

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, April 10, 2018, 7:00 PM
Margaret Rivers A

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 March 13, 2018 Minutes +
 - b. Acknowledgement of Bills Paid in March 2018 (3/6/18: \$3,834.93) and (3/20/18: \$14,751.78) +
 - c. 2017 Budget Status Report +
 - d. 2018 February Budget Status Report +
 - e. Library Supplemental Funds: Gifts & Grants Received
 - f. 2018 Capital Funds Release Request +

Old Business

5. Library Events & Zoning Compliance with City Attorney Magnuson D+
6. Proposal to Pursue Special Use Permit for Events Zoning A+
7. Library Events Update Preparation for City Council D+
8. Director Evaluation Process Task Force I+
9. Director's Six-Month Performance Evaluation Process (Closed Session) D*
10. Strategic Plan Discussion D+
11. Custodial Services Position A+

New Business

12. April Grant Request A+
13. 2017 Minnesota Public Library Annual Report A+
14. 2018 Building Projects A+
15. Library Opportunities, Needs and Funding Approach D+
16. 2019 Budget Request Planning D+
17. Director and Other Staff reports +
18. Foundation Report +
19. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
20. Public Commentary and Communications
21. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, April 9, 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 Jan 2018 Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 13, 2018
Minutes**

PRESENT: Bell, Carlsen, Howe, Lockyear, Lunn, Menikheim, Richie

ABSENT: Hemer, Keliher

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:35 pm by Bell, Vice-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

Motion to adopt consent calendar. MSP.

Discussion of new financial reports will occur during agenda item 13c: Board Committee Reports – Finance.

AGENDA ITEM 5: Library Events Task Force Update

Bell recapped the Board’s review and adoption of the revised events policy at the February board meeting. Bell noted that the next step is to share the updated policy and progress made with the City Council for review and discussion at a City Council work session.

Bell discussed the outline of potential topics:

- Brief description of the work of the Library Events Task Force, including listening session with neighbors
- Presentation of the revised and newly-adopted Meeting and Event Policy, including a summary of changes
- Presentation of revised Procedures for Event Revenue Rental, including a summary of changes
- Discussion of questions or comments from the City Council

Menikheim noted that he believes that the Board has too narrowly defined what the council is asking the library to do. The task force has done a good job of working with and listening to neighbors, strengthening rules and guidelines, and revising the events policy. The Board should be dealing with a larger interpretation of the letter and address the issue of zoning and compliance. It is in the library’s best interest to actively take care of this loose end and not wait for the council to do something.

Carlsen indicated that he agreed with Menikheim. Carlsen said that this discussion with the City Council is an opportunity to stick a stake in the ground and say by the city council approving of the policy that they are confirming that events are permitted to take place at the library.

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 13, 2018
Minutes**

Menikheim outlined the special use permit process for the board. Menikheim advocated for approaching the planning commission to begin the process for obtaining a special use permit.

Bell agreed that issue needs closure and that the basis on which the library holds events was not clear. Neither the library nor the council want to keep revisiting this issue. Bell advocated for first reporting to the council and receiving consultation with the council on this issue. Bell indicated that she was not opposed to an SUP but would prefer to work in conjunction with the council, as there may be other options to memorialize events at the library other than a special use permit. Bell noted that she believes that any option pursued would be stronger if the library and council agreed on a course of action.

Lockyear questioned if the library could pursue a special use permit as the library is a tenant, not the owner, of the library building. Menikheim noted that he would follow-up with the City on this question.

AGENDA ITEM 6: Director's Six-Month Performance Evaluation Process

Bell discussed the upcoming six-month performance evaluation process for director Troendle. She noted that the review documents were sent as part of the board packet and are due back to Keliher by March 27.

Richie noted that the names for the points ranking (Outstanding, Above Average, Satisfactory, Improvement Needed, Unsatisfactory) were changed on the trustee assessment document but not on the director's self-assessment. Board agreed to change the self-assessment point names on the director's document to match the names on the trustee document.

Carlsen asked about the annual review process. Bell noted that an annual review task force was appointed and will begin work at the end of March. City HR Manager Donna Robole will be consulted. Carlsen advocated that the numerical ranking of the director should not be presented as an average. A tally of each point ranking selected should be provided.

AGENDA ITEM 7: Strategic Plan Discussion

Troendle discussed that Keliher reached out to Angie Pilgrim, who manages Consultants in Services at the St. Croix Valley Foundation. Pilgrim will discuss the project with prospective consultants. Pilgrim is out of the office on vacation, but Keliher should learn more after her return.

AGENDA ITEM 8: Ratification of Revised 2018 & 2019 Wages

Troendle reported that the library missed including two library positions on the initial 2018 wage scales – library aide substitutes and seasonal event prep workers.

Richie made motion to ratify the revised 2018 and 2019 wage scales. Menikheim seconded. MSP.

AGENDA ITEM 9: Custodial Services Position

Troendle reported that McCarty and Troendle have been discussing adding 20 hours per week to the library's part-time custodial position to bring the position to full-time. The city would contract with the

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 13, 2018
Minutes**

Library for 20 hour/week for the provision of housekeeping services for City Hall and the Public Works facility. The library would cover the increased benefit costs for 2018 and the city would cover the increased wage costs. In 2019, the city would budget and pay for the increased wage and benefit costs associated with the contracted 20 hours/week in city services. Troendle noted that scheduling was discussed with the City and staff.

Board members commented that they appreciated the collaboration with the city and liked moving staff into full-time roles and finding creative ways to achieve this.

AGENDA ITEM 10: Grant Requests

Troendle reported on the grant requests as presented in the March board packet.

Motion made to approve the submission of a grant request up to \$7,500 to Union Pacific Foundation for capacity building and of a grant request of \$5,200 to the Stillwater Public Library Foundation for Children's Summer Reading Program. MSP.

AGENDA ITEM 11: Director and Other Staff Reports

Troendle reported on meeting with Washington County Administrator Molly O'Rourke, Washington County Library Director Keith Ryskoski, and City Administrator Tom McCarty.

Troendle highlighted that the library's newsletter, ShelfLife, will be included in an upcoming city mailing on April 5. He noted that the Friends Book Sale is on April 18 – 21.

Troendle discussed his virtual participation in Library Legislative Day on March 6, 2018. Troendle contacted Stillwater's state senator and two representatives to share information about the library and specifically ask for their support of a bill (HF 1382 / SF 1033) that would increase basic funding for libraries in Minnesota. Rep. Lohmer said she loves libraries and would definitely look into it, and Rep. Dettmer signed on as a co-author. Senator Housley's staff were also quick to respond.

Troendle and Lunn reported on their presentation at the Stillwater Township meeting this evening. Lunn discussed the strong support of the Township and indicated that she would like to pursue ways to acknowledge the Township's partnership with the library.

AGENDA ITEM 12: Foundation Report

Richie noted that the minutes from the February board meeting were included in the packet. She invited the Board to attend the Gratitude Breakfast, the Foundation's annual meeting, on Friday, April 13 at 7:30 am. She reported that the Foundation is beginning work on the strategic planning process.

AGENDA ITEM 13: Board Committee Reports

- **Executive Committee:** No additional updates.

- **Facilities:** Carlsen reported that they have some numbers on repairing the pergola and painting the terrace railings. The Finance Committee will meet soon to discuss the numbers and any future stages of building reconfiguration.

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 13, 2018
Minutes**

- **Finance:** Richie reviewed the new cover sheets for the acknowledgement of bills paid and budget status reports. These documents are intended to provide summary information and highlight key details for the Board.

AGENDA ITEM 14: Public Commentary and Communications

None.

AGENDA ITEM 15: Adjournment

Adjourned at 8:56 pm.

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in March for 2018				
OWNER: Goettl, Office Specialist		PRESENTER: Troendle, Library Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of March 2018 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of March 2018:				
March 2018 (2018 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 17,180.28	\$ 519.65	\$ 886.78	\$ 18,586.71
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 17,180.28	\$ 519.65	\$ 886.78	\$ 18,586.71
Explanations of large or out of the ordinary/annual payments are listed below:				
<i>Bill Resolution: March 6, 2018</i>				
<ul style="list-style-type: none"> • \$660 paid to Loffler Companies for switch maintenance. • \$776.65 for conference fees and airfare for Angie Petrie, Youth Services Librarian, to attend the Public Library Association conference. 				
<i>Bill Resolution: March 20, 2018</i>				
<ul style="list-style-type: none"> • \$1,750 refunded to wedding party due to a cancellation. Party paid in full early for a fall 2018 wedding. The \$1,750 down payment of 50% was retained but the final payment of \$1,750 was returned. • \$1,880 paid to Coit Services for carpeting cleaning in 2017. • \$1,742 to MEI Total Elevator Solutions for three elevator repair service calls. Troendle and Henry are working with vendor to address issue and are considering other service providers. • \$1,882 to NAC Mechanical for annual maintenance contract for the HVAC system. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 03/06/18 Bill Resolution 03/20/18 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?: Finance				

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						
195569	2/8/2018	Ace Hardware	Janitorial Supplies	\$ 85.51	230-4231-2102-0000	Janitorial Supplies
196019	2/27/2018	Ace Hardware	Janitorial Supplies	\$ 32.97	230-4231-2102-0000	Janitorial Supplies
3062018	3/6/2018	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 26.79	232-4232-2113-0000	SPLF - Materials
3062018	3/6/2018	Brodart Co	Materials - Adult Fiction	\$ 191.12	230-4230-2401-0000	Adult Books - Fiction
3062018	3/6/2018	Brodart Co	Materials - Adult Nonfiction	\$ 16.02	230-4230-2405-0000	Adult Books - Non Fiction
3062018	3/6/2018	Brodart Co	Materials - Processing	\$ 30.80	230-4230-3404-0000	Processing Fee
4003963101	2/21/2018	Cintas Corporation	Towels and Rugs	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
6300295	1/30/2018	Demco Inc.	Supplies	\$ 32.51	230-4230-2101-0000	General Supplies
22018	2/20/2018	Howe Linnea	Materials - YA (Staff Reimbursement)	\$ 46.62	230-4230-2406-0000	Teen Books
9370	2/19/2018	Mercury Electric	Repairs - Electrical	\$ 299.10	230-4231-3703-0000	Building Repair Charges
2735107	2/6/2018	Loffler Companies	Maintenance - Switches	\$ 660.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
W18010601	2/16/2018	Office of MN IT Services	Telephone - January 2018	\$ 138.50	230-4231-3101-0000	Telephone
300002331	2/26/2018	MN Library Assoc.	Membership - MLA (Mark)	\$ 230.00	230-4230-4000-0000	Memberships and Dues
18-0333	2/15/2018	Science Museum of Minnesota	Programs - Adult (SPLF)	\$ 300.00	232-4232-2407-0000	SPLF - Programs
815415	2/13/2018	Stillwater Medical Group	Drug Screening	\$ 103.00	230-4230-4099-0000	Miscellaneous Charges
14298363	2/9/2018	Toshiba Business Solutions	Maintenance Contract	\$ 159.21	230-4230-3707-0000	Maintenance Agreements
14305297	2/14/2018	Toshiba Business Solutions	Maintenance Contract	\$ 56.06	230-4230-3707-0000	Maintenance Agreements
		INVOICES SUBTOTAL		\$ 2,491.35		
CREDIT CARD						
9455	1/19/2018	\$5 Pizza of Stillwater	Programs - YA (Friends)	32.14	235-4236-4099-0000	Library Donations Programs
11618	1/16/2018	Allianz Global Assistance	PLA Conference (Petrie)	23.05	230-4230-3201-0000	Seminar/Conference Fees
2417053	1/22/2018	Amazon.com	Supplies	113.82	230-4230-2101-0000	General Supplies
2417053	1/22/2018	Amazon.com	Materials - Adult Fiction (SPLF Book Club Kit)	94.5	232-4232-2113-0000	SPLF - Materials
2417053	1/22/2018	Amazon.com	Materials - Adult Nonfiction	20	230-4230-2405-0000	Adult Books - Non Fiction
GVNHYU	1/16/2018	Delta Air	PLA Conf Airfare (Petrie)	354.6	230-4230-3201-0000	Seminar/Conference Fees
2018-1-11-1	1/22/2018	Dream Host	DreamPress	206.4	230-4230-3098-0000	Technology Support
1883-6821	1/19/2018	Michaels	Programs - YA (Friends)	11.33	235-4236-4099-0000	Library Donations Programs
PLA181:4879	1/16/2018	Public Library Association	PLA Conference (Petrie)	400	230-4230-3201-0000	Seminar/Conference Fees
1842422	1/9/2018	Toshiba Business Solutions	Toner	30	230-4230-2101-0000	General Supplies
8.019E+11	1/19/2018	Walmart.com	Programs - YA (Friends)	57.74	235-4236-4099-0000	Library Donations Programs
		CREDIT CARD SUBTOTAL		\$ 1,343.58		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 3,834.93		

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						
31418	3/14/2018	Acapulco Restaurant	Wedding Cancellation Refund	\$ 1,750.00	230-0000-3500-0100	Meeting Room Rental (Refund)
2212018	2/21/2018	Jim Adami Unlimited Inc.	Teen Artwork Install	\$ 180.00	224-4224-4099-0000	Helen Lawson Fund - Misc
32018	3/20/2018	Baker and Taylor	Materials - Reference	\$ 25.55	230-4230-2113-0000	Reference
32018	3/20/2018	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 98.36	232-4232-2113-0000	SPLF - Materials
32018	3/20/2018	Brodart Co	Materials - Juv	\$ 127.16	230-4230-2400-0000	Childrens Books
32018	3/20/2018	Brodart Co	Materials - Adult Fiction	\$ 51.98	230-4230-2401-0000	Adult Books - Fiction
32018	3/20/2018	Brodart Co	Materials - Processing	\$ 11.20	230-4230-3404-0000	Processing Fee
3142018	3/14/2018	Carlsen Gregg	Reimbursement for Teen Room Artwork	\$ 285.07	224-0000-3870-0100	Helen Lawson Fund - Refunds & Reimbursemer
3142018	3/14/2018	Carlsen Gregg	Sales Tax charge for purchase by trustee	\$ 12.12	224-0000-3870-0100	Helen Lawson Fund - Refunds & Reimbursemer
3142018	3/14/2018	Carlsen Gregg	Sales tax due to state for purchase made by trustee	\$ (12.12)	224-0000-2070-1000	Helen Lawson Fund - Sales/Use Tax Payable
35296	3/8/2018	Cartridge World Hudson	Toner	\$ 239.97	230-4230-2101-0000	General Supplies
MINC825916	12/16/2017	Coit Services	Carpeting Cleaning	\$ 1,880.00	230-4231-3703-0000	Building Repair Charges
306-02444792-3	2/28/2018	Culligan of Stillwater	Water	\$ 63.30	230-4230-4099-0000	Miscellaneous Charges
3142018	3/15/2018	Friends@ Stillwater Public Lib	Friends Reimbursement: February Sales	\$ 320.50	228-4228-1990-0000	Friends of Library Pass Thru
9718911275	3/6/2018	Grainger	Building Repair Supplies	\$ 640.48	230-4231-2202-0000	Building Repair Supplies
743510	3/7/2018	MEI Total Elevator Solutions	Elevator Repairs (2/27/18)	\$ 536.00	230-4231-3703-0000	Building Repair Charges
743511	3/7/2018	MEI Total Elevator Solutions	Elevator Repairs (3/01/08)	\$ 536.00	230-4231-3703-0000	Building Repair Charges
743762	3/7/2018	MEI Total Elevator Solutions	Elevator Repairs (3/5/08)	\$ 670.00	230-4231-3703-0000	Building Repair Charges
300002342	3/5/2018	MN Library Assoc.	MLA Membership (Angie Petrie)	\$ 170.00	230-4230-4000-0000	Memberships and Dues
146897	3/1/2018	NAC Mechanical and Electrical Services	Annual Alerton System Maintenance	\$ 1,882.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
14362665	3/8/2018	Toshiba Business Solutions	Maintenance Contract	\$ 61.39	230-4230-3707-0000	Maintenance Agreements
		INVOICES SUBTOTAL		\$ 9,528.96		
CREDIT CARD						
51-7976594-1	2/26/2018	Xcel Energy	Energy	\$ 2,170.45	230-4231-3601-0000	Natural Gas
51-7976594-1	2/26/2018	Xcel Energy	Energy	\$ 3,052.37	230-4231-3600-0000	Electricity
		CREDIT CARD SUBTOTAL		\$ 5,222.82		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 14,751.78		

Submitted for payment

Mark Troendle, Library Director

Agenda Item Cover Sheet

BOARD MEETING DATE:
April 10, 2018

Agenda Item: 4c

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Budget Status Report	
OWNER: Finance Committee Troendle, Library Director Goeltl, Office Specialist	PRESENTER: Richie, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <u>2017 Budget Status Report:</u> Attached is a budget status report for 2017. These numbers now include all 2017 bill resolutions, 2017 payroll, general insurance, interest income and transfer in of capital funds. Of particular note: <ul style="list-style-type: none"> • City Finance transferred in an additional \$36,419.14 from the general fund to offset the \$36,419.14 paid in severance compensation to the retiring director and assistant director. • The \$13,685.63 in vacation that was paid out to the retiring director and assistant director is part of the compensated absences fund. A revenue line is not increased to offset this expenditure. Instead, the compensated absences fund will be adjusted when the audit is complete. • The most recent projection indicates that the library’s total expenditures for fund 230 were \$18,568.33 less than its revenues. The auditors are currently working with the city to review year-end financials. A final report will be provided to the board when the numbers are available. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2017 Budget Status Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

General Ledger

Budget Status



User: kgoeltl
 Printed: 4/5/2018 - 1:41 PM
 Period: 1 to 12, 2017

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	70,000.00	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	6,739.34	6,739.34	-939.34	0.00	-939.34	0.00
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	74,205.74	74,205.74	2,494.26	0.00	2,494.26	3.25
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,500.00	1,835.58	1,835.58	-335.58	0.00	-335.58	0.00
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	2,363.60	2,363.60	836.40	0.00	836.40	26.14
230-0000-3880-0040	Processing Fees	8,200.00	5,189.20	5,189.20	3,010.80	0.00	3,010.80	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	-1.55	-1.55	1.55	0.00	1.55	0.00
	R40 Sub Totals:	29,412.00	19,215.54	19,215.54	10,196.46	0.00	10,196.46	34.67
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	1,208,044.14	1,208,044.14	-36,419.14	0.00	-36,419.14	0.00
230-0000-3910-0202	Transfer In-Sport Complexes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0406	Transfer In - CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0407	Transfer In-GO CO Bonds 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0408	Transfer In-CO Bonds 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger

Budget Status



User: kgoeltl
 Printed: 4/5/2018 - 1:41 PM
 Period: 1 to 12, 2017

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0409	Transfer In-GO CO Bonds 2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	22,700.00	19,608.17	19,608.17	3,091.83	0.00	3,091.83	13.62
230-0000-3910-0427	Transfer In - CO Bonds 2017	90,000.00	66,470.43	66,470.43	23,529.57	0.00	23,529.57	26.14
230-0000-3910-0480	Transfer In-Capital Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,284,325.00	1,294,122.74	1,294,122.74	-9,797.74	0.00	-9,797.74	0.00
	Revenue Sub Totals:	1,390,437.00	1,387,544.02	1,387,544.02	2,892.98	0.00	2,892.98	0.21
	Dept 0000 Sub Totals:	-1,390,437.00	-1,387,544.02	-1,387,544.02	-2,892.98	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	223,923.00	96,385.94	96,385.94	127,537.06	0.00	127,537.06	56.96
230-4230-1100-0000	Overtime - Full Time	0.00	12.99	12.99	-12.99	0.00	-12.99	0.00
230-4230-1111-0000	Severance Pay	0.00	36,419.14	36,419.14	-36,419.14	0.00	-36,419.14	0.00
230-4230-1112-0000	Sick Pay	0.00	18,263.71	18,263.71	-18,263.71	0.00	-18,263.71	0.00
230-4230-1113-0000	Vacation Pay	0.00	50,125.20	50,125.20	-50,125.20	0.00	-50,125.20	0.00
230-4230-1200-0000	Part Time Salaries	469,003.00	437,350.77	437,350.77	31,652.23	0.00	31,652.23	6.75
230-4230-1300-0000	Overtime - Part Time	0.00	412.46	412.46	-412.46	0.00	-412.46	0.00
230-4230-1410-0000	PERA	51,974.00	41,904.97	41,904.97	10,069.03	0.00	10,069.03	19.37
230-4230-1420-0000	FICA/Medicare	53,005.00	44,691.91	44,691.91	8,313.09	0.00	8,313.09	15.68
230-4230-1500-0000	Hospital / Medical	105,454.00	88,610.00	88,610.00	16,844.00	0.00	16,844.00	15.97
230-4230-1520-0000	Dental Insurance	4,149.00	2,836.47	2,836.47	1,312.53	0.00	1,312.53	31.63
230-4230-1540-0000	Life Insurance	650.00	568.32	568.32	81.68	0.00	81.68	12.57
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	908,158.00	817,581.88	817,581.88	90,576.12	0.00	90,576.12	9.97
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	250.00	0.00	0.00	250.00	0.00	250.00	100.00

General Ledger

Budget Status



User: kgoeltl
 Printed: 4/5/2018 - 1:41 PM
 Period: 1 to 12, 2017

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-2101-0000	General Supplies	4,500.00	3,635.95	3,635.95	864.05	0.00	864.05	19.20
230-4230-2113-0000	Reference	5,040.00	3,486.55	3,486.55	1,553.45	0.00	1,553.45	30.82
230-4230-2114-0000	Data Base Searching	1,750.00	1,615.04	1,615.04	134.96	0.00	134.96	7.71
230-4230-2302-0000	Other Minor Equipment	3,000.00	6,589.67	6,589.67	-3,589.67	0.00	-3,589.67	0.00
230-4230-2400-0000	Childrens Books	13,020.00	13,020.00	13,020.00	0.00	0.00	0.00	0.00
230-4230-2401-0000	Adult Books - Fiction	14,923.00	17,425.58	17,425.58	-2,502.58	0.00	-2,502.58	0.00
230-4230-2402-0000	Audio	10,920.00	12,886.06	12,886.06	-1,966.06	0.00	-1,966.06	0.00
230-4230-2403-0000	Periodicals	4,500.00	4,287.03	4,287.03	212.97	0.00	212.97	4.73
230-4230-2405-0000	Adult Books - Non Fiction	16,818.00	17,122.73	17,122.73	-304.73	0.00	-304.73	0.00
230-4230-2406-0000	Teen Books - Materials	4,620.00	5,049.08	5,049.08	-429.08	0.00	-429.08	0.00
230-4230-2407-0000	Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	7,560.00	7,549.78	7,549.78	10.22	0.00	10.22	0.14
230-4230-2409-0000	Electronic Materials	3,360.00	3,623.23	3,623.23	-263.23	0.00	-263.23	0.00
230-4230-2499-0000	Collection Development	504.00	254.44	254.44	249.56	0.00	249.56	49.52
	E10 Sub Totals:	90,765.00	96,545.14	96,545.14	-5,780.14	0.00	-5,780.14	0.00
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	1,272.19	1,272.19	5,227.81	0.00	5,227.81	80.43
230-4230-3099-0000	Other Professional Services	1,000.00	75,063.25	75,063.25	-74,063.25	0.00	-74,063.25	0.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	1,018.97	1,018.97	481.03	0.00	481.03	32.07
230-4230-3200-0000	Mileage	500.00	614.92	614.92	-114.92	0.00	-114.92	0.00
230-4230-3201-0000	Seminar/Conference Fees	4,500.00	1,969.43	1,969.43	2,530.57	0.00	2,530.57	56.23
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	1,500.00	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	1,429.00	1,429.00	485.00	0.00	485.00	25.34
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	386.12	386.12	13.88	0.00	13.88	3.47
	E15 Sub Totals:	44,814.00	117,998.35	117,998.35	-73,184.35	0.00	-73,184.35	0.00
E20	MISCELLANEOUS							

General Ledger

Budget Status



User: kgoeltl
 Printed: 4/5/2018 - 1:41 PM
 Period: 1 to 12, 2017

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	13,323.14	13,323.14	-11,823.14	0.00	-11,823.14	0.00
	E20 Sub Totals:	2,525.00	14,311.12	14,311.12	-11,786.12	0.00	-11,786.12	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	48,337.72	48,337.72	9,722.28	0.00	9,722.28	16.75
	E25 Sub Totals:	88,700.00	70,700.80	70,700.80	17,999.20	0.00	17,999.20	20.29
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	1,117,137.29	1,117,137.29	17,824.71	0.00	17,824.71	1.57
	Dept 4230 Sub Totals:	1,134,962.00	1,117,137.29	1,117,137.29	17,824.71	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
E10	SUPPLIES							

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/5/2018 - 1:41 PM
 Period: 1 to 12, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	29,285.00	29,285.00	456.00	0.00	456.00	1.53
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	112,341.82	112,341.82	-5,855.82	0.00	-5,855.82	0.00
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 Compupter 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	236,460.60	236,460.60	23,028.40	0.00	23,028.40	8.87
Dept 230-4900	Dept 4231 Sub Totals: IMPROVEMENT PROJECTS	259,489.00	236,460.60	236,460.60	23,028.40	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/5/2018 - 1:41 PM
 Period: 1 to 12, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
	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	1,387,544.02	1,387,544.02	2,892.98	0.00	2,892.98	0.21
	Fund Expense Sub Totals:	1,394,451.00	1,368,975.69	1,368,975.69	25,475.31	0.00	25,475.31	1.83
	Fund 230 Sub Totals:	4,014.00	-18,568.33	-18,568.33	22,582.33	0.00		
	Revenue Totals:	1,390,437.00	1,387,544.02	1,387,544.02	2,892.98	0.00	2,892.98	0.21
	Expense Totals:	1,394,451.00	1,368,975.69	1,368,975.69	25,475.31	0.00	25,475.31	1.83
	Report Totals:	4,014.00	-18,568.33	-18,568.33	22,582.33	0.00		

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 February Budget Status Report</p>	
<p>OWNER: Finance Committee Troendle, Library Director Goeltl, Office Specialist</p>	<p>PRESENTER: Richie, Secretary/Treasurer</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: <u>2018 Budget Status Report:</u> Attached is a budget status report for the period from January 1 – February 28, 2018.</p> <p><u>Revenues:</u> Meeting Room Rental Fees: \$12,940.00 generated in booking fees for 12 events scheduled in 2018 and 2019.</p> <p><u>Expenditures:</u> Personnel Services:</p> <ul style="list-style-type: none"> Personnel expenses continue to reflect 22 days of pay from December 2017 and thus overstating 2018 expenses to date. These expenses will be adjusted out by City Finance during the audit process. We are projecting personnel cost savings in the first quarter due to the open Assistant Director position. <p>Materials:</p> <ul style="list-style-type: none"> Expenditures on books, audio, and video continue to lag as staff adjust to the new cataloging and acquisitions process. <p>Plant Services and Charges:</p> <ul style="list-style-type: none"> Building Repair Charges: Building repair expenditures are at \$5,737 through February, 44% of the budget. This includes the \$4,668 payment for the lift. With costly, unanticipated repairs also needed in March, we are projecting that 66% of our repair budget will be spent by the end of the first quarter. Staff will continue to closely monitor charges, look for cost-effective alternatives whenever possible (e.g., actively researching contracting with a different elevator repair company), and identify contingency funding options should repair charges eventually exceed the budgeted amount. 	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 Budget Status Report</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?: Finance Committee</p>	

General Ledger

Budget Status

User: kgoetl
 Printed: 3/7/2018 - 2:54 PM
 Period: 1, 2018



Account Number		Description	Budget Amount	Period Amount
Fund	120	CAPITAL OUTLAY		
Dept	120-4230	LIBRARY		
E25		CAPITAL OUTLAY		
	120-4230-5200-0000	C/O & Improvements	21,500.00	7,857.50
	120-4230-5300-0000	C/O Machinery & Equipment	22,100.00	0.00
	120-4230-5310-0000	C/O MIS Computer Equipment	21,400.00	0.00
		E25 Sub Totals:	65,000.00	7,857.50
		Expense Sub Totals:	65,000.00	7,857.50
		Dept 4230 Sub Totals:	65,000.00	7,857.50

* NOTE: City Finance created new account 120-4230 in 2018 to track new library capital expenditures. Capital projects, with the exception of the \$25,000 Building Reconfiguration project, will run through 120-4230.

The library's 2017 Building Reconfiguration project was processed against account 230-4900-5200. Depending on the planned use of the building reconfiguration funds, the 2018 building reconfiguration capital expenses may also be processed through this account.

General Ledger

Budget Status



User: kgoeltl
 Printed: 4/5/2018 - 2:41 PM
 Period: 1-2, 2018

			Through Feb 2018	
Account Number	Description	Budget Amount	Amount	
Fund 230	LIBRARY FUND			
Dept 230-0000				
R05	TAXES			
230-0000-3010-0100	Current Property Taxes	0.00		0.00
	R05 Sub Totals:	0.00		0.00
R25	CHARGES FOR SERVICES			
230-0000-3500-0100	Meeting Room Rental Fees	60,000.00		12,940.00
230-0000-3520-0100	Copier/Printer Sales	5,500.00		1,063.56
230-0000-3880-0200	Gallery Fees	500.00		247.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00		16.00
	R25 Sub Totals:	66,300.00		14,266.56
R40	MISCELLANEOUS			
230-0000-3810-0200	Interest Earnings-Investments	1,000.00		0.00
230-0000-3820-0100	Gifts	4,500.00		80.00
230-0000-3830-0100	Sale of Property	0.00		0.00
230-0000-3860-0100	Lease/Rentals	0.00		0.00
230-0000-3860-0200	Parking Rental	0.00		0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00		0.00
230-0000-3880-0020	Library Card Fees	2,000.00		150.00
230-0000-3880-0030	Lost Materials	3,000.00		494.79
230-0000-3880-0040	Processing Fees	8,200.00		842.00
230-0000-3880-0050	Registration	0.00		0.00
230-0000-3880-0100	Miscellaneous Income	0.00		0.00
230-0000-3880-0300	Cash Short/Over	0.00		5.52
	R40 Sub Totals:	19,200.00		1,572.31
R45	OTHER FINANCING SOURCES			
230-0000-3910-0100	Transfer In-General Fund	1,218,490.00		0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00		0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00		0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00		0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00		0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00		0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00		0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00		0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00		0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00		0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00		0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00		0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00		0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00		0.00

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/5/2018 - 2:41 PM
 Period: 1-2, 2018



Account Number	Description	Budget Amount	Through Feb 2018 Amount
	R45 Sub Totals:	1,218,490.00	0.00
	Revenue Sub Totals:	1,303,990.00	-15,838.87
	Dept 0000 Sub Totals:	-1,303,990.00	15,838.87
Dept 230-4230	LIBRARY OPERATIONS		
E05	PERSONNEL SERVICES		
230-4230-1000-0000	Full Time Salaries	219,762.95	26,787.27
230-4230-1100-0000	Overtime - Full Time	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	2,359.88
230-4230-1113-0000	Vacation Pay	0.00	3,400.16
230-4230-1200-0000	Part Time Salaries	484,292.98	89,671.02
230-4230-1300-0000	Overtime - Part Time	0.00	412.46
230-4230-1410-0000	PERA	52,804.55	8,771.43
230-4230-1420-0000	FICA/Medicare	53,860.80	9,021.15
230-4230-1500-0000	Hospital / Medical	100,779.00	14,275.70
230-4230-1520-0000	Dental Insurance	4,147.60	496.40
230-4230-1540-0000	Life Insurance	650.00	97.92
230-4230-1990-0000	Grant Pass Thru	0.00	0.00
	E05 Sub Totals:	916,297.88	155,293.39
E10	SUPPLIES		
230-4230-2000-0000	Office Supplies	0.00	293.03
230-4230-2101-0000	General Supplies	4,500.00	179.34
230-4230-2113-0000	Reference	3,000.00	1,189.44
230-4230-2114-0000	Data Base Searching	2,000.00	1,195.80
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00
230-4230-2400-0000	Childrens Books	16,500.00	0.00
230-4230-2401-0000	Adult Books - Fiction	20,000.00	0.00
230-4230-2402-0000	Audio	14,000.00	27.96
230-4230-2403-0000	Periodicals	5,000.00	3,934.48
230-4230-2405-0000	Adult Books - Non Fiction	20,000.00	20.00
230-4230-2406-0000	Teen Books - Materials	5,000.00	0.00
230-4230-2407-0000	Programs	0.00	0.00
230-4230-2408-0000	Film/Video	7,500.00	0.00
230-4230-2409-0000	Electronic Materials	4,500.00	0.00
230-4230-2499-0000	Collection Development	400.00	28.50
	E10 Sub Totals:	105,400.00	6,868.55
E15	SERVICES AND CHARGES		

General Ledger

Budget Status



User: kgoeltl
 Printed: 4/5/2018 - 2:41 PM
 Period: 1-2, 2018

			Through Feb 2018	
Account Number	Description	Budget Amount	Amount	
230-4230-3098-0000	Technology Support	6,500.00	206.40	
230-4230-3099-0000	Other Professional Services	2,500.00	270.00	
230-4230-3100-0000	Circulation System	0.00	0.00	
230-4230-3101-0000	Telecommunications	0.00	0.00	
230-4230-3102-0000	Postage	1,500.00	0.00	
230-4230-3200-0000	Mileage	400.00	28.34	
230-4230-3201-0000	Seminar/Conference Fees	5,000.00	777.65	
230-4230-3202-0000	Meals	0.00	0.00	
230-4230-3203-0000	Housing	0.00	0.00	
230-4230-3400-0000	Printing and Publishing	1,500.00	0.00	
230-4230-3401-0000	Binding	0.00	0.00	
230-4230-3404-0000	Processing Fee	7,000.00	21.20	
230-4230-3500-0000	General Insurance	1,705.00	0.00	
230-4230-3707-0000	Maintenance Agreements	20,000.00	717.36	
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	
230-4230-3804-0000	Equipment Rental	0.00	0.00	
230-4230-3900-0000	Sales Tax	400.00	0.00	
	E15 Sub Totals:	46,505.00	2,020.95	
E20	MISCELLANEOUS			
230-4230-4000-0000	Memberships and Dues	400.00	0.00	
230-4230-4001-0000	Subscriptions	625.00	623.98	
230-4230-4099-0000	Miscellaneous Charges	1,500.00	51.30	
	E20 Sub Totals:	2,525.00	675.28	
E35	DEPRECIATION			
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	
	E35 Sub Totals:	0.00	0.00	
	Expense Sub Totals:	1,070,727.88	164,858.17	
	Dept 4230 Sub Totals:	1,070,727.88	164,858.17	
Dept 230-4231	LIBRARY PLANT			
E05	PERSONNEL SERVICES			
230-4231-1000-0000	Full Time Salaries	56,390.59	10,367.23	
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	
230-4231-1111-0000	Severance Pay	0.00	0.00	
230-4231-1112-0000	Sick Pay	0.00	560.68	
230-4231-1113-0000	Vacation Pay	0.00	379.27	
230-4231-1200-0000	Part Time Salaries	34,726.18	4,665.83	
230-4231-1410-0000	PERA	6,833.76	1,125.93	

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/5/2018 - 2:41 PM
 Period: 1-2, 2018



Account Number	Description	Budget Amount	Through Feb 2018 Amount
230-4231-1420-0000	FICA/Medicare	6,970.43	1,132.96
230-4231-1500-0000	Hospital / Medical	21,183.00	2,511.22
230-4231-1520-0000	Dental Insurance	757.80	84.20
230-4231-1540-0000	Life Insurance	116.00	19.20
230-4231-1990-0000	Grant Pass Thru	0.00	0.00
	E05 Sub Totals:	126,977.76	20,846.52
E10	SUPPLIES		
230-4231-2101-0000	General Supplies	1,000.00	272.69
230-4231-2102-0000	Janitorial Supplies	3,000.00	307.42
230-4231-2202-0000	Building Repair Supplies	300.00	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00
	E10 Sub Totals:	5,200.00	580.11
E15	SERVICES AND CHARGES		
230-4231-3002-0000	Contractual	0.00	0.00
230-4231-3099-0000	Other Professional Services	500.00	0.00
230-4231-3101-0000	Telephone	1,500.00	0.00
230-4231-3500-0000	General Insurance	29,160.00	0.00
230-4231-3600-0000	Electricity	35,000.00	1,883.76
230-4231-3601-0000	Natural Gas	12,000.00	1,580.34
230-4231-3703-0000	Building Repair Charges	12,829.00	5,737.36
230-4231-3707-0000	Maintenance Agreements	8,995.00	1,853.78
	E15 Sub Totals:	99,984.00	11,055.24
E20	MISCELLANEOUS		
230-4231-4099-0000	Miscellaneous Charges	1,100.00	83.14
	E20 Sub Totals:	1,100.00	83.14
E40	OTHER FINANCING USES		
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00
	E40 Sub Totals:	0.00	0.00
	Expense Sub Totals:	233,261.76	32,565.01
	Dept 4231 Sub Totals:	233,261.76	32,565.01
Dept 230-4900	IMPROVEMENT PROJECTS		
E15	SERVICES AND CHARGES		
230-4900-3099-0000	Other Professional Services	0.00	0.00
	E15 Sub Totals:	0.00	0.00

General Ledger

Budget Status

User: kgoeltl
Printed: 4/5/2018 - 2:41 PM
Period: 1-2, 2018



Account Number	Description	Budget Amount	Through Feb 2018 Amount
E25 230-4900-5200-0000	CAPITAL OUTLAY C/O & Improvements	0.00	9,411.27
	E25 Sub Totals:	0.00	9,411.27
	Expense Sub Totals:	0.00	9,411.27
	Dept 4900 Sub Totals:	0.00	9,411.27
	Fund Revenue Sub Totals:	1,303,990.00	15,838.87
	Fund Expense Sub Totals:	1,303,989.64	206,834.45
	Fund 230 Sub Totals:	-0.36	190,995.58
	Revenue Totals:	0.00	15,838.87
	Expense Totals:	0.00	206,834.45
	Report Totals:	0.00	190,995.58

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received</p>	
<p>OWNER: Goeltl, Office Specialist</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the following supplemental gifts and grants received by the library:</p> <ul style="list-style-type: none"> • 2017 in-kind donation of 5 art pieces by Kyle Skor, estimated value \$2,200 • 2018 Q1 gifts and grants 	
<p>BACKGROUND/CONTEXT: 2017 In-Kind Donation of Artwork: In June 2017, former Stillwater resident, Kyle Skor, now a practicing artist in Nanning, China donated five original art pieces from a children’s book that he illustrated. The book is the 60th anniversary edition of the Chinese modern classic, <i>Wild Grapes</i>. The 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 and are currently hanging in the teen library. The pieces have an estimated total value of \$2,200. This in-kind donation was inadvertently left off of the 2017 list of supplemental gifts received. Official acceptance of this gift by the board is requested. 2018 First Quarter Gifts and Grants Received: Attached is a list of the supplemental gifts and grants received by the library from January 1, 2018 - March 31, 2018. Included on this report are Foundation payments of the venue coordinator and volunteer coordinator contracts. Official acceptance of the gifts and grants received is requested.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2018 Gifts & Grants Received Through 3/31/2018</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 3/31/2018

Prepared 04/06/18

2018: GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/10/2018	\$50 tribute gift in memory of Marjorie Hannon	\$50	Use for purchase of tribute books	230-0000-3820-0100	Expend in 2018	For Bd review and approval 4/10/18
G2	1/17/2018	In-Kind donation of Jo Lutz Rollins original painting of Stillwater Home (Est value \$400)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G3	1/17/2018	In-Kind donation of Curran original painting of Lowell park (Est value \$70)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G4	1/18/2018	In-Kind donation of Ersland print of library (Est value \$20)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G5	1/29/2018	In-Kind donation of animal figurines in vehicles for children's area (Est value \$40)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G6	1/29/2018	In-Kind donation of teen artwork (Est value \$20)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G7	1/31/2018	\$30 tribute gift in memory of Houston	\$30.00	Place with Lori Houston's mom funds; Use tbd by Troendle/Houston	235		For Bd review and approval 4/10/18
G8	2/1/2018	In-Kind donation of subscription to Air & Space (Est value \$22)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G9	2/7/2018	In-kind donation of The Lavendar Lane Lothario by David Handler, last title in series (est value \$25.99)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G10	2/13/2018	\$30 tribute gift in memory of Elaine Thomsen	\$30.00	Use for purchase of tribute books	230-0000-3820-0100	Expend in 2018	For Bd review and approval 4/10/18
G11	2/20/2018	In-kind donation of Topaz HD Low Vision Reader (est value \$2681.25)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G12	2/27/2018	In-kind donation of two scrapbooks created by Jo Lutz Rollins	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G13	3/8/2018	\$1 unrestricted donation	\$1.00	None	230-0000-3820-0100	Used to offset 2018 general operating	For Bd review and approval 4/10/18
G14	3/26/2018	\$50 tribute donation in memory of Marjorie Hannon	\$50.00	Use for purchase of adult fiction tribute books	230-0000-3820-0100	Expend in 2018	For Bd review and approval 4/10/18
G15	3/28/2018	\$30 tribute donation in memory of Dorothy Parkhurst	\$30.00	Use for purchase of adult fiction tribute books	230-0000-3820-0100	Expend in 2018	For Bd review and approval 4/10/18
			\$191.00				

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 3/31/2018

Prepared 04/06/18

2018: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
FR1	1/31/2018	Q4 2017 Audio Book	\$1,200	Use for the purchase of audio books	235-3235-3820-0100		For Bd review and approval 4/10/18
			\$1,200				
2018: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/26/2018	2018-01 Big Read	\$1,000	Big Read in St. Croix Valley			For Bd review and approval 4/10/18
SPLF2	1/26/2018	2018-01 Sunday Hours	\$7,391	Sunday Hours			For Bd review and approval 4/10/18
SPLF3	1/26/2018	2018-01 DR Luckner - Juv	\$100	Children's Materials and Programs			For Bd review and approval 4/10/18
SPLF4	2/23/2018	2018-02 DR Heuer Tribute - Adult Books	\$1,890	Adult Books			For Bd review and approval 4/10/18
SPLF5	3/23/2018	2018-03 Juv SRP	\$5,200	2018 Children's Summer Reading Program			For Bd review and approval 4/10/18
			\$15,581				

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 3/31/2018

Prepared 04/06/18

2018: SPLF IN KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	
SPLF In Kind 1	1/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 2	1/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 3	1/31/2018	Volunteer Center - Annual Affiliation Fee	\$55	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 4	2/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 5	2/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 6	3/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 7	3/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	For Bd review and approval 4/10/18
			\$10,735				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Capital Release Requests	
OWNER: Troendle, Library Director	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Release 2018 capital funds for the following: <ul style="list-style-type: none"> • Release \$9,880 allocated for the HVAC system upgrade • Release \$4,000 allocated to roof repair 	
BACKGROUND/CONTEXT: The funds requested for release are part of the 2018 Library Capital Outlay budget. HVAC System Upgrade: As part of the 2018 capital outlay request, the library planned for an upgrade to the building automation system (BAS) that controls the HVAC. Based on a proposal from NAC, the project was budgeted at \$12,200. After consultation with city IT, the scope of the project was modified to both reduce cost and increase efficiency. The library has an older Alerton building automation system (BAS) running envision v2.1. There is also a new Alerton BAS at the Fire Station that runs Alerton Compass V1.51. These systems will now be combined to create a uniform control system throughout both locations. The revised project proposal is \$9,880. Roof Upgrade: Last spring, the library received a proposal from Les Jones Roofing, Inc. for the repair of the tile, gutter and built-up roof systems. They recommended the following repairs: <ul style="list-style-type: none"> • replacement of 20 field tile, 4 ridge pieces, and 1 hip roll • repairs of areas where flexium sealant has fallen or should be used to seal openings at ridge and valley transitions • repair of hole in copper gutter/membrane • repair of some ridges that have formed around the drain sump in the built-up roof areas on the 1972 additions The cost for the repairs were estimated between \$3,000 and \$4,000. The proposal is attached.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: NAC HAV System Upgrade Proposal Les Jones Roofing Estimate	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



Corey Fitzsimmons, Automation Sales Engineer
1001 Labore Industrial Court, Suite B
Vadnais Heights, MN 55110

651-255-3553 *Direct*
651-666-0549 *Cell*
cfitzsimmons@nac-hvac.com

Marvin Henry
City of Stillwater
2356 University Ave. W
St. Paul, MN 55114

March 13, 2018

Re: Alerton Automation- Compass Upgrade and System Migration

Attn: Mr. Marvin Henry:

NAC is pleased to provide the following proposal to upgrade the existing Alerton building automation system (BAS) at **Stillwater Library (Stillwater, MN)**.

Current Situation: Stillwater Library has an older Alerton building automation system (BAS) running envision v2.1. There is also a new Alerton BAS at the Fire Station that runs Alerton Compass V1.51. There is a desire to combine the systems, and to upgrade the Library graphics to match the Fire Station graphics to create a uniform control system throughout both locations.

Project Scope: NAC will furnish and install an upgraded license key size to the Fire Station BAS in order to host both systems. NAC will create and implement new equipment graphics to match the style and feel of the Fire Station system. Then the new graphics for the Stillwater Library will be migrated to the Fire Station BAS. The intent of the project scope is to create one central system accessible through the web or through the buildings internal networks.

Alerton Upgrade scope of work:

- (4) Boilers
- (2) Hot Water Pumps
- (4) Unit Heaters
- (4) Exhaust Fans
- (6) Radiation
- NAC will coordinate installation, setup, and access with the City of Stillwater staff.
- NAC will provide 4 Hrs. of new system training to City of Stillwater staff.

Customer Investment: *\$9,880.00 (Nine Thousand Eight Hundred Eighty Dollars and no)

Accepted by:

CITY OF STILLWATER

NAC MECHANICAL & ELECTRICAL SERVICES

Signature:

Signature: *Marc Tolvay*

Name: _____

Name: Marc Tolvay

Title: _____

Title: Account Manager

Date: _____

Date: March 13, 2018

Les Jones Roofing, Inc.
941 W 80th St.
Bloomington, MN 55420
Phone: (952) 881-2241
Fax: (952) 881-7009



MN License #6560

May 22, 2017

Stillwater Library
Attn: Spike Carlsen
224 North 3rd Street
Stillwater, MN 55082

Re: Estimate for Repairs at Stillwater Library

Dear Spike:

After looking over the roof area at the Stillwater Library, the overall condition is fair to good. There are some items that should be repaired now and some future planning that should be considered.

The original church and 1972 North and South wings are comprised of a Ludowici French tile at the steep slope areas and asphalt and gravel surfaced built-up roof system on the flat areas. This entire footprint is surrounded with a soldered seam built-in copper gutter system. These areas of the roof are where the current recommended repairs and near future budgeting should focus.

The East 2006 addition areas are comprised of ballasted TPO roof systems and may still be covered by a manufacturer's warranty. The TPO areas should be monitored but should be serviceable until at least 2031.

Les Jones Roofing proposes the following repairs to the tile, gutter and built up roof systems:

SPECIFICATIONS

1. The tile roof is in good condition. It appears that the original area was relayed during the 1972 addition. There are roughly (20) field tile, (4) 206 ridge pieces and (1) 102 hip roll that are broken and should be replaced.

2. There are also multiple areas where flexium sealant has fallen or should be used to seal openings at ridge and valley transitions.

3. At some point, the majority of the copper gutter has been lined with an EPDM membrane. There is (1) opening that may be contributing to the occasional Southeast office leak. We would repair the hole while there.

4. The built up roof areas on the 1972 additions are in fair condition and should be serviceable for approximately 10 years. The only repairs I would recommend at this time are repairing some ridges that have formed around the drain sump.

5. The built up roof system above the original library area is showing degradation. It should be considered for replacement in about 5 years. The base flashing was a smooth surfaced fiberglass capsheet. The surface of the capsheet has been painted with an aluminum coating to help protect against UV degradation. At this time, the fiberglass mat in the capsheet is exposed and this base flashing is near the end of its useful life. These should be recoated, which may push this roof area life to 5-8 years of service.

Tile replacement is done on a time and materials basis. Our rate for this work is \$ 96.00 per hour per man plus materials. There is a Truck / Fuel Charge of \$75.00

Accepted & Approved _____
Initial

BALLPARK PRICE FOR MATERIALS AND LABOR FOR THIS WORK: \$3,000.00 - \$4,000.00

I would also budget for replacement of the 3 upper built up roof systems.

North and South Areas: (10 years) \$25,000.00

Upper Original Area: (5 years) \$16,000.00

Match existing

Les Jones Roofing will match the existing size, color and style of roofing as close as possible. An exact match is not guaranteed due to such factors as aging, environment, differences in dye lots, etc.

Final Clean Up

Clean up and removal of roofing debris

THERE WILL BE ADDED CHARGES TO REPLACE ANY ROTTED WOOD.

Depending on the scope of work performed, certain statutory warranties may apply to this project. Minnesota Statutes Chapter 327A, a copy of which is attached, which we are required by the State of Minnesota to provide, describes these warranties.

PLEASE NOTE:

THIS PROPOSAL IS VALID FOR THIRTY DAYS FROM THE PROPOSAL DATE. ONCE THE PROPOSAL EXPIRES, PLEASE CONTACT THE OFFICE FOR A PRICE UPDATE.

CONTRACTS POSTMARKED ON OR BEFORE THE CONTRACT EXPIRATION DATE WILL BE HONORED.

Notes:

Les Jones Roofing is licensed, bonded and insured.
Customer will need to provide a source of electricity for our use.

PAYMENT TERMS

We will send you a final invoice of the balance due upon completion of the project described in this proposal. Payment in full of the amount reflected in the final invoice is due upon receipt of the final invoice. Interest of 1.5% per month will be charged on any balance for which we do not receive full payment within 15 days of the invoice date.

STANDARD TERMS AND CONDITIONS

Customer acknowledges reading and understanding the attached Standard Terms and Conditions, which are incorporated herein and made a part of this contract by reference.

PERFORMANCE GUIDELINES

Les Jones Roofing follows best industry practices concerning the specifications, materials and installation of quality roof systems as set forth by the National Roofing Contractors Association (NRCA).

FORMALDEHYDE NOTICE

Minnesota Statutes § 325F.18 requires that contractor give the following notice to customer:

IMPORTANT HEALTH NOTICE. SOME OF THE BUILDING MATERIALS USED IN THIS HOME (OR THESE BUILDING MATERIALS) EMIT FORMALDEHYDE. EYE, NOSE, AND THROAT IRRITATION, HEADACHE, NAUSEA AND A VARIETY OF ASTHMA-LIKE SYMPTOMS, INCLUDING SHORTNESS OF BREATH, HAVE BEEN REPORTED AS A RESULT OF FORMALDEHYDE EXPOSURE. ELDERLY PERSONS AND YOUNG CHILDREN, AS WELL AS ANYONE WITH A HISTORY OF

ASTHMA, ALLERGIES, OR LUNG PROBLEMS, MAY BE AT GREATER RISK. RESEARCH IS CONTINUING ON THE POSSIBLE LONG-TERM EFFECTS OF EXPOSURE TO FORMALDEHYDE. REDUCED VENTILATION MAY ALLOW FORMALDEHYDE AND OTHER CONTAMINANTS TO ACCUMULATE IN THE INDOOR AIR. HIGH INDOOR TEMPERATURES AND HUMIDITY RAISE FORMALDEHYDE LEVELS. WHEN A HOME IS TO BE LOCATED IN AREAS SUBJECT TO EXTREME SUMMER TEMPERATURES, AN AIR-CONDITIONING SYSTEM CAN BE USED TO CONTROL INDOOR TEMPERATURE LEVELS. OTHER MEANS OF CONTROLLED MECHANICAL VENTILATION CAN BE USED TO REDUCE LEVELS OF FORMALDEHYDE AND OTHER INDOOR AIR CONTAMINANTS. IF YOU HAVE ANY QUESTIONS REGARDING THE HEALTH EFFECTS OF FORMALDEHYDE, CONSULT YOUR DOCTOR OR LOCAL HEALTH DEPARTMENT.

ACCEPTANCE

Thank you for the opportunity to bid on your roofing needs. If you find the above proposal acceptable, please sign below, initial next to the option selected above, and return the original signed document to our office. If you need further information or clarifications, please contact me at 952-881-2241.

LES JONES ROOFING, INC.

By _____
Mike Dalsin
Service Manager

I have read and understand this contract, including the Standard Terms and Conditions attached hereto, and agree to all of the terms and conditions contained herein.

Accepted: _____

Date: _____

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Events & Zoning Compliance	
OWNER: Keliher, President	PRESENTER: David Magnuson, City Attorney
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: Discussion with City Attorney Magnuson about possible resolutions for events and zoning compliance.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Proposal to Pursue Special Use Permit for Events Zoning</p>	
<p>OWNER: Menikheim</p>	<p>PRESENTER: Menikheim</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: Motion to pursue special use permit for events zoning</p>	
<p>BACKGROUND/CONTEXT: The library is not in compliance with the city zoning code for putting on events. That is an issue that is not right, affects the relationship between neighborhood/neighbors, and falls within the purview of the Trustees to easily correct. An application for a SUP/CUP is attached. It is requested that the board makes a decision on 4/10/18 to either apply for a permit or wait to have the city council require us to do so. There are ramifications if we choose the latter approach.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Conditional/Special Use Permit Application</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	



216 4th Street N, Stillwater, MN 55082
Phone: 651-430-8800 Fax: 651-430-8810
www.ci.stillwater.mn.us

CONDITIONAL/SPECIAL USE PERMIT: APPLICANT INSTRUCTIONS

Purpose

In each zoning district, permitted uses and specially/conditionally permitted uses are listed. Special and conditional uses require a Special Use Permit.

The purpose of the Conditional Use Permit (CUP) or Special Use Permit (SUP) is to allow special condition of uses that are not specifically permitted in the zoning district. Since the Zoning Ordinance cannot be drafted to deal with every circumstance, the CUP/SUP process is designed to provide the City sufficient flexibility to determine whether a specific land use on a certain site will be compatible with its surroundings, the Comprehensive Plan and the zoning on adjacent parcels. In approving the CUP/SUP, the Planning Commission must find that the proposed use will not be injurious to the neighborhood or otherwise detrimental to the public welfare and will be in harmony with the general purpose of the Zoning Ordinance.

Process

Project Consideration: Early in the consideration of a potential project, a determination shall be made whether a CUP/SUP is needed.

Pre-application Conference: It is recommended the applicant make an appointment with Community Development Department (CDD) staff prior to submitting an application. The intent of this meeting is to discuss the applicable city code regulations, items that may be of concern, application submittal requirements, etc. In order for the meeting to be most effective, the future applicant should be prepared to discuss the proposed use and potential land alternation activities that may occur.

Filing the Application: A complete application, required attachments, and applicable fee(s) will be accepted by the CDD according to the established Development Review Schedule. Incomplete applications will not be accepted or may be returned to the applicant. Once the application has been determined to be complete, staff will place the item on the applicable Commission and Council agendas. Notice of any scheduled public hearings will be sent to all property owners

within 350' of the subject property. Legal notice will be published in the Stillwater Gazette at least ten (10) days prior to the scheduled public hearing(s).

Staff Review: CDD staff will review and evaluate the project conformance to the Zoning Code, the Comprehensive Plan, relevant area plans, and all lawful regulations. Staff will develop a report which, in most cases, will include a recommendation for approval or denial. Recommendations for approval may be accompanied by staff recommended conditions of approval. Staff will distribute this report to the applicant in advance of the scheduled meeting(s) and hearing(s).

Commission and Council Review: Commission and Councilmembers will receive the staff report in advance of the scheduled public hearing, an informal meeting held in the Council Chambers of City Hall. At meeting(s), staff will explain the nature of the request. The applicant, who is required to be at these meeting(s), will be given the opportunity to present testimony giving reasons or need for the CUP/SUP. Members of the public will be invited to testify in support or against the request.

Once all testimony has been made, the respective appointed or elected members will discuss the request. After all discussion has occurred, the body will determine approval or denial of the application. They may, at their discretion, continue the hearing to a later meeting date. This happens when insufficient information has been submitted or additional information is needed to make a decision.

Appeals Period: There is a ten-day period in which the applicant, or any other individual aggrieved by the decision, may submit a request for reconsideration of the application. If the appeal is to a decision of a Commission, the City Council will hear the appeal in a scheduled public hearing.

Permitting. Once the City Council has approved an application, or once the ten day appeal period has ended, the applicant will receive an approved CUP/SUP indicating the approval and listing any conditions of approval. The applicant must execute the CUP/SUP form, acknowledging any conditions of approval will be met. The CUP/SUP is not issued until the permit form is signed and returned to the City.

After the signed permit is received by the City, the permit is recorded against the property with the Washington County Recorder.



216 4th Street North Stillwater MN 55082
651-430-8800
www.ci.stillwater.mn.us

PLANNING APPLICATION
Planning Commission

Permit No. _____
Date Filed: _____
Base Fee: _____
Tech Fee: \$25.00
Receipt No.: _____

ACTION REQUESTED

Special/Conditional Use Permit
 Variance
 Resubdivision
 Subdivision*
 Comprehensive Plan Amendment*

Zoning Amendment*
 Planning Unit Development *
 Certificate of Compliance
 Lot Line Adjustment

*An escrow fee is also required to offset the costs of attorney and engineering fees. The fees for requested action are attached to this application.

The applicant is responsible for the completeness and accuracy of all forms and supporting material submitted in connection with any application. All supporting material (i.e., photos, sketches, etc.) submitted with application becomes the property of the City of Stillwater. **Only one copy of supporting materials are required. However, any documents larger than 11 x 17 must be submitted in paper and in pdf format. Review the Checklist to the Planning Administration Application Form for the complete list of required items that must be submitted. Any incomplete application or supporting material will cause your application to be rejected by the City. Required – Applications will be rejected without a legal description. A legal description is found on the deed to the property. Attach as an exhibit if necessary.**

After Planning Commission approvals, there is a 10-day appeal period. Once the 10-day appeal period has ended, the applicant will receive a zoning use permit which must be signed and submitted to the City to obtain the required building permits.

PROPERTY IDENTIFICATION

Address of Project _____ Assessor's Parcel No. _____
(GEO Code)

Complete Property Legal Description* _____
(*Required – Applications will be rejected without a legal description) Tax descriptions and property descriptions from the county are not acceptable.

Zoning District _____ Description of Project _____

"I hereby state the foregoing statements and all data, information and evidence submitted herewith in all respects, to the best of my knowledge and belief, to be true and correct. I further certify I will comply with the permit if it is granted and used."

Required

If other than property owner

Property Owner _____
Mailing Address _____
City - State – Zip _____
Telephone No. _____
Email _____
Signature _____

Representative _____
Mailing Address _____
City - State – Zip _____
Telephone No. _____
Email _____
Signature _____

(Signature is required)

(Signature is required)

Checklist for Planning Applications

Planning Staff can help determine what materials are necessary. Planning Department 651-430-8820
Incomplete or unclear applications/plans will be returned to the applicant and may result in delay of application processing.

All Applications Must Include:

- The application form completed and signed by the property owner or owner's authorized representative.
- A complete legal description of subject property. This is found on the property deed. Incomplete or abbreviated legal descriptions are not sufficient.
- Letter to the Planning Commission describing the proposed use in detail and indicating how this use will effect, or is compatible with adjacent uses or areas. If the request is for a variance, the narrative must address the 'practical difficulty' provision.
- Other information as may be required to permit the Planning Commission to make the required findings for approval of the specific type of application.

Applications Involving New Construction or Exterior Improvements Must Also Include:

- Building plans clearly dimensioned and scaled.
- A site plan depicting the following.
 - Exterior property lines, easements, lot width and depth and lot area.
 - Location, elevation, size, height of building or addition, dimensions, materials and proposed use of all buildings and structures (including walls, fences, signs, lighting and hooding devices) existing and proposed for the site (if the site is in a Design Review District, additional design detail maybe required).
 - Distances between all structures and from all property lines or easements to structures.
 - Buildings on adjacent properties, together with distances from property lines.
 - All adjacent streets or right of ways, with street names labeled.
 - Pedestrian, vehicular and service points of ingress and egress; distances between driveways and street corners.
 - All off-street parking spaces, driveways, loading docks and maneuvering areas with dimensions for driveway widths and parking space sizes.
 - Existing significant natural features such as rock outcroppings or water courses (existing and proposed marked accordingly).
 - All major existing trees on the site (4 inch caliper or greater), giving type, location, size and other site coverage conditions.

Applications Involving Changes in Grading or Landscaping Must Also Include:

- Existing and proposed grading plan showing direction and grade of drainage through and off the site; indicate any proposed drainage channels or containment facilities.
 - Applications for new structures on slopes of 12 percent or greater must include an accurate topographic map. The map must contain contours of two-foot intervals for slopes of 12 percent or greater. Slopes over 24 percent shall be clearly marked.
- Landscape plan showing number of plants, location, varieties and container sizes (landscape plan).

ANY DOCUMENTS LARGER THAN 11 X 17 MUST BE SUBMITTED IN PAPER AND IN PDF FORMAT. OVERSIZED PLANS (GREATER THAN 11X17) WILL NEED TO SUBMIT FIVE COPIES.

Agenda Items Details

<small>AGENDA ITEM NAME & BRIEF DESCRIPTION:</small> Library Events Update Preparation for City Council	
<small>OWNER:</small> Library Board	<small>PRESENTER:</small> Keliher, President
<small>REQUESTED AGENDA TYPE (A, I, D):</small> D	<small>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</small> <small>IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</small>
<small>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</small>	
<small>BACKGROUND/CONTEXT:</small> <p>As outlined in Tom McCarty’s June 2017 letter, the final step in the board’s work on the Meeting and Event Policy is to share the updated policy with the City Council for review and discussion. This presentation has been scheduled for April 17.</p> <p>Since the Council’s request was addressed to the board, the president will make the presentation on behalf of the board with the Director, Library Events Task Force members, and trustees on hand to assist. Attached is a draft presentation for discussion.</p>	
<small>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</small> Library Events Update Presentation – Draft for Discussion	
<small>PREVIOUS ACTION ON ITEM:</small>	
<small>REVIEWED BY COMMITTEE?:</small>	



Events policy and procedures update

April 17, 2018

Why we're here

- Events are an important part of the library's role in the community
- The library, including its terrace, is a beautiful, functional gathering place for groups and events of all shapes and sizes
- It's important to the library and the community that we strike the right balance between providing functional spaces while planning for and mitigating some of the side effects of larger events
- We've done a lot of work since our last visit to the council and want to discuss with you our next steps

Overview

- Why do we have events?
- History and context
- Task force work
- Policy background and changes
- Procedure changes
- Where we go from here

Why do we have events?

- Increases visibility of the library as a community asset and destination
- Furthers the library's role as a resource accessible to all residents and the general public
- Brings visitors, hotel guests, etc. to Stillwater's downtown area
- Vital to the library's efforts to evolve and diversify its offering, maintaining relevance and excellence in modern climate
- Raises revenue to support the library's materials, programs and services to supplement operating budget
- But, some neighbors concerned about parking, noise, hours of operation

History and context

- Terrace added during 2006 library renovation, creating a beautiful space, desirable for special events
- Many community events, including weddings, fund-raisers, and more, have been held on the terrace since then
- 39 revenue-generating events in 2016 yielded \$59,392 for the library
- 26 revenue-generating events in 2017 yielded \$63,209
- 41 events booked for 2018 [with projected revenue of...]

History and context

- Library board began series of meetings with concerned neighbors in 2015 to open communication, hear concerns, discuss solutions
- Those discussions led to some policy changes by the library board as well as increased awareness of and attention to side effects of large events
- Hard work and dedication of a new venue coordinator in 2017 greatly improved relationships between library and its neighbors; fewer concerns expressed, improved communication

History and context

June 6, 2017, city council meeting discussed:

- 2006 library renovation plans
- Planning commission/city council expectation of events hosted on terrace to raise funds – tacit but not formal approval of library events
- The need to resolve the issue of events not being permitted in current zoning
- “No-brainer,” simply “housekeeping,” except for the neighbors’ concerns

Following 6/6/17 council meeting, City Administrator McCarty sent a letter to the library board requesting:

1. The library board review and update its events policy with input from neighbors
2. The library board share the updated events policy with the council for review and discussion

Task force work

- After the council discussion and McCarty's letter, the library board appointed a task force to continue dialog with neighbors and fulfill council's requests
- 8/17/17 listening session with nearby neighbors – acknowledged that many concerns are already addressed and improved, and discussed possible solutions for lingering items
- Task force reviewed event policies of public libraries in MN and across US; also reviewed policies of some non-profits (such as MN Historical Society) that offer event space
- Regular task force meetings and updates to neighbors who attended listening session; neighbors notified of library board's 2/13/18 agenda item to review/adopt new policies and accompanying procedures

Policy background

- First, the library has long had an events policy and procedures that dictate rules and restrictions for hosting events at the library – that didn't start with these discussions
- The library's events policy and procedures have always addressed music and noise, hours of operation, parking, loading/unloading, and other common issues
- As with all library policies, our events policy has been updated occasionally over the years to address changing needs and necessary improvements

Policy changes

- Board clarified what should be policy statements (board's domain) versus procedural guidelines (primarily developed and implemented by staff, with board/director oversight)
- A new format for the policy was developed and implemented to help make it more logical and readable, including extracting procedural details into clearer, simpler supporting documents:
 - 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

Policy changes

- With procedures largely removed, policy language was restructured, rewritten, and made more concise
- The following sections were added to the policy document (these did not exist previously):
 - Purpose – to explain the “why” behind the policy
 - Principles – to talk about the values and fundamental ideals we ascribe to, such as the [American Library Association’s Library Bill of Rights](#)
 - Definitions – to define and clarify terms
 - Non-endorsement clause – to clearly state the library does not extend an endorsement or seal of approval to any group simply because a meeting is held on library property
 - Responsibilities of patrons and the library
- After many drafts and a final recommendation that was approved by the library board, the library now has one overarching, streamlined policy statement on meetings and events

Procedure changes (highlights)

Under Procedures for Event Venue Rental:

- Damage deposit was changed to \$500 (from \$400)
- Noise deposit was changed to \$500 (from \$200)
- Smoking was changed from “no smoking allowed in the building, on Johnson Terrace, in the parking ramp garage, or on the grounds” to include a special carve-out to “corral” smokers in a designated location away from nearest neighbors

Procedure changes (highlights)

Under Noise Procedures for Events Venue Rental:

- A statement was added that the Venue Coordinator would be giving the Library noise procedures and Stillwater city ordinances to all bands, DJs and any vendor who is producing amplified music/sound at the Library
- This includes the procedures that any representative of the Library can ask the vendor to turn down the music and if they do not comply after the first warning they can be told to quit playing and leave
- If a Stillwater Police Officer receives complaints from anyone, the Renter and their vendor will be held responsible and could incur penalties
- Specific Stillwater Noise Ordinances as to decibel levels and time adherences are stated for the benefit of the vendors

Procedure changes (highlights)

- Across the board, language about noise mitigation, parking enforcement, loading/unloading, and related penalties have been clarified and strengthened
- Library's venue coordinator has met with and provided her cell phone number to library neighbors and fields calls during events if questions or concerns arrive

Where we go from here

- Continue maintaining constructive, positive relationships with library neighbors and other stakeholders
- Discuss with council possible solutions to formally “close the loop” on events/zoning compliance; during council’s 6/6/17 discussion, Community Development Director Turnblad outlined two possible approaches:
 1. Formalize what was inferred as approval years ago
 2. Change ordinance / library applies for special use permit

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Process Task Force	
OWNER: Director Evaluation Process Task Force	PRESENTER: Lockyear
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: The Director Evaluation Process Task Force has met twice. The first meeting we discussed the current process and developed a timeline. The second meeting included Mark in order to obtain his thoughts about the current process and discuss his ideas for potential changes to the process. Mark shared the employee performance process from L.E. Phillips Memorial Public Library which is a goal-oriented performance conversation.</p> <p>Proposed Timeline:</p> <ul style="list-style-type: none"> • April - meet with Donna Robole to learn about the City's process • May - develop draft of new/revised process • June - draft on board agenda for discussion • June/July - revise draft as needed • August - final adoption by board (could be adopted in July if ready) <p>The Task Force wants the evaluation process to work well for the Board, the Director and SPL. We have broadly discussed and considered ideas that would focus the process more on goals and less on subjective ratings. We are considering ways to streamline the process so it is less time consuming for the Director and Board as well as making it a more useful tool in terms of supporting library goals and the Director's professional growth.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director's Six-Month Performance Evaluation Process (Closed Session)</p>	
<p>OWNER: Keliher, President</p>	<p>PRESENTER: Keliher, President</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: During this closed session, the board will discuss the compiled results of its six-month performance evaluation of the library director. This discussion is a precursor to City HR Manager Donna Robole joining the board during its May meeting to discuss performance evaluation with the director.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Confidential document(s) for the discussion will be handed out during the meeting, not as part of the packet.</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Plan Discussion	
OWNER: Keliher, President	PRESENTER: Keliher, President
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: <p>Library Board President Mike Keliher contacted Angie Pilgrim, who is the Grants and Programs Officer with the St. Croix Valley Foundation, to determine if they would be able to provide strategic planning assistance to the library. Ms. Pilgrim met with the chair of the Consultants in Service (CIS) program to discuss this request. While they thanked the Stillwater Public Library for reaching out about the CIS program and for considering the SCVF as a potential partner in the library’s strategic planning process, they are unable to assist. Based on the demand for consulting services, the SCVF must focus on the organization eligibility for services, which are included below.</p> <p>Nonprofit organizations eligible to receive free consulting services will:</p> <ul style="list-style-type: none"> • Be located (and provide services) in the six county St. Croix Valley Region • Be designated a 501 (C) 3 organization or have a fiscal-agency agreement with a 501 (C) 3 organization • Have an annual operating budget of \$500,000 or less <p>Though the library is ineligible for free consulting services, the SCVF did offer to try to connect the library with potential consultants who may be able to help – for a charge.</p> <p>The next step in the strategic planning process would be to finalize and release a request for proposal (RFP) for consultant services.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Custodial Services Position – Potential for Contracting for Shared Services Between the Library and the City of Stillwater</p>	
<p>OWNER: Troendle, Library Director</p>	<p>PRESENTER: Troendle, Library Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to have the City and Library enter into an Employee Share Agreement.</p>	
<p>BACKGROUND/CONTEXT: The City of Stillwater currently contracts with a private vendor for housekeeping services at City Hall and the Public Works facility. The Stillwater Public Library employs a part-time position (20 hours/week) to provide similar services for the library facility. Over the past several months the City Administrator and Library Director have discussed the potential to increase the Library position to full time (40 hours/week) and share the position by contracting with the Library for 20 hour/week for the provision of housekeeping services for City Hall and the Public Work facility. The City would then pay 50% of the cost for the full time position; overtime costs would be paid by the entity incurring the overtime work. Contracting with a Library employee for housekeeping services provides efficiencies by having a trained, uniformed person (equipment and background) to provide housekeeping services to City Hall and the Public Works facility. At the March 2018 Library Board meeting, trustees were in favor of having the director continue to work with the City in exploring this concept. At the April 3, 2018 City Council meeting, the City Administrator sought and received formal approval from the Mayor and Councilmembers to proceed and formally seek agreement with the Library on a shared custodial services position. The Library Board’s approval of having the City and the Library enter into an Employee Share Agreement is requested.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Employee Share Agreement</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

AGREEMENT

THIS AGREEMENT made and entered into this 3rd day of April, 2018 between the City of Stillwater Public Library (the “Library”), and the City of Stillwater (the “City”), a Home Rule City of the Third Class existing under the laws of Minnesota.

WITNESSETH:

WHEREAS, the Library and the City make the Agreement (“Agreement”) to share the costs of one employee that will provide janitorial services to both the City and the Library and they therefor agree as follows:

1. The employee (“Employee”) will be an Employee of the Library and the Library will be responsible to pay the Employee and withhold necessary taxes in the same manner and on the same basis as it other employees.

2. The initial level of compensation will be at a level established by the Library, but established after consultation with the City.

3. Initially, the Employee will divide their work time equally between the City and the Library and the City Administrator and the Director of the Library will monitor both the burden and the necessary effort of providing janitorial services to both buildings and adjust the work accordingly.

4. The City will reimburse the Library for one-half of the total salary and benefits paid to the Employee on a bi-monthly basis, and if the work is adjusted by agreement between the Library and the City, the reimbursement will be adjusted accordingly.

5. Each party will provide worker’s compensation insurance for the premise in which the work is done. However, the Library will be the responsible employer and will be liable for the Employee in the same manner and to the same extent as their other employees.

6. This Agreement will be in effect from and after its date of execution and remain in effect unless canceled by either party upon 90 days written notice to the other party.

For the City:

For the Library:

Tom McCarty, Its Administrator

Mark Troendle, Its Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: April Grant Requests	
OWNER: Troendle, Library Director	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve grant request to Stillwater Public Library Foundation for Adult Summer Reading Program	
<p>BACKGROUND/CONTEXT:</p> <p>Adult Summer Reading Program: <i>The library seeks approval from the Trustees to request funding of approximately \$2,500 from the Foundation for the 2018 Adult Summer Reading Programs.</i></p> <p>Summer reading programs for kids have long been a focus at Stillwater, but the library has expanded our programming over the past few summers to ensure that adults will have fun reading as well. Experts tell us that modeling reading is every bit as important as handing a child a book, so there will be activities and reading incentives for both children and adults.</p> <p>This year’s adult summer reading theme is ‘Be Novel’. Our theme will help shape ‘novel’ programs, the most ‘novel’ book ideas and ‘novel’ concerts on the terrace. Classes will include adult crafts. As in past years, the library will hold weekly drawings open to our adult readers in which gift cards from Stillwater businesses will be shared.</p> <p>This request would help the library continue its strong summer reading program in 2018 and provide funding for:</p> <ul style="list-style-type: none"> • Supplies, promotion and prizes • Concerts on Terrace series • Adult Summer Programs/Classes 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Minnesota Public Library Annual Report 2017	
OWNER: Troendle, Director	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: Motion to approve the 2017 Minnesota Public Library Annual Report submitted to the State on March 31, 2018.	
BACKGROUND/CONTEXT: Minnesota Public Libraries are required by law (MN Statutes 134.13) to submit annual reports to the Minnesota Department of Education. This data is also submitted to the Institute of Museums and Library Services (IMLS) for the Public Libraries in the United States Survey. IMLS is authorized to collection this data under the federal Museum and Library Services Act of 2003. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. The data is public and is shared widely at local, state and national levels. This information is used by researchers, consultants, journalists and legislator to analyze and compare the nation’s public libraries.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2017 Annual Report	
PREVIOUS ACTION ON ITEM: None	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



Minnesota Public Library Annual Report, 2017 Worksheet

Please complete your report using data/information for January 1 through December 31, 2017, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2017. New indicates a DATA ELEMENT that is new for 2017.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-library location, the library is both the administrative entity and the library outlet and data will be reported within both.

Please contact State Library Services to update information in data elements that are pre-filled and locked.

GENERAL INFORMATION

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from previous year
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director's Name
G15) Director's Phone
G16) Director's Extension
G17) Director's E-mail Address

Report Filer

G18) Name of Person Who Prepared the Public Library Report
G19) Phone
G20) E-mail

IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code
G22) Legal Basis Code
G23) Administrative Structure Code
G24) IMLS Public Library Definition
G25) Geographic Code
G26) Did the legal service area boundary change?

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
P04) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
P06) Visits		
P07) Reference Transactions		
P08) Annual Public Internet Computer Sessions		
P09) Public Internet Computer Other Uses		
P10) Wireless Sessions		
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

Circulation

Data Element	Current Year	Previous Year
P13) Children’s Circulation		
P14) Adult Circulation		
P15) Other Physical Media Circulation (No Audience Designation)		
P16) Total Physical Media Circulation		
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
P19) Total Downloadable Circulation		
P20) Total Circulation		

Programs

Data Element	Current Year	Previous Year
P21) Children’s Programs		
P22) Young Adult Programs		
P23) Adult Programs		
P24) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
P25) Children’s Program Attendance		
P26) Young Adult Program Attendance		
P27) Adult Program Attendance		
P28) Total Program Attendance		

Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections		
P30) Electronic Content Use		
P31) Total Collection Use		

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week		
H09) Number of Public Service Hours in a Seasonal Week		
H10) Seasonal Dates		
H12) Total Public Service Hours per Year		

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for On-Site Use		
F15) Total Number of Public Internet Computers/Devices		
F22) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians		
S02) Total Other Librarians		
S03) Total Librarians		
S04) Total Other Staff		
S05) Total Paid Employees		

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)		
C02) Audio Materials, Physical		
C03) Video Materials, Physical		
C04) Multi-format Materials		
C05) Other Physical Materials		
C06) Total Physical Materials		
C07) Print Serial Subscriptions		

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Total Electronic Serial Subscriptions		
C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		
C13) Electronic Books Licensed Statewide		
C14) Total Electronic Books		
C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
C17) Total Audio Downloadable Units		
C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
C20) Total Video Downloadable Units		
C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement		
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement		
C25) Electronic Collections Licensed Statewide		
C26) Total Licensed Electronic Collections		

POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan		
D02) Disaster Plan		
D03) Policy Manual		
D04) Records Retention Schedule		
D05) Building Accessibility Plan		
D06) Technology Plan		
D07) Internet Acceptable Use Policy		

OUTREACH SERVICES

Data Element	Current Year	Previous Year
Adult Basic Education		
Adult Literacy Organization		
Early Childhood Organization		
Correctional Facility		
Cultural Communities		
Service to Homebound		
School (K12)		
Senior-Centered Organization		
Workforce Development		
Youth Development Organization		
New Arts Organization		
New Disability Organization		
New Homeschool Organization		
New Veterans Organization		
Other		

BOARD, FOUNDATION, FRIENDS

Library Board Of Trustees

I01) Does this library have a governing Board?
I02) Are this library's trustees elected or appointed officials?
I03) Is this library's Board of Trustees the governing authority or advisory?

Library Foundation

I04) Does This Library Have a Foundation?
I05) Foundation Name

Library Friends

I06) Does This Library Have a Friends Group?
I07) Friends Group Name

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
County		
R04) County Direct		
R05) County Indirect		
R06) County Total		
Other Local Government		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
R10) Total Local Government Operating Revenue		
STATE		
R11) Arts & Cultural Heritage Fund		
R12) Regional Library Basic System Support		
R13) Regional Library Telecommunications Aid		
R14) Other State		
R15) Total State Government Operating Revenue		
FEDERAL		
R16) Federal Library Services and Technology Act		
R17) Federal Direct		
R18) Federal Indirect		

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue		
OTHER		
Regional System		
R20) Regional System Direct		
R21) Regional System Indirect		
R22) Regional System Operating Revenue Total		
Multicounty, Multitype		
R23) Multicounty, Multitype Direct		
R24) Multicounty, Multitype Indirect		
R25) Multicounty, Multitype Operating Revenue Total		
R26) Other Operating Direct		
R27) Other Operating Indirect		
R28) Other Operating Total		
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue		
R30) Total Operating Revenue		

Operating Expenditures

Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		

Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials		
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)		
E06) Collection Expenditures Electronic Collections		
E07) Collection Expenditures Electronic Materials Other Electronic Materials		
E08) Collection Expenditures Electronic Materials Expenditures Total		
E09) Collection Expenditures Other Materials Audio & Video Physical Materials		
E10) Collection Expenditures Other Materials Other Physical Materials		
E11) Collection Expenditures Other Materials Expenditures Total		
Collection Expenditures Physical Materials Total		
E12) Total Collection Expenditures		

Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures		
E14) Total Operating Expenditures		
E15) Expenditures Equal To or Less than Income?		

Capital Revenue – Direct and Indirect

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct		
R32) City Indirect		
R33) City Capital Revenue Total		
County		
R34) County Direct		
R35) County Indirect		
R36) County Capital Revenue Total		
Other Local Government		
R37) Other Local Government Direct		
R38) Other Local Government Indirect		
R39) Other Local Government Capital Revenue Total		
R40) Total Local Government Capital Revenue		
STATE		
R41) Library Construction Grant		
R42) Other State Capital Revenue		
R43) Total State Government Capital Revenue		
FEDERAL		
R44) Federal Government Capital Revenue Library Services and Technology Act		
R45) Federal Capital Direct		
R46) Other Federal Indirect Capital Revenue		
R47) Total Federal Government Capital Revenue		
OTHER		
Regional System		
R48) Regional System Direct		
R49) Regional System Indirect		
R50) Regional System Capital Revenue Total		
Multicounty, Multitype		
R54) Other Capital Direct		
R55) Other Capital Indirect		
R56) Other Capital Revenue Total		
R57) Total Regional, Multicounty Multitype and Other Capital Revenue		
R58) Total Capital Revenue		

Capital Expenditures

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures		

In-Kind

In-Kind Operating Contributions

Data Element	Current Year	Previous Year
R59) In-Kind Operating Contributions City		
R60) In-Kind Operating Contributions County		
R61) In-Kind Operating Contributions All Other		
R62) Total In-Kind Operating Contributions		

In-Kind Contributions by Expenditure Area

Data Element	Current Year	Previous Year
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		

In-Kind Capital Contributions

Data Element	Current Year	Previous Year
R63) In-Kind Capital Contributions City		
R64) In-Kind Capital Contributions County		
R65) In-Kind Capital Contributions All Other		
R67) Total In-Kind Capital Contributions		



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

2017 Minnesota Public Library Annual Report Worksheet

Please note that this report reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually ‘roll up’ into a total for the administrative entity. Data elements that collect outlet level information use an “m” as part of the field code (e.g. P06m). In the case of a single-location library, the library is both the administrative entity and the library outlet and data will be reported within both.

GENERAL INFORMATION

G01m) Library Name
G02m) Regional System/Sequence Number
G03m) Regional Public Library System
G04m) Street Address
G05m) Location is a change from previous year
G06m) City
G07m) ZIP Code
G08m) Mailing Address
G09m) City
G10m) ZIP Code
G11m) County
G12m) Phone
G13) Library Web Address
G14m) Director’s Name
G15m) Director’s Phone
G16m) Director’s Extension
G17m) Director’s E-mail Address

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area		
P02m) Registered Users – Residents		
P03m) Registered Users – Reciprocal		
P04m) Total Registered Users – Automatic Tally		
P06m) Visits		
P07m) Reference Transactions		
P08m) Annual Public Internet Computer Sessions		
P09m)Public Internet Computer Sessions Other Uses		
P10m) Wireless sessions		

*required data for federal report

Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation		
P14m) Adult Circulation		
P15m) Other Physical Media Circulation (No Audience Designation)		
P16m) Total Physical Media Circulation		
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		
P20) Total Circulation		

Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs		
P22m) Young Adult Programs		
P23m) Adult Programs		
P24m) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance		
P26m) Young Adult Program Attendance		
P27m) Adult Program Attendance		
P28m) Total Program Attendance		

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours		
H02m) Tuesday Hours		
H03m) Wednesday Hours		
H04m) Thursday Hours		
H05m) Friday Hours		
H06m) Saturday Hours		
H07m) Sunday Hours		
H08m) Number of Public Service Hours in a Regular Week		
H09m) Number of Public Service Hours in a Seasonal Week		
H10m) Seasonal Dates		
H11m) Number of Weeks Library is Open		
H12m) Total Public Service Hours per Year		

FACILITIES

Data Element	Current Year	Previous Year
F05m) Outlet Type Code		
F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		

*required data for federal report

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		

ASSISTIVE TECHNOLOGY

Data Element	Current Year	Previous Year
Low Vision Keyboard Available?		
Magnifier Available?		
Optical Character Reader (OCR) Available?		
Page Turner Available?		
Screen-enlarging Software Available?		
Speech Input or Output (Screen Reader) Available?		
Other?		
Description		

FULL TIME EQUIVALENT STAFF INFORMATION

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians		
S02m) Total Other Librarians		
S03m) Total Librarians		
S04m) Total Other Staff		
S05m) Total Paid Employees		

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		

*required data for federal report

Data Element	Current Year	Previous Year
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.



2017 Minnesota Public Library Annual Report Approval Form

Minnesota Statutes 134.13 requires the board of a public library to submit an annual report to the Minnesota Department of Education no later than April 1 each year.

Name of the public library submitting form

I certify that I have read the library's annual report and approve its submission to the Minnesota Department of Education, State Library Services.

Signature of Library Board President/City or County Representative **Date**

Print the name above

Signature of Library Director **Date**

Print the name above

Please return this signed form by mail, email or fax to:

State Library Services
Minnesota Department of Education
1500 Highway 36 W
Roseville, MN 55113-4266

Email: joe.manion@state.mn.us

Fax: 651-582-8752



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Building Projects</p>	
<p>OWNER: Facilities Committee</p>	<p>PRESENTER: Troendle</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: Three separate action items for consideration:</p> <ol style="list-style-type: none"> 1. Approval to hire interior designer Lynn Barnhouse for consulting services with a capital outlay release request of \$5,000 from the Building Reconfiguration line item 2. Approval to paint exterior railings 3. Approval to repair and paint pergola 	
<p>BACKGROUND/CONTEXT:</p> <ol style="list-style-type: none"> 1. The Facilities Committee recommends the Library Board give approval to hire interior designer Lynn Barnhouse for an amount not to exceed \$5000 to provide guidance on repurposing the science fiction room as a multipurpose conference room, and also offer options for other areas, taking into consideration foot traffic and coordination of spaces for the whole library. Her fee, if approved, would be paid out of the \$25,000 allocated in the 2018 capital budget for building reconfiguration. Ms. Barnhouse would work with the Facilities Committee and director. Her ideas would be presented at a future board meeting. 2. The Facilities Committee recommends exterior railings be repainted and that this cost come out of operating or supplemental funds. If all quotes have been received by the April board meeting, the director will make a specific recommendation on how to proceed. 3. The Facilities Committee recommends the pergola be patched and repainted and that this cost come out of operating or supplemental funds. If all quotes have been received by the April board meeting, the director will make a specific recommendation on how to proceed. 	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Opportunities, Needs and Funding Approach	
OWNER: Menikheim	PRESENTER: Menikheim
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>As the library nears completion of its current Strategic Plan, there are issues and loose ends remaining that might well be dealt with prior to beginning the next strategic process. Similarly, we may need to reconsider our approach to how we request allocations from the city. There is also the reality that this is a good time to have a big-picture discussion given the recent change in SPL Director, a relatively new board of Trustees, a new Foundation chair/different board in addition to the request by city council last June to re-examine our Events Policy. There are many moving parts which are related in various ways which deserve the Trustees consideration. This is an attempt to look at 4 of the most important, unresolved, inter-related items and take action, or not, as the board determines.</p> <ul style="list-style-type: none"> • Item #1: Related to event zoning compliance, per agenda item 6 discussed earlier in this meeting. • Item #2: In addition to not being in compliance for putting on events at SPL, the question still exists as to whether it is in the best financial interest of the library to be doing so? A thoughtful cost/benefit analysis is called for to be able to make a knowledgeable determination. Will the Trustees commit to doing so? • Item #3: The board of Trustees is not meeting its fiduciary responsibilities outlined in Section 47-1 Subd. 1 of the city charter which provides: "The public library board has charge of the operations of the library and of expenditures of all library funds." The use of an event and volunteer coordinators hired and paid for by the Stillwater Foundation may have been a solution to a problem in the past, but now presents an awkward financial transparency and operational structural issue. It is my understanding that the Foundation would be willing to look at other ways of handling the current set up. Are the Trustees willing to engage with the Foundation in a conversation to modify this arrangement? • Item #4: The library board needs to begin lobbying the city council for a significant increase in operating funds. This conclusion has been drawn from the context of Items 1-3 above, my longstanding concern for the financial sustainability of SPL and will be discussed in more detail at the April board meeting. <p>Summary: Hopefully a robust, thoughtful discussion will ensue. Are there other loose ends/issues needing further conversation?</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Budget Request Planning	
OWNER: Keliher, President	PRESENTER: Keliher, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: As the library will soon begin work on the 2019 budget request, it's time for the board to discuss its operating and capital fund priorities for the library.</p> <p>As a starting point, priorities may include these ideas that have been discussed in the past:</p> <p><u>Operating Budget</u></p> <ul style="list-style-type: none"> • Sunday hours • Personnel, including moving part-time staff to full-time • Programming budget • Outreach budget • Collection • Building repairs <p><u>Capital Budget</u></p> <ul style="list-style-type: none"> • Technology • Building changes • Safety/security 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

A combination of snow, slick roads, and work commitments prevented me from attending Library Legislative Day in-person on March 6; however, I did participate virtually that week by contacting Stillwater's state senator and two representatives to share information about the library and specifically ask for their support of a bill (HF 1382 / SF 1033) that would increase basic funding for libraries in Minnesota. Rep. Lohmer said she loves libraries and would definitely look into it, and Rep. Dettmer signed on as a co-author, for which I am most grateful! Senator Housley's staff were also quick to respond and I know the information will be considered. I am very appreciative to all three.

Trustee Sheri Lunn and I were pleased to be able to attend Stillwater Township's annual meeting on March 13. We thanked the residents for their support of the library, highlighted a few statistics and upcoming programming opportunities, and answered questions from the assembled group. The audience was most appreciative of what the library offers.

A significant amount of staff time was spent completing the Minnesota Public Library Annual Report, which I submitted on March 31. Though the final report is a collaborative effort involving many folks (including Youth Services Supervisor Angela Petrie, Volunteer Coordinator Susie Danielson, City Finance staff, Washington County Library, myself and others), I want to especially acknowledge the work of Office Specialist Keri Goeltl and Information Services Supervisor Aurora Jacobsen for their data wrangling and delving into the more challenging statistical questions. A lot of behind-the-scenes work goes into this for the state. This year, we documented the process and how data was calculated, and contacted the state data coordinator to clarify any questions, to provide the most accurate information possible, which will also assist in future years by making the process more efficient.

Progress continues to be made on implementing acquisitions and cataloging processes. MARC records (these are essentially data files that describe and organize library materials, making it possible to search and find items in the online catalog) were digitally transferred for the first time from a library vendor and loaded into the integrated library system in March. One significant benefit of vendor-provided MARC records is that I don't have to catalog these items, which saves staff time and gets materials into the hands of patrons more quickly. It still takes time to load these records, but it's less involved than cataloging.

At the March 6 meeting of the Stillwater City Council, I presented an overview of various projects that have been completed at the library within the past six months, tasks that are currently underway, as well as what the library will be working toward in the near future in terms of programs and the realignment of staff resources.

Other meetings attended in March included the Facilities Committee, Labor Management Insurance Work Group, Stillwater Public Library Foundation (including two strategic planning sessions), Friends of the Stillwater Public Library, and ArtReach to discuss Big Read programming. I also had conference calls with a library materials vendor and grant writer Mark Dunlap.

HR-related tasks included completing the hiring process for two new employees, with one person filling a Shelver position and the other a substitute Information Services Associate. I worked with Circulation Services Lead Jody Vasilakes on the former and Information Services Supervisor Aurora Jacobsen on the latter position. Throughout, I've been updating forms and revising the hiring process. Also, I continued to work with the City on developing the shared services custodial position.

Report from the Information Services Supervisor, Aurora Jacobsen

INFORMATION SERVICES

Adult Programming and Reference

March Programs

- 38 people enjoyed the Artist Reception for The Secret Camino with Ann Gregory
- Creative Writing Beginnings welcomed 14 aspiring writers
- March 28th Mystery Book Club had 9 attendees
- Winter Reads wrapped up on March 1st. There were 115 reviews submitted. In a fitting touch to the end of the program, staff is sending the remaining cranes to the Children's Peace Monument that was erected in memory of Sadako Sasaki. (The cranes were used to promote the program, which had a theme of Peace.)

Collection

- Selectors are trying not to overload processing staff, but are starting to submit orders more regularly.
- Running the annual report indicated that there has been a significant amount of weeding in the past year, and the library's collection has shrunk some. Staff is looking forward to getting collections more up to date and refreshed.

Reference

- Susan worked on valuing some new art donations that have come into the library, including a new Jo Lutz Rollins piece.
- Tax Forms. Tax Forms. Tax Forms. Staff has been printing a number of forms only available on the IRS and Department of Revenue sites. In addition to the usual reason of patrons that don't have access to the online forms elsewhere, staff is noticing an increase in people that might have access but cannot find the correct form without assistance.
- Information Staff experienced a marked uptick in families looking for things to do during Spring Break and for the snow days declared by the district. Staff loves the opportunity to provide reader's advisory assistance to new and returning patrons this additional foot traffic brings, including introducing patrons to the many juvenile titles available as downloadable audiobooks.

Partnerships/Outreach

- Susan and Aurora attended Literature Lovers' Night to get a sense of what the library can offer for a significant literature-oriented event that happens to take place a few blocks from the library.
- The Big Read program with Krista Tippett and Luis Alberto Urrea on May 3rd is already nearing sell out. There are a number of interesting programs listed at <http://www.artreachstcroix.org/the-big-read-2016/>.

PR and Marketing

- The print version of ShelfLife is out and available to Stillwater residents.

- Sue continues to compose Library Corner in the Stillwater Gazette.

Technology

- Aurora worked on running the many reports needed for the library's Annual Report. While time consuming, running those reports was good practice for realizing new ways that the library could gather and use more statistics.
- Added to the website this month was a Program Submission Form for members of the public to indicate their interest in providing programs. Staff gets frequent drop-in visits from various members of the public that want to offer their knowledge or expertise. The programming form gives them an outlet to get those ideas fleshed out in a way that also works for the library.

Upcoming

- The time has come, already, to work on Summer Reading programming.
- April is a busy month for programming, including a number of programs the library is offering as part of the Big Read programming.
 - Big Read programming is:
 - All month: Green Card Voices exhibit that features a number of immigrants and their stories
 - April 11: Immigration in Minnesota with Patricia Fenrick from the Department of Human Services Resettlement Program Office
 - April 16: Green Card Voices panel discussion
 - April 21: Into the Beautiful North book discussion
 - Additionally, adult programming this month includes:
 - April 5: Vietnam War 360 with TPT. This is a follow-up to an earlier program, including a panel discussion about the impact of the Vietnam War.
 - April 9: Sexual Pressures on Today's Youth with the AAUW
 - April 23: Star Gazing with Mark Lynch
 - April 26: Smart Phone Basics and Security
- Finally, adult services staff is trying out the concept of an Espresso Librarian at various coffee shops throughout National Library week. The schedule is:
 - Monday 4/9, 3-5 p.m., Dunn Brothers
 - Tuesday 4/10, 10 a.m.-12 noon, Daily Grind
 - Wednesday 4/11, 11 a.m.-1 p.m., Caribou Coffee
 - Thursday 4/12, 7-9 a.m., Chilkooot
 - Friday 4/13, 9-11 a.m., Tin Bins

Report from the Youth Services Supervisor, Angela Petrie

March Programs

- Storytimes – 14 sessions attended by 428
- Art Cart – 4 themed sessions attended by 86, an increase of over 30% from February!
- Build It! LEGO + More attended by 9. A second LEGO day was enjoyed by 7 children.
- Paws to Read with Bella – 2 sessions attended by 11
- Stencyl Video Game Design Class for ages 8-12 attended by 8 (that's how many laptops we have)
- "Dr. Seuss" Scavenger Hunt – 248 completions
- "Makey-Makey" – Block Coding for Teens attended by 7
- Monthly TAB Meeting – cancelled due to early closing (inclement weather)
- Maker Mondays for TEENS – 3 sessions attended by 25 (one session was cancelled due to weather)
- Stencyl Video Game Design Class attended by 4 teens

Outreach

- Head Start Class Visit – attended by 20 students
- I learned from the District Early Childhood Coordinator there will be more chances for outreach when an open position is filled next academic year. I offered to have library staff attend the fall open house event to share information about library services, offer on-site card registrations, and check outs.
- Angie is the 2018 chair-elect of the Minnesota Library Association's Public Libraries Division and will be assisting in the group's annual event on April 13th. The event's theme, "Change: Enduring values, changing landscapes" is relevant to many in the profession.

Professional Development

I am fortunate to have attended the biennial Public Library Association Conference, March 20-24, in Philadelphia with over 7500 librarians. This number was down significantly due to the appearance of their 4th (my first) nor'easter. Many flights were canceled along with a few sessions. Most of the city was closed on March 21.

One session I found memorable focused on adaptive change in service philosophy, design and delivery. The presenters were the director and assistant director from Chapel Hill Public Library. When the director took her position, the library had recently moved to a single desk service model. She discovered that not everyone at the desk was adequately cross-trained to assist with a chunk of patron questions, especially those related to technology. Administration worked with staff to provide necessary training. More importantly, she worked with staff to develop a strong service pledge after realizing barriers were, for the most part, a result of procedures that had become obsolete. There was discussion around changing the mindset to incorporate situational ethics. 99.9% of people are kind and, if they are "giving you a hard time" it is actually that they are having a hard time. They had some simple solutions to frustrations for both staff and the public. All computers in the library allowed for staff/circulation functions, staff were given

cordless phones so they weren't tied to the desk, and the maximum fee base was increased so accounts weren't blocked as quickly.

Another session closed with "remember to always choose the person over the book." Meaning, for example, strive to preserve the relationship with the patron even if it means the library doesn't collect a late fee.

It was good timing that a later session, "Training is Fundamental", focused on how some resources available to patrons may also be meaningful learning opportunities for staff. A jotted note of reminder is "openly state what you expect and believe is important with regard to how your staff approach learning. Don't take it for granted that staff already know."

Special Programs in April

4/7 Teen Job Fair!

4/18 Owl Storytime with Warner Nature Center (a live owl will visit)

4/26 Play & Learn: Block Party

4/26 Pajama Storytime will end with a Family Fort Night

4/28 Harry Potter Escape Rooms – Back to back sessions from 10:30 a.m.-3:00 p.m.

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES

February 23, 2018

MEMBERS PRESENT: Mark Troendle, Doug Blanke, Abby Dean, Dustin Moeller, Jean Morse, Sandy Nicholson, Fred Rengel, Mary Richie, Carol Stabenow, Eric White, Ann Wolff OTHERS: Keri Goeltl, GUEST: Shawn Glaser

WELCOME & INTRODUCTIONS: The meeting was held in the “Romance” Collection. President, Fred Rengel welcomed members and called the meeting to order at 7:35 a.m. Guest, Shawn Glaser, was introduced and members briefly introduced themselves.

SECRETARY’S REPORT: Ann made a motion, seconded by Mary, to approve the minutes for the January 26, 2018 as submitted. The motion was unanimously approved.

FINANCE COMMITTEE & TREASURER’S REPORT: Dustin reviewed the January 2018 Financial Reports. He pointed out that the total income was noticeably lower in January 2018 than it had been in January 2017. This was because we had received an early contribution from the Margaret Rivers Fund in January 2017 and changes in recent tax laws that influenced donors were reflected in January, 2018. (See financial reports in Google Docs.)

- He reported that the 990 Tax Form is being prepared.
- Sandy made a motion to accept the Heuer gift funds to the Foundation as a restricted donation for the SPL to be spent on adult books. The motion was seconded by Doug, and unanimously approved.
- The Conflict of Interest Form was introduced. Board members each completed and signed a copy of the form to be kept on record for 2018.

LIBRARY DIRECTOR'S REPORT: Mark said that the SPL Board of Trustees is organized with three standing committees this year. The Facilities Committee is in conversation regarding the next steps to take in reconfiguring use of some of the spaces in the building.

- He reported that he has introduced a staff realignment plan which he will be working on implementing. One of the changes he is proposing is to reallocate money from an assistant director position to a newly-defined superintendent position.

- Mark stated that he and representatives from the Board of Trustees would be participating in the MLA Library Legislative Day in early March. He also plans to attend an upcoming Stillwater Township Meeting.

- He, also, reminded Board members that it is important to keep the Foundation apparent in the community.

TRUSTEES' REPORT: Mary reported that the Events Committee of the SPL Board of Trustees is examining the Events Policy at the request of the City. Members of the Trustees and Sandy Ellis, the Venue Space Coordinator, recently met with several SPL neighbors to discuss events. The updated event report is complete, it will be shared with the City Council.

- The Trustees are also moving forward with strategic planning as they review and determine future plans.

DEVELOPMENT & MARKETING: Ann reminded Board members that we are all in the development business and should keep that in mind as we interact with others.

- The Gratitude Breakfast/Annual Meeting is scheduled for April 13. Volunteers are needed to help set-up for this event. All Board members should plan to attend this annual meeting and mingle with the guests.

- The Donor Event is in the planning stages. The top priority for it at this time is to engage a speaker.

- We are looking for a volunteer to administer the SPLF presence on social media/FaceBook.

(See the February Development & Marketing Team Report in Google Docs.)

STRATEGIC PLANNING: Fred stated that the task force for strategic planning has been created and descriptive information about the process has been sent to its members. The committee will be focusing on the purpose of the SPLF going forward and functioning purposefully in the future.

SPLF BOARD:

The voting status of the SPL Director as a member of the SPLF Board of Trustees was researched. It was determined that the Director is a voting member of the Board and may vote according to his/her own discretion.

OTHER:

- Carol announced that there will be a Style Speaks Volumes committee meeting on March 15 at Reve to discuss suggestions for author/models.

- Mark guided Board members on a tour of the newly-remodeled Welcome Area and Teen Area of the Library.

The meeting adjourned at 9:00 a.m.

Respectfully submitted,





























Jean Morse, Secretary

E-MAILS FOR FEBRUARY '18 MEETING

DATE	SENDER(S)	SUBJECT
1/27/18	Kathy, Carol	Foundation Committees
2/12/18	Jean	Minutes for Jan. 18 Meeting

2/13/18	Jean	Revised Correction of Dec. 1, 2017 Meeting Minutes
2/20/18	Fred	SPLF Feb. Board Meeting Agenda
2/22/18	Keri	February Board Documents (drive.google.com)

Documents on Google Drive (drive.google.com) in February 2018

	A6 2018 02 Report of Dev & Mktg Team .doc		Keri Goeltl	Mar 5, 2018	32 KB
	A4c_March Calendar.pdf		Keri Goeltl	Feb 21, 2018	599 KB
	A4b_January 2018 YS Report.docx		me	Feb 22, 2018	—
	A4b_January 2018 YS Report.docx		Keri Goeltl	Feb 21, 2018	2 MB
	A4a_2018-01Information Services Report.docx		Keri Goeltl	Feb 21, 2018	26 KB
	A3e CONFLICT OF INTEREST SPLF.pdf		Keri Goeltl	Feb 21, 2018	75 KB
	A3d Award 2018-02 DR Heuer.pdf		Keri Goeltl	Feb 21, 2018	101 KB
	A3c FINANCIALS 2018 01 Jan P&L Budget v ...		Keri Goeltl	Feb 21, 2018	33 KB
	A3b FINANCIALS 2018 01 Jan P&L Prv Yr Co...		Keri Goeltl	Feb 21, 2018	34 KB
	A3a FINANCIALS 2018 01 Jan Balance Sheet...		Keri Goeltl	Feb 21, 2018	14 KB
	A2 Revised Correction 2:13:18 for Dec. '17 SP...		Keri Goeltl	Feb 21, 2018	54 KB
	A2 Jan. 18 Minutes .pdf		Keri Goeltl	Mar 5, 2018	247 KB
	A1 SPLF Board Meeting Agenda February 23, ...		Keri Goeltl	Feb 21, 2018	17 KB
	2018 02 February Board Packet.pdf		Keri Goeltl	Feb 22, 2018	1 MB



Friends of the Stillwater Public Library

February 12, 2018 | 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 – Tracy Salvati
Minutes 2/12 Nancy Prince - Thank you!

Attendees:

Mary Ann Sandeen, Jan Kilkelly, Gemma Lockrem, Lyndon Lockrem, Mark Troendle, Vik Wilson, Nancy Wildon, Nancy Prince, Lynne LeTart, Paula Hemer

- Jan 8, 2018 Minutes: Approved as corrected: Vik Wilson, not Vic

Agenda topics

- Meeting called to order by Mary Ann Sandeen

Agenda

- Treasurer's report Jan Kilkelly
 - Opening balance \$21, 291.22, Ending Jan balance \$19,732.22
- Membership report Gemma Lockrem
 - 105 memberships with 3 pending renewals

Other

- A card was sent to staff member Lori Houston for death of her father.
- Large music CD collection donated to Friends. 2300.
 - Mary Ann working through them to put out in sale area.
- New cardstock book mark to insert in specially priced books. Staff will send bookmark with the book when purchased.
- Shelf labels for sale shelves chosen and ordered by Lynne LeTart.
- Nancy served coffee and cookies Saturday morning for "Take Your Child to the Library Day". Very well received. Attendance about 200.
- Friends are the recipients of a 2 month "round up your dollars" donation from River Market. Follow up by Nancy confirmed the months are June and July. More information about Friends will be provided to Andre, marketing manager, early spring.

Update from Mark Troendle

- Discussion about signage for our sale area. Mark discussed talking about this with Lynn Barnhouse, the designer for 2017 library improvements. This will be an ongoing discussion for future signage to match/blend with library signage if or when it changes. We might look for temporary signage.
- New signage for the Teen area was pointed out.
- Two new trustees: Pat Lockyear and Lisa Howe.
- Approved 2 year labor agreement with staff.
- Coffee shop discussion regarding vending machines vs full coffee shop vs coffee hotpots.

Book sale dates spring 2018

- Collections April 7, 14
 - Set up and opening April 4/18
 - Take down 4/22
 - STS 4/18 and 4/23
-
- Susie Danielson will call volunteers.
 - Nancy will contact TAB staff advisor to encourage teens to volunteer.
 - City of Stillwater will cut a check to FRIENDS and we can pick up from City Hall when we get mail. Someone will let Jan Kilkelly know when the check arrives.

Meeting Adjourned – Next meeting Monday, March 12th, 2018

**Friends of the Stillwater Public Library
2018 Financial Reports**

Period:	2/1/2018 - <u>2/28/2018</u>	Year-to-Date <u>2/28/2018</u>
Opening Balance	\$ 19,732.22	\$ 21,291.22
Receipts:		
Memberships	\$ 20.00	\$ 140.00
Donations	\$ 500.00	\$ 500.00
Book Sales		\$ 133.00
Scanner Fees		\$ -
Book Bags		\$ 15.00
T-Shirts		\$ -
Notes, Cards		\$ -
Total Receipts	\$ 520.00	\$ 788.00
Disbursements:		
Grants to Library		\$ 1,200.00
Sponsorships		\$ -
Memberships		\$ 25.00
Postage		\$ -
Printing & Supplies	\$ 295.62	\$ 295.62
Sales Tax		\$ 602.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 295.62	\$ 2,122.62
Ending Balance	\$ 19,956.60	\$ 19,956.60

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>\$600.00</u>
	\$10,982.07

Other:

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: Presentation at Stillwater Township, 7:0 pm 13: SPL Board Meeting, 7:30 pm 23: SPLF Board Meeting, 7:30 am</p>
<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