

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, February 13, 2018
7:00 PM
Conference Room**

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.
4. Consent Calendar
 - a. Adoption of the January 9, 2018 Minutes +
 - b. Acknowledgement of Bills Paid in Jan 2018 for 2017 (1/2/18: \$35,288.33, 1/16/18: \$13,941.26, 1/30/18: \$12,616.70) and for 2018 (1/2/18: \$7,154.22 and 1/30/18: \$10,843.55) +
 - c. 2017 Budget Status Report +

Old Business

- | | |
|--|----|
| 5. 2018 Committee Assignments | I+ |
| 6. Events Task Force Update | A+ |
| 7. Director's Six-Month Performance Evaluation Process | D+ |
| 8. Strategic Plan Discussion | D+ |
| 9. 2018 Building Reconfiguration | D+ |

New Business

- | | |
|-------------------------------|----|
| 10. Staffing Plan Realignment | D+ |
|-------------------------------|----|
-
11. Director and Other Staff reports +
 12. Foundation Report +
 13. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
 14. Public Commentary and Communications
 15. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, February 12, 2018.

A= Action Item I= Information Item D=Discussion Item += Document in Packet *= Document to be Distributed Later
#=Document Distributed Previously Attachments: 2018 Calendar, Friends Nov 2017 Minutes,

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 9, 2018
Minutes**

PRESENT: Carlsen, Hemer, Howe, Keliher, Lockyear, Menikheim, Richie

ABSENT: Bell, Lunn

STAFF: Troendle, 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 the agenda as amended. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Menikheim requested that item C – November Budget Status be removed from Consent Calendar for discussion.

Motion to approve items A, B, D and E on the Consent Calendar. MSP.

Menikheim requested the review of the monthly budget status report. He requested that the Board and staff look at developing additional or different reporting to improve our ability to tell the financial story of the library. Menikheim asked that the library staff, Finance Committee, and, perhaps the City, to assess reporting and provide improved options. Richie noted that the Finance Committee and library staff would work on this, as was discussed by the Finance Committee in a presentation during the Board's December 2017 meeting.

Motion to approve item C on consent calendar. MSP.

AGENDA ITEM 5: Foundation Strategic Planning with Fred Rengel

Stillwater Public Library Foundation President Fred Rengel discussed the Foundation's plans to begin a strategic planning process. Gary Kelsey, Consultants in Service, has agreed to serve as a consultant and help the Foundation develop a 3.5-year strategic plan for July 1, 2018 – December 31, 2021. These services are free to qualifying member organizations of the St. Croix Valley Foundation.

The planning process is scheduled for March – May. There will be 3-4 planning meetings with a task force consisting of past and present Foundation Board members, Library Trustees, and the Library Director. As strategic plans are discussed, the Foundation would like to hear from the Trustees regarding their vision and direction of the library and their ideas about the role the Foundation can help play in help achieving library objectives.

Rengel encouraged Trustees to contact him with questions and ideas regarding the Foundation.

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AGENDA ITEM 6: Board Vacancy – Trustee Open Seats

Motion to recommend to the council that Pat Lockyear fill Craig Hansen’s seat and Lisa Howe fill Kathy Stark’s seat. MSP.

AGENDA ITEM 7: 2018-2019 Labor Agreement

Labor negotiations took place on December 22, 2017. Details of the revised labor agreement are included in the redlined 2018-2019 Labor Agreement included in the January board packet.

Lockyear asked about the title changes noted on the agreement. Troendle reported that the title changes were:

- Assistant II - Secretary was retitled Office Specialist.
- Custodian II was retitled Library Maintenance Worker
- Assistant II - Circulation Specialist: As part of the class compensation structure, Flaherty Hood recommended that this position be retitled Circulation Services Supervisor. As part of negotiations, the position was retitled Circulation Services - Circulation Lead.

Keliher noted the value of the expertise and professionalism brought by attorney Susan Hansen to the labor negotiations process. Keliher shared that one member of the library staff expressed concern about the presence of a labor attorney during union negotiations and seemed to view this as somewhat contentious, which Keliher reiterated was not at all the intent. The Trustees’ objective was not to bring in a heavy-handed hired gun, but it was to bring some much-needed diligence and knowledge as the Board navigated the implementation of the new class-comp structure.

Motion to adopt. MSP.

AGENDA ITEM 8: Ratification of 2018-2019 Wage Scale

To preserve the continuity of the wage scale between levels, Troendle recommended the approval of the 2018-2019 pay grids and benefit levels for all library staff, including professional and supervisory staff. Troendle also recommended the approval of the extension of new or revised benefits in the Union agreement to eligible non-Union professional and supervisory staff. This follows past precedent.

The proposed 2018 pay grid, included in the January board packet, shows wage rates at a 2.5% increase over 2017. The proposed 2019 pay grid, also included in the January board packet, shows wage rates at a 2.5% increase over 2018. The percentage increases are the same increases negotiated with and agreed to by Union Local 517. Approval of the wage scales as presented preserves and retains the basis and integrity of the pay grid formulation.

Motion to ratify 2018-2019 Wage Scales. MSP.

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AGENDA ITEM 9: Director’s Six-Month Performance Evaluation Process

Keliher brought proposed edits of the Library Director Evaluation Process document and the Evaluation of a Library Director form, both included in the January board packet, to the Trustees for feedback. After Trustee review, Keliher will discuss with City HR Manager Robole.

Trustees discussed the current evaluation process and opportunities for change. Richie inquired about a 360-degree review but noted that there are pros and cons of this approach. She noted the significant work and time it takes to compile reviews. She also explained that the trustees have a very short time period to read the reviews before discussing with little time for the Trustee to reflect on the information presented.

Menikheim asked if the individual evaluations should be destroyed after the composite evaluation is completed. He questioned if this was a wise practice.

Keliher recommended amending the six-month evaluation to include full board review. He then recommended a review of the annual evaluation process in collaboration with City HR. Menikheim suggested that Keliher check with McCarty on Robole’s role.

Motion to amend six-month evaluation process approved by the Trustees at the October meeting. The final bullet of the evaluation process will be: “After the board’s discussion, the full board will meet with the director to discuss the evaluation.” MSP.

AGENDA ITEM 10: Foundation Grants

Troendle discussed three Foundation grants for library approval: Big Read, Hearing Loops and Sunday Hours.

Troendle noted that while the library does have a policy on grants, it is unclear which grants should be brought to the Trustees. Until the policy is reviewed and revised, Troendle will share library requests for Foundation funding with the Trustees.

Menikheim asked if the current process for Foundation funding would stay the same. Troendle explained that the current process for grant requests is three times per year. Troendle’s experience with other libraries is an annualized process. Menikheim suggested that an annual process could coincide with budget planning.

Hemer commented that Sunday Hours should be a basic service and be a part of the library’s operating budget. Menikheim indicated that this could be true for the venue and volunteer coordinators as well. Hemer noted that the coordinator positions are a bit different and may not be considered a basic service. Operating hours are a basic service and should be part of the library’s budget. Richie explained that the board would have liked to fully fund Sundays but could not accommodate this within the

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budget. Sundays are also a popular funding option for donors. Thus, a 50/50 approach was used for funding Sundays.

Motion to approve the library's request for grants from the Foundation for the Big Read, Hearing Loops and Sunday Hours as outlined in the board packet. MSP.

AGENDA ITEM 10: Strategic Plan Discussion

Keliher addressed the board and asked for their feedback on how to approach the next strategic planning process. Board discussed the past strategic planning discussion.

Trustees discussed the status of the current strategic plan. While the timeframe of the plan may indicate that the plan is complete, final pieces of the plan may still need to be completed. Major changes in staffing shifted the Board's and library's focus for the past year.

The Trustees explored using the current strategic plan as a starting point for a new planning process. Troendle discussed the benefits of a strategic planning process in bringing the staff, board, and volunteers together, especially after this period.

Lockyear asked what major components of the strategic plan were not completed. Trustees cited more work need in community outreach and engagement, communications and facilities. Lockyear requested staff to send a copy of the detailed implementation plan to new trustees for a better understanding of the status of the plan.

Menikheim advocated for the use of a consultant to develop a strategic plan. Lockyear asked Troendle if he felt using a consultant would be beneficial. Troendle indicated that a consultant facilitating the process may bring added objectivity to the project, as well as help foster buy-in among and between staff, the Board, and other stakeholders. Lockyear would advocate for a consultant if it helps create a process and plan that staff can rally around and put their heart and soul into it.

Keliher will draft a letter asking for an RFP for a strategic planning consultant to bring for discussion at the next board meeting. Finance will help look at different funding options for consultants.

AGENDA ITEM 12: Building Reconfiguration

Carlsen led Board on a walk-through of library. He highlighted the spaces that recently changed and spaces for proposed future work. Carlsen would like to formalize the library's plans for future space changes at the library. Carlsen would like the board to reflect on future reconfiguration and discuss this at the next meeting.

Carlsen also noted that we have been working with Lynn Barnhouse and that we might want to consider continuing to use her to look at the next step of configuration.

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AGENDA ITEM 13: Director and Other Staff Reports

Reports from the Library Director, Information Services Supervisor, and Youth Services Supervisor were included in the board packet. Troendle updated the board on carpet replacement scheduled for January 15, 2018. Troendle highlighted a note received from a visitor in Massachusetts regarding our lovely library addition. Troendle reported that the library's hydraulic platform lift, the mechanism by which incoming and outgoing bins of library materials are transferred in and out of the building, was not yet fixed.

AGENDA ITEM 12: Foundation Report

No additional updates.

AGENDA ITEM 13: Board Committee Reports

- **Executive Committee:** No additional updates.
- **Facilities:** No additional updates.
- **Finance:** We are working with the city on 2017 financials. It will be a couple of months until this 2017 is finalized.
- **Human Resources:** None

AGENDA ITEM 15: Public Commentary and Communications

None

AGENDA ITEM 16: Adjournment

Adjourned at 9:17 pm.

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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in January for 2017 and for 2018				
OWNER: Goeltl, Office Specialist		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of January 2018 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of January 2018:				
January 2018 (2017 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 46,236.94	\$ 1,245.25	\$ 4,908.70	\$ 52,390.89
Capital Expenditures	\$ 9,455.40	\$ -	\$ -	\$ 9,455.40
Total	\$ 55,692.34	\$ 1,245.25	\$ 4,908.70	\$ 61,846.29
January 2018 (2018 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 8,840.09	\$ 2,612.68	\$ -	\$ 11,452.77
Capital Expenditures	\$ 6,545.00	\$ -	\$ -	\$ 6,545.00
Total	\$ 15,385.09	\$ 2,612.68	\$ -	\$ 17,997.77
Explanations of large or out of the ordinary/annual payments are listed below:				
<i>Bill Resolution: January 2, 2018 (2017 Purchases)</i>				
<ul style="list-style-type: none"> • \$19,080.31 paid to Bibliotheca LLC for renewal of support and maintenance contract for Sorter, SelfChecks and RFID pad. Service start and end dates were realigned so the full contract could be paid in 2017 instead of split between two fiscal years. • \$3,381.00 paid to Cengage for a standing order plan for popular large print books. • \$347.54 paid for Office of MN IT Services for October and November phone service less a \$127.31 September refund. Due to the library's phone upgrade to the city VOIP system, the library now only has emergency landlines (Elevator, Security, Fire) through the state. The library's monthly phone bill has decreased by approximately 65%. • \$1,681.68 paid to Premier Lighting for the final stage of the 2017 Capital Project for the LED Retrofit. 				
<i>Bill Resolution: January 16, 2018 (2017 Purchases)</i>				
<ul style="list-style-type: none"> • \$1,320.86 paid to Demco for the purchase of additional carts to be used for the new cataloging processes. • \$3,461.25 paid to Washington County for new software for managing patron computer reservations and computer printing. 				

Bill Resolution: January 30, 2018 (2017 Purchases)

- \$3,712.50 paid to Barnhouse for consultation and design services for welcome area, teen area and general building reconfiguration.
- \$3,277.99 paid to Madden Galanter Hansen LLP for legal and labor negotiation consultation services.
- \$2,136.00 paid in Unemployment Compensation for 4th quarter.
- \$1,274.98 paid to Amazon for the purchase of safe, key box, and coin machine for cash management processes.

Bill Resolution: January 2, 2018 (2018 Purchases)

- \$6,104.22 paid to EBSCO for 2018 magazine subscriptions (143 titles).
- \$1,050.00 paid to Value Line for annual subscription.

Bill Resolution: January 30, 2018 (2018 Purchases)

- \$6,545.00 paid to Core Commercial for carpeting in welcome area and Conference Room.
- \$1,685.66 paid to Simplex Grinnell for 2018 Maintenance Contract.
- \$1,069.36 paid to Master Mechanical for repair of leaking valve on VAV system.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

- 01/02/18 Bill Resolution for 2017 Purchases
- 01/06/18 Bill Resolution for 2017 Purchases
- 01/30/18 Bill Resolution for 2017 Purchases
- 01/02/18 Bill Resolution for 2018 Purchases
- 01/30/18 Bill Resolution for 2018 Purchases

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

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						
12312017	12/31/2017	Baker and Taylor	Materials - YA	\$ 788.60	230-4230-2406-0000	Teen Books
12312017	12/31/2017	Baker and Taylor	Materials - Juv (Lawson)	\$ 1,002.52	224-4224-2404-0000	Helen Lawson Fund - Other Books
12312017	12/31/2017	Baker and Taylor	Materials - YA (Stil Twncsp)	\$ 205.12	227-4227-2404-0000	Other Govt Gifts - Other Books
12312017	12/31/2017	Baker and Taylor	Materials - Processing	\$ 44.10	230-4230-3404-0000	Processing Fee
12312017	12/31/2017	Baker and Taylor	Materials - Ref	\$ 56.97	230-4230-2113-0000	Reference
12312017	12/31/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 14.99	232-4232-2113-0000	SPLF - Materials
15-0189	12/21/2017	Barnhouse Office LLC	Building Reconfiguration	\$ 599.97	230-4900-5200-0000	C/O & Improvements
S10035009-US	12/18/2017	Bibliotheca LLC	Support & Maint for Sorter, SelfChecks, RFID	\$ 19,080.31	230-4230-3707-0000	Maintenance Agreements
12312017	12/31/2017	Brodart Co	Materials - Adult Fiction	\$ 950.65	230-4230-2401-0000	Adult Books - Fiction
12312017	12/31/2017	Brodart Co	Materials - Processing	\$ 59.80	230-4230-3404-0000	Processing Fee
12312017	12/31/2017	Brodart Co	Materials - Adult Nonfiction (Lawson)	\$ 2,300.50	224-4224-2404-0000	Helen Lawson Fund - Other Books
12312017	12/31/2017	Brodart Co	Materials - Adult Nonfiction (Tribute)	\$ 13.31	230-4230-2405-0000	Adult Books - Non Fiction
62390376	12/20/2017	Cengage Learning	Materials - Adult Fiction (LP SOP)	\$ 3,081.00	230-4230-2401-0000	Adult Books - Fiction
62390376	12/20/2017	Cengage Learning	Materials - Adult Fiction (LP SOP - Tribute)	\$ 300.00	235-4235-2101-0000	Library Donations Materials
62260252	11/17/2017	Cengage Learning	Materials - Adult Fiction (LP)	\$ 99.71	230-4230-2401-0000	Adult Books - Fiction
62291731	11/29/2017	Cengage Learning	Materials - Adult Fiction (LP)	\$ 118.48	230-4230-2401-0000	Adult Books - Fiction
62323314	12/6/2017	Cengage Learning	Materials - Adult Fiction (LP)	\$ 31.19	230-4230-2401-0000	Adult Books - Fiction
62331412	12/7/2017	Cengage Learning	Materials - Adult Fiction (LP)	\$ 88.48	230-4230-2401-0000	Adult Books - Fiction
25791	12/15/2017	Heritage Printing Inc.	Printing	\$ 236.20	230-4230-3400-0000	Printing and Publishing
11302017	12/1/2017	Madden Galanter Hansen LLP	Legal Services (11/1/17-11/30/17)	\$ 321.76	230-4230-3099-0000	Other Professional Services
12312017	12/31/2017	Midwest Tape	Materials - Audio	\$ 224.67	230-4230-2402-0000	Audio
12312017	12/31/2017	Midwest Tape	Materials - Video	\$ 884.54	230-4230-2408-0000	Film/Video
12312017	12/31/2017	Midwest Tape	Materials - Processing	\$ 99.15	230-4230-3404-0000	Processing Fee
12312017	12/31/2017	Midwest Tape	Materials - YA Audio (Friends)	\$ 293.93	235-4235-2101-0000	Library Donations Materials
W17090631	10/18/2017	Office of MN IT Services	September Phone Bill (Overpayment due to phone sw	\$ (127.31)	230-4231-3101-0000	Telephone
W17100641	11/15/2017	Office of MN IT Services	October Phone Bill	\$ 209.04	230-4231-3101-0000	Telephone
W17110629	11/15/2017	Office of MN IT Services	November Phone Bill	\$ 138.50	230-4231-3101-0000	Telephone
11012017	11/1/2017	Petrie Angela	Programming - YA (Friends) (Staff Reimbursement)	\$ 52.62	235-4236-4099-0000	Library Donations Programs
11012017	11/1/2017	Petrie Angela	Equipment - Juv (SPLF WB) (Staff Reimbursement)	\$ 64.12	232-4232-2302-0000	SPLF - Minor Equipment
11012017	11/1/2017	Petrie Angela	Supplies - Juv (Staff Reimbursement)	\$ 29.22	230-4230-2101-0000	General Supplies
INV36569	12/27/2017	Premier Lighting Inc	Lighting	\$ 272.69	230-4231-2101-0000	General Supplies - Lib Plant
INV36569	12/21/2017	Premier Lighting Inc	LED Retrofit Project	\$ 1,681.68	230-4230-5200-0000	C/O & Improvements
75678148	12/18/2017	Recorded Books Inc	Materials - Audio Juv	\$ 66.10	230-4230-2402-0000	Audio
75698537	12/19/2017	Recorded Books Inc	Materials - Audio Juv	\$ 10.30	230-4230-2402-0000	Audio
14153862	12/11/2017	Toshiba Business Solutions	Maintenance Contract	\$ 129.61	230-4230-3707-0000	Maintenance Agreements
14162108	12/14/2017	Toshiba Business Solutions	Maintenance Contract	\$ 41.73	230-4230-3707-0000	Maintenance Agreements
1025-F0122578	12/28/2017	Viking Auto Sprinkler Co.	Building Repairs	\$ 675.00	230-4231-3703-0000	Building Repair Charges

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
		INVOICES SUBTOTAL		\$ 34,139.25		
CREDIT CARD						
9157010	11/15/2017	Amazon.com	Supplies	15.99	230-4230-2101-0000	General Supplies
365834	11/16/2017	Amazon.com	Supplies	98.9	230-4230-2101-0000	General Supplies
9581067	11/16/2017	Amazon.com	Materials - YA (Still Twnshp)	23.99	227-4227-2404-0000	Other Govt Gifts - Other Books
365834	11/16/2017	Amazon.com	Materials - YA (Still Twnshp)	39.96	227-4227-2404-0000	Other Govt Gifts - Other Books
365834	11/16/2017	Amazon.com	Equipment - Juv (SPLF - WB)	11.99	232-4232-2302-0000	SPLF - Minor Equipment
365834	11/16/2017	Amazon.com	Programs - Teen (SPLF)	399.98	232-4232-2407-0000	SPLF - Programs
W819793	11/15/2017	American Button Machines	Programs - Teen (SPLF)	281.97	232-4232-2407-0000	SPLF - Programs
I-23147223	11/1/2017	AtBatt.com	Supplies	54.84	230-4231-2102-0000	Janitorial Supplies
21334	11/3/2017	Cub Foods	Programs - Teen (Friends)	35.79	235-4236-4099-0000	Library Donations Programs
17467164	11/11/2017	Dream Host	Website Support	6	230-4230-3098-0000	Technology Support
149460	11/4/2017	Goodwill Thrift Store	Programs - Teen (Friends)	41.89	235-4236-4099-0000	Library Donations Programs
4301817	11/21/2017	SparkFun Electronics	Programs - Teen (SPLF)	30.74	232-4232-2407-0000	SPLF - Programs
5674	12/14/2017	Unique Thrift Store	Programs - Teen (Friends)	9.04	235-4236-4099-0000	Library Donations Programs
16005-01	11/21/2017	Postmaster	Stamps	98	230-4230-3102-0000	Postage
		CREDIT CARD SUBTOTAL		\$ 1,149.08		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 35,288.33		

Submitted for payment

Mark Troendle, Library 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						
853739	12/30/2017	Abbott Paint	Janitorial Supplies	\$ 56.05	230-4231-2102-0000	Janitorial Supplies
853724	12/28/2017	Abbott Paint	Janitorial Supplies	\$ 83.29	230-4231-2102-0000	Janitorial Supplies
194136	12/6/2017	Ace Hardware	Janitorial Supplies	\$ 17.98	230-4231-2102-0000	Janitorial Supplies
194351	12/14/2017	Ace Hardware	Janitorial Supplies	\$ 45.72	230-4231-2102-0000	Janitorial Supplies
194361	12/14/2017	Ace Hardware	Janitorial Supplies	\$ 9.28	230-4231-2102-0000	Janitorial Supplies
194380	12/15/2017	Ace Hardware	Janitorial Supplies	\$ 39.95	230-4231-2102-0000	Janitorial Supplies
194461	12/18/2017	Ace Hardware	Janitorial Supplies	\$ 43.96	230-4231-2102-0000	Janitorial Supplies
1162018	1/16/2018	Baker and Taylor	Materials - YA	\$ 10.16	230-4230-2406-0000	Teen Books
1162018	1/16/2018	Baker and Taylor	Materials - Processing	\$ 0.98	230-4230-3404-0000	Processing Fee
1162018	1/16/2018	Baker and Taylor	Materials - Juv (Lawson)	\$ 16.36	224-4224-2404-0000	Helen Lawson Fund - Other Books
1162018	1/16/2018	Baker and Taylor	Materials - Ref	\$ 43.51	230-4230-2113-0000	Reference
1162018	1/16/2018	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 103.11	232-4232-2113-0000	SPLF - Materials
1162018	1/16/2018	Brodart Co	Materials - Adult Fiction	\$ 184.12	230-4230-2401-0000	Adult Books - Fiction
1162018	1/16/2018	Brodart Co	Materials - Processing	\$ 9.10	230-4230-3404-0000	Processing Fee
1162018	1/16/2018	Brodart Co	Materials - Adult Nonfiction (Lawson)	\$ 258.20	224-4224-2404-0000	Helen Lawson Fund - Other Books
62394663	12/21/2017	Cengage Learning	Materials - Adult Fiction	\$ 48.73	230-4230-2401-0000	Adult Books - Fiction
306-02444792-3	12/31/2017	Culligan of Stillwater	Misc	\$ 38.55	230-4230-4099-0000	Miscellaneous Charges
6277906	12/27/2017	Demco Inc.	Small Equipment	\$ 1,320.86	230-4230-2302-0000	Other Minor Equipment
6277906	12/27/2017	Demco Inc.	Processing Supplies	\$ 38.21	230-4230-3404-0000	Processing Fee
9651947880	12/22/2017	Grainger	Building Repair Supplies	\$ 599.78	230-4231-2202-0000	Building Repair Supplies
1092018	1/9/2018	Howe Linnea	General Supplies - Staff Reimbursement	\$ 40.42	230-4230-2101-0000	General Supplies
12292017	12/29/2017	Kerschbaum Renovation	Painting	\$ 945.00	230-4231-3099-0000	Other Professional Services - Lib Plant
1162018	1/16/2018	Midwest Tape	Materials - Audio	\$ 29.23	230-4230-2402-0000	Audio
1162018	1/16/2018	Midwest Tape	Materials - Video	\$ 932.54	230-4230-2408-0000	Film/Video
1162018	1/16/2018	Midwest Tape	Materials - Processing	\$ 66.55	230-4230-3404-0000	Processing Fee
12192017_3461	1/11/2018	Washington County Library	Software	\$ 3,461.25	230-4230-5310-0000	C/O MIS Computer Equipment
010218_588.14	1/2/2018	Washington County Library	3&4 Q Processing Fees	\$ 368.00	230-0000-3880-0040	Lost/Overdue Processing Fees
010218_588.14	1/2/2018	Washington County Library	3&4 Q Lost/Damaged Fees	\$ 220.14	230-0000-3880-0030	Lost/Damaged Fees
010518_118.33	1/5/2018	Washington County Library	Q4 Processing Supplies	\$ 118.33	230-4230-3404-0000	Processing Fee
010218_192.68	1/2/2018	Washington County Library	Q4 Postage	\$ 192.68	230-4230-3102-0000	Postage
51-7976594-1	12/26/2017	Xcel Energy	Energy	\$ 1,632.73	230-4231-3601-0000	Natural Gas
51-7976594-1	12/26/2017	Xcel Energy	Energy	\$ 2,966.49	230-4231-3600-0000	Electricity
			INVOICES SUBTOTAL	\$ 13,941.26		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL			
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 13,941.26		

Submitted for payment

Mark Troendle, Library 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						
W00855253	1/16/2018	1000 Bulbs.com	Lighting	336.26	230-4231-2101-0000	General Supplies - Lib Plant
1302018	1/30/2018	Baker and Taylor	Materials - Juv (Lawson)	9.09	224-4224-2404-0000	Helen Lawson Fund - Other Books
1302018	1/30/2018	Baker and Taylor	Materials - Processing	0.49	230-4230-3404-0000	Processing Fee
15-0193	1/9/2018	Barnhouse Office LLC	Design Services	3712.50	230-4230-5200-0000	C/O & Improvements
13018	1/30/2018	Brodart Co	Materials - Adult Fiction	181.66	230-4230-2401-0000	Adult Books - Fiction
13018	1/30/2018	Brodart Co	Materials - Processing	7.80	230-4230-3404-0000	Processing Fee
13018	1/30/2018	Brodart Co	Materials - Adult Nonfiction (Lawson)	95.62	224-4224-2404-0000	Helen Lawson Fund - Other Books
2455591 6182843030	12/27/2017	G & K Services	Towels & Rugs	83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
12312017	12/31/2017	Madden Galanter Hansen LLP	Legal Services	3277.99	230-4230-3099-0000	Other Professional Services
13018	1/30/2018	Midwest Tape	Materials - Audio	219.55	230-4230-2402-0000	Audio
13018	1/30/2018	Midwest Tape	Materials - Video	41.23	230-4230-2408-0000	Film/Video
13018	1/30/2018	Midwest Tape	Materials - Processing	3.80	230-4230-3404-0000	Processing Fee
7988017	1/9/2018	Minnesota UI Fund	Unemployment Compensation	2136.00	230-4230-4099-0000	Miscellaneous Charges
W17120609	1/17/2018	Office of MN IT Services	Telephone - December	138.50	230-4231-3101-0000	Telephone
75708488	1/18/2018	Recorded Books Inc	Materials - Audio (Juv)	14.99	230-4230-2402-0000	Audio
75708263	1/18/2018	Recorded Books Inc	Materials - Audio (Juv)	11.99	230-4230-2402-0000	Audio
14233742	1/12/2018	Toshiba Business Solutions	Maintenance Contract	27.67	230-4230-3707-0000	Maintenance Agreements
14238093	1/17/2018	Toshiba Business Solutions	Maintenance Contract	22.36	230-4230-3707-0000	Maintenance Agreements
		INVOICES SUBTOTAL		\$ 10,320.64		
CREDIT CARD						
7399433	12/11/2017	Amazon.com	Supplies	48.96	230-4230-2101-0000	General Supplies
4947460	12/13/2017	Amazon.com	Programs - Teen (SPLF)	27.00	232-4232-2407-0000	SPLF - Programs
8301851	12/14/2017	Amazon.com	Programs - Adult (SPLF)	10.25	232-4232-2407-0000	SPLF - Programs
8301851	12/14/2017	Amazon.com	Supplies	5.29	230-4230-2101-0000	General Supplies
8301851	12/14/2017	Amazon.com	Materials - Adult Nonfiction	14.93	230-4230-2405-0000	Adult Books - Non Fiction
8301851	12/14/2017	Amazon.com	Programs - Teen (SPLF)	22.92	232-4232-2407-0000	SPLF - Programs
9470608	12/23/2017	Amazon.com	Materials - Adult Nonfiction	19.09	230-4230-2405-0000	Adult Books - Non Fiction
9470608	12/23/2017	Amazon.com	Materials - Reference	62.99	230-4230-2113-0000	Reference
5014608	12/23/2017	Amazon.com	Programs - Juv (Friends)	139.78	235-4236-4099-0000	Library Donations Programs
8525815	12/23/2017	Amazon.com	Materials - Adult Nonfiction	19.40	230-4230-2405-0000	Adult Books - Non Fiction
710964070	12/12/2017	B&H Photo	Small Equipment - Juv (SPLF 2017-08 DR WB)	157.73	232-4232-2302-0000	SPLF - Minor Equipment
419816	12/4/2017	Dominos Pizza	Programs - Teen (Friends)	40.82	235-4236-4099-0000	Library Donations Programs
103422	12/2/2017	Lakeshore Learning Materials	Small Equipment - Juv (230 Tribute)	50.00	230-4230-2302-0000	Other Minor Equipment
103422	12/2/2017	Lakeshore Learning Materials	Small Equipment - Juv (SPLF 2017-02 DR Child)	120.45	232-4232-2302-0000	SPLF - Minor Equipment
#1gBs	12/11/2017	John Noltner Photography	Materials - Adult Nonfiction	238.00	230-4230-2405-0000	Adult Books - Non Fiction
72-6559-1	12/3/2017	Target	Programs - Teen (Friends)	43.47	235-4236-4099-0000	Library Donations Programs
5175468	12/21/2017	Amazon.com	Small Equipment	1005.00	230-4230-2302-0000	Other Minor Equipment
3300210	12/26/2017	Amazon.com	Small Equipment	269.98	230-4230-2302-0000	Other Minor Equipment
		CREDIT CARD SUBTOTAL		\$ 2,296.06		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 12,616.70		

Submitted for payment

Mark Troendle, Library Director

2018 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						
1551534	1/1/2018	Ebsco Publishing	Library Subscriptions	\$ 623.98	230-4230-4001-0000	Subscriptions
1551534	1/1/2018	Ebsco Publishing	Materials - Reference	\$ 61.50	230-4230-2113-0000	Reference
1551534	1/1/2018	Ebsco Publishing	Materials - St. Croix Collection	\$ 28.50	230-4230-2499-0000	Collection Development
1551534	1/1/2018	Ebsco Publishing	Materials - Periodicals (SPLF)	\$ 1,533.76	232-4232-2113-0000	SPLF - Materials
1551534	1/1/2018	Ebsco Publishing	Materials - Periodicals	\$ 3,856.48	230-4230-2403-0000	Periodicals
11388851	11/22/2017	Value Line Publishing Inc.	Materials - Reference	\$ 1,050.00	230-4230-2113-0000	Reference
		INVOICES SUBTOTAL		\$ 7,154.22		
CREDIT CARD						
						#N/A
						#N/A
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 7,154.22		

Submitted for payment

Mark Troendle, Library Director

2018 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						
13018	1/30/2018	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 62.39	232-4232-2113-0000	SPLF - Materials
536	1/13/2018	Core Commercial Flooring	Carpeting	\$ 6,455.00	120-4230-5200-0000	C/O & Improvements
1010	1/25/2018	Core Commercial Flooring	Carpeting	\$ 90.00	120-4230-5200-0000	C/O & Improvements
1172018	1/17/2018	Hannah Karen	Programs - Adult (SPLF) Staff Reimbursement	\$ 16.53	232-4232-2407-0000	SPLF - Programs
49813	1/10/2018	Master Mechanical Inc.	Building Repairs	\$ 1,069.36	230-4231-3703-0000	Building Repair Charges
20349	1/8/2018	Menards	Supplies	\$ 48.39	230-4231-2102-0000	Janitorial Supplies
20602	1/12/2018	Menards	Supplies	\$ 22.83	230-4231-2102-0000	Janitorial Supplies
20180107	1/8/2018	John Noltner Photography	Programs - Adult (SPLF)	\$ 1,000.00	232-4232-2407-0000	SPLF - Programs
4087606	1/17/2018	Quill Corporation	Supplies	\$ 293.03	230-4230-2000-0000	Office Supplies
79909436	1/2/2018	Simplex Grinnell LP	Maintenance Contract (Feb 2018 - Jan 2019)	\$ 1,685.66	230-4231-3707-0000	Maintenance Agreements - Lib Plant
12582	1/25/2018	ECM Publishers	Materials - Gazette	\$ 78.00	230-4230-2403-0000	Periodicals
14238093	1/17/2018	Toshiba Business Solutions	Maintenance Contract	\$ 22.36	230-4230-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL	\$ 10,843.55		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 10,843.55		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Budget Status Report</p>	
<p>OWNER: Richie, Treasurer Troendle, Director Goetl, Office Specialist</p>	<p>PRESENTER: Troendle</p>
<p>REQUESTED AGENDA TYPE (A, I, D): I</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:</p> <p>2017 Budget Status Report: Following is a budget status report for 2017. These initial numbers will change as year-end payables, receivables, and adjustments are still being processed. There will be a preliminary year-end report in March or April. Final year-end numbers will be available when the City audit is complete.</p> <p>Financial Reporting Update: The Finance Committee plans to convene in February to address both short-term and long-term improvements in providing more comprehensive and meaningful financial reports that look collectively at city and supplemental funds.</p> <p>Troendle and Goetl met with City Finance on January 29, 2018 to explore the possibility of using Springbrook, the City’s financial system, to improve financial tracking and reporting. City Finance recommends the Library optimizes tracking and reporting through Springbrook instead of using a third-party solution.</p> <p>Troendle also asked the auditors if they could share best practices related to the types of reports that the Library would like to generate.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2017 Budget Status Report</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?: Finance Committee</p>	

General Ledger

Budget Status

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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	66,015.21	66,015.21	3,984.79	0.00	3,984.79	5.69
230-0000-3520-0100	Copier/Printer Sales	5,800.00	5,784.33	5,784.33	15.67	0.00	15.67	0.27
230-0000-3880-0200	Gallery Fees	600.00	1,304.50	1,304.50	-704.50	0.00	-704.50	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	146.69	146.69	153.31	0.00	153.31	51.10
	R25 Sub Totals:	76,700.00	73,250.73	73,250.73	3,449.27	0.00	3,449.27	4.50
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,500.00	1,295.60	1,295.60	204.40	0.00	204.40	13.63
230-0000-3820-0100	Gifts	5,500.00	1,282.00	1,282.00	4,218.00	0.00	4,218.00	76.69
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	8,333.54	8,333.54	1,878.46	0.00	1,878.46	18.39
230-0000-3880-0030	Lost Materials	3,200.00	2,363.50	2,363.50	836.50	0.00	836.50	26.14
230-0000-3880-0040	Processing Fees	8,200.00	5,189.04	5,189.04	3,010.96	0.00	3,010.96	36.72
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	44.87	44.87	255.13	0.00	255.13	85.04
230-0000-3880-0300	Cash Over/Short	0.00	-331.55	-331.55	331.55	0.00	331.55	0.00
	R40 Sub Totals:	29,412.00	18,345.30	18,345.30	11,066.70	0.00	11,066.70	37.63
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	1,171,625.00	1,171,625.00	0.00	0.00	0.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	22,700.00	0.00	0.00	22,700.00	0.00	22,700.00	100.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	90,000.00	0.00	0.00	90,000.00	0.00	90,000.00	100.00
230-0000-3910-0490	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	1,171,625.00	1,171,625.00	112,700.00	0.00	112,700.00	8.78

General Ledger

Budget Status



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230-4230-3400-0000	Printing and Publishing	1,500.00	1,294.06	1,294.06	205.94	0.00	205.94	13.73
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	5,405.95	5,405.95	1,594.05	0.00	1,594.05	22.77
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	29,544.46	29,544.46	-9,544.46	0.00	-9,544.46	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	385.12	385.12	14.88	0.00	14.88	3.72
	E15 Sub Totals:	44,814.00	116,568.35	116,568.35	-71,754.35	0.00	-71,754.35	0.00
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	400.00	371.00	371.00	29.00	0.00	29.00	7.25
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	13,291.14	13,291.14	-11,791.14	0.00	-11,791.14	0.00
	E20 Sub Totals:	2,525.00	14,279.12	14,279.12	-11,754.12	0.00	-11,754.12	0.00
E25	CAPITAL OUTLAY							
230-4230-5200-0000	C/O & Improvements	21,640.00	13,388.18	13,388.18	8,251.82	0.00	8,251.82	38.13
230-4230-5300-0000	C/O Machinery & Equipment	9,000.00	8,974.90	8,974.90	25.10	0.00	25.10	0.28
230-4230-5310-0000	C/O MIS Computer Equipment	58,060.00	30,582.93	30,582.93	27,477.07	0.00	27,477.07	47.33
	E25 Sub Totals:	88,700.00	52,946.01	52,946.01	35,753.99	0.00	35,753.99	40.31
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	1,094,841.99	1,094,841.99	40,120.01	0.00	40,120.01	3.53
	Dept 4230 Sub Totals:	1,134,962.00	1,094,841.99	1,094,841.99	40,120.01	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	51,709.00	46,140.16	46,140.16	5,568.84	0.00	5,568.84	10.77
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	3,350.34	3,350.34	-3,350.34	0.00	-3,350.34	0.00
230-4231-1113-0000	Vacation Pay	0.00	5,430.94	5,430.94	-5,430.94	0.00	-5,430.94	0.00
230-4231-1200-0000	Part Time Salaries	33,876.00	29,724.14	29,724.14	4,151.86	0.00	4,151.86	12.26
230-4231-1410-0000	PERA	6,419.00	5,833.56	5,833.56	585.44	0.00	585.44	9.12
230-4231-1420-0000	FICA/Medicare	6,547.00	5,740.06	5,740.06	806.94	0.00	806.94	12.33
230-4231-1500-0000	Hospital / Medical	21,178.00	16,181.79	16,181.79	4,996.21	0.00	4,996.21	23.59
230-4231-1520-0000	Dental Insurance	758.00	757.68	757.68	0.32	0.00	0.32	0.04
230-4231-1540-0000	Life Insurance	116.00	115.20	115.20	0.80	0.00	0.80	0.69
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	113,273.87	113,273.87	7,329.13	0.00	7,329.13	6.08

General Ledger

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E10	SUPPLIES							
230-4231-2101-0000	General Supplies	2,300.00	1,260.10	1,260.10	1,039.90	0.00	1,039.90	45.21
230-4231-2102-0000	Janitorial Supplies	3,800.00	3,839.60	3,839.60	-39.60	0.00	-39.60	0.00
230-4231-2202-0000	Building Repair Supplies	300.00	1,742.07	1,742.07	-1,442.07	0.00	-1,442.07	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	7,322.80	7,322.80	-22.80	0.00	-22.80	0.00
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	1,685.00	1,685.00	-1,185.00	0.00	-1,185.00	0.00
230-4231-3101-0000	Telephone	4,500.00	3,773.32	3,773.32	726.68	0.00	726.68	16.15
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	45,053.79	45,053.79	-5,053.79	0.00	-5,053.79	0.00
230-4231-3601-0000	Natural Gas	12,000.00	10,373.19	10,373.19	1,626.81	0.00	1,626.81	13.56
230-4231-3703-0000	Building Repair Charges	10,750.00	14,460.64	14,460.64	-3,710.64	0.00	-3,710.64	0.00
230-4231-3707-0000	Maintenance Agreements	8,995.00	7,710.88	7,710.88	1,284.12	0.00	1,284.12	14.28
	E15 Sub Totals:	106,486.00	83,056.82	83,056.82	23,429.18	0.00	23,429.18	22.00
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	3,522.11	3,522.11	-2,422.11	0.00	-2,422.11	0.00
	E20 Sub Totals:	1,100.00	3,522.11	3,522.11	-2,422.11	0.00	-2,422.11	0.00
E25	CAPITAL OUTLAY							
230-4231-5200-0000	C/O & Improvements	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
230-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	259,489.00	207,175.60	207,175.60	52,313.40	0.00	52,313.40	20.16
	Dept 4231 Sub Totals:	259,489.00	207,175.60	207,175.60	52,313.40	0.00	52,313.40	20.16
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	15,377.80	15,377.80	-15,377.80	0.00	-15,377.80	0.00
	E25 Sub Totals:	0.00	15,377.80	15,377.80	-15,377.80	0.00	-15,377.80	0.00

General Ledger

Budget Status



User: kgoeltl
 Printed: 2/7/2018 - 4:57 PM
 Period: 1 to 12, 2017

Expense Sub Totals:	0.00	15,377.80	15,377.80	-15,377.80	0.00	-15,377.80	0.00
Dept 4900 Sub Totals:	0.00	15,377.80	15,377.80	-15,377.80	0.00		
Fund Revenue Sub Totals:	1,390,437.00	1,263,221.03	1,263,221.03	127,215.97	0.00	127,215.97	9.15
Fund Expense Sub Totals:	1,394,451.00	1,317,395.39	1,317,395.39	77,055.61	0.00	77,055.61	5.53
Fund 230 Sub Totals:	4,014.00	54,174.36	54,174.36	-50,160.36	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 beginning on July 1. In August, the library did receive one final payment for the sale of Lake Elmo cards in June. \$8,129.13 represents the total received through August with no additional fees expected from Lake Elmo. Minimal additional revenue is projected for 2017. (Updated 9/26/17)

Budget Lines 230-0000-3880-0030 Lost/Damaged Materials Fees and 230-0000-3880-0040 Processing Fees: October revenue totals indicate that the library has received approximately 60% of budgeted dollars for Lost/Damaged and 50% of budgeted for Processing. A significant portion of this revenue comes from WCL reimbursement payments when a patron pays online or at another branch for a Stillwater item. The library projects to receive the following reimbursements from WCL: 1) 11/28/17 - \$472 Processing Fees for Q2 & Q3 Collection Reimbursement, 2) 12/7/17 \$353.32 for Q3 WCL Processing Reimbursement and 3) 12/7/17 \$355.81 for Q# WCL Lost/Damaged Reimbursement. Lost/Damaged will then increase to \$2,321 or 73% of budget. Processing will then increase to \$4854 or 60% of budget. Throughout November and December, additional L/D and processing fees will be received at the desk. A Q4 payment is expected from WCL in early 2018. Conversations with WCL indicate that collections for processing and lost/damaged items are pacing slower systemwide with fewer patrons moving into collections. (Updated: 12/5/2017)

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 for compensated absences. At year-end, monies will be transferred from 230-0000-2610-1000 Fund Balance-Comp Absences account (at \$67,248.39) to offset expense. (Updated 9/26/17)

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 for compensated absences. At year-end, monies will be transferred from 230-0000-2610-1000 Fund Balance-Comp Absences account (at \$67,248.39) to offset 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. (Updated 9/26/17)

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. \$46,426 was paid through September for the interim director contract. \$19,550 was paid through September to John Keister & Associates for the library director search. No additional interim director or search firm expenses are expected. Expenses projected to be offset by budget savings from the open Director and Assistant Director positions. (Updated 10/31/17)

Budget Line 230-4230-3707-0000 Maintenance Agreements: A majority of the budget is allocated to Bibliotheca for support and software maintenance of the automated materials handling equipment, self-checks, and portable workstation. \$8,229.44 was paid in December 2016 for the 1/15/17 self-check contract using the 2017 pre-pay account line. This expense was transferred to the Maintenance Agreement account in September by Finance and now is appearing in expenditure totals. The Bibliotheca contracts are now all aligned to run Dec 2017 - Dec 2018. \$19,080.31 will appear in December's report. (Updated 1/4/18)

Capital Budget Lines 230-4230-5200-000, 230-4230-5300-000, 230-4230-5310-000: No capital expenditures invoiced in October. Expenditures for LED Retrofit will appear in December's report.
 Capital Budget Line 230-4900-5200-000: \$833.75 was paid to Barnhouse Office LLC in November and additional Barnhouse Office LLC invoices will appear in December's Report. (Updated 1/4/18)

Budget Line 230-4231-3703-0000 Building Repair Charges: Building repairs are running higher in 2017. A full servicing of the upper level and north street stairwell floors plus increased elevator maintenance repairs have been the major expenditures. In October, \$1,37.13 was paid in building repair charges for elevators. In December, the library will be invoiced 1006.88 for boiler repair work. (Updated 12/5/17)

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Committee Assignments	
OWNER: Keliher, President	PRESENTER: Keliher
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The following document outlines the board committees and their responsibilities with a 2018 committee roster.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 Board Committees	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

2018 board committees

Feb. 7, 2018

This board's needs for and use of committees has shifted notably in recent years, as the board's composition has changed, as our strategic plan has unfolded, and as the transitions in the director position have unfolded. In assessing our current position – most notably, the type of work the board faces currently and in the near future and the skills and strengths of the library director – it's become increasingly clear that the need for several of our standing committees is dwindling.

The following outlines a fresh approach to committees for 2018 and, perhaps, the foreseeable future. If our needs evolve, so too can our committee structure and responsibilities. In many cases, though, it's likely the need would be a shorter-term need, with a single defined project or task – a perfect situation in which to appoint a focused *task force* that would dissolve upon completion of the work at hand.

And as always: The board's committees can help ensure the will of the board is faithfully executed, but no committee – not even the executive committee – operates in place of the full board (except in occasional cases where the board expressly grants specific authority).

Committees and their responsibilities:

Executive

Consists of board president, vice president and treasurer/secretary. Responsibilities include ensuring the effective operation and performance of the board and its committees, delivering in-person evaluation of library director, and negotiating the library's union contract.

Finance

Includes the board's treasurer/secretary. Responsibilities include assisting in the development of annual operating and capital budgets, monitoring and ensuring effective reporting on the financial status and activities of the library, and ensuring the library's financial policies and procedures are followed.

Facilities

Responsibilities include advising on the implementation of plans affecting the library's building and ground, and making recommendations to the finance committee on proposed capital/facilities budget requests.

Committee roster:

- Executive: Keliher, Bell, Richie
- Finance: Richie, Hemer, Howe
- Facilities: Carlsen, Lockyear, Menikheim

Additionally, board discussions in late 2017 and early 2018 have made clear the need for a task force to lead the charge on reviewing and refreshing the board's director evaluation process. That task force roster will be: Lockyear, Lunn, Bell. The task force's charge will be to work with the city's HR manager to consider and propose changes to the process with an eye toward 1) making it more effective, 2) making it less difficult and time-consuming and 3) ensuring full board participation as much as possible, including the final discussion with the director.

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Events Task Force Update</p>	
<p>OWNER: Library Events Task Force Troendle</p>	<p>PRESENTER: Bell</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: The Library Events Task Force recommends the adoption of the Events Policy as included in the February Board packet.</p>	
<p>BACKGROUND/CONTEXT: The Library Events Task Force (Bell, Hemer and Menikheim), Director Troendle and Venue Coordinator Sandy Ellis met on January 24, 2018. The Task Force continued work on library event policies and procedures. Attached are documents for board review:</p> <ul style="list-style-type: none"> • Task Force 1/24/18 Meeting Notes (I) • Events Policy (A) This draft Meeting and Event Policy was prepared by the Library Events Task Force in response to a June, 2017 request from the Stillwater City Council that the Library review and update its Events Policy with input from neighbors. The policy is the result of an extensive review and represents a complete rewrite of the current policy. It is modeled on policies of the American Library Association and policies of leading public libraries and is presented for board review and approval. Specifically, the Task Force: <ul style="list-style-type: none"> ▪ Held a listening session with nearby neighbors to hear their concerns. Results were compiled, distributed to those who attended, and used to inform Task Force discussions. ▪ Consulted relevant American Library Association documents. ▪ Reviewed event policies of public libraries (in Minnesota and nationally) and some non-profit groups (such as the Minnesota Historical Society) that offer rentals of event space. Applicable provisions were adapted and incorporated into the final draft. ▪ Reviewed and refined multiple policy drafts. • Event Venue Procedures (I) The draft Event Venue Procedures consist of eight documents: <ul style="list-style-type: none"> ▪ Procedures for Event Venue Rental ▪ Catering Procedures for Events Revenue Rental ▪ Noise Procedures for Events Venue Rental ▪ Insurance Coverage Requirements ▪ Non-Profit Event Reservation /fee Schedule ▪ Private Event Reservation Fee Schedule ▪ Wedding Venue Rental Application ▪ Event Revenue Rental Application 	

The procedures clarify staff responsibility for interpreting and applying provisions of the Meeting and Event Policy in daily practice. They also can be used to inform patrons of procedures related to the use and rental of library spaces.

The procedures are the result of an extensive review of existing procedures which were updated for clarity, consistency, and ease of comprehension. Some changes were made to ensure compliance with Stillwater City Ordinances, including the Noise Ordinance.

The procedures are presented for board review and information.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

- Notes from 1/24/18 Meeting of the Library Events Task Force
- Events Policy
- Procedures for Event Venue Rental
- Catering Procedures for Events Revenue Rental
- Noise Procedures for Events Venue Rental
- Insurance Coverage Requirements
- Non-Profit Event Reservation /fee Schedule
- Private Event Reservation Fee Schedule
- Wedding Venue Rental Application
- Event Revenue Rental Application

PREVIOUS ACTION ON ITEM:

08/17/17: Library Events Task Force Task Force – Listening Session with Neighbors
10/04/17: Library Events Task Force Task Force Meeting
11/01/17: Library Events Task Force Task Force Meeting
12/06/17: Library Events Task Force Task Force Meeting
01/24/18: Library Events Task Force Task Force Meeting

REVIEWED BY COMMITTEE?:

Library Events Task Force

Stillwater Public Library

Library Events Task Force Meeting, January 24, 2018, 9-11 a.m., Margaret Rivers A

Present: Maureen Bell, Sandy Ellis, Paula Hemer, Doug Menikheim, Mark Troendle

UPDATES and DISCUSSION

Draft Policy

Reviewed most recent draft of Meeting and Event Policy. Mark will incorporate suggested revisions into the final draft which will be on the agenda as an action item at the 2/13/18 board meeting.

Draft Procedures

Reviewed most recent draft of Procedures for Event Venue Rental and associated procedures. Sandy will incorporate suggested revisions into the final draft which will be on the agenda as an informational item at the 2/13/18 board meeting.

Communication Plan

Neighbors who attended the 8/17/17 Listening Session will be notified by email that the revised policy and procedures will be on the board agenda on 2/13/18.

Final Report

Reviewed Tom McCarty's 6/17 letter outlining the City Council's request regarding events at the library. Briefly discussed the scope and outline for a presentation to the City Council. A date for this presentation has not been set.

Venue and Volunteer Coordinator Positions

Questions about the financial reporting and supervision of these positions, funded by the Stillwater Public Library Foundation, have been raised periodically. Resolution of these questions is outside the scope of the Task Force and should be addressed by the full board. However, the Task Force created a brief brainstorming list of possible approaches:

- Because these questions are recurring, clarification is needed.
- More information should be gathered, and a broader discussion held to explore options.
- The Executive Committees of the Board and Foundation could meet jointly for discussion and perhaps draft a Memorandum of Understanding, or similar document, for consideration by Library and Foundation boards.
- The Library Director and Board's Finance Committee could review financial aspects to ensure transparency.

Other Issues

Update: Additional revenue could be realized by renting space for small groups to hold social events, such as baby showers, at the library. Agreed to add a provision in the policy to allow the Director or designee to change the fee schedule on a case-by-case basis for small events of short duration that require reduced staff support.

Other topics: None.

Next Steps

- Finalize draft documents (policy and procedures) for Board review on 2/13
- Develop final report scope and outline

Next Meeting Date

- Not set
- Depending on board action on 2/13, another meeting may be needed to edit documents and work on the final report.

Policy Title: Meeting and Event Policy
Date adopted: dd/mm/yyyy
Date amended: dd/mm/yyyy
Date last reviewed: dd/mm/yyyy

Purpose

Providing space for community meetings and to groups or individuals furthers the Stillwater Public Library's role in the community as a resource accessible to all residents and the public in general. Providing this service also generates revenue which supports the Library's materials, programs, and services beyond what the City of Stillwater funds. This policy guides the reservations and use of the Library's meeting rooms, conference room, study rooms as well as rental of its Community Meeting Wing for weddings and events.

Principles

As a community service, and a connector of ideas and people, the Library makes available a variety of spaces to accommodate differing needs. In addition to providing a forum for the development of a literate, informed citizenry in its dynamic community, the Library is also a destination for special events, such as weddings, community fundraisers, art exhibits, and cultural events. The Library encourages use of its facilities within the policies established by the Board of Trustees.

The Library Board of Trustees subscribes to the [American Library Association's Library Bill of Rights](#). Article VI states: *Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

The Library Board of Trustees also subscribes to the American Library Association's [Meeting Rooms: An Interpretation of the Library Bill of Rights](#).

Definitions

Study rooms: Study rooms are intended for quiet study or consultation by students and other community users. The Library provides three study rooms (1 to 2 users) and an adult group study room (3 to 6 users). Sign-up is required at the time of use; advance reservations are not permitted. Study rooms are not intended for commercial purposes.

Conference room: The Library's conference room (3-12 users) has less flexibility than meeting rooms as the room configuration is fixed.

Meeting rooms: Meeting rooms are best suited for programs and events, and can be configured in various ways to meet the needs of different types of groups. Meeting rooms are intended for groups of three or more and are not intended for individual use, study or one-on-one discussions. The Library offers two adjoining meeting rooms that can be combined into one room. Separately, Margaret Rivers A can accommodate up to 20, and Margaret Rivers B up to 60. Together, the two rooms can accommodate 100+, depending on the configuration.

Non-profit Community Group: Local associations, community groups, higher education institutions and tax-exempt groups engaged in educational, civic, cultural, and charitable activities. Proof of 501(c) status may be required.

Weddings and Events: These are private parties, celebrations or meetings held in defined spaces which are not sponsored by the Library or open to the general public. The Johnson Terrace can accommodate up to 300.

Catering kitchen: An area for food warming and cold storage is available to rent for weddings, receptions, meetings or other events at which food will be served.

Fees

The fee schedule is established by the Library Board of Trustees. Per [Minnesota Statute 134.11, Subd. 2](#), “The library board ... shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund...” In fulfillment of its fiduciary responsibility to the Library, the Library Board has delegated authority to the Library Director or designee to make changes in the fee schedule on a case-by-case basis, typically for small events of a short duration that require reduced staff support.

No-charge study rooms are available on a first come, first served basis. No-charge reservable spaces where non-profit community groups can come together to learn and exchange information and ideas during regular Library hours are offered; extended hours may be made available for a fee. The Library also provides fee-based spaces for weddings and events as a service to the community. Revenue generated from rentals is a significant supplement to the budget provided by the City of Stillwater to the Library, and is used to cover the costs of providing facilities and support Library operations.

Pending room availability, the Library Director or designee has the authority to waive fees for the City of Stillwater, other government entities, the Stillwater Public Library Board of Trustees, Friends of the Stillwater Public Library, and the Stillwater Public Library Foundation.

Non-endorsement

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program, or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior approval.

Reservations and Use Limitations

Reservations usually coincide with library hours. Reservations for rental spaces may extend beyond normal hours with Library Director or designee approval.

Priority for reserving rooms will be given in the following order:

1. Library sponsored and co-sponsored programs and activities
2. City of Stillwater departments
3. General public

In order to provide access to a wide audience of users, the Library may limit the number of confirmed reservations for any individual or group to no more than once per month. The Library also limits how far in advance a reservation may be made. The Library does not automatically book recurring meetings.

Reserved spaces may not be used for the purpose of transacting commercial activities, including the provision of fee-based services, without prior authorization from the Library Director or designee. No entrance fees may be charged to meeting attendees.

The person reserving the space determines the intended audience for the meeting. Scheduled reservations are posted at the Library and/or on the public website.

Designated areas of the Library (e.g., Teen Room or Storytime Room) are for the use of specific audiences and may not be reserved or used by the general public.

The Library Director or designee, when special conditions warrant, may make exceptions to the above.

Responsibilities

Patrons shall comply with all federal, state and local laws. Entrance onto Library property and use of its facilities indicates acceptance of and willingness to abide by all applicable policies and procedures. Future reservations may be denied if an individual or group is out of compliance.

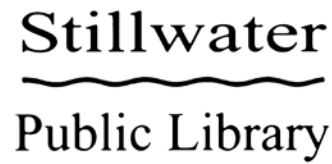
The contact person for the reservation shall be liable for any damages to facilities and furnishings.

The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure Library policies are followed. Library staff shall have free access to any meeting or event at all times.

Staff are responsible for interpreting and applying this and associated library administrative policies and procedures in daily practice. The Library Director or designee is responsible for working to resolve disputes that may arise over the reservation and use of library spaces.

The Library Board is the final authority in granting or refusing permission for use of library meeting rooms per [Minnesota Statute 134.11, Subd. 2](#).

The most current policy supersedes any and all previous policies issued relative to this subject.



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

**651.430.8757 Library Office
www.stillwaterlibrary.org**

Procedures for Event Venue Rental

The Stillwater Public Library has procedures in place to protect both the integrity of the building and our relationships with visitors, members, neighbors, and the City of Stillwater. Healthy relationships with all of these entities are vital to the long-term sustainability of the building as an event rental venue. These event procedures are provided to Library Renters via our Venue Coordinator and/or our website to ensure Renters have important contractual information for their event planning purposes.

Terms: Hereafter the Stillwater Public Library will be also known as the Library.

RESERVATIONS, PAYMENTS, AND CANCELLATIONS:

Reservations: To reserve space at the Stillwater Public Library for a private event an Event/Wedding Venue Rental Application form must be completed and submitted to the Venue Coordinator. A reservation is not guaranteed until down payment and a signed Rental Application is submitted to the Venue Coordinator. The person(s) or organization which signs the rental application shall be known as the "Renter."

The Johnson Terrace and Community Meeting Wing is reserved on a first come, first served basis. Any discrepancy involving date(s) reserved will be resolved by the Venue Coordinator and determined by the written rental application form.

Reservations will be accepted up to eighteen (18) months in advance.

Advance reservations are accepted in good faith. The Library cannot accept responsibility in the following circumstances: change in ownership of adjacent property; increased third party fees over which the Library Board has no control; alteration of property within view of Library property; power outage or equipment failure; noise from sources outside the Library; inconvenience or loss of view caused by building or construction on neighboring or nearby properties; weather; and acts of God.

Rental of the Library Community Meeting Wing includes exclusive use of: Margaret Rivers Room A & B, the Catering Kitchen, and the Conference Room. It includes non-exclusive use of the Gallery, the Parking Ramp during regular Library hours, and Johnson Terrace.

The Library reserves the right to schedule weddings and events on consecutive days, and to schedule more than one wedding/event per day.

Hours: Rental is available on Fridays and Saturdays from 8:00 a.m. until 12:00 midnight. All events must end by 11:00 p.m. to allow for clean-up and closing by midnight. Sunday through Thursday, event rental is available from 9:00 a.m. to 9:00 p.m. Upon receiving an application, the Library Board may make an exception to the Sunday through Thursday schedule. The Venue Coordinator will work with the Renter to determine arrival and departure times. Catering and

rental equipment/supplies must be delivered and picked up on the day of the event. The Venue Coordinator must approve, in writing, any arrangements for early or late delivery and/or pickup.

Payments: No reservation is guaranteed until a down payment has been made. The down payment shall be half (1/2) the total rental fee (see private event reservation fee schedule). The balance of the rental fee, and damage and noise deposits are due no later than five (5) days before the event. The library accepts cash or checks as payment.

Unpaid invoices will be charged interest at the legal rate of 1.5% per month.

A Damage Deposit of \$500.00 is required. The Renter may forfeit part or all of their deposit if the facility is not left in good condition as determined by the venue coordinator at their discretion. The Renter is responsible for paying any specific damages cause by their group.

A Noise Deposit of \$500.00 will be required for any event with amplified outdoor music. The deposit is subject to forfeiture by the Renter for any of the following reasons: 1) not concluding the music at the time specified in this agreement; 2) failure to turn down the volume of the music when requested to do so by Library staff or City Police; 3) the issuance of a citation to Library, the Renter, or their vendors for violation of the City of Stillwater Noise Ordinance (see noise procedures for events venue rental).

A Security Officer is required for all events serving alcohol and/or events hosting over 200 guests. There is a three (3) hour minimum for security officers. The fee is \$40.00 an hour. The event must conclude at the pre-arranged time to avoid additional security fees. The Library reserves the right to require a Security Officer or any additional Security Officers as deemed necessary by the Venue Coordinator, at the Renter's expense.

Cancellations: The Library will hold all down payments for five (5) business days from the date of receipt. All down payments are fully refundable during the Five-Day Hold Period. After five days, all down payments become non-refundable.

Changing the Event Date: If the Renter wishes to change the date of their reservation after the Five-Day Hold Period, the Renter may do so by canceling their current reservation and paying a \$150.00 Rebooking Fee. Any deposits made on the original date will be transferable to the new event date. Rebooking is a one-time-only option. Rebooked events are non-refundable.

DAMAGE AND FACILITY USAGE: The Renter, Renter's vendors, or Renter's guests shall not damage, mar or deface the Library building, exhibits, furniture, or equipment. The individual(s) or organization scheduling the event agree to assume full responsibility for both the conduct of its vendors and guests while on the premises as well as the liability for charges that may be incurred for any damage caused. This includes all vendors, guests, employees or independent contractors employed by the person(s) or organization responsible for the event. Any damages assessed after the event will be charged to the Renter.

The following items and activities are not allowed inside the Library or on the Johnson Terrace:

- All flamed candles and open flames. **Flameless LED candles are allowed.**
- Waxed or glass items placed on the floors or stairs.
- Helium balloons, fog machines, or pyrotechnics.
- Flower petals, confetti, glitter, paper cannons, cap guns, sparklers, floating lanterns, confetti poppers, sand, silly-string, birdseed, or thrown rice.
- Tape, glue, nails, tacks, or adhering products which can leave residue on or damage stone, wood, sheet-rock, and other painted surfaces. **Gaffers tape on flooring, painter tape on walls, and 3M "release" products are permissible.**
- All lighting used on the Johnson Terrace must be pre-approved for outdoor use.

SMOKING: The Library is a smoke-free facility. Smoking is not allowed in the building, on Johnson Terrace, in the parking garage, or on the grounds, except in designated areas during approved events. The path to emergency exits and to fire extinguishers may not be blocked. All Minnesota State and local fire codes apply.

ENTRANCE: The entrance for events in the Stillwater Public Library building is located on Third Street. The Third Street entrance is used for events located in the Community Meeting Wing, Johnson Terrace and Art Gallery and is also a handicapped entrance for the building. Renters and their guests can use the Fourth Street entrance during regular Library hours to access the Community Meeting Wing and Johnson Terrace.

No signage may be placed outside the Library per the City of Stillwater without a permit. If signage is desired, please contact the City of Stillwater at least three (3) months in advanced to obtain the appropriate signage permits.

PARKING: The Third Street Ramp Parking Entrance has 45 parking spots as well as handicap parking and an entrance to the building with an elevator going to the main library and upper level Community Meeting Wing. Parking is free to the public. Parking is available on a first come first serve basis. Daily hours are posted. During after-hour events, guests get exclusive use of the parking garage. The parking garage will be closed and locked at the conclusion of all events. Cars remaining in the parking ramp past the end of the event will be locked in. The Stillwater Police Department and the Library will not provide staff to unlock the garage after Library hours. It is the responsibility of the Renter to notify guests and their vendors of parking ramp hours.

RENTAL HOURS: Basic fees for events are for periods of a minimum of four (4) hours or twelve (12) hours and \$100.00 an hour for additional hours. Rental of the Library begins when the Renter or their vendors arrive to set up and ends when the Library is completely vacated and secured.

SERVICE ANIMALS: The Library permits service animals on the property pursuant with federal and state law. No other animals other than service animals are allowed in the Library.

PERSONAL PROPERTY: The Library does not accept liability for the Renter, their vendor's, and guest's items while they are on-site and are not responsible for items left overnight, or for damaged, lost, or stolen items. All items brought into the Library by the Renter or any of their vendors or guests are their sole responsibility. This includes the distribution, set-up, and collection of all materials and decorations for their event. The Library will not sign for delivery of goods or services.

PHOTOGRAPHY: Photography may take place only during the rental period. Photography is allowed on the Johnson Terrace or within the event wing.

Photography may not take place inside the Library services area during normal library hours with the exception of pre-approved photography under supervision of the Venue Coordinator for the Renter(s). This is acceptable only when no Library patron is being inconvenienced by the photographer and the location of the photo shoot.

The Renter gives permission for the Library to take photos of their event and gives full publication rights to the Library to use those photographs in print or website documentation.

FACILITIES, CAPACITIES, AND EQUIPMENT:

BUILDING: The Renter will be given a floor plan of the Johnson Terrace and Margaret Rivers Room for set-up purposes. The Renter's planned set-up/instructions for tables and chairs for outside and inside and in case of inclement weather are required. These plans must be submitted to the Venue Coordinator no later than five (5) days before the event. In the case of inclement weather, the Venue Coordinator cannot guarantee additional staff will be available. And an additional set-up fee of \$100.00 will be charged for each additional furniture set-up needed.

The Library will supply set-up services for the event and supply all the tables, chairs and limited audio and visual equipment for the event as part of the rental fee. This includes the ceremony set-up, reception tables and chairs, dinner, and change over to a dance platform. Renters cannot bring in furniture from outside the Library without prior written permission from the Venue Coordinator.

The Renter agrees to abide by the occupancy limits below:

Margaret Rivers Room A & B	120 tables w/chairs	150 chairs only
Conference Room	12	N/A
Johnson Terrace	250 tables w/chairs	300 chairs only

EQUIPMENT: Margaret Rivers Rm A & B: 120 Burgundy Indoor Chairs;
 10 Oval Tables (60' X 72'), DVD Player,
 4 Rectangular tables (96" X 30"), Projection Screen, 1 Lapel Microphone,
 1 Cordless Microphone

Johnson Terrace: 350 White Resin Folding Chairs,
 38 - 60" Round Plastic Top Tables
 2 - 4' Plastic Top Rectangular Tables
 12 – 6' plastic Top Rectangular Tables
 1 Corded Microphone, 2 Amplifiers

The fabric for the shade awning will be put up at the Library’s discretion as weather permits in the Spring and will be removed at the Library’s discretion in the Fall. The Library reserves the right to remove or retract the shade awning at any time (e.g. repair or unsafe weather conditions). The Renter must obtain permission from the Venue Coordinator to hang lighting or decorations from the cables of the shade awning or the pergola.

GALLERY: The hallway in the Community Meeting Wing is an art gallery. Works of art cannot be moved, and the Renter agrees to work around whatever is displayed at the time of their event. The Renter may not display personal works of art using the Library gallery hangers or display cases, even if no artwork is displayed at the time of the event. The glass cases in the Gallery may be draped or covered but cannot be relocated. If tables and chairs in the gallery area must be moved or removed, an additional \$50 fee will be charged.

CATERING RAMP AND ENTRANCE: The catering ramp is for deliveries only. It is not an entrance or exit for guests. Guests must use the Third Street entrance or parking ramp for entrance and egress from the building.

TENTS AND NON-LIBRARY EQUIPMENT: The Library allows the use of tents on Johnson Terrace if the following requirements are met: The Renter must request permission in writing to erect a tent. The Library reserves the right to determine which vendors and type of tent that can be used on Johnson Terrace deemed safe and appropriate. The Renter must provide information about the type of tent and provide the Venue Coordinator with the set-up and take-down times, and the name and contact information of their rental company.

The Renter may share a tent rental with another Renter. The tent sharing between Renters is a private agreement between the Renters themselves, and Library is not liable for any damages or breach of contract resulting from a tent share arrangement.

The Renter(s) assume all liability for the tent, and any damages or injuries caused by the tent, the rental company, or its vendors.

Dance Floors: The Library allows the use of dance floors on Johnson Terrace and in the Margaret Rivers Room. The Renter must request, in writing, permission to bring in a dance floor, and provide the Library with set-up/take-down times, and the name and contact information of their rental company.

Heaters: The Library allows the use of certain heaters on Johnson Terrace if the following requirements are met: The Renter must request, in writing, permission to bring in heaters, and provide the Library with set-up/take-down times, and the name and contact information of their rental company. The Renter must abide by state and local fire code at all times, and all heaters which use a combustible liquid must be removed from the Library by the conclusion of the event and may never remain at the Library overnight.

CLEAN-UP: The Renter is responsible for removing all trash, kitchen garbage, and recycling immediately after the conclusion of the event using the Library's on-site garbage facilities.

The Renter must have all decorations, catering items, rental items, personal belongings, etc. out of the building by the end of the rental period, or prearranged time. The Renter must ensure that the caterer has cleaned the catering kitchen if it has been used. All vendors, guests and groups associated with the Renter must have their personal property out of the Library by the end of the event.

Additional fees will be charged/applied for wire, string, ribbon, etc., left on the pergola or shade awning cables at the end of the rental period. In the event clean-up has not concluded by the end of the rental period, a minimum of one (1) additional rental hour will be charged or deducted from any damage deposit to be returned. Additional fees for the security officer and/or staff may also be required.

The Renter is not responsible for take-down and storing of the Library furniture and equipment.

CATERING, FOOD AND BEVERAGES: The Washington County Public Health Department allows the use of Minnesota licensed caterers only. The Venue Coordinator must have the Renter's catering vendor's name and contact information one (1) month before the event. The Renter is responsible for their caterer abiding by all rental agreements, (see catering procedures for events rental venue.)

No cooking or food preparation is allowed in the building or on the grounds. Food must be prepared off-site and held and served from the Library's catering kitchen. A warming oven, ice machine, and refrigerator are available in the catering kitchen. There is no freezer, stove, or oven on-site.

Any refreshments other than those provided by an authorized caterer must be approved by the Venue Coordinator. The caterer is responsible for cleaning the kitchen, removing trash and recycling and removing all catering items prior to departure.

The placement of bars is limited to non-carpeted areas.

The only flame approved for use by caterers working at the Library are chafing heat cans to keep food warm. Portable burners and stoves are strictly prohibited. Grills are not allowed on the Johnson Terrace.

ALCOHOL USE: All state and local laws governing alcohol use apply. All alcohol must be served by an approved caterer who holds a Caterer's Liquor License (CATR) through the State of Minnesota.

An open bar where guests serve themselves is not allowed. Wine and champagne bottles on tables are not allowed. All alcohol must be poured and served by an appropriately licensed caterer.

Please note that hiring a "licensed bartender" does not comply with the Library's alcohol use procedures, nor does use of a company with liquor liability insurance. Neither are adequate substitutes for a Caterer's Liquor License.

Due to the way the State of Minnesota issues the CATR license, catering companies based in Wisconsin, or other states, cannot obtain a CATR license, and cannot serve alcohol at the Library.

Liability for alcohol service and consumption is assumed by the Renter. The Library assumes no liability for alcohol service and/or consumption.

No serving or consumption of alcohol is allowed in the parking garage or in cars. Alcohol consumption must be confined to the Library's Upper Level Community Meeting Wing and Johnson Terrace.

No alcohol service may be made to minors.

Alcohol service must conclude no later than 10:30 p.m. and a minimum of half (1/2) hour before the conclusion of the event.

Consumption of alcohol by the Renter, their guests, and/or vendors which 1) takes place before the arrival of their licensed caterer and security officer; 2) takes place outside the Johnson Terrace or Community Meeting Wing, or 3) self-service of alcohol during the event will result in notification of the Stillwater Police Department. Please see the Stillwater City Code: Consumption and possession of liquor in public places, (sect. 52-15).

INSURANCE: The Renter must carry insurance to cover the event. A minimum of \$300,000 in Bodily Injury and \$300,000 in Property Damage Liability is required. Please refer to the insurance coverage requirements for more information. The insurance policy must be in the name of the person signing/co-signing the lease. Proof of insurance is required before the event takes place.

MUSIC AND NOISE: Music outdoors must conclude by 10:00 p.m. on Fridays and Saturdays, and 8:00 p.m. on Sundays through Thursdays. Music indoors must conclude by 11:00 p.m. and exterior doors must be kept closed.

A \$500.00 noise compliance security deposit is required five (5) days prior to the event. This deposit is refundable contingent on full compliance.

A full disclosure of all noise and music procedures as well as Stillwater city codes can be found in the noise procedures for events venue rental document.

Please retain a copy of these Library procedures for your records. By signing the application, you, your vendors, and guests shall be responsible to abide by the procedures stated in this Library document. This is the set of procedures that governs your rental of the Stillwater Public Library event venue. The Renter shall also be bound by the following documents which can be found on our website at www.stillwaterlibrary.org or obtained from the Venue Coordinator.

Catering Procedures for Events Venue Rental
Noise Procedures for Events Venue Rental
Private/Non-Profit Event Reservation Fee Schedule(s)
Insurance Coverage Requirements

Library Event Procedures 2018/updated 2/7/2018

Stillwater

Public Library

Catering Procedures for Events Venue Rental

Catering Delivery Address: **Stillwater Public Library**
 223 Fourth Street North
 Stillwater, MN 55082

651.430.8757 Library Office
651.295.7377 Venue Coordinator

FOOD PROCEDURES

1. All food deliveries should arrive at our Fourth Street Catering entrance on the north side of the building.
2. If you have any questions regarding access to the building, time of delivery, or set-up for the event you are catering, please call Sandy Ellis, Library Venue Coordinator at 651.430.8757 or her cell phone at 651.295.7377.
3. **READ THIS CAREFULLY AND PAY ATTENTION – THIS IS IMPORTANT**
Our caterer’s entrance borders an alley/private parking area. The drive is shared by the Library, the next-door Aurora Staples Bed & Breakfast and a residential apartment complex. The driveway which is on the north side, is also a **FIRE LANE** and belongs to the neighbors and is designated for their parking spots. Please **DO NOT TRESPASS or PARK** anywhere other than the designated vendor parking spot next to the loading ramp or one of the Library’s parking spots. ALL other space is **STRICTLY FORBIDDEN** for parking, unloading, or waiting. You will be tagged and towed immediately and at all times. We cannot stress this enough!
4. The Minnesota Health Department requires that all caterers must be current Minnesota Licensed Caterers. There are no exceptions!
5. Furthermore, the Minnesota Health Department does not allow food preparation on site. Absolutely no portable ovens, grills or stoves may be brought into the Library or used in the catering kitchen.
6. Food must arrive hot and be served hot or arrive cold and be served cold. The Library has a refrigerator and a warming oven for use by licensed caterers. The warming oven heats to 190 degrees and requires sixty (60) minutes to pre-heat.
7. **Preparation Equipment Available for Use on Site:**
Refrigerator with removable shelves
Ice Machine
Warming Oven that heats to 190 degrees
Sink
Hand Sink with soap/towel dispenser

NO Freezer, NO Stove, and NO Oven

8. For the protection of our facility, we require the following precautions:
 - When carving meat in the carpeted areas, the floors need to be well protected
 - No artificial colors may be used in punches
 - When using a chocolate fountain ensure the floors and walls are protected from splatters
 - Ice sculptures are discouraged indoors. If used, the floor must be protected
 - Bars are restricted to un-carpeted areas of the Library
9. The caterer is responsible for cleaning and removing ALL food-related garbage from the Library. If for some reason, the caterer cannot perform this task, it is the duty of the caterer to inform the Renter. The Renter is responsible for any garbage, food waste or trash that has to be removed by the Library staff and will be charged accordingly.
10. The kitchen should be cleaned, mopped and all countertops sanitized by the end of the rental period. All garbage must be removed via the Caterer's Ramp and taken to the dumpster in the garbage enclosure. Please follow our recycling policy. Do not put the garbage into the recycling containers. Renters will be charged for an additional hour of rental time if ANY garbage is left on Library property or placed in the incorrect bin.
11. All catering staff and vehicles must vacate Library property by the end of the rental period. If clean-up is not completed by the end of the rental period, the Renter will be charged for additional time, and the Venue Coordinator will make arrangements for clean-up to conclude the following morning.
12. After 10 p.m., all caterers are asked to do the following:
 - Hand carry as many items as possible, to prevent carts from rattling on our cobblestone pavers
 - Refrain from loud talking, yelling and unnecessary conversations
 - Keep the door at the top of the caterer's ramp closed when not in use to contain noise from the event
 - No smoking or drinking on the catering ramp or near the Library

ALCOHOL PROCEDURES

The Library follows the City of Stillwater Alcohol Code (sect. 52-15). All alcohol must be served by a caterer with a Minnesota Caterer's Liquor License. No wine or champagne bottles are allowed on tables, nor is self-service of any kind allowed.

Stillwater

Public Library

Noise Procedures for Events Venue Rental

Stillwater Public Library
224 Third Street North
Stillwater, MN 55082

Phone: 651.430.8757
www.stillwaterlibrary.org

1. The Renter is required to put down a \$500.00 Noise Deposit at least five days prior to the event. This deposit will be returned after the event if there have been no infractions of the Library Noise Procedures.
2. The Renter is responsible for any issuance of a citation to the Library, the Renter, or their vendors for violation of the City of Stillwater Noise Ordinance during their event.
3. Bands, DJs and any other musician who provides amplified sound for the Renter will be instructed by the Library Venue Coordinator of our strict noise procedures. They will be given a copy of the City of Stillwater Code that pertains to noise and instructed about the decibel levels within compliance and penalties incurred for noncompliance.
4. Bands and DJs must honor requests from the Library Venue Coordinator, on-site Security Officer, Library Staff or Stillwater City Police for music to be turned down. The Library retains the right to end the play of music at any time if a request to turn the music down is not obeyed. The Library retains the right to determine reasonable volume, amplification and bass levels.
5. All bands and DJs must keep the volume levels within City of Stillwater Noise Ordinance compliance. All requests for reduction of music/sound from the Library Staff or Security Officer must be obeyed. Vendors of the Renter are in violation of the general prohibition of noise when complaints have been made by neighbors of the Library and enforcement of/and criminal penalties may be incurred.
6. All outdoor amplified music/sound must end no later than 10:00 p.m. on Friday and Saturdays. On Sundays through Thursdays, all outdoor amplified music/sound must end no later than 8:00 p.m. unless a special allowance has been approved by the Library Board.
7. All indoor music/sound must end no later than 11:00 p.m.
8. All vendor's vehicles must be single-parked next to the ramp in the designated area for efficient loading and unloading of event materials. Noise from carts, dollies, and hauling of equipment should be done in a quiet and respectful manner.
9. Vendor staff should also remember that the Library is located in a residential neighborhood. After 8:00 p.m., staff conversations should be kept at a soft/low level that is respectful to the neighbors living near the Library.
10. The Library is not responsible for the noise or activities of the Renter and their guests outside the Stillwater Library premises.

**CITY OF STILLWATER
216 North Fourth Street
Stillwater, MN 55028**

UNDER CITY CODE:

Chapter 38 NUISANCES

Section 38 -3 Noise Control and Regulation

Subd. 1. Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subdivision, except where the context clearly indicates a different meaning.

L10 means the sound level, expressed in decibels (dBA) which is exceeded ten percent of the time for a one-hour period.

L50 means the sound level similarly expressed and measured which is exceeded 50 percent of the time for a one-hour period.

Noise means any unwanted sound not occurring in the natural environment, including, but not limited to, sounds originating from streets and highways, industrial, commercial, and residential sources. Where a sound measurement is specified, the sound shall be measured by a sound level meter (SLM) having characteristics as specified in the latest standards, 51.4 of the American Standards Institute. Calibration of SLM shall be a least "second stage: traceable to the national bureau of standards.

Subd. 2.

General prohibition. No person shall make, cause, or allow to be made any distinctly and loudly audible noise that unreasonably disturbs, injures or endangers the safety, health, comfort, peace, or repose of a reasonable person, or precludes their enjoyment of property. This prohibition is not limited by the specific prohibitions contained in the following subdivisions. It is not a violation of this provision to operated specified equipment in keeping with the restrictions of subdivision 4 below.

Subd.3.

Prohibited noises made by sound producing or reproducing equipment. No person shall use or operate or permit the use or operation of any radio receiving set, musical instrument, phonograph, paging system, machine or other device for the production or reproduction of sound in a distinctly and loudly audible manner as to disturb the peace, quiet and comfort of any person nearby. This includes operation or any such set, instrument, phonograph, machine or other device between the hours of 10:00 p.m. and 8:00 a.m. in such a manner as to be plainly audible at the property line of the structure or building in which it is located, in the hallway or apartment adjacent, or at a distance of 50 feet if the source is located outside a structure or building.

Subd.5.

Receiving land use standards; maximum noise levels. No person may operate or cause or permit to be operated any source of noise in such a manner as to create a noise level exceeding the limit set in Table 1 for the receiving land use category specified when measured at or within the property line of receiving land use.

Table I. Sound Level by receiving Land Use Districts.

Table Inset:

<u>Land Use</u> <u>Districts</u>	Day (8 a.m. – 10 p.m.)		Night (10 p.m. – 8 a.m.)	
	L10 Standard	L50 Standard	L10 Standard	L50 Standard
Residential	65 dBA	60 dBA	55 dBA	50 dBA
Commercial	70 dBA	65 dBA	70 dBA	65 DBA
Industrial	80 dBA	75 dBA	80 dBA	75 dBA

For noise relative to period less than L-10 Standard, the following conditions apply: No indoor sound level shall be raised more than six dbc over existing background, and no outdoor sound level shall be raised more than ten dbc over existing background noise level. The limits of the most restrictive district shall apply at the boundaries between the different land use categories. The determination of land use shall be by its zoned designation.

Subd.7.

Enforcement of section. This section shall be enforced as follows.

- (2) Civil remedies. This section may be enforced by injunction, action for abatement or other appropriate civil remedy.
- (3) Criminal penalties. Every person who violates any other provision of this section is guilty of a misdemeanor. Each act of violation and each day a violation occurs or continues constitutes a separate offense.

Stillwater

Public Library

Insurance Coverage Requirements

STILLWATER PUBLIC LIBRARY
224 Third Street North
Stillwater, MN 55082

Sandy Ellis – Venue Coordinator
sandy@stillwaterlibraryfoundation.org
651.295.7377 and 651.430.8757

Persons or groups renting the meeting rooms, catering kitchen or terrace at the Stillwater Public Library for any special event (wedding, fundraiser, company activity, anniversary, birthday, concerts or any similar events) must have a Certificate of Insurance to cover the event.

The purpose of this certificate is to ensure that the Renter is assuming liability as it pertains to his/her activities. The Renter must provide the Library with proof of insurance two weeks (14days) prior to the event. The event may not take place until proof of insurance is received.

General Requirements of the Certificate of Insurances:

- The insurance policy must be in the name of the person signing the Stillwater Library's Event/Wedding Venue Rental Application.
- Bodily Injury & Property Damage Liability with a minimum of \$300,000 coverage is required.
- Please instruct your insurance agent or advisor that \$300,000 is the limit for both Bodily Injury and Property Damage coverage.
- Property damage to the Library by guests or vendors will likely not be covered by the bodily injury/liability of a homeowner's policy.

We recommend you contact your insurance agent to determine the amount of coverage you need to protect you and your assets. Acquiring appropriate insurance for your event protects you against claims and also helps protect the Library.

If you are not a homeowner, or do not wish to use your homeowner's insurance policy to cover this event, you will need to purchase an independent policy. Check with an insurance agent on how to obtain this coverage.

If you have any questions about our insurance coverage requirements, please contact the venue coordinator at 651.430.8757 or 651.295.7377. Your insurance agent/advisor can email the insurance policy to the venue coordinator at sandy@stillwaterlibraryfoundation.org.

Stillwater --- Public Library

Non-Profit Event Reservation Fee Schedule

Non-Profit: fundraisers, education, and government events.

Reservations: The library will accept reservations for events up to 18 months in advance.

All Reservations include: Exclusive use of the Margaret Rivers Room A & B, Conference Room and Catering Kitchen and Non-Exclusive use of the Johnson Terrace and Gallery during regular Library hours.

	WEEKDAYS / FRIDAY	SATURDAY	SUNDAY
4 Hour Rental	\$300.00	\$400.00	\$200.00
	(\$75/hour)	(\$100/hour)	(\$50/hour)
For additional hours: Up to 12 hours at the per hour rate.			

Fees and Deposits: The down payment for all event rentals is half (1/2) the total cost of the rental. This fee must accompany the application in order for the application to be accepted.

Damage Deposit is \$500.00 and is due two weeks before an event. The Renter will receive the total deposit back after the event if there are no damages or cleaning charges associated with the rental. The deposit can be mailed back to the Renter or shredded at their request.

Noise Deposit is \$500.00 and is due two weeks before an event. The Renter will receive the total deposit back after the event if there have been no violations of the noise procedures and City of Stillwater Noise Ordinance. The deposit can be mailed back to the Renter or shredded at their request. The noise deposit is only necessary if there is outdoor amplified music at the event.

Security Officer payment is \$40.00 an hour for a minimum of three (3) hours and as much as eight (8) hours depending on the wedding event schedule. The security officer is an off-duty Stillwater police officer and is hired to be security for the Renters benefit and that of the Library. The Venue Coordinator will schedule the officer to be available from the ceremony to the end of the rental period. Checks or cash can be paid to the security officer on the day of the event.

Included in the Rental Fee: All indoor and outdoor tables and chairs are included in the rental fee. This includes the set-up and take down of the ceremony, reception, dinner and dance preparations. The Library has event preparation workers who set-up and move furniture when needed and they will take down the final set-up at the end of the rental period or at a later time. If the Renter needs additional set-up, the cost is \$100.00.

The Library has 45 ramp parking spots open and available to the public at no charge during regular Library hours. After hours, the ramp parking is exclusive to the Renter free of charge and will stay open until the end of the rental period.

The Library is capable of hosting over 300 people on the Johnson Terrace and 150 people inside the Margaret Rivers Room A & B. This includes, ceremonies, receptions, dinner and dance capabilities.

The Venue Coordinator will be on site for your entire event to assist with any questions or building issues.

Stillwater

Public Library

Private Event Reservation Fee Schedule

Reservations: The library will accept reservations for events up to 18 months in advance.

All Reservations include: Exclusive use of the Margaret Rivers Room A & B, Conference Room and Catering Kitchen and Non-Exclusive use of the Johnson Terrace and Gallery during regular Library hours.

	WEEKDAYS / FRIDAY	SATURDAY	SUNDAY
4 Hour Rental	\$1,300.00	\$1,650.00	\$1,000.00
12 Hour Rental	\$3,000.00	\$3,500.00	\$2,250.00
For additional hours: \$100.00 for every hour in addition to the 4-hour rental up to 8 hours.			

Fees and Deposits: The down payment for all event rentals is half (1/2) the total cost of the rental. This fee must accompany the application in order for the application to be accepted.

Damage Deposit is \$500.00 and is due two weeks before an event. The Renter will receive the total deposit back after the event if there are no damages or cleaning charges associated with the rental. The deposit can be mailed back to the Renter or shredded at their request.

Noise Deposit is \$500.00 and is due two weeks before an event. The Renter will receive the total deposit back after the event if there have been no violations of the noise procedures and City of Stillwater Noise Ordinance. The deposit can be mailed back to the Renter or shredded at their request. The noise deposit is only necessary if there is outdoor amplified music at the event.

Security Officer payment is \$40.00 an hour for a minimum of three (3) hours and as much as eight (8) hours depending on the wedding event schedule. The security officer is an off-duty Stillwater police officer and is hired to be security for the Renters benefit and that of the Library. The Venue Coordinator will schedule the officer to be available from the ceremony to the end of the rental period. Checks or cash can be paid to the security officer on the day of the event.

Included in the Rental Fee: All indoor and outdoor tables and chairs are included in the rental fee. This includes the set-up and take down of the ceremony, reception, dinner and dance preparations. The Library has event preparation workers who set-up and move furniture when needed and they will take down the final set-up at the end of the rental period or at a later time. If the Renter needs additional set-up, the cost is \$100.00.

The Library has 45 ramp parking spots open and available to the public during regular Library hours at no charge. The Renter has exclusive use of the ramp after hours free of charge and it will be kept open until the end of the rental period.

The Library is capable of hosting over 300 people on the Johnson Terrace and 150 people inside the Margaret Rivers Room A & B. This includes ceremony, reception, dinner and dance capabilities.

The Venue Coordinator will be on site for your entire event to assist with any questions or building issues.

Stillwater

Public Library

Wedding Venue Rental Application

STILLWATER PUBLIC LIBRARY
224 Third Street North
Stillwater, MN 55082

Sandy Ellis – Venue Coordinator
sandy@stillwaterlibraryfoundation.org
651.295.7377 and 651.430.8757

Application for Event Facilities Rental: Please complete this application and submit with a fifty percent deposit of the entire fee to hold your reservation date. **This application does not guarantee your reservation.** We will notify you of your accepted reservation via a deposit receipt. Please allow up to two weeks for your check to be processed. Please fill out all the information requested. Make checks payable to: Stillwater Public Library.
Mail to Attn: Sandy Ellis, Stillwater Public Library, 224 Third Street North, Stillwater, MN 55082.

Wedding Date: _____
 Day Month Year

Wedding: (circle one) Ceremony & Reception Ceremony Only Reception Only
Rental Hours: (circle one) 4-hour rental 12-hour rental Other _____

Projected Maximum Guest Attendance: _____ (or estimated range, i.e. 100-150)

Bride: _____

Bride’s address: _____

Phone: _____ Email: _____

Groom: _____

Groom’s address: _____

Phone: _____ Email: _____

Deposit Amount: \$ _____ Check Number: # _____

By signing this application, you and all vendors contracted by you, understand and accept the Stillwater Public Library’s Rental Procedures, Library Noise Procedures, Library Catering Procedures, Insurance Coverage Requirements, and Library Fee Schedule, and agree to abide by them. You also understand that cancellation of this agreement after five business days of acceptance will result in the forfeit of your full deposit.

Signature(s) of Responsible Party

Date

Stillwater Public Library

Event Venue Rental Application

STILLWATER PUBLIC LIBRARY
224 Third Street North
Stillwater, MN 55082

Sandy Ellis – Venue Coordinator
sandy@stillwaterlibraryfoundation.org
651.295.7377 and 651.430.8757

Application for Event Facilities Rental: Please complete this application and submit with a fifty percent deposit of the entire fee to hold your reservation date. **This application does not guarantee your reservation.** We will notify you of your accepted reservation via a deposit receipt. Please allow up to two weeks for your check to be processed. Please fill out all the information requested. Make checks payable to: Stillwater Public Library. Mail to Attn: Sandy Ellis, Stillwater Public Library, 224 Third Street North, Stillwater, MN 55082.

Event Date: _____
Day Month Year

Type of Event: _____

Rental Hours: From _____ to _____ 4-hour rental _____ After-hours _____

Number of Attendees: Up to 25 _____ // 26-50 _____ // 51-100 _____

Responsible Renter: _____

Address: _____

Phone and Email: _____

Will you be hiring a caterer? Yes / No Will you be serving liquor? Yes / No

Caterers Name _____ Contact Number _____

Deposit Amount: \$ _____ Check Number: # _____

By signing this application, you and all vendors contracted by you, understand and accept the Stillwater Public Library's Rental Procedures, Library Noise Procedures, Library Catering Procedures, Insurance Coverage Requirements, and Library Fee Schedule, and agree to abide by them. You also understand that cancellation of this agreement after five business days of acceptance will result in the forfeit of your full deposit.

Signature(s) of Responsible Party

Date

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director's Six-Month Performance Evaluation Process</p>	
<p>OWNER: Keliher, President</p>	<p>PRESENTER: Keliher</p>
<p>REQUESTED AGENDA TYPE (A, I, D): I</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: Recent board meetings have made clear that the board 1) would like to have the city's HR manager facilitate the board's discussion with the director about the conclusions of the director's six-month performance evaluation and 2) sees merit in reassessing the full evaluation process with an eye toward making it more effective and more efficient, with the support of the city's HR manager.</p> <p>After the board's January meeting, I continued that conversation with City Administrator McCarty. After clarifying that the board's intent was not to offload administrative tasks or other "legwork" to city staff but rather to benefit from HR manager Donna Robole's professional expertise, McCarty confirmed that Robole would indeed help the board with both of these tasks.</p> <p>With regard to Robole facilitating the six-month evaluation discussion: I'll work with Robole to inform her of our process and confirm dates and times her participation will be needed.</p> <p>With regard to the broader reassessment of the evaluation process: I've appointed a task force to take the lead on this process and will look to those task force members to get the ball rolling and engage Robole when appropriate.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Plan Discussion</p>	
<p>OWNER: Keliher, President</p>	<p>PRESENTER: Keliher</p>
<p>REQUESTED AGENDA TYPE (A, I, D): D</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: Following is a document is to kick-start the board’s discussion about the basic contents of an eventual request for proposals for a strategic planning process. Let’s discuss and adjust as needed to make the RFP process faster and smoother.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Discussion Starter to inform strategic planning RFP</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Discussion starter to inform strategic planning RFP

Feb. 8, 2018

The purpose of this document is to kick-start the board's discussion about the basic contents of an eventual request for proposals for a strategic planning process. Let's discuss and adjust as needed to make the RFP process faster and smoother.

Scope of service

The board of trustees of the Stillwater Public Library is looking for a partner who will help the board:

- Establish a strategic planning process that will result in a suitably ambitious but achievable multi-year plan for the library
- Inform the board about issues, trends, opportunities, challenges, etc. affecting libraries both similar to and different from Stillwater's
- Gather input from key stakeholders to guide the board's planning
- Communicate with key stakeholders throughout the planning process
- Develop a thoughtful, clear and purposeful strategic plan
- Gauge the success of the plan's implementation, with tangible goals and objectives

Proposal should include

- Introduction to the consultant
- Summary of the consultant's qualifications
- Past involvement with similar projects
- Description of consultant's planning process/approach
- Timeline for planning process and plan development
- Explanation of proposed project cost
- Relevant references
- Any other additional information that will help inform the board's decision-making

Proposal evaluation criteria

- Alignment of consultant's proposal with the board's needs
- Clarity and quality of consultant's proposed process
- Previous experience with relevant projects
- Competitive costs

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Building Reconfiguration	
OWNER: Facilities Committee	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:	
BACKGROUND/CONTEXT: <p>At the previous board meeting, the Facilities Committee included background information on the most recent building study and led a tour of the library to review completed or proposed renovation work. The board was also asked to reflect on future reconfiguration ideas and discuss these at its February meeting. The Facilities Committee later met with the director on January 31.</p> <p>To maintain the momentum of this process, while also providing adequate time to be sufficiently deliberative, it is requested that the board discuss and identify options for how the library could move forward with reconfiguration plans. This discussion would then serve as direction for what the board would like to see or take action on at its March meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Staffing Plan Realignment	
OWNER: Library Director	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:	
BACKGROUND/CONTEXT: The director will outline a plan for reallocating personnel hours from the vacant Assistant Director position. The goals include bolstering staff time in under-resourced areas, providing needed redundancy in a critical area, and streamlining communication.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Library Legislative Day will be March 6 this year, which is an annual event whereby library supporters meet with their elected representatives at the Capitol in St. Paul. Detailed information may be found at the following site: <https://sites.google.com/view/minnesotalibraryadvocacy/home>. I've found these events to be excellent opportunities to build connections and advocate for libraries in a meaningful, personal way. If there is interest, I could register, as a group, attendees representing this library. For those interested but unable to attend, there is also an opportunity to participate virtually, with a registration link at the site noted above.

The day after the January meeting of the Library Board, all remaining signatures needed for the 2018 and 2019 labor agreement were obtained and copies provided to the appropriate parties to close out the process.

Developing, learning and implementing new cataloging and acquisitions processes remains an ongoing priority because the ability to add new materials to the library's collections hinges on our capacity to assimilate these tasks into existing workflows as efficiently and accurately as possible. Bayport Library Director Jill Smith has been training me in on how to catalog within the parameters established by Washington County Library. Brian Kraft, Library Program Coordinator with Washington County, has provided me with the cataloging access and permissions needed so that I can access, edit and load records into the online catalog, which allows items to be searched, found and requested by the public. After access and initial training was provided, I have begun to catalog print items; however, cataloging audiovisual items will require additional training.

Office Specialist Keri Goeltl and Information Services Supervisor Aurora Jacobsen spent several hours with two Washington County Library staff shadowing them as they performed acquisitions tasks. Washington County Library indicated one part-time staff member would need additional hours to accommodate the request to shadow because it would add to the person's workload and requested reimbursement, which I agreed to as the process needs to move forward in a timely manner.

The library was closed on January 15 in observance of Martin Luther King Jr. Day, which also provided an opportunity for new carpet tiles to be installed in the welcome area without imposing on patrons. The carpet in the Conference Room was removed that same day, but that room wasn't finished until two days later for a very specific reason. On Tuesday, after the carpet had been removed the day before, hearing loop wiring was glued down to the concrete floor. Then, on Wednesday, new carpet tiles were installed on top of the wiring in preparation for future completion of the hearing loop system. We still have details to finalize before the hearing loop in the Conference Room is operational, but much of the infrastructure is now in place.

Information Services Supervisor Aurora Jacobsen and I interviewed two candidates to be on-call substitutes during the month of January. As a result, I'm in the early stages of rewriting and streamlining internal procedures pertaining to the hiring process, which is informed by my HR background.

Meetings attended in January included the Stillwater City Council, Labor Management Insurance Work Group, Stillwater Public Library Foundation, Friends of the Stillwater Public Library, new trustee orientation, Events Task Force, and the Facilities Committee.

Report from the Information Services Supervisor, Aurora Jacobsen

INFORMATION SERVICES

Adult Programming and Reference

January Programs

- Winter Reads started this month. Two displays went up to promote Winter Reading, with folded paper cranes at the seating area by Children's and a more traditional display in the Welcome area.
- The Peace of My Mind exhibit went up the first week of January. A number of organizations and individuals dropped by specifically for the exhibit as well as a number of more regular library visitors taking the time to look around and examine the pieces. Two late night sessions were offered so that book groups or community organizations could tour without regular library traffic.
- Meditation for New Beginnings on January 20 had 34 attendees
- The Gallery Reception for the current exhibit, Flora and Fauna by St. Croix Area Rug Hookers, had 25 attendees
- Mystery Book Club featured 10 mystery readers.

Collection

- Aurora went with Keri to Washington County for Acquisitions training. Additionally, she continues to work on the overall project of getting records and processed items from vendors.

Reference

- Even before January 1st, staff began fielding questions about the 2017 tax forms. Demand intensified in January, despite the fact that with recent law changes, the forms weren't finalized until January 29th this year.
- The increased cold correlates to an increased use by families with small children looking for an escape. Staff continues to do its best to be a welcoming spot for patrons of all ages.

Partnerships

- Big Reads moves forward for April 2018. The library will be sponsoring a Green Card Voices exhibit and presentation. There is a call out for authors and artists to contribute to the project.
- ArtReach completed another application for 2019 for the book *Station Eleven*.

Technology

- Reference staff completed a survey about which databases they find most valuable as MELSA looks to balance their database budget.

Upcoming

- Already in February, two events have taken place: John Noltner talked about his exhibit and the class Video Editing On the Cheap was sponsored by MELSA and presented by the Twin Cities Media Alliance.
- February 13 is Race to the Finish, a play presented by the Science Museum of Minnesota and cosponsored by the AAUW.
- Introduction to Screenwriting will be held February 15 with a follow up class February 22.
- Mystery Book Club is February 28th this month.

Report from the Youth Services Supervisor, Angela Petrie

January Programs

- Weekly Storytimes – 5 sessions for babies attended by 98 and 5 sessions for 2-6 attended by 155
- Art Cart – 5 themed sessions attended by 88 – families love this time to create together!
- Monthly TAB Meeting attended by 5 teens
- Finals Cram Session for teens attended by 16 teens and one therapy dog
- Second Saturday – Family Storytime attended by 10 and Rubber-Band Powered Cars for grades 3-6 attended by 7
- Build It! LEGO + More attended by 3 young engineers
- Library After Dark for Teens, A Clue Mystery Party, attended by 27 sleuths (see photos below)
- Winter Tree Landscapes for grades 2-5 attended by 18
- Paws to Read with Bella – 2 sessions attended by 4
- Weekly Maker Mondays for TEENS – 2 sessions attended by 2 (Library closed 1/1 and 1/15, canceled on 1/22 due to weather)
- Mad Science : Planets & Moons – NASA Workshop for grades 3-5 attended by 22 scientists
- Kids went wild over this month's scavenger hunt – SUPERHEROES! 188 played along

Outreach

- The Stillwater Public Library and Bayport Library partnered up for the 2018 Da Vinci Fest at Stillwater Area High School on Saturday, January 6th. The festival itself highlighted science and art projects from all grades in the Stillwater Public School District. SPL and Bayport Library set up alongside other community and state agencies. Our table saw a continuous flow of kids of all ages, but mainly our young readers. We engaged the visitors with button making, mini book making and information about upcoming and ongoing programs at the library. The outreach at the Da Vinci Fest gave us the chance to reach outside our regular patron base and give the attendees a chance to get involved in an activity that they might see at their local library.
- Head Start – monthly storytime attended by 23 energetic youngsters

Partnerships

- Angie met with *Early Childhood and Family Center* staff including the new director, Amy Berg, and their family outreach coordinator, Darcy Rodriguez to discuss ways to cross pollinate. Plans include holding a preschool information session, having an educator visit periodic storytimes to chat with families about milestones, school readiness, and programs offered at ECFE. Librarians will visit classes to share storytimes and talk to families about library services. Goals include encouraging new families to visit, reinforcing current relationships, registering new card holders, and showing parents and caregivers new ways to incorporate words and play in their daily routine.

Technology

- City IT downloaded necessary software on staff computers and library laptops for YS programs including littleBits (hands-on invention based STEM learning), cameo silhouette (digital die cutter), and itunes.

Youth Spaces

- The Children’s Library has had a facelift of sorts. The picture books were shifted to make better use of the bin space which allowed us to move the information books for K-2nd grade to the same area hopefully increasing visibility. The easy readers, currently being crowded out of their two bins will be moved to four bins. The ladybug and easy readers will change places to bring all the books for very young children closer together. This project has opened up a good chunk of space between chapter and information books to finally create a small space for our pre-teens. We will move tables and chairs there for reading, homework, etc., and also add some self-paced writing and art activities. Parents are excited about this area for their older children who are not ready for the beautiful new teen space.
- A former Stillwater resident, Kyle Skor (<http://kyleskor.weebly.com/about.html>), now a practicing artist in Nanning, China donated five stunning original art pieces from a children’s book he illustrated. The book is the 60th anniversary edition of the Chinese modern classic, *Wild Grapes*. The Stillwater Library holds a special place in his heart as he has fond memories of spending time here in his youth. The pieces have been framed using funds for the teen library renovation and are currently hanging in the teen library. We are in the process of getting a copy of the book which is unavailable in China. Two of his earlier books are in the area near his work. See the art in person when you can. There’s a photo of the arrangement below.
- More art created locally has been added to the teen library. Teen Advisory Board Member and Library Volunteer, Sydney Nelson has drawn and donated a piece that is currently hanging next to the graphic novels.

Upcoming Single Date Programs

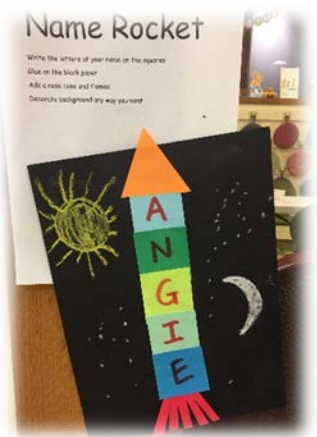
- 2/10 Celebration of National Take Your Child to the Library Day – dinosaur storytime, reptiles, face painting, spin the wheel, crafts, and activities from 10-12 p.m.
- 2/17 Makey Makey – Block Coding for ages 8-12
- 2/22 Play & Learn Storytime : Car & Truck Town
- 2/24 A Kid’s Guide to Writing Short Stories - A Loft writing class for kids in grades 4-7

Out of the mouths of TEENS... Aleia Durston, 5-year TAB Member to Angie Petrie, “Just wanted to thank you for the great meeting tonight. I don’t think I always adequately articulate how grateful I am for your work and the way you invest in our lives. I really am positively impacted by it.”

Rubber Band Car Science



Art Cart



Library After Dark – After solving the Clue Mystery, teens were invited to move to their space to color, play games, visit, read, check out books, and buy books from the Friends Book Sale. Many were thrilled to have the library to themselves. Three TAB members volunteered and were a huge help in making the night a success.



Kyle Skor's Artwork



Sydney Nelson's Zentangle Drawing



STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES
December 1, 2017

MEMBERS PRESENT: Doug Blanke, Lisa Howe, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Sara Quickel, Fred Rengel, Carol Stabenow, Eric White, Mark Troendle, OTHERS: Keri Goeltl GUESTS: Abby Dean, Amber Hebert, Mary Quickel

WELCOME & INTRODUCTIONS: Board President, Fred Rengel, called the meeting to order at 7:35 a.m. He welcomed guests, Abby Dean, Amber Hebert and Mary Quickel. Board members introduced themselves for the benefit of the guests. Fred also thanked and honored retiring Board members, Ann Wolff and Andy Kass for their valuable contributions and years of service to the Foundation.

SECRETARY'S REPORT: Andy made a motion to accept the secretary's report for the October Board meeting as e-mailed; Sandy seconded the motion. The minutes were unanimously approved as sent.

FINANCE COMMITTEE & TREASURER'S REPORT: Dustin reviewed the October, 2017 Balance Sheet, Profit and Loss YTD Report, and the Profit & Loss Previous Year Comparison Report. He also reviewed highlights of the Endowment Fund. (See financial reports in Google Docs.)

A Finance Committee request to "move \$1,000 of unrestricted funds from the Foundation's account at First State Bank to the Stillwater Public Library Foundation Endowment Fund at the St. Croix Valley Foundation in grateful recognition and support of the leadership of Andy Kass in the creation of the SPLF Endowment Fund" was presented. Doug made a motion to approve this action; it was seconded by Jean and unanimously approved.

A motion was also presented by Andy to deposit \$1100+ to the Endowment Fund and \$3,000 to the reserve savings account. Sandy seconded this motion which was passed unanimously. Doug made the comment that these actions represent the fact that the Board is moving in a positive direction.

The 2018 Calendar Year Budget by Program which had been introduced in October was discussed. Dustin, Andy, and Keri led a thorough review of the proposal which includes projected income and expenses for the programs, fundraising events and administration functions of the Foundation. The motion to adopt the proposed budget was made by Andy and seconded by Dustin. Following an excellent discussion, the Board unanimously approved its adoption.

Dustin introduced four new board policies for review and approval:

- Operating Reserve Policy
- Whistleblower Protection Policy
- Document Retention Policy
- Board Approval Policy for IRS 990 Form

All of these policies are significant additions to current board records. Andy presented the motion to approve the adoption of the policies, Sarah seconded the motion. Board members approved it unanimously. (See Policies in December folder in Google Docs.)

STYLE SPEAKS VOLUMES IV: Carol and Sandy reported that the event was a great success. Eighty-four people attended the style show on Friday, fifty-five were there on Saturday. A total of \$6,300 net income was generated. All agreed that the models were a very personable group

of authors. Book sales were excellent - Valley Bookseller contributed a percentage of its proceeds to the Foundation. Sandy commented that the SPLF Board is a group of both planners and doers.

LIBRARY DIRECTOR'S/TRUSTEE'S REPORT: Mark shared that the SPL Board of Trustees is seeking candidates for two board positions that will be opening in January, 2018. Interviews will be scheduled and names of nominees for the positions will be forwarded to the City Council.

With regard to Library information, Mark said that they are working on updating the furniture in the children's room and welcome area. There is an effort being made to increase the SPLF presence in the welcome area. Carpet cleaning and replacement is underway in several areas of the library, also.

Mark stated that he has been in contact with Mark Dunlop, a grant writer who has offered to donate time to find and write grants for the Library and Foundation.

Bargaining talks are underway with the union at this time. Mark hopes to complete this process by the end of the year.

There are a variety of interesting programs scheduled for youth in the future including a dance party, "Teen Tinker Thursdays" (a program of creative exploration of technology) being offered currently, and "Maker Mondays" planned for January - April. On October 13, was a well-received teen event that was low-tech, hands-on, and constructive thinking, and intellectually stimulating which resulted in a "stay analog" experience.

DEVELOPMENT & MARKETING: Ann suggested that Board members continue to thank Foundation donors. A list of contributors to the Direct Mail Campaign and Give to the Max was shared to provide Board members with names. Destination Library donors should also be remembered with appreciation. Board members were reminded that confidentiality is important with the donor lists.

LIBRARY GRANT REQUESTS: Keri reported that Nov. 29 Grant List still has some outstanding grants but that the list is shrinking.

Mark introduced the current grant requests:

Newspaper Support Grant f- \$3,110

Youth Services Programming Support - \$2,875

(for 130 hours of teen programming)

Carol offered a motion to approve the grant requests. Lisa seconded the motion. It passed unanimously.

ST. CROIX VALLEY FOUNDATION CIS APPLICATION: Fred explained that an application for the services of the St. Croix Valley Foundation "Consultants in Service" has been made to assist the Foundation with strategic planning for the future of the organization. Angie Pilgrim, who is with the SCVF, is working on arrangements for a consultant to work with us.

SPLF BOARD ELECTIONS AND COMMITTEES: Election of Board Officers will be held at the January Board Meeting. Committee charters will be sent to Board members so that everyone will be able to select a committee/or committees in which to participate in 2018.

OTHER: Andy answered questions about the St. Croix Valley Foundation to clarify Board members' understanding of that organization and how it manages funds.

Andy, also thanked Board members for the tribute that was given him with the contribution to the SPLF Endowment Fund. He commented on the tremendous success the Foundation has achieved and expressed his opinion that everyone should take pride in the Foundation's accomplishments over the last several years including:

- access to financial information
- creation of the endowment fund
- creation of a reserve fund
- timely reports
- policy updates
- committee structure
- division of duties
- move from Razoo to Pay Pal
- funding and installation of Hearing Loops
- communication with City

The next Board meeting will be Friday, January 26,2018

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Jean Morse, Secretary

REPORTS SENT TO BOARD MEMBERS BY E-MAIL FOR DECEMBER '17 MEETING

DATE	SENDER(S)	SUBJECT
11/3	Keri	Events Photos/TY Information
11/6	Jean	Minutes for 10/27/17 Board Meeting
11/29	Fred	Agenda for 12/1/17 Board Meeting

Documents on Google Drive (drive.google.com) in December, 2017

2018 Budget

Donation Analysis

Endowment & Reserve

Financials - October 2017 Balance Sheet

Financials - October 2017 P & L Prev. Year Comparison

Financials - October 2017 P & L YTD Comparison

Grants 2017 List Dec. 2017

Grants 2017 - 12 Newspapers

Grants 2017 - 12 YS Programming Support

Grants QB Update - Nov. 29, 2017

Oct.'17 Bd. Minutes

Policy - Board Approval of IRS Form 990

Policy - Not for Profit Document Retention

Policy - Operating Reserve

Policy - Whistleblower Protection

SSV P&L Nov. 30 2017 Preliminary

Thank You List_Direct Mail and GTTM 2017

Friends of the Stillwater Public Library



November 13, 2017 | 6:30 pm CT | Meeting location: Margaret Rivers Room-Stillwater Public Library

Meeting Friends of the Library

Meeting called by Mary Ann Sandeen

Facilitator Mary Ann Sandeen

Secretary - minutes Tracy Salvati

Attendees:

Mary Ann Sandeen, Jan Kilkelly, Lynne LeTart, Tracy Salvati, Gemma Lockrem, Lyndon Lockrem, Ruth Ranum, Mark Troendle, Vic Wilson

10/9/2017 Minutes: Approved as presented.

Agenda topics

Treasurer Report | *Jan Kilkelly*

Ending balance \$14,953.04

Membership Report | *Gemma Lockrem*

Current Memberships: ~103 and new members should sign up at book sale this week

Book Bags | *Gemma Lockrem*

Gemma ordered new book bags, 4 new colors, they look great! 12-off white, 12-charcoal and 12-athletic gold

Book Sales signs | *Mary Ann Sandeen*

Lynne made new category signs. Tracy will make Book Sale price list, bag sale signs and volunteer tags.

Book Sale | *Lynne LeTart/ Nancy Prince*

Book collection for the sale this week is going well. Nancy will put the signs on the tables.

STS will be here with a crew on Wed. a.m. to help set the books up in the Margaret River Room. The Wilson's and Nancy Prince will be there to supervise.

Preview sale Wed. 5:00 – 7:00 pm night, group from friends will be there to help with sale.

Thurs. sale 10:15 – 7:00 pm

Friday sale 10:15 – 4:30 pm

Saturday sale 10:15 – 4:30 pm \$10.00 a bag

We have enough volunteers.

Monday STS will be back to help and take books

Cash Management | Mark Troendle

Cash Process: City needs to receive all funds we receive and cuts a check to Friends of the Library through bill resolution process once a month. Auditor will return in Feb. so we can start Jan. 2nd. Checks will be made out to Stillwater Public Library (not the City of Stillwater).

- Keri will keep track of dollar amount coming in for FRIENDS, managing that for checks/balance.

Other | All

BOOK SALE \$ YEAR ROUND: Suggestion: Money raised downstairs, should we give that to the library and deduct from Quarterly payments we make? Team discussed and we will keep things as we do it now, issuing a check quarterly.

POST CARDS: Historic photos on the Postcard , Nancy Prince has copies of all pictures to reference if needed.

WALL SIGNAGE: Lynne LeTart will work on this after the holidays.

POSTER: 3X4 BOOK SALE SIGN – Gemma will work on that.

Update | Mark Troendle

Staff said the bookmarks given to patrons to thank them has been received well. Larger receipts for donations are favorable to patrons.

Mark was at the Cub Grand Opening on Oct. 25th promoting the library and their programs - Winter read program etc. Mark gave away cocoa and ice scrapers with a tag advertising. Thank you Mark!

Board of Trustees – 2 vacancies. 2 people have expressed interest. Board will take vote in Dec. at meeting.

Meeting Adjourned – NO MEETING IN DEC. 2017 Next meeting Jan 8, 2018

**Friends of the Stillwater Public Library
2017 Financial Reports**

Period:	12/1/2017 - 12/31/2017	2017 Totals
Opening Balance	\$20,419.10	\$ 19,736.39
Receipts:		
Memberships	\$220.00	\$ 4,390.00
Donations	\$36.62	\$ 418.62
Book Sales	\$576.50	\$ 8,679.64
Scanner Fees		\$ 420.00
Book Bags	\$30.00	\$ 247.00
T-Shirts	\$7.50	\$ 7.50
Notes, Cards	\$1.50	\$ 124.00
Total Receipts	\$872.12	\$ 14,286.76
Disbursements:		
Grants to Library		\$ 5,650.00
Sponsorships		\$ 5,500.00
Memberships		\$ 25.00
Postage		\$ 166.00
Printing & Supplies		\$ 703.93
Sales Tax		\$ 487.00
Fees		\$ -
Misc.		\$ 200.00
Total Disbursements	\$0.00	\$ 12,731.93
Ending Balance	\$21,291.22	\$ 21,291.22

Outstanding Grants Due to Library:

Book Sale Nov. 2014	\$1,000.00
Book Sale Nov. 2015	\$2,018.60
Book Sale Nov. 2016	\$2,966.47
Book Sale Nov. 2017	\$4,197.00
Monthly Grants:	<u>\$1,200.00</u>
	\$11,382.07

Other:

Book Sale Apr. 2012	\$0.00
Book Sale Apr. 2013	\$0.00
Book Sale Apr. 2014	\$469.50
Book Sale Apr. 2015	\$2,592.00
Book Sale Apr. 2016	\$2,982.50
Book Sale Apr. 2017	<u>\$2,807.00</u>
	\$8,851.00

Stillwater Public Library 2018 Calendar

<p>January 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2019-2023) • Board passes ratification of wages prepared by Director 	<p>February 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 7:30 am</p>	<p>March 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:30 pm 23: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Presentation at Stillwater Township - Generally in March; If meet with township, trustee meeting moved to 7:30 pm.
<p>April 1: Annual Report to State Due 8-14: National Library Week 13: SPLF Gratitude Breakfast 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 18-21: Spring Used Book Sale 27: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Grant proposals to Foundation • Big Read/Valley Reads w/ArtReach 	<p>May 14: Friends Meeting, 6:30 pm 15: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • 2019 Capital Outlay Request and 2019-2023 CIP Plan due • Begin operating budget prep 	<p>June 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: 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 10: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Board adopts budget request 	<p>August 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Grant proposals to Foundation 	<p>September 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Levy adopted • Assist Foundation with Huelsmann grant application, application due
<p>October 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Examine ending dates for Board Members, place on Board agenda • Adopt Holidays for succeeding year 	<p>November 8-9: SPLF Style Speaks Volumes 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 30: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Union signifies desire to negotiate if communication has not been received earlier • Grant proposals to Foundation 	<p>December 11: SPL Board Meeting, 7:00 pm 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

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