

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, July 11, 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 June 13, 2017 Minutes +
  - b. Acknowledgement of Bills Paid in June 2017 (\$40,441.94) +
  - c. Budget Status Report +
5. Discussion of Library Director candidates

Old Business

6. 2018 Library Operating Budget A
7. Policy: SPL Trustee Job Description & Ethics A+

New Business

8. Policy : SPL Library Code of Conduct, Bulletin Boards D+
9. Bequest from Estate of Richard S. Kilty A+
10. Acceptance of Q2 Gifts A+
11. License for Trumi A+

12. Director and Other Staff reports +

13. Foundation Report +

14. Board Committee Reports

- |               |                    |
|---------------|--------------------|
| a. Executive  | d. Human resources |
| b. Facilities | e. WCL Task Force  |
| c. Finance    |                    |

15. Public Commentary and Communications

16. 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, July 10, 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 MEETING  
Tuesday, June 13, 2017**

**Minutes**

**PRESENT:** Bell, Carlsen, Hansen, Hemer, Keliher, Menikheim, Richie, Stark

**ABSENT:** Lunn

**STAFF:** Brechon, Goeltl

**AGENDA ITEM 1: Call to Order**

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

**AGENDA ITEM 2: Introduction of new Trustee, Paula Hemer**

Paula Hemer was introduced as a new Trustee of the Stillwater Public Library.

**AGENDA ITEM 3: Adoption of Agenda**

Motion to adopt agenda. MSP.

**AGENDA ITEM 4: In-Person Public Commentary**

**AGENDA ITEM 5: Consent Calendar**

Motion to adopt consent calendar. MSP.

**AGENDA ITEM 6: John Keister, Executive Search Update**

Keister reported on the executive search for the Library Director. Keister vetted applicants and presented five candidates for board consideration. Keister proposed an interview process that included interviews with Board, discussions with staff, and a candidate reception with Council, Friends, Foundation, and other interested groups.

Board discussed candidates and the proposed interview process. Board is reviewing calendars to determine date for interviews. Keliher will follow-up with Keister regarding preferred date.

**AGENDA ITEM 7: Events/Zoning Discussion**

Keliher informed the board that the Stillwater City Council discussed library events/zoning at the city council meeting on June 6. The council has requested that the library board educate the council on its policies and review its policies and procedures to assess how the library could alleviate neighborhood concerns. Then the council can proceed on appropriate next steps.

Board discussed council meeting. Board also discussed the September 2016 board meeting attended by neighbors where change requests were presented. Neighbor Suzi Quaderer, in attendance at this June board meeting, expressed concern that the library has not fully addressed requests from September 2016 nor fully communicated the status of these requests. Keliher reported that changes to event policy were made based on September discussion with neighbors but acknowledged that not every request was granted.

*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  
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Minutes

Board decided to review event policy again to determine if further updates could be made and if procedural items may be addressed. Board will also bring back a task force to meet with neighbors to review concerns. Suzi Quaderer volunteered to be the contact for the neighbors.

**AGENDA ITEM 8: 2018 Library Budget**

Stark overviewed the 2018 budget process and parameters with the goal of building flexibility for a new library director and sustaining operations. As background for the 2018 process, Stark discussed 2017 budgeted numbers for the library's portion of the city's operating levy, library-generated revenue, and total personnel costs.

Menikheim requested that the library show the full budget picture, including supplemental funds, when presenting budget request to the council. Keliher added that while it's important not to cause confusion and to be clear that many supplemental funds aren't guaranteed, the Library does factor some supplemental funding into its budget, and that this should be communicated along with the Library's budget request.

Board discussed different possible percentage increase requests. It was noted that there is ground to make up from last year. It was asked if there were related budget items for finishing the current strategic plan or beginning a new one. Bell noted that that the library has had a long-time strategic goal of increasing staff to more hours and that the materials budget is very low.

**AGENDA ITEM 9: Library Board Policy Update: SPL Trustee Job Description & Ethics**

These updated policy documents were included in this month's board packet as a first read, and the Board was given some context for the policies and the importance of keeping them up to date. Board will discuss and possibly adopt at next meeting.

**AGENDA ITEM 10: Director and Other Staff Reports**

Brechon reported on her meeting with Keith Ryskoski. They discussed the WCL/SPL contract. There should be no WCL/SPL contract changes at this time. They also discussed the Sirsi-Dynix contract, collection purchases and processing, and other efficiencies.

**AGENDA ITEM 11: Foundation Report**

Richie provided an update on the Foundation, including Light A Spark, the growing endowment fund, and Destination Library.

Keliher provided an update on the Friends meeting.

**AGENDA ITEM 12: Board Committee Reports**

- a. **Executive Committee:** None.
- b. **Facilities:** Carlsen reported that there is a meeting on June 20<sup>th</sup>. Progress is continuing on teen room, welcome area, and reading room.
- c. **Finance:** None.

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**Minutes**

- d. Human Resources:** HR Committee continues to study the issues concerning the Library Staff classification and compensation study and will be meeting with city staff in order to understand additional information. Once all information has been received the committee will update the Board.
- e. WCL Task Force:** Stark, Menikheim, and Lunn met with Keith Ryskoski. Another meeting will be scheduled for July or August. They discussed WCL and areas of collaboration. They also discussed the demographic study, and Keith indicated that he would be willing to present the information to the SPL board.

**AGENDA ITEM 13: Public Commentary and Communications**

None.

**AGENDA ITEM 14: Adjournment**

Meeting adjourned at 9:39 pm.

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**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
<b>INVOICES PAYABLE</b>						
6062017	6/6/2017	Baker and Taylor	Materials - Juv	\$ 667.11	230-4230-2400-0000	Childrens Books
6062017	6/6/2017	Baker and Taylor	Materials - YA	\$ 146.38	230-4230-2406-0000	Teen Books
6062017	6/6/2017	Baker and Taylor	Materials - Processing	\$ 18.62	230-4230-3404-0000	Processing Fee
60617	6/6/2017	Baker and Taylor	Materials - Ref	\$ 109.65	230-4230-2113-0000	Reference
60617	6/6/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 26.61	232-4232-2113-0000	SPLF - Materials
5312017	5/31/2017	Brechon Melissa J.	Interim Library Director - May	\$ 7,000.00	230-4230-3099-0000	Other Professional Services
60617	6/6/2017	Brodart Co	Materials - Adult Fiction	\$ 15.65	230-4230-2401-0000	Adult Books - Fiction
60617	6/6/2017	Brodart Co	Materials - Adult NonFiction	\$ 1,396.94	230-4230-2405-0000	Adult Books - Non Fiction
60617	6/6/2017	Brodart Co	Materials - Processing	\$ 35.75	230-4230-3404-0000	Processing Fee
17188	5/15/2017	Communication Systems Specialists	Public Workstation Wiring	\$ 2,130.25	230-4900-5200-0000	C/O & Improvements
5222017	5/22/2017	Kinder Melodies	Programs - Juv (SPLF)	\$ 225.00	232-4232-2407-0000	SPLF - Programs
60617	6/6/2017	Midwest Tape	Materials - Audio	\$ 867.79	230-4230-2402-0000	Audio
60617	6/6/2017	Midwest Tape	Materials - Processing	\$ 65.00	230-4230-3404-0000	Processing Fee
W17040685	5/17/2017	Office of MN IT Services	Telephone - April	\$ 379.44	230-4231-3101-0000	Telephone
6821301	5/16/2017	Quill Corporation	Supplies	\$ 362.28	230-4230-2101-0000	General Supplies
13661513	5/16/2017	Toshiba Business Solutions	Maintenance Contract	\$ 45.53	230-4230-3707-0000	Maintenance Agreements
13661514	5/16/2017	Toshiba Business Solutions	Maintenance Contract	\$ 65.70	230-4230-3707-0000	Maintenance Agreements
51-7976594-1	5/25/2017	Xcel Energy	Energy	\$ 563.60	230-4231-3601-0000	Natural Gas
51-7976594-1	5/25/2017	Xcel Energy	Energy	\$ 4,165.45	230-4231-3600-0000	Electricity
		<b>INVOICES SUBTOTAL</b>		<b>\$ 18,286.75</b>		
<b>CREDIT CARD</b>						
1810654	42831	Amazon.com	Equipment - Imagination Station (SPLF)	\$ 117.33	232-4232-2302-0000	SPLF - Minor Equipment
45661438	42829	American Library Association	Supplies	\$ 197.00	230-4230-2101-0000	General Supplies
4152046A66EB	42836	Encore Data Products	Flash Drives	\$ 59.50	230-4230-2101-0000	General Supplies
W58918332	42837	Home Depot	Step Stool	\$ 54.79	230-4230-2302-0000	Other Minor Equipment
4022017	42827	Junk 360	Metal Recycling	\$ 509.00	230-4900-5200-0000	C/O & Improvements
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 937.62</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
		<b>GRAND TOTAL</b>		<b>\$ 19,224.37</b>		

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
<b>INVOICES PAYABLE</b>						
737320	5/31/2017	Abbott Paint	Abbott	\$ 378.77	230-4231-2102-0000	Janitorial Supplies
187746	5/1/2017	Ace Hardware	Supplies	\$ 33.08	230-4231-2102-0000	Janitorial Supplies
187785	5/2/2017	Ace Hardware	Supplies	\$ 29.31	230-4231-2102-0000	Janitorial Supplies
187887	5/5/2017	Ace Hardware	Supplies	\$ 7.58	230-4231-2102-0000	Janitorial Supplies
187888	5/5/2017	Ace Hardware	Supplies	\$ 1.76	230-4231-2102-0000	Janitorial Supplies
188037	5/10/2017	Ace Hardware	Supplies	\$ 15.58	230-4231-2102-0000	Janitorial Supplies
188115	5/12/2017	Ace Hardware	Supplies	\$ 6.37	230-4231-2102-0000	Janitorial Supplies
6202017	6/20/2017	Baker and Taylor	Materials - Juv	\$ 600.36	230-4230-2400-0000	Childrens Books
6202017	6/20/2017	Baker and Taylor	Materials - YA	\$ 348.23	230-4230-2406-0000	Teen Books
6202017	6/20/2017	Baker and Taylor	Materials - Processing	\$ 27.93	230-4230-3404-0000	Processing Fee
3994	6/2/2017	Balsam Tree & Shrub Care	Terrace Plants	\$ 225.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
15-0126	4/28/2017	Barnhouse Office LLC	Teen Room Design	\$ 2,400.00	235-4900-3099-0000	Library Don - Improvement Projects - Other
6202017	6/20/2017	Brodart Co	Materials - Adult Nonfiction	\$ 850.77	230-4230-2405-0000	Adult Books - Non Fiction
6202017	6/20/2017	Brodart Co	Materials - Processing	\$ 15.60	230-4230-3404-0000	Processing Fee
6152017	6/15/2017	Carlsen Gregg	Teen Room Furnishings - Trustee Reimbursement	\$ 1,829.70	235-4900-5200-0000	Library Don - Improvement Projects - C/O
306-02444792-3	5/31/2017	Culligan of Stillwater	Water	\$ 14.55	230-4230-4099-0000	Miscellaneous Charges
6152017	6/15/2017	The Bug Zone	Programs - Youth (MELSA)	\$ 225.00	235-4236-4099-0000	Library Donations Programs
2455591_6182488760	5/17/2017	G & K Services	Towels & Rugs	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
11773	6/5/2017	Grain Studio Inc	Programs - YS SRP Materials (SPLF)	\$ 690.00	232-4232-2407-0000	SPLF - Programs
6152017	6/15/2017	Hedin Sue	Programs - Gallery (SPLF) (Staff Reimbursement)	\$ 108.04	232-4232-2407-0000	SPLF - Programs
6152017	6/15/2017	Howe Linnea	Materials - YA (Staff Reimbursement)	\$ 65.54	230-4230-2406-0000	Teen Books
6152017	6/15/2017	Jarret John	Wedding Refund	\$ 1,750.00	230-0000-3500-0100	Meeting Room Rental (Refund)
JKA0607	6/7/2017	John Keister & Associates	Library Director Search	\$ 7,350.00	230-4230-3099-0000	Other Professional Services
61517	6/15/2017	LaFond Gene	Programs - Adult (SPLF)	\$ 600.00	232-4232-2407-0000	SPLF - Programs
6152017	6/15/2017	Madden Michael	Programs - Youth (MELSA)	\$ 175.00	235-4236-4099-0000	Library Donations Programs
47729	5/11/2017	Master Mechanical Inc.	Boiler Repair	\$ 814.34	230-4231-3703-0000	Building Repair Charges
47875	5/30/2017	Master Mechanical Inc.	Unit #1 Repair	\$ 561.00	230-4231-3703-0000	Building Repair Charges
6663	5/10/2017	Menards	Supplies	\$ 57.19	230-4231-2102-0000	Janitorial Supplies
8169	6/5/2017	Menards	Supplies	\$ 29.99	230-4231-2102-0000	Janitorial Supplies
62017	6/20/2017	Midwest Tape	Materials - Audio	\$ 502.01	230-4230-2402-0000	Audio
62017	6/20/2017	Midwest Tape	Materials - Video	\$ 41.23	230-4230-2408-0000	Film/Video
62017	6/20/2017	Midwest Tape	Materials - Processing	\$ 51.20	230-4230-3404-0000	Processing Fee
ALR00733651	6/1/2017	MN Dept of Labor and Industry	Elevator Annual Operating Permit	\$ 200.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
5165	6/13/2017	Paper Roll Products	Receipt Paper	\$ 153.22	230-4230-2101-0000	General Supplies
52116	6/15/2017	Ryers Mariah Elizabeth	Programs - YA (SPLF)	\$ 163.03	232-4232-2407-0000	SPLF - Programs
13714703	6/8/2017	Textile Center	Programs - Adult (SPLF)	\$ 650.00	232-4232-2407-0000	SPLF - Programs
13714703	6/7/2017	Toshiba Business Solutions	Maintenance Contract	\$ 163.05	230-4230-3707-0000	Maintenance Agreements
			<b>INVOICES SUBTOTAL</b>	<b>\$ 21,217.57</b>		
<b>CREDIT CARD</b>						
None						
			CREDIT CARD SUBTOTAL	\$ -		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			<b>GRAND TOTAL</b>	<b>\$ 21,217.57</b>		

Submitted for payment

Melissa J. Brechon, Interim Director

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 7/6/2017 - 9:44 AM  
 Period: 1 to 5, 2017



Account Number		Description	Budget Amount	Jan 1- May 31 Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230		LIBRARY FUND							
Dept 230-0000		TAXES							
R05		Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3010-0100									
		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	23,440.00	23,440.00	46,560.00	0.00	46,560.00	66.51
230-0000-3520-0100		Copier/Printer Sales	5,800.00	2,013.35	2,013.35	3,786.65	0.00	3,786.65	65.29
230-0000-3880-0200		Gallery Fees	600.00	0.00	0.00	600.00	0.00	600.00	100.00
230-0000-3880-0500		Book & Other Enterprise Sales	300.00	0.00	0.00	300.00	0.00	300.00	100.00
		R25 Sub Totals:	76,700.00	25,453.35	25,453.35	51,246.65	0.00	51,246.65	66.81
R40		MISCELLANEOUS							
230-0000-3810-0200		Interest Earnings-Investments	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
230-0000-3820-0100		Gifts	5,500.00	330.00	330.00	5,170.00	0.00	5,170.00	94.00
230-0000-3830-0100		Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100		Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200		Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100		Refunds and Reimbursements	500.00	168.30	168.30	331.70	0.00	331.70	66.34
230-0000-3880-0020		Library Card Fees	10,212.00	3,962.85	3,962.85	6,249.15	0.00	6,249.15	61.19
230-0000-3880-0030		Lost Materials	3,200.00	816.24	816.24	2,383.76	0.00	2,383.76	74.49
230-0000-3880-0040		Processing Fees	8,200.00	1,822.70	1,822.70	6,377.30	0.00	6,377.30	77.77
230-0000-3880-0050		Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100		Miscellaneous Income	300.00	-0.99	-0.99	300.99	0.00	300.99	100.33
		R40 Sub Totals:	29,412.00	7,099.10	7,099.10	22,312.90	0.00	22,312.90	75.86
R45		OTHER FINANCING SOURCES							
230-0000-3910-0100		Transfer In-General Fund	1,171,625.00	488,177.10	488,177.10	683,447.90	0.00	683,447.90	58.33
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	488,177.10	488,177.10	796,147.90	0.00	796,147.90	61.99
		Revenue Sub Totals:	1,390,437.00	520,729.55	520,729.55	869,707.45	0.00	869,707.45	62.55
		Dept 0000 Sub Totals:	-1,390,437.00	-520,729.55	-520,729.55	-869,707.45	0.00		
Dept 230-4230		LIBRARY OPERATIONS							
E05		PERSONNEL SERVICES							
230-4230-1000-0000		Full Time Salaries	223,923.00	42,402.79	42,402.79	181,520.21	0.00	181,520.21	81.06
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	7,054.33	7,054.33	-7,054.33	0.00	-7,054.33	0.00
230-4230-1113-0000		Vacation Pay	0.00	35,742.71	35,742.71	-35,742.71	0.00	-35,742.71	0.00
230-4230-1200-0000		Part Time Salaries	469,003.00	188,068.28	188,068.28	280,934.72	0.00	280,934.72	59.90
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	18,834.24	18,834.24	33,139.76	0.00	33,139.76	63.76
230-4230-1420-0000		FICA/Medicare	53,005.00	20,981.88	20,981.88	32,023.12	0.00	32,023.12	60.42
230-4230-1500-0000		Hospital / Medical	105,454.00	36,081.64	36,081.64	69,372.36	0.00	69,372.36	65.78
230-4230-1520-0000		Dental Insurance	4,149.00	1,158.85	1,158.85	2,990.15	0.00	2,990.15	72.07
230-4230-1540-0000		Life Insurance	650.00	268.80	268.80	381.20	0.00	381.20	58.65
230-4230-1990-0000		Grant Pass Thru	0.00	200.00	200.00	-200.00	0.00	-200.00	0.00
		E05 Sub Totals:	908,158.00	387,225.65	387,225.65	520,932.35	0.00	520,932.35	57.36
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	774.65	774.65	3,725.35	0.00	3,725.35	82.79
230-4230-2113-0000		Reference	5,040.00	458.03	458.03	4,581.97	0.00	4,581.97	90.91

# General Ledger

## Budget Status

User: kgoelt  
 Printed: 7/6/2017 - 9:44 AM  
 Period: 1 to 5, 2017



		Jan 1- May 31						
Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	5,154.59	5,154.59	7,865.41	0.00	7,865.41	60.41
230-4230-2401-0000	Adult Books - Fiction	14,923.00	2,570.94	2,570.94	12,352.06	0.00	12,352.06	82.77
230-4230-2402-0000	Audio	10,920.00	1,100.20	1,100.20	9,819.80	0.00	9,819.80	89.92
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	3,827.04	3,827.04	12,990.96	0.00	12,990.96	77.24
230-4230-2406-0000	Teen Books - Materials	4,620.00	1,764.54	1,764.54	2,855.46	0.00	2,855.46	61.81
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	1,391.84	1,391.84	6,168.16	0.00	6,168.16	81.59
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	23,328.32	23,328.32	67,436.68	0.00	67,436.68	74.30
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	27,546.00	27,546.00	-26,546.00	0.00	-26,546.00	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	214.75	214.75	1,285.25	0.00	1,285.25	85.68
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	2,049.75	2,049.75	4,950.25	0.00	4,950.25	70.72
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	891.38	891.38	19,108.62	0.00	19,108.62	95.54
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	33,871.59	33,871.59	10,942.41	0.00	10,942.41	24.42
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	1,342.30	1,342.30	157.70	0.00	157.70	10.51
	E20 Sub Totals:	2,525.00	2,077.28	2,077.28	447.72	0.00	447.72	17.73
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	447,040.02	447,040.02	687,921.98	0.00	687,921.98	60.61
	Dept 4230 Sub Totals:	1,134,962.00	447,040.02	447,040.02	687,921.98	0.00	687,921.98	60.61
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	51,709.00	20,604.32	20,604.32	31,104.68	0.00	31,104.68	60.15
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	979.73	979.73	-979.73	0.00	-979.73	0.00
230-4231-1113-0000	Vacation Pay	0.00	1,081.84	1,081.84	-1,081.84	0.00	-1,081.84	0.00
230-4231-1200-0000	Part Time Salaries	33,876.00	12,744.21	12,744.21	21,131.79	0.00	21,131.79	62.38
230-4231-1410-0000	PERA	6,419.00	2,519.25	2,519.25	3,899.75	0.00	3,899.75	60.75
230-4231-1420-0000	FICA/Medicare	6,547.00	2,378.37	2,378.37	4,168.63	0.00	4,168.63	63.67
230-4231-1500-0000	Hospital / Medical	21,178.00	7,355.35	7,355.35	13,822.65	0.00	13,822.65	65.27
230-4231-1520-0000	Dental Insurance	758.00	315.70	315.70	442.30	0.00	442.30	58.35
230-4231-1540-0000	Life Insurance	116.00	48.00	48.00	68.00	0.00	68.00	58.62
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	48,026.77	48,026.77	72,576.23	0.00	72,576.23	60.18
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	923.69	923.69	2,876.31	0.00	2,876.31	75.69
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



# General Ledger

## Budget Status



User: kgoeltl  
 Printed: 7/6/2017 - 9:44 AM  
 Period: 1 to 5, 2017

Account Number	Description	Budget Amount	Jan 1- May 31 Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	2,292.86	2,292.86	5,007.14	0.00	5,007.14	68.59
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	1,141.28	1,141.28	3,358.72	0.00	3,358.72	74.64
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	11,654.72	11,654.72	28,345.28	0.00	28,345.28	70.86
230-4231-3601-0000	Natural Gas	12,000.00	4,977.74	4,977.74	7,022.26	0.00	7,022.26	58.52
230-4231-3703-0000	Building Repair Charges	10,750.00	9,179.21	9,179.21	1,570.79	0.00	1,570.79	14.61
230-4231-3707-0000	Maintenance Agreements	8,995.00	3,540.72	3,540.72	5,454.28	0.00	5,454.28	60.64
	E15 Sub Totals:	106,486.00	30,493.67	30,493.67	75,992.33	0.00	75,992.33	71.36
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,475.86	1,475.86	-375.86	0.00	-375.86	0.00
	E20 Sub Totals:	1,100.00	1,475.86	1,475.86	-375.86	0.00	-375.86	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 Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	259,489.00	82,289.16	82,289.16	177,199.84	0.00	177,199.84	68.29
	Dept 4231 Sub Totals:	259,489.00	82,289.16	82,289.16	177,199.84	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	6,956.37	6,956.37	-6,956.37	0.00	-6,956.37	0.00
	E25 Sub Totals:	0.00	6,956.37	6,956.37	-6,956.37	0.00	-6,956.37	0.00
	Expense Sub Totals:	0.00	6,956.37	6,956.37	-6,956.37	0.00	-6,956.37	0.00
	Dept 4900 Sub Totals:	0.00	6,956.37	6,956.37	-6,956.37	0.00		
	Fund Revenue Sub Totals:	1,390,437.00	520,729.55	520,729.55	869,707.45	0.00	869,707.45	62.55
	Fund Expense Sub Totals:	1,394,451.00	536,285.55	536,285.55	858,165.45	0.00	858,165.45	61.54
	Fund 230 Sub Totals:	4,014.00	15,556.00	15,556.00	-11,542.00	0.00		
	Revenue Totals:	1,390,437.00	520,729.55	520,729.55	869,707.45	0.00	869,707.45	62.55
	Expense Totals:	1,394,451.00	536,285.55	536,285.55	858,165.45	0.00	858,165.45	61.54
	Report Totals:	4,014.00	15,556.00	15,556.00	-11,542.00	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.

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION: <b>2018 Library Operating Budget</b></p>	
<p>OWNER: Finance Committee Interim Director Office Specialist</p>	<p>PRESENTER: Finance Committee</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Board approves 2018 Operating Budget.</p>	
<p>BACKGROUND/CONTEXT: The 2018 Draft Operating Budget was prepared with specific look to building in flexibility for the new library director and maintaining library operations.</p> <p>Following are key points regarding the 2018 budget numbers: <u>223 Personnel Grant</u> Assumes \$7,695 in donations from Foundation to cover the cost of ½ of Sundays for 2018.</p> <p><u>230 Library Fund - Operating</u></p> <ul style="list-style-type: none"> <li>• <i>Library-Generated Revenue:</i> Assumed a reduction in Lake Elmo Fees (\$10,000) and Event/Meeting revenue (\$10,000) for a \$20,000 reduction.</li> <li>• <i>Personnel Costs:</i> Moved staff positions to Flaherty &amp; 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.</li> <li>• <i>Collections:</i> Increased funding for collections by \$15,635 from 2017, a 17% increase.</li> <li>• <i>Building Repair Charges:</i> Planned for increased building repair charges by \$5,000.</li> <li>• <i>Transfer in – General Fund:</i> In the draft budget, the total Transfer In – General Fund request for operations and plant would be \$1,254,074. This is an increase of \$82,449 or 7.04%.</li> </ul> <p><u>230 Library Fund - Capital</u> Board approved a 2018 capital outlay request of \$111,493 from city. The 2017 capital request was \$90,000. This is an increase of 24% from 2017.</p> <p><u>230 Library Fund – Overall</u> If the draft operating budget numbers are used, 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%.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 Draft Operating Budget 2016 Supplemental Gifts Received COLA History 2018 -2022 Capital Improvement Plan</p>	

# Agenda Item Cover Sheet

BOARD MEETING DATE:  
**July 11, 2017**

**Agenda Item: 6**

PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

## Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

**2018 Draft Budget - Operating**  
Prepared 7/7/17



2015 Actual	2016 Actual	2017 Adopted	2017 Estimated 6- 13-17	Account	Description	2018 Requested	2018 \$ Change	2018 % Change	Notes
				220	<b>MINERVA FUND</b>				<i>The Minerva Fund is an endowment fund with income only used. Use of fund is restricted for materials.</i>
				R40	MISCELLANEOUS				
238	81	400.00	0.00	3810-0200	Interest Earnings-Investments	150.00			
238	81	400	0		MISCELLANEOUS Totals:	150			
238	81	400	0		REVENUES TOTALS:	150			
				4220	MINERVA				
				E10	SUPPLIES				
649	0	400.00	0.00	2404-0000	Other Books	0.00			
649	0	400	0		SUPPLIES Totals:	0			
649	0	400	0		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	150			
649	0	400	0		DEPT EXPENSES	0			
(649)	0	(400)	0		MINERVA Totals:	150			
238	81	400	0		FUND REVENUES	150			
649	0	400	0		FUND EXPENSES	0			
(411)	81	0	0		MINERVA FUND Totals:	150			

**2018 Draft Budget - Operating**  
 Prepared 7/7/17



2015 Actual	2016 Actual	2017 Adopted	2017 Estimated 6- 13-17	Account	Description	2018 Requested	2018 \$ Change	2018 % Change	Notes
				221	<b>MC-WEBSTER FUND</b>				<i>The McCluer-Webster Library Fund is an endowment fund with interest only used. Use of fund is restricted for materials.</i>
				R40	MISCELLANEOUS				
91	34	200.00	0.00	3810-0200	Interest Earnings-Investments	75.00			
91	34	200	0		MISCELLANEOUS Totals:	75			
91	34	200	0		REVENUES TOTALS:	75			
				4221	MC-WEBSTER				
				E10	SUPPLIES				
0	0	200.00	0.00	2404-0000	Other Books	0.00			
0	0	200	0		SUPPLIES Totals:	0			
0	0	200	0		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	75			
0	0	200	0		DEPT EXPENSES	0			
0	0	(200)	0		MC-WEBSTER Totals:	75			
91	34	200	0		FUND REVENUES	75			
0	0	200	0		FUND EXPENSES	0			
91	34	0	0		MC-WEBSTER FUND Totals:	75			

**2018 Draft Budget - Operating**  
 Prepared 7/7/17



2015 Actual	2016 Actual	2017 Adopted	2017 Estimated 6- 13-17	Account	Description	2018 Requested	2018 \$ Change	2018 % Change	Notes
				222	<b>H R MURDOCK FUND</b>				<i>The HR Murdock Fund is an endowment fund with interest only used. Use of fund is restricted for materials.</i>
				R40	MISCELLANEOUS				
18	6	35.00	0.00	3810-0200	Interest Earnings-Investments	20.00			
18	6	35	0		MISCELLANEOUS Totals:	20			
18	6	35	0		REVENUES TOTALS:	20			
				4222	H R MURDOCK				
				E10	SUPPLIES				
0	0	35.00	0.00	2404-0000	Other Books	0.00			
0	0	35	0		SUPPLIES Totals:	0			
0	0	35	0		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	20			
0	0	35	0		DEPT EXPENSES	0			
0	0	(35)	0		H R MURDOCK Totals:	20			
18	6	35	0		FUND REVENUES	20			
0	0	35	0		FUND EXPENSES	0			
18	6	0	0		H R MURDOCK FUND Totals:	20			

**2018 Draft Budget - Operating**  
Prepared 7/7/17



2015 Actual	2016 Actual	2017 Adopted	2017 Estimated 6-13-17	Account	Description	2018 Requested	2018 \$ Change	2018 % Change	Notes
				223	PERSONNEL GRANT				The personnel grant is used to manage personnel expenditures that are funded by donations, grants, and gifts. The most typical use of this fund is for Foundation grants for Sunday Hours, Weeding, and YS Support.
				R40	MISCELLANEOUS				
4,647	27,111	7,301.00	0.00	3870-0100	Refunds & Reimbursements	7,694.74			Assumes request to SPLF and grant awarded to cover 17 of 34 Sundays in 2018
4,647	27,111	7,301	0		MISCELLANEOUS Totals:	7,695			
				R45	OTHER FINANCING SOURCES				
0	110	0.00	0.00	3910-0235	Transfer In - Margaret Rivers	0.00			
0	110	0	0		OTHER FINANCING SOURCES Totals:	0			
4,647	27,221	7,301	0		REVENUES TOTALS:	7,695			
				4223	PERSONNEL SERVICE GRANT				
				E05	PERSONNEL SERVICES				
0	240	0.00	368.85	1000-0000	Full Time Salaries	0.00			
4,214	23,627	6,340.00	6,786.84	1200-0000	Part Time Salaries	6,682.36			
291	1,430	476.00	422.30	1410-0000	PERA	501.18			
306	1,757	485.00	526.79	1420-0000	FICA/Medicare	511.20			
433	(433)	0.00	665.82	1500-0000	Hospital / Medical	0.00			
16	(16)	0.00	19.62	1520-0000	Dental Insurance	0.00			
5,261	26,605	7,301	8,790		PERSONNEL SERVICES Totals:	7,695			
5,261	26,605	7,301	8,790		EXPENDITURES TOTALS:	7,695			
0	0	0	0		DEPT REVENUES	7,695			
5,261	26,605	7,301	8,790		DEPT EXPENSES	7,695			
(5,261)	(26,605)	(7,301)	(8,790)		PERSONNEL SERVICE GRANT Totals:	0			
4,647	27,221	7,301	0		FUND REVENUES	7,695			
5,261	26,605	7,301	8,790		FUND EXPENSES	7,695			
(614)	616	0	(8,790)		PERSONNEL GRANT Totals:	0			

**2018 Draft Budget - Operating**  
 Prepared 7/7/17



2015 Actual	2016 Actual	2017 Adopted	2017 Estimated 6- 13-17	Account	Description	2018 Requested	2018 \$ Change	2018 % Change	Notes
				224	HELEN LAWSON FUND				The Helen Lawson Long Term Library Fund is an endowment fund held at the St. Croix Valley Foundation. The interest only may be requested annually from the St. Croix Valley Foundation and is placed in the 224 Helen Lawson Fund account.
				R40	MISCELLANEOUS				
215	87	10,000.00	0.00	3810-0200	Interest Earnings-Investments	10,000.00			Assumes request for 2018 disbursement of interest earnings from Helen Lawson Fund at SCVG; Funds tend to be requested and received in Fall. Interest earned is subject to market and is an estimate only.
215	87	10,000	0		MISCELLANEOUS Totals:	10,000			
215	87	10,000	0		REVENUES TOTALS:	10,000			
				4224	HELEN LAWSON FUND				
				E10	SUPPLIES				
0	2,000	10,000.00	0.00	2404-0000	Other Books	0.00			How will Lawson funds be spent? Year?
0	2,000	10,000	0		SUPPLIES Totals:	0			
0	2,000	10,000	0		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	10,000			
0	2,000	10,000	0		DEPT EXPENSES	0			
0	(2,000)	(10,000)	0		HELEN LAWSON FUND Totals:	10,000			
215	87	10,000	0		FUND REVENUES	10,000			
0	2,000	10,000	0		FUND EXPENSES	0			
215	(1,913)	0	0		HELEN LAWSON FUND Totals:	10,000			



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2015 Actual	2016 Actual	2017 Adopted	2017 Estimated 6- 13-17	Account	Description	2018 Requested	2018 \$ Change	2018 % Change	Notes
				226	<b>VAN MEIER FUND</b>				<i>The HR Murdock Fund is an endowment fund with interest only used. Use of fund is restricted for medical materials.</i>
				R40	MISCELLANEOUS				
12	4	0.00	0.00	3810-0200	Interest Earnings-Investments	5.00			
12	4	0	0		MISCELLANEOUS Totals:	5			
12	4	0	0		REVENUES TOTALS:	5			
				4226	VAN MEIER				
				E10	SUPPLIES				
0	0	0.00	0.00	2404-0000	Other Books	0.00			
0	0	0	0		SUPPLIES Totals:	0			
0	0	0	0		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	5			
0	0	0	0		DEPT EXPENSES	0			
0	0	0	0		VAN MEIER Totals:	5			
12	4	0	0		FUND REVENUES	5			
0	0	0	0		FUND EXPENSES	0			
12	4	0	0		VAN MEIER FUND Totals:	5			

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				227	GOVERNMENT GIFTS				Government gifts tracks donations and grants received from other government groups such as Stillwater Township.
				R40	MISCELLANEOUS				
123	45	0.00	0.00	3810-0200	Interest Earnings-Investments	0.00			
5,000	5,000	5,000.00	0.00	3820-0100	Donations	5,000.00			A donation has not been received for 2017. In 2016, donation was received in May/June. Should \$5,000 be budgeted for 2018? Melissa is following up with Stillwater Township regarding 2017 gift.
5,123	5,045	5,000	0		MISCELLANEOUS Totals:	5,000			
5,123	5,045	5,000	0		REVENUES TOTALS:	5,000			
				4227	GOVERNMENT GIFTS				
				E10	SUPPLIES				
631	0	5,000.00	0.00	2404-0000	Other Books	0.00			How will revenue be spent? Year?
631	0	5,000	0		SUPPLIES Totals:	0			
631	0	5,000	2,987		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	0			
631	0	5,000	2,987		DEPT EXPENSES	0			
(631)	0	(5,000)	(2,987)		GOVERNMENT GIFTS Totals:	0			
				4900	IMPROVEMENT PROJECTS				
				E15	SERVICES AND CHARGES				
0	8,228	0.00	0.00	3099-0000	Other Professional Services	0.00			
0	8,228	0	0		SERVICES AND CHARGES Totals:	0			
0	13,982	0	0		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	0			
0	13,982	0	0		DEPT EXPENSES	0			
0	(13,982)	0	0		IMPROVEMENT PROJECTS Totals:	0			
5,123	5,045	5,000	0		FUND REVENUES	5,000			
631	13,982	5,000	2,987		FUND EXPENSES	0			
4,492	(8,938)	0	(2,987)		GOVERNMENT GIFTS Totals:	5,000			

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				<b>230</b>	<b>LIBRARY FUND</b>				
				R25	CHARGES FOR SERVICES				
64,196	64,806	70,000.00	23,230.00	3500-0100	Meeting Room Rental Fees	60,000.00			Anticipated wedd/event revenue down
5,533	6,700	5,800.00	2,013.35	3520-0100	Copier/Printer Sales	5,500.00			
490	276	600.00	0.00	3880-0200	Gallery Fees	500.00			
99	581	300.00	0.00	3880-0500	Book & Other Enterprise Sales	300.00			
70,318	72,363	76,700	25,243		CHARGES FOR SERVICES Totals:	66,300	-10,400.00	-13.56%	
				R40	MISCELLANEOUS				
1,559	560	1,500.00	0.00	3810-0200	Interest Earnings-Investments	1,000.00			
5,344	4,605	5,500.00	330.00	3820-0100	Gifts	4,500.00			
0	0	0.00	0.00	3830-0100	Sale of Property	0.00			
0	0	0.00	0.00	3860-0100	Lease/Rentals	0.00			
0	0	0.00	0.00	3860-0200	Parking Rental	0.00			
20	3,548	500.00	168.30	3870-0100	Refunds and Reimbursements	500.00			
8,152	12,377	10,212.00	3,959.85	3880-0020	Library Card Fees	2,000.00			No Lake Elmo Library Cards in 2018
2,644	3,735	3,200.00	638.13	3880-0030	Lost Materials	3,000.00			
7,638	7,636	8,200.00	1,099.46	3880-0040	Processing Fees	8,200.00			
7,546	0	0.00	0.00	3880-0050	Registration	0.00			
(20)	140	300.00	-0.99	3880-0100	Miscellaneous Income	0.00			
32,882	32,601	29,412	6,195		MISCELLANEOUS Totals:	19,200	-10,212.00	-34.72%	
				R45	OTHER FINANCING SOURCES				
1,125,957	1,171,625	1,171,625.00	1,171,625.00	3910-0100	Transfer In-General Fund	1,254,074.00	82,449.00	7.04%	
0	0	0.00	0.00	3910-0232	Transfer In-Library Fundraiser	0.00			
0	0	0.00	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00			
0	0	0.00	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00			
0	0	0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00			
0	0	0.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00			
0	0	0.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00			

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0	0	0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00			
0	0	0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00			
0	0	0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00			
0	0	0.00	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00			
22,628	81,754	22,700.00	0.00	3910-0426	Transfer In - CO Bonds 2016	0.00			
0	0	90,000.00	0.00	3910-0427	Transfer In - CO Bonds 2017	111,493.00			NOT ENTERING 2018 CAPITAL; JUST LOOKING AT OPERATING FOR THIS BUDGET
0	0	0.00	0.00	3910-0490	Transfer In-Capital Projects	0.00			
1,148,585	1,253,379	1,284,325	1,171,625		OTHER FINANCING SOURCES Totals:	1,365,567	81,242.00	6.33%	
1,251,785	1,358,343	1,390,437	1,203,063		REVENUES TOTALS:	1,451,067	60,630.00	4.36%	
				4230	LIBRARY OPERATIONS				
				E05	PERSONNEL SERVICES				
139,045	132,361	223,923.00	44,346.33	1000-0000	Full Time Salaries	224,792.80			
279	21	0.00	12.99	1100-0000	Overtime - Full Time	0.00			
0	0	0.00	36,419.14	1111-0000	Severance Pay	0.00			
14,255	14,643	0.00	10,243.18	1112-0000	Sick Pay	0.00			
42,974	47,868	0.00	36,505.17	1113-0000	Vacation Pay	0.00			
458,942	480,456	469,003.00	202,969.66	1200-0000	Part Time Salaries	492,089.22			
0	0	0.00	0.00	1300-0000	Overtime - Part Time	0.00			
48,064	49,439	51,974.00	20,311.87	1410-0000	PERA	53,766.15			
47,030	48,116	53,005.00	22,459.86	1420-0000	FICA/Medicare	54,841.47			
88,076	103,726	105,454.00	39,385.80	1500-0000	Hospital / Medical	105,502.00			
2,991	3,402	4,149.00	1,263.09	1520-0000	Dental Insurance	4,148.96			
645	645	650.00	288.96	1540-0000	Life Insurance	650.00			
842,301	880,676	908,158	414,206		PERSONNEL SERVICES Totals:	935,791	27,632.60	3.04%	Projection budgets director at lower starting salary than retired director; All other staff positions moved to proposed compensation grid adjusted for 2017 wages with anticipated steps. COLA and medical adjustments included.

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				E10	SUPPLIES				
0	0	250.00	0.00	2000-0000	Office Supplies	0.00			
4,354	4,244	4,500.00	880.43	2101-0000	General Supplies	4,500.00			
4,718	5,359	5,040.00	567.68	2113-0000	Reference	4,000.00			
1,470	1,543	1,750.00	1,081.10	2114-0000	Data Base Searching	2,000.00			Shared cost with WCL
3,254	2,510	3,000.00	765.04	2302-0000	Other Minor Equipment	3,000.00			
14,857	15,369	13,020.00	5,821.70	2400-0000	Childrens Books	16,500.00			
18,339	17,572	14,923.00	2,586.59	2401-0000	Adult Books - Fiction	20,000.00			
13,199	12,700	10,920.00	1,967.99	2402-0000	Audio	14,000.00			Includes Audio Books and Music
7,100	6,962	4,500.00	4,212.03	2403-0000	Periodicals	5,000.00			Assumes request to SPLF for 2018 grant to supplement rising cost of newspapers; SPLF funded this in 2017
21,409	22,490	16,818.00	5,223.98	2405-0000	Adult Books - Non Fiction	20,000.00			
0	5,513	4,620.00	1,910.92	2406-0000	Teen Books - Materials	5,000.00			
0	0	0.00	0.00	2407-0000	Programs	0.00			Assumes request to Foundation and possibly Friends for programming funds
8,693	8,587	7,560.00	1,391.84	2408-0000	Film/Video	7,500.00			
2,500	4,000	3,360.00	0.00	2409-0000	Electronic Materials	4,500.00			E-Books , E-Audio, Zinio
402	272	504.00	173.53	2499-0000	Collection Development	400.00			
100,293	107,121	90,765	26,583		SUPPLIES Totals:	106,400	15,635.00	17.23%	
				E15	SERVICES AND CHARGES				
4,907	7,940	6,500.00	1,057.19	3098-0000	Technology Support	6,500.00			
10,809	0	1,000.00	34,546.00	3099-0000	Other Professional Services	2,500.00			
0	0	0.00	0.00	3100-0000	Circulation System	0.00			
0	0	0.00	0.00	3101-0000	Telecommunications	0.00			
1,109	1,105	1,500.00	214.75	3102-0000	Postage	1,500.00			
456	170	500.00	267.50	3200-0000	Mileage	400.00			
2,071	3,031	4,500.00	976.79	3201-0000	Seminar/Conference Fees	5,000.00			2018 is PLA Conference. Budget for staff attendance.
0	0	0.00	0.00	3202-0000	Meals	0.00			
0	0	0.00	0.00	3203-0000	Housing	0.00			

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1,235	1,034	1,500.00	693.05	3400-0000	Printing and Publishing	1,500.00			
0	0	0.00	0.00	3401-0000	Binding	0.00			
6,555	8,706	7,000.00	2,169.12	3404-0000	Processing Fee	7,000.00			
1,569	1,338	1,914.00	0.00	3500-0000	General Insurance	2,737.00			City Finance will provide official numbers; For now used % inc from pyr
18,745	19,923	20,000.00	1,002.61	3707-0000	Maintenance Agreements	20,000.00			
0	0	0.00	0.00	3803-0000	Data Base Maintenance	0.00			
0	0	0.00	0.00	3804-0000	Equipment Rental	0.00			
358	417	400.00	122.70	3900-0000	Sales Tax	400.00			
47,814	43,663	44,814	41,050		SERVICES AND CHARGES Totals:	47,537	2,723.00	6.08%	
				E20	MISCELLANEOUS				
365	209	400.00	118.00	4000-0000	Memberships and Dues	400.00			
596	625	625.00	616.98	4001-0000	Subscriptions	625.00			
1,497	1,908	1,500.00	1,342.30	4099-0000	Miscellaneous Charges	1,500.00			
2,458	2,742	2,525	2,077		MISCELLANEOUS Totals:	2,525	0.00	0.00%	
992,867	1,034,202	1,046,262	483,916		EXPENDITURES TOTALS:	1,092,253	45,990.60	4.40%	
0	0	0	0		DEPT REVENUES	0			
992,867	1,034,202	1,046,262	483,916		DEPT EXPENSES	1,092,253	45,990.60	4.40%	
(992,867)	(1,034,202)	(1,046,262)	(483,916)		LIBRARY OPERATIONS Totals:	(1,092,253)	-45,990.60	4.40%	

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2015 Actual	2016 Actual	2017 Adopted	2017 Estimated 6- 13-17	Account	Description	2018 Requested	2018 \$ Change	2018 % Change	Notes
				4231	LIBRARY PLANT				
				E05	PERSONNEL SERVICES				
44,369	45,837	51,709.00	22,443.96	1000-0000	Full Time Salaries	56,390.59			
35	0	0.00	0.00	1100-0000	Overtime - Full Time	0.00			
0	0	0.00	0.00	1111-0000	Severance Pay	0.00			
2,985	483	0.00	1,079.17	1112-0000	Sick Pay	0.00			
4,538	5,509	0.00	1,332.35	1113-0000	Vacation Pay	0.00			
34,004	35,057	33,876.00	14,063.24	1200-0000	Part Time Salaries	34,993.03			
5,862	5,994	6,419.00	2,744.02	1410-0000	PERA	6,853.77			
6,229	6,050	6,547.00	2,617.63	1420-0000	FICA/Medicare	6,990.85			
20,522	21,183	21,178.00	7,943.78	1500-0000	Hospital / Medical	21,538.00			
757	758	758.00	347.27	1520-0000	Dental Insurance	758.00			
115	115	116.00	57.60	1540-0000	Life Insurance	116.00			
119,417	120,985	120,603	52,629		PERSONNEL SERVICES Totals:	127,640	7,037.24	5.84%	Staff positions moved to proposed compensation grid adjusted for 2017 wages with anticipated steps. COLA and medical adjustments included.
				E10	SUPPLIES				
2,147	3,266	2,300.00	370.21	2101-0000	General Supplies	2,300.00			
3,654	1,872	3,800.00	923.69	2102-0000	Janitorial Supplies	3,000.00			
685	99	300.00	517.93	2202-0000	Building Repair Supplies	300.00			
0	0	100.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	100.00			
960	1,042	800.00	481.03	2302-0000	Other Minor Equipment	800.00			
7,447	6,279	7,300	2,293		SUPPLIES Totals:	6,500	-800.00	-10.96%	
				E15	SERVICES AND CHARGES				
0	0	0.00	0.00	3002-0000	Contractual	0.00			
0	0	500.00	0.00	3099-0000	Other Professional Services	500.00			
4,257	4,317	4,500.00	1,520.72	3101-0000	Telephone	4,500.00			
30,301	29,084	29,741.00	0.00	3500-0000	General Insurance	30,336.00			City Finance will provide official numbers; For now used % inc from pyr
41,854	45,794	40,000.00	15,820.17	3600-0000	Electricity	40,000.00			
10,820	9,424	12,000.00	5,541.34	3601-0000	Natural Gas	12,000.00			

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2015 Actual	2016 Actual	2017 Adopted	2017 Estimated 6-13-17	Account	Description	2018 Requested	2018 \$ Change	2018 % Change	Notes
10,198	11,779	10,750.00	9,179.21	3703-0000	Building Repair Charges	15,750.00			As building ages, more repair work is needed. Almost spent full 2017 budget by June/July
8,844	8,988	8,995.00	3,540.72	3707-0000	Maintenance Agreements	8,995.00			
106,274	109,386	106,486	35,602		SERVICES AND CHARGES Totals:	112,081	5,595.00	5.25%	
				E20	MISCELLANEOUS				
1,083	1,314	1,100.00	1,475.86	4099-0000	Miscellaneous Charges	1,100.00			
1,083	1,314	1,100	1,476		MISCELLANEOUS Totals:	1,100	0.00	0.00%	
234,221	237,964	235,489	92,000		EXPENDITURES TOTALS:	247,321	11,832.24	5.02%	
0	0	0	0		DEPT REVENUES	0			
234,221	237,964	235,489	92,000		DEPT EXPENSES	247,321	11,832.24	5.02%	
(234,221)	(237,964)	(235,489)	(92,000)		LIBRARY PLANT Totals:	(247,321)	-11,832.24	5.02%	
				4900	IMPROVEMENT PROJECTS				<b>CAPITAL LINE ITEMS ... DO NOT ENTER</b>
				E15	SERVICES AND CHARGES				
0	8,000	0.00	0.00	3099-0000	Other Professional Services	0.00			
0	8,000	0	0		SERVICES AND CHARGES Totals:	0			
0	8,000	0	0		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	0			
0	8,000	0	0		DEPT EXPENSES	0			
0	(8,000)	0	0		IMPROVEMENT PROJECTS Totals:	0			
1,251,785	1,358,343	1,390,437	1,203,063		FUND REVENUES	1,451,067			
1,227,088	1,280,165	1,281,751	575,916		FUND EXPENSES	1,339,574			
24,697	78,178	108,686	627,147		LIBRARY FUND Totals:	111,493			



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				<b>232</b>	<b>STILLWATER LIBRARY FOUNDATION</b>				232 tracks grant reimbursements and gifts from the Foundation account. These are projected dollars only and this funding is not guaranteed.
				R40	MISCELLANEOUS				
2	0	0.00	0.00	3810-0200	Interest Earnings-Investments	0.00			
0	0	29,000.00	0.00	3820-0100	Donations	42,635.00			This consists of projected reimbursements for 2018 expenditures on prior year grants as well as new expenditures for new 2018 grants. This includes a projected \$15,000 for Hearing Loops in Conference Room and Storytime Room.
135	1,907	0.00	0.00	3820-0305	Donations - Library Equipment	0.00			
25,641	21,016	0.00	0.00	3820-0310	Donations - Library Materials	0.00			
0	0	0.00	0.00	3820-0315	Donations - Library Miscellane	0.00			
1,042	1,996	0.00	0.00	3820-0320	Donations - Library Programs	0.00			
17	184	0.00	0.00	3880-0100	Miscellaneous Income	0.00			
26,837	25,103	29,000	0		MISCELLANEOUS Totals:	42,635			
26,837	25,103	29,000	0		REVENUES TOTALS:	42,635			
				4232	STILLWATER LIBRARY FOUNDATION				
				E10	SUPPLIES				
19,672	20,392	25,000.00	2,508.13	2113-0000	Materials	20,000.00			Estimated expenditures only. Actual allocations between materials, programs, equipment and other tdb based on grant requests, donor restrictions, and need.
0	2,283	0.00	224.25	2302-0000	Other Minor Equipment	0.00			
962	2,245	4,000.00	1,565.20	2407-0000	Programs	7,635.00			
20,634	24,919	29,000	4,298		SUPPLIES Totals:	27,635			
				E20	MISCELLANEOUS				
1,125	179	0.00	350.91	4099-0000	Miscellaneous Charges	0.00			
1,125	179	0	351		MISCELLANEOUS Totals:	0			
21,759	25,098	29,000	4,648		EXPENDITURES TOTALS:	27,635			
0	0	0	0		DEPT REVENUES	0			
21,759	25,098	29,000	4,648		DEPT EXPENSES	27,635			
(21,759)	(25,098)	(29,000)	(4,648)		STILLWATER LIBRARY FOUNDATION Totals:	(27,635)			
				4900	IMPROVEMENT PROJECTS				

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				E15	SERVICES AND CHARGES				
0	0	0.00	2,000.00	3099-0000	Other Professional Services	15,000.00			Hearing Loops - New Project in Confl/Children Storytime Room
0	0	0	2,000		SERVICES AND CHARGES Totals:	15,000			
0	0	0	13,495		EXPENDITURES TOTALS:	15,000			
0	0	0	0		DEPT REVENUES	0			
0	0	0	13,495		DEPT EXPENSES	15,000			
0	0	0	(13,495)		IMPROVEMENT PROJECTS Totals:	(15,000)			
26,837	25,103	29,000	0		FUND REVENUES	42,635			
21,759	25,098	29,000	18,143		FUND EXPENSES	42,635			
5,078	5	0	(18,143)		STILLWATER LIBRARY FOUNDATION Totals:	0			

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				<b>235</b>	<b>LIBRARY DONATIONS FUND</b>				235 tracks grant reimbursements and gifts from Friends, Athena, MELSA, and Tributes or Other Gifts. These are projected dollars only and this funding is not guaranteed.
0	0	0.00	0.00	235-0000-3820-0100	Donations	6,900.00			2018 Projections are estimated: Friends Quarterly Gift of \$1,200 = \$4,800 Athena Distribution \$1,200 MELSA \$200 Tributes/Other \$700
				4235	LIBRARY DONATIONS MATERIALS				
0	0	0.00	0.00	235-4235-2101-0000	General Supplies	6,700.00			Estimated expenditures only. Actual allocations between materials, programs, equipment and other tdb based on grant requests, donor restrictions, and need.
				4236	LIBRARY DONATIONS PROGRAMS				
0	0	0.00	0.00	235-4236-4099-0000	Misc Charges	200.00			
				E25	CAPITAL OUTLAY				
0	0	0.00	0.00	5200-0000	C/O & Improvements	0.00			
0	0	0	0		CAPITAL OUTLAY Totals:	0			
0	0	0	0		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	0			
0	0	0	0		DEPT EXPENSES	0			
0	0	0	0		LIBRARY DONATIONS MATERIAL Totals:	0			
				4237	LIBRARY DONATIONS EQUIPMENT				
				E25	CAPITAL OUTLAY				
0	9,945	0.00	0.00	5310-0000	C/O MIS Computer Equipment	0.00			
0	9,945	0	0		CAPITAL OUTLAY Totals:	0			
0	9,945	0	0		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	0			
0	9,945	0	0		DEPT EXPENSES	0			
0	(9,945)	0	0		LIBRARY DONATIONS EQUIPMENT Totals:	0			
				4900	IMPROVEMENT PROJECTS				
				E15	SERVICES AND CHARGES				
0	0	0.00	1,028.66	3099-0000	Other Professional Services	0.00			

**2018 Draft Budget - Operating**  
 Prepared 7/7/17



2015 Actual	2016 Actual	2017 Adopted	2017 Estimated 6-13-17	Account	Description	2018 Requested	2018 \$ Change	2018 % Change	Notes
0	0	0	1,029		SERVICES AND CHARGES Totals:	0			
				E25	CAPITAL OUTLAY				
0	0	0.00	3,179.90	5200-0000	C/O & Improvements	0.00			
0	0	0	3,180		CAPITAL OUTLAY Totals:	0			
0	0	0	4,209		EXPENDITURES TOTALS:	0			
0	0	0	0		DEPT REVENUES	0			
0	0	0	4,209		DEPT EXPENSES	0			
0	0	0	(4,209)		IMPROVEMENT PROJECTS Totals:	0			
0	0	0	0		FUND REVENUES	0			
0	9,945	0	4,209		FUND EXPENSES	0			
0	(9,945)	0	(4,209)		LIBRARY DONATIONS FUND Totals:	0			

**LIBRARY SUPPLEMENTAL FUNDS: 2016 GIFTS & GRANTS RECEIVED (Through 12/31/2016)**

Prepared 1/24/2017

2016: GIFTS						
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan
Lib1	1/4/2016	MHS Grant for Microfilm Reader/Scanner	\$9,945	Use for purchasing microfilm reader/scanner	235-0000-3820-0100	Expended in 2016
Lib2	1/13/2016	Unrestricted donation of \$100	\$100	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib3	1/14/2016	Tribute in memory of June Lammers	\$30	Purchase book in June's memory	230-0000-3820-0100	Expended in 2016
Lib4	2/16/2016	Unrestricted donation of \$10	\$10	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib5	3/1/2016	Gift Subscription to Air & Space	In Kind	N/A	N/A	N/A
Lib6	3/8/2016	Tribute in memory of Mary Ann Hanson	\$30	Purchase book on travel in USA, Minnesota or Europe or book on dogs	230-0000-3820-0100	Expended in 2016
Lib7	4/4/2016	Unrestricted donation of \$8	\$8	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib8	4/7/2016	Tribute in memory of Matthew Schmolke	\$50	Purchase children's books in Matthew's memory	230-0000-3820-0100	Expended in 2016
Lib9	4/21/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib10	5/15/2016	Unrestricted donation of \$200; Library also submitted paperwork enclosed by donor to secure a matching gift from company	\$200	None by donor; 10/11/16: Board moved to allocate gift to 230-0000-3820-0100 Gifts to offset materials purchases	230-0000-3820-0100	Gift originally deposited into 235-0000-3820-0100;10/11/16: Board moved to allocate gift to 230-0000-3820-0100 Gifts to offset materials purchases
Lib11	5/17/2016	Stillwater Township Gift	\$5,000	None by donor; 10/11/16: Board moved to reserve \$5,000 gift for possible use in building reorganization	227-0000-3820-0100	10/11/16: Board moved to reserve \$5,000 gift for possible use in building reorganization
Lib12	5/24/2016	Tribute in memory of Myrna Brown	\$30	Purchase adult fiction books in Myrna's memory	230-0000-3820-0100	Expended in 2016
Lib13	6/23/2016	Unrestricted Donation of \$200; Corporate Matching Gift of Employee Donation	\$200	None by donor; 10/11/16: Board moved to allocate gift to 230-0000-3820-0100 Gifts to offset materials purchases	230-0000-3820-0100	Gift originally deposited into 235-0000-3820-0100;10/11/16: Board moved to allocate gift to 230-0000-3820-0100 Gifts to offset materials purchases
Lib14	7/15/2016	Tribute in memory of Peggy Houston	\$565	Family working with library to provide direction on fund expenditure	235-0000-3820-0100	TBD - Waiting for further info from family
Lib15	7/20/2016	Unrestricted donation of \$6	\$6	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib16	8/2/2016	Unrestricted donation of \$70	\$70	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib17	8/9/2016	2016 Disbursement from Helen Lawson Library Fund of the SCVF	\$9,564	Items that are of service to public and can be acknowledged as a gift of the fund; 10/11/16: Board moved to reserve \$9,564 gift for possible use in building reorganization	224-0000-3820-0100	10/11/16: Board moved to reserve \$9,564 gift for possible use in building reorganization
Lib18	8/15/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib19	8/27/2016	Tribute in memory of Nicholas George Haase	\$25	Purchase of children's books for a 3 year old boy in the memory of Nicholas	230-0000-3820-0100	Expended in 2016
Lib20	9/2/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib21	9/21/2016	2016 Disbursement from Stillwater Public Library Athena Fund	\$1,266	To purchase adult non-fiction books of lasting value	235-3235-3820-0100	To be expended in 2016 & 2017
Lib22	10/11/2016	Unrestricted donation of \$15	\$15	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib23	10/13/2016	Tribute in memory of Lorna Montagne, Ardythe Burke and Dorothy Pominville (\$30 each/\$90 total)	\$90	Purchase books in memory	230-0000-3820-0100	Expended in 2016
Lib24	11/10/2016	Unrestricted donation of \$5	\$5	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib25	11/14/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2016 general operating
Lib26	11/18/2016	Shawls & Wraps 2 Book Donation	In Kind	N/A	N/A	N/A
Lib27	11/21/2016	Tribute in memory of Isobel Delano	\$100	Purchase books in memory	235-3235-3820-0100	To be expended in 2016 & 2017
Lib28	12/1/2016	Donation of LEGO Storage Head and LEGO blocks	In Kind	N/A	N/A	N/A
Lib29	12/13/2016	Tribute in honor of Gary and Janet Stone	\$100	Purchase of adult mystery books in honor	235-3235-3820-0100	To be expended in 2017
			\$27,489			

2016: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS						
	Date	Description	Amount	Restrictions	Fund	
FR1	1/11/2016	Q4 2015 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
FR2	4/11/2016	Q1 2016 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
FR3	7/7/2016	Q2 2016 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
FR4	10/10/2016	Q3 2016 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
FR5	11/14/2016	2016 Operating Fund Gift	\$3,656	Used to Offset General Operating (Past Precedent)	230-0000-3820-0100	
			\$8,456			
2016: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)						
	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	
SPLF1	1/27/2016	Grant for YS Program Assistant	\$700	YS Program Assistant	223-0000-3870-0100	
SPLF2	3/21/2016	Donor-Restricted Grant for E-Services	\$7,000	Use for purchase of e-services	232-0000-3820-0310	
SPLF3	4/19/2016	Donor-restricted Tribute Gift	\$100	Purchase of Birthday Books - Adult Mysteries	232-0000-3820-0310	
SPLF4	4/27/2016	Grant for Youth Summer Reading Program	\$3,150	2016 youth summer reading program	232-0000-3820-0320; 223-0000-3870-0100	
SPLF5	4/27/2016	Grant for Adult Summer Reading Program	\$2,500	2016 adult summer reading program	232-0000-3820-0320	
SPLF6	4/27/2016	Grant for Multiple Copies of Bestselling Fiction	\$1,485	Purchase of approximately 100 bestsellers	232-0000-3820-0310	
SPLF7	4/27/2016	Grant for Nonfiction Weeding	\$1,325	Use for approximately 50 hours of weeding	223-0000-3870-0100	
SPLF8	5/19/2016	Donor-Restricted Gift	\$500	Use for children's area	232-0000-3820-0305	
SPLF9	6/6/2016	Donor In Kind Gift of Terrace Umbrellas and Bases	In Kind	2 umbrellas and bases for tables on Terrace (\$952.60)	N/A	
SPLF10	6/15/2016	Grant for Fall 2016 Sunday Hours	\$8,000	Use to fund Sunday Hours in Sept-Dec 2016	223-0000-3870-0100	
SPLF11	8/24/2016	Grant for Multiple Copies of Bestselling Fiction	\$1,500	Purchase of approximately 100 bestsellers	232-0000-3820-0310	
SPLF12	8/24/2016	Grant for YS Program Assistant	\$2,200	YS Program Assistant	223-0000-3870-0100	
SPLF13	9/21/2016	Donor-Restricted Gift for Terrace	\$1,687	Use for purchase of adirondack chairs for Terrace	232-0000-3820-0305	
SPLF14	11/30/2016	Grant for Easy and Juvenile Fiction	\$962	Use for the replacement of 148 popular easy and juv fiction book titles	232-0000-3820-0310	
SPLF15	11/30/2016	Grant for Large Print Collection	\$3,000	Use for the purchase of large print materials	232-0000-3820-0310	
SPLF16	11/30/2016	Grant for Newspaper Support	\$2,610	Use for the purchase of print newspaper subscriptions for 2017	232-0000-3820-0310	
SPLF17	11/30/2016	Grant of Youth Programming Support	\$2,912	Use to STEM programming, evening/weekend programming, and storytime guest presenters	223-0000-3870-0100	
SPLF18	11/30/2016	Donor-restricted Tribute Gift	\$100	Use for purchase of Memorial Books - Adult Mysteries	232-0000-3820-0310	
			\$39,731			

Social Security Administration COLA  
Compared To  
SPL Union Contract Increases

Year	SS COLA	Union Contract
2012	3.60%	0%
2013	1.70%	1%
2014	1.50%	2%
2015	1.70%	3%
2016	0%	3%
2017	0.30%	2.75%

City of Stillwater, Minnesota  
*Capital Improvement Plan*

2018 thru 2022

LIBRARY

Updated 7/7/2017

Item	Priority	2018	2019	2020	2021	2022	Total
Software Licenses	1	5,000	5,200	5,400	5,600	5,800	27,000
Upgrade Computers - Public	2		18,000	17,000			35,000
New Computers - Public	1	4,500					4,500
Upgrade Computers - Staff	2	6,300	6,300	7,200		6,300	26,100
Upgrade Laptops - Staff	2		1,000		1,000		2,000
Upgrade Copier/Printers - Public	2		8,000				8,000
Upgrade Copier/Printers - Staff	2				7,200		7,200
Upgrade SelfChecks	1				52,000		52,000
RFID Pads	1	1,500	1,500	1,500	1,500	1,500	7,500
Data Projector/ AV Solution	3	14,000					14,000
Disc Repair Machine	1	4,000					4,000
Charging Station	2	700					700
Digital Signage	1	7,000					7,000
LED Light Conversion - Interior	1	12,415	12,415	12,415	12,415		49,660
Building Reconfiguration	2	25,000					25,000
Furniture Replacement	1	9,900					9,900
Repair of 1972 Roof	1	4,000				16,000	20,000
Ceiling Plaster Repair, Upper Level	1	5,000					5,000
Upgrade BAS (H factor) Operator Interface to HVAC System	1	12,178					12,178
<b>Total</b>		<b>111,493</b>	<b>52,415</b>	<b>43,515</b>	<b>79,715</b>	<b>29,600</b>	<b>\$ 347,238</b>

**Notes for future years:**

Materials Sorter: Purchased in 2014 for ~ \$120,000. Yearly maintenance paid. When would a replacement be needed?



**Agenda Items Details**

<b>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:</b> Library Board Policies: Trustee Job Description & Ethics Statement	
<b>OWNER:</b> Drafted by Bell & Brechon	<b>PRESENTER:</b> Bell
<b>REQUESTED AGENDA TYPE (A, I, D):</b>  A	<b>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</b>  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
<b>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</b> Approve adoption of Library Board Policies: Trustee Job Description and Code of Ethics	
<b>PREVIOUS ACTION ON ITEM:</b> At June, 2017 meeting these policies were presented for review. They are modeled on policies of the American Library Association and policies of leading public libraries. At this time no comments have been forthcoming and the policies are submitted for update and approval. It is the Board’s responsibility to adopt policies for the conduct of the Board as may be expedient and conformable to law. MN Public Library Trustee Handbook, 2017, pg. 26/27.	
<b>REVIEWED BY COMMITTEE?:</b>	

**Resolution/ Follow-Up Notes**

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

**Stillwater Public Library  
Board of Trustees  
Job Description**

**As a member of the Stillwater Board of Trustees, trustees are responsible for the governance of the library, establishing policy, setting goals and objectives, hiring and evaluating the Library Director, establishing and monitoring the library budget, promoting and advocating for the library in the community.**

**Responsibilities include:**

- **Attends all Board meetings and participates appropriately.**
  1. **Prepares for Board meetings**
  2. **Serves on Board Committees**
  3. **Abides by majority decisions reached by the Board and publically supports these decisions.**
- **Establishes library policies and reviews them on an annual basis, updating as needed**
- **Hire, set salary, evaluates and supervises a qualified library director to implement board decisions and directions and carry out day to day operation of the library its programs and services.**
- **Adheres to Minnesota Open Meeting laws**
- **Contributes to the Board adoption of written policies that govern the operation and services of the library; works with the director to establish short and long range goals.**
- **Contributes to the Board approval of the annual budget and expenditures of funds; monitors budget and expenses throughout he year**
- **Understands related local, state and federal laws, actively support library legislation in the state and nation.**
- **Advocates for the interests and needs of the library**
- **Represents the interests and needs of the community**
- **Acts as a liaison with the public, interpreting and informing local government, media and the public of library services and needs**
- **Reviews and signs necessary contracts**
- **Has the ability to work with others on the Board and in governing bodies, agencies and other libraries**
- **Keeps current on library trends and practices by: reading the literature, attending professional meetings for trustees, and visiting other libraries.**
- **Supports basic library tenets such as: Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights and the Public's Right to Information.**

**Adopted:**

***Addendum: From State Library of Iowa***

**Public Library Boards have five primary roles:**

- 1. Advocate for the library in the community and advocate for the community as a member of the library board. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the mayor and city council, making sure the community needs and interests are paramount when making board decisions.**
- 2. Plan for the future of the library. Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library services over the next few years. It is taking charge of the library future and creating it to be responsible to what the community needs.**
- 3. Monitor and evaluate the overall effectiveness of the library. The community puts its trust in the Library Board to make sure the library is operating in a way it should. The library helps determine whether the community is satisfied with the services received from the library**
- 4. Set library policies. The Library Board spends much of its time on policy issues- developing policies and monitoring the effectiveness of those policies. Once adopted by the Board the library staff carries out the policies on a day to day basis.**
- 5. Hire and evaluate the library director. The Board hires a qualified director to manage the day to day operations of the library and works with the director, carefully respecting each other's roles.**

**Stillwater Public Library  
Board of Trustees  
Ethics Statement**

The Stillwater Public Library Board of Trustees supports and adheres to the following statement regarding ethics of library trustees. This statement was developed by United for Libraries, an Association of Library Trustees, Advocates, Friends and Foundation a divisions of the American Library Association.

Public Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the options of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all laws, rules and regulations that apply to them and their library.
- Trustees adhere full with the Minnesota statutes regulating library rules and regulations.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patron's rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information Laws.
- Trustees must avoid situation in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or actual conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or other from the library or from those who do business with the library.
- Trustees shall support the efforts of librarian in resisting censorship of library materials by groups or individuals.

DRAFT

**Agenda Items Details**

<b>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:</b> Library Board Policies: Library Code of Conduct & Bulletin Boards	
<b>OWNER:</b>	<b>PRESENTER:</b> Bell
<b>REQUESTED AGENDA TYPE (A, I, D):</b>  D	<b>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</b>  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
<b>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</b> First reading of policies for revision and update.	
<b>PREVIOUS ACTION ON ITEM:</b> “Well written, reasonable and up-to-date policies are central to library operations and legal protection. One of the most important parts of a Trustee’s job is the preparation, approval and review of policies.” MN Public Library Trustee handbook, 2017. Pg. 31 It is a governing Board’s responsibility to adopt and periodically review policies governing library services. To this end the two enclosed policies are being submitted for review and final approval at the August, 2017 meeting.	
<b>REVIEWED BY COMMITTEE?:</b>	

**Resolution/Follow-Up Notes**

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

## 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

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## Public Library

### STILLWATER PUBLIC LIBRARY INSTITUTIONAL BOARD POLICY:

#### CONDUCT POLICY

*Revised June 2009*

We welcome and encourage users to access library facilities, resources, and services. To protect the rights and safety of library users and staff and to protect public property, the Board of Trustees has established a Policy of Conduct in the Library building and on the Library premises.

Those who violate state or federal laws within the library are subject to local, state, or federal prosecution. In addition, the Stillwater Public Library may suspend the use of its services and facilities by any person who violates the provisions of this policy or whose conduct disrupts or disturbs legitimate use of the library, who commits acts of vandalism to library materials or property, and who abuses borrowing privileges.

#### RULES OF CONDUCT

- I. Illegal behaviors such as the following are prohibited:
  1. Library facilities, materials, resources, and equipment may not be used to:
    - a. gain unauthorized access to resources and entities,
    - b. invade the privacy of individuals,
    - c. violate local, state, or federal laws or regulations including those regarding obscenity, child pornography, or materials harmful to minors.
  2. The theft, vandalism, or mutilation of library materials is a violation of Minnesota Statute 609.541 (Protection of Library and Materials).
  3. Intentional vandalism or damage to library property such as defacing tables, counters, walls, or signs or damaging trees and shrubs is prohibited under Minnesota Statute 609.595 (Criminal Damage to Property).
  4. Keeping library materials more than 60 days after the receipt of a written overdue notice is a petty misdemeanor.
- II. Users must obey the following rules in accessing the library's building and grounds:
  1. Individuals other than staff must remain in public areas of the library except with permission of the staff person in charge of the library. Any non-staff individual should be accompanied by a staff member when in non-public

# Stillwater

## Public Library

areas of the building.

2. Vulnerable children and adults must not be left unattended in the library and must have adequate supervision by parents or caregivers at all times. Authorities may be notified when they are left unattended, particularly at closing time.

A vulnerable child is any person under the age of 18 or under unaccompanied by a parent or guardian whose safety or well-being would be endangered if sent out of the building or left for long periods of time in the library.

A Vulnerable adult is any person over 18 years of age who possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide for his/her own care without assistance where the dysfunction or infirmity impairs the individual's ability to protect him/herself from maltreatment.

Library staff must report to police any situation they observe where they believe a vulnerable adult is in immediate physical danger. Supervision of vulnerable adults in the library must be provided by caregivers.

Library staff is not responsible for vulnerable children or vulnerable adults who have been left without assistance or supervision.

[Staff who suspect abuse or neglect shall call Washington County Child Protection at 651-430-6457 or the Stillwater Police Department or the Washington County Sheriff: Stillwater Police Emergency: 911 Stillwater Police Non-emergency, (651) 351-4900. Washington County Sheriff s Department Non-emergency, (651) 439-9381.]

3. Animals are prohibited in the library (with the exception of assistance animals).
4. Soliciting, petitioning, selling, or campaigning in the library shall take place in designated areas only, may be restricted by time, place or manner; with the exception of those activities that benefit the library as performed by Friends@Stillwater Public Library or the library itself, except in those areas and under those conditions identified in the DISPLAY, BULLETIN BOARD, AND DISTRIBUTION OF FREE LIBRARY NONPRINT MATERIALS POLICY and the MEETING SPACE POLICY.

# Stillwater

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## Public Library

- III. The following rules govern behavior in the library and on its grounds:
1. Parents or guardians are responsible for the behavior of their children and should guide and direct their children's use of library facilities, materials, resources, equipment, and services.
  2. Any misconduct that disturbs library users or staff, or that hinders others from using the library or library materials is prohibited.
  3. Harassing others, either verbally or in action, is prohibited. Harassment may include initiating unwanted conversations with other library users or staff, or impeding access to the building or any of its rooms. No person shall through action, voice, noise or other means cause a disruption within the library or on library grounds, which interrupts the library or interferes with the use of the library building and parking area (MN Statute 609.72 Disorderly conduct).
  4. Physical abuse, assault on another person, or the use of abusive, insulting, or threatening language to any person in this building is prohibited.
  5. Disturbing sound levels, whether caused by voice, cell phone, personal audio player, or other devices, is not allowed (not including unavoidable noise during cleaning, repair or maintenance of buildings or grounds).
  6. Smoking or other use of tobacco is prohibited anywhere in the building. Stillwater Public Library, including areas adjacent to entrances and vehicles, are tobacco free.
  7. No food may be consumed in the library except in the meeting room by prior arrangement. Contained beverages may be consumed in the Library, except near computer workstations. Possession or consumption of intoxicating or non-intoxicating liquor or other controlled substances will not be permitted within the building or upon library property.
  8. Running in the library is not permitted.
  9. Bicycling, skating, skateboarding, and roller-blading are prohibited on library sidewalks, stairs, and grounds.
  10. The library reserves the right to limit the number of people who may sit together.

# Stillwater

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## Public Library

11. Sleeping is prohibited in the library.
12. Shoes must be worn in the library at all times.
13. All persons may use the library grounds for any peaceful legal purpose that does not damage property or interfere with the use and operation of the library under the terms of the library's MEETING ROOM POLICY.
14. Wireless phones calls shall be placed and answered in the Lobby. Pagers and wireless phones shall be silenced inside the Library building.

### **Penalties**

These rules are in addition and subordinate to state statutes or city and/or county ordinances pertaining to public conduct or criminal action.

Violation of the Conduct Policy may result in a warning, a request to leave the premises for the day, being escorted out of the Library or a notification of the police. Should the person refuse to leave the Library, the Police will be called. If this occurs more than once, the person's library privileges may be suspended and the person may be prohibited from entering the library for a period of thirty days. Should there be a second violation of these rules by the same person within six months of the first, the Director may revoke the person's library privileges for a period of one year. Patrons may initiate an appeal of exclusion from the premises by contacting the Assistant Director, Director and/or the Board of Trustees. Such appeal shall be heard by the Board of Trustees during a regularly scheduled meeting of the Board.

When necessary, staff may call the police for assistance or refer inappropriate conduct to the proper authorities for legal action.

The Director is directed to establish regulations for the implementation of the policy. The Director and supervisory staff have the authority to carry out all powers of this 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.

# Stillwater

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## Public Library

### STILLWATER PUBLIC LIBRARY INSTITUTIONAL BOARD POLICY:

#### STILLWATER DISPLAY, BULLETIN BOARD AND DISTRIBUTION OF FREE LIBRARY NONPRINT MATERIALS POLICY

*Revised July 1998*

*Revised March 2000*

*Revised October 2015*

#### DISPLAYS

The Stillwater Public Library provides library-initiated displays for public educational, cultural, intellectual or charitable purposes. The Library has a limited amount of space that may be used for such purposes. Controversial subjects, if used, will be balanced by showing alternative viewpoints either simultaneously or serially.

#### BULLETIN BOARD

Bulletin board space is provided in the library foyer for news about library related activities and local community events.

Any group or individual may request bulletin board space for the posting of information on events of interest for any lawful purpose.

All postings or handouts need to relate to dated events, programs or activities. *Postings must include the event date and events should not be longer than 10 consecutive days. Handouts of a general nature about a business, organization or service will be removed.*

*Poster size is limited to 11 x 14 inches.*

All uses are subject to the approval of the Library Director or his/her designate. Immediate posting is not always possible.

Items to be posted on the bulletin board should be left at the Information Desk. *Postings must be approved by a staff member. Postings without a staff initial and date will be removed.* Items will not be posted or held for more than 30 days.

#### DISTRIBUTION OF FREE NON-LIBRARY PRINT MATERIALS

The library has some limited space in its foyer for the distribution of free non-library print materials and literature of local interest. Any group or individual may request use of this space for the distribution of free materials for any lawful purpose.

# Stillwater

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## Public Library

Materials distributed at the library must be approved in advance by the Library Director or his/her designate. Immediate display of items is not always possible. Items for distribution should be left at the Information Desk.

Due to the competition for space, the library may make reasonable restrictions on the time, place, and manner in which items may be displayed or distributed. The library reserves the right to determine both the number of copies to be displayed and the location for their display within the vestibule.

The fact that the materials are *displayed or* available in the library does not constitute an endorsement by the library of the item itself or the sponsoring organization's or individual's beliefs, policies, or programs.

**Agenda Items Details**

<b>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:</b> Bequest from Estate of Richard S. Kilty	
<b>OWNER:</b> Executive Committee	<b>PRESENTER:</b>
<b>REQUESTED AGENDA TYPE (A, I, D):</b>  A	<b>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</b>  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
<b>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</b> Board approval to move forward with discussion with City of Stillwater and Stillwater Public Library Foundation for acceptance of fund, transfer to Foundation, and development of fund use procedures with Foundation.	
<b>Background and Discussion</b> 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. Complicating matters, 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. Asking for a transfer would require Board approval as well as the cooperation of the Foundation Board.	
<b>REVIEWED BY COMMITTEE?:</b> Executive committee	

**Resolution/Follow-Up Notes**

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





2200 IDS Center  
80 South 8th Street  
Minneapolis MN 55402-2157  
tel 612.977.8400  
fax 612.977.8650

June 15, 2017

**Shehla P. Tauscher**  
(612) 977-8134  
stauscher@briggs.com

Stillwater Public Library Foundation  
224 North Third Street  
Stillwater, MN 55082

**Re: Estate of Richard S. Kilty**

Dear Sir or Madam:

I represent Elizabeth G. O'Brien, as personal representative of the Estate of Richard Kilty. Mr. Kilty died September 18, 2016. Under the terms of his Will, the residue of his estate passed to a Revocable Trust. The trust agreement contained a specific bequest of \$50,000 to the City of Stillwater for the upkeep of the Stillwater Public Library. I have enclosed a copy of that section of the trust agreement that lists the bequest.

As indicated in the trust agreement, if the City ceases to operate the library, the distribution is to be used for City park recreation facilities. It is our understanding that the City still operates the Library.

Accordingly, I have enclosed a check payable to "City of Stillwater" in the amount of \$50,000 in full payment of the bequest.


I have also enclosed a Receipt for the bequest. Please have the appropriate person from the City of Stillwater sign the receipt and return it to me in the envelope provided.

If you would like to contact the family of Richard Kilty to express your gratitude for the gift, you can do so to Elizabeth G. O'Brien. Her address is listed below:

Ms. Elizabeth G. O'Brien  
6240 Devonshire Avenue  
St. Louis, MO 63109

Again, please sign and return the Receipt in the envelope provided.

Very truly yours,  
Briggs and Morgan, P.A.

  
Shehla P. Tauscher

SPT/db  
Enclosures  
cc: Elizabeth G. O'Brien (w/o enc.)

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acceptance of Q2 2017 Gifts and Grants</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Finance Committee</b>
REQUESTED AGENDA TYPE (A, I, D):  <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Finance Committee recommends acceptance of the second quarter of 2017 gifts and grants per report dated July 6, 2017 with the inclusion of the Board decision regarding the Kilty gift.</b>	
BACKGROUND/CONTEXT: <b>Per the gift and grant management process established by the Finance Committee and reviewed by the Board, a report of gifts and grants received is reviewed quarterly and approved by the trustees.</b>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Supplemental Funds: 2017 Gifts &amp; Grants Received Through 6/30/2017</b>	
PREVIOUS ACTION ON ITEM: <b>None</b>	
REVIEWED BY COMMITTEE?: <b>Finance Committee          Interim Library Director          Office Specialist</b>	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 6/30/17)**

Prepared 7/6/17

2017: GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
Lib 1	1/2/2017	Unrestricted donation of \$100	\$100	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 4/11/17
Lib 2	1/6/2017	In Kind Donation of book in memory of Mike Diem	In Kind	N/A	N/A	N/A	Accepted by Bd 4/11/17
Lib 3	1/11/2017	Tribute Donation of \$40.00 for purchase of hard cover book in memory of Mike Diem	\$40	Purchase of book	230-0000-3820-0100	Expend in 2017	Accepted by Bd 4/11/17
Lib 4	3/2/2017	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 4/11/17
Lib 5	3/16/2017	Full disbursement of the Helen Lawson Fund	\$23,315.66	Renovating the Teen Library to make it more attractive and more flexible for serving our young adults.	235-0000-3820-0100	Expend in 2017	Accepted by Bd 4/11/17
Lib 6	5/2/2017	Unrestricted donation of \$70	\$70.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 7/11/17
Lib 7	5/3/2017	Donation of \$50 in appreciation of Angie Petrie and SPL children's programming	\$50.00	Books/Supplies	230-0000-3820-0100	Expend in 2017	Review and Accept 7/11/17
Lib 8	5/10/2017	Tribute donation of \$50 in memory of Helen Carlson	\$50.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 7/11/17
Lib 9	6/16/2017	Donation of \$20 for St. Croix Collection	\$20.00	St. Croix Collection	230-0000-3820-0100	Expend in 2017	Review and Accept 7/11/17
Lib 10	6/15/2017	Donation of \$50,000 to the City of Stillwater from Kilty Estate for the upkeep of the Stillwater Public Library	\$50,000.00	For the upkeep of the Stillwater Public Library	TBD BY BOARD	TBD BY BOARD	Review and Accept 7/11/17
			\$73,666				

**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 6/30/17)**

Prepared 7/6/17

2017: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
FR1	1/9/2017	Q4 2016 Audio Book	\$1,200	Audio Books	235-3235-3820-0100		Accepted by Bd 4/11/17
FR2	4/10/2017	Q1 2017 Audio Books	\$1,200	Audio Books	235-3235-3820-0100		Review and Accept 7/11/17
FR3	5/9/2017	Teen Programming	\$850	Teen Programming	235-3235-3820-0100		Review and Accept 7/11/17
			\$850				
2017: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant. )							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/25/2017	Award to cover 1/2 of Sunday Hours in 2017	\$7,391	Winter/Spring 2017 Sunday Hours - First 17 Open Sundays	223-0000-3870-0100	Expend in 2017	Accepted by Bd 4/11/17
SPLF2	1/25/2017	Donor-Restricted Tribute Gift	\$25	Purchase of book in Catharine Bell's memory	232-0000-3820-0310	Expend in 2017	Accepted by Bd 4/11/17
SPLF3	2/22/2017	Donor-Restricted Gift to Children's Area	\$520	Purchase of props and décor for Imagination Station	232-0000-3820-0305	Expend in 2017	Accepted by Bd 4/11/17
SPLF4	3/22/2017	Popular Nonfiction Books in Series	\$1,500	Purchase of non-fiction	232-0000-3820-0310	Expend in 2017	Accepted by Bd 4/11/17
SPLF5	3/22/2017	Adult Summer Reading Program Grant	\$2,500	Adult Summer Reading Program Support	232-0000-3820-2407	Expend in 2017	Accepted by Bd 4/11/17
SPLF6	3/22/2017	Youth Services Summer Reading Program Grant	\$1,500	Youth Services Summer Reading Program Support	232-0000-3820-2407/ 223-0000-3870-0100	Expend in 2017	Accepted by Bd 4/11/17
SPLF7	3/22/2017	Volunteer Services Support Budget	\$400	Volunteer Services Support	232-4232-4099-0000	Expend in 2017 & 2018	Accepted by Bd 4/11/17
SPLF7	5/24/2017	Trimming of Trees on Terrace; Soil and Flowers for Pots	\$625	Terrace Trees and Pots	232-4232-4099-0000	Expend in 2017	Review and Accept 7/11/17
SPLF7	6/28/2017	Design and Feasibility Consultation for Tent Tie-Downs on Terrace	\$3,990	Terrace Tent-Downs Consultation	232-4232-4099-0000	Expend in 2017	Review and Accept 7/11/17
			\$18,451				

**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 6/30/17)**

Prepared 7/6/17

ID	Date	Description	Award Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
<p><b>2017: LEGACY GIFTS</b>                      This is a list of legacy gifts (bequests/wills) that the library has been notified in 2017 that it is a recipient or designee.                      These are notifications only. The library has NOT received actual funds. Length of time between notification and receipt may be months to years.                      Donor may also change intentions from initial notification. This may mean that the Library will receive no \$, a change in funds, or different restrictions.</p>							
Leg1	3/23/2017	Estate of James E. Johnson: 2.5% of the residue of estate to the Stillwater Public Library	Unknown	For the acquisition of adult non-fiction. The gift is to be utilized in such as fashion that it does not lessen any, or substitute for, monetary support from the state, county, city or any other source of public funds.	223-0000-3870-0100		Info Only

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>License for Trumi</b>	
OWNER: <b>Dave Magnuson, City Attorney</b>	PRESENTER: <b>Brechon</b>
REQUESTED AGENDA TYPE (A, I, D):  <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION <b>License agreement to be approved by the Board 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.</b>	
Background and Discussion <b>Request came from City Attorney, Dave Magnuson for Board to approve access to John Runk collection located in the St. Croix room at the Library.</b>	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

## License Agreement

This agreement made this \_\_\_ day of \_\_\_, 2017 between Sara Joy Jespersen 402 North Main St., Suite 330 Stillwater, 55082 d/b/a Trumi. (Licensee), and Stillwater Public Library, existing under the laws of the State of Minnesota, (Library), collectively the (Parties).

**WHEREAS**, the Library is the owner of the John Runk Collection of Historical Pictures, (the Collection) a collection of historical photographs taken and compiled by John Runk and gifted to the Stillwater Public Library, in Trust, by John Runk. The Library has concluded that as the owner of the Collection it enjoys the protection of the Copyright Law that protects the photographs from unauthorized use, and moral rights derived from John Runk, and enjoyed by the Library under the provisions of the Visual Artists Rights Act, and any laws or rules promulgated pursuant those laws. Jespersen has asked for a License to reproduce photographs from the Collection for use in a signage project for display on the Historic Main Street Stairs. (The Project)

1. The Library hereby grants to licensee the right to reproduce photographs from the Collection for use in the Project. The license includes promotion rights and use of the photographic work to promote a publication or production in which they are produced.
2. The only consideration for the granting of this License is that the Licensee include in any publication, a credit that the “photographs from the Collection of John Runk, are reproduced with permission of the Stillwater Public Library, Stillwater, Minnesota.”

**IN WITNESS WHEREOF**, the Parties have set their hands this \_\_\_ day of \_\_\_, 2017.

Sara Joy Jespersen

The Stillwater Library Board

\_\_\_\_\_  
By \_\_\_\_\_ It's President

## Director's Report: July, 2017

### Current Issues:

1. Substitute Library Associate Deborah DeSteno died on June 17<sup>th</sup>. Library staff that worked with Deb reached out to her two daughters, attended her memorial service and sent a staff memorial.
2. Library introduced a new app called Libby which is geared toward users of OverDrive. Libby has a large amount of functionality for reading eBooks with just "one Tap", easy to use, browse and read. All users need is a library card so no need for an Abode ID or Overdrive account. Users can choose to use Libby or the current OverDrive app, you might want to try Libby.
3. Venue Coordinator, Sandy Ellis, began her position with the Foundation after an appropriate send off by the Foundation Board for Anne Young.
4. The main floor continues to see changes, ficus trees were transplanted and put in new locations, three study carrels were removed from the area in front of the Friends Book Sale, stand up catalog computers are slowly appearing as IT staff have time.
5. Friends of the Library have added two new items to their book sale area: jig saw puzzle exchange and a specially priced book section. A puzzle table is in place where any puzzle aficionados can sit and take the time to put together a few pieces.
6. As of July 1<sup>st</sup>, Lake Elmo residents will receive full privileges with their Washington County Library Cards. No fee will be charged to the residents to receive a card.
7. The Pew Research Center published a study in 2016 called, "Libraries 2016" looking at trends in public libraries, including expectations for what libraries should offer. It is an interesting read at:  
<http://www.pewinternet.org/2016/09/2016/Libraries-2016/>  
It was interesting to see that non-users value public libraries and have a positive and affirming view which matches a study completed years ago in MN with Non-users and their view of public libraries as central to their community.
8. Hearing Loop training and testing will take place this week with the community launch on July 19<sup>th</sup> at 7:00 PM, more details to follow.
9. Virginia Lovness has a retrospective gallery show in the library for July-August, 2017. A reception for the artist will be held on July 20, 6-8 PM.
10. The annual Foundation Event: Light A Spark was a terrific success, what a terrific way to end the 4<sup>th</sup> of July.
11. Adult Services Coordinator Aurora Jacobsen reports that the Adult Summer Reading program has a 60% increase over the first three weeks of 2016.
12. The first Summer Concert Series... on the Terrace with Gene LaFond & Amy Grillo had 55 people in attendance. On July 13<sup>th</sup> the Valley Concert Winds will play their inaugural concert on the terrace at 6:30 PM. (If you have not attended a concert on the terrace you are missing a perfect Stillwater Library event).



STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING  
May 24, 2017

**MEMBERS PRESENT:** Doug Blanke, Melissa Brechon, Nick Gorski, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Carol Stabenow, Kathy Thueson, Eric White - Keri Goeltl

**WELCOME:** Board President, Fred Rengel, called the meeting to order at 7:34 a.m.

**SECRETARY'S REPORT:** Mary moved that the minutes for the March, 2017 Board Meeting be accepted as written. Andy seconded the motion, and it was unanimously approved.

**ANONYMOUS DONATION:** Fred announced that a donation of \$ 10,000 had been made anonymously to the Foundation. This will be put into the endowment fund.

**FINANCE COMMITTEE & TREASURER'S REPORT:** Treasurer Dustin Moeller reviewed the April Finance Reports. He also shared highlights of the Finance Committee's May meeting.

**JUNE 6 CITY COUNCIL MEETING:** Melissa will present the library director's annual report to the City Council on Tuesday, June 6. She will include a major push for advocacy for the SPL. All Foundation members are encouraged to attend the 7 pm meeting.

**MAY GRANT REQUEST FROM LIBRARY:** Melissa requested a grant of \$625 to plant flowers on the terrace and prune the shrubs. Susie will arrange for volunteers to assist with the project. The motion for this expenditure was made by Merilee, seconded by Sandy and unanimously approved.

**LIBRARY DIRECTOR SEARCH:** Melissa reported that May 19 was the soft deadline for the applications, but the search continues at this time. The SPL trustees will talk with the search firm in June.

**EVENT COORDINATOR SEARCH:** Fred stated that interviews with potential candidates for the position will be held by the search committee next week .

**DEVELOPMENT & MARKETING REPORT:** Keri posted the lists of donors and L.A.S. sponsorships for Board members to review on the Foundation Google Docs. page. She reminded all to thank those people for their contributions.

**HEARING LOOPS:** Jean updated members on the project: the wiring for the Margaret Rivers Room has been installed. Work is progressing on adding microphones and making adjustments to the system. There will be a meeting to test the hearing loop installation with interested people when the project is complete. An inaugural program for the community highlighting the loops will be scheduled in June or July.

**GRATITUDE BREAKFAST & ANNUAL IMPACT REPORT:** Fred shared that there was a great response for the event. The attendance was nice, and the presentations were excellent. It

was described as “professional” and “well-run.” The Impact Report was a very impressive, high quality document.

LITERATI GROUP: Nick explained that the Literati Group is organized by Karen Hannah from the from the SPL staff for creating a list of book reviews to be shared with the public. She would like to receive at least one review per month from the Foundation (identified in the group as the “Mad Hatters”) to include on the list. Any member who is interested in contributing an anonymous brief review may send it to Nick - all are encouraged to participate. Book selections may be entertaining, enlightening, and classic - fiction and non-fiction are both welcome.

TECH TALK: Keri will create a mailing list for members use. There will be training in the use of Google Docs in upcoming meetings. This will include an introduction to the advertising features of the Google Suite.

EVENTS: Kathy asked if ours is an advisory or an active committee with regard to events; Fred clarified that our Foundation is a working Board.

Fred and Kathy reviewed future 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, will perform for this event. Volunteers will be needed for hospitality and clean-up.
- Light a Spark will be on the SPL terrace on July 4. Plans are on track for this event. A volunteer sign-up sheet will be circulated.
- Destination Library will be at the SPL on Sept. 22. This event is being organized by a group excellent planners. Auction items valued at \$500+ are needed. Anne Young will assist with set-up and Susi Danielson will recruit youth volunteers to help. With regard to alcohol sales, the event will follow the guidelines for MN non-profits. Alcoholic beverages will be purchased from by Swirl, College City, and Lift Bridge.
- Style Speaks Volumes IV is scheduled for Reve’ on Nov. 10 & 11. Carol Stabenow announced that plans are proceeding well for the event. Most of the author/models have been recruited.

The meeting was adjourned before 9 a.m. so that Nick could take group and individual photos of the Foundation members.

Respectfully submitted,  
Jean Morse, Secretary

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

Date	Sender	Title
5/2/17	Fred	Event Coordinator Jog Opening
5/2/17	Fred, Doug, Kathy	Gratitude Breakfast
5/16/17	Jean	Annual Meeting 4/26/17 Minutes
5/20/17	Fred,Nick,Mary	Notes regarding Photos
5/22/17	Fred	SPLF Meeting Agenda

Documents on Google Drive in May Folder:

- Financial Report -Dustin
- Disc-Jockey Contract
- Light a Smart 2017 Report
- Tent Tie Downs Report - Ann W.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Committee Reports: Human Resources</b>	
OWNER: HR Committee	PRESENTER: HR Committee
REQUESTED AGENDA TYPE (A, I, D):  A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval for 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. Appeal period will be July 18-August 11, 2017.	
BACKGROUND/CONTEXT: The HR Committee met with city staff (Tom McCarty & Donna Robole) to discuss the appeal process for library staff based on the City of Stillwater Classification/Compensation Study. At this meeting the Point System Comparison from the Hay Study (done over 20+ years ago) and the initial review for the city was presented which prompted city council recommendation to audit all library positions.  It was determined that library staff will appeal their reduction in points by providing additional information to F &H during the proposed appeal period.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

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	7/7/17: Staff are engaged in outreach plans as appropriate. Additional outreach plans will 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 WCL Task Force	6/13/17: 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 received reports early in 2017. WCL Task Force spoke with Ryskoski regarding study, and he indicated that he would be willing to present info to the board.
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	7/17/17: In Progress Results received. McCarty attended May board meeting to discuss with board. HR Committee developed appeal process for board approval on 7/11.
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 Bell	5/4/17: In Progress
106	6/13/2017	Library Event Task Force	Library Event Task Force to form to meet with neighbors and address policies.	Bell Hemer Keliher Menikheim Brechon Ellis	7/7/17: In Progress
TICKLER ITEMS					
ID	Board Meeting	Task	Description	Responsible	Status
TICKLER	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: The City of Stillwater lists this project in its capital project budget for 2017.No known date for paver replacement; Communicate to neighbors when date is known.
TICKLER	10/9/2018	Board Officers Nominating Committee	In October/November 2018, Board should appoint a nominating committee for officers on the Board for a two-year term beginning in 2019.	Board	TICKLER
TICKLER	3/14/2017	Library Open on Holidays	A patron, via the Foundation, asked the library to consider keeping the library open on Monday government holidays. Board discussed the request and considerations regarding demand for this service, outreach possibilities, programming opportunities, communications, and cost. More exploration may be needed if we choose to pursue,	Finance Committee Director	TICKLER
TICKLER	3/14/2017	Board Opening End of December 2017	Stark noted that her term ends at the end of 2017. Board asked library to work with city to coordinate the timing of this posting so that the position may be filled with the new trustee by the January board meeting.	Director	TICKLER

# Stillwater Public Library 2017 Calendar

<p><b>January</b>  <b>9:</b> Friends Meeting, 6:30 pm  <b>10:</b> SPL Board Meeting, 7:00 pm  <b>25:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Begin Development of 5-Year Capital Forecast (2018-2022)</li> <li>• Board passes ratification of wages prepared by Director</li> </ul>	<p><b>February</b>  <b>13:</b> Friends Meeting, 6:30 pm  <b>14:</b> SPL Board Meeting, 7:00 pm  <b>22:</b> SPLF Board Meeting, 7:30 am</p>	<p><b>March</b>  <b>13:</b> Friends Meeting, 6:30 pm  <b>14:</b> SPL Board Meeting, 7:30 pm  <b>22:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Presentation at Stillwater Township at 7:00 pm on March 14</li> <li>• Grant proposals to Foundation</li> </ul>
<p><b>April</b>  <b>1:</b> Annual Report to State Due  <b>9-15:</b> National Library Week  <b>10:</b> Friends Meeting, 6:30 pm  <b>11:</b> SPL Board Meeting, 7:00 pm  <b>12-15:</b> Spring Used Book Sale  <b>26:</b> SPLF Annual Bd Meeting &amp; Gratitude Breakfast, 7:30 am</p> <ul style="list-style-type: none"> <li>• Big Read/Valley Reads w/ArtReach</li> <li>• Usual month for Club Book (MELSA)</li> </ul>	<p><b>May</b>  <b>8:</b> Friends Meeting, 6:30 pm  <b>9:</b> SPL Board Meeting, 7:00 pm  <b>24:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• 2018 Capital Outlay Request and 2018-2022 CIP Plan due May 19</li> <li>• Begin operating budget prep</li> </ul>	<p><b>June</b>  <b>12:</b> Friends Meeting, 6:30 pm  <b>13:</b> SPL Board Meeting, 7:00 pm  <b>28:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Preliminary board budget discussion</li> </ul>
<p><b>July</b>  <b>4:</b> Light A Spark, 7:00 pm  <b>11:</b> SPL Board Meeting, 7:00 pm  <b>19:</b> Hear, Here! Loop Launch 7:00 pm  <b>28:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Board adopts budget request</li> </ul>	<p><b>August</b>  <b>8:</b> SPL Board Meeting, 7:00 pm  <b>22:</b> SPLF Beer for Books, 6:00 pm  <b>25:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• City Council budget hearing</li> <li>• Grant proposals to Foundation</li> </ul>	<p><b>September</b>  <b>11:</b> Friends Meeting, 6:30 pm  <b>12:</b> SPL Board Meeting, 7:00 pm  <b>22:</b> Destination Library, Evening  <b>29:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Levy adopted</li> <li>• Assist Foundation with Huelsmann grant application if requested, application due</li> </ul>
<p><b>October</b>  <b>9:</b> Friends Meeting, 6:30 pm  <b>10:</b> SPL Board Meeting, 7:00 pm  <b>27:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Examine ending dates for Board Members, place on Board agenda</li> <li>• Usual month for Club Book (MELSA)</li> <li>• Adopt Holidays for succeeding year</li> </ul>	<p><b>November</b>  <b>10-11:</b> Style Speaks Volumes, 11:00 am, Reve Bistro  <b>13:</b> Friends Meeting, 6:30 pm  <b>14:</b> SPL Board Meeting, 7:00 pm</p> <ul style="list-style-type: none"> <li>• Union signifies desire to negotiate if communication has not been received earlier</li> <li>• Grant proposals to Foundation</li> </ul>	<p><b>December</b>  <b>1:</b> SPLF Board Meeting, 7:30 am  <b>12:</b> SPL Board Meeting, 7:00 pm  <b>27:</b> SPLF Board Meeting, 7:30 am  <b>31:</b> SPL Board Terms End  <b>31:</b> WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> <li>• Succeeding year budget adopted by Council</li> <li>• Set staff meeting schedule for succeeding year</li> <li>• Negotiate new union contract before December 31 if needed</li> <li>• Staff personnel evaluations</li> </ul>