces completely ignore tight corners, narrow aisles, protruding table legs that make it impossible to get around when using walkers, wheelchairs or crutches. All this denies access to materials. We need that larger space." Quote by Marie Skinner
- An open concept meeting room for shared use by the whole community: seniors, children, teenagers and the general community.
- Expanded area for computer use, library materials, reading and adequate work space for library staff operations

Additionally: outdoor space can be utilized for all programs and wifi use. There would be space for Library programs to implement and expand. There would be additional windows allowing for a light and welcoming atmosphere. (There is only one window bank at the old site.)

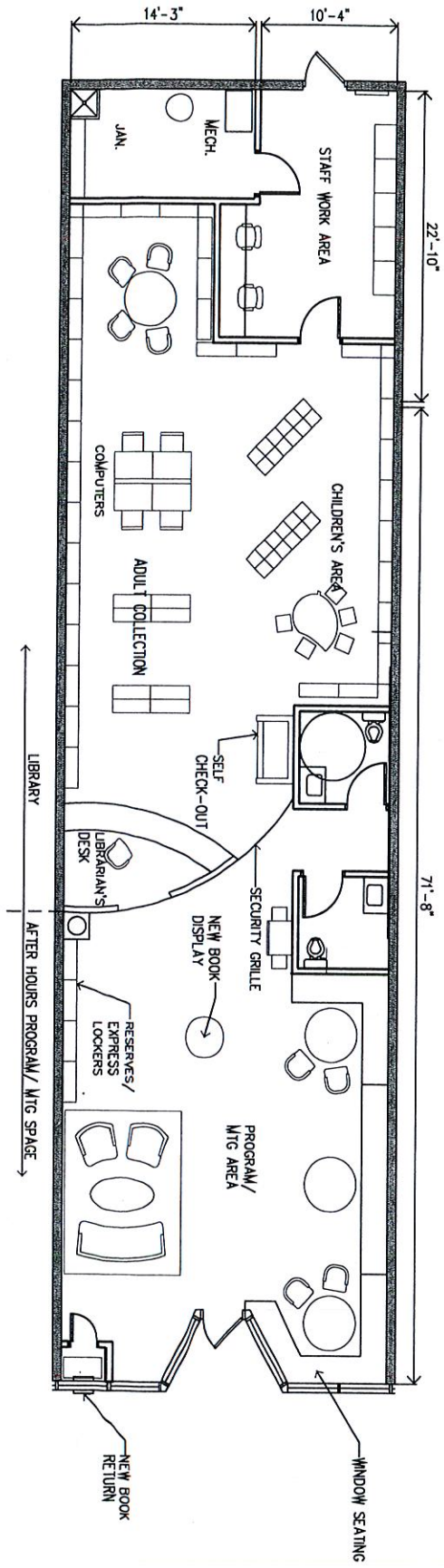
Valley Library would be able to conduct business as usual as the North end space is being built.

These are just a few of the ways a renovated and expanded space would greatly benefit the community. Valley Branch Library has been a constant inspiration and place for learning in the lives of several generations. Washington County would be supporting traditions of the Lower St. Croix River Valley striving for continued vitality, education and progress for all of its citizens for now and in the future.

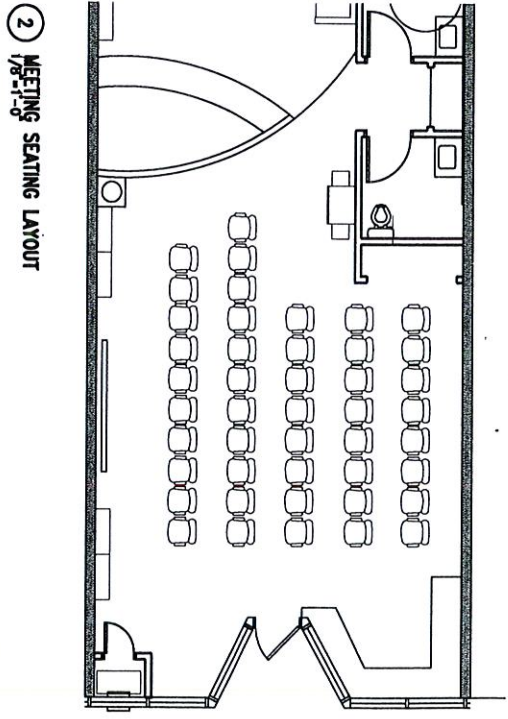
Respectfully Submitted: Sara J. Meyer Washington Library Board Member at large ~ 7 years.

Assisted and Reviewed by Marie Skinner - Library Board Member ~ 7 years

ATTACHMENT. A. 5. 22. 17



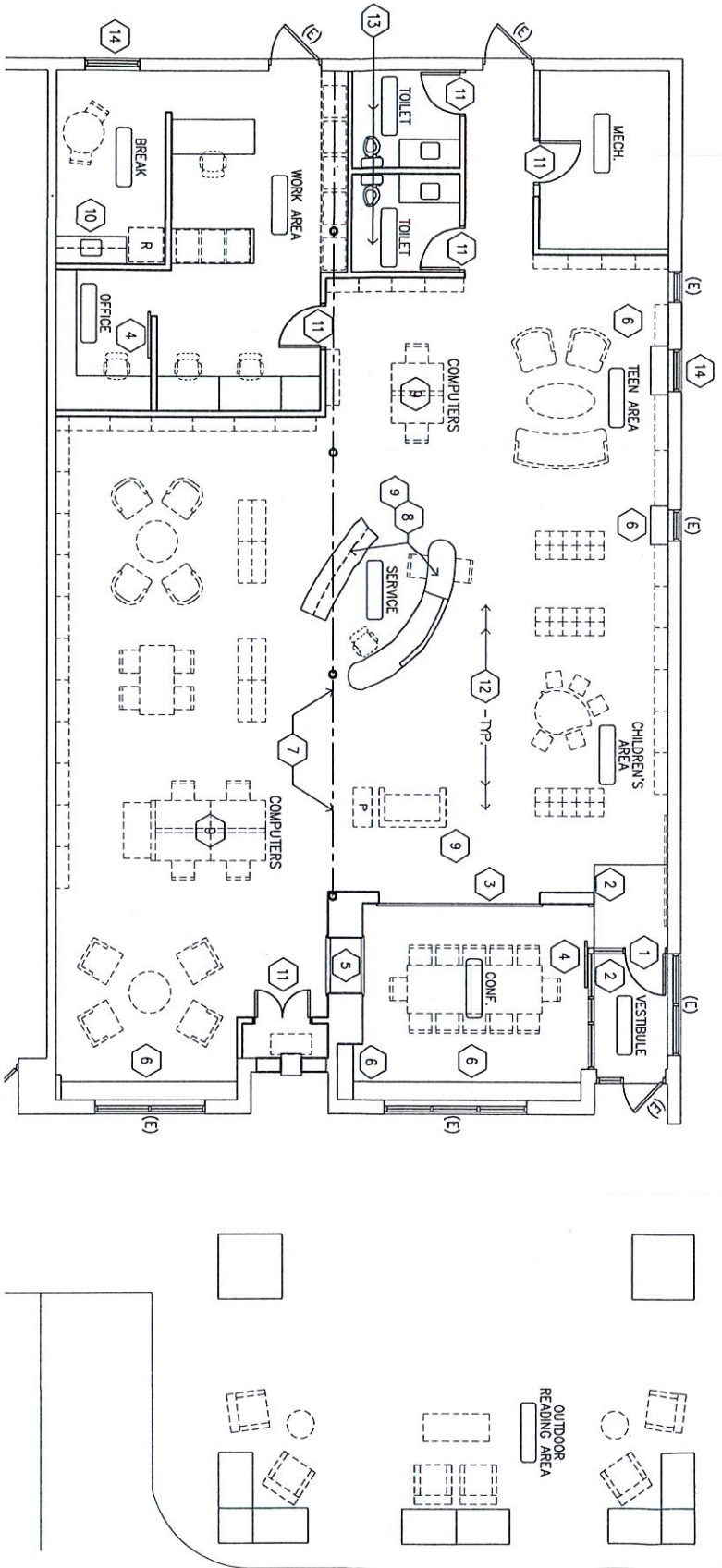
1 PROPOSED FLOOR PLAN
1/8/17



DESIGN OPTION 1
WASHINGTON COUNTY - VALLEY LIBRARY, LAKELAND, MN | 3/27/2017

HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

ATTACHMENT B.5.22.17



FLOOR PLAN KEY NOTES

- 1 NEW ALUM. STORERONT SYSTEM & ENTRANCE DOOR TO MATCH EXISTING
- 2 TRACK OFF CARPET TILE
- 3 7' X 12' GLASS AND ALUM. O.H. DOOR W/ OPERATOR
- 4 3' X 7' SLIDING WOOD DOOR
- 5 2-SIDED GAS FIREPLACE W/ THIN STONE VENEER
- 6 WOOD WINDOW SEAT W/ REMOVABLE CUSHION - BASE TO HAVE DRAWERS FOR STORAGE
- 7 NEW STACK PIPE COLUMNS AND STEEL BEAM TO SUPPORT (E) STEEL BAR JOIST (@ COL. LOCATION)
- 8 MILLWORK SERVICE DESK & BACK WORK COUNTER
- 9 FLOOR POWER & DATA @ COMPUTER STATIONS, SELF CHECK & SERVICE DESK.
- 10 P LAM. BASE UPPER CABINETS W. SOLID SURFACE TOP
- 11 WOOD DOOR W. HM FRAME
- 12 CARPET TILE & VINYL BASE
- 13 TOILET ROOMS:
 - QUARTZ VANITY W. UNDERMOUNT SINK
 - FLUSH VALVE TOILETS (FLOOR)
 - CERAMIC FLOOR AND WALL TILE TO 6' AFF
 - GRAB BARS & ACCESSORIES
- 14 NEW ALUMINIUM WINDOW



WASHINGTON COUNTY - LAKELAND LIBRARY | CONCEPTUAL PRICING PACKAGE | 1/13/2017



ATTACHMENT C. 5. 22. 17

LIBRARY BOARD RESOLUTION

SUPPORTING VALLEY LIBRARY EXPANSIION

MAY 22, 2017

MOTION:

The Washington County Library Board's recommendation to the Washington County Commissioners is that they vote to expand the Valley Library to the North end of the Valley mall, and not approve the proposed remodeling of the existing space.

BECAUSE:

- 1) Expansion of the Valley Library to the North end of the mall would add much needed additional space to the library, as well as needed bathrooms, and therefore will comply with the Long Range Strategic Plan; and
- 2) Expansion of the Valley Library to the North end of the mall would not require that the library be shut down for months during remodeling; and
- 3) Existing proposal for remodeling existing space is both expensive and will reduce (rather than add) existing library space.

ATTACHMENT. D. 5.22.17

LIBRARY AGREEMENT

This Library Agreement (this "Agreement") is made and entered into this _____ day of _____, 2017 (the "Effective Date"), by and between the City of Lake Elmo, a Minnesota municipal corporation (the "City") and the County of Washington, a Minnesota political subdivision (the "County").

RECITALS

WHEREAS, on January 1, 2012, the Lake Elmo City Council established public library service for the City's residents, pursuant to Minnesota Statutes Section 134.07; and

WHEREAS, upon this establishment, the Library Board was appointed by the City Council which established the Lake Elmo Public Library; and

WHEREAS, the City levies an annual tax on its taxable property for public library service for the library fund that funds the Lake Elmo Public Library; and

WHEREAS, pursuant to Minnesota Statutes Section 134.07, it has been determined by the City that public library service in the City will be expanded if the Lake Elmo Public Library becomes a branch of the Washington County Library System; and

WHEREAS, the County's library system is a member of a "regional public library system" as defined by Minnesota Statutes Section 134.001, subdivision 4; and

WHEREAS, pursuant to Minnesota Statutes Section 134.20, subdivision 3, a city which is excluded from the county tax supporting the county's regional public library system under the provisions of Minnesota Statutes Section 134.20, subdivision 3, may, upon recommendation of its library board and upon action by its city council, be included in the county tax and become an integral part of the county's regional public library system; and

WHEREAS, at its meeting on May 15, 2017, the City's Library Board made a recommendation that the City not tax for library services and allow the County to tax City residents for library services and for the City become an integral part of the County's library system; and

WHEREAS, at its meeting on May 16, 2017, the City Council took such action whereby City residents would be subject to the County library tax and the City would rejoin the County's library system, provided that the City and the County enter into this Agreement regarding the City's library property and the library services that will be provided to the City by the County; and

NOW, THEREFORE, it is hereby agreed by and between the parties as follows:

Article 1 – Library Services

- A. Effective January 1, 2018, the City shall be included in the County tax and become an integral part of the County's library system.
- B. On January 1, 2018, the County will begin operation in the City with the Lake Elmo Public Library located at: 3537 Lake Elmo Avenue North, Lake Elmo reverting to a County branch library.
- C. The City agrees that it will not initiate or complete a withdrawal from the County library system prior to January 1, 2021.
- D. The County must ensure that its Lake Elmo library branch is open to the public a minimum of 40 hours per week for a four year period starting on January 1, 2018. The Lake Elmo library branch shall be open similar hours and days of the week as the County's Oakdale, Wildwood, and Valley branch libraries. Furthermore, if the hours at either the Wildwood or Oakdale County branch libraries are reduced by the County due to an economic downturn or loss of state aid during the four year period, the County may reduce the Lake Elmo library branch hours proportionally. After the four year period has ended, the County may at its sole discretion, determine the hours of operation of the Lake Elmo library branch.
- E. The County shall install a self-check-out system in the Lake Elmo branch library.
- F. The County agrees that upon the City becoming part of the County's library system, the County will hire all current Lake Elmo Public Library staff. Once hired, the staff will become County employees and subject to the County's rules and regulations and collective bargaining agreement for County library employees.
- G. The County agrees that it will welcome volunteers at the Lake Elmo library branch in accordance with the Washington County Library Volunteer Handbook. Volunteers at the Lake Elmo library branch will be allowed to engage in activities similar to those occurring at other Washington County libraries, however, volunteers will not be used to displace work being done by employees and will not have access to private library patron data.

- H. The County agrees that its library staff will engage with the Friends of the Lake Elmo Library by periodically attending their meetings and coordinating on activities where appropriate.
- I. The County agrees that the Lake Elmo Public Library will not be required to pay for County library cards effective July 1, 2017.
- J. The County will seek access to Metropolitan Library Service Agency (MELSA) resources for City residents no later than August 1, 2017.

Article 2 – Library Funds

- A. Effective on January 1, 2018, the City will no longer levy for library services pursuant to Minnesota Statutes Section 134.07. City residents will instead be assessed the County library levy.
- B. During the period of January 1, 2018 to December 31, 2021, the City agrees that it shall not impose a library tax pursuant to Minnesota Statutes Section 134.07. The County may enforce this provision through injunctive relief.
- C. The City will convey \$150,000 of its library funds to the County on January 1, 2018. The County must use the funds conveyed by the City exclusively for the Lake Elmo branch library. Any City library funds in excess of \$150,000 will be retained by the City and used in accordance with Minnesota Statutes Section 134.20, subdivision 3, to increase or improve public library services within the City.

Article 3 – Library Building, Property, and Personal Property

- A. On January 1, 2018, the City shall convey in fee simple absolute by quit claim deed the property in which the Lake Elmo Public Library is located, known as 3537 Lake Elmo Avenue, Lake Elmo, Minnesota and the property in which the parking lot for the Lake Elmo Public Library is located to the County at no cost to the County by quit claim deed (the “Library Property”). The Library Property is legally described on the attached Exhibit A.
 - 1. The City’s conveyance shall include the library building and all fixtures and personal property that are located on the Library Property, including, but not limited to, furniture, books and other library materials.
 - 2. The County shall be responsible for the cost of any title searches or title insurance for the Library Property; the payment of the state deed tax and the cost of the recording fees for the quit claim deed and the recording of this Agreement. The County shall be responsible for recording the quit claim deed and this Agreement.
 - 3. The County agrees to accept the Library Property “AS IS.” The conveyance of the Library Property is being made without representation of any warranties, express, or implied, either oral or written, made by the City or any official, employee, or agent of

the City with respect to the physical condition of the Library Property, including, but not limited to, the existence or absence of petroleum, hazardous substances, pollutants or contaminants in, on, or under, or affecting the Library Property.

- B. The City hereby agrees to waive any building permit fees, plumbing and electrical inspection fees, and any other fees or charges normally imposed by the City with respect to any improvements made by the County to the Library Property throughout the term of this Agreement.
- C. The City hereby agrees to pave the Library Property's parking lot at its cost. The City hereby agrees to provide at no cost to the County, snowplowing of the Library Property's parking lot during the term of this Agreement. The County will be responsible for any other maintenance required with respect to the Library Property, including, but not limited to, the building and the parking lot. The County shall allow the City to use the parking lot for public parking purposes during the term of this Agreement. The parties shall enter into a separate agreement regarding the City's snowplowing obligations and the City's use of the parking lot.
- D. Throughout the term of this Agreement, the County shall allow the City to use the community room space in the library building on the Library Property for use by community groups free of charge so long as it does not interfere with the County's library programs and is consistent with the Washington County Library Board policies on the use of meeting rooms. The County and the City shall enter into a separate agreement governing the City's use of the community room space.
- E. The City agrees that it will consider the Library Property as part of its municipal facilities space needs study.

Article 4 – Termination of the Operation of the Public Library

- A. Throughout the term of this Agreement, the Library Property must be used by the County for the operation of a public library. "Operation of a public library" shall include the use of the Library Property by the County for County library administrative offices, storage of County library supplies and vehicles, and any other use by the County that relates to the providing of library services to the public.
- B. In the event the County desires to use all or a portion of the Library Property for County governmental purposes other than operating a public library as described above, it is understood and agreed that the County shall be required to apply for and receive the express approval of the Lake Elmo City Council for such alternate proposed County governmental use. In the event the City Council refuses to grant approval to the County for the use of the Library Property for purposes other than operating a public library, then the County shall reconvey the Library Property including the library building and the parking lot to the City at no cost to the City by quit claim deed. The contents of the Lake Elmo library (identified as those items in existence on January 1, 2018 that have not already been disposed of by the County in

accordance with its policies and procedures for weeding out the library collection or the disposal of excess property) shall be returned to the City at no cost. The City agrees to reimburse the County the amount equal to the capital improvements made by the County to the library building from January 1, 2018 to the date of reconveyance. The City is not obligated to reimburse the County for any capital improvements made to the library building that were funded from the funds conveyed to the County by the City in Article 2, paragraph (C) of this Agreement. In the event that a Lake Elmo library branch is opened in a new location, the City shall recover the 2017 tax value of the Library Property or the sale price, whichever is less, in the event of a sale of the Library Property by the County to a third party.

Article 5 – City Withdrawal from County Library System

- A. In the event that the City determines that it wishes to withdraw from the County library system, the County agrees to reconvey the Library Property including the building and parking lot to the City by quit claim deed. The reconveyance shall not include fixtures and personal property that are located on the Library Property, including, but not limited to, furniture, books, and other library materials. In addition, if the withdrawal occurs prior to January 1, 2028, the City agrees to pay the County an amount equal to the capital improvements made by the County to the building on the Library Property from January 1, 2018 to the date of the reconveyance. The City is not obligated to reimburse the County for any capital improvements made to the library building that were funded from the funds conveyed to the County by the City in Article 2, paragraph (C) of this Agreement.

Article 6 – General Provisions

- A. This Agreement shall terminate upon the County's reconveyance of the Library Property to the City or sale of the Library Property to a third party pursuant to either Article 4 or Article 5 of this Agreement.
- B. The County shall not assign its rights under this Agreement without the written consent of the City.
- C. This Agreement constitutes the entire agreement between the City and the County and with the exception of the additional agreements to be entered into between the County and the City in regards to the use of the Library meeting rooms and the use and maintenance of the Library parking lot, there are no other agreements, either oral or written, between the parties. No subsequent alteration, amendment, change, or addition to this Agreement shall be binding upon the City or the County unless reduced to writing and executed in the same form and manner in which this Agreement is executed.
- D. Data exchanged between the parties under this Agreement shall be administered in accordance with Minnesota Statutes Chapter 13 and all data on individuals shall be maintained in accordance with statutory guidelines.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on or as of the date first above written.

CITY OF LAKE ELMO

By:  _____

Mike Pearson

Its: Mayor

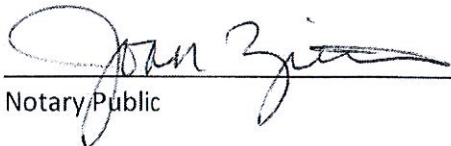
By:  _____

Julie Johnson

Its: City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this 16^m day of May, 2017 by Mike Pearson and Julie Johnson, the Mayor and the City Clerk, respectively, of the City of Lake Elmo, a Minnesota municipal corporation, on behalf of the City.

 _____
Notary Public

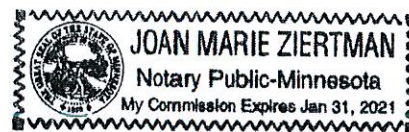


EXHIBIT A

Legal Description of the Library Property

Lots 10, 11, 12 and 13, Block 3, Cloverdale, according to the plat thereof, on file and of record in the office of the County Recorder, Washington County, Minnesota

AND

All that part of Lot 31 of County Auditor's Plat No. 8 on file and of record in the office of the County Recorder, Washington County, Minnesota.

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	64,400	78,911							411,927
Forest Lake**	26,167	24,971	30,921	27,091	26,336	39,844							175,330
Park-Grove**	19,029	18,805	20,902	19,147	18,442	14,222							110,547
Oakdale	11,542	11,030	13,173	11,574	11,698	12,496							71,513
Wildwood	11,438	11,256	12,313	11,052	11,573	13,665							71,297
Valley	2,105	1,952	2,297	2,349	2,166	2,746							13,615
Marine	395	331	414	345	302	312							2,099
Hugo	374	301	282	297	335	373							1,962
Newport	62	61	48	42	29	57							299
Law Library	38	56	60	45	31	40							270
Downloads	24,183	21,191	24,195	22,148	22,037	22,552							136,306
SS (Mostly ILL)	674	555	824	564	692	597							3,906
Stillwater	23,176	23,521	27,008	24,496	22,989	28,564							149,754
Bayport	5,232	4,979	6,062	5,291	5,351	5,863							32,778
TOTAL Loans	188,930	183,909	211,318	190,823	186,381	220,242	-	-	-	-	-	-	1,181,603
**PG's Self-Check machine is pointing to a HC port, so their numbers have been adjusted (Jan 3190, Feb 6750, Mar 7865, April 7052, May 6,715 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%	-0.5%	-0.5%							-1.0%
Forest Lake	-2.1%	-9.2%	1.1%	-8.8%	-5.5%	20.6%							-0.1%
Park-Grove	1.1%	3.0%	-0.9%	-7.9%	-7.6%	-41.0%							-10.2%
Oakdale	5.0%	-6.4%	1.8%	-9.9%	0.7%	-6.5%							-2.7%
Wildwood	1.6%	4.5%	1.4%	-6.5%	1.5%	-3.6%							-0.4%
Valley	-5.1%	-12.3%	-14.2%	-9.2%	2.2%	-2.4%							-7.0%
Marine	-2.5%	-16.4%	-5.3%	-2.5%	-26.9%	-35.1%							-15.6%
Hugo	47.2%	-28.2%	-24.8%	19.3%	-0.6%	14.1%							0.1%
Newport	-15.1%	79.4%	-17.2%	44.8%	-6.5%	3.6%							6.8%
Law Library	-50.0%	-27.3%	15.4%	2.3%	-8.8%	-33.3%							-21.3%
Downloads	2.3%	0.8%	2.8%	5.7%	11.3%	6.0%							4.7%
SS (Mostly ILL)	-13.7%	-24.8%	-5.1%	-23.8%	-11.5%	-3.7%							-13.8%
Stillwater	-0.4%	-0.4%	2.0%	-0.5%	-3.4%	-5.3%							-1.4%
Bayport	0.6%	-8.7%	6.6%	-5.0%	11.0%	-0.5%							0.5%
TOTAL % Change	-0.6%	-2.1%	1.0%	-3.6%	-0.7%	-2.4%							-1.4%

Branch Narrative

Branch: Hardwood Creek

Month: May Year: 2017

Narrative *Highlights, including public comments, special activities, visitors, and displays.*

Featured events at the Hardwood Creek Library included Art in Bloom, a community art show, throughout the month of May giving an opportunity to local artist to display their art. A few of the artists demonstrated their techniques at an open house on Saturday, May 13th. To celebrate Children's Book Week we held a *Max & Ruby* Party on May 4th for children ages 4-8 by reading stories about these funny bunnies and making doll houses for them. A STEM Saturday for Teens was held on May 6th and taught those grades 7-12 how to make magnetic slime!



A special children's event on Saturday, May 20th featured the ever-popular *MacPhail Sing Play Learn: Colors, Feelings, Music!* The MacPhail Center for Music's early childhood specialists explore the magic of music and play through hands-on musical play activities for ages birth to 5 and their caregivers. Families experience music's impact on learning and reading readiness through singing, rhyming, reading and movement.

On May 3rd, Douglass Voss from Security State Bank of Marine gave teens in grades 9-12 some great info on how banking works and how to make their money work for them in an AdulTEEN: Life Skills 101 workshop.

Hardwood Creek Library hosted two computer classes in May. LinkedIn to Networking was held on May 8th and was taught by the Washington County WorkForce Center. The focus was on improving your LinkedIn profile and learning to navigate, look for jobs and build your network. The Beginner Surf class held on May 9th attracts mostly the 45+ crowd. Classes are geared to those with little or no experience with computers and/or the Internet. Taught by a volunteer instructor from the Metropolitan Area Agency on Aging, attendees learn how to search the web, determine if a website is secure, and navigate specific sites like medicare.gov.



Outreach efforts in May always include many visits to the schools throughout Forest Lake and Hugo promoting our Bookawocky Summer Reading Programs for children and teens. In an effort to serve the older adults in northern Washington County, two staff members are reading aloud monthly to residents at Birchwood, Gracewood and Coventry senior living facilities. The program started two years ago and is called Hear! Here! (Photo on left.)

Attendance at our monthly Cathartic Coloring for Creative Adults varies, but our four monthly book clubs are all going strong. The Man Up and Read Book Club meets on the third Monday each month but is on hiatus for the summer. The third Tuesday Night Adult Book Club read *COMMONWEALTH* by Ann Patchett, and the third Thursday Night Adult Book Club read *THEIR EYES WERE WATCHING GOD* by Zora Neale Hurston. We have a fledgling book club that focuses on books by Minnesota authors or books that take place in Minnesota. They met for the third month and discussed *ORDINARY GRACE* by William Kent Krueger.

By Pam Bailey, Librarian

Branch Narrative for Hardwood Creek

June 2017

Submitted by Amy Worwa

June was a month focused on programming of all types for all ages. It was busy and staff was on the go every day, especially after the June 10 launch of Bookawocky.

So many children enjoyed some part of the summer reading program kickoff, **Bookawocky Blastoff! musical duo** Jack and Kitty, face-painting by artistic librarians, storytime on rocket ships and space, and games and chalk in the courtyard. The lines formed immediately upon opening to pick up Bookawocky forms. Adults were pleasantly surprised by the 10,000 Experiences they could participate in this summer as well. This day and the entire summer are a celebration of reading, learning, and literacy.

There was a heavy focus on STEM in the kid's programs. 4-H came to the library to conduct popular programs focused on engineering. There was much excitement over these heavily hands-on programs.



Storytimes continued as well as book parties, performers, and animal programs. While audiences are a bit smaller, they are ever as enthusiastic. Our partnership with WC Parks continued as we presented story strolls on their free Saturdays. Local author Tracy Maurer spoke about Noah Webster, the subject of one of her recent books.

The Teen program series AdulTEEN continued with Lifeskills 101. Although attendance has been minimal, we're very proud to present this series which focuses on the many skills teens have indicated they have no exposure to and are ill-prepared for when venturing from the family home. We hope that word will get out and interest will increase. Teens could also make a journal during another program geared toward that age group.

Book clubs continued meeting with the exception of Man Up and Read! which has opted for a summer hiatus after tackling such heavy-duty tomes as *Caesar* and *Crime and Punishment*. Definitely time for a break!

Adults could also come to the library to learn the valuable networking and job search tool LinkedIn, relax and relieve stress with the Cathartic Colorers, create a business marketing plan, and hear the ins and outs of protecting themselves against fraud. Mark Moran, antiques and collectibles appraiser extraordinaire, also made his annual appearance at Hardwood Creek. It was a fascinating three hours of viewing the variety of cherished items people brought to him for identification, to tell their story, and discover if the item had merely personal value or monetary value as well. This is a favorite program in the community and we will never run out of personal treasures for Mr. Moran to examine.



If June is any indication, and I think it is, the summer of 2017 will be a bustling one for the library. We look forward to sharing the excitement and enthusiasm of our guests!



“Plantable” Seed Paper

The first program we offered here at the Oakdale Library in the month of May was very timely indeed – we were able to market our “Plantable” Seed Paper-making program as a great opportunity to make mom a lovely, memorable gift for Mother’s day! We had a variety of different colors of paper pulp: blues, purples, confetti-white and pink! To the paper pulp we added marigold and wildflower-blend seeds! After the paper product properly dries all that is needed is to bury it in potting soil, water, and sunlight to watch the seeds grow!

The Oakdale Community Art Show

Our non-juried, Community Art Show was held here at the Oakdale Library throughout the month of May. Our art show featured many talented, local, artists. The piece that attracted the most attention and admiration, especially from the students of our weekly knitting class, was done by Louise Schwankl. According to her, the piece has 20 different fabrics and 1,734 pieces in the design. She’d placed second in her category at the Minnesota State Fair with this quilt. Ah-mazing!!



Kindergarten tours

For the better part of May, Oakdale Library played host to a number of tours for kindergarten classes from Skyview Elementary School. The kids were treated to a story time done by our excellent children’s librarian, Amy; as well as an informational jaunt through the library. The children were simply amazed by the magic of being on the other side of the outdoor book-drop where books seemingly magically plopped through the wall!

Elephant and Piggy Party

Our *long*-awaited Elephant and Piggy Party was finally held here on the first Saturday of May! Children could make elephants or piggies from paper plates, they also could take face-in-hole pictures with other children or - more amusing to them - with their parents!



Prepared by Leah Egersdorf



Stem Saturday Lego Mania was hosted here at the Oakdale Library on Saturday June 17th and kids as well as parents got-in on the LEGO action! Young children, teens, even adults all embraced their creative and constructive sides!

Art and Nature with Artistry: On June 15th kids found that items found in nature make great materials with which they can create art! 19 children eagerly participated in this program to kick-off their summer!



“Those Slithering Snakes!” Hosted by the DNR and held here at the Oakdale library: a python sized hit! Children learned about the different kinds of snakes that can be found here in the Midwest region, and even got to meet - and touch! - Walter the Western Hognose snake for which they received a certificate with Walter’s photo. (A certain Oakdale LSA was also able to challenge a decades-old fear!)

Wendy’s Wiggle, Jiggle and Jam! For our Bookawocky Tuesday event we could not have ordered better weather for Wendy’s performance here on June 20th! This outdoor concert was enjoyed equally between 15 children and 11 adults!

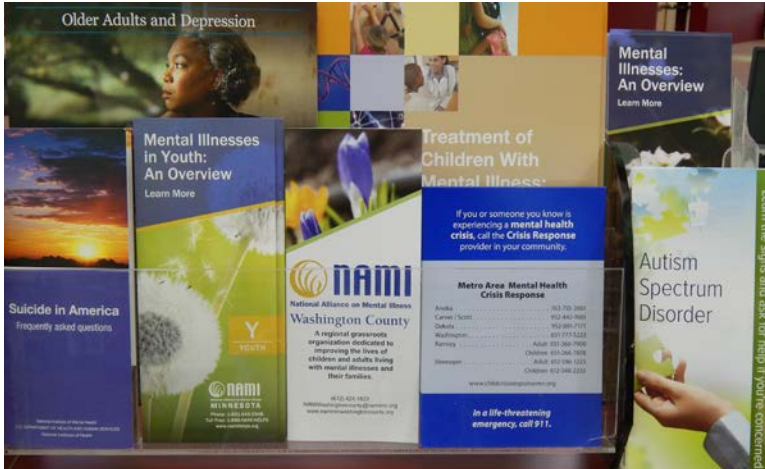


Branch Narrative – Park Grove Library

May 2017

May 1 ESL Book Club – 10 attending

May 15 **Creating Caring Communities** program presented by NAMI – 15 attending “I’m in to Mental Health: Inspired, Informed, Involved” slogan for Mental Health Month. www.namihelps.org



Learn the lingo

Often people are unsure how to talk about mental illnesses. Here are some tips:

- Use “people first” language
- Say “person with schizophrenia” — avoid the use of “is schizophrenic”
- Say “mental illnesses” – plural; or “a mental illness” recognizing that each illness is different
- Say “people with mental illnesses,” not “the mentally ill”
- Avoid the phrase “suffering from” and instead use “experiencing”
- Do not use derogatory words such as “crazy,” “psycho,” “nuts” or “insane”
- Rather than saying a “life-long or chronic illness,” use “treatable or serious illness”

May 10 Daytime Book Club – A Thousand Splendid Suns by Khaled Hosseini – 10 attending

May 23 Park Grove Library Book Club met to discuss *The Legend of Sheba* by Tosca Lee – 13 attending. This book club is a major supporter of the library. This is a strong and serious book club that has been meeting at the Park Grove Library since July 2007. They have read well over 100 books during this time. New members are always welcome – and often new people join in the discussion. Check out their blog! <http://parkgrovebookclub.blogspot.com/>



May 18 Let’s Make Stuff - Basic origami technique used to create a delightfully complicated Petal Fold book. – 7 attending

May 4 – May the Fourth be With You – Games and crafts for young Star Wars fans – 10 attending

May 11 Sing Play Learn presented by MacPhail Center for Music – 17 children attending

Regular children’s programming at Park Grove include 3 weekly storytimes for toddlers, preschool children, or babies, where attendance is always strong due to excellent skills of Youth Librarian Margaret Behr and the great need in the community. Teen Lab and Teen Coloring Club are regular weekly features inviting teens to enjoy time together creating or playing.

Stats: 13 volunteers donated 192.5 hours to Park Grove Library; Outreach to over 300 students at Head Start, Crestview Pre-K, Cottage Grove K-4 Elementary; May gate count 10,472.

Branch Narrative – Park Grove Library

June 2017

June was a super busy time at Park Grove Library. Special storytimes and children's & family events add to the excitement around the Summer Reading program. The kids and teen programs are *Bookawocky* once again. (This name will be retired after this summer.) Brand new this year is the Adult Summer Reading program, *10,000 Experiences at your Library*. The game cards have fun Minnesota summer activities – we even have a few prizes for the adult program.

June 13 Fire Department Preschool Storytime with 102 people in attendance! Perfect day for stories and a Fire Truck tour!

June 28 Play, Baby, Play Baby storytime with 23 babies and 21 adults attending. That is a lot of babies!

June 10 Bookawocky Kickoff with musical artists "Jack & Kitty" – 21 attending

June 13 LEGO coding – packed the house with coders – 1 adult and 17 kids

June 16 LEGO Mania – 12 adults and 24 kids

June 24 Juggler Alan Johnson – a whopping 58 attending

June 27 4H Balloon Cars – 13 attending this program generously provided by 4H

June 29 Captain Underpants Party – almost more activity than one room can hold – 21 attending

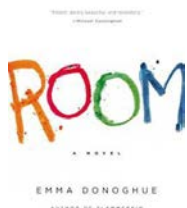


June 30 Teen Lab: Fidgets – a decidedly successful teen program – everybody wants one! 25 participants

June 20 Paint the Bus! Last but not least: A cooperative program with partners from South Washington Community Education providing the bus ready for paint, the painting supplies, and games for everyone. 3M sponsored a food truck to feed the families who flocked in for this special summer event at Park Grove Library. Youth Librarian Margaret Behr estimates that 150 people joined in the fun.



June 14 Daytime Book Club – *The Room* by Emma Donoghue - 8 attending



June 27 Park Grove Library Book Club met to discuss – *Flight Behavior* by Barbara Kingsolver - 15 attending.



Stats: 16 volunteers donated 132 hours to Park Grove Library in June. June gate count 12,702.

Branch Narrative

Branch: RHS

Month: May Year: 2017

By Alaina Johnson

Narrative Highlights, including public comments, special activities, visitors, and displays.

During the month of May 2017 26,737 people came through the front doors at R.H. Stafford Library. There were many events and activities for library users of all ages.

The library celebrated Children's Book Week during the first week of May. There was an ongoing scavenger hunt for book characters hidden throughout the Children's Area. On Tuesday, May 2nd 15 kids stopped by the Children's Area to make book character magnets with Miss Heather.

Also on Tuesday May 2nd, approximately 12 members of the RHS book club met to discuss *The Paris Architect* by Charles Belfoure. The group discussed questions such as "If you were under the stairs in the Geibers' place during the Gestapo's search, how would you have reacted?"

On Thursday, May 4th ten people attended a History of Prayer Beads workshop at the library. They discussed the origin and development of prayer beads throughout the world and how they are being used today. Everyone created a bracelet using a wide selection of beads including gemstones, glass, and metal.

On May 4th and 5th three classes of Ready Set Grow preschoolers came for a special storytime and tour of the library. Miss Liz read *The Library Gingerbread Man* by Dotti Enderle and talked about all the different things you can find and do at the library. As always, the highlight of the tour was watching the automated return conveyer belt in the library's workroom!

On Monday, May 8th the library's Teen Advisory Board held their last meeting for the school year. Nine members took a break from studying for AP tests to help create decorations for the newly relocated teen area. Their input this year helped shape the future of teen services at R.H. Stafford Library.

On Tuesday, May 9th 18 crafty people learned how to crochet at our volunteer-led program. They were able to continue practicing their new skill every Tuesday afternoon for the rest of the month. These adult craft programs will continue throughout the summer with the new name, "Let's Make Stuff".

On Saturday, May 13th the library held our monthly STEM Saturday event. 14 kids stopped by the Children's Area to build with the library's collection of K'NEX. Some chose to try the challenges set by library staff, but most let their imagination run wild and engaged in free building.

On Thursday, May 18th 14 people attended Lifelong Learning at Your Library: Hear for the Health of It. The workshop was presented by Mary Bauer from the State of MN Health and Human Services. The presentation included a slide presentation, a video, a demonstration of useful devices, and a question and answer periods. Attendees learned the consequences of untreated age-related hearing loss, how to get an accurate hearing diagnosis, and choosing the right hearing technology.

The library saw over 900 visitors to our weekly storytime events this month! We said farewell to Miss Heather with an alphabet blitz covering "X" "Y" and "Z" all at once. Miss Alaina, Miss Liz, Miss Dawn, and Miss Marty read about wolves and fairytales, and revisited some old favorites such as *We're Going on a Bear Hunt* by Michael Rosen.

On Monday evenings, 23 kids read to dogs in our Dog Gone Reading Program. This summer we'll have a new team joining us-Jo Kane and her lab "Rosie" will help fill in when our regular teams can't make it. Library volunteers served a total of 252 hours during the Month of May. Teens served 42.25 of these hours. We are so grateful for the time they spend helping out at the library!

The front Fiction/Nonfiction display, "Are You Feeling Blue?", featured a variety of books with beautiful blue covers.



Branch Narrative

Branch: R.H. Stafford Library

Month: June Year: 2017

By Liz Gonzalez

Narrative *Highlights, including public comments, special activities, visitors, and displays.*

June was a very busy month at R.H. Stafford Library, with 34,428 library users coming through our front doors. With the kick-off of the Bookawocky summer reading program, there were many fun and educational programs offered for people of all ages.

We kicked off Bookawocky on June 10th with Madden Magic and Face Painting. Around 200 visitors participated in these “Bookawocky Blastoff” events. Kids and teens of all ages have been stopping by all month to pick up their activity booklets. Over 100 kids have already returned to the library to claim their prizes for reading! Many have also written or drawn book review forms that are hanging on display in the kid’s area.

The new adult summer reading program, “10,000 Experiences at your Library”, began on June 10th. With the help of Paul Bunyan, Babe the Big Blue Ox, and Minnesota's great outdoors, adults can have fun reading while earning fun prizes. Participants were given a game card. When they completed 6 of the 16 challenges on the game card, they received an award. And then they were entered in a grand prize drawing.

Children enjoyed a number of fun programs in June. On June 12th, 24 children created their favorite silly Shopkins characters from clay. The next day, on June 13th, 17 children ages 8-12 attended a Washington County 4-H program, for an engineering challenge using balls and tracks!

The Captain Underpants Party was a hit on Wednesday, June 14th. In celebration of the popular books by Dav Pilkey, 26 kids had fun with a variety of activities including the Toilet Plunger Ring Toss!

On June 21st, 12 children, ages 8-12, attended the “Glow-in-the-Dark Dioramas” program. They used glow-in-the-dark Mylar and markers with recycled materials to create a diorama of planets, constellations and asteroids. This program was presented by ArtStart.

Ralph’s World Live, a Rock N Roll concert for the whole family, was held in the amphitheater the morning of June 24th. This concert featured the music of Ralph Covert, including activity songs like “Drivin in my car”, dancing songs and pure silliness. Eighty-five people attended this program.

On June 26th, Washington County 4-H returned to the library for a special program on Lego Coding. Nineteen kids came to learn coding or computer programming using Legos.

To prepare for the upcoming solar eclipse, 23 kids attended “Space Cadet Camp” on June 28th. Here they practiced counting the stars, focused their eclipse eyesight, mapped the constellations, and more.

Twenty-eight people participated in our special event, “Preschool Science Lab” on Friday, June 30th. Preschoolers and their families had fun playing, learning, and exploring through various experiments.

Dog Gone Reading continues to be a popular program. On Monday evenings in June, 26 kids read to dogs in the Dog Gone Reading program.

Our always popular weekly story times saw a total of 764 attendees in the month of June. We celebrated the summer solstice with a "Summer" theme, and had a roaring good time at our "Dinosaur" story time. Another story time theme was "Fun with Bugs."

Teens stopped by the library at the beginning of the month for our Finals Relief Nights in the Teen Area. Twenty-two total teens participated in relaxing crafts throughout the week. The R.H. Stafford Library Teen Book Club met for the first time on Monday, June 10th and discussed *Caraval* by Stephanie Garber. Teenscape, the weekly summer program for ages 12-18, saw a total attendance of 20 teens for the month. The escape room on June 29th was our most popular teen program so far!

On June 24th, eight teens had the opportunity to participate in the "Zen Tangles with the Artistry" program. The concept of Zentangle is a way to practice focus and meditation through drawing repetitive lines, marks, circles, and shapes. Patterns, called tangles, are chosen from the vast collection and from imagination. Students discussed and looked at examples of Zentangle art and participated in various skill lessons and activities. Each student left with a Zentangle packet to take home for future work and meditation in addition to the work they created in class.

We are also incredibly grateful for our Bookawocky Teen Volunteers! Fifty-three trained volunteers have been helping hand out Bookawocky materials to children, teens, and their families. They also help us keep the children's area neat and tidy by shelving, and have helped with various library programs. They served 346 hours during the month of June.

There were several learning opportunities for adults during the month of June, including a "Tips and Tricks for Ancestry Library Edition" class. This was offered on June 16th, as part of the Lifelong Learning series. Attendees learned strategies for getting the most out of Ancestry searches. Five people attended.

We also had an "Introduction to Zentangle style art" for adults on June 30th. Ten people attended the class to learn about the relaxing benefits of zentangle. Students had the opportunity to try out different styles and techniques. The class was taught by Sue Swanson.

On June 6, 2016, fifteen people from the RH Stafford book club met to discuss *Infidel* by Ayaan Hirsi Ali. A good discourse was held. Here is one of the questions that was discussed: "Discuss the differences that Hirsi Ali noticed between raising children in Muslim countries and raising children in the West."

Thirty-nine people attended the Antiques Appraisal event on June 29th in the Central Park Amphitheater. Experienced appraiser Mark Moran examined a variety of interesting items, including a 50-year-old crocodile skin bag from India.

Crafters met to work on various craft projects at the bi-monthly "Let's Make Stuff" gathering in the library conference rooms on June 13th and 27th.

Our much appreciated teen and adult volunteers put in a total of 577 hours throughout the month of June!

Branch Narrative

Branch: Valley

Month: May Year: 2017

Narrative *Highlights, including public comments, special activities, visitors, and displays.*

Youth Services: May was a busy month for youth programs. We started off with our Pete the Cat Book Party in celebration of Children's Book Week. It was attended by 22 children and adults who had great fun making Pete headbands, sorting buttons, making sunglasses and listening to some great Pete the Cat stories. Valley also did the "The Great Book Escape Scavenger Hunt" for the entire month of May.

Daniel from the McPhail Center for Music presented "Wheels Make Music" on May 22 and delighted both children and adults.

Family Storytime themes for May were flowers and bugs. For STEM Saturday in May we featured Squishy Circuits and had 19 people (the most we have ever had for a STEM Saturday) come and experiment with circuits! The highlight of the month came on May 26th when 75 first grade students and their teachers from Afton-Lakeland School came to visit the library and learn about the Summer Reading Program. They asked lots of questions and were very excited about all the fun programs we have planned for the summer.



Above: MacPhail Music program May 2017



Above & below: 1st graders from Afton/Lakeland Elem



The Valley Book Club met on May 25th to discuss *"The Flood Girls"* by Richard Fifiield. Nine members were present including 1 new person. The month of June's book club selection is titled *"Say you're one of them"* by Uwem Akpan.

There was no Dog Gone Reading session scheduled in May.

The adult window display theme was "It's greening up!" and featured fiction books with covers in various shades of green. The children's window was filled with green books (green covers that is) for the theme "Get Your Green On".

The gate count for May 2017 was 1375.

Volunteer hours for May at Valley Library totalled 12 hours.

We were open for 26 days and closed for the Memorial Day holiday.

Submitted by Marty Hoekstra

Branch Narrative

Branch: Valley

Month: June Year: 2017

Narrative *Highlights, including public comments, special activities, visitors, and displays.*

June was ‘busting out all over’ with fun activities at Valley Library.

On Saturday, June 10th, the Bookawocky Summer Reading Program got underway with a fabulous musical performance by the “Splatter Sisters.” Attendees also participated in some chalk art and had refreshments.



Several other Summer Reader Program events were held in June. On Wednesday the 14th we had a DIY day with a clothespin messages activity. On Saturday, June 17th at the monthly STEM program we had ‘Snake, Rattle, and Roll’ with Snake Discovery. Emily Roberts gave an informative presentation on snakes and lizards, but, the highlight of the program was when the kids got to hold the snakes and other reptiles.



Stories Sing with the Minnesota Opera was held on Monday, June 19th. Kids got to listen and sing with a performer from the Minnesota Opera as she read them the charming story of *Opera Cat* by Tess Weaver. Kids also got to make their own “Opera Cat” puppet and sing along.



On Tuesday, June 20th artist Ella Thomson conducted a “Button, Button, who’s got the button” class. The 12 attendees learned basic jewelry-making techniques while re-purposing material in a creative way!



The Outer space Drawing Lesson on Thursday, June 22nd was a big hit. The children drew their own planets and constellations in chalk pastel. They learned many facts about our solar system as well as the art technique.



Our monthly STEAM (science, technology, engineering, art, and math) story time was a Pre-School Science Lab held on Monday, June 26th. We read stories about science and the scientific method, we did the Elephant Toothpaste experiment to the delight of all present, and the kids were able to do some experiments of their own. They made ‘fizzing colors,’ a ‘garden in a glove,’ ‘crazy hair’ with magnets, and tried to guess what was inside some ‘tactile balloons.’ The program was a great success.



“A Journey through Africa” on Friday, June 30th rounded out our programming for the month. The program, presented by Como Park Zoo and Conservatory included a story and some live visitors (some bugs and animals you might encounter in Africa.) Both the kids and the adults in attendance were entertained.



We have a few names on our “Wall of Fame” already and hope to have many more by the end of the Summer Reading Program. The teens and the adults are also picking up Bookawocky forms for “Tic Tac Teen” and “10,000 Experiences at your Library” respectively. Staff members have been happy to wear their “Bookawocky” t-shirts and their “10,000 Experiences at your Library” pins to help promote these programs.

There were two regular Story times in June and the themes were ‘Ice Cream’ and ‘Fishy Fish.’

Eight members of the Valley Book Club met on Thursday June 22nd to discuss the book *Say you are one of them* by Uwem Akpan. The members also picked out several titles to read in the coming months.

The theme for both the adult window display and the children’s window display for the summer months is “Hot Days, Cool Books” and feature a mixture of new titles and old favorites.

Our volunteers assisted us for 7.25 hours in June. Our gate count was 1,770. We were open 26 days.

Submitted by Diane Estreen.

Branch Narrative: Wildwood Library May, 2017

This school year Wildwood once again partnered with the Mahtomedi Work Experience Program which helps students build



job skills. These volunteers helped us with shifting, inventory, displays, cleaning and the like. We thank them for all their hard work!



Our new Book Return Monster, courtesy of Brad, Matt & Kim.



One other little change we made in May was housing all of our new movies together in our DVD rack. We stole the idea from Oakdale, and our customers LOVE it!

In May The Wildwood Book Club discussed Hilary Mantel's *Wolf Hall*, a novel about Thomas Cromwell and the rule of Henry VIII. This was the first time that none of our regular members actually finished reading the entire book, but we really had a great discussion anyway. The Wildwood Writers Group is still going strong. June marks their 2nd anniversary.

Submitted by Amy Zeuli

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Librarian Andrea Hermanson visited elementary school students at both Wildwood Elementary and O.H. Anderson to spread the excitement about the upcoming summer reading program! We also hosted a *Magic Tree House* party, and two special MacPhail 'Sing, Play, Learn' programs.

sing play learn
WITH MacPhail™



A mother sent me this photo of her daughter and her friend hanging out at the Library on a rainy Saturday afternoon in May. Too cute!

Branch Narrative

Branch: *Wildwood*
Month: *June* Year: *2017*



It's June and that means the start of our summer reading programs! Bookawocky "blasted off" on Saturday, June 10 with a family storytime in the morning that included stories, crafts and a rocket shaped photo booth. Later that afternoon Brodini the magician entertained a packed house with his hilarious comedy magic show.

The fun continued throughout the month with many more exciting programs. Kids learned to use code to design video games and runway fashion. They got to be a NASA rocket scientist for a day and construct a Skyblazer Rocket as well as a paleontologist and dig for dinosaur fossils. Bruce the Bug Guy presented some live creatures including giant moths and hissing cockroaches. Andrea, our children's librarian, bravely held one of the tarantulas. There was also a party just to get silly with Captain Underpants.

The very popular Mahtomedi History Trolley Tour ran again with two full tours. Patrons enjoyed a ride on the Stillwater trolley while our guide shared stories about Mahtomedi's colorful past.

There was something new for our adult readers this year too. The "10,000 Experiences at Your Library" adult summer reading program debuted. Adults pick up a game card, register and receive a free book. Next they complete six of sixteen fun challenges. Activities include: read a Minnesota author, learn something new from a book or database, visit a Washington County park, venture to a farmer's market and 12 other fun adventures. When participants turn in a completed game card they receive another prize – a fishing bobber keychain or a can Koozie. Then they're entered into the grand prize drawing for a Washington County Parks pass or a pair of tickets to the Minnesota State Fair. We're getting a lot of adults engaged with this exciting new program.



We know everyone is reading a lot this summer. Our LSAs are busy checking in and shelving a high volume of books. Wildwood is busy and full of an energy that is sure to last all summer long.

Submitted by Lori Keene



WASHINGTON COUNTY LIBRARY

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
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	6/7/17: 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	6/7/17: Brechon and Ryskoski met to discuss WCL/SPL relations. Anticipate no cost changes for 2018 contract with WCL.
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	6/7/17: Brechon presented 2016 Annual Report to City Council on 6/6/17.
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 asked to develop appeals process for staff.	HR Committee Brechon	7/17/17: In Progress Board approved appeals process at July Board Meeting. Brechon to follow-up with F&H to determine cost of appeals.
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
106	7/11/2017	Interim Director	Board Committee of Executive Committee + Stark to form to facilitate second interviews with selected candidates and to clarify the status of James Hill as a candidate.	Exec Committee Stark	
106	7/11/2017	Kilty Bequest	Executive Committee to work with Foundation and City to transfer Kilty Fund to Foundation in a designation Kilty fund to be used in the upkeep of the library per the discretion of the trustees.	Exec Committee	
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: McCarty updated library that the city has this in its budget for 2018. No exact 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 19: Hear, Here! Loop Launch 7:00 pm 28: 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 25: 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 29: 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 27: 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</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 1: SPLF Board Meeting, 7:30 am 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