

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, September 12, 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 August 8, 2017 Minutes +
 - b. Acknowledgement of Bills Paid in August 2017 (08/02/17:\$28,770.56, 08/15/17: \$45.517.49) +
 - c. July Budget Status Report +

Old Business

5. Kilty Fund Update I
6. 2018 City Budget Process Update I
7. Events/Neighbors Task Force Meeting Report D
8. Classification and Compensation Appeal A

New Business

9. Proposed 2018 Holidays D

10. Director and Other Staff reports +

11. Foundation Report +

12. Board Committee Reports

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

13. Public Commentary and Communications

14. Adjournment

If you are unable to attend this meeting, please leave a message for Melissa at 651-275-4338 ext. 118 before 5 Pm on Monday, August 7, 2017.

A= Action Item I= Information Item D=Discussion Item + = Document in Packet

*= Document to be Distributed Later #=Document Distributed Previously

Attachments: WCL Minutes, Calendar, Ongoing Board Work Assignments

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

August 8, 2017

Minutes

PRESENT: Bell, Carlsen, Lunn, Hansen, Hemer, Keliher, Menikheim (Arrived at 7:50 pm during Agenda Item 9), Stark

ABSENT: Richie

STAFF: Brechon, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Stark requested that the Adoption of the July 11, 2017 and July 26, 2017 Minutes be pulled out for discussion from the consent calendar.

Motion made to adopt the remainder of the Consent Calendar. MSP.

Trustees discussed the July 11, 2017 Minutes and requested the following changes:

- Agenda Item 6 – Bullet 3: Replace first sentence to read “Budget moved staff positions to Flaherty & Hood’s proposed compensation grid **from February 2017** (and adjusted for 2017 wages) and incorporated COLA and benefit updates.”
- Agenda Item 14d: Replace first sentence in third paragraph with “Motion was made to approve a process for library staff to appeal the job evaluation points which were reduced in audit requested by the Stillwater City Council, with results received April 2017.”
- Brechon noted that the actual appeal period, discussed under Agenda Item 14c, is now through August 18, 2017.

Trustees discussed the July 26, 2017 minutes. Stark noted that the minutes indicated “Staff: None.” While staff were not participating in the meeting, staff and Friends members did attend. Stark requested that the guest attendees be included in the board minutes: Susie Danielson, Mary Ann Sandeen, Aurora Jacobsen, Angie Petrie, Lindy Howe and Jody Vasilakes.

Motion made to adopt the minutes as amended. MSP.

*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**

August 8, 2017

Minutes

AGENDA ITEM 5: Policy – SPL Library Code of Conduct, Bulletin Boards

The Code of Conduct and Bulletin Board policies were submitted to the Board for first reading and review at the July meeting. The policies were modeled after other libraries in the area and within MELSA.

The Board discussed the policies and requested the following changes:

Public Conduct Policy

- Under “Patrons are expected to” section, replace colon with comma on the 4th bullet.
- Under “Patrons are participants in a shared environment” section, replace sue with use on the 2nd bullet.

Bulletin Board Policy

Add “and other designated spaces” to:

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

Motion made to approve the adoption of the policies as amended. MSP.

AGENDA ITEM 6: Kilty Fund

Brechon reported that the Foundation Board has agreed to act as a fiscal agent for the library with regard to the Kilty Fund. An agreement is currently being drafted by the Foundation regarding the specifics.

AGENDA ITEM 7: Approval of Library Director Contract

Keliher distributed the conditional offer of employment letter to Mark Troendle (dated August 8, 2017 and included as an attachment to the minutes) for board review. Motion made to approve offer to Troendle. MSP.

Trustees contacted Troendle via phone to inform him of the approval of the offer and welcome him to the library.

Board acknowledged the work of Interim Director Brechon and her contributions to the library.

AGENDA ITEM 8: Event Rental Time Request for Sunday, May 27, 2018

The Board reviewed and discussed a request to approve an exception to the Sunday event rental timeframe and allow a wedding rental from 12:00 noon through 12:00 midnight on Sunday, May 27, 2018. Music would be moved inside by 10:00 pm, and the event will follow all other event policy rules.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

August 8, 2017

Minutes

and guidelines. It was noted that Sunday, May 27 is a holiday weekend as Memorial Day is the following day. The size of the group was estimated at under 100 guests.

Trustees discussed noise concerns, impact on neighbors, and communication to key stakeholders. As the number of guests is anticipated at under 100, the Board discussed encouraging as much guest parking as possible in ramp to mitigate noise and disruption to neighbors during the exiting of the event space. The Board also discussed working with vendors to encourage loading/unloading in the parking ramp area to minimize noise and disruption.

Motion made to approve special exception to hold event until 12:00 midnight on Sunday, May 27, 2017 with music inside by 10:00 pm with two conditions:

- Attendees should be encouraged to park in the ramp
- All loading and unloading to take place in parking ramp

MSP.

AGENDA ITEM 9: City of Stillwater Audit Report

The Board reviewed and discussed the City of Stillwater Audit Report provided in the August Board Packet. During the annual audit, special attention was given to the library as it had not received a departmental review in a number of years. The audit report found deficiencies in:

- Library disbursement procedures
- Library cash drawer, copier machine and cash processes
- In-kind donations

Brechon reported that the library has already been working on library cash management procedures. Washington County has been beta-testing a cash management system this year. This system will be implemented at Stillwater soon. Equipment has been ordered and training is being scheduled. The Finance Director will be included as part of the training.

Brechon reported that Library staff will meet with City Finance to discuss what procedures are needed in the area of Library disbursement procedures.

Stark reported that she contacted the auditor to discuss the significant deficiency in the area of in-kind donations. The auditor expressed willingness to meet and discuss these concerns with the Library and Board.

It was noted that the auditor is not questioning the dollar figures of the in-kind donations received by the Library, but the auditor is recommending changes for recording these in-kind revenues and expenditures.

Keliher requested that the auditor be asked to Board meeting to discuss the audit and recommendations.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

August 8, 2017

Minutes

AGENDA ITEM 10: Director and Other Staff Reports

Brechon presented the director's report.

Brechon discussed Washington County Library's recent contract with Baker & Taylor to handle the cataloguing and processing of books. Brechon noted that this change means that materials will be shipped shelf-ready directly to each branch for more immediate circulation. Records will be downloaded through Washington County to the ILS system. The cost of processing is \$3.65 per item, an increased expense, but this will save WCL staff resources in processing and cataloging. As WCL has moved to this system, Stillwater plans to follow WCL's lead.

The Board noted the increased costs associated with this. If WCL is no longer providing the cataloging and processing services, the alternative would be for Stillwater to bring in staff to do this.

Brechon also noted that River Market Co-Op is asking customers to round up their total bill and the Stillwater Library is the recipient for the months of August and September. Thank you River Market!

AGENDA ITEM 11: Foundation Report

The Foundation has three upcoming events:

- Beer for Books on August 22 with Craig Hansen
- Destination Library on September 22
- Style Speaks Volumes on November 10 & 11

AGENDA ITEM 12: Board Committee Reports

- **Executive Committee:** None

- **Facilities:** Five chairs reupholstered. Teen Room work continues with new stools, READ letters, furniture.

- **Finance:** Brechon and the Finance Committee presented the 2018 Budget to City Administrator, Finance Director and Assistant Finance Director. During the meeting, McCarty explained that the collective proposed budget from the departments came in with a 14% increase over last year. On August 15, McCarty provided 2018 budget recommendations to the City Council with a collective increase of 4.58% for 2018.

McCarty's recommended budget reduces the library's proposed operating budget by \$33,376 and proposed capital budget by \$21,600. This is still an increase in both operating and capital from 2017, and the increases are in line with other departments. McCarty's recommended budget numbers have not yet been approved by the city council.

The Finance Committee will work with the new director to address the 2018 budget and any changes needed.

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**STILLWATER PUBLIC LIBRARY
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- **Human Resources:** At July meeting, the board approved the process of staff appeal of the classification study results contingent on the costs of the Flaherty & Hood review. The library has been unable to obtain clear information on the costs of the review process other than an estimate of \$145/hr.

The Board discussed the responsibility for paying for appeals. There were 20 appeals at city and 12 went to Flaherty & Hood. The cost of the city's appeals was included in the contract. It is uncertain if the cost of the library appeals are also included in the contract.

Menikheim explained the contract with Flaherty & Hood specified two interactions, typically one for the review and one for appeals. Since the library was initially surveyed and then reviewed again as a whole in February, this could be considered the second interaction. This would mean that the library would need to pay for the appeal process.

Board discussed options and decided to not approve any expenditure for the appeal process until additional cost information could be obtained from Flaherty and Hood.

- **Communications/Outreach Committee:** None
- **WCL Relationship Task Force:** None

AGENDA ITEM 12: Public Commentary and Communications

Keliher reported that he received a letter from the Department of Education regarding the library's annual report to the state. Keliher shared that the letter from MN Dept of Ed included data about total volunteer hours donated to libraries throughout the state. SPL has 2.5 times the average number of volunteer hours for libraries.

AGENDA ITEM 13: Adjournment

Adjourned at 8:45 pm.

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August 8, 2017

August 8, 2017 Minutes
Supplemental Document

Mark Troendle
3215 Old Orchard Rd
Eau Claire, WI 54703

Dear Mark,

On behalf of the Board of Trustees of the Stillwater Public Library, I wish to extend our conditional offer of employment as Library Director at the beginning salary of \$87,000. In addition, the position includes the following benefits:

- Salary increase of \$2,000 upon satisfactory performance review after completion of six months of employment
- 160 hours per year of vacation, with 8 additional hours earned for each year of employment, up to twenty years for a maximum of 200 hours
- Relocation expense compensation in the form of a one-time \$5,000 stipend
- All other provisions of the Library's Personnel Policy will apply to the Library Director position

Continuation of employment and future salary adjustments shall be determined by annual performance evaluations based on goals and objectives developed in concert with the Board. The Library Director's salary is also subject to step increases, the specifics of which will be determined upon completion of the City of Stillwater's current classification-compensation study and its appeal process.

This offer is contingent upon your acceptance of these terms within three (3) days after your receipt of this letter and receipt of a satisfactory pre-employment background investigation and pre-employment drug test report by the Stillwater Public Library. If acceptable to you, we would like you to assume responsibilities as Director on or before Tuesday, Sept. 5, 2017.

If these terms and contingencies are acceptable to you, please sign one copy of this letter. Keep one copy for your personal file. Please scan the other signed copy and email it to me as an attachment and then mail the signed copy to my attention at the library. Please feel free to call me at 651-324-0213 or email mjkeliher@gmail.com if you have any questions.

We are delighted by your interest in assuming the responsibilities of Director, and we look forward to working with you to further strengthen our services, resources, and programs for our patrons.

Sincerely,

Michael Keliher
President, Stillwater Public Library Board of Trustees

I accept the offer, terms and contingencies stated in this letter

Mark Troendle

Date

2017 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
20066	4/13/2017	Advantage Computer Systems	Hearing Loops - Second Half of Payment	\$ 11,495.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
80217	8/2/2017	Baker and Taylor	Materials - Juv	\$ 703.65	230-4230-2400-0000	Childrens Books
80217	8/2/2017	Baker and Taylor	Materials - Processing	\$ 14.70	230-4230-3404-0000	Processing Fee
15-0152	7/18/2017	Barnhouse Office LLC	Teen Room (Lawson)	\$ 375.00	235-4900-3099-0000	Library Don - Improvement Projects - Othe
15-0152	7/18/2017	Barnhouse Office LLC	Building Reconfiguration	\$ 150.00	230-4900-5200-0000	C/O & Improvements
7312107	7/31/2017	Brechon Melissa J.	Interim Director - July	\$ 7,000.00	230-4230-3099-0000	Other Professional Services
170407	4/7/2017	Breeze Communication Arts	Programs - Adult (SPLF)	\$ 1,400.00	232-4232-2407-0000	SPLF - Programs
80217	8/2/2017	Brodart Co	Materials - Adult Fiction	\$ 1,659.40	230-4230-2401-0000	Adult Books - Fiction
80217	8/2/2017	Brodart Co	Materials - Adult NonFiction	\$ 676.08	230-4230-2405-0000	Adult Books - Non Fiction
80217	8/2/2017	Brodart Co	Materials - Processing	\$ 67.60	230-4230-3404-0000	Processing Fee
32055	7/20/2017	Card Source	Patron Cards	\$ 645.00	230-4230-2101-0000	General Supplies
83513010	7/17/2017	Infogroup	Materials - Reference	\$ 390.00	230-4230-2113-0000	Reference
9335366	7/17/2017	Cole Papers	Janitorial Supplies	\$ 386.45	230-4231-2102-0000	Janitorial Supplies
1	6/11/2017	Holm Christopher	Programs - Adult (SPLF - Summer SRP)	\$ 400.00	232-4232-2407-0000	SPLF - Programs
80217	8/2/2017	Midwest Tape	Materials - Audio	\$ 119.46	230-4230-2402-0000	Audio
80217	8/2/2017	Midwest Tape	Materials - Video	\$ 134.19	230-4230-2408-0000	Film/Video
80217	8/2/2017	Midwest Tape	Materials - Processing	\$ 32.30	230-4230-3404-0000	Processing Fee
W17060663	7/17/2017	Office of MN IT Services	Phone - June 2017	\$ 379.71	230-4231-3101-0000	Telephone
7182017	7/18/2017	Sorenson Beth	Travel Reimbursement for Director Candidate Interv	\$ 247.17	230-4230-4099-0000	Miscellaneous Charges
713028	7/21/2017	ECM Publishers	Notice of Special Mtg of Bd - 7/26/17	\$ 14.07	230-4230-3400-0000	Printing and Publishing
13802887	7/17/2017	Toshiba Business Solutions	Maintenance Contract	\$ 94.83	230-4230-3707-0000	Maintenance Agreements
13803163	7/17/2017	Toshiba Business Solutions	Maintenance Contract	\$ 175.30	230-4230-3707-0000	Maintenance Agreements
071117 349.92	7/11/2017	Washington County Library	Q2 17 Processing Fees Collected at SPL for WCL Items	\$ 184.00	230-0000-3880-0040	Lost/Overdue Processing Fees
071117 349.92	7/11/2017	Washington County Library	Q2 17 L/D Fees Collected at SPL for WCL Items	\$ 165.92	230-0000-3880-0030	Lost/Damaged Fees
71817	7/18/2017	Williams Tyler	Travel Reimbursement for Director Candidate Interv	\$ 617.07	230-4230-4099-0000	Miscellaneous Charges
			INVOICES SUBTOTAL	\$ 27,526.90		
CREDIT CARD						
62817	42914	A1 Hauling and Rolloffs	Building Reconfiguration	\$ 354.00	230-4900-5200-0000	Improvement Projects - C/O & Improve
1095	42887	Alfresco Casual Living	Programs - Adult (SRP Prize - SPLF)	\$ 40.00	232-4232-2407-0000	SPLF - Programs
1774606	42887	Amazon.com	Materials - Adult Nonfiction	\$ 49.71	230-4230-2405-0000	Adult Books - Non Fiction
635792983	42888	Eventbrite	Board Chair Training (6/20/17)	\$ 115.00	230-4230-3201-0000	Seminar/Conference Fees
6-0054195	42901	Games By James	Puzzles for Friends Area	\$ 16.06	235-4238-4099-0000	Library Donations Miscellaneous
19799	42905	Gertens Wholesale	Welcome/Reading Area Reconfiguration - Plants	\$ 139.22	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
24626	42910	Gertens Wholesale	Welcome/Reading Area Reconfiguration - Plants	\$ 160.67	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
1009-24139	42886	Lift Bridge Inc.	Programs - Adult (SRP Prize - SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
59442	42886	River Market Co-Op	Programs - Adult (SRP Prize - SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
809261	42886	Rose Floral	Programs - Adult (SRP Prize - SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
259171	42886	Valley Bookseller	Programs - Adult (SRP Prize - SPLF)	\$ 40.00	232-4232-2407-0000	SPLF - Programs
PK0102227910	42909	Waterdog Records LLC	Materials - Juv Audio	\$ 125.00	230-4230-2402-0000	Audio
PK0102227910	42909	Waterdog Records LLC	Materials - Juv Video	\$ 40.00	230-4230-2408-0000	Film/Video
1007	42887	Washington County Public Works	Materials - Reference	\$ 74.00	230-4230-2113-0000	Reference
			CREDIT CARD SUBTOTAL	\$ 1,243.66		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 28,770.56		

Submitted for payment

Melissa J. Brechon, Interim Director

2017 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
W00548217	7/24/2017	1000 Bulbs.com	LED Lighting	\$ 664.50	230-4230-5200-0000	C/O & Improvements
W00548217	7/24/2017	1000 Bulbs.com	Lighting	\$ 226.00	230-4231-2101-0000	General Supplies - Lib Plant
190124	7/19/2017	Ace Hardware	Janitorial Supplies	\$ 56.81	230-4231-2102-0000	Janitorial Supplies
190377	7/27/2017	Ace Hardware	Janitorial Supplies	\$ 58.87	230-4231-2102-0000	Janitorial Supplies
190411	7/28/2017	Ace Hardware	Janitorial Supplies	\$ 15.48	230-4231-2102-0000	Janitorial Supplies
190412	7/28/2017	Ace Hardware	Janitorial Supplies	\$ 36.96	230-4231-2102-0000	Janitorial Supplies
8152017	8/15/2017	Baker and Taylor	Materials - Juv	\$ 873.80	230-4230-2400-0000	Childrens Books
8152017	8/15/2017	Baker and Taylor	Materials - Processing	\$ 20.09	230-4230-3404-0000	Processing Fee
8152017	8/15/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 66.40	232-4232-2113-0000	SPLF - Materials
S100029875-US	7/28/2017	Bibliotheca LLC	RFID Stations	\$ 2,892.00	230-4230-2302-0000	Other Minor Equipment
8152017	8/15/2017	Biedermann Heather	Travel Reimbursement for Director Candidate	\$ 235.40	230-4230-4099-0000	Miscellaneous Charges
8152017	8/15/2017	Brodart Co	Materials - Adult Fiction	\$ 399.64	230-4230-2401-0000	Adult Books - Fiction
8152017	8/15/2017	Brodart Co	Materials - Adult NonFiction	\$ 691.54	230-4230-2405-0000	Adult Books - Non Fiction
8152017	8/15/2017	Brodart Co	Materials - Processing	\$ 28.60	230-4230-3404-0000	Processing Fee
33698	8/2/2017	Cartridge World Hudson	Supplies	\$ 64.99	230-4230-2101-0000	General Supplies
JPF2293	7/24/2017	CDW Government Inc.	Mobile Computer Lab	\$ 109.98	230-4230-5310-0000	C/O MIS Computer Equipment
JPH4104	7/25/2017	CDW Government Inc.	Mobile Computer Lab	\$ 819.60	230-4230-5310-0000	C/O MIS Computer Equipment
306-02444792-3	7/31/2017	Culligan of Stillwater	Water	\$ 61.75	230-4230-4099-0000	Miscellaneous Charges
10181059585	7/28/2017	Dell Marketing L.P.	Mobile Computer Lab	\$ 5,755.20	230-4230-5310-0000	C/O MIS Computer Equipment
423062	7/31/2017	General Office Products Co.	Furniture Reupholstery	\$ 5,049.90	230-4230-5300-0000	C/O Machinery & Equipment
2455591_6182577469	7/12/2017	G & K Services	Towels & Rugs	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
872717657	7/21/2017	Grainger	Repair Supplies	\$ 624.36	230-4231-2202-0000	Building Repair Supplies
072917_166.35	7/20/2017	Lila & Claudine's Knitting & Gifts	Programs - Juv (MELSA)	\$ 166.35	235-4236-4099-0000	Library Donations Programs
2568595	7/14/2017	Loffler Companies	Telephone System	\$ 16,758.17	230-4230-5310-0000	C/O MIS Computer Equipment
8152017	8/15/2017	Midwest Tape	Materials - Audio	\$ 13.49	230-4230-2402-0000	Audio
8152017	8/15/2017	Midwest Tape	Materials - Video	\$ 52.48	230-4230-2408-0000	Film/Video
8152017	8/15/2017	Midwest Tape	Materials - Processing	\$ 6.75	230-4230-3404-0000	Processing Fee
715633	8/8/2017	MEI Total Elevator Solutions	Yearly Elevator Service (August)	\$ 1,515.11	230-4231-3707-0000	Maintenance Agreements - Lib Plant
	7/28/2017	Petrie Angela	Programs - Juv (Reward Books - SPLF); Staff Reimburse	\$ 61.45	232-4232-2407-0000	SPLF - Programs
10067454	7/19/2017	Pioneer Press	Newspaper Subscription (SPLF)	\$ 771.28	232-4232-2113-0000	SPLF - Materials
40621	7/24/2017	Premier Lighting Inc	LED Lighting	\$ 3,709.06	230-4230-5200-0000	C/O & Improvements
8585428	7/27/2017	Quill Corporation	General Supplies	\$ 244.95	230-4230-2101-0000	General Supplies
75574570	8/2/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 25.87	235-4235-2101-0000	Library Donations Materials
75573479	8/1/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 23.37	235-4235-2101-0000	Library Donations Materials
1195859	7/25/2017	Security Response Services Inc	Alarm Monitoring	\$ 168.12	230-4231-3707-0000	Maintenance Agreements - Lib Plant
8152017	8/15/2017	Troendle Mark	Travel Reimbursement for Director Candidate	\$ 149.80	230-4230-4099-0000	Miscellaneous Charges
072117_205.34	7/21/2017	Washington County Library	Q2 17 Postage/Stock for Overdue Notices	\$ 205.34	230-4230-3102-0000	Postage
		INVOICES SUBTOTAL		\$ 42,706.60		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
51-7976594-1	7/25/2017	Xcel Energy	Energy	\$ 153.36	230-4231-3601-0000	Natural Gas
51-7976594-1	7/25/2017	Xcel Energy	Energy	\$ 4,657.53	230-4231-3600-0000	Electricity
		MANUAL PAYOUT SUBTOTAL		\$ 4,810.89		
		GRAND TOTAL		\$ 47,517.49		

Submitted for payment

Melissa J. Brechon, Interim Director

General Ledger

Budget Status

User: kgoeltl
 Printed: 8/21/2017 - 12:01 PM
 Period: 1 to 7, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	70,000.00	34,742.00	34,742.00	35,258.00	0.00	35,258.00	50.37
230-0000-3520-0100	Copier/Printer Sales	5,800.00	2,740.35	2,740.35	3,059.65	0.00	3,059.65	52.75
230-0000-3880-0200	Gallery Fees	600.00	0.00	0.00	600.00	0.00	600.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	62.89	62.89	237.11	0.00	237.11	79.04
	R25 Sub Totals:	76,700.00	37,545.24	37,545.24	39,154.76	0.00	39,154.76	51.05
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	350.00	350.00	5,150.00	0.00	5,150.00	93.64
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	168.30	168.30	331.70	0.00	331.70	66.34
230-0000-3880-0020	Library Card Fees	10,212.00	6,494.00	6,494.00	3,718.00	0.00	3,718.00	36.41
230-0000-3880-0030	Lost Materials	3,200.00	1,000.31	1,000.31	2,199.69	0.00	2,199.69	68.74
230-0000-3880-0040	Processing Fees	8,200.00	1,922.00	1,922.00	6,278.00	0.00	6,278.00	76.56
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	26.00	26.00	274.00	0.00	274.00	91.33
	R40 Sub Totals:	29,412.00	9,960.61	9,960.61	19,451.39	0.00	19,451.39	66.13
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	0.00	0.00	1,171,625.00	0.00	1,171,625.00	100.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	22,700.00	0.00	0.00	22,700.00	0.00	22,700.00	100.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	90,000.00	0.00	0.00	90,000.00	0.00	90,000.00	100.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R45 Sub Totals:		1,284,325.00	0.00	0.00	1,284,325.00	0.00	1,284,325.00	100.00
Revenue Sub Totals:		1,390,437.00	47,505.85	47,505.85	1,342,931.15	0.00	1,342,931.15	96.58
Dept 0000 Sub Totals:		-1,390,437.00	-47,505.85	-47,505.85	-1,342,931.15	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	223,923.00	50,469.98	50,469.98	173,453.02	0.00	173,453.02	77.46
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	13,809.47	13,809.47	-13,809.47	0.00	-13,809.47	0.00
230-4230-1113-0000	Vacation Pay	0.00	41,765.17	41,765.17	-41,765.17	0.00	-41,765.17	0.00
230-4230-1200-0000	Part Time Salaries	469,003.00	249,480.44	249,480.44	219,522.56	0.00	219,522.56	46.81
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	24,607.39	24,607.39	27,366.61	0.00	27,366.61	52.65
230-4230-1420-0000	FICA/Medicare	53,005.00	26,822.93	26,822.93	26,182.07	0.00	26,182.07	49.40
230-4230-1500-0000	Hospital / Medical	105,454.00	49,298.28	49,298.28	56,155.72	0.00	56,155.72	53.25
230-4230-1520-0000	Dental Insurance	4,149.00	1,575.60	1,575.60	2,573.40	0.00	2,573.40	62.02
230-4230-1540-0000	Life Insurance	650.00	333.12	333.12	316.88	0.00	316.88	48.75
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	494,794.51	494,794.51	413,363.49	0.00	413,363.49	45.52
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	250.00	0.00	0.00	250.00	0.00	250.00	100.00
230-4230-2101-0000	General Supplies	4,500.00	1,395.43	1,395.43	3,104.57	0.00	3,104.57	68.99
230-4230-2113-0000	Reference	5,040.00	742.21	742.21	4,297.79	0.00	4,297.79	85.27
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	7,566.09	7,566.09	5,453.91	0.00	5,453.91	41.89
230-4230-2401-0000	Adult Books - Fiction	14,923.00	4,026.98	4,026.98	10,896.02	0.00	10,896.02	73.01
230-4230-2402-0000	Audio	10,920.00	2,967.26	2,967.26	7,952.74	0.00	7,952.74	72.83
230-4230-2403-0000	Periodicals	4,500.00	4,253.03	4,253.03	246.97	0.00	246.97	5.49
230-4230-2405-0000	Adult Books - Non Fiction	16,818.00	8,404.03	8,404.03	8,413.97	0.00	8,413.97	50.03
230-4230-2406-0000	Teen Books - Materials	4,620.00	2,401.73	2,401.73	2,218.27	0.00	2,218.27	48.01
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	2,729.26	2,729.26	4,830.74	0.00	4,830.74	63.90

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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	36,560.48	36,560.48	54,204.52	0.00	54,204.52	59.72
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	1,257.19	1,257.19	5,242.81	0.00	5,242.81	80.66
230-4230-3099-0000	Other Professional Services	1,000.00	48,896.00	48,896.00	-47,896.00	0.00	-47,896.00	0.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	199.83	199.83	1,300.17	0.00	1,300.17	86.68
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	1,091.79	1,091.79	3,408.21	0.00	3,408.21	75.74
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	716.75	716.75	783.25	0.00	783.25	52.22
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	2,537.80	2,537.80	4,462.20	0.00	4,462.20	63.75
230-4230-3500-0000	General Insurance	1,914.00	0.00	0.00	1,914.00	0.00	1,914.00	100.00
230-4230-3707-0000	Maintenance Agreements	20,000.00	1,245.44	1,245.44	18,754.56	0.00	18,754.56	93.77
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	0.00	0.00	400.00	0.00	400.00	100.00
	E15 Sub Totals:	44,814.00	56,212.30	56,212.30	-11,398.30	0.00	-11,398.30	0.00
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	400.00	118.00	118.00	282.00	0.00	282.00	70.50
230-4230-4001-0000	Subscriptions	625.00	616.98	616.98	8.02	0.00	8.02	1.28
230-4230-4099-0000	Miscellaneous Charges	1,500.00	1,493.78	1,493.78	6.22	0.00	6.22	0.41
	E20 Sub Totals:	2,525.00	2,228.76	2,228.76	296.24	0.00	296.24	11.73
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	590,333.23	590,333.23	544,628.77	0.00	544,628.77	47.99

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Dept 230-4231	Dept 4230 Sub Totals:	1,134,962.00	590,333.23	590,333.23	544,628.77	0.00		
E05	LIBRARY PLANT PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	51,709.00	27,813.72	27,813.72	23,895.28	0.00	23,895.28	46.21
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,389.60	1,389.60	-1,389.60	0.00	-1,389.60	0.00
230-4231-1113-0000	Vacation Pay	0.00	1,863.97	1,863.97	-1,863.97	0.00	-1,863.97	0.00
230-4231-1200-0000	Part Time Salaries	33,876.00	18,088.31	18,088.31	15,787.69	0.00	15,787.69	46.60
230-4231-1410-0000	PERA	6,419.00	3,412.63	3,412.63	3,006.37	0.00	3,006.37	46.84
230-4231-1420-0000	FICA/Medicare	6,547.00	3,313.27	3,313.27	3,233.73	0.00	3,233.73	49.39
230-4231-1500-0000	Hospital / Medical	21,178.00	9,709.07	9,709.07	11,468.93	0.00	11,468.93	54.15
230-4231-1520-0000	Dental Insurance	758.00	441.98	441.98	316.02	0.00	316.02	41.69
230-4231-1540-0000	Life Insurance	116.00	67.20	67.20	48.80	0.00	48.80	42.07
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	66,099.75	66,099.75	54,503.25	0.00	54,503.25	45.19
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	2,300.00	370.21	370.21	1,929.79	0.00	1,929.79	83.90
230-4231-2102-0000	Janitorial Supplies	3,800.00	1,734.05	1,734.05	2,065.95	0.00	2,065.95	54.37
230-4231-2202-0000	Building Repair Supplies	300.00	517.93	517.93	-217.93	0.00	-217.93	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
230-4231-2302-0000	Other Minor Equipment	800.00	481.03	481.03	318.97	0.00	318.97	39.87
	E10 Sub Totals:	7,300.00	3,103.22	3,103.22	4,196.78	0.00	4,196.78	57.49
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	1,900.35	1,900.35	2,599.65	0.00	2,599.65	57.77
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	20,254.73	20,254.73	19,745.27	0.00	19,745.27	49.36
230-4231-3601-0000	Natural Gas	12,000.00	5,805.86	5,805.86	6,194.14	0.00	6,194.14	51.62
230-4231-3703-0000	Building Repair Charges	10,750.00	10,659.55	10,659.55	90.45	0.00	90.45	0.84
230-4231-3707-0000	Maintenance Agreements	8,995.00	3,890.72	3,890.72	5,104.28	0.00	5,104.28	56.75
	E15 Sub Totals:	106,486.00	42,511.21	42,511.21	63,974.79	0.00	63,974.79	60.08
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,942.03	1,942.03	-842.03	0.00	-842.03	0.00
	E20 Sub Totals:	1,100.00	1,942.03	1,942.03	-842.03	0.00	-842.03	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

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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	113,656.21	113,656.21	145,832.79	0.00	145,832.79	56.20
Dept 230-4900	Dept 4231 Sub Totals:	259,489.00	113,656.21	113,656.21	145,832.79	0.00		
E15	IMPROVEMENT PROJECTS							
230-4900-3099-0000	SERVICES AND CHARGES							
	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 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	11,027.29	11,027.29	-11,027.29	0.00	-11,027.29	0.00
	E25 Sub Totals:	0.00	11,027.29	11,027.29	-11,027.29	0.00	-11,027.29	0.00
	Expense Sub Totals:	0.00	11,027.29	11,027.29	-11,027.29	0.00	-11,027.29	0.00
	Dept 4900 Sub Totals:	0.00	11,027.29	11,027.29	-11,027.29	0.00		
	Fund Revenue Sub Totals:	1,390,437.00	47,505.85	47,505.85	1,342,931.15	0.00	1,342,931.15	96.58
	Fund Expense Sub Totals:	1,394,451.00	715,016.73	715,016.73	679,434.27	0.00	679,434.27	48.72
	Fund 230 Sub Totals:	4,014.00	667,510.88	667,510.88	-663,496.88	0.00		
	Revenue Totals:	1,390,437.00	47,505.85	47,505.85	1,342,931.15	0.00	1,342,931.15	96.58
	Expense Totals:	1,394,451.00	715,016.73	715,016.73	679,434.27	0.00	679,434.27	48.72
	Report Totals:	4,014.00	667,510.88	667,510.88	-663,496.88	0.00		

NOTES:

Budget line 230-0000-3880-0020 Library Card Fees: The Library initially budgeted \$10,212 in library card fees with a majority of revenue raised from library cards sold to Lake Elmo residents. Since Lake Elmo is rejoining WCL, library card fees may no longer be charged to its residents. \$6,494 represents the total received through July with no additional fees expected from Lake Elmo. Minimal additional revenue is projected for 2017.

Budget line 230-4230-1111-0000 Severance Pay: This reflects severance compensation of \$22,477.62 paid out to retiring director and \$13,941.52 to the retiring assistant director. This expense is covered under the reserved fund balance. Monies will be transferred in by City Finance to a budget line under R45 Other Finance Sources to offset this expense. Library staff is confirming with City Finance the effect on the library fund balance. More details to follow.

Budget line 230-4230-1113-0000 Vacation Pay: \$13,182.19 of this line item reflects a Vacation Payout out to the retiring director and a \$503.44 payout to the retiring assistant director. This expense is covered under the reserved fund balance. Monies will be transferred in by City Finance to a budget line under R45 Other Finance Sources to offset this expense. The other vacation paid represents vacation time taken by staff, including time taken by the assistant director at the end of her employment, and is budgeted under regular salaries. Library staff is confirming with City Finance the effect on the library fund balance. More details to follow.

Budget Line 230-4230-3099-0000 Other Professional Services: This reflects expenditures for the interim director search, interim director contract, and library director search. \$3,750 was paid to Library Strategies for the interim director search. \$31,696 was paid through July for the interim director contract. \$13,450 was paid through July to John Keister & Associates for the library director search. Expenses projected to be offset by budget savings from the open Director and Assistant Director positions. Projected payments for August and September include \$6,100 to John Keister & Associates and \$7,730 to Interim Director.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Kilty Update	
OWNER: Troendle	PRESENTER: Troendle
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>In June, the Stillwater Public Library Foundation received a letter informing them that the Kilty Estate was donating \$50,000 to the City of Stillwater for the upkeep of the library. We believe that the letter was directed to the Foundation as they had been cultivating Mr. Kilty as a donor.</p> <p>Following the receipt of the gift, Interim Director Melissa Brechon spoke with Tom McCarty regarding this donation. The City indicated that they would prefer to <u>not</u> administer this fund. At the July Board meeting, the Trustees approved a motion to request that the Foundation administer the fund on behalf of the library. The Foundation was notified and agreed to act as fiscal agent of the fund. The Foundation prepared a Fiscal Agency Agreement, and the Library submitted this to City Attorney Magnuson for initial review.</p> <p>Magnuson responded that the Foundation is not permitted to cash the check or to hold and administer the gift. Magnuson cited:</p> <ul style="list-style-type: none"> • MN Stat. Sec. 134.14. This statute is part of the chapter of the state law that controls public libraries. It provides in part that: "All property given, granted, donated, devised or bequeathed to, or otherwise acquired by, any city or county for a public library shall vest in and be held in the name of the city or county, and any conveyance, grant, donation, devise, bequest or gift, made to or in the name of any public library shall be deemed to have been made directly to the city or county to be used (for library purposes)." • MN Stat. Sec. 134.11 Subd. 2 provides in part: "All money received for the library shall be paid into the city or county treasury, credited to the library fund, kept separate from other money etc." Both sections of the law use the word "shall". That word in legal drafting means: "must" or "has a duty to". <p>The Kilty check was made to the City of Stillwater. In view of the statutory directive, Magnuson does not see a way to allow the Foundation to administer the gift. This statute is the reason the City holds so many small gifts and bequests.</p> <p>The Library is now working with City Finance to determine appropriate deposit of the fund revenue and tracking of future fund expenditures.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 City Budget Process Update	
OWNER: Troendle	PRESENTER: Troendle
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The City Council approved the proposed 2018 budget on September 5, 2017. The Council also approved the proposed 2018 levy and established the Truth in Taxation meeting for December 5, 2017 at 7:00 PM, at which date and time the Council will consider the final 2018 budget.</p> <p>The proposed 2018 budget for the Library was approved as recommend by the City Administrator and Finance Director. The detail was included in the presentation to City Council on August 15.</p> <p>McCarty’s recommended budget reduces the library’s proposed operating budget by \$33,376 and proposed capital budget by \$21,600. This is an increase in both operating and capital from 2017.</p> <p>A revised detailed budget from the library is due to the City by October 15.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: City Administrator’s 2018 Budget Recommendations to Council	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



August 14, 2017

TO: Honorable Mayor and City Council Members

CC: City of Stillwater Department Heads
City of Stillwater Staff

FROM: J. Thomas McCarty, City Administrator
Sharon Harrison, City Finance Director

SUBJECT: Stillwater City Administrator's 2018 Budget Recommendations

Pursuant to Article VII, Section 7.01 of the Stillwater City Charter, I am pleased to present the City Administrator's 2018 Budget Recommendations for the City of Stillwater for your review and consideration. The total proposed 2018 budget (all funds) is approximately \$35,000,000. Upon review and analysis of all revenue and expenditure requests, the 2018 Budget Recommendations propose a balanced 2018 budget that continues and enhances the provision of excellent city services and programs to meet the needs of the citizens of Stillwater.

In 2016 the City Council began to address the issues of balancing revenue enhancement against ever increasing demand for services and increasing health care costs, managing long term city infrastructure needs, maximizing economic development opportunities, and planning for aging population dynamics in the workforce and in the community by adopting the City's strategic plan for 2020. The top strategic issues identified by the City Council included: organizational excellence, community development and engagement and capital improvement planning (as confirmed and updated at the 2017 City Council work session). The proposed 2018 budget includes specific programming, staffing and capital outlay appropriations that align with these strategic themes and initiatives.

The City Administrator and City Finance Director met with all departments and agencies and have reviewed and analyzed all proposed 2018 program operations, revenues, expenditures, staffing levels, capital projects and long-term debt, collaborative efforts and use of fund balances. The recommended total levy increase for 2018 is 4.58%, which would result in a property tax increase of approximately \$35 for the owner of a median priced home in Stillwater at \$236,000, assuming the home's market value increased 2.0% over the past year.

Operations

All general fund revenue sources have been thoroughly analyzed for potential increases to support requests for increased expenditures. State Local Government Aid (LGA) has increased for 2018. All license and permit fees and charges for services have been adjusted for program cost increases and increased activity levels resulting in a small revenue increase for 2018. Based on the initial 2018 general fund budget proposals, the tax levy increase for the general fund operating budget was \$1,252,000 or 14.13% over 2017. The Administrator's budget recommendations reduce the proposed 2018 operating levy increase to \$578,441 or 6.53% above the 2017 adopted tax levy. The total 2018 property tax levy increase (operating levy + debt service levy) is proposed to increase by \$573,712 or 4.58% over 2017.

Each department's and special revenue fund's budget requests and the Administrator's recommendations are also included in the budget book and on the attached slides. Requests for new or revised programs, services or staffing levels are identified in the summary page for each department. Specific department elements that enhance the top strategic issues identified by the City Council are also noted on the summary pages. Increased wage and benefit costs are a major element in the 2018 budget. Employee wages are budgeted at a 2.5% increase for 2018, consistent with settled bargaining union contracts and reflecting full implementation of the classification/compensation study results to help attract and retain employees. Health insurance estimated costs are budgeted at a 15% increase and could be modified based on final 2018 health insurance costs.

Due to funding constraints, all department and agency requests for new staffing levels and new or expanded programs for 2018 were unable to be funded. Recommendations for increased support staff time in Community Development and Fire Departments, and creation of a facilities manager position are included in the proposed budget. The budget recommends professional consultant services for completion of a fire department staffing/operational analysis to assist the City in managing volunteer paid on call staffing challenges.

Capital Improvement Program

Capital requests are summarized in three segments: annual capital outlay (all departments), street improvement program, and the Police Department/City Hall project items. This section includes capital outlay requests submitted by each department or special revenue fund and the Administrator's recommendations for 2018. Maintaining the City's physical infrastructure (buildings, streets, sidewalks, parks, sewer systems, and IT systems) coupled with funding for improvements to downtown and Bridgeview and Aiple park properties are major funding challenges for the future. Proposals for annual capital outlay items, and funding for safety & security enhancements for the Police Department/City Hall Remodeling project are included in this section. In addition, this section includes a proposal the Public Works Street Improvement Program (annual city street and sidewalk infrastructure improvements). The proposal continues the program that was initiated in 2016 after languishing for a number of years.

Issuance of debt (bonding) is proposed as a major funding source for the City's capital improvement program. The proposed debt issuance is consistent with the City's debt management policies. The current City bond rating of Aa2 (Moody's) is expected to be maintained for debt

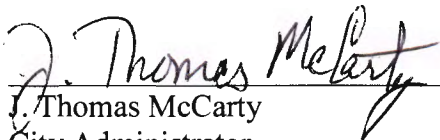
issued in 2018. The Aa2 bond rating provides a strong signal of the city's financial stability to prospective bond buyers, resulting in better interest rates for the City. An overview of the City's debt obligation balance is also included in the attached slides.

The City Administrator 2018 Budget Recommendations are based upon the following components:


- Maintaining a modest increase in the City's property tax rate;
- Maximizing revenues from non-property tax sources where possible;
- Allocation of existing resources to offset additional costs in priority areas;
- Increase fees and charges to address the cost of service provision;
- Program modification based upon priorities included in the City Mission Statement and adopted City Strategic Plan;
- Commitment to maintain core physical, technology and capital equipment infrastructure;
- Estimated costs for employee compensation and benefit adjustments;
- Enhances community agency funding support for 2018;

The City Council will meet on Tuesday, August 15, 2017 for a preliminary review of the City Administrator's 2018 budget recommendations and pursuant to state law, must adopt a preliminary 2018 budget and certify the maximum City property tax levy to the County by September 30, 2017. The City Council must also schedule the Truth in Taxation meeting date in December for adoption of the final 2018 Stillwater City budget.

We are available to answer questions you may have regarding the attached budget recommendations.



J. Thomas McCarty
City Administrator



Sharon Harrison
Finance Director



2018 Proposed Budget

CITY OF STILLWATER

August 15, 2017

Budget Calendar

- ▶ April - Finance department begins budget process by preparing projected wages & benefits, and insurance costs.
- ▶ April 24 - Finance Department distributes CIP (2018-2022) information for updating.
- ▶ May 19 - CIP (2018-2022) information updates due to Finance. Finance assembles preliminary CIP.
- ▶ June 14 - Budget guidelines along with budget worksheets are distributed to Department Heads/Managers for completion.
- ▶ July 7 - Completed budget worksheets are due to Finance. The Finance Department assembles the preliminary requested budget information.
- ▶ July - City Administrator reviews requested budget with Department Heads/Managers and prepares proposed budget.
- ▶ August 14 - Finance distributes proposed budget to Department Heads/Managers and City Council
- ▶ August 15 - Council, during a budget workshop session, meets with the City Administrator and Department Heads to review the proposed budget.
- ▶ End of August - County distributes estimated Local Taxable Value & Fiscal Disparity information.
- ▶ September 5 - Review updated proposed budget information. (if needed)
- ▶ September 19 - The latest the Council can adopt a proposed budget, a proposed levy and set the T-N-T Meeting date in December.

Budget Factors

Proposed 2018



- ▶ **\$85,000 Increase/Decrease in Operating Expense**
 - ▶ 1% of Levy
- ▶ **1% Increase/Decrease in Health Insurance Premium**
 - ▶ \$10,000
- ▶ **Retiree Health Insurance**
 - ▶ 10% of the Levy
- ▶ **Library Operating Levy**
 - ▶ 13% of the levy
- ▶ **Personnel Costs**
 - ▶ 77% of the Levy
- ▶ **Costs to continue**
 - ▶ 5.1%



Property Tax Levy

Proposed 2018



CITY-WIDE LEVY	
General Revenue Tax Levy	\$9,436,264
Required Debt Service Tax Levy	\$3,269,887
New Debt Service Tax Levy	\$400,000
Total Debt Service Levy	\$3,669,887
TOTAL CITY-WIDE LEVY	\$13,106,151

PARCEL-SPECIFIC LEVY	
WMO Levy	\$42,700

Required Debt Service Tax Levy	Amount
G.O. Capital Outlay 2012A	\$541,330
G.O. Capital Outlay 2014A	\$708,478
G.O. Capital Outlay 2005B	\$282,531
G.O. Capital Outlay 2009B	\$103,241
G.O. Capital Outlay 2014 (Armory)	\$85,000
G.O. Capital Outlay 2009D	\$336,958
G.O. Capital Outlay 2016A	\$812,333
G.O. Capital Outlay 2017A	\$400,016
Total	\$3,269,887

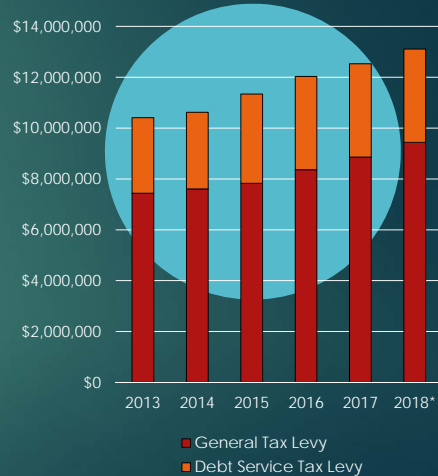
2018 New Bond Issue to fund:	
2018 Capital Outlay	\$2,270,300
Police Station/City Hall Safety & Security Improvements	\$700,000
2018 Street Improvement Project	\$450,000
2018 Sidewalk Rehab Project	\$50,000
Paver Renovation-Library	\$50,000
Marylane Drainage	\$100,000
Total	\$3,620,300

Property Tax Levy

Last 5 years and Proposed 2018*



Year	General Tax Levy	Debt Service Tax Levy	Total Property Tax Levy	\$ Increase from Prior Year	% Increase from Prior Year
2013	\$7,435,010	\$2,971,497	\$10,406,507	\$159,910	1.561%
2014	\$7,606,066	\$3,018,920	\$10,624,986	\$218,479	2.099%
2015	\$7,825,610	\$3,514,043	\$11,339,653	\$714,667	6.726%
2016	\$8,365,422	\$3,665,145	\$12,030,567	\$690,914	6.092%
2017	\$8,857,823	\$3,674,616	\$12,574,339	\$543,772	4.519%
2018*	\$9,436,264	\$3,669,887	\$13,106,151	\$573,712	4.578%



Note: In 2014 there were levy limits imposed on the general tax levy.

Property Tax Levy

Proposed 2018 vs Adopted 2017



2017 Adopted	CITY-WIDE LEVY	2018 Requested	2018 Proposed	\$ Increase/ Decrease	% Increase/ Decrease
\$8,857,823	General Operating Tax Levy	\$10,110,053	\$9,436,264	\$578,441	6.53%
\$3,674,616	Debt Service Tax Levy	\$3,669,887	\$3,669,887	-\$4,729	-0.13%
\$12,532,439	Totals	\$13,784,669	\$13,106,151	\$573,712	4.58%

2017 Adopted	PARCEL-SPECIFIC LEVY	2017 Requested	2017 Proposed	\$ Increase	% Increase
\$41,900	WMO Tax Levy	\$42,700	\$42,700	\$800	1.91%

Property Tax Rate

Proposed 2018



Formula: Total City Property Tax Levy ÷ City's Taxable Tax Capacity = City Tax Rate

Item	Actual Pay 2017	Proposed Pay 2018	% Change
Property Tax Levy	\$12,532,439	\$13,106,151	4.578%
Fiscal Disparity Portion of Levy	- \$1,303,589	\$1,368,768	5.0%
City's Portion of Levy	= \$11,228,850	\$11,737,383	4.529%
City's Taxable Tax Capacity	÷ 19,725,051	20,514,053	4.0%
City Tax Rate	= 56.927%	57.216%	.508%

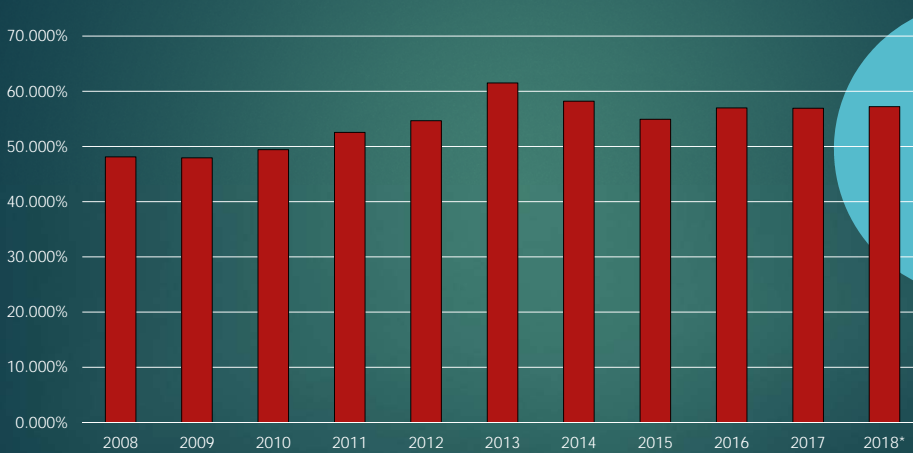
Note: Valuation numbers and fiscal disparity numbers are not available from Washington County; therefore, the following assumptions were made:

Assumptions

- ▶ 4% increase in the City's Taxable Tax Capacity.
- ▶ 5% increase in the Fiscal Disparity Portion of Levy.

Property Tax Rate

Last Ten Years and Estimated 2018*



Year	Rate
2008	48.127%
2009	47.930%
2010	49.432%
2011	52.539%
2012	54.674%
2013	61.503%
2014	58.216%
2015	54.916%
2016	56.996%
2017	56.927%
2018*	57.216%

Tax Impact

2018 Proposed



Formula: Tax Capacity x City Tax Rate = City Property Tax

Actual Payable 2017				Proposed Payable 2018				From 2017 to 2018	
Market Value	Tax Capacity	Actual City Tax Rate	City Property Tax	Taxable Market Value	Tax Capacity	Proposed City Tax Rate	City Property Tax	\$ Change	% Change
231,100	2,153	56.927%	\$1,225.64	236,300	2,203	57.216%	\$1,260.47	\$34.83	2.8%
98,000	696	56.927%	\$410.81	100,000	718	57.216%	\$410.81	\$14.60	3.7%
147,100	1,231	56.927%	\$700.77	150,000	1,263	57.216%	\$722.64	\$21.87	3.1%
245,100	2,299	56.927%	\$1,308.75	250,000	2,353	57.216%	\$1,346.29	\$37.54	2.9%
392,200	3,903	56.927%	\$2,221.86	400,000	3,988	57.216%	\$2,281.77	\$59.91	2.7%

Assumptions

- ▶ 2% increase in Market Value from 2017 to 2018
- ▶ Information is based on Residential Homestead Properties
- ▶ Market Values are converted to Tax Capacity Values using Class Rates determined by the MN Legislature.

Bond Rating (Moody's)

Last 10 Years



Current (2017)
Bond Rating

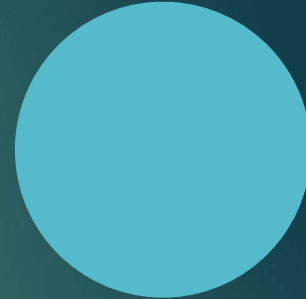
Aaa... - Aa1 - Aa2 - Aa3 - A1 - A2 - A3 - Baa1 - Baa2 - Baa3 - ...C
Highest - Lowest

Year	Rating	Year	Rating
2017	Aa2	2010	Aa2
2016	Aa2	2009	Aa3
2014	Aa2	2008	Aa3
2013	Aa2	2007	Aa3
2012	Aa2	2006	Aa3

Operating Expenditure Assumptions



- ▶ **Wages**
 - ▶ 2.50% in COLA
- ▶ **Health Insurance – City Contribution**
 - ▶ 15 % increase for single coverage and retiree coverage
 - ▶ \$15 increase for family coverage
- ▶ **PERA & FICA/Medicare**
 - ▶ No change
- ▶ **General Liability & Worker’s Compensation Insurance**
 - ▶ 4% increase

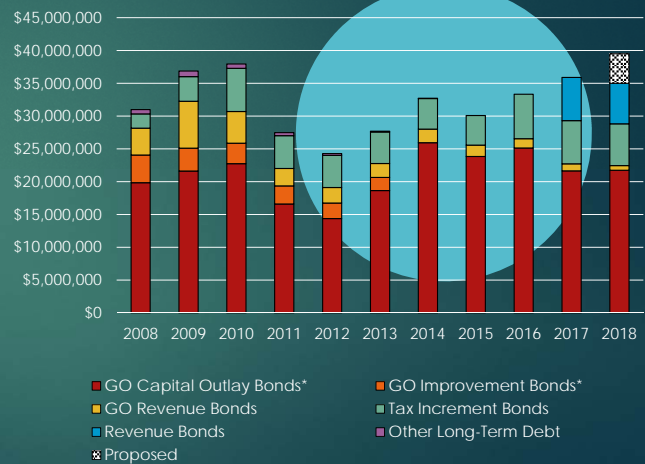


Debt Service Balance (as of January 1)

Last Ten Years and budget year 2018



Actual Debt Service (Does not include any bonds that have not/proposed been/to be issued)						
Year	GO Capital Outlay Bonds	GO Improvement Bonds	GO Revenue Bonds	GO Tax Increment Bonds	Revenue Bonds	Other Long-Term Debt
2008	\$19,844,000	\$4,225,000	\$4,100,000	\$2,170,000	\$0	\$852,500
2009	\$21,630,000	\$3,485,000	\$7,140,000	\$3,765,000	\$0	\$657,500
2010	\$22,755,000	\$3,120,000	\$4,835,000	\$6,585,000	\$0	\$462,500
2011	\$16,605,000	\$2,750,000	\$2,660,000	\$5,015,000	\$0	\$267,500
2012	\$14,385,000	\$2,375,000	\$2,355,000	\$4,910,000	\$0	\$127,500
2013	\$18,645,000	\$2,000,000	\$2,135,000	\$4,790,000	\$0	\$42,500
2014	\$25,945,000	\$0	\$2,075,000	\$4,655,000	\$0	\$0
2015	\$23,835,000	\$0	\$1,755,000	\$4,500,000	\$0	\$0
2016	\$25,135,000	\$0	\$1,420,000	\$6,775,000	\$0	\$0
2017	\$21,655,000	\$0	\$1,065,000	\$6,585,000	\$6,585,000	\$0
2018	\$21,755,000	\$0	\$695,000	\$6,375,000	\$6,175,000	\$0





GENERAL FUND

OPERATING REVENUES/EXPENDITURES

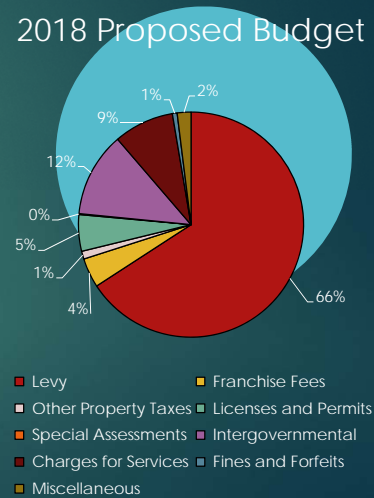
GENERAL FUND

Operating Revenues



2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$6,729,842	Levy	\$7,825,703	\$7,259,943	\$530,101
\$459,000	Franchise Fees	\$466,000	\$466,000	\$7,000
\$124,000	Other Property Taxes	\$124,000	\$124,000	\$0
\$552,910	Licenses and Permits	\$565,256	\$577,756	\$24,846
\$16,500	Special Assessments	\$16,500	\$16,500	\$0
\$1,254,220	Intergovernmental	\$1,331,988	\$1,336,988	\$82,768
\$930,130	Charges for Services	\$940,305	\$955,305	\$25,175
\$115,100	Fines and Forfeits	\$73,500	\$73,500	-\$41,600
\$247,300	Miscellaneous	\$218,050	\$218,050	-\$29,250
\$10,429,002	Total Revenues	\$11,561,302	\$11,028,042	\$599,040

2018 Proposed Budget

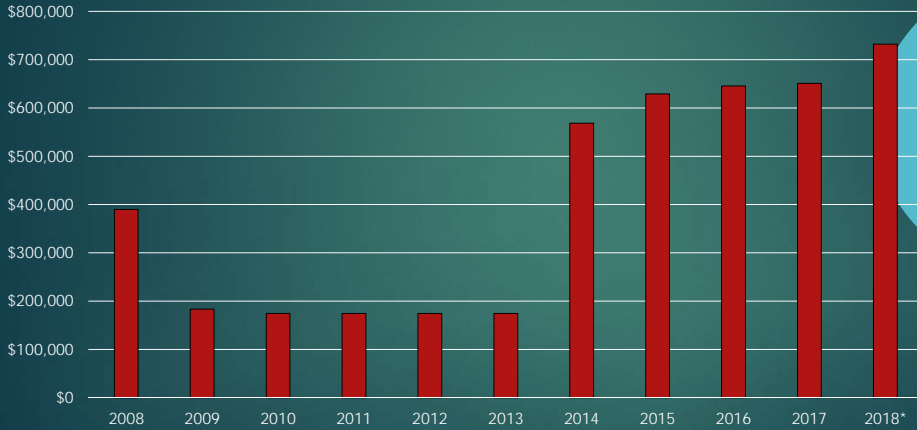


▶ **\$732,114 in Local Government Aid (LGA)**

▶ \$81,268 increase.

Local Government Aid (LGA)

Received in last 10 years and Certified 2018*



Year	Amount
2008	\$389,836
2009	\$183,297
2010	\$174,580
2011	\$174,580
2012	\$174,580
2013	\$174,580
2014	\$568,591
2015	\$629,046
2016	\$645,603
2017	\$650,846
2018*	\$732,114

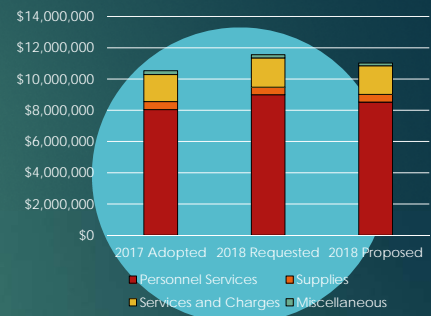
GENERAL FUND

Total



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$8,048,003	Personnel Services	\$8,992,656	\$8,527,245	\$479,242
\$503,600	Supplies	\$487,885	\$487,285	-\$16,315
\$1,739,653	Services and Charges	\$1,870,661	\$1,838,412	\$98,759
\$241,456	Miscellaneous	\$210,100	\$175,100	-\$66,356
\$10,532,712	Total Operating Expenditures	\$11,561,302	\$11,028,042	\$495,330

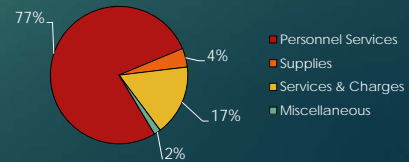
Operating Expenditures



2018 Budget Impacts

- ▶ 4.7% increase in proposed operating expenditures.

2018 Proposed Operating Expenditures



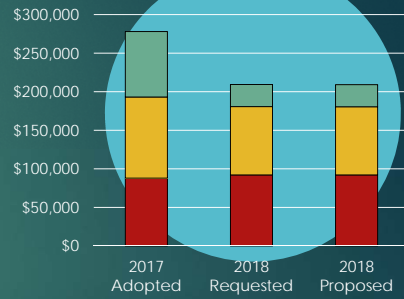
GENERAL FUND

Mayor & City Council



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$93,110	Personnel Services	\$92,016	\$92,016	-\$1,094
5.0	Part-Time (Benefitted)	5.0	5.0	0.0
\$105,199	Services and Charges	\$88,611	\$88,587	-\$16,612
\$85,000	Miscellaneous	\$28,650	\$28,650	-\$56,350
\$283,309	Total Mayor & City Council	\$209,277	\$209,253	-\$74,056

Operating Expenditures



2018 Budget Impacts

- ▶ \$70,000 to Stillwater Township
 - ▶ Per Annexation Agreement (Year 3 of 5)

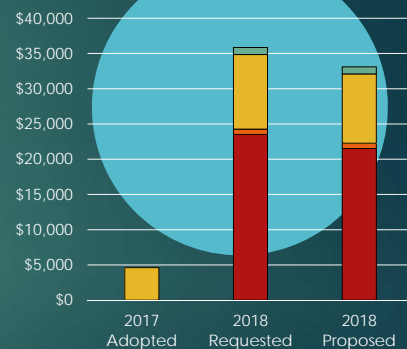
GENERAL FUND

Elections



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$0	Personnel Services	\$23,532	\$21,532	\$21,532
\$0	Supplies	\$750	\$750	\$750
\$4,611	Services and Charges	\$10,556	\$9,824	\$5,213
\$0	Miscellaneous	\$1,000	\$1,000	\$1,000
\$4,611	Total Elections	\$35,838	\$33,106	\$28,495

Operating Expenditures



2018 Budget Impacts

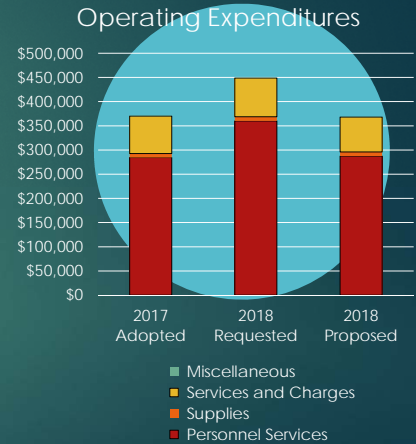
- ▶ 2018 is an election year

GENERAL FUND

MIS



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$284,348	Personnel Services	\$360,186	\$287,427	\$3,079
2.8	FTEs (Benefitted)	3.8	2.8	0.0
\$8,400	Supplies	\$8,400	\$8,400	\$0
\$77,397	Services and Charges	\$80,338	\$72,128	-\$5,269
\$750	Miscellaneous	\$750	\$750	\$0
\$370,895	Total MIS	\$449,674	\$368,705	-\$2,190



2018 Budget Impacts

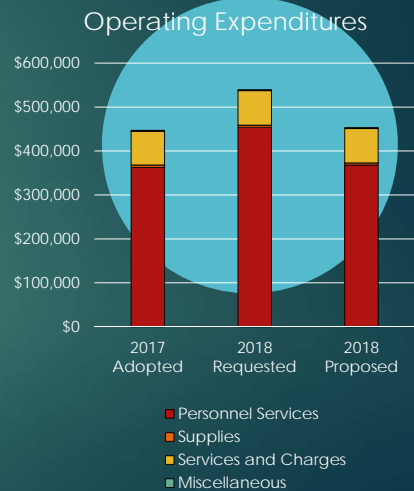
- ▶ Services and charges
 - ▶ \$5,000 for GIS Assistance

GENERAL FUND

Finance



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$362,673	Personnel Services	\$454,175	\$368,178	\$5,505
3.55	FTEs (Benefitted)	4.55	3.55	0.0
\$5,250	Supplies	\$4,750	\$4,750	-\$500
\$76,983	Services and Charges	\$78,368	\$78,086	\$1,103
\$2,300	Miscellaneous	\$2,300	\$2,300	\$0
\$447,206	Total Finance	\$539,593	\$453,314	\$6,108



2018 Budget Impacts

- ▶ Services and charges
 - ▶ \$5,000 in actuarial services required by GASB.

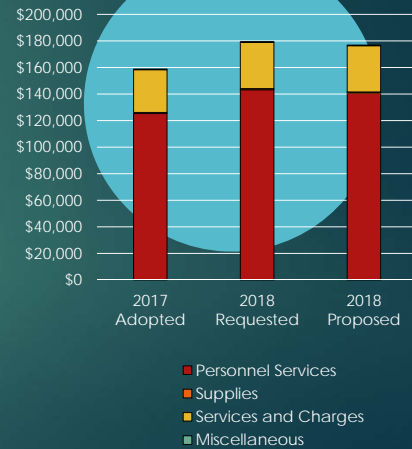
GENERAL FUND

Human Resources



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$125,270	Personnel Services	\$143,241	\$140,727	\$15,457
1.15	FTEs (Benefitted)	1.15	1.15	0.0
\$900	Supplies	\$900	\$900	\$0
\$32,204	Services and Charges	\$34,860	\$34,824	\$2,620
\$390	Miscellaneous	\$400	\$400	\$10
\$158,764	Total Human Resources	\$179,401	\$176,851	\$18,087

Operating Expenditures



2018 Budget Impacts

► Services and Charges

- \$26,570 for Labor Relations, funding EAP, Background Checks, and Training (**Succession Planning & Performance Review System**)

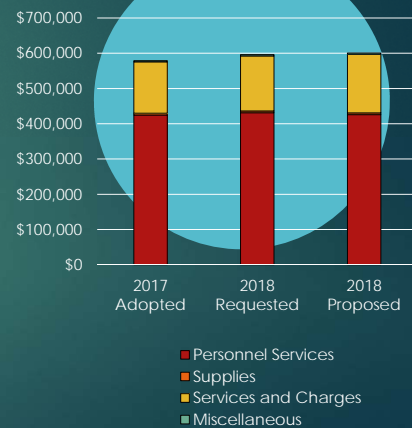
GENERAL FUND

Administration



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$424,959	Personnel Services	\$431,402	\$425,974	\$1,015
3.7	FTEs (Benefitted)	3.7	3.7	0.0
1.0	Part-Time (Non-Benefitted)	1.0	1.0	0.0
\$5,000	Supplies	\$4,750	\$4,750	-\$250
\$145,720	Services and Charges	\$156,213	\$166,079	\$20,359
\$3,200	Miscellaneous	\$3,800	\$3,800	\$600
\$578,879	Total Administration	\$596,165	\$600,603	\$21,724

Operating Expenditures



2018 Budget Impacts

► Service and Charges

- \$106,109 – Assessing Services (contract with Washington County)
- \$25,000 – Operational Review (Fire Department) – **Develop Organization Excellence**

GENERAL FUND

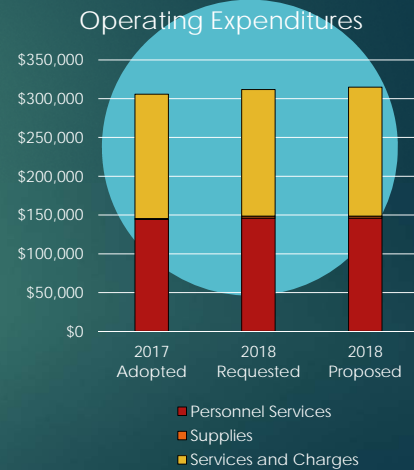
Legal



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$144,239	Personnel Services	\$146,047	\$146,047	\$1,808
1.0	Part-Time (Benefitted)	1.0	1.0	0.0
\$1,200	Supplies	\$2,500	\$2,500	\$1,300
\$160,312	Services and Charges	\$163,192	\$166,281	\$5,969
\$305,751	Total Legal	\$311,739	\$314,828	\$9,077

2018 Budget Impacts

- ▶ **Services and Charges**
 - ▶ Prosecution – 2.5% increase



GENERAL FUND

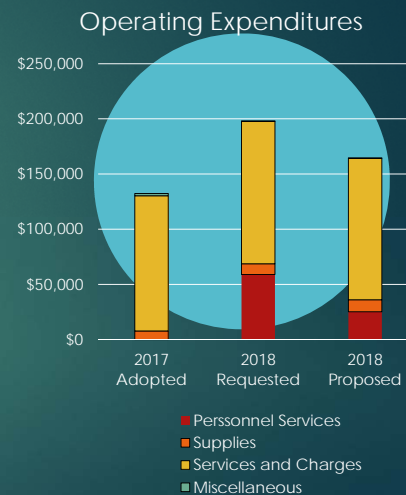
Plant/City Hall



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$0	Personnel Services	\$58,916	\$25,252	\$25,252
0.0	FTEs (Benefitted)	1.0	1.0	1.0
\$7,750	Supplies	\$9,750	\$10,750	\$3,000
\$122,519	Services and Charges	\$128,982	\$128,141	\$5,622
\$2,000	Miscellaneous	\$500	\$500	-\$1,500
\$132,269	Total Plant/City Hall	\$198,148	\$164,643	\$32,374

2018 Budget Impacts

- ▶ **Personnel Services**
 - ▶ Additional FTE - *Facilities Supervisor* to start October 1 – **Develop Organization Excellence**

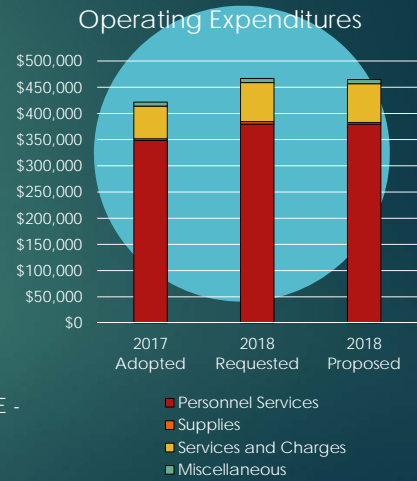


GENERAL FUND

Community Development



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$348,362	Personnel Services	\$379,593	\$379,593	\$31,231
3.5	FTEs (Benefitted)	3.75	3.75	0.25
\$3,350	Supplies	\$4,850	\$3,250	-\$100
\$62,273	Services and Charges	\$74,315	\$73,946	\$11,673
\$7,500	Miscellaneous	\$7,900	\$7,900	\$400
\$421,485	Total Community Development	\$466,658	\$464,689	\$43,204



2018 Budget Impacts

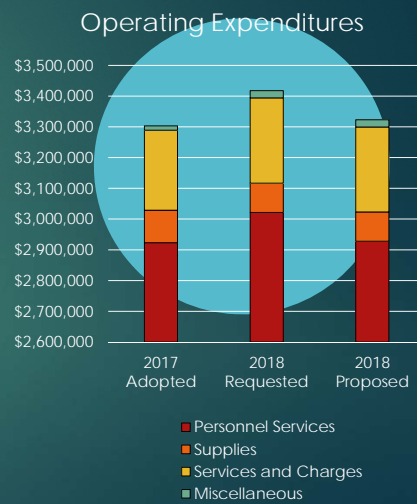
- ▶ **Personnel Services**
 - ▶ Administrative Assistant from 0.8 FTE to 1.0 FTE (Remaining 0.25 FTE - Lodging Tax) - **Develop Organization Excellence**
- ▶ **Services and Charges**
 - ▶ \$45,000 for Comp Plan - **Develop our Community**

GENERAL FUND

Police



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
2,923,452	Personnel Services	\$3,021,581	\$2,927,934	\$4,482
26.0	FTEs (Benefitted)	27.00	26.00	0.0
0.0	Seasonal Positions	3.0	3.0	3.0
\$105,200	Supplies	\$95,100	\$95,100	-\$10,100
\$260,165	Services and Charges	\$277,459	\$276,346	\$16,181
\$14,400	Miscellaneous	\$23,500	\$23,500	\$9,100
\$3,303,217	Total Police	\$3,417,640	\$3,322,880	\$19,663



2018 Budget Impacts

- ▶ **Services and Charges**
 - ▶ Includes funding for Body Camera Program

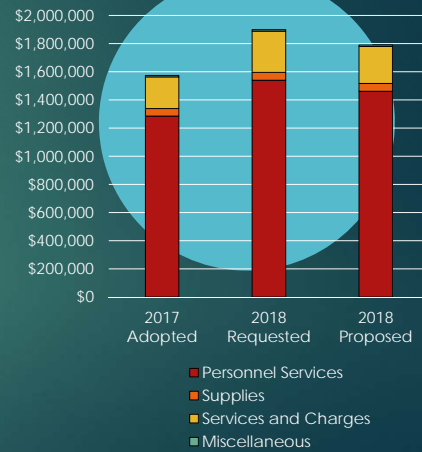
GENERAL FUND

Fire



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$1,284,845	Personnel Services	\$1,539,779	\$1,461,001	\$176,156
11.5	FTEs (Benefitted)	12.75	11.75	0.25
30.0	Part-Time (Non-Benefitted)	30.0	30.0	0.0
\$53,200	Supplies	\$55,800	\$55,800	\$2,600
\$225,805	Services and Charges	\$292,755	\$262,438	\$36,633
\$10,250	Miscellaneous	\$10,250	\$10,250	\$0
\$1,574,100	Total Fire	\$1,898,584	\$1,789,489	\$215,389

Operating Expenditures



2018 Budget Impacts

- ▶ **Personnel Services**
 - ▶ 0.5 FTE to 0.75 FTE - Part-time Administrative Assistant - **Develop Organization Excellence**

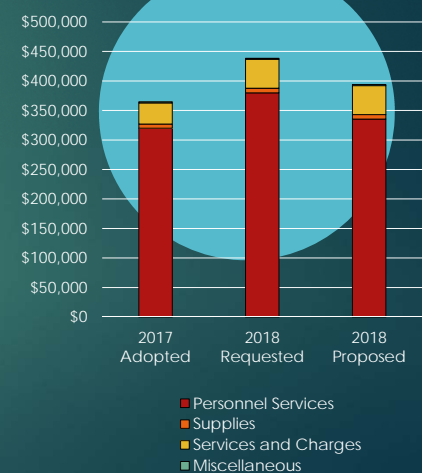
GENERAL FUND

Inspections (Building)



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$320,026	Personnel Services	\$379,907	\$335,307	\$15,281
3.5	FTEs (Benefitted)	4.0	3.5	0.0
\$6,900	Supplies	\$7,800	\$7,800	\$900
\$35,937	Services and Charges	\$49,123	\$48,992	\$13,055
\$1,750	Miscellaneous	\$1,750	\$1,750	\$0
\$364,613	Total Inspections	\$438,580	\$393,849	\$29,236

Operating Expenditures



2018 Budget Impacts

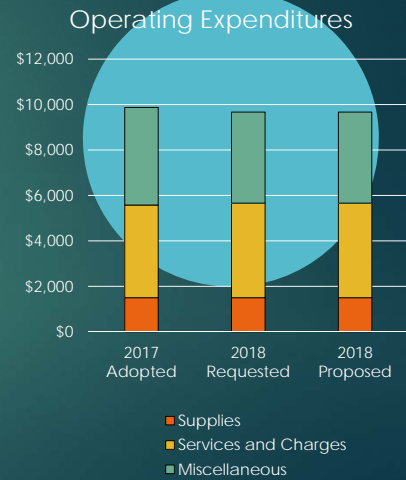
- ▶ **Personnel Services**
 - ▶ \$10,000 for Over-Time - **Develop Organization Excellence**

GENERAL FUND

Civil Defense



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$1,500	Supplies	\$1,500	\$1,500	\$0
\$4,075	Services and Charges	\$4,166	\$4,166	\$91
\$4,300	Miscellaneous	\$4,000	\$4,000	-\$300
\$9,875	Total Civil Defense	\$9,666	\$9,666	-\$209

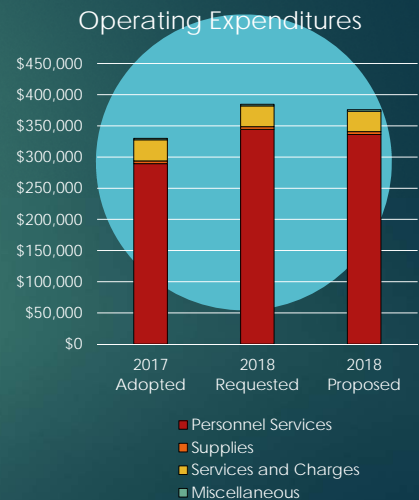


GENERAL FUND

Engineering



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$289,411	Personnel Services	\$344,292	\$336,218	\$46,807
2.75	FTEs (Benefitted)	3.25	3.25	0.0
1.0	Seasonal Positions	1.0	1.0	0.0
\$4,500	Supplies	\$4,500	\$4,500	\$0
\$33,645	Services and Charges	\$33,387	\$32,743	-\$902
\$2,500	Miscellaneous	\$2,500	\$2,500	\$0
\$330,056	Total Engineering	\$384,679	\$375,961	\$45,905



2018 Budget Impacts

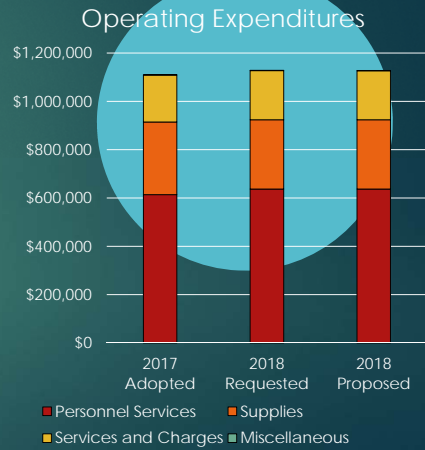
- ▶ **Personnel Services**
 - ▶ Additional .50 FTE – Assistant City Engineer (Remaining .50 FTE in Storm Sewer Fund) – **Develop Organization Excellence**
 - ▶ Partially funded from project/developer fees

GENERAL FUND

Streets



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$614,404	Personnel Services	\$637,436	\$637,436	\$23,032
6.75	FTEs (Benefitted)	6.75	6.75	0.0
4.0	Seasonal Positions	4.0	4.0	0.0
\$300,450	Supplies	\$286,535	\$286,535	-\$13,915
\$194,933	Services and Charges	\$203,336	\$202,731	\$7,798
\$300	Miscellaneous	\$1,300	\$1,300	\$1,000
\$1,110,087	Total Streets	\$1,128,607	\$1,128,002	\$17,915

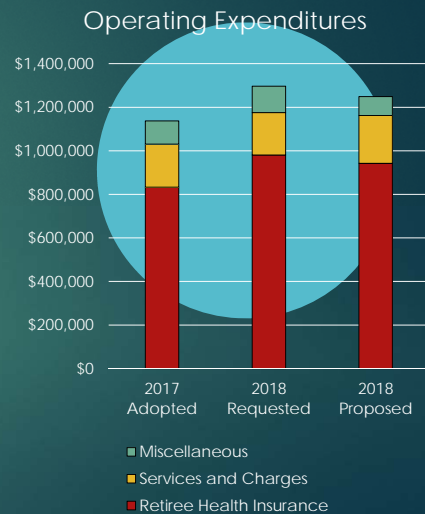


GENERAL FUND

Unallocated



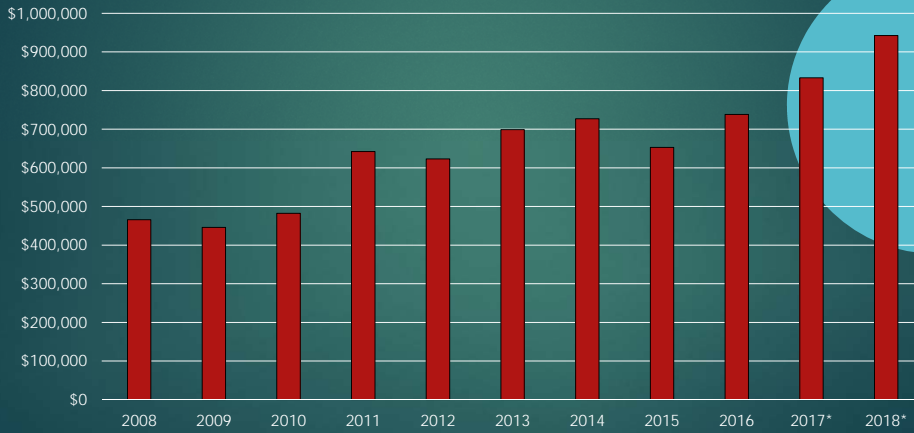
2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$832,904	Retirees Health Insurance	\$980,553	\$942,603	\$109,699
\$172,600	Services and Charges	\$166,500	\$193,100	-\$6,000
\$15,275	Community Thread	\$18,000	\$16,000	\$725
\$10,000	Youth Service Bureau	\$10,500	\$10,500	\$500
\$106,816	Miscellaneous	\$121,500	\$86,500	-\$20,316
\$1,137,595	Total Unallocated	\$1,297,053	\$1,222,203	\$84,608



Retiree Health Insurance 10 % of Levy
 Significant challenge for future.
 Variance is 19% of total levy increase

Retiree Health Insurance

Actual/Budget cost to City for Last 10 Years and Proposed 2018*



* Budget Numbers

SPECIAL REVENUE FUNDS

OPERATING REVENUES/EXPENDITURES





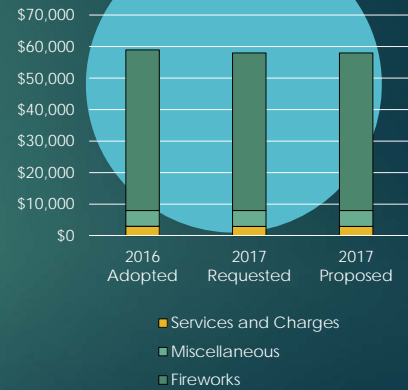
SPECIAL REVENUE FUND

Special Events

2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$48,978	Property Taxes	\$47,980	\$17,978	-\$1,000
\$10,000	Donations	\$10,000	\$10,000	\$0
\$58,978	Total Revenues	\$87,980	\$47,978	-\$1,000

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$2,978	Services and Charges	\$2,958	\$2,956	-\$22
\$5,000	Miscellaneous	\$5,022	\$5,022	\$22
\$51,000	Fireworks	\$50,000	\$50,000	-\$1,000
\$58,978	Total Expenditures	\$57,980	\$57,978	-\$1,000

Operating Expenditures



2018 Budget Impacts

- Update Events Strategy - Strategic Plan Initiative

SPECIAL REVENUE FUND

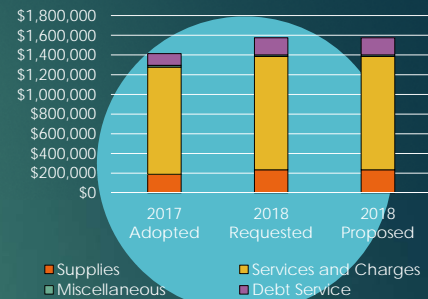
St Croix Valley Recreation Center



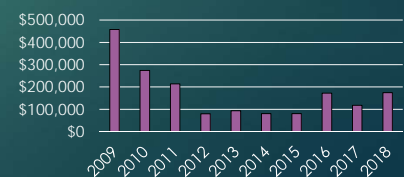
2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$1,412,900	Charges for Services	\$1,473,850	\$1,473,850	\$60,950
\$18,310	St Croix Soccer Club	\$18,310	\$18,310	\$0
\$1,431,210	Total Revenues	\$1,492,160	\$1,492,160	\$60,950

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$189,500	Supplies	\$234,000	\$234,000	\$44,500
\$1,087,790	Services and Charges	\$1,149,868	\$1,149,731	\$61,941
\$17,650	Miscellaneous	\$17,000	\$17,000	-\$650
\$117,960	Debt Service Contribution	\$174,326	\$174,326	\$56,366
\$1,412,900	Total Expenditures	\$1,575,194	\$1,575,057	\$162,157

Operating Expenditures



Debt Service Contribution



SPECIAL REVENUE FUND

Library



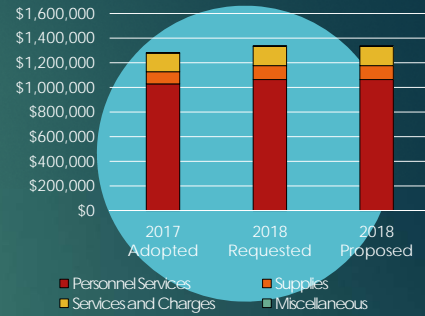
2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$1,171,625	Property Taxes	\$1,251,866	\$1,218,490	\$46,865
\$76,700	Services and Charges	\$66,300	\$66,300	-\$10,400
\$29,412	Miscellaneous	\$19,200	\$19,200	-\$10,212
\$1,277,737	Total Revenues	\$1,337,366	\$1,303,990	\$26,253

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$1,028,761	Personnel Services	\$1,063,431	\$1,063,431	\$34,669
\$98,065	Supplies	\$112,900	\$112,900	\$14,835
\$151,300	Services and Charges	\$157,410	\$157,187	\$5,887
\$3,625	Miscellaneous	\$3,625	\$3,625	\$0
\$1,281,751	Total Expenditures	\$1,337,366	\$1,337,143	\$55,392

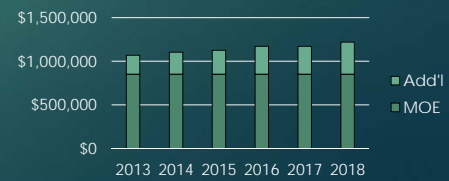
2018 Budget Impacts

- ▶ 4% increase in property taxes (2017 Adopted vs 2018 Proposed)
- ▶ 2018 Maintenance of Effort (MOE) - \$852,617

Operating Expenditures



Property Taxes



SPECIAL REVENUE FUND

Library (Continued)



Funds Held by City for Library	Spending Restrictions	Use Restrictions	Principal Amount	Fund Balance 12/31/16	Spendable Balance	2018 Budget Revenues	2018 Budget Expenditures
Minerva	Income	Materials	\$23,860	\$24,062	\$202	\$150	\$400
McCluer-Webster	Interest	Materials	\$10,000	\$10,219	\$219	\$75	\$200
Hollis Murdock	Interest	Materials	\$1,800	1,822	\$22	\$20	\$20
Personnel (Sunday) Grant			\$0	\$0	\$0	\$7,695	\$7,695
Helen Lawson*	Income	Service to Public	\$0	\$37,550	\$37,550	\$10,000	\$10,000
Dr Van Meier	Interest	Medical Materials	\$1,571	\$1,262	-\$309	\$5	\$5
Government Gifts		Unrestricted	\$0	\$5,409	\$5,409	\$5,000	\$5,000
Stillwater Public Library Foundation			\$0	\$609	\$609	\$42,635	\$42,635
Miscellaneous Donations (see next slide)			\$0	\$20,927	\$20,927	\$6,900	\$6,900
TOTAL			\$37,231	\$101,860	\$64,628	\$51,936	\$51,936

SPECIAL REVENUE FUND

Library (Continued)



- ▶ **Miscellaneous Donations include:**
 - ▶ Athena
 - ▶ Margaret Rivers
 - ▶ Alice O'Brien Estate
 - ▶ Program Fund (from St Paul Foundation)
 - ▶ Small Donations
 - ▶ Friends of the Stillwater Public Library
- ▶ **Other:**
 - ▶ Helen Lawson Fund Short Term



SPECIAL REVENUE FUND

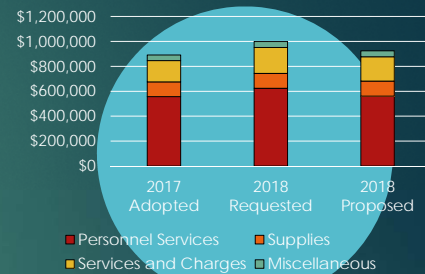
Parks



2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$852,378	Property Taxes	\$969,504	\$894,853	\$42,475
\$1,100	Licenses and Permits	\$1,100	\$1,100	\$0
\$27,000	Services and Charges	\$25,000	\$25,000	-2,000
\$10,000	Miscellaneous	\$3,000	\$3,000	-\$7,000
\$890,478	Total Revenues	\$969,504	\$887,042	\$3,436

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$556,754	Personnel Services	\$623,962	\$561,350	\$4,596
6.25	FTEs (Benefitted)	7.25	6.25	0.0
4.0	Seasonal Positions	4.0	4.0	0.0
\$118,800	Supplies	\$119,680	\$119,680	\$880
\$169,924	Services and Charges	\$206,962	\$195,923	\$25,999
\$45,000	Miscellaneous	\$48,000	\$47,000	\$2,000
\$890,478	Total Expenditures	\$998,604	\$923,953	\$33,475

Operating Expenditures



2018 Budget Impacts

- ▶ \$20,000 – Tree Removal
- ▶ \$10,000 – Emerald Ash Borer Treatment
- ▶ \$10,000 – Trail Maintenance (Sealcoating)

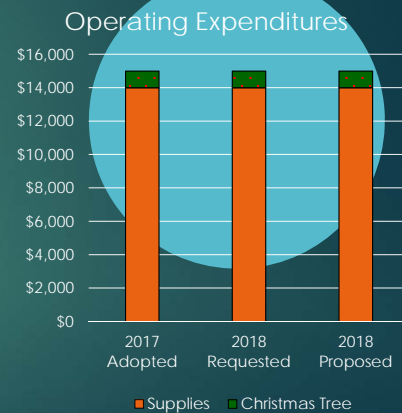
SPECIAL REVENUE FUND

Community Beautification



2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$15,000	Property Taxes	\$15,000	\$15,000	\$0

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$12,500	Supplies	\$15,000	\$15,000	\$0
\$1,000	Christmas Tree	\$1,000	\$1,000	\$0
\$1,500	Sculpture Tour	\$1,500	\$1,500	\$0
\$15,000	Total Expenditures	\$15,000	\$15,000	\$0



2018 Budget Impacts

- ▶ Per Resolution #2011-07, dated January 4, 2011 – requires a minimum \$15,000 budget allotment.

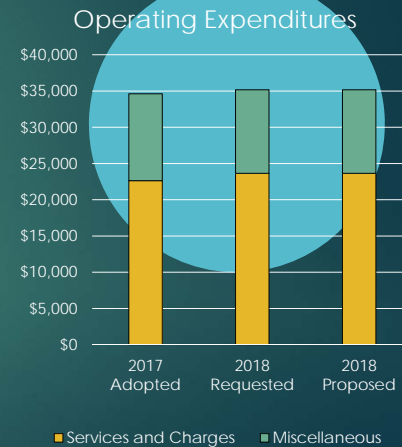
SPECIAL REVENUE FUND

Washington County Recycling Grant



2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$34,618	Intergovernmental	\$35,170	\$35,170	\$552

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$22,644	Services and Charges	\$23,644	\$23,644	\$1,000
\$11,974	Miscellaneous	\$11,526	\$11,526	-\$448
\$34,618	Total Expenditures	\$35,170	\$35,170	\$552



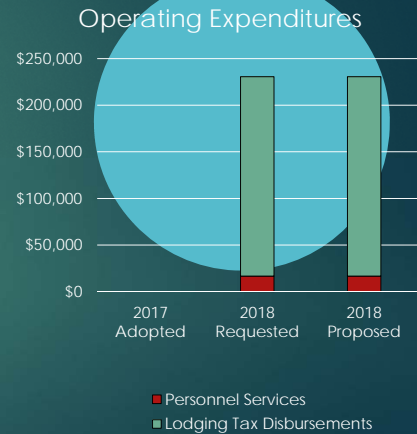
SPECIAL REVENUE FUND

Lodging Tax



2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$0	Intergovernmental	\$225,000	\$225,000	\$225,000

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$0	Personnel Services	\$16,755	\$16,755	\$16,755
0.0	FTEs (Benefitted)	.25	.25	.25
\$0	Lodging Tax Disbursements	\$213,750	\$213,750	\$213,750
\$0	Total Expenditures	\$230,505	\$230,505	\$230,505



2018 Budget Impacts

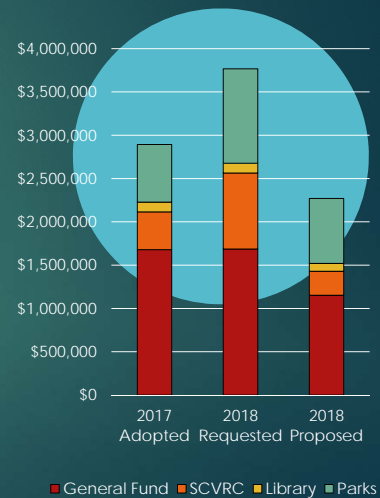
- ▶ .25 FTE approved by City Council June 6, 2017

Capital Outlay

Computer Purchases over \$500/All Other Purchases \$1,000 or more with a useful life of 1 year or more.



2017 Adopted		2018 Requested	2018 Proposed
	General Fund		
\$2,300	Mayor & City Council	\$2,100	\$2,100
\$155,954	MIS	\$165,400	\$165,400
\$44,850	Finance	\$4,500	\$3,600
\$28,720	Administration	\$11,000	\$11,000
\$102,900	Plant	\$0	\$0
\$3,500	Community Development	\$8,000	\$8,000
\$312,746	Police	\$219,900	\$178,900
\$639,765	Fire	\$779,700	\$422,200
\$11,300	Building Inspections	\$3,700	\$3,700
\$0	Civil Defense	\$25,000	\$25,000
\$35,600	Engineering	\$18,500	\$3,500
\$340,940	Streets	\$449,500	\$329,500
\$1,678,575	Total General Fund	\$1,687,300	\$1,152,900
\$437,600	St Croix Valley Recreation Center	\$877,400	\$277,400
\$112,700	Library	\$111,600	\$90,000
\$663,340	Parks	\$1,090,000	\$750,000
\$2,892,215	TOTAL	\$3,766,300	\$2,270,300



Proposed Street Projects

And Funding Sources



2018 Proposed Street Improvement Projects	Cost	Bond Proceeds	State Aid	Assessments
2018 Annual Street Improvement Project	\$2,200,000	\$450,000	\$100,000	\$1,650,000
2018 Annual Sidewalk Project	\$100,000	\$50,000		\$50,000
Myrtle St Concrete Pavement Reconstruction	\$100,000	\$100,000	\$100,000	
Osgood Ave Improvements	\$250,000		\$250,000	
CASH 5 – Croixwood to Brick St	\$250,000	\$250,000		
TOTAL	\$2,900,000	\$850,000	\$450,000	\$1,700,000

Capital Improvement Plan - Strategic Plan Element

Other Proposed Projects

And Funding Sources

* Working with different agencies to obtain a funding source



2018 Proposed Other Projects	2018 Bond Proceeds	Special Assessments	TIF	Sanitary Sewer Fund	Storm Sewer Fund	Other Sources*
Downtown Façade Program						\$200,000
Paver Renovation - Library	\$50,000					
Police Station/City Hall Safety & Security Improvements - 2 nd floor restroom reconfiguration, repair garage roof, replace doors frames in PD garage, replace windows, replace access doors, high density storage units, 3 rd floor reception remodel, dais protection, hearing loop, 3 rd floor cubicles	\$700,000					
St Croix Riverbank Stabilization						\$900,000
Downtown Streetscape Improvements						\$80,000
Marylane Drainage	\$100,000				\$400,000	\$100,000
Riverview Drive Sanitary Sewer		\$30,000		\$30,000		
Veterans Memorial/Cub Parking Lot Improvements			\$500,000			
TOTAL	\$850,000	\$30,000	\$500,000	\$30,000	\$400,000	\$1,280,000

Capital Improvement Plan - Strategic Plan Element

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Events/Neighbors Task Force Meeting Report	
OWNER: Events Task Force	PRESENTER: Keliher
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: On August 17, the Events Task Force met with the neighbors to discuss noise and parking concerns regarding weddings and special events at the library.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Attached are notes from the listening session with library neighbors.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Thursday , August 17, 2017
Stillwater Library, Margaret Rivers room A

Notes from listening session with library neighbors

Present:

Neighbors:

Rachella & Julien Davila, B&B
Suzi Quaderer
Kelley McCabe
Jane & Tim Paskvan

Foundation:

Ann Wolff & Fred Rengel

Library Board:

Maureen Bell, Mike Keliher, Paula Hemer

Interim Director:

Melissa Brechon

Event Coordinator:

Sandy Ellis

Discussion:

Tim Paskvan described the good neighbor principle and noted that it is what we should be about. He recalled that music used to play until 11:00pm. Noise is variable (i.e. which way the wind blows) so measuring decibels doesn't work. He felt that the police thought of the neighbors as complainers; "why would we lie about the level of noise?" Tim added that now there is a good system of volume control: calling Sandy, the event coordinator, to turn it down. Tim also felt that the library needs the revenue, but he feels that it is "morally unacceptable" to disturb the peace of neighbors to benefit the library financially. "Why should the library be turned into a night club?" He asked if Sandy is present when there is an event. Tim shared, after Rachel and Julian had left the meeting, that the B&B next door was planning to have weddings there and Suzi noted that they have a permit.

Jane Paskvan reported that the previous "administrators" of the library "did not care," but feels things are much better now. She thought that the new library director would be at this meeting and asked if he knows about these issues. Jane believes the noise level has decreased and she's happy about that. Three years ago, Jane said the library board was not aware of this issue and the neighbors didn't know to attend the board meetings. It was very adversarial back then. When Suzi asked about the

number of weddings per season, Jane shared the schedule that Ann, the previous event coordinator, had sent to her.

Suzi Quaderer said that when she complained to the city council three years ago it was clear that the library board was not aware of neighbors' complaints. She felt that things are better now but wasn't happy that there was no timeline (for addressing issues). Maureen explained that the city council did not set one. Suzi noted that parking is better with the policy changes and the driveway is clear this year. She added that most of the problems - noise, clutter, blocked driveway - occur before not during events and that having a volunteer present during loading and unloading really helps. Going up and down the ramp before and after events is noisy, not for her but may be a problem for the B&B. She remembered being told (by police) that "Stillwater is a noisy place" and then they would dismiss them. She said she learned this from reading a private message from the police chief to the deputies. She had been told to call 911 or the police to complain but she didn't like how they responded. Suzi noted that there were fewer events this summer and that Ann, the former event coordinator, sent the event schedule to neighbors. Feeling that wedding receptions caused problems, Suzi reported that Commissioner Kriesel had suggested just having the wedding ceremonies and not the reception at the library. She described the annual hospital auction fundraising event as very noisy and it is difficult to sit outside and have a conversation while the auction is going on. She added that this year it wasn't quite as loud, maybe because it was a woman auctioneer. Suzi is worried about losing access to her apartment during the repaving of the driveway (in 2018). She asked if any guests had been fined for breaking rules, and Sandy explained that they can only fine if there's physical damage. Maureen cited the event policy under the alcohol use section. Suzi also wondered about requiring guests to stay within the footprint of the library; people were dancing in the driveway. Sandy responded that she's trying to be very careful about that. Suzi also asked if anything had happened with her earlier recommendation to limit the number of events and noted that no one had gotten back to her after the meeting last fall. Maureen acknowledged that this was the board's fault and that they will do better. Suzi had thought the task force was inviting all neighbors to this meeting and added that she would have done that herself. Maureen replied that, we'd be glad to hear from others.

Kelly McCabe told about a problem during a wedding reception when a guest threatened her husband. The police advised them to file a complaint but they chose not to, fearing possible retribution.

Melissa Brechon sensed that there was a lot of hurt from the past and she apologized, stating that, “we want to work together.” She explained that noise from the tent set-ups is less of an issue now that tents are delivered via the lawn and south entrance, not the ramp on the north side of the library. She thought that there will be just one more tent set-up and then no more tents will be used this season. (verify. Also verify if large tents will be used in 2018 and beyond)

Ann Wolff clarified that there won't be large tents on the terrace because the tent companies won't bring them without tie downs and the library decided not to purchase tie downs. (verify for future weddings. Per Sandy: still booking weddings of all sizes for 2018, meaning no one has been told they can't use a tent.)

Rachella said that she has received no complaints at the B&B since starting there in July.

Julian Davila suggested that there could be a security officer at events and Trustees explained that one is required for each event.

Mike Keliher summarized the neighbor concerns as noise level, auction noise and parking.

Maureen Bell told the group that the board had hired a new director, Mark Troendle, who will be on staff starting September 5th and she shared some of his background. She clarified that when the terrace was built, there was an understanding that events would take place there. She stressed that all library board meetings are open to the public and everyone is welcome. As the meeting ended, Maureen explained that the meeting notes would be shared with the board which would consider policy changes. She will notify the neighbors when it is on the board's agenda.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Classification and Compensation Appeal	
OWNER: Keliher	PRESENTER: Keliher
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: The Library Board is being asked to evaluate two cost options from Flaherty & Hood as part of an appeals process and decide which is preferred. Also, the Board is asked to determine how to pay for the preferred approach. The appeal process cannot move forward until these decisions are made.	
BACKGROUND/CONTEXT: At its July meeting, the Library Board approved the process of staff appeal of the classification and compensation study results contingent on the costs of the Flaherty & Hood review. Based on information provided by Carol Loncar, Human Resources Analyst with Flaherty & Hood, the cost is estimated at: <ul style="list-style-type: none"> • <i>\$1,750-\$2,000 if Ms. Loncar does not participate in each meeting with employees; or,</i> • <i>\$3,250-\$3,500 if Ms. Loncar participates in each meeting with employees.</i> The City Council has no plan or funds dedicated to cover this cost, though it is an option for the Library Board to ask the Council to consider paying for it.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Proposed 2018 Holidays																							
OWNER: Troendle	PRESENTER: Troendle																						
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:																						
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:																							
<p>BACKGROUND/CONTEXT:</p> <p>Using the 2016-2017 union contract as guidance, proposed holidays with pay for 2018 are:</p> <table border="0"> <tr> <td>Monday, January 1, 2018</td> <td>New Year’s Day</td> </tr> <tr> <td>Monday, January 15, 2018</td> <td>Martin Luther King Jr. Day</td> </tr> <tr> <td>Monday, February 19, 2018</td> <td>Presidents’ Day</td> </tr> <tr> <td>Sunday, April 1, 2018</td> <td>Easter</td> </tr> <tr> <td>Monday, May 28, 2018</td> <td>Memorial Day</td> </tr> <tr> <td>Wednesday, July 4, 2018</td> <td>Independence Day</td> </tr> <tr> <td>Monday, September 3, 2018</td> <td>Labor Day</td> </tr> <tr> <td>Thursday, November 22, 2018</td> <td>Thanksgiving Day</td> </tr> <tr> <td>Monday, December 24, 2018</td> <td>Christmas Eve Day</td> </tr> <tr> <td>Tuesday, December 25, 2018</td> <td>Christmas Day</td> </tr> <tr> <td>Monday, December 31, 2018</td> <td>New Year’s Eve Day</td> </tr> </table> <p>In 2017, the library was also closed for Veteran’s Day (Observed) and the day after Thanksgiving. These were unpaid closures to deal with the situation where Stillwater was open and WCL was closed. These closures helped to align us with WCL.</p>		Monday, January 1, 2018	New Year’s Day	Monday, January 15, 2018	Martin Luther King Jr. Day	Monday, February 19, 2018	Presidents’ Day	Sunday, April 1, 2018	Easter	Monday, May 28, 2018	Memorial Day	Wednesday, July 4, 2018	Independence Day	Monday, September 3, 2018	Labor Day	Thursday, November 22, 2018	Thanksgiving Day	Monday, December 24, 2018	Christmas Eve Day	Tuesday, December 25, 2018	Christmas Day	Monday, December 31, 2018	New Year’s Eve Day
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ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:																							
PREVIOUS ACTION ON ITEM:																							
REVIEWED BY COMMITTEE?:																							

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Director's Report

Interim Library Director Melissa Brechon and I attended a Lions Club meeting on my first day, September 5, and we were honored to be able to speak about the Stillwater Public Library. We attended a City Council meeting later that same day. I also met with City Administrator Tom McCarty, HR Manager Donna Robole, various Friends and Foundation members, and many staff and volunteers who've given me a gracious welcome and been invaluable helpful. Melissa completed her successful tenure as Interim Library Director on September 6.

New telephones were installed at the library on September 6, accompanied by new phone extensions, except for the main phone number. Training was provided to library staff and covered new features such as allowing voicemails to be integrated with and accessed by email.

INFORMATION SERVICES

Adult Programming and Reference

Information Services Staff feels like they are taking a deep breath and settling back in after months of activity. We are getting used to normal activity in all the library's shifted spaces without the added pressure of the great, busy traffic that summer brings into our library.

August Programs

- Light Up Your Reading had the most participants in its 4 year history, despite staff feeling like they were doing much less hand selling the program to library visitors. The change could be in part because library users are now aware of the program, but also based on the location of Information Services Staff. With limited space for both Youth Services and Adult Services material at the public services desk, the entry jar and the majority of promotional material being housed in its old location, away from where staff is stationed.
- Additionally, the following programs were available to adults as part of summer reading:
 - Marcel's Letters: A Font and the Search for One Man's Fate
 - Fattenin' Frogs: Concert on the Terrace
 - Lights Out! End of Summer Reading Club Party
 - Book Bag selections of three related titles that can checked out for a long vacation
- Mystery Book Club discussed mysteries that used a color as part of their title
- Sue transitioned shows in the gallery from Virginia Lovness to the Digital Vision Quests – Alternative Paths in search of Light and Digital Images from the Western Wisconsin Photography Club

Reference

- Requests for Solar Eclipse Glasses was the most common question Information Services Staff fielded this month. In fact, it might be the most popular question Information Services has ever fielded. Glasses had been given as part of a grant process Stillwater had not participated in. Luckily, Angie contacted Washington County and they were willing to share 100 pairs of glasses with us. Those 100 glasses were distributed one to a family and were gone within two days.
- Staff has been working at streamlining and finding places for all of our reference handouts in the new configuration of the building. Local resources for community members like Workforce, Community Education, or County Services are often most advertised in pamphlet form and that requires some space and organization.
- Staff met to work on fall programming and to more clearly define our roles as a department with the director change.
- Nancy Van Cleave, a longtime reference sub, resigned.
- Susan sorted through an extra-large amount of donations that were popular titles in pristine condition and became replacements for some of the books that were currently in our collection.

- In addition to Information Service's adult programming, public services staff serves as the primary contact for the Bookawocky participants. Staff stamped numerous reading logs and worked with children as they submitted their drawings and reviews.
- Summer is the most popular time for reader's advisory. Maybe the prospect of a beach makes people more adventurous? Either way, staff was much more involved in recommending titles that might work for individual readers. At least two parents ask every day for help finding things that might interest their children.

Technology

- Aurora is working with Jesse from the city on getting the new laptop cart set up in time for Fall Programming.
- Staff worked on promoting the Libby App, the change from One Click Digital to RB Digital Services, the addition of Audiobooks to the MELSA Cloud Library contract, as well as all of the less significant updates that occurred in the meantime.

Partnerships

- Aurora is following up with Stillwater ABE about future sessions of Better Together, the ABE/Workforce/Library Partnership. The most recent series of workshops finished in late July.
- Aurora participated at the MELSA booth at the State Fair, talking to fairgoers about library services.
- Karen will be working with Sustainable Stillwater on how the library can help support the group's work.

PR and Marketing

- The Library Literati group continues to recommend a book on Facebook every Saturday. Several of the participating members attended the Lights Out! Party.
- Sue continues to highlight the Saint Croix Collection for Throw Back Thursdays on Facebook every Thursday. Many followers ask follow up questions about the photos or forward the posts to relatives to ask them about their memories of that time or place in history.

Upcoming

- Aurora has been working on a series of programs with the local AAUW chapter. The first will be a panel of presenters on Fake News in November.
- MELSA tech classes will return this fall starting in October.
- A three session writing class with Greg Breining started September 7th and is full to capacity.
- A free (even to the library) meditation class with Arvind Naik is scheduled for September 8th.

- TPT has scheduled a screening of clips from Ken Burns and Lynn Novick's ten-part, 18-hour documentary series, *THE VIETNAM WAR* on September 13th
- Club Book with Susan Elizabeth Phillips will be September 19th.
- The opening of the Digital Vision Quests, the current gallery show, will be September 27th
- Mystery Book Club will meet September 27th with the theme mystery set on a reservation or a protagonist or main character that is indigenous to the area (having a historical continuity with pre-invasion and pre-colonial societies)
- David Page, the author of *F. Scott Fitzgerald in Minnesota: The Writer & His Friends at Home*, will present at the library on October 5th

YOUTH SERVICES AUGUST 2017

Angela Petrie, Youth Services Supervisor

- Youth Services staff is in the process of compiling summer program and circulation statistics while jumping in to an exciting fall programming line-up! One of our last summer programs, the “Drive-In Movie”, while simplistic, was hugely popular. Families decorated their *car* before *parking* to view three animated book shorts while munching on popcorn, of course. A popular library digital resource, [Bookflix](#), was used to show the films with a reminder that it’s accessible from home with their library card number!



Parent voicemail comment:

“Hello, my two little boys and I were at the Drive In movie that you hosted this morning. I wanted to thank you for the fun activity. It was beyond cute and so well run. I’m an early childhood educator and I found this to be fantastic and so fun. You had all the supplies out and it was just great. I loved the short stories. We walked away so happy and we’ll definitely tell our good friends for next time. They’re already planning their ‘car’. Thank you, thank you for having this program available for Stillwater residents and thank you so much for your time.”

- Fall programming will include
 - Harvest Fest / “Pumpkin Suite” Book Release Party with Valley Book Seller!
 - Weekly after-school STEAM activities for Teens in the newly remodeled teen library!
 - ADL – After Dark Library for teens on Friday, October 13th
 - MN Opera Storytime
 - Teen Advisory Board reconvenes
 - Ugly Sweater Decorating
 - Family Fort Night ... and so much more!

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING

July 28, 2017

MEMBERS PRESENT: Melissa Brechon, Lisa Howe, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Carol Stabenow, Kathy Thueson, Ann Wolff, Keri Goeltl , Guest – Paula Hemer

WELCOME: Board President, Fred Rengel, called the meeting to order at 7:30 a.m. Fred introduced new Board member, Lisa Howe. Board members introduced themselves. Meeting guest, Paula Hemer, was introduced. Paula is a new member of the SPL Board of Trustees.

SECRETARY’S REPORT: Andy moved that the minutes for the June, 2017 Board meeting be accepted as written. Merilee seconded the motion that was unanimously approved.

FINANCE COMMITTEE & TREASURER’S REPORT: Treasurer Dustin Moeller reviewed the July Financial Reports. Among other comments, Dustin indicated that the Foundation income figures are on track with the budget projections for 2017.

Dustin explained the Library’s recently-received bequest from the estate of Richard S. Kilty. A check for the bequest of \$50,000 was made out to the City of Stillwater for the upkeep of the Stillwater Public Library. (The money actually belongs to the City and the SPL Board of Trustees will determine how it is used; the intent of the bequest is that it be administered by the Stillwater Public Library Foundation.) The Finance Committee discussed ways that the Foundation could act as a fiscal agent to manage these funds and recommends that they be deposited in a new bank account at First State Bank and Trust. The finance committee has prepared an agreement for the Foundation’s administration of the fund and will send it to Doug for review. A motion was made and unanimously approved for the Foundation’s acceptance of the funds and executive committee approval of the agreement following its review.

It was emphasized that the Foundation needs some estate planning tools that can be available for those people wanting to donate to the Foundation.

HEARING LOOPS: Jean reported that the July 6 hearing loop testing session went smoothly. The inaugural event for the public high-lighting the Margaret Rivers Room hearing loops on July 19 was very successful. Jennifer Reynolds, a local audiologist and donor to the SPL hearing loops project was the featured speaker for the event. She explained how the hearing loops work and their benefit to those who utilize them. Steve Walsh of Midwest Hearing Loops also participated in the program. Attendees were able to experience the benefits of the hearing loops with their own t-coil equipped hearing aids or with assistive listening devices during both the general presentation in Margaret Rivers Room B and the demonstration of the multi-directional microphones in the Margaret Rivers A meeting space. Refreshments were served in the Gallery following the presentation.

LIBRARY DIRECTOR SEARCH: Melissa provided an update on the search process for the new library director. Two candidates for the position were invited to return on Wednesday, July 26 for second interviews with the Trustees and interested members of the public - Heather Biedermann, library services manager at the Mankato Memorial Library at Minnesota State University-Mankato, and Mark Troendle, assistant director of the LE Phillips Memorial Public Library in Eau Claire, Wisconsin. Melissa indicated that an offer had been made to one of them for the position and that the results would be shared in the near future.

DEVELOPMENT & MARKETING REPORT: Ann emphasized the importance of sharing the difference between the SPL Board of Trustees and the SPL Foundation when visiting with people about the Foundation and its function.

Ann introduced a group exercise for discussion of questions that Board members might be asked by donors regarding why they should donate to the SPLF. She then had members share potential responses to the questions with partners. Ann had offered several suggestions for answers that could be given for each question that helped prompt the conversations. Following the discussion, she pointed out that most of the answers for the questions were about “you,” the respondent.

Ann noted that people like to be asked to contribute, and they like to give to success. Mary suggested that “impact” drives the success of funding.

Ann asked that members send her additional ideas for answers for the questions posed in the exercise and she will post them.

TRUSTEE MEETING WITH NEIGHBORS: An SPL trustee committee led by Maureen Bell will meet with neighbors in the near future to discuss the neighbors’ concerns regarding events held at the Library. A letter from a resident and the guidelines for Library events were included in our Board packet this month to provide background information about the neighbors’ concerns. Mary stated that the trustees have been involved in this ongoing conversation for some time and that Mike Keliher, the Trustees president, has participated and offered some consistency in the conversations. She said that driveway pavers on the north side of the building are a source of the noise and that they are scheduled for repair in 2018. Sandy Ellis, the Venue Coordinator, and Fred will attend the meeting.

EVENTS: Kathy reviewed events:

- Light a Spark was well-attended and several new ideas were included this year that proved to be very successful. With some of the financial information still to be calculated, it appears that the 2017 income from this event was @ \$1,400 - \$1,600 less than that of 2016.
- 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 be performing, and pizza will be sold. Board members are urged to attend and assist with the event.
- Destination Library will be at the SPL on Sept. 22. The organizers are starting the publicity now and ticket sales for the event will begin on August 1. Highlights of the evening will include a booklet about the building’s architecture and art collection. Musicians and authors will be presenting throughout the library, and there will be special programs as well as an auction. (The committee is still looking for additional auction items.)
- Style Speaks Volumes IV- Sandy reviewed that this event is scheduled for Reve’ on Friday, Nov. 10 & Saturday, Nov. 11. Nine author/models have been recruited. Some marketing materials for the event – miniposters - will be available for use at Beer for Books and Destination Library. Styles from Enchante will be included in the style show this year. Tickets for the event will be \$70.00. (Handout from meeting is attached.)

OTHER: Merilee commented that the kitchen for the Margaret Rivers Room needs a good cleaning and painting. She will determine a good time for doing the project and will contact members for their interest and availability to help with the project.

Mary stated that the SPL trustees are starting the budget conversation with the city regarding the 2018 budget. She indicated that the departments are all projecting about a 15% increase in their budget requests but that the council is suggesting that a 5% increase will probably be realistic.

Merilee announced that the River Market Co-op has designated the Stillwater Public Library as the recipient of the “Rounding Up” donation campaign for August and September. All proceeds generated by customers’ contributions when they pay for their shopping at the Co-op during these months will be donated to the Stillwater Public Library.

Jean was presented with a lovely bouquet of flowers in appreciation for her persistence and dedication to keeping the hearing loops project moving forward during the past several years.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,
Jean Morse, Secretary

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

Date	Date	Date
7/7/17/	Fred	Library Candidates Breakfast Reception
7/10/17	Jean	June '17 Board Meeting Minutes
7/17/17	Fred	Hearing Loops Launch
7/24//17	Fred	Meeting Reminder
7/27/17	Fred	SPLF Board Agenda 7-28-2017
7/27/17/	Keri	Board Handbook
7/27/17	Keri	Foundation Meeting Tomorrow & Links to Documents

Documents on Google Drive (drive.google.com) in July Folder (07 July):

2017 At a Glance
Board Roster 2017
Agenda SPLF Board Meeting
June'17 Meeting Minutes
Kilty 1, 2, & 3
June 2017 Balance Sheet
June 2017 P&L Budget Actual
June 2017 P & L Prev. Year Comparison
June 2017 P & L YTD Comparison

2017 Dev. Tip – Why?
Council Letter to Library Board
Neighbor Letter to Library Board
Weddings & Events Policies – Oct. '16
Catering Lists & Guidelines
LAS 2017 P&L Preliminary
LAS 2016 P&L

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Update	
OWNER: Finance Committee Staff	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Finance Committee met with Brechon and Goeltl on August 22, 2017. <ul style="list-style-type: none"> • Committee discussed Baker & Taylor contract for cataloging and processing children, teen, and adult fiction and non-fiction additions to the collection. The estimated annual processing increase for the budget is \$14,000. • Committee revisited director transition expenses. Projected savings through September 2017 of \$10,000. • The Finance Committee discussed 2018 budget and McCarty’s proposed recommendations. Finance Committee will work with Troendle and Goeltl to address changes and provide revised budget to Board for review at October meeting. Detail is due to City Finance by October 15. 	
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	2/14/17: In Progress An outreach plan for Youth Services and Seniors was provided in the February Board Packet. Staff are actively engaged in outreach as appropriate. Additional outreach plans may wait for new director.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area.	Brechon	4/6/17: In Progress WCL has purchased Civic Technologies software that can be mounted on the ILS system to report on demographics for outreach and marketing. WCL is scheduled to receive reports early in 2017. Reports for Stillwater will follow. Board would like an update on when they could receive a copy of this report. Melissa in conversation with WCL Director regarding this. Cost is an issue.
64	5/10/2016	Teen Area	Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined.	Brechon Staff Facilities Committee	6/7/17: In Progress Lynn Barnhouse is working with staff to design teen room. Furnishings have been purchased and added to space.
70	8/9/2016	Supplemental Funds	The Finance Committee will work on a process for how to manage any new endowment-type gifts received by the library and will bring proposed process to the Governance Committee.	Finance Committee	
76	8/9/2016	WCL Relations	Board asked Bertalmio to help drive relationship-building with WCL and reach out to WCL regarding a meeting with Bertalmio/McCarty.	Brechon McCarty	6/7/17: Brechon and Ryskoski met to discuss WCL/SPL relations. Anticipate no cost changes for 2018 contract with WCL.
80	9/13/2016	City Council Relations	Ask McCarty to formally place library on agenda on a quarterly or monthly basis. Library Director and a Board Member will attend meeting and provide brief update. 1st Report to Council: 2016 Library Graphic Annual Report	Brechon	6/7/17: Brechon presented 2016 Annual Report to City Council on 6/6/17.
99	1/10/2017	Building Reconfiguration	Plans and timelines for Upper Level phase need to be determined.	Facilities Committee	Recommend that project be on hold until new director is hired.
101	1/10/2017	Class Compensation Study	Review class compensation information as available and determine next steps. HR Committee asked to develop appeals process for staff.	HR Committee Brechon	8/8/17: In Progress Board approved appeals process at July Board Meeting. Brechon to follow-up with F&H to determine cost of appeals.
105	4/11/2017	Policies	Board to begin overall review of library policies. First step is board ethics policy and new board member orientation.	Brechon Exec Committee?	5/4/17: In Progress
106	7/11/2017	Kilty Bequest	Executive Committee to work with Foundation and City to transfer Kilty Fund to Foundation in a designation Kilty fund to be used in the upkeep of the library per the discretion of the trustees.	Exec Committee	8/31/17: In Progress The library obtained an opinion from Dave Magnuson that the city must retain the funds in accordance with MN Stat. Sec. 134.14. The library is working with City Finance director to determine appropriate deposit of gift.
TICKLER ITEMS					
ID	Board Meeting	Task	Description	Responsible	Status
TICKLER	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: McCarty updated library that the city has this in its budget for 2018. No exact date for paver replacement; Communicate to neighbors when date is known.
TICKLER	10/9/2018	Board Officers Nominating Committee	In October/November 2018, Board should appoint a nominating committee for officers on the Board for a two-year term beginning in 2019.	Board	TICKLER
TICKLER	3/14/2017	Library Open on Holidays	A patron, via the Foundation, asked the library to consider keeping the library open on Monday government holidays. Board discussed the request and considerations regarding demand for this service, outreach possibilities, programming opportunities, communications, and cost. More exploration may be needed if we choose to pursue.	Finance Committee Director	TICKLER
TICKLER	3/14/2017	Board Opening End of December 2017	Stark noted that her term ends at the end of 2017. Board asked library to work with city to coordinate the timing of this posting so that the position may be filled with the new trustee by the January board meeting.	Director	TICKLER

Stillwater Public Library 2017 Calendar

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, September 12, 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 August 8, 2017 Minutes +
 - b. Acknowledgement of Bills Paid in August 2017 (08/02/17:\$28,770.56, 08/15/17: \$45.517.49) +
 - c. July Budget Status Report +

Old Business

5. Kilty Fund Update I
6. 2018 City Budget Process Update I
7. Events/Neighbors Task Force Meeting Report D
8. Classification and Compensation Appeal A

New Business

9. Proposed 2018 Holidays D

10. Director and Other Staff reports +

11. Foundation Report +

12. Board Committee Reports

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

13. Public Commentary and Communications

14. Adjournment

If you are unable to attend this meeting, please leave a message for Melissa at 651-275-4338 ext. 118 before 5 Pm on Monday, August 7, 2017.

A= Action Item I= Information Item D=Discussion Item + = Document in Packet

*= Document to be Distributed Later #=Document Distributed Previously

Attachments: WCL Minutes, Calendar, Ongoing Board Work Assignments

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 8, 2017
Minutes**

PRESENT: Bell, Carlsen, Lunn, Hansen, Hemer, Keliher, Menikheim (Arrived at 7:50 pm during Agenda Item 9), Stark

ABSENT: Richie

STAFF: Brechon, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Stark requested that the Adoption of the July 11, 2017 and July 26, 2017 Minutes be pulled out for discussion from the consent calendar.

Motion made to adopt the remainder of the Consent Calendar. MSP.

Trustees discussed the July 11, 2017 Minutes and requested the following changes:

- Agenda Item 6 – Bullet 3: Replace first sentence to read “Budget moved staff positions to Flaherty & Hood’s proposed compensation grid **from February 2017** (and adjusted for 2017 wages) and incorporated COLA and benefit updates.”
- Agenda Item 14d: Replace first sentence in third paragraph with “Motion was made to approve a process for library staff to appeal the job evaluation points which were reduced in audit requested by the Stillwater City Council, with results received April 2017.”
- Brechon noted that the actual appeal period, discussed under Agenda Item 14c, is now through August 18, 2017.

Trustees discussed the July 26, 2017 minutes. Stark noted that the minutes indicated “Staff: None.” While staff were not participating in the meeting, staff and Friends members did attend. Stark requested that the guest attendees be included in the board minutes: Susie Danielson, Mary Ann Sandeen, Aurora Jacobsen, Angie Petrie, Lindy Howe and Jody Vasilakes.

Motion made to adopt the minutes as amended. MSP.

*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**

August 8, 2017

Minutes

AGENDA ITEM 5: Policy – SPL Library Code of Conduct, Bulletin Boards

The Code of Conduct and Bulletin Board policies were submitted to the Board for first reading and review at the July meeting. The policies were modeled after other libraries in the area and within MELSA.

The Board discussed the policies and requested the following changes:

Public Conduct Policy

- Under “Patrons are expected to” section, replace colon with comma on the 4th bullet.
- Under “Patrons are participants in a shared environment” section, replace sue with use on the 2nd bullet.

Bulletin Board Policy

Add “and other designated spaces” to:

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

Motion made to approve the adoption of the policies as amended. MSP.

AGENDA ITEM 6: Kilty Fund

Brechon reported that the Foundation Board has agreed to act as a fiscal agent for the library with regard to the Kilty Fund. An agreement is currently being drafted by the Foundation regarding the specifics.

AGENDA ITEM 7: Approval of Library Director Contract

Keliher distributed the conditional offer of employment letter to Mark Troendle (dated August 8, 2017 and included as an attachment to the minutes) for board review. Motion made to approve offer to Troendle. MSP.

Trustees contacted Troendle via phone to inform him of the approval of the offer and welcome him to the library.

Board acknowledged the work of Interim Director Brechon and her contributions to the library.

AGENDA ITEM 8: Event Rental Time Request for Sunday, May 27, 2018

The Board reviewed and discussed a request to approve an exception to the Sunday event rental timeframe and allow a wedding rental from 12:00 noon through 12:00 midnight on Sunday, May 27, 2018. Music would be moved inside by 10:00 pm, and the event will follow all other event policy rules.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

August 8, 2017

Minutes

and guidelines. It was noted that Sunday, May 27 is a holiday weekend as Memorial Day is the following day. The size of the group was estimated at under 100 guests.

Trustees discussed noise concerns, impact on neighbors, and communication to key stakeholders. As the number of guests is anticipated at under 100, the Board discussed encouraging as much guest parking as possible in ramp to mitigate noise and disruption to neighbors during the exiting of the event space. The Board also discussed working with vendors to encourage loading/unloading in the parking ramp area to minimize noise and disruption.

Motion made to approve special exception to hold event until 12:00 midnight on Sunday, May 27, 2017 with music inside by 10:00 pm with two conditions:

- Attendees should be encouraged to park in the ramp
- All loading and unloading to take place in parking ramp

MSP.

AGENDA ITEM 9: City of Stillwater Audit Report

The Board reviewed and discussed the City of Stillwater Audit Report provided in the August Board Packet. During the annual audit, special attention was given to the library as it had not received a departmental review in a number of years. The audit report found deficiencies in:

- Library disbursement procedures
- Library cash drawer, copier machine and cash processes
- In-kind donations

Brechon reported that the library has already been working on library cash management procedures. Washington County has been beta-testing a cash management system this year. This system will be implemented at Stillwater soon. Equipment has been ordered and training is being scheduled. The Finance Director will be included as part of the training.

Brechon reported that Library staff will meet with City Finance to discuss what procedures are needed in the area of Library disbursement procedures.

Stark reported that she contacted the auditor to discuss the significant deficiency in the area of in-kind donations. The auditor expressed willingness to meet and discuss these concerns with the Library and Board.

It was noted that the auditor is not questioning the dollar figures of the in-kind donations received by the Library, but the auditor is recommending changes for recording these in-kind revenues and expenditures.

Keliher requested that the auditor be asked to Board meeting to discuss the audit and recommendations.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

August 8, 2017

Minutes

AGENDA ITEM 10: Director and Other Staff Reports

Brechon presented the director's report.

Brechon discussed Washington County Library's recent contract with Baker & Taylor to handle the cataloguing and processing of books. Brechon noted that this change means that materials will be shipped shelf-ready directly to each branch for more immediate circulation. Records will be downloaded through Washington County to the ILS system. The cost of processing is \$3.65 per item, an increased expense, but this will save WCL staff resources in processing and cataloging. As WCL has moved to this system, Stillwater plans to follow WCL's lead.

The Board noted the increased costs associated with this. If WCL is no longer providing the cataloging and processing services, the alternative would be for Stillwater to bring in staff to do this.

Brechon also noted that River Market Co-Op is asking customers to round up their total bill and the Stillwater Library is the recipient for the months of August and September. Thank you River Market!

AGENDA ITEM 11: Foundation Report

The Foundation has three upcoming events:

- Beer for Books on August 22 with Craig Hansen
- Destination Library on September 22
- Style Speaks Volumes on November 10 & 11

AGENDA ITEM 12: Board Committee Reports

- **Executive Committee:** None

- **Facilities:** Five chairs reupholstered. Teen Room work continues with new stools, READ letters, furniture.

- **Finance:** Brechon and the Finance Committee presented the 2018 Budget to City Administrator, Finance Director and Assistant Finance Director. During the meeting, McCarty explained that the collective proposed budget from the departments came in with a 14% increase over last year. On August 15, McCarty provided 2018 budget recommendations to the City Council with a collective increase of 4.58% for 2018.

McCarty's recommended budget reduces the library's proposed operating budget by \$33,376 and proposed capital budget by \$21,600. This is still an increase in both operating and capital from 2017, and the increases are in line with other departments. McCarty's recommended budget numbers have not yet been approved by the city council.

The Finance Committee will work with the new director to address the 2018 budget and any changes needed.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

August 8, 2017

Minutes

- **Human Resources:** At July meeting, the board approved the process of staff appeal of the classification study results contingent on the costs of the Flaherty & Hood review. The library has been unable to obtain clear information on the costs of the review process other than an estimate of \$145/hr.

The Board discussed the responsibility for paying for appeals. There were 20 appeals at city and 12 went to Flaherty & Hood. The cost of the city's appeals was included in the contract. It is uncertain if the cost of the library appeals are also included in the contract.

Menikheim explained the contract with Flaherty & Hood specified two interactions, typically one for the review and one for appeals. Since the library was initially surveyed and then reviewed again as a whole in February, this could be considered the second interaction. This would mean that the library would need to pay for the appeal process.

Board discussed options and decided to not approve any expenditure for the appeal process until additional cost information could be obtained from Flaherty and Hood.

- **Communications/Outreach Committee:** None
- **WCL Relationship Task Force:** None

AGENDA ITEM 12: Public Commentary and Communications

Keliher reported that he received a letter from the Department of Education regarding the library's annual report to the state. Keliher shared that the letter from MN Dept of Ed included data about total volunteer hours donated to libraries throughout the state. SPL has 2.5 times the average number of volunteer hours for libraries.

AGENDA ITEM 13: Adjournment

Adjourned at 8:45 pm.

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August 8, 2017

August 8, 2017 Minutes
Supplemental Document

Mark Troendle
3215 Old Orchard Rd
Eau Claire, WI 54703

Dear Mark,

On behalf of the Board of Trustees of the Stillwater Public Library, I wish to extend our conditional offer of employment as Library Director at the beginning salary of \$87,000. In addition, the position includes the following benefits:

- Salary increase of \$2,000 upon satisfactory performance review after completion of six months of employment
- 160 hours per year of vacation, with 8 additional hours earned for each year of employment, up to twenty years for a maximum of 200 hours
- Relocation expense compensation in the form of a one-time \$5,000 stipend
- All other provisions of the Library's Personnel Policy will apply to the Library Director position

Continuation of employment and future salary adjustments shall be determined by annual performance evaluations based on goals and objectives developed in concert with the Board. The Library Director's salary is also subject to step increases, the specifics of which will be determined upon completion of the City of Stillwater's current classification-compensation study and its appeal process.

This offer is contingent upon your acceptance of these terms within three (3) days after your receipt of this letter and receipt of a satisfactory pre-employment background investigation and pre-employment drug test report by the Stillwater Public Library. If acceptable to you, we would like you to assume responsibilities as Director on or before Tuesday, Sept. 5, 2017.

If these terms and contingencies are acceptable to you, please sign one copy of this letter. Keep one copy for your personal file. Please scan the other signed copy and email it to me as an attachment and then mail the signed copy to my attention at the library. Please feel free to call me at 651-324-0213 or email mjkeliher@gmail.com if you have any questions.

We are delighted by your interest in assuming the responsibilities of Director, and we look forward to working with you to further strengthen our services, resources, and programs for our patrons.

Sincerely,

Michael Keliher
President, Stillwater Public Library Board of Trustees

I accept the offer, terms and contingencies stated in this letter

Mark Troendle

Date

2017 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
20066	4/13/2017	Advantage Computer Systems	Hearing Loops - Second Half of Payment	\$ 11,495.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
80217	8/2/2017	Baker and Taylor	Materials - Juv	\$ 703.65	230-4230-2400-0000	Childrens Books
80217	8/2/2017	Baker and Taylor	Materials - Processing	\$ 14.70	230-4230-3404-0000	Processing Fee
15-0152	7/18/2017	Barnhouse Office LLC	Teen Room (Lawson)	\$ 375.00	235-4900-3099-0000	Library Don - Improvement Projects - Othe
15-0152	7/18/2017	Barnhouse Office LLC	Building Reconfiguration	\$ 150.00	230-4900-5200-0000	C/O & Improvements
7312107	7/31/2017	Brechon Melissa J.	Interim Director - July	\$ 7,000.00	230-4230-3099-0000	Other Professional Services
170407	4/7/2017	Breeze Communication Arts	Programs - Adult (SPLF)	\$ 1,400.00	232-4232-2407-0000	SPLF - Programs
80217	8/2/2017	Brodart Co	Materials - Adult Fiction	\$ 1,659.40	230-4230-2401-0000	Adult Books - Fiction
80217	8/2/2017	Brodart Co	Materials - Adult NonFiction	\$ 676.08	230-4230-2405-0000	Adult Books - Non Fiction
80217	8/2/2017	Brodart Co	Materials - Processing	\$ 67.60	230-4230-3404-0000	Processing Fee
32055	7/20/2017	Card Source	Patron Cards	\$ 645.00	230-4230-2101-0000	General Supplies
83513010	7/17/2017	Infogroup	Materials - Reference	\$ 390.00	230-4230-2113-0000	Reference
9335366	7/17/2017	Cole Papers	Janitorial Supplies	\$ 386.45	230-4231-2102-0000	Janitorial Supplies
1	6/11/2017	Holm Christopher	Programs - Adult (SPLF - Summer SRP)	\$ 400.00	232-4232-2407-0000	SPLF - Programs
80217	8/2/2017	Midwest Tape	Materials - Audio	\$ 119.46	230-4230-2402-0000	Audio
80217	8/2/2017	Midwest Tape	Materials - Video	\$ 134.19	230-4230-2408-0000	Film/Video
80217	8/2/2017	Midwest Tape	Materials - Processing	\$ 32.30	230-4230-3404-0000	Processing Fee
W17060663	7/17/2017	Office of MN IT Services	Phone - June 2017	\$ 379.71	230-4231-3101-0000	Telephone
7182017	7/18/2017	Sorenson Beth	Travel Reimbursement for Director Candidate Interv	\$ 247.17	230-4230-4099-0000	Miscellaneous Charges
713028	7/21/2017	ECM Publishers	Notice of Special Mtg of Bd - 7/26/17	\$ 14.07	230-4230-3400-0000	Printing and Publishing
13802887	7/17/2017	Toshiba Business Solutions	Maintenance Contract	\$ 94.83	230-4230-3707-0000	Maintenance Agreements
13803163	7/17/2017	Toshiba Business Solutions	Maintenance Contract	\$ 175.30	230-4230-3707-0000	Maintenance Agreements
071117 349.92	7/11/2017	Washington County Library	Q2 17 Processing Fees Collected at SPL for WCL Items	\$ 184.00	230-0000-3880-0040	Lost/Overdue Processing Fees
071117 349.92	7/11/2017	Washington County Library	Q2 17 L/D Fees Collected at SPL for WCL Items	\$ 165.92	230-0000-3880-0030	Lost/Damaged Fees
71817	7/18/2017	Williams Tyler	Travel Reimbursement for Director Candidate Interv	\$ 617.07	230-4230-4099-0000	Miscellaneous Charges
			INVOICES SUBTOTAL	\$ 27,526.90		
CREDIT CARD						
62817	42914	A1 Hauling and Rolloffs	Building Reconfiguration	\$ 354.00	230-4900-5200-0000	Improvement Projects - C/O & Improve
1095	42887	Alfresco Casual Living	Programs - Adult (SRP Prize - SPLF)	\$ 40.00	232-4232-2407-0000	SPLF - Programs
1774606	42887	Amazon.com	Materials - Adult Nonfiction	\$ 49.71	230-4230-2405-0000	Adult Books - Non Fiction
635792983	42888	Eventbrite	Board Chair Training (6/20/17)	\$ 115.00	230-4230-3201-0000	Seminar/Conference Fees
6-0054195	42901	Games By James	Puzzles for Friends Area	\$ 16.06	235-4238-4099-0000	Library Donations Miscellaneous
19799	42905	Gertens Wholesale	Welcome/Reading Area Reconfiguration - Plants	\$ 139.22	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
24626	42910	Gertens Wholesale	Welcome/Reading Area Reconfiguration - Plants	\$ 160.67	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
1009-24139	42886	Lift Bridge Inc.	Programs - Adult (SRP Prize - SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
59442	42886	River Market Co-Op	Programs - Adult (SRP Prize - SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
809261	42886	Rose Floral	Programs - Adult (SRP Prize - SPLF)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
259171	42886	Valley Bookseller	Programs - Adult (SRP Prize - SPLF)	\$ 40.00	232-4232-2407-0000	SPLF - Programs
PK0102227910	42909	Waterdog Records LLC	Materials - Juv Audio	\$ 125.00	230-4230-2402-0000	Audio
PK0102227910	42909	Waterdog Records LLC	Materials - Juv Video	\$ 40.00	230-4230-2408-0000	Film/Video
1007	42887	Washington County Public Works	Materials - Reference	\$ 74.00	230-4230-2113-0000	Reference
			CREDIT CARD SUBTOTAL	\$ 1,243.66		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 28,770.56		

Submitted for payment

Melissa J. Brechon, Interim Director

2017 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
W00548217	7/24/2017	1000 Bulbs.com	LED Lighting	\$ 664.50	230-4230-5200-0000	C/O & Improvements
W00548217	7/24/2017	1000 Bulbs.com	Lighting	\$ 226.00	230-4231-2101-0000	General Supplies - Lib Plant
190124	7/19/2017	Ace Hardware	Janitorial Supplies	\$ 56.81	230-4231-2102-0000	Janitorial Supplies
190377	7/27/2017	Ace Hardware	Janitorial Supplies	\$ 58.87	230-4231-2102-0000	Janitorial Supplies
190411	7/28/2017	Ace Hardware	Janitorial Supplies	\$ 15.48	230-4231-2102-0000	Janitorial Supplies
190412	7/28/2017	Ace Hardware	Janitorial Supplies	\$ 36.96	230-4231-2102-0000	Janitorial Supplies
8152017	8/15/2017	Baker and Taylor	Materials - Juv	\$ 873.80	230-4230-2400-0000	Childrens Books
8152017	8/15/2017	Baker and Taylor	Materials - Processing	\$ 20.09	230-4230-3404-0000	Processing Fee
8152017	8/15/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 66.40	232-4232-2113-0000	SPLF - Materials
S100029875-US	7/28/2017	Bibliotheca LLC	RFID Stations	\$ 2,892.00	230-4230-2302-0000	Other Minor Equipment
8152017	8/15/2017	Biedermann Heather	Travel Reimbursement for Director Candidate	\$ 235.40	230-4230-4099-0000	Miscellaneous Charges
8152017	8/15/2017	Brodart Co	Materials - Adult Fiction	\$ 399.64	230-4230-2401-0000	Adult Books - Fiction
8152017	8/15/2017	Brodart Co	Materials - Adult NonFiction	\$ 691.54	230-4230-2405-0000	Adult Books - Non Fiction
8152017	8/15/2017	Brodart Co	Materials - Processing	\$ 28.60	230-4230-3404-0000	Processing Fee
33698	8/2/2017	Cartridge World Hudson	Supplies	\$ 64.99	230-4230-2101-0000	General Supplies
JPF2293	7/24/2017	CDW Government Inc.	Mobile Computer Lab	\$ 109.98	230-4230-5310-0000	C/O MIS Computer Equipment
JPH4104	7/25/2017	CDW Government Inc.	Mobile Computer Lab	\$ 819.60	230-4230-5310-0000	C/O MIS Computer Equipment
306-02444792-3	7/31/2017	Culligan of Stillwater	Water	\$ 61.75	230-4230-4099-0000	Miscellaneous Charges
10181059585	7/28/2017	Dell Marketing L.P.	Mobile Computer Lab	\$ 5,755.20	230-4230-5310-0000	C/O MIS Computer Equipment
423062	7/31/2017	General Office Products Co.	Furniture Reupholstery	\$ 5,049.90	230-4230-5300-0000	C/O Machinery & Equipment
2455591_6182577469	7/12/2017	G & K Services	Towels & Rugs	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
87217657	7/21/2017	Grainger	Repair Supplies	\$ 624.36	230-4231-2202-0000	Building Repair Supplies
072917_166.35	7/20/2017	Lila & Claudine's Knitting & Gifts	Programs - Juv (MELSA)	\$ 166.35	235-4236-4099-0000	Library Donations Programs
2568595	7/14/2017	Loffler Companies	Telephone System	\$ 16,758.17	230-4230-5310-0000	C/O MIS Computer Equipment
8152017	8/15/2017	Midwest Tape	Materials - Audio	\$ 13.49	230-4230-2402-0000	Audio
8152017	8/15/2017	Midwest Tape	Materials - Video	\$ 52.48	230-4230-2408-0000	Film/Video
8152017	8/15/2017	Midwest Tape	Materials - Processing	\$ 6.75	230-4230-3404-0000	Processing Fee
715633	8/8/2017	MEI Total Elevator Solutions	Yearly Elevator Service (August)	\$ 1,515.11	230-4231-3707-0000	Maintenance Agreements - Lib Plant
	7/28/2017	Petrie Angela	Programs - Juv (Reward Books - SPLF); Staff Reimburse	\$ 61.45	232-4232-2407-0000	SPLF - Programs
10067454	7/19/2017	Pioneer Press	Newspaper Subscription (SPLF)	\$ 771.28	232-4232-2113-0000	SPLF - Materials
40621	7/24/2017	Premier Lighting Inc	LED Lighting	\$ 3,709.06	230-4230-5200-0000	C/O & Improvements
8585428	7/27/2017	Quill Corporation	General Supplies	\$ 244.95	230-4230-2101-0000	General Supplies
75574570	8/2/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 25.87	235-4235-2101-0000	Library Donations Materials
75573479	8/1/2017	Recorded Books Inc	Materials - Juv Audio (Friends)	\$ 23.37	235-4235-2101-0000	Library Donations Materials
1195859	7/25/2017	Security Response Services Inc	Alarm Monitoring	\$ 168.12	230-4231-3707-0000	Maintenance Agreements - Lib Plant
8152017	8/15/2017	Troendle Mark	Travel Reimbursement for Director Candidate	\$ 149.80	230-4230-4099-0000	Miscellaneous Charges
072117_205.34	7/21/2017	Washington County Library	Q2 17 Postage/Stock for Overdue Notices	\$ 205.34	230-4230-3102-0000	Postage
		INVOICES SUBTOTAL		\$ 42,706.60		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
51-7976594-1	7/25/2017	Xcel Energy	Energy	\$ 153.36	230-4231-3601-0000	Natural Gas
51-7976594-1	7/25/2017	Xcel Energy	Energy	\$ 4,657.53	230-4231-3600-0000	Electricity
		MANUAL PAYOUT SUBTOTAL		\$ 4,810.89		
		GRAND TOTAL		\$ 47,517.49		

Submitted for payment

Melissa J. Brechon, Interim Director

General Ledger

Budget Status

User: kgoeltl
 Printed: 8/21/2017 - 12:01 PM
 Period: 1 to 7, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	70,000.00	34,742.00	34,742.00	35,258.00	0.00	35,258.00	50.37
230-0000-3520-0100	Copier/Printer Sales	5,800.00	2,740.35	2,740.35	3,059.65	0.00	3,059.65	52.75
230-0000-3880-0200	Gallery Fees	600.00	0.00	0.00	600.00	0.00	600.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	62.89	62.89	237.11	0.00	237.11	79.04
	R25 Sub Totals:	76,700.00	37,545.24	37,545.24	39,154.76	0.00	39,154.76	51.05
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	350.00	350.00	5,150.00	0.00	5,150.00	93.64
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	168.30	168.30	331.70	0.00	331.70	66.34
230-0000-3880-0020	Library Card Fees	10,212.00	6,494.00	6,494.00	3,718.00	0.00	3,718.00	36.41
230-0000-3880-0030	Lost Materials	3,200.00	1,000.31	1,000.31	2,199.69	0.00	2,199.69	68.74
230-0000-3880-0040	Processing Fees	8,200.00	1,922.00	1,922.00	6,278.00	0.00	6,278.00	76.56
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	26.00	26.00	274.00	0.00	274.00	91.33
	R40 Sub Totals:	29,412.00	9,960.61	9,960.61	19,451.39	0.00	19,451.39	66.13
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	0.00	0.00	1,171,625.00	0.00	1,171,625.00	100.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	22,700.00	0.00	0.00	22,700.00	0.00	22,700.00	100.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	90,000.00	0.00	0.00	90,000.00	0.00	90,000.00	100.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R45 Sub Totals:		1,284,325.00	0.00	0.00	1,284,325.00	0.00	1,284,325.00	100.00
Revenue Sub Totals:		1,390,437.00	47,505.85	47,505.85	1,342,931.15	0.00	1,342,931.15	96.58
Dept 0000 Sub Totals:		-1,390,437.00	-47,505.85	-47,505.85	-1,342,931.15	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	223,923.00	50,469.98	50,469.98	173,453.02	0.00	173,453.02	77.46
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	13,809.47	13,809.47	-13,809.47	0.00	-13,809.47	0.00
230-4230-1113-0000	Vacation Pay	0.00	41,765.17	41,765.17	-41,765.17	0.00	-41,765.17	0.00
230-4230-1200-0000	Part Time Salaries	469,003.00	249,480.44	249,480.44	219,522.56	0.00	219,522.56	46.81
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	24,607.39	24,607.39	27,366.61	0.00	27,366.61	52.65
230-4230-1420-0000	FICA/Medicare	53,005.00	26,822.93	26,822.93	26,182.07	0.00	26,182.07	49.40
230-4230-1500-0000	Hospital / Medical	105,454.00	49,298.28	49,298.28	56,155.72	0.00	56,155.72	53.25
230-4230-1520-0000	Dental Insurance	4,149.00	1,575.60	1,575.60	2,573.40	0.00	2,573.40	62.02
230-4230-1540-0000	Life Insurance	650.00	333.12	333.12	316.88	0.00	316.88	48.75
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	494,794.51	494,794.51	413,363.49	0.00	413,363.49	45.52
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	250.00	0.00	0.00	250.00	0.00	250.00	100.00
230-4230-2101-0000	General Supplies	4,500.00	1,395.43	1,395.43	3,104.57	0.00	3,104.57	68.99
230-4230-2113-0000	Reference	5,040.00	742.21	742.21	4,297.79	0.00	4,297.79	85.27
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	7,566.09	7,566.09	5,453.91	0.00	5,453.91	41.89
230-4230-2401-0000	Adult Books - Fiction	14,923.00	4,026.98	4,026.98	10,896.02	0.00	10,896.02	73.01
230-4230-2402-0000	Audio	10,920.00	2,967.26	2,967.26	7,952.74	0.00	7,952.74	72.83
230-4230-2403-0000	Periodicals	4,500.00	4,253.03	4,253.03	246.97	0.00	246.97	5.49
230-4230-2405-0000	Adult Books - Non Fiction	16,818.00	8,404.03	8,404.03	8,413.97	0.00	8,413.97	50.03
230-4230-2406-0000	Teen Books - Materials	4,620.00	2,401.73	2,401.73	2,218.27	0.00	2,218.27	48.01
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	2,729.26	2,729.26	4,830.74	0.00	4,830.74	63.90

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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	36,560.48	36,560.48	54,204.52	0.00	54,204.52	59.72
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	1,257.19	1,257.19	5,242.81	0.00	5,242.81	80.66
230-4230-3099-0000	Other Professional Services	1,000.00	48,896.00	48,896.00	-47,896.00	0.00	-47,896.00	0.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	199.83	199.83	1,300.17	0.00	1,300.17	86.68
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	1,091.79	1,091.79	3,408.21	0.00	3,408.21	75.74
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	716.75	716.75	783.25	0.00	783.25	52.22
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	2,537.80	2,537.80	4,462.20	0.00	4,462.20	63.75
230-4230-3500-0000	General Insurance	1,914.00	0.00	0.00	1,914.00	0.00	1,914.00	100.00
230-4230-3707-0000	Maintenance Agreements	20,000.00	1,245.44	1,245.44	18,754.56	0.00	18,754.56	93.77
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	0.00	0.00	400.00	0.00	400.00	100.00
	E15 Sub Totals:	44,814.00	56,212.30	56,212.30	-11,398.30	0.00	-11,398.30	0.00
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	400.00	118.00	118.00	282.00	0.00	282.00	70.50
230-4230-4001-0000	Subscriptions	625.00	616.98	616.98	8.02	0.00	8.02	1.28
230-4230-4099-0000	Miscellaneous Charges	1,500.00	1,493.78	1,493.78	6.22	0.00	6.22	0.41
	E20 Sub Totals:	2,525.00	2,228.76	2,228.76	296.24	0.00	296.24	11.73
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	590,333.23	590,333.23	544,628.77	0.00	544,628.77	47.99

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Dept 230-4231	Dept 4230 Sub Totals:	1,134,962.00	590,333.23	590,333.23	544,628.77	0.00		
E05	LIBRARY PLANT PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	51,709.00	27,813.72	27,813.72	23,895.28	0.00	23,895.28	46.21
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,389.60	1,389.60	-1,389.60	0.00	-1,389.60	0.00
230-4231-1113-0000	Vacation Pay	0.00	1,863.97	1,863.97	-1,863.97	0.00	-1,863.97	0.00
230-4231-1200-0000	Part Time Salaries	33,876.00	18,088.31	18,088.31	15,787.69	0.00	15,787.69	46.60
230-4231-1410-0000	PERA	6,419.00	3,412.63	3,412.63	3,006.37	0.00	3,006.37	46.84
230-4231-1420-0000	FICA/Medicare	6,547.00	3,313.27	3,313.27	3,233.73	0.00	3,233.73	49.39
230-4231-1500-0000	Hospital / Medical	21,178.00	9,709.07	9,709.07	11,468.93	0.00	11,468.93	54.15
230-4231-1520-0000	Dental Insurance	758.00	441.98	441.98	316.02	0.00	316.02	41.69
230-4231-1540-0000	Life Insurance	116.00	67.20	67.20	48.80	0.00	48.80	42.07
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	66,099.75	66,099.75	54,503.25	0.00	54,503.25	45.19
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	2,300.00	370.21	370.21	1,929.79	0.00	1,929.79	83.90
230-4231-2102-0000	Janitorial Supplies	3,800.00	1,734.05	1,734.05	2,065.95	0.00	2,065.95	54.37
230-4231-2202-0000	Building Repair Supplies	300.00	517.93	517.93	-217.93	0.00	-217.93	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
230-4231-2302-0000	Other Minor Equipment	800.00	481.03	481.03	318.97	0.00	318.97	39.87
	E10 Sub Totals:	7,300.00	3,103.22	3,103.22	4,196.78	0.00	4,196.78	57.49
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	1,900.35	1,900.35	2,599.65	0.00	2,599.65	57.77
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	20,254.73	20,254.73	19,745.27	0.00	19,745.27	49.36
230-4231-3601-0000	Natural Gas	12,000.00	5,805.86	5,805.86	6,194.14	0.00	6,194.14	51.62
230-4231-3703-0000	Building Repair Charges	10,750.00	10,659.55	10,659.55	90.45	0.00	90.45	0.84
230-4231-3707-0000	Maintenance Agreements	8,995.00	3,890.72	3,890.72	5,104.28	0.00	5,104.28	56.75
	E15 Sub Totals:	106,486.00	42,511.21	42,511.21	63,974.79	0.00	63,974.79	60.08
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,942.03	1,942.03	-842.03	0.00	-842.03	0.00
	E20 Sub Totals:	1,100.00	1,942.03	1,942.03	-842.03	0.00	-842.03	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

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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	113,656.21	113,656.21	145,832.79	0.00	145,832.79	56.20
Dept 230-4900	Dept 4231 Sub Totals:	259,489.00	113,656.21	113,656.21	145,832.79	0.00		
E15	IMPROVEMENT PROJECTS							
230-4900-3099-0000	SERVICES AND CHARGES							
	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 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	11,027.29	11,027.29	-11,027.29	0.00	-11,027.29	0.00
	E25 Sub Totals:	0.00	11,027.29	11,027.29	-11,027.29	0.00	-11,027.29	0.00
	Expense Sub Totals:	0.00	11,027.29	11,027.29	-11,027.29	0.00	-11,027.29	0.00
	Dept 4900 Sub Totals:	0.00	11,027.29	11,027.29	-11,027.29	0.00		
	Fund Revenue Sub Totals:	1,390,437.00	47,505.85	47,505.85	1,342,931.15	0.00	1,342,931.15	96.58
	Fund Expense Sub Totals:	1,394,451.00	715,016.73	715,016.73	679,434.27	0.00	679,434.27	48.72
	Fund 230 Sub Totals:	4,014.00	667,510.88	667,510.88	-663,496.88	0.00		
	Revenue Totals:	1,390,437.00	47,505.85	47,505.85	1,342,931.15	0.00	1,342,931.15	96.58
	Expense Totals:	1,394,451.00	715,016.73	715,016.73	679,434.27	0.00	679,434.27	48.72
	Report Totals:	4,014.00	667,510.88	667,510.88	-663,496.88	0.00		

NOTES:

Budget line 230-0000-3880-0020 Library Card Fees: The Library initially budgeted \$10,212 in library card fees with a majority of revenue raised from library cards sold to Lake Elmo residents. Since Lake Elmo is rejoining WCL, library card fees may no longer be charged to its residents. \$6,494 represents the total received through July with no additional fees expected from Lake Elmo. Minimal additional revenue is projected for 2017.

Budget line 230-4230-1111-0000 Severance Pay: This reflects severance compensation of \$22,477.62 paid out to retiring director and \$13,941.52 to the retiring assistant director. This expense is covered under the reserved fund balance. Monies will be transferred in by City Finance to a budget line under R45 Other Finance Sources to offset this expense. Library staff is confirming with City Finance the effect on the library fund balance. More details to follow.

Budget line 230-4230-1113-0000 Vacation Pay: \$13,182.19 of this line item reflects a Vacation Payout out to the retiring director and a \$503.44 payout to the retiring assistant director. This expense is covered under the reserved fund balance. Monies will be transferred in by City Finance to a budget line under R45 Other Finance Sources to offset this expense. The other vacation paid represents vacation time taken by staff, including time taken by the assistant director at the end of her employment, and is budgeted under regular salaries. Library staff is confirming with City Finance the effect on the library fund balance. More details to follow.

Budget Line 230-4230-3099-0000 Other Professional Services: This reflects expenditures for the interim director search, interim director contract, and library director search. \$3,750 was paid to Library Strategies for the interim director search. \$31,696 was paid through July for the interim director contract. \$13,450 was paid through July to John Keister & Associates for the library director search. Expenses projected to be offset by budget savings from the open Director and Assistant Director positions. Projected payments for August and September include \$6,100 to John Keister & Associates and \$7,730 to Interim Director.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Kilty Update	
OWNER: Troendle	PRESENTER: Troendle
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>In June, the Stillwater Public Library Foundation received a letter informing them that the Kilty Estate was donating \$50,000 to the City of Stillwater for the upkeep of the library. We believe that the letter was directed to the Foundation as they had been cultivating Mr. Kilty as a donor.</p> <p>Following the receipt of the gift, Interim Director Melissa Brechon spoke with Tom McCarty regarding this donation. The City indicated that they would prefer to <u>not</u> administer this fund. At the July Board meeting, the Trustees approved a motion to request that the Foundation administer the fund on behalf of the library. The Foundation was notified and agreed to act as fiscal agent of the fund. The Foundation prepared a Fiscal Agency Agreement, and the Library submitted this to City Attorney Magnuson for initial review.</p> <p>Magnuson responded that the Foundation is not permitted to cash the check or to hold and administer the gift. Magnuson cited:</p> <ul style="list-style-type: none"> • MN Stat. Sec. 134.14. This statute is part of the chapter of the state law that controls public libraries. It provides in part that: "All property given, granted, donated, devised or bequeathed to, or otherwise acquired by, any city or county for a public library shall vest in and be held in the name of the city or county, and any conveyance, grant, donation, devise, bequest or gift, made to or in the name of any public library shall be deemed to have been made directly to the city or county to be used (for library purposes)." • MN Stat. Sec. 134.11 Subd. 2 provides in part: "All money received for the library shall be paid into the city or county treasury, credited to the library fund, kept separate from other money etc." Both sections of the law use the word "shall". That word in legal drafting means: "must" or "has a duty to". <p>The Kilty check was made to the City of Stillwater. In view of the statutory directive, Magnuson does not see a way to allow the Foundation to administer the gift. This statute is the reason the City holds so many small gifts and bequests.</p> <p>The Library is now working with City Finance to determine appropriate deposit of the fund revenue and tracking of future fund expenditures.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 City Budget Process Update	
OWNER: Troendle	PRESENTER: Troendle
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The City Council approved the proposed 2018 budget on September 5, 2017. The Council also approved the proposed 2018 levy and established the Truth in Taxation meeting for December 5, 2017 at 7:00 PM, at which date and time the Council will consider the final 2018 budget.</p> <p>The proposed 2018 budget for the Library was approved as recommend by the City Administrator and Finance Director. The detail was included in the presentation to City Council on August 15.</p> <p>McCarty’s recommended budget reduces the library’s proposed operating budget by \$33,376 and proposed capital budget by \$21,600. This is an increase in both operating and capital from 2017.</p> <p>A revised detailed budget from the library is due to the City by October 15.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: City Administrator’s 2018 Budget Recommendations to Council	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



August 14, 2017

TO: Honorable Mayor and City Council Members

CC: City of Stillwater Department Heads
City of Stillwater Staff

FROM: J. Thomas McCarty, City Administrator
Sharon Harrison, City Finance Director

SUBJECT: Stillwater City Administrator's 2018 Budget Recommendations

Pursuant to Article VII, Section 7.01 of the Stillwater City Charter, I am pleased to present the City Administrator's 2018 Budget Recommendations for the City of Stillwater for your review and consideration. The total proposed 2018 budget (all funds) is approximately \$35,000,000. Upon review and analysis of all revenue and expenditure requests, the 2018 Budget Recommendations propose a balanced 2018 budget that continues and enhances the provision of excellent city services and programs to meet the needs of the citizens of Stillwater.

In 2016 the City Council began to address the issues of balancing revenue enhancement against ever increasing demand for services and increasing health care costs, managing long term city infrastructure needs, maximizing economic development opportunities, and planning for aging population dynamics in the workforce and in the community by adopting the City's strategic plan for 2020. The top strategic issues identified by the City Council included: organizational excellence, community development and engagement and capital improvement planning (as confirmed and updated at the 2017 City Council work session). The proposed 2018 budget includes specific programming, staffing and capital outlay appropriations that align with these strategic themes and initiatives.

The City Administrator and City Finance Director met with all departments and agencies and have reviewed and analyzed all proposed 2018 program operations, revenues, expenditures, staffing levels, capital projects and long-term debt, collaborative efforts and use of fund balances. The recommended total levy increase for 2018 is 4.58%, which would result in a property tax increase of approximately \$35 for the owner of a median priced home in Stillwater at \$236,000, assuming the home's market value increased 2.0% over the past year.

Operations

All general fund revenue sources have been thoroughly analyzed for potential increases to support requests for increased expenditures. State Local Government Aid (LGA) has increased for 2018. All license and permit fees and charges for services have been adjusted for program cost increases and increased activity levels resulting in a small revenue increase for 2018. Based on the initial 2018 general fund budget proposals, the tax levy increase for the general fund operating budget was \$1,252,000 or 14.13% over 2017. The Administrator's budget recommendations reduce the proposed 2018 operating levy increase to \$578,441 or 6.53% above the 2017 adopted tax levy. The total 2018 property tax levy increase (operating levy + debt service levy) is proposed to increase by \$573,712 or 4.58% over 2017.

Each department's and special revenue fund's budget requests and the Administrator's recommendations are also included in the budget book and on the attached slides. Requests for new or revised programs, services or staffing levels are identified in the summary page for each department. Specific department elements that enhance the top strategic issues identified by the City Council are also noted on the summary pages. Increased wage and benefit costs are a major element in the 2018 budget. Employee wages are budgeted at a 2.5% increase for 2018, consistent with settled bargaining union contracts and reflecting full implementation of the classification/compensation study results to help attract and retain employees. Health insurance estimated costs are budgeted at a 15% increase and could be modified based on final 2018 health insurance costs.

Due to funding constraints, all department and agency requests for new staffing levels and new or expanded programs for 2018 were unable to be funded. Recommendations for increased support staff time in Community Development and Fire Departments, and creation of a facilities manager position are included in the proposed budget. The budget recommends professional consultant services for completion of a fire department staffing/operational analysis to assist the City in managing volunteer paid on call staffing challenges.

Capital Improvement Program

Capital requests are summarized in three segments: annual capital outlay (all departments), street improvement program, and the Police Department/City Hall project items. This section includes capital outlay requests submitted by each department or special revenue fund and the Administrator's recommendations for 2018. Maintaining the City's physical infrastructure (buildings, streets, sidewalks, parks, sewer systems, and IT systems) coupled with funding for improvements to downtown and Bridgeview and Aiple park properties are major funding challenges for the future. Proposals for annual capital outlay items, and funding for safety & security enhancements for the Police Department/City Hall Remodeling project are included in this section. In addition, this section includes a proposal the Public Works Street Improvement Program (annual city street and sidewalk infrastructure improvements). The proposal continues the program that was initiated in 2016 after languishing for a number of years.

Issuance of debt (bonding) is proposed as a major funding source for the City's capital improvement program. The proposed debt issuance is consistent with the City's debt management policies. The current City bond rating of Aa2 (Moody's) is expected to be maintained for debt

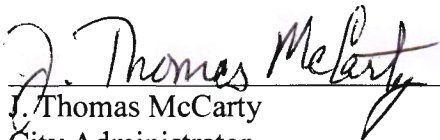
issued in 2018. The Aa2 bond rating provides a strong signal of the city's financial stability to prospective bond buyers, resulting in better interest rates for the City. An overview of the City's debt obligation balance is also included in the attached slides.

The City Administrator 2018 Budget Recommendations are based upon the following components:


- Maintaining a modest increase in the City's property tax rate;
- Maximizing revenues from non-property tax sources where possible;
- Allocation of existing resources to offset additional costs in priority areas;
- Increase fees and charges to address the cost of service provision;
- Program modification based upon priorities included in the City Mission Statement and adopted City Strategic Plan;
- Commitment to maintain core physical, technology and capital equipment infrastructure;
- Estimated costs for employee compensation and benefit adjustments;
- Enhances community agency funding support for 2018;

The City Council will meet on Tuesday, August 15, 2017 for a preliminary review of the City Administrator's 2018 budget recommendations and pursuant to state law, must adopt a preliminary 2018 budget and certify the maximum City property tax levy to the County by September 30, 2017. The City Council must also schedule the Truth in Taxation meeting date in December for adoption of the final 2018 Stillwater City budget.

We are available to answer questions you may have regarding the attached budget recommendations.



J. Thomas McCarty
City Administrator



Sharon Harrison
Finance Director



2018 Proposed Budget

CITY OF STILLWATER

August 15, 2017

Budget Calendar

- ▶ April - Finance department begins budget process by preparing projected wages & benefits, and insurance costs.
- ▶ April 24 - Finance Department distributes CIP (2018-2022) information for updating.
- ▶ May 19 - CIP (2018-2022) information updates due to Finance. Finance assembles preliminary CIP.
- ▶ June 14 - Budget guidelines along with budget worksheets are distributed to Department Heads/Managers for completion.
- ▶ July 7 - Completed budget worksheets are due to Finance. The Finance Department assembles the preliminary requested budget information.
- ▶ July - City Administrator reviews requested budget with Department Heads/Managers and prepares proposed budget.
- ▶ August 14 - Finance distributes proposed budget to Department Heads/Managers and City Council
- ▶ August 15 - Council, during a budget workshop session, meets with the City Administrator and Department Heads to review the proposed budget.
- ▶ End of August - County distributes estimated Local Taxable Value & Fiscal Disparity information.
- ▶ September 5 - Review updated proposed budget information. (if needed)
- ▶ September 19 - The latest the Council can adopt a proposed budget, a proposed levy and set the T-N-T Meeting date in December.

Budget Factors

Proposed 2018



- ▶ \$85,000 Increase/Decrease in Operating Expense
 - ▶ 1% of Levy
- ▶ 1% Increase/Decrease in Health Insurance Premium
 - ▶ \$10,000
- ▶ Retiree Health Insurance
 - ▶ 10% of the Levy
- ▶ Library Operating Levy
 - ▶ 13% of the levy
- ▶ Personnel Costs
 - ▶ 77% of the Levy
- ▶ Costs to continue
 - ▶ 5.1%



Property Tax Levy

Proposed 2018



CITY-WIDE LEVY	
General Revenue Tax Levy	\$9,436,264
Required Debt Service Tax Levy	\$3,269,887
New Debt Service Tax Levy	\$400,000
Total Debt Service Levy	\$3,669,887
TOTAL CITY-WIDE LEVY	\$13,106,151

PARCEL-SPECIFIC LEVY	
WMO Levy	\$42,700

Required Debt Service Tax Levy	Amount
G.O. Capital Outlay 2012A	\$541,330
G.O. Capital Outlay 2014A	\$708,478
G.O. Capital Outlay 2005B	\$282,531
G.O. Capital Outlay 2009B	\$103,241
G.O. Capital Outlay 2014 (Armory)	\$85,000
G.O. Capital Outlay 2009D	\$336,958
G.O. Capital Outlay 2016A	\$812,333
G.O. Capital Outlay 2017A	\$400,016
Total	\$3,269,887

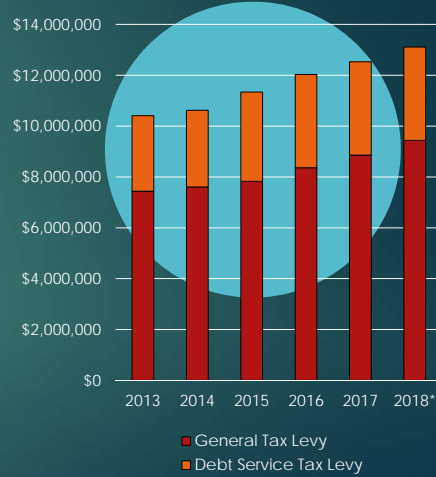
2018 New Bond Issue to fund:	
2018 Capital Outlay	\$2,270,300
Police Station/City Hall Safety & Security Improvements	\$700,000
2018 Street Improvement Project	\$450,000
2018 Sidewalk Rehab Project	\$50,000
Paver Renovation-Library	\$50,000
Marylane Drainage	\$100,000
Total	\$3,620,300

Property Tax Levy

Last 5 years and Proposed 2018*



Year	General Tax Levy	Debt Service Tax Levy	Total Property Tax Levy	\$ Increase from Prior Year	% Increase from Prior Year
2013	\$7,435,010	\$2,971,497	\$10,406,507	\$159,910	1.561%
2014	\$7,606,066	\$3,018,920	\$10,624,986	\$218,479	2.099%
2015	\$7,825,610	\$3,514,043	\$11,339,653	\$714,667	6.726%
2016	\$8,365,422	\$3,665,145	\$12,030,567	\$690,914	6.092%
2017	\$8,857,823	\$3,674,616	\$12,574,339	\$543,772	4.519%
2018*	\$9,436,264	\$3,669,887	\$13,106,151	\$573,712	4.578%



Note: In 2014 there were levy limits imposed on the general tax levy.

Property Tax Levy

Proposed 2018 vs Adopted 2017



2017 Adopted	CITY-WIDE LEVY	2018 Requested	2018 Proposed	\$ Increase/Decrease	% Increase/Decrease
\$8,857,823	General Operating Tax Levy	\$10,110,053	\$9,436,264	\$578,441	6.53%
\$3,674,616	Debt Service Tax Levy	\$3,669,887	\$3,669,887	-\$4,729	-0.13%
\$12,532,439	Totals	\$13,784,669	\$13,106,151	\$573,712	4.58%

2017 Adopted	PARCEL-SPECIFIC LEVY	2017 Requested	2017 Proposed	\$ Increase	% Increase
\$41,900	WMO Tax Levy	\$42,700	\$42,700	\$800	1.91%

Property Tax Rate

Proposed 2018



Formula: Total City Property Tax Levy ÷ City's Taxable Tax Capacity = City Tax Rate

Item	Actual Pay 2017	Proposed Pay 2018	% Change
Property Tax Levy	\$12,532,439	\$13,106,151	4.578%
Fiscal Disparity Portion of Levy -	\$1,303,589	\$1,368,768	5.0%
City's Portion of Levy =	\$11,228,850	\$11,737,383	4.529%
City's Taxable Tax Capacity ÷	19,725,051	20,514,053	4.0%
City Tax Rate =	56.927%	57.216%	.508%

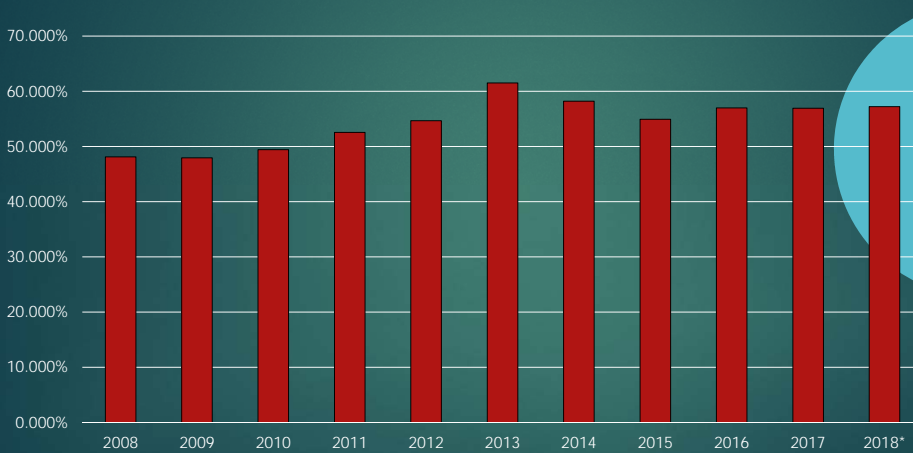
Note: Valuation numbers and fiscal disparity numbers are not available from Washington County; therefore, the following assumptions were made:

Assumptions

- ▶ 4% increase in the City's Taxable Tax Capacity.
- ▶ 5% increase in the Fiscal Disparity Portion of Levy.

Property Tax Rate

Last Ten Years and Estimated 2018*



Year	Rate
2008	48.127%
2009	47.930%
2010	49.432%
2011	52.539%
2012	54.674%
2013	61.503%
2014	58.216%
2015	54.916%
2016	56.996%
2017	56.927%
2018*	57.216%



Tax Impact

2018 Proposed

Formula: Tax Capacity x City Tax Rate = City Property Tax

Actual Payable 2017				Proposed Payable 2018				From 2017 to 2018	
Market Value	Tax Capacity	Actual City Tax Rate	City Property Tax	Taxable Market Value	Tax Capacity	Proposed City Tax Rate	City Property Tax	\$ Change	% Change
231,100	2,153	56.927%	\$1,225.64	236,300	2,203	57.216%	\$1,260.47	\$34.83	2.8%
98,000	696	56.927%	\$410.81	100,000	718	57.216%	\$410.81	\$14.60	3.7%
147,100	1,231	56.927%	\$700.77	150,000	1,263	57.216%	\$722.64	\$21.87	3.1%
245,100	2,299	56.927%	\$1,308.75	250,000	2,353	57.216%	\$1,346.29	\$37.54	2.9%
392,200	3,903	56.927%	\$2,221.86	400,000	3,988	57.216%	\$2,281.77	\$59.91	2.7%

Assumptions

- ▶ 2% increase in Market Value from 2017 to 2018
- ▶ Information is based on Residential Homestead Properties
- ▶ Market Values are converted to Tax Capacity Values using Class Rates determined by the MN Legislature.

Bond Rating (Moody's)

Last 10 Years

Current (2017)
Bond Rating

Aaa... - Aa1 - Aa2 - Aa3 - A1 - A2 - A3 - Baa1 - Baa2 - Baa3 - ...C
Highest - Lowest

Year	Rating	Year	Rating
2017	Aa2	2010	Aa2
2016	Aa2	2009	Aa3
2014	Aa2	2008	Aa3
2013	Aa2	2007	Aa3
2012	Aa2	2006	Aa3

Operating Expenditure Assumptions



- ▶ **Wages**
 - ▶ 2.50% in COLA
- ▶ **Health Insurance – City Contribution**
 - ▶ 15 % increase for single coverage and retiree coverage
 - ▶ \$15 increase for family coverage
- ▶ **PERA & FICA/Medicare**
 - ▶ No change
- ▶ **General Liability & Worker’s Compensation Insurance**
 - ▶ 4% increase

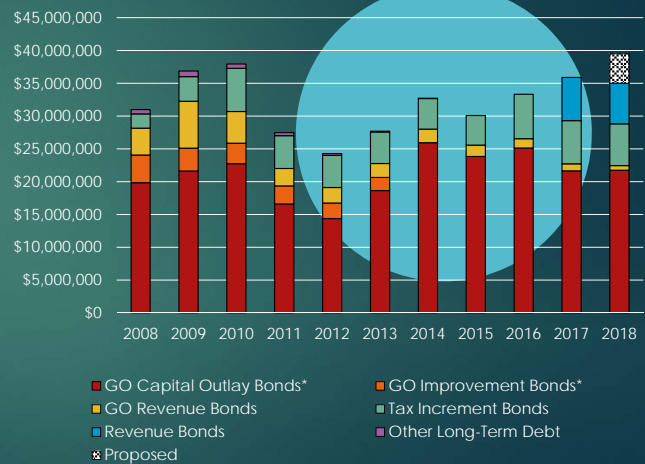


Debt Service Balance (as of January 1)

Last Ten Years and budget year 2018



Actual Debt Service (Does not include any bonds that have not/proposed been/to be issued)						
Year	GO Capital Outlay Bonds	GO Improvement Bonds	GO Revenue Bonds	GO Tax Increment Bonds	Revenue Bonds	Other Long-Term Debt
2008	\$19,844,000	\$4,225,000	\$4,100,000	\$2,170,000	\$0	\$852,500
2009	\$21,630,000	\$3,485,000	\$7,140,000	\$3,765,000	\$0	\$657,500
2010	\$22,755,000	\$3,120,000	\$4,835,000	\$6,585,000	\$0	\$462,500
2011	\$16,605,000	\$2,750,000	\$2,660,000	\$5,015,000	\$0	\$267,500
2012	\$14,385,000	\$2,375,000	\$2,355,000	\$4,910,000	\$0	\$127,500
2013	\$18,645,000	\$2,000,000	\$2,135,000	\$4,790,000	\$0	\$42,500
2014	\$25,945,000	\$0	\$2,075,000	\$4,655,000	\$0	\$0
2015	\$23,835,000	\$0	\$1,755,000	\$4,500,000	\$0	\$0
2016	\$25,135,000	\$0	\$1,420,000	\$6,775,000	\$0	\$0
2017	\$21,655,000	\$0	\$1,065,000	\$6,585,000	\$6,585,000	\$0
2018	\$21,755,000	\$0	\$695,000	\$6,375,000	\$6,175,000	\$0





GENERAL FUND

OPERATING REVENUES/EXPENDITURES

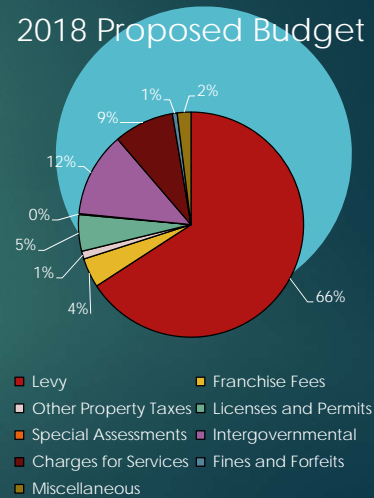
GENERAL FUND

Operating Revenues



2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$6,729,842	Levy	\$7,825,703	\$7,259,943	\$530,101
\$459,000	Franchise Fees	\$466,000	\$466,000	\$7,000
\$124,000	Other Property Taxes	\$124,000	\$124,000	\$0
\$552,910	Licenses and Permits	\$565,256	\$577,756	\$24,846
\$16,500	Special Assessments	\$16,500	\$16,500	\$0
\$1,254,220	Intergovernmental	\$1,331,988	\$1,336,988	\$82,768
\$930,130	Charges for Services	\$940,305	\$955,305	\$25,175
\$115,100	Fines and Forfeits	\$73,500	\$73,500	-\$41,600
\$247,300	Miscellaneous	\$218,050	\$218,050	-\$29,250
\$10,429,002	Total Revenues	\$11,561,302	\$11,028,042	\$599,040

2018 Proposed Budget

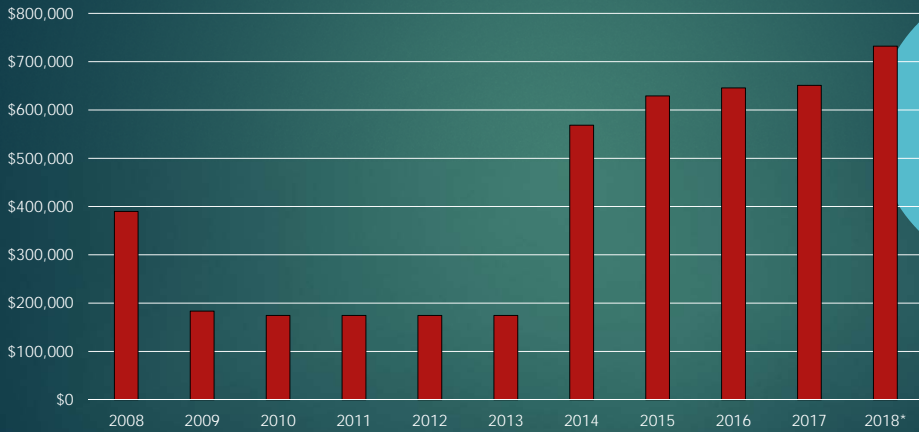


▶ **\$732,114 in Local Government Aid (LGA)**

▶ \$81,268 increase.

Local Government Aid (LGA)

Received in last 10 years and Certified 2018*



Year	Amount
2008	\$389,836
2009	\$183,297
2010	\$174,580
2011	\$174,580
2012	\$174,580
2013	\$174,580
2014	\$568,591
2015	\$629,046
2016	\$645,603
2017	\$650,846
2018*	\$732,114

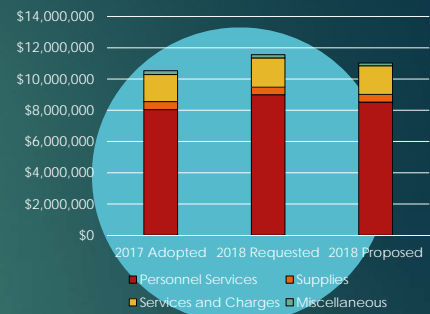
GENERAL FUND

Total



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$8,048,003	Personnel Services	\$8,992,656	\$8,527,245	\$479,242
\$503,600	Supplies	\$487,885	\$487,285	-\$16,315
\$1,739,653	Services and Charges	\$1,870,661	\$1,838,412	\$98,759
\$241,456	Miscellaneous	\$210,100	\$175,100	-\$66,356
\$10,532,712	Total Operating Expenditures	\$11,561,302	\$11,028,042	\$495,330

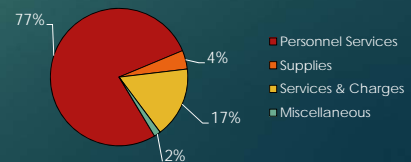
Operating Expenditures



2018 Budget Impacts

- ▶ 4.7% increase in proposed operating expenditures.

2018 Proposed Operating Expenditures



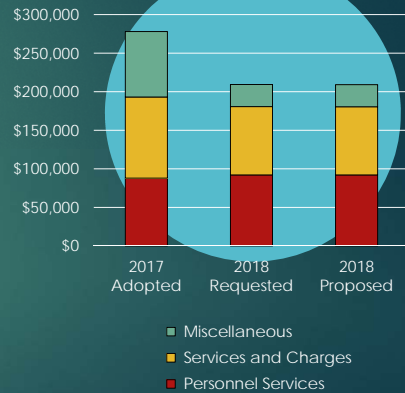
GENERAL FUND

Mayor & City Council



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$93,110	Personnel Services	\$92,016	\$92,016	-\$1,094
5.0	Part-Time (Benefitted)	5.0	5.0	0.0
\$105,199	Services and Charges	\$88,611	\$88,587	-\$16,612
\$85,000	Miscellaneous	\$28,650	\$28,650	-\$56,350
\$283,309	Total Mayor & City Council	\$209,277	\$209,253	-\$74,056

Operating Expenditures



2018 Budget Impacts

- ▶ \$70,000 to Stillwater Township
 - ▶ Per Annexation Agreement (Year 3 of 5)

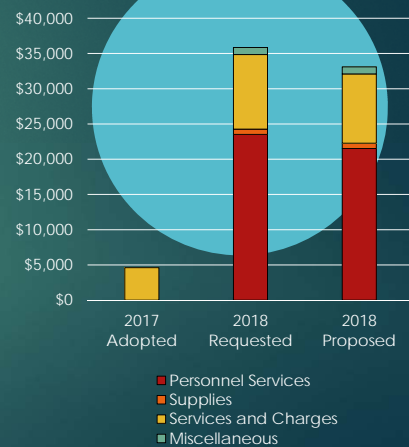
GENERAL FUND

Elections



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$0	Personnel Services	\$23,532	\$21,532	\$21,532
\$0	Supplies	\$750	\$750	\$750
\$4,611	Services and Charges	\$10,556	\$9,824	\$5,213
\$0	Miscellaneous	\$1,000	\$1,000	\$1,000
\$4,611	Total Elections	\$35,838	\$33,106	\$28,495

Operating Expenditures



2018 Budget Impacts

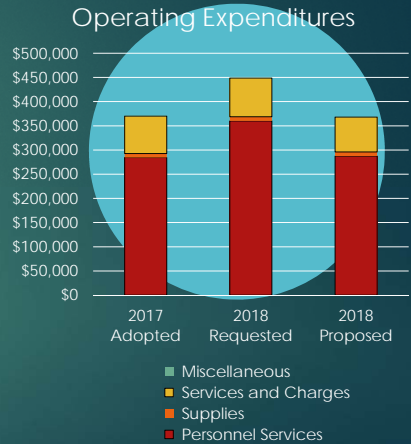
- ▶ 2018 is an election year

GENERAL FUND

MIS



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$284,348	Personnel Services	\$360,186	\$287,427	\$3,079
2.8	FTEs (Benefitted)	3.8	2.8	0.0
\$8,400	Supplies	\$8,400	\$8,400	\$0
\$77,397	Services and Charges	\$80,338	\$72,128	-\$5,269
\$750	Miscellaneous	\$750	\$750	\$0
\$370,895	Total MIS	\$449,674	\$368,705	-\$2,190



2018 Budget Impacts

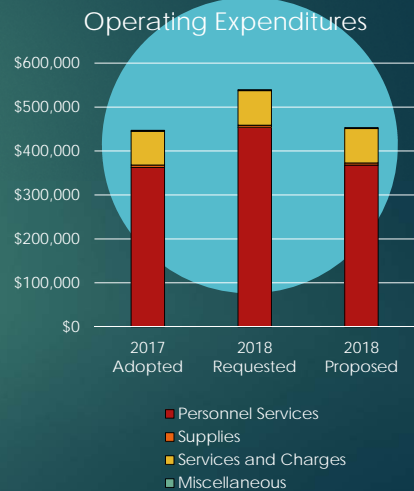
- ▶ Services and charges
 - ▶ \$5,000 for GIS Assistance

GENERAL FUND

Finance



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$362,673	Personnel Services	\$454,175	\$368,178	\$5,505
3.55	FTEs (Benefitted)	4.55	3.55	0.0
\$5,250	Supplies	\$4,750	\$4,750	-\$500
\$76,983	Services and Charges	\$78,368	\$78,086	\$1,103
\$2,300	Miscellaneous	\$2,300	\$2,300	\$0
\$447,206	Total Finance	\$539,593	\$453,314	\$6,108



2018 Budget Impacts

- ▶ Services and charges
 - ▶ \$5,000 in actuarial services required by GASB.

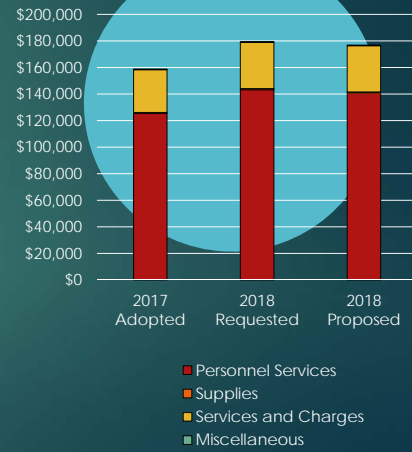
GENERAL FUND

Human Resources



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$125,270	Personnel Services	\$143,241	\$140,727	\$15,457
1.15	FTEs (Benefitted)	1.15	1.15	0.0
\$900	Supplies	\$900	\$900	\$0
\$32,204	Services and Charges	\$34,860	\$34,824	\$2,620
\$390	Miscellaneous	\$400	\$400	\$10
\$158,764	Total Human Resources	\$179,401	\$176,851	\$18,087

Operating Expenditures



2018 Budget Impacts

► Services and Charges

- \$26,570 for Labor Relations, funding EAP, Background Checks, and Training (**Succession Planning & Performance Review System**)

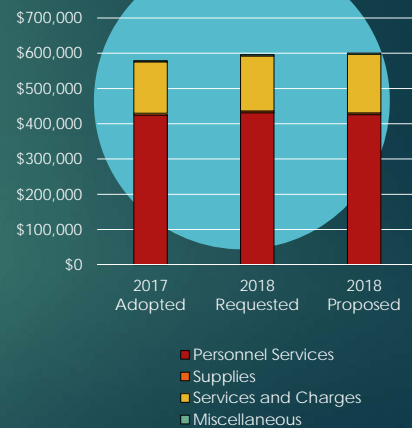
GENERAL FUND

Administration



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$424,959	Personnel Services	\$431,402	\$425,974	\$1,015
3.7	FTEs (Benefitted)	3.7	3.7	0.0
1.0	Part-Time (Non-Benefitted)	1.0	1.0	0.0
\$5,000	Supplies	\$4,750	\$4,750	-\$250
\$145,720	Services and Charges	\$156,213	\$166,079	\$20,359
\$3,200	Miscellaneous	\$3,800	\$3,800	\$600
\$578,879	Total Administration	\$596,165	\$600,603	\$21,724

Operating Expenditures



2018 Budget Impacts

► Service and Charges

- \$106,109 – Assessing Services (contract with Washington County)
- \$25,000 – Operational Review (Fire Department) – **Develop Organization Excellence**

GENERAL FUND

Legal

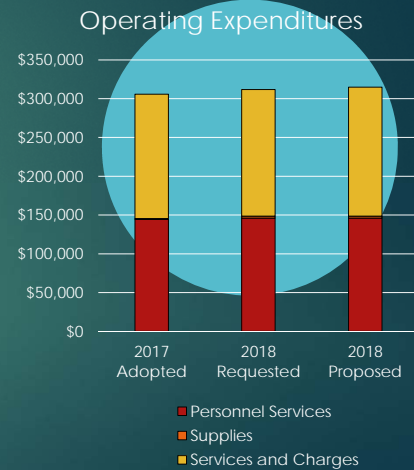


2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$144,239	Personnel Services	\$146,047	\$146,047	\$1,808
1.0	Part-Time (Benefitted)	1.0	1.0	0.0
\$1,200	Supplies	\$2,500	\$2,500	\$1,300
\$160,312	Services and Charges	\$163,192	\$166,281	\$5,969
\$305,751	Total Legal	\$311,739	\$314,828	\$9,077

2018 Budget Impacts

▶ Services and Charges

- ▶ Prosecution – 2.5% increase



GENERAL FUND

Plant/City Hall

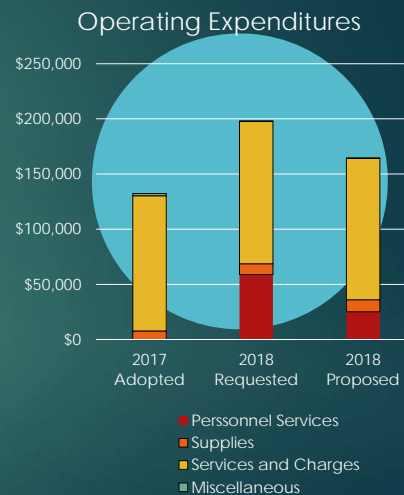


2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$0	Personnel Services	\$58,916	\$25,252	\$25,252
0.0	FTEs (Benefitted)	1.0	1.0	1.0
\$7,750	Supplies	\$9,750	\$10,750	\$3,000
\$122,519	Services and Charges	\$128,982	\$128,141	\$5,622
\$2,000	Miscellaneous	\$500	\$500	-\$1,500
\$132,269	Total Plant/City Hall	\$198,148	\$164,643	\$32,374

2018 Budget Impacts

▶ Personnel Services

- ▶ Additional FTE - *Facilities Supervisor* to start October 1 – **Develop Organization Excellence**

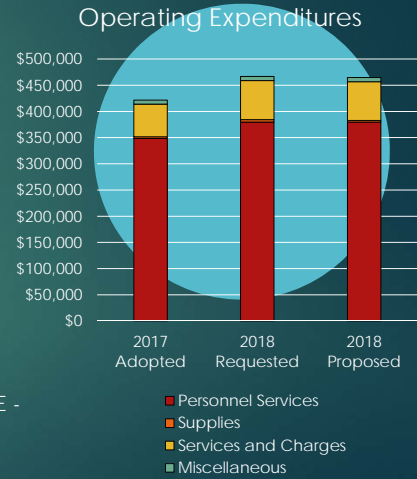


GENERAL FUND

Community Development



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$348,362	Personnel Services	\$379,593	\$379,593	\$31,231
3.5	FTEs (Benefitted)	3.75	3.75	0.25
\$3,350	Supplies	\$4,850	\$3,250	-\$100
\$62,273	Services and Charges	\$74,315	\$73,946	\$11,673
\$7,500	Miscellaneous	\$7,900	\$7,900	\$400
\$421,485	Total Community Development	\$466,658	\$464,689	\$43,204



2018 Budget Impacts

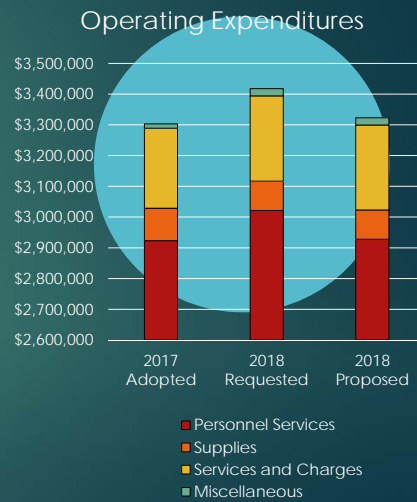
- ▶ **Personnel Services**
 - ▶ Administrative Assistant from 0.8 FTE to 1.0 FTE (Remaining 0.25 FTE - Lodging Tax) - **Develop Organization Excellence**
- ▶ **Services and Charges**
 - ▶ \$45,000 for Comp Plan - **Develop our Community**

GENERAL FUND

Police



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
2,923,452	Personnel Services	\$3,021,581	\$2,927,934	\$4,482
26.0	FTEs (Benefitted)	27.00	26.00	0.0
0.0	Seasonal Positions	3.0	3.0	3.0
\$105,200	Supplies	\$95,100	\$95,100	-\$10,100
\$260,165	Services and Charges	\$277,459	\$276,346	\$16,181
\$14,400	Miscellaneous	\$23,500	\$23,500	\$9,100
\$3,303,217	Total Police	\$3,417,640	\$3,322,880	\$19,663



2018 Budget Impacts

- ▶ **Services and Charges**
 - ▶ Includes funding for Body Camera Program

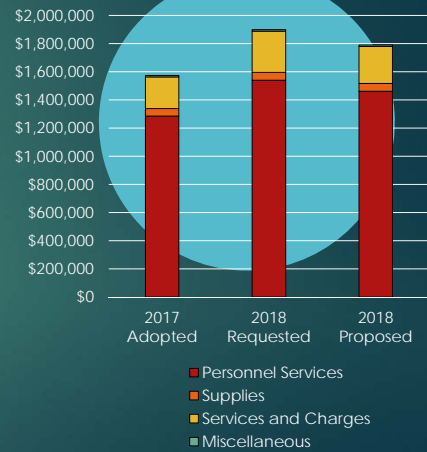
GENERAL FUND

Fire



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$1,284,845	Personnel Services	\$1,539,779	\$1,461,001	\$176,156
11.5	FTEs (Benefitted)	12.75	11.75	0.25
30.0	Part-Time (Non-Benefitted)	30.0	30.0	0.0
\$53,200	Supplies	\$55,800	\$55,800	\$2,600
\$225,805	Services and Charges	\$292,755	\$262,438	\$36,633
\$10,250	Miscellaneous	\$10,250	\$10,250	\$0
\$1,574,100	Total Fire	\$1,898,584	\$1,789,489	\$215,389

Operating Expenditures



2018 Budget Impacts

- ▶ Personnel Services
 - ▶ 0.5 FTE to 0.75 FTE – Part-time Administrative Assistant - **Develop Organization Excellence**

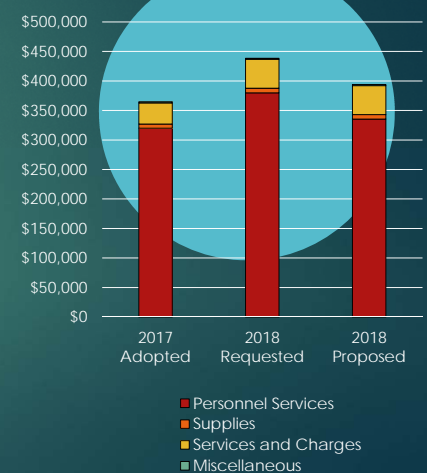
GENERAL FUND

Inspections (Building)



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$320,026	Personnel Services	\$379,907	\$335,307	\$15,281
3.5	FTEs (Benefitted)	4.0	3.5	0.0
\$6,900	Supplies	\$7,800	\$7,800	\$900
\$35,937	Services and Charges	\$49,123	\$48,992	\$13,055
\$1,750	Miscellaneous	\$1,750	\$1,750	\$0
\$364,613	Total Inspections	\$438,580	\$393,849	\$29,236

Operating Expenditures



2018 Budget Impacts

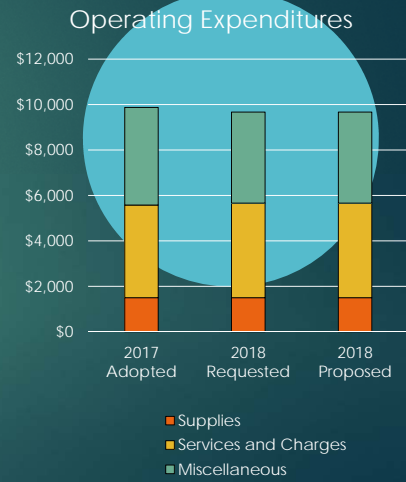
- ▶ Personnel Services
 - ▶ \$10,000 for Over-Time - **Develop Organization Excellence**

GENERAL FUND

Civil Defense



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$1,500	Supplies	\$1,500	\$1,500	\$0
\$4,075	Services and Charges	\$4,166	\$4,166	\$91
\$4,300	Miscellaneous	\$4,000	\$4,000	-\$300
\$9,875	Total Civil Defense	\$9,666	\$9,666	-\$209

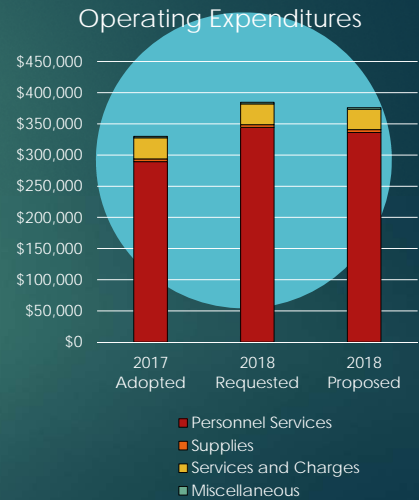


GENERAL FUND

Engineering



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$289,411	Personnel Services	\$344,292	\$336,218	\$46,807
2.75	FTEs (Benefitted)	3.25	3.25	0.0
1.0	Seasonal Positions	1.0	1.0	0.0
\$4,500	Supplies	\$4,500	\$4,500	\$0
\$33,645	Services and Charges	\$33,387	\$32,743	-\$902
\$2,500	Miscellaneous	\$2,500	\$2,500	\$0
\$330,056	Total Engineering	\$384,679	\$375,961	\$45,905



2018 Budget Impacts

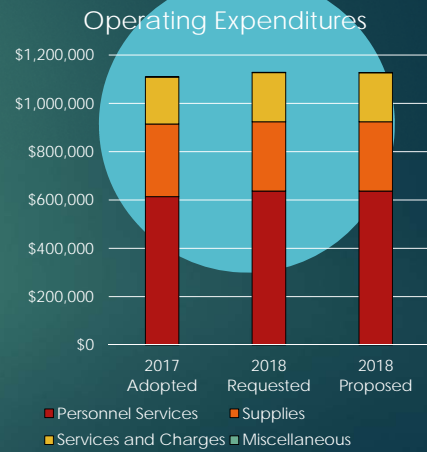
- ▶ **Personnel Services**
 - ▶ Additional .50 FTE – Assistant City Engineer (Remaining .50 FTE in Storm Sewer Fund) – **Develop Organization Excellence**
 - ▶ Partially funded from project/developer fees

GENERAL FUND

Streets



2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$614,404	Personnel Services	\$637,436	\$637,436	\$23,032
6.75	FTEs (Benefitted)	6.75	6.75	0.0
4.0	Seasonal Positions	4.0	4.0	0.0
\$300,450	Supplies	\$286,535	\$286,535	-\$13,915
\$194,933	Services and Charges	\$203,336	\$202,731	\$7,798
\$300	Miscellaneous	\$1,300	\$1,300	\$1,000
\$1,110,087	Total Streets	\$1,128,607	\$1,128,002	\$17,915



GENERAL FUND

Unallocated



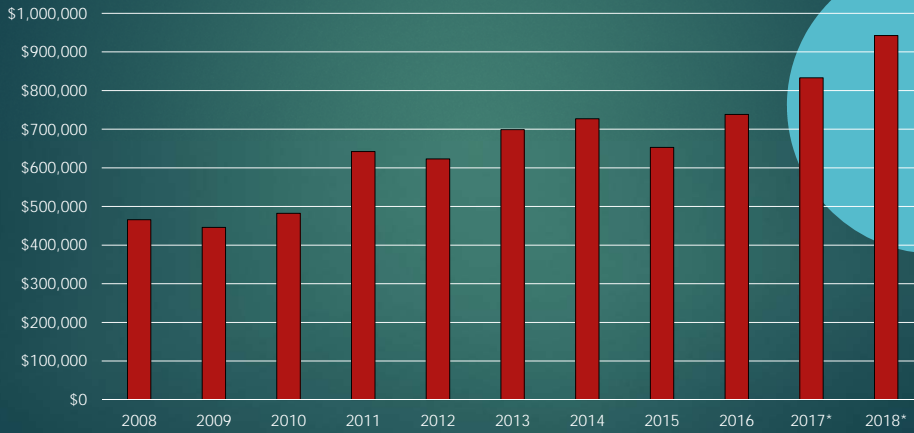
2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$832,904	Retirees Health Insurance	\$980,553	\$942,603	\$109,699
\$172,600	Services and Charges	\$166,500	\$193,100	-\$6,000
\$15,275	Community Thread	\$18,000	\$16,000	\$725
\$10,000	Youth Service Bureau	\$10,500	\$10,500	\$500
\$106,816	Miscellaneous	\$121,500	\$86,500	-\$20,316
\$1,137,595	Total Unallocated	\$1,297,053	\$1,222,203	\$84,608



Retiree Health Insurance 10 % of Levy
 Significant challenge for future.
 Variance is 19% of total levy increase

Retiree Health Insurance

Actual/Budget cost to City for Last 10 Years and Proposed 2018*



* Budget Numbers

SPECIAL REVENUE FUNDS

OPERATING REVENUES/EXPENDITURES



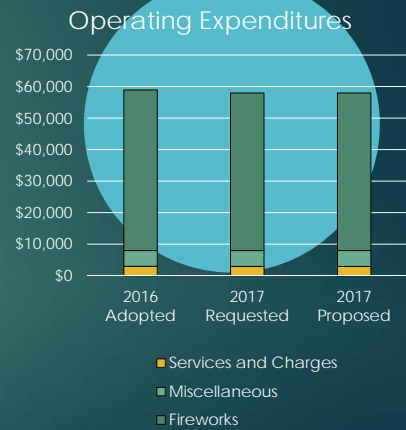


SPECIAL REVENUE FUND

Special Events

2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$48,978	Property Taxes	\$47,980	\$17,978	-\$1,000
\$10,000	Donations	\$10,000	\$10,000	\$0
\$58,978	Total Revenues	\$87,980	\$47,978	-\$1,000

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$2,978	Services and Charges	\$2,958	\$2,956	-\$22
\$5,000	Miscellaneous	\$5,022	\$5,022	\$22
\$51,000	Fireworks	\$50,000	\$50,000	-\$1,000
\$58,978	Total Expenditures	\$57,980	\$57,978	-\$1,000



2018 Budget Impacts

- Update Events Strategy - Strategic Plan Initiative

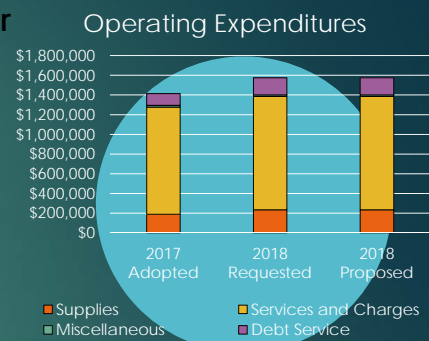
SPECIAL REVENUE FUND

St Croix Valley Recreation Center

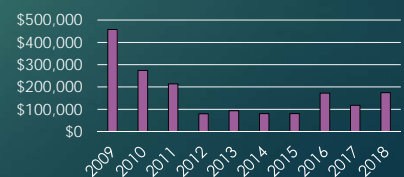


2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$1,412,900	Charges for Services	\$1,473,850	\$1,473,850	\$60,950
\$18,310	St Croix Soccer Club	\$18,310	\$18,310	\$0
\$1,431,210	Total Revenues	\$1,492,160	\$1,492,160	\$60,950

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$189,500	Supplies	\$234,000	\$234,000	\$44,500
\$1,087,790	Services and Charges	\$1,149,868	\$1,149,731	\$61,941
\$17,650	Miscellaneous	\$17,000	\$17,000	-\$650
\$117,960	Debt Service Contribution	\$174,326	\$174,326	\$56,366
\$1,412,900	Total Expenditures	\$1,575,194	\$1,575,057	\$162,157



Debt Service Contribution



SPECIAL REVENUE FUND

Library



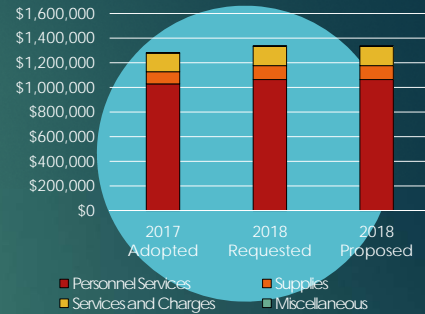
2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$1,171,625	Property Taxes	\$1,251,866	\$1,218,490	\$46,865
\$76,700	Services and Charges	\$66,300	\$66,300	-\$10,400
\$29,412	Miscellaneous	\$19,200	\$19,200	-\$10,212
\$1,277,737	Total Revenues	\$1,337,366	\$1,303,990	\$26,253

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$1,028,761	Personnel Services	\$1,063,431	\$1,063,431	\$34,669
\$98,065	Supplies	\$112,900	\$112,900	\$14,835
\$151,300	Services and Charges	\$157,410	\$157,187	\$5,887
\$3,625	Miscellaneous	\$3,625	\$3,625	\$0
\$1,281,751	Total Expenditures	\$1,337,366	\$1,337,143	\$55,392

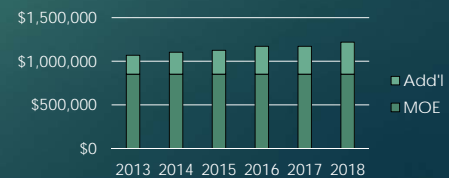
2018 Budget Impacts

- ▶ 4% increase in property taxes (2017 Adopted vs 2018 Proposed)
- ▶ 2018 Maintenance of Effort (MOE) - \$852,617

Operating Expenditures



Property Taxes



SPECIAL REVENUE FUND

Library (Continued)



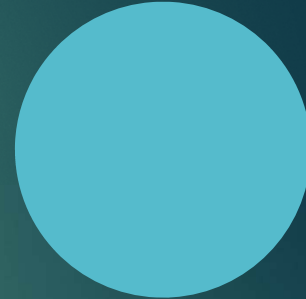
Funds Held by City for Library	Spending Restrictions	Use Restrictions	Principal Amount	Fund Balance 12/31/16	Spendable Balance	2018 Budget Revenues	2018 Budget Expenditures
Minerva	Income	Materials	\$23,860	\$24,062	\$202	\$150	\$400
McCluer-Webster	Interest	Materials	\$10,000	\$10,219	\$219	\$75	\$200
Hollis Murdock	Interest	Materials	\$1,800	1,822	\$22	\$20	\$20
Personnel (Sunday) Grant			\$0	\$0	\$0	\$7,695	\$7,695
Helen Lawson*	Income	Service to Public	\$0	\$37,550	\$37,550	\$10,000	\$10,000
Dr Van Meier	Interest	Medical Materials	\$1,571	\$1,262	-\$309	\$5	\$5
Government Gifts		Unrestricted	\$0	\$5,409	\$5,409	\$5,000	\$5,000
Stillwater Public Library Foundation			\$0	\$609	\$609	\$42,635	\$42,635
Miscellaneous Donations (see next slide)			\$0	\$20,927	\$20,927	\$6,900	\$6,900
TOTAL			\$37,231	\$101,860	\$64,628	\$51,936	\$51,936

SPECIAL REVENUE FUND

Library (Continued)



- ▶ **Miscellaneous Donations include:**
 - ▶ Athena
 - ▶ Margaret Rivers
 - ▶ Alice O'Brien Estate
 - ▶ Program Fund (from St Paul Foundation)
 - ▶ Small Donations
 - ▶ Friends of the Stillwater Public Library
- ▶ **Other:**
 - ▶ Helen Lawson Fund Short Term



SPECIAL REVENUE FUND

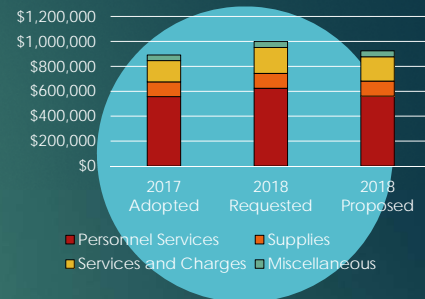
Parks



2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$852,378	Property Taxes	\$969,504	\$894,853	\$42,475
\$1,100	Licenses and Permits	\$1,100	\$1,100	\$0
\$27,000	Services and Charges	\$25,000	\$25,000	-2,000
\$10,000	Miscellaneous	\$3,000	\$3,000	-\$7,000
\$890,478	Total Revenues	\$969,504	\$887,042	\$3,436

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$556,754	Personnel Services	\$623,962	\$561,350	\$4,596
	6.25 FTEs (Benefitted)	7.25	6.25	0.0
	4.0 Seasonal Positions	4.0	4.0	0.0
\$118,800	Supplies	\$119,680	\$119,680	\$880
\$169,924	Services and Charges	\$206,962	\$195,923	\$25,999
\$45,000	Miscellaneous	\$48,000	\$47,000	\$2,000
\$890,478	Total Expenditures	\$998,604	\$923,953	\$33,475

Operating Expenditures



2018 Budget Impacts

- ▶ \$20,000 – Tree Removal
- ▶ \$10,000 – Emerald Ash Borer Treatment
- ▶ \$10,000 – Trail Maintenance (Sealcoating)

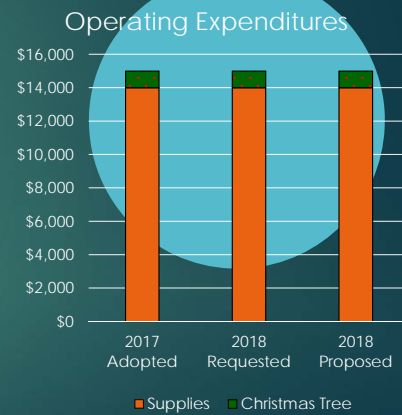
SPECIAL REVENUE FUND

Community Beautification



2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$15,000	Property Taxes	\$15,000	\$15,000	\$0

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$12,500	Supplies	\$15,000	\$15,000	\$0
\$1,000	Christmas Tree	\$1,000	\$1,000	\$0
\$1,500	Sculpture Tour	\$1,500	\$1,500	\$0
\$15,000	Total Expenditures	\$15,000	\$15,000	\$0



2018 Budget Impacts

- ▶ Per Resolution #2011-07, dated January 4, 2011 – requires a minimum \$15,000 budget allotment.

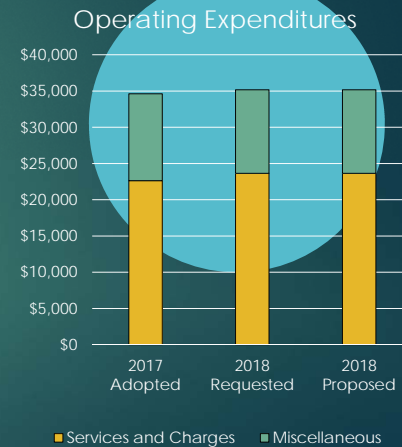
SPECIAL REVENUE FUND

Washington County Recycling Grant



2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$34,618	Intergovernmental	\$35,170	\$35,170	\$552

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$22,644	Services and Charges	\$23,644	\$23,644	\$1,000
\$11,974	Miscellaneous	\$11,526	\$11,526	-\$448
\$34,618	Total Expenditures	\$35,170	\$35,170	\$552



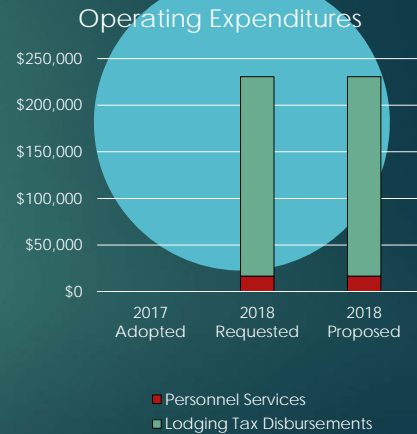
SPECIAL REVENUE FUND

Lodging Tax



2017 Adopted	Revenue Type	2018 Requested	2018 Proposed	Variance
\$0	Intergovernmental	\$225,000	\$225,000	\$225,000

2017 Adopted	Expenditure Type	2018 Requested	2018 Proposed	Variance
\$0	Personnel Services	\$16,755	\$16,755	\$16,755
0.0	FTEs (Benefitted)	.25	.25	.25
\$0	Lodging Tax Disbursements	\$213,750	\$213,750	\$213,750
\$0	Total Expenditures	\$230,505	\$230,505	\$230,505



2018 Budget Impacts

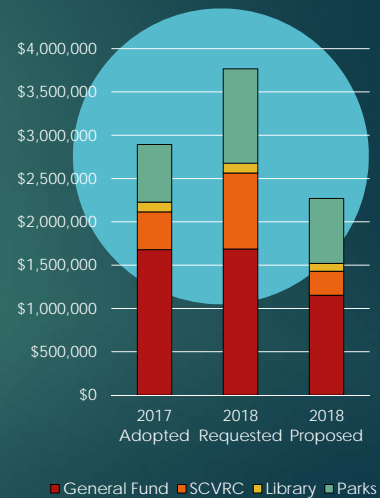
- ▶ .25 FTE approved by City Council June 6, 2017

Capital Outlay

Computer Purchases over \$500/All Other Purchases \$1,000 or more with a useful life of 1 year or more.



2017 Adopted		2018 Requested	2018 Proposed
	General Fund		
\$2,300	Mayor & City Council	\$2,100	\$2,100
\$155,954	MIS	\$165,400	\$165,400
\$44,850	Finance	\$4,500	\$3,600
\$28,720	Administration	\$11,000	\$11,000
\$102,900	Plant	\$0	\$0
\$3,500	Community Development	\$8,000	\$8,000
\$312,746	Police	\$219,900	\$178,900
\$639,765	Fire	\$779,700	\$422,200
\$11,300	Building Inspections	\$3,700	\$3,700
\$0	Civil Defense	\$25,000	\$25,000
\$35,600	Engineering	\$18,500	\$3,500
\$340,940	Streets	\$449,500	\$329,500
\$1,678,575	Total General Fund	\$1,687,300	\$1,152,900
\$437,600	St Croix Valley Recreation Center	\$877,400	\$277,400
\$112,700	Library	\$111,600	\$90,000
\$663,340	Parks	\$1,090,000	\$750,000
\$2,892,215	TOTAL	\$3,766,300	\$2,270,300



Proposed Street Projects

And Funding Sources



2018 Proposed Street Improvement Projects	Cost	Bond Proceeds	State Aid	Assessments
2018 Annual Street Improvement Project	\$2,200,000	\$450,000	\$100,000	\$1,650,000
2018 Annual Sidewalk Project	\$100,000	\$50,000		\$50,000
Myrtle St Concrete Pavement Reconstruction	\$100,000	\$100,000	\$100,000	
Osgood Ave Improvements	\$250,000		\$250,000	
CASH 5 – Croixwood to Brick St	\$250,000	\$250,000		
TOTAL	\$2,900,000	\$850,000	\$450,000	\$1,700,000

Capital Improvement Plan - Strategic Plan Element

Other Proposed Projects

And Funding Sources

* Working with different agencies to obtain a funding source



2018 Proposed Other Projects	2018 Bond Proceeds	Special Assessments	TIF	Sanitary Sewer Fund	Storm Sewer Fund	Other Sources*
Downtown Façade Program						\$200,000
Paver Renovation - Library	\$50,000					
Police Station/City Hall Safety & Security Improvements - 2 nd floor restroom reconfiguration, repair garage roof, replace doors frames in PD garage, replace windows, replace access doors, high density storage units, 3 rd floor reception remodel, dais protection, hearing loop, 3 rd floor cubicles	\$700,000					
St Croix Riverbank Stabilization						\$900,000
Downtown Streetscape Improvements						\$80,000
Marylane Drainage	\$100,000				\$400,000	\$100,000
Riverview Drive Sanitary Sewer		\$30,000		\$30,000		
Veterans Memorial/Cub Parking Lot Improvements			\$500,000			
TOTAL	\$850,000	\$30,000	\$500,000	\$30,000	\$400,000	\$1,280,000

Capital Improvement Plan - Strategic Plan Element

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Events/Neighbors Task Force Meeting Report	
OWNER: Keliher	PRESENTER:
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: On August 17, the Events Task Force met with the neighbors to discuss noise and parking concerns regarding weddings and special events at the library.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Attached are notes from the listening session with library neighbors.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Thursday , August 17, 2017
Stillwater Library, Margaret Rivers room A

Notes from listening session with library neighbors

Present:

Neighbors:

Rachella & Julien Davila, B&B

Suzi Quaderer

Kelley McCabe

Jane & Tim Paskvan

Foundation:

Ann Wolff & Fred Rengel

Library Board:

Maureen Bell, Mike Keliher, Paula Hemer

Interim Director:

Melissa Brechon

Event Coordinator:

Sandy Ellis

Discussion:

Tim Paskvan described the good neighbor principle and noted that it is what we should be about. He recalled that music used to play until 11:00pm. Noise is variable (i.e. which way the wind blows) so measuring decibels doesn't work. He felt that the police thought of the neighbors as complainers; "why would we lie about the level of noise?" Tim added that now there is a good system of volume control: calling Sandy, the event coordinator, to turn it down. Tim also felt that the library needs the revenue, but he feels that it is "morally unacceptable" to disturb the peace of neighbors to benefit the library financially. "Why should the library be turned into a night club?" He asked if Sandy is present when there is an event. Tim shared, after Rachel and Julian had left the meeting, that the B&B next door was planning to have weddings there and Suzi noted that they have a permit.

Jane Paskvan reported that the previous "administrators" of the library "did not care," but feels things are much better now. She thought that the new library director would be at this meeting and asked if he knows about these issues. Jane believes the noise level has decreased and she's happy about that. Three years ago, Jane said the library board was not aware of this issue and the neighbors didn't know to attend the board meetings. It was very adversarial back then. When Suzi asked about the

number of weddings per season, Jane shared the schedule that Ann, the previous event coordinator, had sent to her.

Suzi Quaderer said that when she complained to the city council three years ago it was clear that the library board was not aware of neighbors' complaints. She felt that things are better now but wasn't happy that there was no timeline (for addressing issues). Maureen explained that the city council did not set one. Suzi noted that parking is better with the policy changes and the driveway is clear this year. She added that most of the problems - noise, clutter, blocked driveway - occur before not during events and that having a volunteer present during loading and unloading really helps. Going up and down the ramp before and after events is noisy, not for her but may be a problem for the B&B. She remembered being told (by police) that "Stillwater is a noisy place" and then they would dismiss them. She said she learned this from reading a private message from the police chief to the deputies. She had been told to call 911 or the police to complain but she didn't like how they responded. Suzi noted that there were fewer events this summer and that Ann, the former event coordinator, sent the event schedule to neighbors. Feeling that wedding receptions caused problems, Suzi reported that Commissioner Kriesel had suggested just having the wedding ceremonies and not the reception at the library. She described the annual hospital auction fundraising event as very noisy and it is difficult to sit outside and have a conversation while the auction is going on. She added that this year it wasn't quite as loud, maybe because it was a woman auctioneer. Suzi is worried about losing access to her apartment during the repaving of the driveway (in 2018). She asked if any guests had been fined for breaking rules, and Sandy explained that they can only fine if there's physical damage. Maureen cited the event policy under the alcohol use section. Suzi also wondered about requiring guests to stay within the footprint of the library; people were dancing in the driveway. Sandy responded that she's trying to be very careful about that. Suzi also asked if anything had happened with her earlier recommendation to limit the number of events and noted that no one had gotten back to her after the meeting last fall. Maureen acknowledged that this was the board's fault and that they will do better. Suzi had thought the task force was inviting all neighbors to this meeting and added that she would have done that herself. Maureen replied that, we'd be glad to hear from others.

Kelly McCabe told about a problem during a wedding reception when a guest threatened her husband. The police advised them to file a complaint but they chose not to, fearing possible retribution.

Melissa Brechon sensed that there was a lot of hurt from the past and she apologized, stating that, “we want to work together.” She explained that noise from the tent set-ups is less of an issue now that tents are delivered via the lawn and south entrance, not the ramp on the north side of the library. She thought that there will be just one more tent set-up and then no more tents will be used this season. (verify. Also verify if large tents will be used in 2018 and beyond)

Ann Wolff clarified that there won't be large tents on the terrace because the tent companies won't bring them without tie downs and the library decided not to purchase tie downs. (verify for future weddings. Per Sandy: still booking weddings of all sizes for 2018, meaning no one has been told they can't use a tent.)

Rachella said that she has received no complaints at the B&B since starting there in July.

Julian Davila suggested that there could be a security officer at events and Trustees explained that one is required for each event.

Mike Keliher summarized the neighbor concerns as noise level, auction noise and parking.

Maureen Bell told the group that the board had hired a new director, Mark Troendle, who will be on staff starting September 5th and she shared some of his background. She clarified that when the terrace was built, there was an understanding that events would take place there. She stressed that all library board meetings are open to the public and everyone is welcome. As the meeting ended, Maureen explained that the meeting notes would be shared with the board which would consider policy changes. She will notify the neighbors when it is on the board's agenda.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Classification and Compensation Appeal	
OWNER: Keliher	PRESENTER: Keliher
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: The Library Board is being asked to evaluate two cost options from Flaherty & Hood as part of an appeals process and decide which is preferred. Also, the Board is asked to determine how to pay for the preferred approach. The appeal process cannot move forward until these decisions are made.	
BACKGROUND/CONTEXT: At its July meeting, the Library Board approved the process of staff appeal of the classification and compensation study results contingent on the costs of the Flaherty & Hood review. Based on information provided by Carol Loncar, Human Resources Analyst with Flaherty & Hood, the cost is estimated at: <ul style="list-style-type: none"> • <i>\$1,750-\$2,000 if Ms. Loncar does not participate in each meeting with employees; or,</i> • <i>\$3,250-\$3,500 if Ms. Loncar participates in each meeting with employees.</i> The City Council has no plan or funds dedicated to cover this cost, though it is an option for the Library Board to ask the Council to consider paying for it.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Proposed 2018 Holidays																							
OWNER: Troendle	PRESENTER: Troendle																						
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:																						
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:																							
<p>BACKGROUND/CONTEXT:</p> <p>Using the 2016-2017 union contract as guidance, proposed holidays with pay for 2018 are:</p> <table border="0"> <tr> <td>Monday, January 1, 2018</td> <td>New Year’s Day</td> </tr> <tr> <td>Monday, January 15, 2018</td> <td>Martin Luther King Jr. Day</td> </tr> <tr> <td>Monday, February 19, 2018</td> <td>Presidents’ Day</td> </tr> <tr> <td>Sunday, April 1, 2018</td> <td>Easter</td> </tr> <tr> <td>Monday, May 28, 2018</td> <td>Memorial Day</td> </tr> <tr> <td>Wednesday, July 4, 2018</td> <td>Independence Day</td> </tr> <tr> <td>Monday, September 3, 2018</td> <td>Labor Day</td> </tr> <tr> <td>Thursday, November 22, 2018</td> <td>Thanksgiving Day</td> </tr> <tr> <td>Monday, December 24, 2018</td> <td>Christmas Eve Day</td> </tr> <tr> <td>Tuesday, December 25, 2018</td> <td>Christmas Day</td> </tr> <tr> <td>Monday, December 31, 2018</td> <td>New Year’s Eve Day</td> </tr> </table> <p>In 2017, the library was also closed for Veteran’s Day (Observed) and the day after Thanksgiving. These were unpaid closures to deal with the situation where Stillwater was open and WCL was closed. These closures helped to align us with WCL.</p>		Monday, January 1, 2018	New Year’s Day	Monday, January 15, 2018	Martin Luther King Jr. Day	Monday, February 19, 2018	Presidents’ Day	Sunday, April 1, 2018	Easter	Monday, May 28, 2018	Memorial Day	Wednesday, July 4, 2018	Independence Day	Monday, September 3, 2018	Labor Day	Thursday, November 22, 2018	Thanksgiving Day	Monday, December 24, 2018	Christmas Eve Day	Tuesday, December 25, 2018	Christmas Day	Monday, December 31, 2018	New Year’s Eve Day
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ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:																							
PREVIOUS ACTION ON ITEM:																							
REVIEWED BY COMMITTEE?:																							

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Director's Report

Interim Library Director Melissa Brechon and I attended a Lions Club meeting on my first day, September 5, and we were honored to be able to speak about the Stillwater Public Library. We attended a City Council meeting later that same day. I also met with City Administrator Tom McCarty, HR Manager Donna Robole, various Friends and Foundation members, and many staff and volunteers who've given me a gracious welcome and been invaluablely helpful. Melissa completed her successful tenure as Interim Library Director on September 6.

New telephones were installed at the library on September 6, accompanied by new phone extensions, except for the main phone number. Training was provided to library staff and covered new features such as allowing voicemails to be integrated with and accessed by email.

INFORMATION SERVICES

Adult Programming and Reference

Information Services Staff feels like they are taking a deep breath and settling back in after months of activity. We are getting used to normal activity in all the library's shifted spaces without the added pressure of the great, busy traffic that summer brings into our library.

August Programs

- Light Up Your Reading had the most participants in its 4 year history, despite staff feeling like they were doing much less hand selling the program to library visitors. The change could be in part because library users are now aware of the program, but also based on the location of Information Services Staff. With limited space for both Youth Services and Adult Services material at the public services desk, the entry jar and the majority of promotional material being housed in its old location, away from where staff is stationed.
- Additionally, the following programs were available to adults as part of summer reading:
 - Marcel's Letters: A Font and the Search for One Man's Fate
 - Fattenin' Frogs: Concert on the Terrace
 - Lights Out! End of Summer Reading Club Party
 - Book Bag selections of three related titles that can checked out for a long vacation
- Mystery Book Club discussed mysteries that used a color as part of their title
- Sue transitioned shows in the gallery from Virginia Lovness to the Digital Vision Quests – Alternative Paths in search of Light and Digital Images from the Western Wisconsin Photography Club

Reference

- Requests for Solar Eclipse Glasses was the most common question Information Services Staff fielded this month. In fact, it might be the most popular question Information Services has ever fielded. Glasses had been given as part of a grant process Stillwater had not participated in. Luckily, Angie contacted Washington County and they were willing to share 100 pairs of glasses with us. Those 100 glasses were distributed one to a family and were gone within two days.
- Staff has been working at streamlining and finding places for all of our reference handouts in the new configuration of the building. Local resources for community members like Workforce, Community Education, or County Services are often most advertised in pamphlet form and that requires some space and organization.
- Staff met to work on fall programming and to more clearly define our roles as a department with the director change.
- Nancy Van Cleave, a longtime reference sub, resigned.
- Susan sorted through an extra-large amount of donations that were popular titles in pristine condition and became replacements for some of the books that were currently in our collection.

- In addition to Information Service's adult programming, public services staff serves as the primary contact for the Bookawocky participants. Staff stamped numerous reading logs and worked with children as they submitted their drawings and reviews.
- Summer is the most popular time for reader's advisory. Maybe the prospect of a beach makes people more adventurous? Either way, staff was much more involved in recommending titles that might work for individual readers. At least two parents ask every day for help finding things that might interest their children.

Technology

- Aurora is working with Jesse from the city on getting the new laptop cart set up in time for Fall Programming.
- Staff worked on promoting the Libby App, the change from One Click Digital to RB Digital Services, the addition of Audiobooks to the MELSA Cloud Library contract, as well as all of the less significant updates that occurred in the meantime.

Partnerships

- Aurora is following up with Stillwater ABE about future sessions of Better Together, the ABE/Workforce/Library Partnership. The most recent series of workshops finished in late July.
- Aurora participated at the MELSA booth at the State Fair, talking to fairgoers about library services.
- Karen will be working with Sustainable Stillwater on how the library can help support the group's work.

PR and Marketing

- The Library Literati group continues to recommend a book on Facebook every Saturday. Several of the participating members attended the Lights Out! Party.
- Sue continues to highlight the Saint Croix Collection for Throw Back Thursdays on Facebook every Thursday. Many followers ask follow up questions about the photos or forward the posts to relatives to ask them about their memories of that time or place in history.

Upcoming

- Aurora has been working on a series of programs with the local AAUW chapter. The first will be a panel of presenters on Fake News in November.
- MELSA tech classes will return this fall starting in October.
- A three session writing class with Greg Breining started September 7th and is full to capacity.
- A free (even to the library) meditation class with Arvind Naik is scheduled for September 8th.

- TPT has scheduled a screening of clips from Ken Burns and Lynn Novick's ten-part, 18-hour documentary series, *THE VIETNAM WAR* on September 13th
- Club Book with Susan Elizabeth Phillips will be September 19th.
- The opening of the Digital Vision Quests, the current gallery show, will be September 27th
- Mystery Book Club will meet September 27th with the theme mystery set on a reservation or a protagonist or main character that is indigenous to the area (having a historical continuity with pre-invasion and pre-colonial societies)
- David Page, the author of *F. Scott Fitzgerald in Minnesota: The Writer & His Friends at Home*, will present at the library on October 5th

YOUTH SERVICES AUGUST 2017

Angela Petrie, Youth Services Supervisor

- Youth Services staff is in the process of compiling summer program and circulation statistics while jumping in to an exciting fall programming line-up! One of our last summer programs, the “Drive-In Movie”, while simplistic, was hugely popular. Families decorated their *car* before *parking* to view three animated book shorts while munching on popcorn, of course. A popular library digital resource, [Bookflix](#), was used to show the films with a reminder that it’s accessible from home with their library card number!



Parent voicemail comment:

“Hello, my two little boys and I were at the Drive In movie that you hosted this morning. I wanted to thank you for the fun activity. It was beyond cute and so well run. I’m an early childhood educator and I found this to be fantastic and so fun. You had all the supplies out and it was just great. I loved the short stories. We walked away so happy and we’ll definitely tell our good friends for next time. They’re already planning their ‘car’. Thank you, thank you for having this program available for Stillwater residents and thank you so much for your time.”

- Fall programming will include
 - Harvest Fest / “Pumpkin Suite” Book Release Party with Valley Book Seller!
 - Weekly after-school STEAM activities for Teens in the newly remodeled teen library!
 - ADL – After Dark Library for teens on Friday, October 13th
 - MN Opera Storytime
 - Teen Advisory Board reconvenes
 - Ugly Sweater Decorating
 - Family Fort Night ... and so much more!

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING

July 28, 2017

MEMBERS PRESENT: Melissa Brechon, Lisa Howe, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Carol Stabenow, Kathy Thueson, Ann Wolff, Keri Goeltl , Guest – Paula Hemer

WELCOME: Board President, Fred Rengel, called the meeting to order at 7:30 a.m. Fred introduced new Board member, Lisa Howe. Board members introduced themselves. Meeting guest, Paula Hemer, was introduced. Paula is a new member of the SPL Board of Trustees.

SECRETARY’S REPORT: Andy moved that the minutes for the June, 2017 Board meeting be accepted as written. Merilee seconded the motion that was unanimously approved.

FINANCE COMMITTEE & TREASURER’S REPORT: Treasurer Dustin Moeller reviewed the July Financial Reports. Among other comments, Dustin indicated that the Foundation income figures are on track with the budget projections for 2017.

Dustin explained the Library’s recently-received bequest from the estate of Richard S. Kilty. A check for the bequest of \$50,000 was made out to the City of Stillwater for the upkeep of the Stillwater Public Library. (The money actually belongs to the City and the SPL Board of Trustees will determine how it is used; the intent of the bequest is that it be administered by the Stillwater Public Library Foundation.) The Finance Committee discussed ways that the Foundation could act as a fiscal agent to manage these funds and recommends that they be deposited in a new bank account at First State Bank and Trust. The finance committee has prepared an agreement for the Foundation’s administration of the fund and will send it to Doug for review. A motion was made and unanimously approved for the Foundation’s acceptance of the funds and executive committee approval of the agreement following its review.

It was emphasized that the Foundation needs some estate planning tools that can be available for those people wanting to donate to the Foundation.

HEARING LOOPS: Jean reported that the July 6 hearing loop testing session went smoothly. The inaugural event for the public high-lighting the Margaret Rivers Room hearing loops on July 19 was very successful. Jennifer Reynolds, a local audiologist and donor to the SPL hearing loops project was the featured speaker for the event. She explained how the hearing loops work and their benefit to those who utilize them. Steve Walsh of Midwest Hearing Loops also participated in the program. Attendees were able to experience the benefits of the hearing loops with their own t-coil equipped hearing aids or with assistive listening devices during both the general presentation in Margaret Rivers Room B and the demonstration of the multi-directional microphones in the Margaret Rivers A meeting space. Refreshments were served in the Gallery following the presentation.

LIBRARY DIRECTOR SEARCH: Melissa provided an update on the search process for the new library director. Two candidates for the position were invited to return on Wednesday, July 26 for second interviews with the Trustees and interested members of the public - Heather Biedermann, library services manager at the Mankato Memorial Library at Minnesota State University-Mankato, and Mark Troendle, assistant director of the LE Phillips Memorial Public Library in Eau Claire, Wisconsin. Melissa indicated that an offer had been made to one of them for the position and that the results would be shared in the near future.

DEVELOPMENT & MARKETING REPORT: Ann emphasized the importance of sharing the difference between the SPL Board of Trustees and the SPL Foundation when visiting with people about the Foundation and its function.

Ann introduced a group exercise for discussion of questions that Board members might be asked by donors regarding why they should donate to the SPLF. She then had members share potential responses to the questions with partners. Ann had offered several suggestions for answers that could be given for each question that helped prompt the conversations. Following the discussion, she pointed out that most of the answers for the questions were about “you,” the respondent.

Ann noted that people like to be asked to contribute, and they like to give to success. Mary suggested that “impact” drives the success of funding.

Ann asked that members send her additional ideas for answers for the questions posed in the exercise and she will post them.

TRUSTEE MEETING WITH NEIGHBORS: An SPL trustee committee led by Maureen Bell will meet with neighbors in the near future to discuss the neighbors’ concerns regarding events held at the Library. A letter from a resident and the guidelines for Library events were included in our Board packet this month to provide background information about the neighbors’ concerns. Mary stated that the trustees have been involved in this ongoing conversation for some time and that Mike Keliher, the Trustees president, has participated and offered some consistency in the conversations. She said that driveway pavers on the north side of the building are a source of the noise and that they are scheduled for repair in 2018. Sandy Ellis, the Venue Coordinator, and Fred will attend the meeting.

EVENTS: Kathy reviewed events:

- Light a Spark was well-attended and several new ideas were included this year that proved to be very successful. With some of the financial information still to be calculated, it appears that the 2017 income from this event was @ \$1,400 - \$1,600 less than that of 2016.
- 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 be performing, and pizza will be sold. Board members are urged to attend and assist with the event.
- Destination Library will be at the SPL on Sept. 22. The organizers are starting the publicity now and ticket sales for the event will begin on August 1. Highlights of the evening will include a booklet about the building’s architecture and art collection. Musicians and authors will be presenting throughout the library, and there will be special programs as well as an auction. (The committee is still looking for additional auction items.)
- Style Speaks Volumes IV- Sandy reviewed that this event is scheduled for Reve’ on Friday, Nov. 10 & Saturday, Nov. 11. Nine author/models have been recruited. Some marketing materials for the event – miniposters - will be available for use at Beer for Books and Destination Library. Styles from Enchante will be included in the style show this year. Tickets for the event will be \$70.00. (Handout from meeting is attached.)

OTHER: Merilee commented that the kitchen for the Margaret Rivers Room needs a good cleaning and painting. She will determine a good time for doing the project and will contact members for their interest and availability to help with the project.

Mary stated that the SPL trustees are starting the budget conversation with the city regarding the 2018 budget. She indicated that the departments are all projecting about a 15% increase in their budget requests but that the council is suggesting that a 5% increase will probably be realistic.

Merilee announced that the River Market Co-op has designated the Stillwater Public Library as the recipient of the “Rounding Up” donation campaign for August and September. All proceeds generated by customers’ contributions when they pay for their shopping at the Co-op during these months will be donated to the Stillwater Public Library.

Jean was presented with a lovely bouquet of flowers in appreciation for her persistence and dedication to keeping the hearing loops project moving forward during the past several years.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,
Jean Morse, Secretary

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

Date	Date	Date
7/7/17/	Fred	Library Candidates Breakfast Reception
7/10/17	Jean	June '17 Board Meeting Minutes
7/17/17	Fred	Hearing Loops Launch
7/24//17	Fred	Meeting Reminder
7/27/17	Fred	SPLF Board Agenda 7-28-2017
7/27/17/	Keri	Board Handbook
7/27/17	Keri	Foundation Meeting Tomorrow & Links to Documents

Documents on Google Drive (drive.google.com) in July Folder (07 July):

2017 At a Glance
Board Roster 2017
Agenda SPLF Board Meeting
June'17 Meeting Minutes
Kilty 1, 2, & 3
June 2017 Balance Sheet
June 2017 P&L Budget Actual
June 2017 P & L Prev. Year Comparison
June 2017 P & L YTD Comparison

2017 Dev. Tip – Why?
Council Letter to Library Board
Neighbor Letter to Library Board
Weddings & Events Policies – Oct. '16
Catering Lists & Guidelines
LAS 2017 P&L Preliminary
LAS 2016 P&L

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Update	
OWNER: Finance Committee Staff	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Finance Committee met with Brechon and Goeltl on August 22, 2017. <ul style="list-style-type: none"> • Committee discussed Baker & Taylor contract for cataloging and processing children, teen, and adult fiction and non-fiction additions to the collection. The estimated annual processing increase for the budget is \$14,000. • Committee revisited director transition expenses. Projected savings through September 2017 of \$10,000. • The Finance Committee discussed 2018 budget and McCarty’s proposed recommendations. Finance Committee will work with Troendle and Goeltl to address changes and provide revised budget to Board for review at October meeting. Detail is due to City Finance by October 15. 	
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	2/14/17: In Progress An outreach plan for Youth Services and Seniors was provided in the February Board Packet. Staff are actively engaged in outreach as appropriate. Additional outreach plans may wait for new director.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area.	Brechon	4/6/17: In Progress WCL has purchased Civic Technologies software that can be mounted on the ILS system to report on demographics for outreach and marketing. WCL is scheduled to receive reports early in 2017. Reports for Stillwater will follow. Board would like an update on when they could receive a copy of this report. Melissa in conversation with WCL Director regarding this. Cost is an issue.
64	5/10/2016	Teen Area	Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined.	Brechon Staff Facilities Committee	6/7/17: In Progress Lynn Barnhouse is working with staff to design teen room. Furnishings have been purchased and added to space.
70	8/9/2016	Supplemental Funds	The Finance Committee will work on a process for how to manage any new endowment-type gifts received by the library and will bring proposed process to the Governance Committee.	Finance Committee	
76	8/9/2016	WCL Relations	Board asked Bertalmio to help drive relationship-building with WCL and reach out to WCL regarding a meeting with Bertalmio/McCarty.	Brechon McCarty	6/7/17: Brechon and Ryskoski met to discuss WCL/SPL relations. Anticipate no cost changes for 2018 contract with WCL.
80	9/13/2016	City Council Relations	Ask McCarty to formally place library on agenda on a quarterly or monthly basis. Library Director and a Board Member will attend meeting and provide brief update. 1st Report to Council: 2016 Library Graphic Annual Report	Brechon	6/7/17: Brechon presented 2016 Annual Report to City Council on 6/6/17.
99	1/10/2017	Building Reconfiguration	Plans and timelines for Upper Level phase need to be determined.	Facilities Committee	Recommend that project be on hold until new director is hired.
101	1/10/2017	Class Compensation Study	Review class compensation information as available and determine next steps. HR Committee asked to develop appeals process for staff.	HR Committee Brechon	8/8/17: In Progress Board approved appeals process at July Board Meeting. Brechon to follow-up with F&H to determine cost of appeals.
105	4/11/2017	Policies	Board to begin overall review of library policies. First step is board ethics policy and new board member orientation.	Brechon Exec Committee?	5/4/17: In Progress
106	7/11/2017	Kilty Bequest	Executive Committee to work with Foundation and City to transfer Kilty Fund to Foundation in a designation Kilty fund to be used in the upkeep of the library per the discretion of the trustees.	Exec Committee	8/31/17: In Progress The library obtained an opinion from Dave Magnuson that the city must retain the funds in accordance with MN Stat. Sec. 134.14. The library is working with City Finance director to determine appropriate deposit of gift.
TICKLER ITEMS					
ID	Board Meeting	Task	Description	Responsible	Status
TICKLER	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: McCarty updated library that the city has this in its budget for 2018. No exact date for paver replacement; Communicate to neighbors when date is known.
TICKLER	10/9/2018	Board Officers Nominating Committee	In October/November 2018, Board should appoint a nominating committee for officers on the Board for a two-year term beginning in 2019.	Board	TICKLER
TICKLER	3/14/2017	Library Open on Holidays	A patron, via the Foundation, asked the library to consider keeping the library open on Monday government holidays. Board discussed the request and considerations regarding demand for this service, outreach possibilities, programming opportunities, communications, and cost. More exploration may be needed if we choose to pursue.	Finance Committee Director	TICKLER
TICKLER	3/14/2017	Board Opening End of December 2017	Stark noted that her term ends at the end of 2017. Board asked library to work with city to coordinate the timing of this posting so that the position may be filled with the new trustee by the January board meeting.	Director	TICKLER

Stillwater Public Library 2017 Calendar

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