

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, May 8, 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 April 10, 2018 Minutes +
  - b. Acknowledgement of Bills Paid in April 2018 (4/3/17: \$16,072.35 ) and (4/17/18: \$9,153.38) +
  - c. 2018 March Budget Status Report +
  - d. 2018 Capital Release Request +

Old Business

5. Director Evaluation with City HR Manager Donna Robole (Closed Session) D
6. Library Events Update D+
7. Ordinance Amendment and Special Use Permit for Events D+
8. Director Evaluation Task Force Update I+
9. Strategic Plan I+
10. 2018 Building Projects D+
11. Discussing Venue Coordinator Position with Foundation D+
12. 2019 Budget Request Planning A+

New Business

13. Board Vacancy I+
14. May Grant Request A+
  
15. Director and Other Staff reports +
16. Foundation Report +
17. Board Committee Reports
  - a. Executive
  - b. Facilities
  - c. Finance
18. Public Commentary and Communications
19. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, May 7, 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  
April 10, 2018  
Minutes**

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

**ABSENT:** Lunn

**STAFF:** Troendle, Goeltl

**AGENDA ITEM 1: Call to Order**

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

**AGENDA ITEM 2: Adoption of Agenda**

*Motion to adopt the agenda as amended. MSP.*

**AGENDA ITEM 3: In-Person Public Commentary**

None.

**AGENDA ITEM 4: Consent Calendar**

*Motion to adopt consent calendar. MSP.*

**AGENDA ITEM 5: Library Events & Zoning Compliance with City Attorney Magnuson**

The library will be on the city's agenda on Tuesday, April 17 regarding the library's event policies, procedures, and discussions with neighbors. In preparation for this meeting, the board requested a meeting with city attorney Dave Magnuson requesting his guidance regarding library events zoning and compliance. Venue coordinator Sandy Ellis also attended the meeting for event agenda items 5 through 7.

Magnuson distributed a handout of Minnesota Statute 134.11 Organization of Board; Duties. Magnuson explained that this statute is the state law that grants authority to the library board. It states "The library board shall adopt bylaws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to law. It shall have exclusive control of the expenditure of all money collected ... and of the grounds, rooms, and buildings provided for the library purposes." Magnuson noted that this statute is important because it indicates that rules and regulations made for and by the library should conform to the law, including the grounds, building, and zoning.

Magnuson distributed a handout of the City of Stillwater zoning ordinances and referenced the following sections:

- Zoning Ordinance Sec. 31-323. PA Public Administrative Offices District: This provides a district for public and semipublic uses and offices, which includes city hall, the city garage, the library, the Washington County historic courthouse, the new Washington County courthouse, and the public works center.
- Zoning Ordinance Sec. 31-325: This section contains a grid that shows allowable uses in non-residential districts.
  - Under the Institutional category, the allowable use of "Libraries, art galleries, theaters for the performing arts, and other such cultural facilities" is permitted by

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special use permit (SUP) in the PA district. The allowable use of “Libraries or Post Offices” is regularly permitted in the PA district.

- Under the Entertainment category, the allowable use of “Outside entertainment, commercial” is not permitted regularly or by SUP in the PA district.
- Under the Outdoors category, the allowable uses of “Outside sales or special events” and “Exterior phonographs, paging systems, musical instruments, etc.” are not permitted regularly or by SUP in the PA district.

Magnuson recommended requesting a change to the zoning ordinance to permit outside events by special use permit in the PA district. With a change to the ordinance, the library could apply for a SUP. Magnuson noted that use variances are not permitted and a change to the zoning ordinance is the appropriate approach.

Magnuson discussed that the city council would vote on the zoning ordinance change, typically reviewed based on the petition of the owner. A request for change in the zoning ordinance would go to the planning commission first and then to the city council for a first and second reading. A request for a special use permit could be done on a parallel track. The SUP would not become effective until the zoning change. If approved, the special use permit could stay in effect with no renewal needed as long as the conditions were maintained.

**AGENDA ITEM 6: Proposal to Pursue**

Trustees discussed Magnuson’s proposal to request a change to the zoning ordinance. Trustees weighed different approaches, ranging from directly requesting an ordinance change to collaboratively discussing this idea with the council.

Board requested that Troendle talk with Tom McCarty about this proposal prior to the Council Meeting on Tuesday.

This agenda item initially called for a motion to pursue a special use permit. Although Menikheim would prefer a more assertive approach, he rescinded his motion. Menikheim noted that he wants to see this issue resolved.

**AGENDA ITEM 7: Library Events Update Preparation for City Council**

Keliher reviewed the draft of the slide presentation for the city council meeting. Trustees discussed presentation and provided feedback on the appropriate presenters, tone, content, length, and other details. Trustees also requested that venue coordinator Sandy Ellis attend and be introduced at the council meeting.

Bell will send an email informing neighbors about the presentation to the council.

**AGENDA ITEM 8: Update from Director Evaluation Process Task Force**

The Director Evaluation Task Force has met twice and will be meeting with Donna Robole on May 4, 2018. The group is researching director evaluation processes at other libraries and is to develop an

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evaluation tool that can better support the library's goals and director's growth. A draft of ideas will be presented to the board in June.

**AGENDA ITEM 9: Director's Six-Month Performance Evaluation Discussion (CLOSED SESSION)**

The trustees adjourned to closed session for the director's six-month performance evaluation process discussion.

Motion made to affirm satisfactory performance by the library director during this evaluation period and approve six-month salary increase as specified in Troendle's offer of employment letter, dated August 8, 2017. MSP.

**AGENDA ITEM 10: Strategic Plan Discussion**

Keliher updated on the strategic planning consultation discussion with the St. Croix Valley Foundation's Consultant in Service program. After review by the SCVF, the library does not meet the criteria for program eligibility as it is not a designated 501(c)3 and does not have an annual operating budget of \$500,000 or less.

Keliher noted that the next step is to pursue an RFP for strategic planning. Keliher asked if he and Troendle could develop and post the RFP or if the RFP needed to be brought to board for approval.

Board discussed attracting a wider pool of consultants, not only library-focused groups. They discussed contacting some consultants directly and approaching McCarty and Troendle for their network of contacts. Trustees were asked to send contact suggestions to Troendle.

Keliher suggested including context and history in the introduction of the RFP to specify that the board is looking for a plan that it is strategic, forward-thinking and empowers the board and director.

Richie noted that a line item was not budgeted for strategic planning.

**AGENDA ITEM 11: Custodial Service Position**

Troendle reported that the City Council approved the custodial service position as described in the board packet and discussed at the March board meeting.

*Motion made to enter into the Employee Share Agreement with the City for the custodial service position. MSP.*

**AGENDA ITEM 12: April Grant Request**

*Motion made to approve grant request of \$2,500 from the Foundation for funding of the adult summer reading program. MSP.*

**AGENDA ITEM 13: Minnesota Public Library Annual Report 2017**

Troendle reported that 2017 annual report was submitted to the state on March 31, 2018. Troendle noted that Joe Manion at the state was contacted with questions regarding the interpretation of data

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and the appropriate figures to include. Board discussed various measurements reported and changes from the prior year, including the 13,000 increase in total circulation from 2016.

*Motion made to approve 2017 annual report. MSP.*

**AGENDA ITEM 14: 2018 Building Projects**

Carlsen reported that \$25,000 in capital funds is budgeted for building reconfiguration in 2018. While the board could wait until the completion of the new strategic plan to make reconfiguration decisions, the plan will likely not be done until the end of the year. This may not permit enough time to spend the capital funds in 2018.

The Facilities Committee recommended hiring Lynn Barnhouse to address the issue of the Science Fiction room in 2018 for a fee not to exceed \$5,000. The funds would come from the \$25,000 allocated to building reconfiguration.

*Motion made to approve the hiring of Lynn Barnhouse for an amount not to exceed \$5000 with a capital outlay release request of \$5,000 from building reconfiguration to pay for this expense. MSP.*

The Facilities Committee also recommended the repainting of the exterior railings and pergola. The pergola is being weathered and is slowly delaminating. Flashing could be installed, but this would change the aesthetics of the structure. Painting of the pergola could be done this year to protect the structure with longer-term solutions explored later. Troendle reported the library did receive two quotes for the painting of the pergola and railings with two different approaches to the project. Troendle would like to meet with the Facilities Committee to discuss the different approaches before selecting a vendor. The work is estimated to take five days, and the terrace may need to be closed during this time.

The Facilities Committee recommended that the repainting of the railings and pergola be paid from operating or supplemental funds, not from capital funds. Troendle recommended not paying out of operating given the current budget and instead using the Kilty fund, which was given for "upkeep of the Stillwater Public Library."

*Motion to approve the painting and repair of exterior railings and pergola for an amount not to exceed \$10,000 and to come out of Kilty Fund. MSP.*

Troendle and Facilities Committee will schedule meeting to discuss and select a vendor for the repainting work.

**AGENDA ITEM 15: Library Opportunities, Needs and Funding Approach**

Menikheim addressed the board regarding clean up some loose ends regarding weddings and special events. Menikheim requested that the board discuss the following items:

- Item #1: Zoning compliance was discussed earlier in the meeting under agenda item 6.
- Item #2: A cost/benefit analysis of holding events at the library should be conducted.

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- Item #3: The board should discuss if the library should be paying for the venue coordinator and the volunteer coordinator so the board is exclusively handling the funds that come in and go out of the library.
- Item #4: The Stillwater Public Library is far more complicated than many realize, with a complicated building that requires more money to run it. The Foundation funds operational expenditures for the library and instead should focus on endowment and other supplemental endeavors. The board should start discussions with the council to increase operating funds over a period of years so the library could be funded at the needed level without supplemental help.

The trustees discussed Menikheim's proposals and concerns. The trustees were proponents of pursuing increased operational funding from the city and suggested broader uses for the increase, including programming, materials and a new staffing model.

The trustees discussed reviewing weddings and events and assessing how to make the events more profitable and developing five-year goals for revenue generation and expenditures.

Richie noted that the volunteer and venue coordinator positions may require more consideration. The volunteer coordinator is a shared position with Bayport with funding support from the Margaret Rivers Fund. How would an employer/contract relationship work between the library and the coordinator positions? Richie commented that the auditor did not see a compliance issue with the Foundation holding the contracts for the positions. She wondered if the contract language could be strengthened to clarify the language and reporting of the positions.

**AGENDA ITEM 16: 2019 Budget Request Planning**

Keliher provided a high-level overview and timeline of the budget process. He clarified that the library's request goes through City Administrator McCarty, who brings the budget proposal to the council. The library does not present directly to the council.

Keliher reviewed the priorities that had discussed in the past and asked for additions and feedback. Trustees discussed priorities, including collections and new staffing model.

**AGENDA ITEM 17: Director and Other Staff Reports**

Troendle reported on National Library week and the numerous activities scheduled including the Espresso Library. Troendle highlighted library teen volunteer, Sydney Nelson, the recipient of the Washington County Community Involvement Award for Outstanding Youth Volunteer.

**AGENDA ITEM 18: Foundation Report**

Richie noted that the minutes from the March board meeting were included in the packet. She invited the board to attend the Gratitude Breakfast on Friday, April. She reported that work on the strategic plan continues.

**AGENDA ITEM 19: Board Committee Reports**

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

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- **Facilities:** No additional updates. The committee will plan to meet next week.
- **Finance:** No additional updates.

**AGENDA ITEM 20: Public Commentary and Communications**

None.

**AGENDA ITEM 15: Adjournment**

Adjourned at 10:16 pm.

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## 2017 Minnesota Statutes

Authenticate

### 134.11 ORGANIZATION OF BOARD; DUTIES.

Subdivision 1. **Organization.** Immediately after appointment, the library board shall organize by electing one of its number as president and one as secretary, and from time to time it may appoint such other officers as it deems necessary.

Subd. 2. **Duties.** The library board shall adopt bylaws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to law. ~~It shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library fund, of the construction of library buildings, and of the grounds, rooms, and buildings provided for library purposes.~~ All money received for the library shall be paid into the city or county treasury, credited to the library fund, kept separate from other money of the city or county, and paid out only upon approval by the board. The library board may lease rooms for library use. The library board shall appoint a qualified library director and other staff as necessary, establish the compensation of employees, and remove any of them for cause. With the approval of the council or board of county commissioners, the library board may purchase grounds and erect a library building thereon.

**History:** (5665) RL s 2259; 1973 c 123 art 5 s 7; 1983 c 314 art 11 s 5

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*Document distributed at March 2018 board meeting*



ing transmissions) to the extent that the operation of any equipment not owned by the creator of the disturbance is adversely affected.

- (5) *Loading dock.* No loading dock may face any street unless a screening plan therefore is approved as part of final plan approval.
- (6) *Design permit.* A design review permit is required for all CRD campus research and development district uses according to the design review standards of this chapter.

<sup>1</sup>All standards are minimum requirements unless otherwise noted.

<sup>2</sup>Residential means that the property is either developed as residential or guided for residential development in Comprehensive Plan.

<sup>3</sup>Measured from the right-of-way line.

**Sec. 31-323. PA public administrative offices district.**

PA-public administrative offices districts shall be regulated as follows:

- (a) *Purpose.* The purpose of the PA district is to provide a district for public and semipublic uses and offices.
- (b) *Allowable uses.*
  - (1) See Table in Section 31-325 for the allowable uses within this district.
  - (2) Similar uses by special use permit. A special use permit may be granted for any other use or service determined by the city council to be of the same general character as those found in Section 31-325 for the PA district and which will not impair the present or potential use of adjacent properties.
- (c) *Massing regulations.*
  - (1) Minimum standards.<sup>1</sup>

Minimum lot area	10,000 square feet
Maximum height	

Principal building or use	2 stories, not to exceed 35 feet
Accessory building	1 story, not to exceed 20 feet
Front setback	30 feet
Corner side setback	20 feet
Side setback	20 feet
Rear setback	25 feet

- (2) Additional setback standards.<sup>2</sup>

Trunk Highway 96 (Stonebridge Trail to Co Rd. 15)	100 feet
McKusick Road (Neal Ave. to Co Rd. 15)	100 feet
County Rd. 12 (Northland Ave. to Co Rd. 15)	100 feet
County Rd. 15 (Trunk Highway 36 to Trunk Highway 96)	100 feet
Railroad	75 feet

<sup>1</sup>All standards are minimum requirements unless otherwise noted.

<sup>2</sup>Measured from the right-of-way line.

**Sec. 31-324. PWFD public works facility district.**

The PWFD, public works facility district is regulated as follows:

- (a) *Purpose.* The purpose of the PWFD is to provide a district for public works facility uses.
- (b) *Allowable uses.*
  - (1) See Table in Section 31-325 for the allowable uses within this district.
  - (2) Similar uses allowed with a PUD permit. Any other use or service establishment determined by the planning commission to be of the same general character as the use found in Section 31-325 for the PWFD district and will not impair the present or future character of the adjacent properties

(c) *Massing regulations.*

(1) Minimum standards.<sup>1</sup>

Minimum lot area	5 acres
Maximum structure height	45 feet
Setback from public right-of-way	50 feet
Structure setback from all other property lines	30 feet
Structure setback from all residentially zoned or comprehensive plan guided property	75 feet
Landscaped and open area	30% of lot area

(2) Additional setback standards.<sup>2</sup>

Trunk Highway 96 (Stonebridge Trail to Co Rd. 15)	100 feet
McKusick Road (Neal Ave. to Co Rd. 15)	100 feet
County Rd. 12 (Northland Ave. to Co Rd. 15)	100 feet
County Rd. 15 (Trunk Highway 36 to Trunk Highway 96)	100 feet
Railroad	75 feet

(d) *Other requirements.*

(1) *Outdoor uses and storage.* Operations to a maximum extent must be conducted within a fully enclosed building. Any material stored outside shall be buffered and visually screened from adjacent residential properties using fencing, landscaping or earthen berms. Outside storage areas and screening must be specifically shown in PUD Master Plan.

(2) *Smoke.* No use may produce or emit from a vent, stack, chimney or combustion process any smoke darker than Ringelmann No. 1, except that smoke darker than Ringelmann No. 2 is permissible for a duration of not more than four minutes during any eight-hour period if the source of the emission is more than 250 feet of residentially zoned property.

(3) *Noise.* Noise levels may not exceed 80dB(A) at repeated intervals or for a sustained length of time measured at any point along the property line.

(4) *Electrical disturbance.* No activity is permitted that creates any electrical disturbance that adversely affects any operations or equipment other than those of the creator of the disturbance or which otherwise causes, creates or contributes to the interference with electronic signals (including television and radio broadcasting transmissions) to the extent that the operation of any equipment not owned by the creator of the disturbance is adversely affected.

(5) *Loading dock.* No loading dock may face a street unless screened from view. A screening plan must be approved as part of final PUD approval.

(6) *Design permit.* A design review permit is required for all PWF district uses according to the design review standards of this chapter.

(7) *Planned unit development permit.* No building, structure, land or premises in the PWF district may be used and no building or structure may be constructed except those granted a planned unit development, ("PUD"), permit.

(8) *Lighting plan.* A lighting plan showing fixture type location, height and intensity of lighting must be submitted for review as part of the PUD application. A light source must not

be seen from adjacent properties. The intensity of outdoor lighting must be the minimum for the intended purpose.

<sup>1</sup>All standards are minimum requirements unless otherwise noted.

<sup>2</sup>Measured from the right-of-way line.

**Sec. 31-325. Allowable uses in non-residential districts.**

	ALLOWABLE USES	ZONING DISTRICTS								
		CA	CBD	VC	BP-C	BP-O	BP-I	CRD	PA	PWFD
Retail	General retail business uses or service; local market <sup>1</sup>	P		SUP	P	SUP				
	General retail business uses or service; local and regional market	P	P		P	SUP				
	Specialty retail, incl. antique shops		P		P					
	Department store	P	P		P					
	Drug store	P								
	Interior decorating sales; sale of floor covering, paint, wallpaper, materials and objects of interior decorating	P	P							
	Appliances and furniture, sale of	P	P							
	Household goods, sale of (including china)	P	P							
	Books, magazines, newspapers, stationary; sale of	P								
	Gifts, flowers, photographic supplies; sale of	P								
	Tobacco products; sale of	P								
	Hardware, sale of	P	P							
	Sporting goods; sale of	P								
	Music store	P	P							
Retail: Food	Supermarket, retail food	P	SUP		P					
	Baked goods, manufacture/retail sale of (≤ 5 persons employed)	P	P							
	Baked goods, manufacture/retail sale of (> 5 persons employed)	SUP <sup>2</sup>	P							
Eating establishments	Restaurants <sup>3</sup>	P	SUP	SUP <sup>17</sup>	P	SUP				
	Fast food outlet				P					
	Tea rooms, deli, coffee shops, soda fountains, not including the sale of alcoholic beverages			SUP						
	Outside eating establishments		SUP							
	Drive-in or drive-through: restaurant, eating places or any other use involving a drive-in or drive-through activity		SUP		SUP					
Services	Barber or beauty shops	P	P		P					
	Shoe repair shop	P								
	Printing shop	P								
	Photo processing							SUP		
	Tailoring or pressing	P								
	Laundry; agencies, self-service, full service, dry cleaning.	P	P		P					
	Laundry employing > 5 persons	SUP <sup>4</sup>								
Carpet, bag and rug cleaning	SUP <sup>4</sup>									

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ALLOWABLE USES		ZONING DISTRICTS								
		CA	CBD	VC	BP-C	BP-O	BP-I	CRD	PA	PWFD
Banks	Banks and financial institutions		P							
Offices	Office; general, business or professional	P	P	SUP	P	P	P			
	Offices; finance, insurance, editorial or real estate services		P	SUP	P	P	P			
	Offices; administrative		P						P	
	Offices; business offices that are accessory to permitted uses on the site							SUP		
	Office building	P								
	Consultant services such as advertising, engineering, architects and designers							SUP		
	Radio or television stations	P					SUP			
	Offices; medical and dental		P	SUP	P	P	P		P	
	Office display or sales space <sup>5</sup>	P								
Automotive	Automotive sales, service and storage, excluding gasoline filling stations. (See Section 31-514, for performance standards)	P								
	Service stations or fuel sales (See Section 31-514 for performance standards)		SUP	SUP						
	Gasoline filling station	SUP <sup>1</sup>								
	Auto repair and related services				SUP			P <sup>6</sup>		
Entertainment	Commercial recreational uses		SUP							
	Commercial recreational entertainment		SUP							
	Amusement and recreational establishments <sup>7</sup>	P			SUP	SUP <sup>19</sup>				
	Outside entertainment, commercial <sup>8</sup>		SUP							
Outdoors	Outside sales or special events <sup>8</sup>		SUP		SUP					
	Outside storage		SUP <sup>9</sup>				SUP <sup>10</sup>			
	Commercial nurseries				SUP		SUP			
	Exterior phonographs, paging systems, musical instruments, etc that may disturb the peace and quiet of the public		SUP							
Institutional	Schools, business and technical		P						P	
	Schools and studios for arts and crafts, photography, music, dance		P						P	
	Educational institutions, schools					SUP			P	
	Libraries, art galleries, theaters for the performing arts, and other such cultural facilities				SUP	SUP	SUP		SUP	
	Libraries or post office								P	
	Churches, other places of worship								P	
	Day care/nurseries			SUP	SUP <sup>11</sup>	SUP <sup>11</sup>				
	Group day care								P	
	Governmental facilities					SUP	SUP			
	Fire station						SUP			
	Hospitals, convalescent hospitals and nursing homes								SUP	
	Hotel or motel	P	SUP <sup>12</sup>		SUP					

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or refinishing its products or merchandise, and provided that: 1. Any resulting cinders, dust, fumes, noise, odors, refuse matter, smoke, vapor or vibration is effectively confined to the premises; and 2. The ground floor premises facing upon and visible from a major street upon which the premises abut shall be used only for entrances, office or display.

<sup>6</sup>Automotive painting, upholstering, tire recapping and major repair, when conducted completely in an enclosed building.

<sup>7</sup>Such as armories, assembly halls, bowling alleys, dancehalls, pool and billiard parlors, skating rinks and other social, sport or recreational centers operated as a business, provided the place or building in which it is operated is sufficiently sound insulated to effectively confine the noise to the premises.

<sup>8</sup>These uses may be approved directly by the city council if the event is a one time special event not occurring on a regular basis.

<sup>9</sup>All outside storage shall be screened by a solid wall or fence and landscaping for public view.

<sup>10</sup>Must be screened.

<sup>11</sup>Gazebo, picnic shelter, playground equipment, rest rooms, band shelter, and substantially similar park structures; but not including multiple purpose park buildings or recreation center buildings.

<sup>12</sup>Six-acre minimum site area.

<sup>13</sup>Three-acre minimum site area.

<sup>14</sup>Ten-acre minimum site area.

<sup>15</sup>Including pre-schools.

<sup>16</sup>Hotel or motel or other uses providing visitors with overnight accommodations.

<sup>17</sup>Limited manufacturing means conducting a process fabrication, storage or manufacturing of light materials, including electronic components and accessories.

<sup>18</sup>Except junk or storage.

<sup>19</sup>So long as no more than 20 percent of building floor area is for retail purposes.

<sup>20</sup>The bottling machinery is limited to manual/semi-automated bottling line without a conveyor system associated with the bottling line.

<sup>21</sup>Residences of second level only.

<sup>22</sup>Gross receipts must be at least 60% attributable to the sale of food. Live entertainment, which includes DJs, is permitted only inside the building, and then only if it is not audible outside of the building. Outside music is strictly limited to unobtrusive arrangements of pre-recorded songs that may only be played as background music and then only without a DJ. Hours of operation are limited to 6:00 a.m. to 10:00 p.m. Sunday through Thursday and 6:00 a.m. to 10:30 p.m. Friday and Saturday. The closing time in the preceding sentence means when the last call for service must occur. Happy hour specials must cease at 6:00 p.m.

<sup>23</sup>Residences subject to RCM regulations.

<sup>24</sup>Provided the special use permit review criteria found in § 31-207 and all of the performance standards found in § 31-515.1 are met.

(Ord. No. 993, §§ 2, 3, 4-15-08; Ord. No. 997, § 2, 9-16-08; Ord. No. 1000, § 2, 10-21-08; Ord. No. 1019, § 2, 9-21-10; Ord. No. 1032, § 3, 6-7-11; Ord. No. 1038, § 1, 7-25-11; Ord. No. 1060, § 1, 6-4-13)

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in April 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 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of April 2018 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of April 2018:				
<b>April 2018 (2018 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 11,705.64	\$ 232.59	\$ 829.72	\$ 12,767.95
<b>Capital Expenditures</b>	\$ 12,457.78	\$ -	\$ -	\$ 12,457.78
<b>Total</b>	<b>\$ 24,163.42</b>	<b>\$ 232.59</b>	<b>\$ 829.72</b>	<b>\$ 25,225.73</b>
<p>Explanations of large or out of the ordinary/annual payments are listed below:</p> <p><i>Bill Resolution: April 3, 2018</i></p> <ul style="list-style-type: none"> <li>• \$651.76 paid to MEI for elevator repair service call. Door lock contacts were replaced and door operator contacts were cleaned. No additional elevator repair calls were needed in April.</li> <li>• \$11,898.68 paid to Premier Lighting for the LED lighting retrofit project. Total project budget for LED retrofit is \$12,500.</li> </ul> <p><i>Bill Resolution: April 17, 2018</i></p> <ul style="list-style-type: none"> <li>• \$559.10 paid to 1000 Bulbs for LED lighting retrofit project, completing the retrofit project for 2018. Additional phases are planned for 2019-2021.</li> <li>• \$532.96 for lodging for Angie Petrie, Youth Services Librarian, to attend the Public Library Association conference.</li> <li>• \$563.00 annual contract for Library Thing for Libraries to make the catalog more engaging and informative.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 04/03/18 Bill Resolution 04/17/18 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
<b>INVOICES PAYABLE</b>						
4032018	4/3/2018	Brodart Co	Materials - Adult Fiction	\$ 887.63	230-4230-2401-0000	Adult Books - Fiction
4032018	4/3/2018	Brodart Co	Materials - Adult Nonfiction	\$ 129.86	230-4230-2401-0000	Adult Books - Fiction
4032018	4/3/2018	Brodart Co	Materials - Juv	\$ 470.03	230-4230-2400-0000	Childrens Books
4003963101_40045708	3/21/2018	Cintas Corporation	Mat & towel cleaning service	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
9725498274	3/13/2018	Grainger	Building Repair Supplies	\$ 159.25	230-4231-2202-0000	Building Repair Supplies
9727069263	3/14/2018	Grainger	Building Repair Supplies	\$ 122.65	230-4231-2202-0000	Building Repair Supplies
3272018	3/27/2018	Hedin Sue	Programs - Adult (SPLF 2017-08 ) Staff Reimbursemen	\$ 93.08	232-4232-2407-0000	SPLF - Programs
94792884	2/21/2018	Midwest Tape	Materials - Adult Audio	\$ 59.99	230-4230-2402-0000	Audio
95916305	3/16/2018	Midwest Tape	Processing Supplies	\$ 80.99	230-4230-3404-0000	Processing Fee
W18020603	3/21/2018	Office of MN IT Services	Telephone - February	\$ 138.50	230-4231-3101-0000	Telephone
744473	3/27/2018	MEI Total Elevator Solutions	Elevator Repairs	\$ 651.76	230-4231-3703-0000	Building Repair Charges
504138151	3/15/2018	Motion Picture Licensing Corporation	Programs (St. Paul Fnd)	\$ 197.68	235-4236-4099-0000	Library Donations Programs
671219	3/1/2018	NADA Used Car Guide	Materials - Reference	\$ 125.00	230-4230-2113-0000	Reference
44403	3/23/2018	Premier Lighting Inc	LED Retrofit (2018 Capital)	\$ 11,898.68	120-4230-5200-0000	C/O & Improvements
5704847	3/20/2018	Quill Corporation	Supplies	\$ 158.97	230-4230-2101-0000	General Supplies
14384745	3/19/2018	Toshiba Business Solutions	Maintenance Contract	\$ 53.35	230-4230-3707-0000	Maintenance Agreements
137604	3/29/2018	Washington County Library	Materials - ePeriodicals (MR Zinio)	\$ 89.07	235-4235-2101-0000	Library Donations Materials
137604	3/29/2018	Washington County Library	Materials - ePeriodicals (Zinio)	\$ 345.40	230-4230-2409-0000	Electronic Materials
			<b>INVOICES SUBTOTAL</b>	<b>\$ 15,745.03</b>		
<b>CREDIT CARD</b>						
394638	2/27/2018	Amazon.com	Supplies	6.04	230-4230-2101-0000	General Supplies
394638	2/27/2018	Amazon.com	Materials - Book Club Kit (SPLF)	59.88	232-4232-2113-0000	SPLF - Materials
394638	2/27/2018	Amazon.com	Programs - Juv (Friends)	228.40	235-4236-4099-0000	Library Donations Programs
HH2U9JBH	2/16/2018	Illinois Library Association	Programs - Juv (SPLF 18-03 Juv SRP)	33.00	232-4232-2407-0000	SPLF - Programs
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ 327.32</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
			<b>MANUAL PAYOUT SUBTOTAL</b>	<b>\$ -</b>		
			<b>GRAND TOTAL</b>	<b>\$ 16,072.35</b>		

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
<b>INVOICES PAYABLE</b>						
W00972271	3/22/2018	1000 Bulbs.com	LED Retrofit (Capital 2018)	\$ 559.10	120-4230-5200-0000	C/O & Improvements
3798_196278	3/9/2018	Ace Hardware	Janitorial Supplies	\$ 31.93	230-4231-2102-0000	Janitorial Supplies
3798_196531	3/20/2018	Ace Hardware	Janitorial Supplies	\$ 74.10	230-4231-2102-0000	Janitorial Supplies
4172018	4/17/2018	Baker and Taylor	Materials - Adult Nonfiction	\$ 70.96	230-4230-2405-0000	Adult Books - Non Fiction
4172018	4/17/2018	Baker and Taylor	Materials - Adult Reference	\$ 31.25	230-4230-2113-0000	Reference
4172018	4/17/2018	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 46.63	232-4232-2113-0000	SPLF - Materials
4172018	4/17/2018	Brodart Co	Materials - Juv	\$ 153.62	230-4230-2400-0000	Childrens Books
4172018	4/17/2018	Brodart Co	Materials - Adult Fiction	\$ 314.10	230-4230-2401-0000	Adult Books - Fiction
4172018	4/17/2018	Brodart Co	Materials - Adult Nonfiction	\$ 296.78	230-4230-2405-0000	Adult Books - Non Fiction
4172018	4/17/2018	Brodart Co	Materials - Processing	\$ 10.60	230-4230-3404-0000	Processing Fee
9415710	4/7/2018	Cole Papers	Janitorial Supplies	\$ 433.08	230-4231-2102-0000	Janitorial Supplies
306-02444792-3	3/31/2018	Culligan of Stillwater	Water	\$ 50.55	230-4230-4099-0000	Miscellaneous Charges
6342796	3/29/2018	Demco Inc.	Processing Supplies	\$ 127.00	230-4230-3404-0000	Processing Fee
4122018	4/12/2018	Friends of the Stillwater Public Library	Friends Reimbursement: March Sales	\$ 271.60	228-4228-1990-0000	Friends of Library Pass Thru
105176	4/6/2018	Greater Stillwater Chamber of Commerce	Annual Membership	\$ 215.00	230-4230-4099-0000	Miscellaneous Charges
4092018	4/9/2018	Petrie Angela	Programs - YA (Friends) Staff Reimbursement	\$ 42.97	235-4236-4099-0000	Library Donations Programs
4022018	4/2/2018	Petrie Angela	PLA Conference - Lodging (Petrie) Staff Reimbursement	\$ 532.96	230-4230-3201-0000	Seminar/Conference Fees
70513874	4/1/2018	Proquest	Library Thing for Libraries (Annual)	\$ 563.00	230-4230-3098-0000	Technology Support
14432194	4/5/2018	Toshiba Business Solutions	Maintenance Contract	\$ 105.33	230-4230-3707-0000	Maintenance Agreements
			<b>INVOICES SUBTOTAL</b>	<b>\$ 3,930.56</b>		
<b>CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ -</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
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
None						
			<b>MANUAL PAYOUT SUBTOTAL</b>	<b>\$ 5,222.82</b>		
			<b>GRAND TOTAL</b>	<b>\$ 9,153.38</b>		

Submitted for payment

Mark Troendle, Library Director



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2018 March Budget Status Report</b>	
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 – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period from January 1 – March 31, 2018.</p> <p><u>120 Funds – Capital Projects</u></p> <ul style="list-style-type: none"> <li>The \$7,857.50 in capital expenditures through March reflect the 2017 capital project to replace carpeting in the conference room and welcome area. These transferred 2017 funds are not reflected in the budget amounts.</li> </ul> <p><u>Revenues:</u></p> <ul style="list-style-type: none"> <li>Meeting Room Rental Fees: \$1,600 in wedding/special event revenue was received in March; however, total revenue decreased by \$150 due to a \$1,750 refund for a wedding cancellation. The party paid in full early for a fall 2018 wedding. The down payment of \$1,750 was retained, but the early final payment of \$1,750 was returned.</li> <li>Library Card Fees: Library card fees are at 8% of budgeted revenue. The budget was decreased from \$10,212 in 2017 to \$2,000 in 2018 as Lake Elmo residents no longer need to purchase non-resident cards (\$60/each) since rejoining the WCL system.</li> <li>Processing Fees: Fees for processing of late materials are lagging slightly behind pace. These numbers do not include first quarter reimbursements between SPL and WCL for fees collected at the library for materials owned by a different library. These payment and reimbursements typically occur 1-2 months after the quarter closes.</li> </ul> <p><u>Expenditures:</u></p> <p><u>Personnel Services:</u></p> <ul style="list-style-type: none"> <li>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.</li> <li>We continue to see personnel cost savings in the first quarter due to the open Assistant Director position.</li> </ul> <p><u>Materials:</u></p> <ul style="list-style-type: none"> <li>Expenditures on books, audio, and video were very slow in the first quarter due to the acquisition and cataloging changes. Initial acquisition and cataloging processes are now established with vendors, with significant increases in ordering expected over the upcoming months.</li> </ul> <p><u>Plant Services and Charges:</u></p> <ul style="list-style-type: none"> <li>Building Repair Charges: Building repair expenditures are at \$9,658.46 through March, 75% of the budget. This includes three elevator repair bills in March totaling \$1,742. The building repair line item is projected to be fully spent by May or June. Staff will closely monitor charges, look for cost-effective alternatives whenever possible, and identify alternate funding options.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2018 March Budget Status Report</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Finance Committee</b>	

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 5/2/2018 - 9:27 AM  
 Period: 1 to 3, 2018



		Through Mar 2018							
Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available	
Fund 120	CAPITAL OUTLAY								
Dept 120-4230	LIBRARY								
E25	CAPITAL OUTLAY								
120-4230-5200-0000	C/O & Improvements	9,000.00	7,857.50	7,857.50	1,142.50	0.00	1,142.50	12.69	
120-4230-5300-0000	C/O Machinery & Equipment	34,600.00	0.00	0.00	34,600.00	0.00	34,600.00	100.00	
120-4230-5310-0000	C/O MIS Computer Equipment	21,400.00	0.00	0.00	21,400.00	0.00	21,400.00	100.00	
	E25 Sub Totals:	65,000.00	7,857.50	7,857.50	57,142.50	0.00	57,142.50	87.91	
	Expense Sub Totals:	65,000.00	7,857.50	7,857.50	57,142.50	0.00	57,142.50	87.91	
	Dept 4230 Sub Totals:	65,000.00	7,857.50	7,857.50	57,142.50	0.00			
Dept 120-4231	LIBRARY PLANT								
E25	CAPITAL OUTLAY								
120-4231-5200-0000	C/O & Improvements	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00	
	E25 Sub Totals:	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00	
	Expense Sub Totals:	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00	
	Dept 4231 Sub Totals:	25,000.00	0.00	0.00	25,000.00	0.00			
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Fund Expense Sub Totals:	90,000.00	7,857.50	7,857.50	82,142.50	0.00	82,142.50	91.27	
	Fund 120 Sub Totals:	90,000.00	7,857.50	7,857.50	82,142.50	0.00			
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Expense Totals:	90,000.00	7,857.50	7,857.50	82,142.50	0.00	82,142.50	91.27	
	Report Totals:	90,000.00	7,857.50	7,857.50	82,142.50	0.00			



# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 5/2/2018 - 9:42 AM  
 Period: 1 to 3, 2018



		Through Mar 2018						
Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	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:	1,218,490.00	0.00	0.00	1,218,490.00	0.00	1,218,490.00	100.00
	Revenue Sub Totals:	1,303,990.00	16,344.85	16,344.85	1,287,645.15	0.00	1,287,645.15	98.75
	Dept 0000 Sub Totals:	-1,303,990.00	-16,344.85	-16,344.85	-1,287,645.15	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	219,762.95	37,688.23	37,688.23	182,074.72	0.00	182,074.72	82.85
230-4230-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	2,617.47	2,617.47	-2,617.47	0.00	-2,617.47	0.00
230-4230-1113-0000	Vacation Pay	0.00	7,196.00	7,196.00	-7,196.00	0.00	-7,196.00	0.00
230-4230-1200-0000	Part Time Salaries	484,292.98	123,963.10	123,963.10	360,329.88	0.00	360,329.88	74.40
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	52,804.55	12,255.05	12,255.05	40,549.50	0.00	40,549.50	76.79
230-4230-1420-0000	FICA/Medicare	53,860.80	12,634.18	12,634.18	41,226.62	0.00	41,226.62	76.54
230-4230-1500-0000	Hospital / Medical	100,779.00	21,059.43	21,059.43	79,719.57	0.00	79,719.57	79.10
230-4230-1520-0000	Dental Insurance	4,147.60	742.26	742.26	3,405.34	0.00	3,405.34	82.10
230-4230-1540-0000	Life Insurance	650.00	146.88	146.88	503.12	0.00	503.12	77.40
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	916,297.88	218,715.06	218,715.06	697,582.82	0.00	697,582.82	76.13
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	293.03	293.03	-293.03	0.00	-293.03	0.00
230-4230-2101-0000	General Supplies	4,500.00	457.86	457.86	4,042.14	0.00	4,042.14	89.83
230-4230-2113-0000	Reference	3,000.00	1,214.99	1,214.99	1,785.01	0.00	1,785.01	59.50
230-4230-2114-0000	Data Base Searching	2,000.00	1,195.80	1,195.80	804.20	0.00	804.20	40.21
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
230-4230-2400-0000	Childrens Books	16,500.00	127.16	127.16	16,372.84	0.00	16,372.84	99.23
230-4230-2401-0000	Adult Books - Fiction	20,000.00	243.10	243.10	19,756.90	0.00	19,756.90	98.78
230-4230-2402-0000	Audio	14,000.00	27.96	27.96	13,972.04	0.00	13,972.04	99.80
230-4230-2403-0000	Periodicals	5,000.00	3,934.48	3,934.48	1,065.52	0.00	1,065.52	21.31
230-4230-2405-0000	Adult Books - Non Fiction	20,000.00	36.02	36.02	19,963.98	0.00	19,963.98	99.82
230-4230-2406-0000	Teen Books - Materials	5,000.00	46.62	46.62	4,953.38	0.00	4,953.38	99.07
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	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00	100.00
230-4230-2409-0000	Electronic Materials	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00	100.00
230-4230-2499-0000	Collection Development	400.00	28.50	28.50	371.50	0.00	371.50	92.88



# General Ledger

## Budget Status

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 Period: 1 to 3, 2018



		Through Mar 2018							
Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available	
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	560.68	560.68	-560.68	0.00	-560.68	0.00	
230-4231-1113-0000	Vacation Pay	0.00	1,700.14	1,700.14	-1,700.14	0.00	-1,700.14	0.00	
230-4231-1200-0000	Part Time Salaries	34,726.18	6,294.75	6,294.75	28,431.43	0.00	28,431.43	81.87	
230-4231-1410-0000	PERA	6,833.76	1,578.57	1,578.57	5,255.19	0.00	5,255.19	76.90	
230-4231-1420-0000	FICA/Medicare	6,970.43	1,588.20	1,588.20	5,382.23	0.00	5,382.23	77.22	
230-4231-1500-0000	Hospital / Medical	21,183.00	3,698.08	3,698.08	17,484.92	0.00	17,484.92	82.54	
230-4231-1520-0000	Dental Insurance	757.80	126.30	126.30	631.50	0.00	631.50	83.33	
230-4231-1540-0000	Life Insurance	116.00	28.80	28.80	87.20	0.00	87.20	75.17	
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	E05 Sub Totals:	126,977.76	29,535.33	29,535.33	97,442.43	0.00	97,442.43	76.74	
E10	SUPPLIES								
230-4231-2101-0000	General Supplies	1,000.00	272.69	272.69	727.31	0.00	727.31	72.73	
230-4231-2102-0000	Janitorial Supplies	3,000.00	425.90	425.90	2,574.10	0.00	2,574.10	85.80	
230-4231-2202-0000	Building Repair Supplies	300.00	640.48	640.48	-340.48	0.00	-340.48	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	0.00	0.00	800.00	0.00	800.00	100.00	
	E10 Sub Totals:	5,200.00	1,339.07	1,339.07	3,860.93	0.00	3,860.93	74.25	
E15	SERVICES AND CHARGES								
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
230-4231-3099-0000	Other Professional Services	500.00	0.00	0.00	500.00	0.00	500.00	100.00	
230-4231-3101-0000	Telephone	1,500.00	138.50	138.50	1,361.50	0.00	1,361.50	90.77	
230-4231-3500-0000	General Insurance	29,160.00	0.00	0.00	29,160.00	0.00	29,160.00	100.00	
230-4231-3600-0000	Electricity	35,000.00	4,936.13	4,936.13	30,063.87	0.00	30,063.87	85.90	
230-4231-3601-0000	Natural Gas	12,000.00	3,750.79	3,750.79	8,249.21	0.00	8,249.21	68.74	
230-4231-3703-0000	Building Repair Charges	12,829.00	9,658.46	9,658.46	3,170.54	0.00	3,170.54	24.71	
230-4231-3707-0000	Maintenance Agreements	8,995.00	4,395.78	4,395.78	4,599.22	0.00	4,599.22	51.13	

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 5/2/2018 - 9:42 AM  
 Period: 1 to 3, 2018



Account Number	Description	Through Mar 2018				Encumbered Amount	Available	% Available
		Budget Amount	Period Amount	YTD Amount	YTD Var			
	E15 Sub Totals:	99,984.00	22,879.66	22,879.66	77,104.34	0.00	77,104.34	77.12
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	166.28	166.28	933.72	0.00	933.72	84.88
	E20 Sub Totals:	1,100.00	166.28	166.28	933.72	0.00	933.72	84.88
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:	233,261.76	53,920.34	53,920.34	179,341.42	0.00	179,341.42	76.88
	Dept 4231 Sub Totals:	233,261.76	53,920.34	53,920.34	179,341.42	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	9,411.27	9,411.27	-9,411.27	0.00	-9,411.27	0.00
	E25 Sub Totals:	0.00	9,411.27	9,411.27	-9,411.27	0.00	-9,411.27	0.00
	Expense Sub Totals:	0.00	9,411.27	9,411.27	-9,411.27	0.00	-9,411.27	0.00
	Dept 4900 Sub Totals:	0.00	9,411.27	9,411.27	-9,411.27	0.00		
	Fund Revenue Sub Totals:	1,303,990.00	16,344.85	16,344.85	1,287,645.15	0.00	1,287,645.15	98.75
	Fund Expense Sub Totals:	1,303,989.64	293,241.77	293,241.77	1,010,747.87	0.00	1,010,747.87	77.51
	Fund 230 Sub Totals:	-0.36	276,896.92	276,896.92	-276,897.28	0.00		
	Revenue Totals:	1,303,990.00	16,344.85	16,344.85	1,287,645.15	0.00	1,287,645.15	98.75
	Expense Totals:	1,303,989.64	293,241.77	293,241.77	1,010,747.87	0.00	1,010,747.87	77.51
	Report Totals:	-0.36	276,896.92	276,896.92	-276,897.28	0.00		

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2018 Capital Release Requests</b>	
OWNER: <b>Troendle, Library Director</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Release 2018 capital funds of \$9,000 allocated for the data projector/AV solution in Margaret Rivers Room and the Conference Room.</b>	
BACKGROUND/CONTEXT: The funds requested for release are part of the 2018 Library Capital Outlay budget.  <b>Data Projector/AV Solution Upgrade:</b> As part of the 2018 capital outlay request, the library planned for an upgrade to the data projection and AV systems in the meeting room spaces at the library. The existing equipment in Margaret Rivers is aging, does not have high-definition capabilities, and increasingly has connection issues with newer laptops that do not support the projector's old VGA technology.  The projection equipment in Margaret Rivers will be replaced with a HD projector and larger projection screen to accommodate HD dimensions. ClickShare wireless technology will be used for patrons to easily connect their laptops, tablets or phones to the system and share their content.  Presentation capabilities will also be added to the Conference Room using a wall-mounted television and ClickShare wireless technology.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:



**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Director's Six-Month Performance Evaluation Process (Closed Session)</b></p>	
<p>OWNER:  <b>Keliher, President</b></p>	<p>PRESENTER:  <b>Keliher, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>D</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:          During this closed session, the board will meet with Director Troendle to discuss the results of his six-month performance evaluation. City HR Manager Donna Robole will join the board meeting for this discussion.</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**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Library Events Update</b></p>	
<p>OWNER:  <b>Library Board</b></p>	<p>PRESENTER:  <b>Keliher, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>D</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:  <b>Library Board President Mike Keliher and Director Troendle provided an update to the City Council – with Venue Coordinator Sandy Ellis also present to answer any questions – on April 17 regarding our events and recent policy changes. City Attorney David Magnuson then shared his recommendation with the Council as to how the zoning ordinance should be revised to ensure continued outdoor events at the library.</b></p> <p>The mayor thanked the library and board for all the work that's been put into this - obviously a lot of work, he said - and the council quickly and unanimously passed a motion in support of pursuing that zoning change. No concerns were expressed. Community Development Director Bill Turnblad will draft a proposed change to the zoning ordinance, which would then enable the library to continue operating outdoor events via a special use permit.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Presentation to City Council on April 17, 2018</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	



# Events policy and procedures update

April 17, 2018

# Why we're here

- Events are crucial to the library's role in the community
- New director and new events/venue coordinator have brought positive developments
- We want to summarize the changes we've made and discuss next steps

# Overview

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

# Why do we have events?

- Vital to the library's efforts to evolve and diversify
- Increases visibility of the library and community
- Brings visitors, hotel guests, etc. to Stillwater
- Raises crucial supplemental revenue

# History and context

- Terrace added during 2006 library renovation
- Hundreds of community events, including weddings, fundraisers, and more
- 39 events in 2016 yielded \$59,392
- 26 events in 2017 yielded \$63,209
- 41 booked for 2018 with projected revenue of approx. \$85,000
- ...and five booked already for 2019

# History and context

- Library board began meeting with neighbors in 2015
- Those discussions led to policy changes and increased awareness of challenges
- 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:

- 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 zoning compliance issue

# History and context

During 6/6/17 meeting, the council requested that the library board:

1. Review and update events policy with input from neighbors
2. Share updated events policy with council for review and discussion

# Task force work

- Library board appointed task force to continue dialog with neighbors and review policies and procedures
- Began during June library board meeting with neighbors in attendance
- 8/17/17 listening session with nearby neighbors
- Director and task force rewrote policy and procedures

# Policy changes

- Clarified policy and procedural language
- Separated procedural items from policy document
- Researched similar policies from other libraries
- Language was restructured, rewritten, and made more concise

# Policy changes

- The new policy now includes
  - a. Purpose
  - b. Principles
  - c. Definitions
  - d. Non-endorsement clause
  - e. Responsibilities of patrons and the Library
- Final result: Streamlined policy statement on meetings and events

# Procedure changes (highlights)

- Damage deposit increased to \$500 (previously \$400)
- Noise deposit increased to \$500 (previous \$200)
- Any band or DJ producing amplified music/sound at the Library will be provided advance notification of our procedures and City ordinances

# Procedure changes (highlights)

- If music vendors do not comply with Library requests to lower their volume, they will be told to stop playing
- If a Stillwater Police Officer receives complaints from anyone, the renter and their music provider will be held responsible and may incur penalties

# Procedure changes (highlights)

- 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 arise



# 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
- City Attorney Magnuson met with the library board last week to discuss solutions and has a recommendation

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Ordinance Amendment and Special Use Permit for Events</b></p>	
<p>OWNER:  <b>Library Board</b></p>	<p>PRESENTER:  <b>Troendle, Library Director</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>D</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?   IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:  As directed by Council, Community Development Director Bill Turnblad presented a first draft of a revised ordinance to Council on May 1 that would allow the library to hold outside events by a special use permit. Mr. Turnblad also presented a first draft of a Special Use Permit Resolution on behalf of the library. Prior to the presentation to Council, the board’s Executive Committee and the Library Director were in contact as we had questions about the allowable uses category selected and specificity of the conditions. Mr. Turnblad quickly resolved these questions and the Library Director will work on drafting more general wording for the conditions that will be attached to the permit. A draft of the revised text is attached.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p> <ul style="list-style-type: none"> <li>• April 26, 2018 memo from Bill Turnblad, Community Development Director to Stillwater City Council</li> <li>• Draft of revised text of SUP conditions</li> </ul>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	



## CITY COUNCIL

---

**DATE:** April 26, 2018

**TOPIC:** Ordinance amendment to allow outside events in  
PA, Public/Institutional Zoning District

**FROM:** Bill Turnblad, Community Development Director

---

### INTRODUCTION

At the April 3, 2018 City Council meeting staff was directed to draft an ordinance that would allow the Library to operate outside events by Special Use Permit.

### COMMENTS

Attached is the first draft of an ordinance that would add the PA, Public/Institutional Zoning District to the list of districts that allow outside events with a Special Use Permit. The BP-I, Business Park – Industrial Zoning District was also added in anticipation of the Lift Bridge Brewery facility being planned for the BP-I property just west of the Lakeview Clinic.

A first draft of a Special Use Permit Resolution for the Library is also attached. Conditions that are found in the Resolution are from the Library's adopted event policy.

### REQUEST

Staff requests the Council to review and comment on the first drafts.

Attachments: Draft Ordinance  
Draft Special Use Permit

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE STILLWATER CITY CODE SEC. 31-325,  
ALLOWABLE USES IN NON-RESIDENTIAL DISTRICTS

THE CITY COUNCIL OF THE CITY OF STILLWATER DOES ORDAIN:

Purpose. The purpose of this Ordinance is allow for outside events in the PA, Public/Institutional and BP-I, Business Park - Industrial Zoning Districts by Special Use Permit.

1. Amending. Stillwater City Code Section 31-325, *Allowable uses in residential districts*, is amended as follows:

Allowable uses	Zoning Districts									
	CA	CBD	VC	BP-C	BP-O	BP-I	CRD	PA	PWFD	PROS
Outside sales or special events <sup>8</sup>		SUP		SUP	SUP	<u>SUP</u>		<u>SUP</u>		

<sup>8</sup> These uses may be approved directly by the city council if the event is a one-time special event not occurring on a regular basis.

2. Savings. In all other ways City Code Chapter 31 shall remain in full force and effect.
3. Effective Date. This Ordinance will be in full force and effect from and after its passage and publication according to the law.

Adopted by the City Council of the City of Stillwater this \_\_\_\_\_ day of May, 2018.

CITY OF STILLWATER

\_\_\_\_\_  
Ted Kozlowski, Mayor

ATTEST:

\_\_\_\_\_  
Diane F. Ward, City Clerk

**CITY OF STILLWATER  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING A  
SPECIAL USE PERMIT  
FOR THE STILLWATER PUBLIC LIBRARY**

**CPC CASE NO. 2018-**

**WHEREAS**, outdoor events are allowed in the PA, Public/Institutional Zoning District with a Special Use Permit; and

**WHEREAS**, the Stillwater Public Library is located within the PA, Public/Institutional Zoning District and has submitted a planning application requesting a Special Use Permit to operate outdoor events on the library property; and

**WHEREAS**, on \_\_\_\_\_, 2018 the Planning Commission held a public hearing on the Special Use Permit request.

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the City of Stillwater hereby approves the Special Use Permit because it finds the requested use to conform to the Zoning Code, the Comprehensive Plan, and other lawful regulations; and further finds that with the conditions below, the use will not constitute a nuisance or be detrimental to the public welfare of the community.

1. Rental is available on Fridays and Saturdays from 8:00 a.m. until 12:00 midnight. All events must end by 11:00 p.m. to allow for clean-up and closing by midnight. Sunday through Thursday, event rental is available from 9:00 a.m. to 9:00 p.m. Upon receiving an application, the Library Board may make an exception to the Sunday through Thursday schedule. The Venue Coordinator will work with the Renter to determine arrival and departure times. Catering and rental equipment/supplies must be delivered and picked up on the day of the event. The Venue Coordinator must approve, in writing, any arrangements for early or late delivery and/or pickup.
2. The Renter is required to put down a \$500.00 Noise Deposit at least five days prior to the event. This deposit will be returned after the event if there have been no infractions of the Library Noise Procedures.
3. Bands, DJs and any other musician who provides amplified sound for the Renter will be instructed by the Library Venue Coordinator of our strict noise procedures. They will be given a copy of the City of Stillwater Code that pertains to noise and instructed about the decibel levels within compliance and penalties incurred for noncompliance.
4. Bands and DJs must honor requests from the Library Venue Coordinator, on-site Security Officer, Library Staff or Stillwater City Police for music to be turned down. The Library retains the right to end the play of music at any time if a request to turn

the music down is not obeyed. The Library retains the right to determine reasonable volume, amplification and bass levels.

5. All bands and DJs must keep the volume levels within City of Stillwater Noise Ordinance compliance. All requests for reduction of music/sound from the Library Staff or Security Officer must be obeyed. Vendors of the Renter are in violation of the general prohibition of noise when complaints have been made by neighbors of the Library and enforcement of/and criminal penalties may be incurred.
6. All outdoor amplified music/sound must end no later than 10:00 p.m. on Friday and Saturdays. On Sundays through Thursdays, all outdoor amplified music/sound must end no later than 8:00 p.m. unless a special allowance has been approved by the Library Board.
7. All vendor's vehicles must be single-parked next to the ramp in the designated area for efficient loading and unloading of event materials. Noise from carts, dollies, and hauling of equipment should be done in a quiet and respectful manner.
8. Vendor staff should also remember that the Library is located in a residential neighborhood. After 8:00 p.m., staff conversations should be kept at a soft/low level that is respectful to the neighbors living near the Library.
9. The Library is not responsible for the noise or activities of the Renter and their guests outside the Stillwater Library premises.

Enacted by the City Council of the City of Stillwater, Minnesota this \_\_\_\_ day of \_\_\_\_\_, 2018.

**CITY OF STILLWATER**

\_\_\_\_\_  
Ted Kozlowski, Mayor

ATTEST:

\_\_\_\_\_  
Diane F. Ward, City Clerk

## SUP Conditions – Revised Text 5/3/2018

1. Rental is available on Fridays and Saturdays from 8:00 a.m. until 12:00 midnight. All events must end by 11:00 p.m. to allow for clean-up and closing by midnight. Sunday through Thursday, event rental is available from 9:00 a.m. to 9:00 p.m. Upon receiving an application, the Library Board may make an exception to the Sunday through Thursday schedule. The Venue Coordinator will work with the Renter to determine arrival and departure times. ~~Catering and rental equipment/supplies must be delivered and picked up on the day of the event. The Venue Coordinator must approve, in writing, any arrangements for early or late delivery and/or pickup.~~

2. The Renter is required to put down a ~~\$500.00~~ Noise Deposit [fee as set by the Library Board](#) at least five days prior to the event. This deposit will be returned after the event if there have been no infractions of the Library Noise Procedures.

3. Bands, DJs and any other musician who provides amplified sound for the Renter will be instructed by the Library Venue Coordinator of our strict noise procedures. They will be given a copy of the City of Stillwater Code that pertains to noise and instructed about the decibel levels within compliance and penalties incurred for noncompliance.

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5. All bands and DJs must keep the volume levels within City of Stillwater Noise Ordinance compliance. All requests for reduction of music/sound from the Library Staff or Security Officer must be obeyed. ~~Vendors of the Renter are in violation of the general prohibition of noise when complaints have been made by neighbors of the Library and enforcement of/and criminal penalties may be incurred.~~

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7. All vendor's vehicles must be ~~single-parked next to the ramp~~ in the designated area for efficient loading and unloading of event materials. Noise from carts, dollies, and hauling of equipment should be done in ~~as~~ quiet and respectfully [as practical](#). ~~manner.~~

8. Vendor staff should also remember that the Library is located in a residential neighborhood. After 8:00 p.m., staff conversations should be kept at a ~~soft/low~~ level that is respectful to the neighbors living near the Library.

9. The Library is not responsible for the noise or activities of the Renter and their guests outside the Stillwater Library premises.

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION: <b>Director Evaluation Process Task Force</b></p>	
<p>OWNER: <b>Director Evaluation Process Task Force</b></p>	<p>PRESENTER: <b>Lockyear</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D): <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:  <p>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>Task Force members have contacted some neighboring libraries to learn about the process they use to evaluate their director and on May 4 met with Donna Robole, Stillwater HR Director, to learn about the City’s process for evaluating the administrator.</p> <p>Our goal is to have a draft of a new/revised process ready for discussion at the June board meeting and to proceed with the remainder of the timeline as outlined below.</p> <p>Proposed Timeline:</p> <ul style="list-style-type: none"> <li>• April - meet with Donna Robole to learn about the City’s process</li> <li>• June - draft on board agenda for discussion</li> <li>• June/July - revise draft as needed</li> <li>• August - final adoption by board (could be adopted in July if ready)</li> </ul> </p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	



**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Strategic Plan</b></p>	
<p>OWNER:  <b>Keliher, President</b></p>	<p>PRESENTER:  <b>Keliher, President</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:          At the April board meeting, the board president noted that the next step is to pursue an RFP for strategic planning. Keliher asked if he and Troendle could develop and post the RFP. Based on the feedback, Keliher and Troendle moved forward on drafting an RFP, with the intention to release it prior to the May board meeting. Included in the packet is the RFP.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>RFP for Strategic Plan Development</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

**STILLWATER PUBLIC LIBRARY BOARD STILLWATER,  
MINNESOTA**

**REQUEST FOR PROPOSALS**

**Strategic Plan Development**

**Proposal Due Date: June 7, 2018**

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# **REQUEST FOR PROPOSALS**

## **STRATEGIC PLAN DEVELOPMENT**

### **SECTION 1. INTRODUCTION & BACKGROUND**

The City of Stillwater Public Library Board of Trustees, hereinafter referred to as the Library Board, is seeking consultant services to assist the Library Board in developing a comprehensive 3-4 year strategic plan.

In 2014, the Library Board established a strategic plan that included a refined mission and vision statement as well as three primary strategic goals. Each of those strategic goals was elaborated upon with a handful of related and supporting accomplishments. And further, the board at the time asked its consultant to prepare a much more detailed, step-by-step implementation plan that would chart a course for the full extent of the strategic plan's three-year run.

As we look ahead to the process of creating a new strategic plan, the Library Board and the library are in a very different place – all for the better – and therefore seek a different kind of strategic plan. One that's truly strategic, without getting the board caught up in the weeds of implementation. One that leans on evolving trends and best practices but stays true to what our community needs. One that includes meaningful goals and objectives, not only for accountability but for celebrating our successes. We're looking for a consultant who can help us get there.

Stillwater Public Library is an independent municipal library that operates as an associate of the Washington County Library system. The Library Board, consisting of nine (9) members, is responsible for all Library actions, determining community needs, establishing priorities and policies, and presenting an annual budget to the Stillwater City Council.

Detailed information about the Stillwater Public Library can viewed on the website located at <http://stillwaterlibrary.org/>

### **SECTION 2. INSTRUCTIONS TO PROPOSERS**

#### **2.1 Request for Proposal Information**

It is the responsibility of the Consultant to carefully read the entire Request for Proposal (RFP), which contains provisions applicable to successful completion, and submission of an RFP. If any ambiguity, inconsistencies or errors are discovered in the RFP, the board president will issue a clarification or correction. Only interpretations or corrections of the RFP made in writing through addenda by the board president will be considered binding. The board president must receive all requests for interpretations or corrections no later than the date specified in the RFP timetable. The RFP consists of all documents identified in the Scope of Work section of this RFP.

#### **2.2 Timetable**

The anticipated timetable for the RFP process including the selection of the top

ranked firm is as follows:

- |  |                  |
|--|------------------|
| ➤ RFP available for distribution                       | May 7, 2018      |
| ➤ Deadline for receipt of questions                    | May 15, 2018     |
| ➤ Deadline for submittal of RFP                        | June 7, 2018     |
| ➤ Short list notification                              | June 14, 2018    |
| ➤ Deadline for PRICE submittal                         | June 21, 2018    |
| ➤ Consultant interviews (in person or conference call) | by June 29, 2018 |
| ➤ Final proposal                                       | July 5, 2018     |
| ➤ Approval of selected consultant                      | July 10, 2018    |

## 2.3 Proposal Submission

2.3.1 A multi-step selection process will be used for this search.

- a. Step one will consist of submittal and evaluation of a Request for Proposals (RFP).
- b. The evaluation team will rate and shortlist between approximately three (3) and five (5) of the consultants.
- c. The shortlisted consultants will be invited to participate in an oral interview and final scoping meeting.
- d. Following the oral interview the shortlisted consultants will be requested to submit a Final Proposal by the time and date included in Section 2.02 in the form describe below.

2.3.2 All proposals should be submitted via email to:

Mark Troendle  
Library Director  
[mtroendle@ci.stillwater.mn.us](mailto:mtroendle@ci.stillwater.mn.us)  
651-430-8753  
224 Third Street North  
Stillwater, MN 55082

## 2.4 RFP Submittal

2.4.1 Part A – Technical Proposal (consisting of the firm’s qualification, scope of work, schedule, etc.). All proposals must be submitted electronically and shall be able to print on 8 ½” x 11” paper, except for any drawings, charts, diagrams, or similar information. The library director will confirm via email when proposals are received. Firms having difficulties sending (emailing) their proposals may call the library director at 651-430-8753.

2.4.2 Part B – Price Proposal

After being notified of being on the “short-list” these firm(s) shall submit their price via email. The Price Proposal – Part B shall be submitted electronically to the library director at [mtroendle@ci.stillwater.mn.us](mailto:mtroendle@ci.stillwater.mn.us). All submittals by electronic, mail, or in person must be received by no later than the time and date indicated in Section 2.2.

***Part B – Price Proposal, must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Proposer.***

2.4.3 Part C -Final Proposal

After the interview, the short-listed proposer shall submit any changes to the original proposal along with a cover letter clarifying why the changes were made. Any changes to the proposed cost must be also submitted.

The submittal of a Proposal will be considered by the Library Board as constituting an offer by the Proposer to perform the required services at the stated prices.

## **2.5 Additional Information/Addenda**

- 2.5.1 Requests for additional information or clarification must be made no later than the date specified in the RFP Timetable. Requests should contain the Proposer's name, address, phone number or e-mail address. Email should be addressed to Mark Troendle, Library Director, [mtroendle@ci.stillwater.mn.us](mailto:mtroendle@ci.stillwater.mn.us).
- 2.5.2 The Library Board's Designee will issue responses to inquiries and any other corrections or amendments in written addenda issued prior to the Proposal due date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or addenda issued subsequent to the issuance of this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addenda issued will prevail.
- 2.5.3 It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the Library Board President prior to submitting a proposal that all addenda have been received.

## **2.6 Modified Proposals**

A Proposer may submit a modified proposal to replace all or any portion, of a previously submitted proposal up until the Proposal due date. The Evaluation Committee will only consider the latest version of the proposal as part of its deliberations.

## **2.7 Withdrawal of Proposals**

Proposals shall be irrevocable until contract award, unless the proposal is withdrawn. A proposal may be withdrawn in writing upon the expiration of ninety days after the due date of the proposals, if the written request is received by the board president prior to the award of a contract.

## **2.8 Late Proposals, Late Modifications, and Late Withdrawals**

Proposals received after the Proposal due date and time will not be considered. Modifications received after the Proposal due date are also late and will not be considered. Letters of withdrawal received after the expiration of ninety days from the Proposal due date or after the award of contract, whichever comes first, are late and will not be considered.

## **2.9 RFP Postponement or Cancellation**

The Library Board may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals, re-advertise this RFP, postpone or cancel at any time this RFP process, or waive any irregularities in this RFP

and to award a contract in the best interest of the Stillwater Public Library.

### **2.10 Proposal Preparation Costs**

All expenses involved with the preparation and submission of proposals to the Library Board, or any work performed in connection therewith shall be borne by the Proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the Proposer(s) prior to the award of a contract.

### **2.11 Oral Presentations**

The Library Board will require the shortlisted Proposers to give oral presentations in support of their proposals or to exhibit and otherwise demonstrate the information contained therein. The interview will also serve as a basis to clarify the scope of work for the search. The presentations are tentatively scheduled for the dates indicated in Section 2.2.

### **2.12 Exceptions to RFP**

Proposers may take exceptions to any of the terms of this RFP unless the RFP specifically states that exceptions may not be taken. Should a Proposer take exception where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the Library Board a meaningful opportunity to evaluate and rank the proposals.

Where exceptions are permitted, the Library Board shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The Library Board, after completing the evaluations, may accept or reject the exceptions.

It is the intent of the Library Board to entertain alternative proposals that may provide the same or similar services as called for in the RFP.

### **2.13 Confidential Information**

Confidential information submitted as part of a proposal must be clearly marked as such. However, such information will be kept confidential only to the extent that the Minnesota Data Practices Law permits.

### **2.14 Negotiations**

The Library Board may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposers best terms and conditions. The Library Board reserves the right to enter into limited contract negotiations with the selected Proposer. If the Library Board and the selected Proposer cannot negotiate a successful contract, the Library Board may terminate said negotiations and begin negotiations with another selected Proposer. This process will continue until a contract acceptable to the Library Board has been executed or all proposals are rejected. No proposer shall have any rights against the Library Board arising from such negotiations or termination thereof.

## **2.15 Rules, Regulations and Licensing Requirements**

All Proposers shall comply with all laws, ordinances and regulations applicable to the services contemplated by the RFP. Proposers are presumed to be familiar with all Federal, State, and Local laws ordinances, codes and regulations that may affect the services to be offered.

## **2.16 Review of Proposals for Responsiveness**

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. A responsive proposal is one that follows the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP, is a timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem a proposal as non-responsive.

## **2.17 Litigation**

The contract resulting from this RFP shall be constructed in accordance with the laws of the State of Minnesota. Any litigation between the parties arising out of, or in connection with the contract shall be brought exclusively in Washington County Court.

## **2.18 Assignment, Transfer or Subcontracting**

The Consultant shall not assign any interest in the contract resulting from this RFP and shall not transfer any interest in the same (whether by assignment, or notation) without the prior written consent of the Library Board. Consent will not be given to any proposed assignment which would release the Consultant of responsibilities under this contract. The Consultant must obtain prior written consent from the Library Board to delegate, assign, transfer, or subcontract any functions or responsibilities required to fulfill the obligations under the contract resulting from this RFP.

## **2.19 Termination for Cause**

If the Consultant fails to fulfill any of the obligations under the contract resulting from this RFP in a timely manner, or otherwise violates any of the covenants, agreements or stipulations material to the contract, the Library Board shall thereupon have the right to in a written notice to the firm at least seven (7) days before the termination date to the Consultant of such termination.

## **SECTION 3. SCOPE OF SERVICES**

The successful Proposer is directly responsible for and shall provide all personnel, materials, supplies, and work product to complete the development of a strategic plan for the Stillwater Public Library. The Library Board is looking for a consultant who will help the board:

### **3.1 Services and Tasks**

- a. Establish a strategic planning process that will result in a suitably ambitious but achievable multi-year plan for the library.



- b. Inform the board about issues, trends, opportunities, challenges, etc., affecting libraries both similar to and different from Stillwater's.
- c. Gather input from key stakeholders to guide the board's planning.
- d. Communicate with key stakeholders throughout the planning process.
- e. Develop a thoughtful, clear and purposeful strategic plan.
- f. Gauge the success of the plan's implementation, with tangible goals and objectives.
- g. Proposals should include recommendations for community assessment that will inform a strategic planning process.
- h. The proposals must include a facilitated staff session of least 4 hours with all library staff to be conducted in Stillwater.
- i. Completed strategic plan to be delivered to the Library Board on a timeline consistent with and guided by the strategic planning process.
- j. Examination of current mission, vision, and values should be included.
- k. Review of the library's job descriptions and organizational structure to assess ability to meet strategic objectives may be included as an option for additional cost.

### **3.3 Tasks Performed by the Library Board**

The Library Board proposes to complete the following tasks.

- i. Arrange for and prepare the facilities necessary to facilitate the staff session.

## **SECTION 4. PREPARING AND SUBMITTING PROPOSAL**

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposals must contain each of the documents described, fully completed and signed as required. Proposers shall provide documentation that demonstrates their ability to satisfy the qualifications needed to successfully complete the search. Proposals submitted which do not include the items described or which do not meet the qualification requirements or which fail to provide the necessary supporting documentation may be considered non-responsive and may not be considered for award.

### **4.1 Request for Proposals (RFP)**

- a. The Proposal must contain the following sections:

Cover Page: The Cover Page should include the following information:

Proposer's Name

Contact Person for RFP

Business Address

Business Phone

Facsimile Phone

E-mail Address – Primary Contact

Web Site Address

Title of RFP: Strategic Plan Development

- b. Table of Contents: The Table of Contents should outline in sequential order the major areas of the Proposal. All pages of the Proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.
- c. Organizational Structure: The Proposer shall describe the organizational structure (corporation, partnership, individual sole proprietor, etc.) by providing the following information.
- Services or activities engaged in by the corporation/organization. The Proposer shall include branches or other subordinate units or divisions that will perform or assist in performing any work resulting from this RFP.
- Number of years the firm has been in existence. Date incorporated/organized & State of incorporation/organization
- Size of the corporation, partnership, or individual sole proprietor.
- Primary markets and services provided.
- d. Technical Qualifications: The Proposal should address how the Proposer will accomplish the Scope of Service, as described in Section 3 of this RFP. The Proposal should be structured and presented in a format and in such a manner that the Selection Committee can easily rate the submittal based on the evaluation criteria outlined in Section 5 of this RFP. This submittal should include the following minimum information.
1. Introduction to the consultant – Provide an introductory statement of why you're interested in this project.
  2. General Qualifications – Summarize the general qualifications of the firm.
  3. Special Qualifications – Describe any special or unique qualifications of the firm as it relates to this search. (State why your firm should be chosen.)
  4. Staff Qualifications – Include resumes demonstrating relevant experience of key personnel involved in the process.
  5. Previous Experience – Provide a list of clients, including name, address, contact person, and telephone number, for whom similar or related services have been provided in the past 5 years.
  6. Work Plan – Describe how the Proposer will develop a process for formulating the strategic plan and, once complete, how it will be implemented, monitored and evaluated, updated, and replicated.
  7. Understanding of the Process – Describe the firms understanding of the scope and the planned approach to achieve the objectives of the strategic planning process. This may be submitted in any format that the Proposer feels is appropriate.

8. Time Schedule – Include a time schedule to complete the Scope of Services contemplated.

#### **4.3 Final Proposal (RFP)**

The final RFP to be submitted after the interview. –The technical data should be amended and modified as appropriate to address the issues and reflect the scope of services discussed during the oral interviews and outlined in any addendum for the search which may have been issued.

#### **4.4. Part B – Price Proposal**

The Proposer must fully complete the Price Proposal Form:

Price: A proposed “lump sum” not to exceed fee for the base services as outlined in the technical proposal submitted. The total lump sum price will be used for determining the price component of the Proposal rating.

Additional Services: A proposed “lump sum” not to exceed fee for the various supplemental services requested.

### **SECTION 5. EVALUATION/SELECTION PROCESS**

The proposals will be evaluated by the Library Board, which will evaluate the technical aspects of the proposal and participate in the oral interviews.

#### **5.1 Part A – Technical Qualifications (subject to change)**

The Board will first evaluate and rate all responsive proposals on the six (6) technical and qualification criteria listed below. The maximum possible point total for Part A is 100 points. A proposer must attain a minimum of 75% (75 points) of the possible available Part A points to be considered qualified.

##### **Process for Developing the Strategic Plan (20 points)**

(Include a description of the methodology and tasks needed to develop an outcome-driven strategic plan to serve the community.)

##### **Process for Implementing the Strategic Plan (20 points)**

(Include processes for implementing the plan, as well as monitoring progress and updating the plan. As part of updating the plan, describe how you will instill in the Library Board and staff the skills to replicate this strategic planning process in the future.)

##### **Previous Experience, Firm (20 points)**

(The successful firm and their subcontractors will have demonstrated expertise in library operations, services, trends, and functions as well as strategic planning experience.)

##### **Staff Qualifications, Key Personnel & Roles (15 points)**

(Qualifications and professional skills of the key individuals involved in the process.)

##### **Time Schedule (15 points)**

(Time estimated to complete the scope of work)

## **Demonstrated Understanding of the Objective of this Strategic Planning Process (10 points)**

### **5.2 Part B – Price Proposal**

The price proposal submission will be assigned a maximum total of 30 points.

The responsive proposal with the lowest total cost will be given the maximum points.

Every other responsive proposal will be given points proportionately in relation to the lowest total price proposed. This point total will be calculated by dividing the lowest total price proposed by the price proposed for the Proposal being evaluated, with the result then being multiplied by the weight (30 points) to arrive at a cost score of less than the maximum total points for price.

*Example:*  $(LPP / PPP) \times TP = \text{Points assigned for price}$

LPP = Lowest Price Proposed

PPP = Proposer's Price Proposal

TP = Total Points Available (30)

### **5.3 Overall Ranking**

The Library Board will then determine the overall ranking by adding the Technical Qualification score (Part A) with the Price Proposal score (Part B) to determine the overall ranking, which will inform the Library Board's deliberations regarding contract award.

### **5.4 Contract Award**

The Library Board reserves the right to award a contract to the Proposer whose Proposal is deemed to be in the best interest of the Stillwater Public Library.

### **5.5 Terms of Agreement**

Upon mutually agreeing to the terms of the contract, a written agreement will be prepared by the Library Board utilizing the City of Stillwater's contract agreements (amended to the specific terms of this contract). It is important to note that the Library Board will not indemnify the Consultant.

### **5.6 Failure to Reach Agreement**

If an agreement cannot be reached with the top rated firm, negotiations will be terminated and the Library Board will open negotiations with another of the short-listed firms. The negotiation process will continue until an agreement is reached with one of the short-listed firms. If no agreement is reached with the short-listed firms the negotiation process may be terminated at the Library Board's discretion.

## **SECTION 6. STANDARD TERMS & CONDITIONS**

**6.1 Acceptance-Rejection:** Library Board reserves the right to accept or reject any or all quotes and to waive technicalities in any quotation or part thereof deemed to be in the best interest of Stillwater Public Library.

**6.2 Non-Discrimination/Affirmative Action:** Stillwater Public Library is committed

to equal employment opportunity and is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or physical or mental handicap in regard to any position for which qualified. Further you are advised that as a contractor, subcontractor, vendor or lessee of Library, you may be subject to Executive Order 11246, as amended, and Section 503 of the Rehabilitation Act, as amended. If covered, acceptance of this contract or purchase order shall constitute your agreement that you will not discriminate against any employee or applicant for national origin, age or physical or mental handicap in regard to any position for which qualified; and that you will comply with other specific requirements of these laws. In the event of noncompliance with the nondiscrimination clause, this purchase order or contract may be canceled, terminated, or suspended in whole or in part and you may be declared ineligible for further contracts or purchase orders.

- 6.3 Applicable Law:** This contract shall be governed under the laws of the State of Minnesota and is made at Stillwater, MN, and venue for any legal action to enforce the terms of the agreement shall be in Washington County District Court.
- 6.4 Assignment:** No right or duty in whole or in part by the contractor under this contract may be assigned or delegated without the written consent of Library Board.
- 6.5 Cancellation:** Library Board reserves the right to cancel this contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.
- 6.6 Delivery:** Delivery shall be F.O.B. destination unless otherwise specified.
- 6.7 Deviation and Exceptions:** Deviations and exceptions from terms, conditions, or specifications shall be described fully under the proposer's letterhead, signed, and attached to the request for proposal. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the proposer shall be held liable.
- 6.8 Entire Agreement:** These standard terms and conditions shall apply to any contract order awarded as a result of this request for proposal except where special requirements are stated elsewhere in the request. In such the contract order with reference to parts and attachments shall constitute the entire agreement with previous communications pertaining to the subject of this request for proposal being hereby superseded.
- 6.9 Guaranteed Delivery:** Failure of the contractor to adhere to the delivery schedule that is specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price if alternate procurement is necessary. Excess costs shall include administrative costs.
- 6.10 Invoicing:** shall be individually invoiced in accordance with the instructions contained on the purchase order or contract.

The Library Board is subject to payment provisions outlined by the City of Stillwater's Purchasing Policy. The Library Board, after receipt of a properly completed invoice or receipt and acceptance of the property or service whichever is later, will make payment within thirty (45) days as long as the properly

completed invoice or receipt is received on or before the second Tuesday of the month. If a properly completed invoice or receipt is not received by the second Tuesday of the month, the contractor waives the right to collect interest if payment is not made within thirty (45) days.

- 6.11 Quantities:** Quantities shown on this request for proposal are based on estimated needs. Library Board reserves the right to increase/decrease quantities to meet actual needs or availability of funds.
- 6.12 Taxes:** Library Board and its departments are exempt from payment of all federal taxes and Minnesota State and local taxes on its purchases except Minnesota excise tax as described below:

The Stillwater Public Library is exempt from state sales tax per Minnesota Statute 297a.70, but the sales tax exemption does not apply to building materials purchased by a contractor as part of a lump sum contract, construction materials purchased to fund facilities that will not be used for tax exempt purposes, the leasing of motor vehicles, and the purchase of lodging and drinks.

## **SECTION 7. RESPONSIBILITY OF THE LIBRARY BOARD**

- 7.1 Library Board's Project Officer.** The Library Board will appoint a project officer to function as project officer to act as the Library Board's representative with respect to the work performed under this contract. That project officer must defer to the full Library Board for final authority on any decisions not specifically assigned to the project officer.
- 7.2 Prompt Response.** To prevent an unreasonable delay in the Consultant's work, the Library Board will examine all reports, drawings, specifications and other documents and will make authorizations in writing to the Consultant to proceed with work within a reasonable time period.
- 7.3 Project Requirements.** The Library Board will furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from Library Board records.

## **SECTION 8. INSURANCE.**

Consultant agrees that in order to protect itself and the Library Board under indemnity provisions set forth above, it will at all times during the term of this contract, keep in force policies of insurance as indicated in this contract. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved and a Notice to Proceed is issued by the Library Board of Trustee's President.

### **PROFESSIONAL LIABILITY**

- A. Limits  
(a) \$500,000 each claim/\$1,000,000 annual aggregate
- B. Must continue coverage for 2 years after final payment for service/job

### **GENERAL LIABILITY COVERAGE**

- A. Commercial General Liability
  - (a) \$2,000,000 general aggregate
  - (b) \$1,000,000 products - completed operations aggregate
  - (c) \$1,000,000 Personal injury and advertising injury
  - (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
  - (a) Premises and Operations Liability
  - (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Stillwater, its officers, council members, agents, employees, authorized volunteers and the named insured
  - (c) Personal Injury
  - (d) Explosion, Collapse and Underground Coverage
  - (e) Products/Completed Operations
  - (f) The general aggregate must apply separately to this project/location

**BUSINESS AUTOMOBILE COVERAGE**

- A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY** - If required by Minnesota State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers

Liability limit of:

\$500,000 Each Accident

\$500,000 Disease Policy Limit

\$500,000 Disease - Each Employee

**ADDITIONAL PROVISIONS**

\* Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Stillwater, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

\* Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

\* Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Clerk.

\* Notice - NOTE: City of Stillwater requires 30-day written notice of cancellation, non-renewal or material change in the insurance coverage.

\* The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.



**SAMPLE STANDARD CONTRACT AGREEMENT**

**THIS AGREEMENT**, is made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the City of Stillwater Public Library Board of Trustees, 224 3rd Street N, Stillwater, Washington County, Minnesota and \_\_\_\_\_ (hereinafter called "Consultant").

**1. The Work.** The Consultant agrees to perform services to complete a Strategic Plan Development for the Stillwater Public Library as indicated in Exhibit "A" - Proposal Form:

**A. Other Services**

The Consultant shall, upon request and without additional compensation, furnish such explanation as may be necessary to clarify and interpret the plans, specifications or report, as the case may be.

**B. Additional Services**

The Consultant shall provide additional products and/or services provided by this Agreement if such additional products and/or services are requested in writing by the Library Board's Project Manager or other authorized employee of the Library Board. Such additional costs may not be incurred prior to receipt of written approval by the Library Board. Compensation for services provided by this Agreement shall be as specified in \_\_\_\_\_. Costs for additional products and services not covered under this Agreement shall be negotiated and set forth in a written amendment to this Agreement executed by both parties. The amendment shall be executed by both parties prior to proceeding with the work covered under subject amendment.

All work will be done in a workman-like manner and materials will be fit for the purpose. Work must be completed according to the Stillwater Public Library Board's Request for Proposals dated \_\_\_\_\_.

**2. Project Manager:** The Consultant shall assign the following individual to management the project described in this contract (a resume of this individual is attached)

\_\_\_\_\_  
Name Contact Numbers

**3. Changes in Project Manager:** The Library Board has the right to approve or disapprove any proposed change from the individual named above. The Library Board shall be provided with a resume for any proposed substitute and shall be given the opportunity to interview that person prior to its decision to approve or disapprove.

**4. Responsibility of the Library Board.** At its own expense, the Library Board will have the following responsibilities regarding the execution of the contract by the Consultant.

**a. Library Board's Project Officer.** The Library Board will appoint a project officer to function as project officer to act as the Library Board's representative with respect to



the work performed under this contract.

- b. **Prompt Response.** To prevent an unreasonable delay in the consultant's work, the Library Board will examine all reports, drawings, specifications and other documents and will make authorizations in writing to the Consultant to proceed with work within a reasonable time period.
  - c. **Project Requirements.** The Library Board will furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from Library records.
3. **Payment.** This work, including all labor, materials and equipment needed to accomplish the Strategic Plan Development shall be completed by the Consultant as shown on the attached proposal form (Exhibit "A") to be paid to the Consultant to be processed as follows: 25% upfront, 25% when a working draft of the Strategic Plan has been submitted to the Library Board, and 50% upon satisfactory completion of the process.
4. **Waiver of Liability.** It is further agreed that this work is undertaken at the sole risk of the Consultant. The Consultant does expressly forever release the City of Stillwater from any claims, demands, injuries, damage actions or caused of action whatsoever, arising out of or connected with the work according to the Request for Proposals for the project.
4. **Indemnification.** Any and all claims that arise or may arise against the Consultant, its agents, servants or employees, as a consequence of any action or omission on the part of the Consultant while engaged in the performance of this work shall in no way be the obligation or responsibility of the Library Board. The Consultant shall indemnify, hold harmless and defend the city, its officers and employees, against any and all liability, loss cost damages, expenses, claims or actions, including attorneys fee which the Library Board, its officers or employees may hereinafter sustain, incur or be required to pay, arising out of or by any reason of any act or omission of the Consultant, its agents, servants or employees in the execution, performance or failure to adequately perform their obligations under this contract.
5. **Insurance.** Consultant agrees that in order to protect itself and the Library Board under indemnity provisions set forth above, it will at all times during the term of this contract, keep in force policies of insurance as indicated in this contract. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved and a Notice to Proceed is issued by the Library Board of Trustee's President.

**5.1. PROFESSIONAL LIABILITY**

A. Limits

(a) \$500,000 each claim/\$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final payment for service/job

**5.2. GENERAL LIABILITY COVERAGE**

A. Commercial General Liability

(a) \$2,000,000 general aggregate

(b) \$1,000,000 products - completed operations aggregate

(c) \$1,000,000 Personal injury and advertising injury

- (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
  - (a) Premises and Operations Liability
  - (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Stillwater, its officers, council members, agents, employees, authorized volunteers and the named insured
  - (c) Personal Injury
  - (d) Explosion, Collapse and Underground Coverage
  - (e) Products/Completed Operations
  - (f) The general aggregate must apply separately to this project/location

**5.3 BUSINESS AUTOMOBILE COVERAGE**

- A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

**5.4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY** - If required by Minnesota State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:

- \$500,000 Each Accident
- \$500,000 Disease Policy Limit
- \$500,000 Disease - Each Employee

**5.5 ADDITIONAL PROVISIONS**

\*Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Stillwater, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

\*Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

\*Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Clerk.

\*Notice - City of Stillwater requires 30-day written notice of cancellation, non-renewal or material change in the insurance coverage.

\*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.

**6. Contract Documents include:**

- a. Notice to Proceed
- b. Copy of Accepted Resolution
- c. Small Contract Agreement (Pages 1-3)
- d. Library Board's Request for Proposals (\_\_\_\_\_ Pages)
- e. \_\_\_\_\_ proposal dated \_\_\_\_\_ (\_\_\_\_\_ Pages)
- f. Exhibit "A" of \_\_\_\_\_ Cost Proposal (3 Pages)

**7. Termination. -**

A. For Cause

If, through any cause not beyond the control of the Consultant, the Consultant shall fail to fulfill in timely and proper manner the obligations under this agreement, the Library Board shall have the right to terminate this contract by written notice to the Consultant. In this event, the Consultant shall be entitled to compensation for any satisfactory, usable work completed.

B. For Convenience

The Library Board may terminate this contract by giving written notice to the Consultant no later than 10 calendar days before the termination date. If the Library Board terminates the contract under this clause, the Consultant shall be entitled to just and equitable compensation for any satisfactory work completed.

**8. Conflict of Interest.** No elected/appointed official or employee of the Library, Library Board or City of Stillwater who exercises any responsibilities in the review, approval, or carrying out of this contract shall participate in any decision relating to this contract which affects his or her direct or indirect personal or financial interest.

**9. Assignability.** The Consultant shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the Library Board.

**10. Title Transfer.** The products of this contract shall be the sole and exclusive property of the Library Board. Upon completion or other termination of this contract, and at the request of the Library Board, the Consultant shall deliver to the Library Board machine-reproducible copies of any and all materials pertaining to this contract. Future use of these products (plans, specifications, and all other materials produced under this contract) by the Library Board for different facilities without specific adaptation by the Consultant, will be at the risk of the owner.

**11. Public Record Contract Clause.** Both parties understand that the Library Board is bound by the public records law, and as such, all of the terms of this agreement are subject to and conditioned on the provisions of MN. Statutes 13.05. Contractor acknowledges that it is obligated to assist the city in retaining and producing records that are subject to the Minnesota Data Practices law, and that the failure to do so shall constitute a material breach of this agreement, and that the contractor must defend and hold harmless from liability under that law in regard to records maintained or that should have been maintained by the contractor. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this agreement.

**12. Confidentiality.** No reports, information, and/or data given to or prepared or assembled by the Consultant under this contract shall be made available to any individual or organization by the Consultant without the prior written approval of the Library Board of Trustees.

**13. Controversies.** Any controversy or claim arising out of this contract shall be constructed in accordance with the laws of the State of Minnesota. Any litigation between the parties arising out of, or in connection with the contract shall be brought exclusively in Washington County Court.

**14. Errors or Deficiencies.** The Consultant shall without additional compensation revise any materials prepared under this contract if it is determined that the Consultant is responsible for any errors or deficiencies.

Further, the Consultant shall be responsible for costs incurred by the Library Board, which are over and above the costs that would have been incurred, had the error, omission or deficiency not occurred.

**15. Contract Period.** This agreement shall, unless otherwise stated elsewhere herein, terminate upon final payment to the Consultant. Both parties' obligations under this agreement, which by their nature are intended to continue beyond termination or expiration of this Agreement, shall survive the termination or expiration of this agreement.

**16. Completeness of the Contract,** This document and any specified attachments contain all terms and conditions of this contract and any alteration shall be invalid unless made in writing, signed by both parties, and incorporated as an amendment to this contract. There are no understandings, representations or agreements, written or oral, other than those incorporated herein.

**17. Completion Date.** Completion of work related to the Strategic Plan Development shall be done according to the terms of the project's proposal submitted on \_\_\_\_\_.

**IN WITNESS WHEREOF,** the parties have set their hands this \_\_\_ day of \_\_\_\_\_, 2018.

**STILLWATER PUBLIC LIBRARY BOARD**

By: \_\_\_\_\_  
Michael Keliher, President

By: \_\_\_\_\_  
Its:

**STATE OF MINNESOTA**            )  
  ) ss.  
**COUNTY OF WASHINGTON**    )

The foregoing instrument was acknowledged before me this \_\_\_\_ of \_\_\_\_\_, 2018 by Michael Keliher, President and \_\_\_\_\_ on behalf of the Stillwater Library Board of Trustees.

\_\_\_\_\_  
Notary Public  
Commission Expires:     \_\_\_/\_\_\_/\_\_\_

Commissioned At: \_\_\_\_\_

**CONSULTANT**

\_\_\_\_\_

By: \_\_\_\_\_

By (Please Print): \_\_\_\_\_

Title (Please Print): \_\_\_\_\_

**STATE OF MINNESOTA**

)

) ss.

**COUNTY OF** \_\_\_\_\_

)

The foregoing instrument was acknowledged before me this \_\_\_\_ of \_\_\_\_\_, 2018 by  
\_\_\_\_\_, its \_\_\_\_\_,  
for \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Commission Expires: \_\_\_/\_\_\_/\_\_\_

Commissioned At: \_\_\_\_\_

**EXHIBIT "A"**  
**PROPOSAL FORM**

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY  
STRATEGIC PLAN DEVELOPMENT**

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this proposal. By submitting this proposal, I hereby represent that the firm identified below has thoroughly examined the Request for Proposals, is familiar with the Scope of Services, and is fully qualified to perform the services described to achieve the Library Board's objectives in a professional manner.

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**PROPOSAL FORM**

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR  
STRATEGIC PLAN DEVELOPMENT**

Total Cost of Activities as described in Project Understanding portion of proposal (response to Section 3.0 Scope of Services). All costs related to travel, supplies, etc., are to be included.

Total Price Not-To-Exceed Cost for Strategic Plan Development:    \$ \_\_\_\_\_

**Alternate price proposals for Additional Services:**

Total Price Not-To-Exceed Cost for Review of the library’s job descriptions and organizational structure to assess ability to meet strategic objectives may be included as an option for additional cost. \$ \_\_\_\_\_

List other costs (If Applicable):

Description _____	\$ _____
Description _____	\$ _____
Description _____	\$ _____
Description _____	\$ _____

**TOTAL PROPOSED COST FOR THIS PROJECT:**                                    \$ \_\_\_\_\_

**Payment is expected to be processed as follows: 25% upfront, 25% when a working draft of the Strategic Plan has been submitted to the Library Board, and 50% after the project is completed to the Library Board’s satisfaction.**

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2018 Building Projects</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Lockyear</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>At the April board meeting, the board approved the expenditure of up to \$10,000 for painting the exterior terrace railing and patching and painting the pergola.</p> <p>During the Facilities Committee meeting on April 18, the committee:</p> <ul style="list-style-type: none"> <li>• Reviewed proposals for painting railings and restoring the pergola. A preferred approach was identified and the committee approved awarding the project to a contractor.</li> <li>• Met with interior designer Lynn Barnhouse to review the scope of 2018 upper level building reconfiguration work. Her primary focus will be on how the science fiction room could be repurposed into a multi-purpose/conference room. The committee also asked her to think about other areas and how they integrate with the rest of the building.</li> </ul> <p>The initial impetus for repairing the pergola was based on visible rot and deterioration of the two main support beams (running east and west). When the contractor set up scaffolding to begin work on the pergola he also discovered extensive rot in 26 of the 28 smaller crossbeams. Another contractor inspected the damage and concurred that the damage was extensive and that simply patching the main beams and repainting the structure would be money ill spent. Structurally the pergola appears to be fine for the short haul. The contractor is completing the railing part of the project, but the pergola repairs are currently on hold. At this point there is only a short period of time (7 days) this summer during which the terrace is not being used for events, creating only a small window of opportunity for rebuilding the pergola. It makes most sense to schedule the repairs for fall of 2018 or early 2019.</p> <p>During the Facilities Committee meeting on April 30, the following options and steps were discussed:</p> <ul style="list-style-type: none"> <li>• Library staff will consult with city staff in regards to safety and liability issues.</li> <li>• Library staff will begin contacting contractors, asking them to submit bids for the more extensive pergola repairs required.</li> <li>• Pat Lockyear is reviewing blueprints from the original project and sleuthing around to determine if there may be some form of recourse with the original builder or materials supplier.</li> <li>• The possibility of connecting with one of the terrace’s main benefactors to help cover the cost of repairs was discussed.</li> <li>• Adding \$20,000 to the 2019 budget request to help cover pergola repairs is being recommended.</li> </ul> <p>The facilities committee is asking for input from the board in regards to other options or suggestions.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?	



# Agenda Item Cover Sheet

BOARD MEETING DATE:  
**May 8, 2018**

**Agenda Item: 11**

## Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Discussing Venue Coordinator Position with Foundation</b>	
OWNER: <b>Keliher, President</b>	PRESENTER: <b>Keliher, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>In the interest of working toward resolving this discussion, let's continue the board's conversation from its April meeting about the venue coordinator position. The possibility of making changes to the contract for this position has been raised. The board should consider whether and what type of changes might make sense and establish a path forward -- perhaps proposing changes to be discussed with the Foundation.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>2019 Budget Request Planning</b></p>	
<p>OWNER:  <b>Troendle, Director</b></p>	<p>PRESENTER:  <b>Troendle, Director</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>A</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  <b>Request that the Facilities Committees be given authority to approve 2019-2023 Capital Improvement Plan and 2019 Capital Outlay Request due to the City of Stillwater on May 25, 2018.</b></p>	
<p>BACKGROUND/CONTEXT:  <b>The Library’s 2019-2013 Capital Improvement Plan and 2019 Capital Outlay Budget Request is due to the City by May 25, 2018. Attached is the first draft of the capital plan for board review and discussion. As some line items are still being researched for updated pricing and timing, we would like to continue work with the Facilities Committee on the capital budget and request that the Facilities Committee be given the authority to approve the 2019-2023 CIP and 2019 Capital Outlay Request.</b>   <b>The Library’s 2019 Operating budget request is typically due to the city in July. Proposed operating budget options will be provided for board review and discussion at the June meeting.</b></p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>DRAFT: 2019-2023 CIP</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:  <b>Facilities Committee</b>  <b>Finance Committee</b></p>	

City of Stillwater, Minnesota  
**Capital Improvement Plan**

2019 thru 2023

LIBRARY

Revised 5/2/18

Item	Priority	2019	2020	2021	2022	2023	Total	Notes
<b>Computer/Communications Equipment</b>								
Software Licenses		5,200			5,800		\$ 11,000.00	IT researching pricing for 2019 and date/pricing of renewals in future years.
Upgrade Computers/Laptops/Tablets - Staff		7,300	8,200	1,000	7,300	7,300	\$ 31,100.00	Staff computers scheduled for upgade/replacement on a four-year cycle with 1/3 replaced each year and break in year 4.
Upgrade Computers - Public		14,000	14,000			14,000	\$ 42,000.00	1/2 of public computers scheduled for replacement in 2019 and 1/2 in 2020.
Upgrade Copier/Printers		8,000	8,000				\$ 16,000.00	Staff will research pricing of new public copier/printer.
RFID Pads		1,500	1,500	1,500	1,500	1,500	\$ 7,500.00	
Upgrade/Add Security Cameras		1,000	1,500	1,500			\$ 4,000.00	Add security cameras to library in tech services area and upper level.
Data Projector/AV							\$ -	No expense for 2019; Determine future AV needs for Sci Fi area and programming spaces.
Upgrade Mobile Laptop Cart/Meeting Laptops							\$ -	No expense for 2019; IT researching future replacement schedule.
Upgrade Phones							\$ -	No expense for 2019; IT researching future replacement schedule.
Upgrade Building Access Security							\$ -	No expense for 2019; Research costs for possible implementation in 2021. Explore linking in with city systems.
<b>Furniture &amp; Equipment</b>								
Upgrade Furnishings		5,000	5,000	5,000	5,000	5,000	\$ 25,000.00	Refurbish existing furnishings, worn from over ten years of use, or purchase new furnishings for library spaces.
<b>Machinery &amp; Equipment</b>								
LED Light Conversion - Interior		12,500	12,500	12,500			\$ 37,500.00	
Upgrade SelfChecks		12,200		40,000			\$ 52,200.00	Replace children's self-check in 2019 (still running Vista). Plan for replacement of three other self-checks in 2021.
<b>Buildings &amp; Building Improvements</b>								
Upgrade Pergola		20,000					\$ 20,000.00	
Upgrade Building - Upper Level		10,000					\$ 10,000.00	
Upgrade Roof					16,000		\$ 16,000.00	Figures are based on Les Jones Roofing estimate in Spring 2017. Also projected \$25,000 of expense in 2027.
Upgrade Pavers on Terrace								No expense for 2019; Research costs for future years
<b>Total</b>		<b>\$ 96,700.00</b>	<b>\$ 50,700.00</b>	<b>\$ 61,500.00</b>	<b>\$ 35,600.00</b>	<b>\$ 27,800.00</b>	<b>\$ 272,300.00</b>	

**Will pursue grants for:**

Digital signage

Water bottle filling stations

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Vacancy</b>	
OWNER: <b>Keliher, President</b>	PRESENTER: <b>Keliher, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: On May 3, 2018, Sheri Lunn resigned from Board of Trustees. The process to fill a board vacancy is as follows: <ol style="list-style-type: none"> <li>1. Any vacancy must be posted and open for application for a minimum of 30 days. Paper notice is posted at City Hall, Library, and Water Board. Notice is sent to Stillwater Gazette and placed on the City website and the Library website.</li> <li>2. Board of Trustees (or committee of Board) conducts interviews and provides recommendation of the preferred Trustee candidate for open seat.</li> <li>3. Board’s memo to the City Council with the recommendation of the preferred candidate to be approved at the closest possible regular meeting date.</li> <li>4. City sends financial disclosure and oath of office to selected applicant to be returned to City Hall.</li> <li>5. Once the financial disclosure and oath is received by the City the selected applicant is a voting member of the Library Board</li> </ol>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: May Grant Request	
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 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve grant request of up to \$1,700 to Stillwater Public Library Foundation for replacement of arborvitae shrubs and the planting of new annuals on the Johnson Terrace.	
BACKGROUND/CONTEXT: The arborvitae currently on the Terrace are in poor condition and need replacement. Annuals also need to be planted in the terrace pots. These shrubs and plantings help create an inviting green space that adds to the attractiveness of the Terrace for weddings and for patrons to gather, read, and relax.  This request would cover the cost of the shrubs, annuals, and new soil for the pots. Abrahamson Nurseries was consulted for the most appropriate shrubs for replacement as well as care guidelines to maximize the appearance and health of the plantings. Volunteers have been identified to assist with removal of old shrubs and the planting of the new shrubs and annuals.  The library’s request to the Foundation would not exceed \$1,700. The library is also exploring the possible use of supplemental funds to reduce the size of the request to the Foundation.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## **Report from the Library Director, Mark Troendle**

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Susan Fremming, an Information Services Associate, will be retiring June 1. Among other duties, Susan served as the Espresso Librarian who visited coffee shops during National Library week in April. The recruitment process to fill this position was initiated in April, beginning with a union posting. After no union members signed by the deadline, an external job announcement was prepared and released.

I met with the Facilities Committee, presented quotes for work to be done on the pergola and railings, and then initiated the projects after the committee agreed on the preferred approach. Restoration of the pergola was scheduled to commence first; however, work never really began on that structure. Joe Kerschbaum, who was hired for these two projects, erected scaffolding and did a detailed inspection of the pergola. He discovered most of the 28 crossbeams were more weathered than first realized. Joe brought in a building contractor to give another opinion, and Maintenance Worker Marvin Henry called a person connected to the company that erected the pergola for a third assessment. All said that while the pergola is safe, it doesn't make financial sense to invest money in a repair that doesn't solve the underlying issue, which has to do with water seeping into unprotected joints and causing rot. The consensus view is that all 28 beams running north and south should be replaced, plus all joints and surface tops be covered by a protective cap. The two main support beams may need to be restored or replaced, too, depending on what is uncovered when the crossbeams are removed. The Facilities Committee met again on April 30 to review this new information and discuss options, including replacing the wood beams with a non-wood product for a longer lifespan. At the direction of the Facilities Committee, I have informed the city and asked for guidance. I also redirected Mr. Kerschbaum to commence work on the exterior railings, which are being scraped and prepared for a new coat of paint.

A new table and chairs were installed in the Conference Room on April 10. The new table has various ports located on top, enabling devices to easily connect and power up without staff or the public having to crawl underneath to reach an outlet. The previous table was actually four separate pieces that have been repurposed for other uses elsewhere in the library. Half of the old Conference Room chairs replaced other office chairs in even worse condition, while the remaining chairs and other miscellaneous pieces of furniture no longer needed are being sold to generate additional revenue for the library. After contacting a number of companies, I finally located one that met the library's disposal needs given our limited staffing and inability to transport bulky items.

As a result of the shared custodial services proposal being approved by both the City Council and Library Board, the library and city moved forward so that Lisa Ristow could begin her new full-time duties during the last full week of April.

A member of the Washington County Library Board (speaking on behalf of herself) wrote a gracious note to the library, in which she said, "As you know there are three major library projects ongoing in Washington County at present. Upon hearing about your renewed space for teens I visited it. It was quite a joy to see. It was welcoming yet preserved the feeling of a gauntlet to cross over to enter into the (magic)al kingdom of teenworld. It is spacious, and inviting with nooks to escape into and common space for enjoying friends. I also appreciated the separateness from the greater library while maintaining inclusiveness and visibility. The dynamic art signage is genius. The dedicated programs and materials for teens impressive. Your teen space could be a template for library projects across the county as they progress. As libraries go forward into unknown territory you and your staff have created a space for present learning and future innovation and discovery. Congratulations on excellent design

and implementation of your teen space.” In my response, I gave credit to the collaborative efforts of Spike Carlsen, Lynn Barnhouse and Angie Petrie, and invited her to meet staff the next time she visits.

The library closed two hours early on Saturday, April 14. I was at the library the entire day to shovel and work on other projects and made the decision to close when our area came under a blizzard warning with the possibility of 1-2 inches of snow per hour.

I met with the Director Evaluation Task Force, sharing examples of past performance communication processes I’ve used, and later relayed information pertaining to the processes in use by other libraries for the committee to consider.

I offered remarks at the Foundation’s Gratitude Breakfast honoring and thanking donors. I also attended the 2018 Community Thread Volunteer Award ceremony at the Washington County Government Center at which Sydney Nelson received the Outstanding Youth Volunteer Award. Susan Danielson, Volunteer Coordinator, was instrumental in nominating Sydney for her volunteer work at our library.

Other meetings in April included the Labor Management Insurance Work Group to hear proposals from three difference service providers, City Council, Stillwater Public Library Foundation (including one strategic planning session), Friends of the Stillwater Public Library, and Stephani Atkins of StoryArk to discuss possible opportunities to collaborate in the future.

## **Report from the Information Services Supervisor, Aurora Jacobsen**

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### INFORMATION SERVICES

#### Adult Programming and Reference

#### **April Programs**

##### Big Read Programming:

- Anecdotally, Green Card Voices exhibit was a success, as many people stopped and checked out the exhibit on their way into the library.
- Immigration in Minnesota with Patricia Fenrick from the Department of Human Services Resettlement Program Office had 19 attendees.
- 35 people attended the Green Card Voices panel discussion.
- The book discussion for Into the Beautiful North brought in 3 attendees.

##### Additionally, adult programming this month includes:

- Vietnam War 360 with TPT had 14 attendees, well down from the 100+ that came to the original program.
- Sexual Pressures on Today's Youth with the AAUW brought in 27.
- The most popular program of the month was Stargazing with Mark Lynch, which had 120 attendees.
- 13 people attended Smart Phone Basics and Security, which means it was the most popular TCMA class offered in quite a while.
- Moving Target Mystery Book Club had 11 readers.
- Espresso Librarian visited Dunn Brothers, Daily Grind, Caribou Coffee, Chilkootee, and Tin Bins to speak with 127 people in all. People really liked this event more on social media than they seemed to want to visit in-person.

#### **Collection**

- Baker and Taylor's test order was received and investigated. Keri and Aurora moved on to setting up Midwest Tape as a vendor for music and video collections.
- Aurora has been running a report that has demonstrated that a number of items are still waiting in Washington County Library for cataloging, despite having been ordered before the start of 2018 and having waiting lists, reinforcing that paying vendors for cataloging might get patrons their items more promptly.

#### **Reference**

- Tax season ended, with its usual rush of people looking for forms after the filing date.

#### **Partnerships/Outreach**

- Susan and Aurora attended Literature Lovers' Night again to distribute library information, including promotion for the Big Read.
- The Foundation has funded Information Services' request for the Summer Reading Program.
- The library hosted the traveling art exhibit that was part of Big Read.
- A new geocache has been added to the library to give geocaching hobbyists more information about library history.
- A second year of Library Literati is now launching. We have found 8 patrons interested in writing reviews and sharing their favorite reading with Stillwater library readers. The new group



range in age from 27-72! Additionally, at least three of the Literati team from last year are interested in continuing to offer book reviews! Staff is enjoying meeting these enthusiastic readers and connecting them to others.

### **Personnel**

- Susan is retiring at the beginning of June and her job has been posted to the website.
- Scheduling for the summer has been mapped out, with extra Information Services hours to help cover the increased use the library receives during non-school hours.

### **PR**

- Sue contributed an article to St. Croix Valley Magazine about Summer Reading.

### **Upcoming**

- May is light on programs while we prepare for the summer. May 8<sup>th</sup> is the class *Meditation: A Tool to Balance Your Life*. *Moving Target Book Club* will be May 23<sup>rd</sup>.
- Summer planning is being completed with craft programs booked from the Textile Center and Art Start. Three summer concerts have also been scheduled. More individual programs are still in process, but this summer should be exciting for adults.

### April Programs

- Storytimes –12 sessions attended by 386
- *Art Cart* – 4 themed sessions attended by 83
- *Build It! LEGO + More* attended by 12. We'll focus on LEGO brick creations this summer.
- *Paws to Read* with Bella – 2 sessions attended by 5
- *Play & Learn : Block Party* attended by 19 young engineers
- *Family Fort Night* attended by 19 – two boys built an amazing fort over the fire truck!
- *Coconut Poe-TREE* – 11 kids added poems written on paper coconuts in celebration of National Poetry Month
- "Spring" Scavenger Hunt – 146 completions
- *Harry Potter Escape Room* – Seven 30 minute back-to-back sessions attended by 35 kids. Feedback from players and parents seemed to indicate that all were entertained and amused.
  
- Monthly TAB Meeting attended by 3 teens
- *Maker Mondays* for TEENS – 5 sessions attended by 36
- Teen Job Fair – 9 Vendors and approximately 62 attendees – Water Street Inn hired 6 teens from the job fair! Other vendors included SPL Events, Boutwells, Community Thread, Conservation Corps of MN & IA, Washington County Parks & Rec, and Good Samaritan.

### Outreach

Three classes of 2<sup>nd</sup> graders from St. Croix Preparatory visited on April 23. We staggered the three groups of 30 and split each into two to make the groups manageable in size. Each group attended a mini-storytime and learned about library services which included a tour of the backroom to observe the sorter in action. We were surprised to learn that nearly half of the kids reported (by a show of hands) they do not visit a public library.

### Partnerships

Warner Nature Center Naturalist visited with an Eastern Screech owl for an owl-themed storytime. We learned that ten different owl species can be found in MN during a typical April. One parent was overheard saying, *we had no idea there would be an actual owl when we came to look for owl books!* After the storytime, a small group of kids and I listened to animal sounds on the iPad.

Nearly all of the décor for the Harry Potter Escape Room is on loan from Mariah Reyers, a storytime parent who was also the Somerset Children's Librarian. She has shared props previously for Library After Dark and the Mystery Clue Program. Her props will appear again on July 31 for Harry Potter Day!

### Professional Development

As the chair-elect of the Public Libraries Division of MLA, I helped plan the annual PLD Day that was held in Brooklyn Park. You may remember this conference was held in Stillwater in 2016 at the Water Street Inn. I attended an interesting session on preschool coding and its similarities to the early literacy practices we model in library storytime including sequencing, looping, pattern recognition and decomposition. I'll be exploring ways to add this new programming to the library's future line-up.

It was a busy learning month as Lindy and I also attended the MLA Children and Young Peoples (CYP) annual conference at the Brooklyn Park Library in Hennepin County. The speaker from Children & Nature Network talked about their initiative to help librarians add nature to their spaces and

programming. Youth Services is planning to offer Nature Back Packs and a Story Stroll and will connect with CN&N to possibly add additional resources for families.

### April Photos



Teen Job Fair



Owl Storytime



## Harry Potter Escape Room



Inside the Harry Potter Escape Room



Fabulous Teen Volunteers Gabi and Sydney



Playing HP Chess



Angie as Professor Sprout



Coloring their house crest

## STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES

March 23, 2018

Version 2, Corrected

MEMBERS PRESENT: Mark Troendle, Doug Blanke, Abby Dean, Shawn Glaser, Nick Gorski, Dustin Moeller, Jean Morse, Sandy Nicholson, Mary Quickel, Merilee Read, Fred Rengel, Mary Richie, Carol Stabenow, Ann Wolff OTHERS: Keri Goeltl

WELCOME & INTRODUCTIONS: President, Fred Rengel welcomed members and called the meeting to order at 7:30 a.m.

SECRETARY'S REPORT: Ann made a motion, seconded by Merilee, to approve the minutes for the February 23rd Board meeting as submitted. The motion was unanimously approved.

FINANCE COMMITTEE & TREASURER'S REPORT: Dustin reviewed the February, 2018 Financial Reports. He emphasized that our organization currently has a strong balance sheet. With regard to the Foundation's Profit & Loss Previous Year Comparison, Dustin indicated that the Jan-Feb. 18 income figure resembles previous years - especially with 2015/2016 comparisons. The figure for Jan. - Feb. 17 reflects accelerated donations.

Nick inquired about the effect of tax changes on donations which prompted discussion.

Dustin reported that the positive indicators in the reports from the St. Croix Valley Foundation help with understanding the Foundation's financial picture and recognize that the Foundation is a good stand-alone organization that does the "right thing."

(See financial reports in Google Docs.)

LIBRARY DIRECTOR'S REPORT: Mark reported that Sheri Lunn and he attended the Stillwater Township meeting at which attendees expressed appreciation for services the Stillwater Public Library provides. He suggested that a way should be devised to increase awareness of the Stillwater Township's residents' participation with the SPL.

Because of inclement weather, Mark participated virtually in the MLA Library Legislative Day in early March. He said he is pleased to have received legislators' support for an upcoming funding bill.

Mark Dunlop continues to research grant opportunities for the Library.

The Big Read is scheduled April 5- May 5. Mark encouraged everyone to participate in this series of events.

Mark highlighted the SPL "Shelf Life" newsletter which will be sent with an upcoming City of Stillwater bulletin.

SPL trustee, Spike Carlsen procured a star-gazing program to be presented by Mike Lynch on the Library terrace on the evening of April 23 .

GRANT REQUEST: Mark presented a program grant request for \$5,200 to support the Summer Reading Program for Youth in 2018. Following a brief discussion, this request was unanimously approved as presented.

TRUSTEES' REPORT: Mary reported that the trustees will be completing a six-month evaluation of Mark and continuing the on-going evaluation of the financial calendar.

The Trustees currently are organized with three standing committees: financial, facilities, and executive. A task force will work on human resources and an events committee will continue to report to the City regarding policies, details, etc.

Mary said that the SPLF Board minutes are being included in the Trustees' Board packet and provide a good communication tool.

DEVELOPMENT & MARKETING: Ann reported that she and Fred met with Frank Harris, the president of the Ramsey County Public Library Friends Group. She said that their conversation with him affirmed the fact that the SPLF is moving in the right direction and reinforced what we do.

She reviewed the Development & Marketing Team Meeting 3/16/18 minutes (See in Google Docs.):

#### National Library Week and Library Staff Recognition

- National Library Week, April 8-14 - The theme for 2018 is "Libraries Lead."

Highlights include:

Tuesday: National Library Workers Day

\*\*SPLF Board members will write 3-4 thank you notes to staff. Notecards and addressed envelopes were provided at the March 23 board meeting. Keri will have them put in staff mailboxes on Monday afternoon for Tuesday's National Library Workers Day.

Thursday: Take Action for Libraries Day

Friday: Gratitude Breakfast 7:30-9:00 a.m. –  
Begin your day with a full cup

The Stillwater Public Library - *Espresso Librarian* to be available at five coffee shops throughout the week to connect with people who want to get a library card, ask a reference question, or get a good book recommendation. Nick will take photos.

Keri will suggest to staff that they have flip charts on easels with the question "Where have libraries led you." This will provide quotes for use throughout the year.

- Gratitude Breakfast - Publicity that highlights National Library Week and the gratitude breakfast will be prepared by Ann and Keri (press releases, posters, and postings on community calendars) and e-mail invitations to specific groups will be sent by Ann and Fred. A committee will plan food and set-up for the event which will be

open to the public. The agenda for the breakfast was reviewed and Keri will have the 2017 Impact Report prepared for distribution.

#### Board Responsibilities:

- Write 3-4 thank you notes to staff. Notecards and addressed envelopes were provided at the March 23 board meeting. Keri will have them put in staff mailboxes on Monday afternoon for Tuesday's National Library Workers Day.
- Bring at least one friend to the Gratitude Breakfast
- Arrive by 7:30 to greet everyone. Coffee & rolls 7:30-7:45.
- Meet new people, sit with the attendees.
- Several people will be needed to set-up, probably 8:00 p.m. the evening before, then also a bit that morning.

Nick requested that Board members visit coffee shops during week to be photographed with the "Espresso Librarian." He will e-mail a schedule of dates and times to Board members.

**STRATEGIC PLANNING:** Fred stated that Gary Kelsey who is working with the planning committee which is working on a 3.5 year plan is very enthusiastic about the group's progress. Gary recognizes the preparedness of the members and sees it as very creative, productive group.

#### EVENTS:

Light a Spark - Progress is underway and on track. Sponsor solicitations have been sent out and equipment rental requests have been made. Merilee reported that the magician, caterer, and DJ have all been contacted. There was a discussion regarding parking arrangements for guests: parking spaces are arranged for sponsors. Suggestions were made to inquire about parking in the lot behind City Hall and possibly making arrangement to use/rent(?) the Trinity parking lot for event attendees.

Donor Appreciation - Ann reviewed the three speakers being considered for this event: John Biegging (an astronomer), Mark Seeley (a meteorologist), and William Souder (a biographer). Following discussion, it was determined that an invitation would be sent to Mark Seeley to see if he might be interested in this engagement.

**OTHER:** Sandy expressed her appreciation for the monthly staff reports that have been included in our Board packets. The Board also appreciates receiving the monthly calendar.































The meeting adjourned at 8:45 a.m.

Respectfully submitted,  
Jean Morse, Secretary

## E-MAILS FOR MARCH '18 MEETING

DATE	SENDER(S)	SUBJECT
3/12/18	Jean	Minutes for Feb. 18 Meeting
3/21/18	Fred	Agenda for March Board Meeting
3/21/18	Ann	Development & Marketing Team Report
3/22/18	Keri	March Board Documents ( <a href="https://drive.google.com">drive.google.com</a> )

## Documents on Google Drive ([drive.google.com](https://drive.google.com)) for March 2018

	2018 03 March Board Packet.pdf 	Keri Goeltl	Mar 22, 2018
	A1 SPLF Board Meeting Agenda March 23, 2018 - Copy ... 	Keri Goeltl	Mar 22, 2018
	A2 Feb. '18 Board Minutes.pdf 	Keri Goeltl	Mar 22, 2018
	A3a 2018 02 Feb Balance Sheet.pdf 	Keri Goeltl	Mar 22, 2018
	A3b 2018 02 Feb P&L Prv Yr Comparison.pdf 	Keri Goeltl	Mar 22, 2018
	A3c 2018 02 Feb P&L YTD Comparison.pdf 	Keri Goeltl	Mar 22, 2018
	A3d 2018 02 Feb P&L Budget v Actual.pdf 	Keri Goeltl	Mar 22, 2018
	A4 List of Awards and Grants_MAR2018.pdf 	Keri Goeltl	Mar 22, 2018
	A4a 2018-03 Juv SRP.docx 	Keri Goeltl	Mar 22, 2018
	A4b_2018-02 Info Services Report - ml edits.docx 	Keri Goeltl	Mar 22, 2018
	A4c February 2018 YSS Report.docx 	Keri Goeltl	Mar 22, 2018
	A4d 04 April Calendar.pdf 	Keri Goeltl	Mar 22, 2018
	A6 Dev&Mkt 031618MeetingRecap.doc 	Keri Goeltl	Apr 8, 2018
	Z1 2018 At A Glance Calendar Updated MAR.docx 	Keri Goeltl	Mar 22, 2018
	Z2 Board Roster 2018 Updated MAR.doc 	Keri Goeltl	Mar 22, 2018



# Friends of the Stillwater Public Library



**March 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

## Attendees:

Mary Ann Sandeen, Jan Kilkelly, Lynne LeTart,  
Tracy Salvati, Mark Troendle , Gemma Lockrem,  
Lyndon Lockrem , Vik Wilson , Kim Glidden

- **Feb. 12, 2018 Minutes Tracy Salvati**
  - Approved

## Agenda topics

Meeting called to order by Mary Ann Sandeen

- **Treasurer's report Jan Kilkelly**
  - Opening balance \$19,732.22 Ending Jan balance \$19,956.60
- **Membership report Gemma Lockrem**
  - 99 memberships

### Update - ALL

- Gratitude Breakfast April 13<sup>th</sup> 7:30 am
- ESR (East Suburban Resources) sent a letter to FRIENDS, they would like to work with us. 4-5 clients to volunteer with 9:30-1:30 weekdays. The helpers will be supervised.
  - All in the room in favor – Mary Ann will follow up
- City Council meeting is Tues 4/17
  - Mary Ann and Tracy will attend to share information on the book sale
- Book Finder (bookfinder.com) has asked us to advertise for them by hanging fliers in the SPL
- Request for Book Sale to be advertised on the book receipts
  - Book sale collection dates (Sat. April 7 & 14)
  - Book sale dates (listed below)
    - Mark Troendle will follow up

### BOOK SALE

- **Book Sale Fliers**
  - Gemma updated and printed fliers – distributed them to the team to post at different locations in Stillwater
    - Co-op, Dunn Bros., coffee shops, in the Library, etc.
- **Book Sale Dates Spring 2018**
  - Collections: Saturday, 4/7 & Saturday 4/14
  - Set up and opening April 4/18
  - Take down 4/22
  - STS 4/18 and 4/23

- **Sale Dates & Times**
  - Wed. April 18 5-7:30 pm members Only Preview
  - Thurs. April 19 10:15 am – 7:30 pm
  - Friday April 20 10:15 am – 4:30 pm
  - Saturday, April 21, 10:15am – 4:30pm
- Susie Danielson will call volunteers

#### **Update from Mark Troendle**

- SHELF LIFE – Stillwater Public Library News Letter will be added to the City Newsletter as an insert
  - City Newsletter is mailed to Stillwater residents (quarterly?)
- BIG READ April 2: *Into the Beautiful North* by Luis Alberto Urrea
  - **Green Card Voices Exhibit**
    - April 2-30, Library: A thought-provoking exhibit of portraits and personal stories of the immigrant experience in America
  - **Immigration in Minnesota**
    - April 11, 6:30 PM, Library: Patrick Fenrick from the Dept. of Human Services will discuss the basics of the refugee journey from the refugee camp through the extensive security vetting process to U.S. arrival.
  - **Art on Tour**
    - April 13– April 20, Library: A traveling art installation will feature work by photographer David Owen and painter Jimmy Longoria
- Mark and Trustees participated in meeting with two Representatives and Senator
  - Discussion to increase basic funding in libraries
- Library Board and Foundation are having positive discussions about Strategic Planning

**Meeting Adjourned – Next meeting Monday, April 9, 2018**

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

<b>Period:</b>	<b>3/1/2018 - 3/31/2018</b>	<b>Year-to-Date 3/31/2018</b>
Opening Balance	\$ 19,956.60	\$ 21,291.22
<b>Receipts:</b>		
Memberships	\$ 130.00	\$ 270.00
Donations	\$ 500.00	\$ 1,000.00
Book Sales	\$ 506.90	\$ 639.90
Scanner Fees		\$ -
Book Bags	\$ 45.00	\$ 60.00
T-Shirts		\$ -
Notes, Cards		\$ -
<b>Total Receipts</b>	<b>\$ 1,181.90</b>	<b>\$ 1,969.90</b>
<b>Disbursements:</b>		
Grants to Library		\$ 1,200.00
Sponsorships		\$ -
Memberships		\$ 25.00
Postage	\$ 85.00	\$ 85.00
Printing & Supplies		\$ 295.62
Sales Tax		\$ 602.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$ 85.00</b>	<b>\$ 2,207.62</b>
<b>Ending Balance</b>	<b>\$ 21,053.50</b>	<b>\$ 21,053.50</b>

*Outstanding Grants Due to Library:*

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

*Other:*

Book Sale Apr. 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><b>January</b>  <b>8:</b> Friends Meeting, 6:30 pm  <b>9:</b> SPL Board Meeting, 7:00 pm  <b>26:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Begin Development of 5-Year Capital Forecast (2019-2023)</li> <li>• Board passes ratification of wages prepared by Director</li> </ul>	<p><b>February</b>  <b>12:</b> Friends Meeting, 6:30 pm  <b>13:</b> SPL Board Meeting, 7:00 pm  <b>23:</b> SPLF Board Meeting, 7:30 am</p>	<p><b>March</b>  <b>12:</b> Friends Meeting, 6:30 pm  <b>13:</b> Presentation at Stillwater Township, 7:0 pm  <b>13:</b> SPL Board Meeting, 7:30 pm  <b>23:</b> SPLF Board Meeting, 7:30 am</p>
<p><b>April</b>  <b>1:</b> Annual Report to State Due  <b>8-14:</b> National Library Week  <b>13:</b> SPLF Gratitude Breakfast  <b>9:</b> Friends Meeting, 6:30 pm  <b>10:</b> SPL Board Meeting, 7:00 pm  <b>18-21:</b> Spring Used Book Sale  <b>27:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Grant proposals to Foundation</li> <li>• Big Read/Valley Reads w/ArtReach</li> </ul>	<p><b>May</b>  <b>14:</b> Friends Meeting, 6:30 pm  <b>15:</b> SPL Board Meeting, 7:00 pm  <b>25:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• 2019 Capital Outlay Request and 2019-2023 CIP Plan due May 25</li> <li>• Begin operating budget prep</li> </ul>	<p><b>June</b>  <b>11:</b> Friends Meeting, 6:30 pm  <b>12:</b> SPL Board Meeting, 7:00 pm  <b>22:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Preliminary board budget discussion</li> </ul>
<p><b>July</b>  <b>4:</b> Light A Spark, 7:00 pm  <b>10:</b> SPL Board Meeting, 7:00 pm  <b>27:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Board adopts budget request</li> </ul>	<p><b>August</b>  <b>14:</b> SPL Board Meeting, 7:00 pm  <b>24:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• City Council budget hearing</li> <li>• Grant proposals to Foundation</li> </ul>	<p><b>September</b>  <b>10:</b> Friends Meeting, 6:30 pm  <b>11:</b> SPL Board Meeting, 7:00 pm  <b>28:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Levy adopted</li> <li>• Assist Foundation with Huelsmann grant application, application due</li> </ul>
<p><b>October</b>  <b>8:</b> Friends Meeting, 6:30 pm  <b>9:</b> SPL Board Meeting, 7:00 pm  <b>26:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Examine ending dates for Board Members, place on Board agenda</li> <li>• Adopt Holidays for succeeding year</li> </ul>	<p><b>November</b>  <b>8-9:</b> SPLF Style Speaks Volumes  <b>12:</b> Friends Meeting, 6:30 pm  <b>13:</b> SPL Board Meeting, 7:00 pm  <b>30:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Union signifies desire to negotiate if communication has not been received earlier</li> <li>• Grant proposals to Foundation</li> </ul>	<p><b>December</b>  <b>11:</b> SPL Board Meeting, 7:00 pm  <b>31:</b> SPL Board Terms End  <b>31:</b> WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> <li>• Succeeding year budget adopted by Council</li> <li>• Set staff meeting schedule for succeeding year</li> <li>• Negotiate new union contract before December 31 if needed</li> <li>• Staff personnel evaluations</li> </ul>

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