

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, October 9, 2018**

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 September 11, 2018 Minutes +
 - b. Acknowledgement of Bills Paid in September 2018 (9/4/18: \$12,460.65 and 9/18/18:\$13,381.78) +
 - c. 2018 August Budget Status Report +
 - d. Acceptance of Q3 2018 Gifts and Grants +
 - e. Capital Release Request +

Old Business

5. Special Use Permit for Events I+
6. Washington County Library/IT Services Update I+
7. Strategic Planning Update D+
8. 2019 Budget Update A+
9. Director's Evaluation Update A+

New Business

10. Board Committee Assignments I+
11. License Agreement for Use of St. Croix Collection A+
12. Venue Rental Exception Request A+
13. Board Governance and Development D+

14. Director and Other Staff reports +
15. Foundation Report +
16. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
17. Public Commentary and Communications
18. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, October 8, 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 Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 11, 2018
Minutes**

PRESENT: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Council Liaison Menikheim

ABSENT: Richie

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.

AGENDA ITEM 3: In-Person Public Commentary

Library neighbors Suzi Quaderer, Kelley McCabe, and Tim Paskvan attended meeting to express concerns about weddings and events at the library. Suzi explained that she has brought forward complaints about the issues surrounding events at the library for the past 12 years. While progress has been made, there are still a number of concerns that need to be addressed. To provide an example of the issues, Suzi read an email that she sent on August 10, 2018, at 7:30 PM to the library and council members regarding an event at the library that evening. Neighbor Quaderer noted that she doesn't object to the library programs or Light a Spark. Weddings or events with alcohol are her primary concern.

Neighbor Tim Paskvan spoke about the need for ongoing collaboration between the library and neighbors. He recommended further increasing the penalty for noise violations. He believes this could serve as a strong deterrent for potential offenders.

Neighbor Kelley McCabe asked if the library had explored corporate events as a way to generate revenue. Bell noted that the library is exploring niche events to broaden the library's revenue stream.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Hemer moved. Lockyear second. Carlsen raised a question about 4e. He questioned eliminating assistant director position. He recommended that the position remain on the grid with the line through it. This would indicate the grade of the position for both historical and future purposes. MSP.

AGENDA ITEM 5: Special Use Permit

Keliher reported that the library's appeal of condition nine of the special use permit is on the City Council's agenda for September 18, 2018. This discussion will occur at the 7:00 PM meeting. Both the public and library may speak at the meeting.

Keliher asked for the board's input on framing the library's presentation. The board discussed the following:

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- A distinction between the different types of events: a library program, a wedding ceremony with an amplified officiant, a reception with amplified music.
- The planning commission's authority to determine or limit the number of the events. Has the planning commission overstepped its authority?
- The reduction of revenue-generating capabilities if a limitation of 30 events with any amplification is imposed.

Bell, Keliher, Troendle and Venue Coordinator Ellis are planning to attend meeting.

AGENDA ITEM 6: Washington County Library/IT Services Update

The City's IT staff, Library Administration, Washington County IT, and the Washington County Library Director have met twice to discuss possible transition options for IT services. The county would like to shift all of IT, both public and staff support, either to the county or to the city. The county believes that it cannot continue with the existing arrangement of the county supporting the public side and the city supporting the staff side due to security concerns. Library staff have been meeting and planning with City IT and City Administrator McCarty regarding timing and possible costs associated with an IT service transition.

Lockyear asked what the impetus is on the part of the county on making these changes. Troendle reported that part of the change might be that the county would like to introduce a cost-sharing model to recapture costs for IT services. For example, the county has introduced a charge to pay for the ILS, which he believes is a fair cost. Troendle noted that other associate libraries do pay a fee for accessing the ILS; however, these libraries do not pay a fee for acquisitions and cataloging processes. Stillwater will now bear the expense of both. Troendle reported that he believes Bayport Public Library likely will signing with Washington County IT for the provision of IT services, as they do not have City IT staff. Bayport received a proposal from Washington County earlier and has had a longer time to consider and implement.

Troendle expressed his confidence in the city's IT staff and indicated that they would provide an improved level of service to the library. He explained that no deadline has been provided by the county. City IT did specifically request time from the county to work on this transition in an orderly way. No definite timeline was established, but a year to a year and a half was mentioned.

The board asked about the city's capacity to handle this increased work. Troendle reported that the library currently pays for 20% of an IT staff person's time. It is estimated that 30% would be needed after the transition.

Keliher asked about impact on service agreement. Troendle reported that this was discussed at the last meeting with the county. The thought was to continue with the current agreement until the transition is complete. At that time a new agreement would be reached between SPL and WCL, and, if needed, between City IT and Washington County IT.

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AGENDA ITEM 7: Strategic Planning Consultant Contract

Keliher updated the board on negotiations with Sarah Keister Armstrong & Associates (SKA). Three cost-saving measures were explored:

- Convert the third planned in-person meeting to a virtual meeting
- Eliminate the planned focus group for staff members and instead incorporate this into a larger in-person planning session with staff
- Have staff or board members format the final documents

The Executive Committee agreed to the first and second cost-saving measures. This reduced the cost from \$24,000 to \$20,000. The final contract, included in the September board packet, contains the revised price proposal and full RFP. Keliher indicated that the strategic planning process would begin immediately upon contract approval.

Carlsen asked if the Executive Committee had discussed a four-year strategic plan instead of three. Carlsen noted that he would be more comfortable with the \$20,000 price tag if it was going to cover a four-year period. Keliher will follow-up with Keister regarding this.

Motion to approve contract as presented, with revision that SKA be advised that the library is working on a four-year plan instead of a three-year plan. Menikheim advised that it is important that SKA involve some, if not all, members of the city council. Keliher noted that he would discuss this with SKA. *MSP.*

AGENDA ITEM 8: 2019 Budget Update

A handout with the City of Stillwater's IT proposal and cost considerations, included as an attachment to the minutes, was distributed to the board. Troendle noted that some costs remain the same regardless of city or county provision of services, such as the upgrade of public computers and ILS costs. Other costs vary depending on provider, with significantly different hourly rates charged by City IT compared to County IT.

Troendle reported that the city has generously agreed to help the library with the capital expenses associated with this transition. Troendle directed the board to Page 3 of the handout for the additional operating budget request to support the IT transition. Troendle noted that Menikheim strongly advocated for increased library funding at the last two council meetings. In response, the mayor requested a more specific proposal of needs and costs. Troendle will meet with City IT and the City Administrator on Thursday to discuss the proposal and would like the board's preferred direction in terms of a request. Is there a specific dollar amount or request form that the board prefers?

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Menikheim explained that every \$94,000 in the levy is a 1% increase. He recommended that the library's request not increase the total levy above 5.9%. The total levy needs to stay under 6% to earn approval from the council.

Motion made to support Troendle and City IT staff in the request of additional operating funds to move the Washington County/SPL IT transition forward and to authorize Troendle and City IT staff to make decisions on specific line items based on best possible scenarios. Hemer moved. Lockyear second. MSP.

Cox asked if a decision has been made on which entity the library is using for IT services. Troendle reported that a formal decision has not been made. City IT believes that the council may need to formally approve the transition of IT to the City.

AGENDA ITEM 9: Foundation Grant Request: Huelsmann

Troendle requested approval of up to \$9,000 from Huelsmann Foundation, through the Stillwater Public Library Foundation, for funding of half of Sunday hours for 2019. The library's operating budget would cover the other half of funding.

Motion made to approve request of up to \$9,000 for Sunday Hours from Huelsmann Foundation. Hollatz moved. Lockyear seconded. MSP.

AGENDA ITEM 10: Director's Performance Evaluation (Closed Session)

Move to close session at 8:15 PM.

Return to open session 9:41 PM.

AGENDA ITEM 11: Director's Placement on Grid

Motion made to place Director Troendle on Grade 11, Step 6 of the compensation pay grid, effective the first-pay period following his one-year anniversary of September 5, 2018. Hemer moved. MSP.

AGENDA ITEM 12: Director and Staff Reports

Troendle thanked Carlsen for work on the credenza for the Conference Room.

Troendle reported that an inspector reviewed the building following the ramp incident. No new issues on the electrical system were detected. Final repairs are being wrapped up before the expenses will be submitted to the insurance company for reimbursement.

Friends of Library received donation of more than \$1,800 from River Market for the "Rounding Up" campaign.

Lockyear asked Troendle about the change in email notifications for renewals or reminders. The notices used to include a link to WCL and a link to SPL. Patrons are no longer being sent the link to SPL and thus are not being automatically linked to their account. Troendle will research.

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AGENDA ITEM 12: Foundation Report

Richie reported that the donor appreciation event is on September 25, 2018. RSVP by Friday. Plans are underway for Style Speaks Volume in November.

Small groups continue to work in the three goal areas of Leadership, Engagement & Fundraising, and Impact. Board requested an update when that process wraps up.

AGENDA ITEM 13: Board Committee Reports

- **Executive Committee:** No additional updates.
- **Facilities:** Troendle reported that there was a memo released to request estimates for the pergola repair work. One estimate was received. The Committee will meet to review estimates.
- **Finance:** No additional updates.

AGENDA ITEM 14: Public Commentary and Communications

AGENDA ITEM 15: Adjournment

Adjourned at 9:51 pm.

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CITY OF STILLWATER PROPOSAL FOR IT SERVICES

For Stillwater Public Library

Overview

The Stillwater Public Library (SPL) has a need for IT support services. In past years, Washington County Library (WCL) maintained and supported the public side of SPL's network. Currently, IT support for all Washington County branch libraries is the responsibility of Washington County Information Technology. SPL is an Associate library of WCL, with the City of Stillwater supporting staff computers and the county supporting public computers. Washington County IT is now proposing to restructure the way it provides IT services to Associate libraries. This will result in at least two significant budget impacts that need to be addressed.

First, the county has said all IT services need to be provided either by the county or the city, and that the current arrangement cannot continue. This comprises the largest portion of new costs, both in terms of implementation and ongoing support, SPL will incur regardless of which entity provides IT support.

Second, the county will start charging the library for access to the ILS (integrated library system), which is comprised of the public catalog and the backend functionality needed to catalog, circulate, search, and inventory items in the library.

Project Approach

This is a preliminary proposal based on early estimates. The City of Stillwater IT Department has not had sufficient time to form a complete assessment of SPL needs. It is our understanding that the Stillwater Public Library Board and the Stillwater City Council needed initial estimates for budget consideration within a limited timeline.

In the proposal from Washington County they offered a 40 hr/year service contract to support SPL. Any additional hours would be charged at \$100.00 an hour. City IT estimates SPL would need an additional 160-200 hours of support over the course of a year.

Disclaimer: The prices listed in the table below are early estimates for the services and products discussed. This summary is not a warranty of final price. Estimates are subject to change if project specifications are changed, costs for outsourced services change or scope of project changes.

Recommendations from the Stillwater Public Library

After a review of this preliminary comparison of costs, the city's proposal shows considerable overall savings. City-provided IT services have also proven to be much more responsive and timely than services provided by the county, resulting in a better user experience. For these reasons, SPL supports transitioning all IT support to the city. The library board of trustees also recommends an additional \$21,372 be added to the library's 2019 operating budget to fund specific components of this plan, with the details outlined on the final page of this proposal.

Comparison of Stillwater and Washington County IT Proposals

	Stillwater	Washington County	Comments
Initial Implementation Costs			
Initial Upgrade Costs <ul style="list-style-type: none"> Network Switches, Access Points, WiFi Setup and installation of network and computers 	\$29,050	\$51,463	Through the City, approximately \$15,000 would be saved on hardware costs and \$7,000 on set-up and installation costs.
Upgrade of Public Computer Hardware	\$24,000	\$24,000	Washington County's proposal did not include the cost of PC hardware but noted that all hardware must meet minimum requirements set by County. New hardware will need to be purchased for either proposal. \$14,000 budgeted in 2019 and \$14,000 budgeted in 2020 for replacement of public computers.
<i>Total for Initial Implementation Costs</i>	<i>\$53,050</i>	<i>\$75,463</i>	
Time Estimates for Recurring Costs			
Base Service Support Package (40 hrs/yr)	\$1,520	\$5,056	Washington County included 40 hrs/yr of support in proposal at a rate of \$5,056. The cost for 40 hrs at the IT Tech rate would be \$1,520 for the City.
Additional Service Support (160 hours)	\$6,394	\$16,000	City estimates that an additional 160 hours of annual support will be needed, on top of the base service package of 40 hrs/yr.
<i>Total Support Time Estimates</i>	<i>\$7,914</i>	<i>\$21,056</i>	
Software Cost Estimates			
Licensing & Maintenance – Configuration Manager	\$0	\$7,737	Washington County uses MS Config Mgr to administer its systems across the county. As the City is smaller in size, this manager is not needed.
Software Cost Estimates Deep Freeze, Anti-Virus, MS Office, MS Windows	\$5,675	\$2,547	Instead of using the Config Mgr, the City will purchase deployment software. The City will also incur higher costs than Washington County for the initial purchase of Deep Freeze. The City will likely incur higher ongoing costs for MS Office and Windows as the city's purchasing volume is less.
Library Software/Applications Cost Estimates Envisionware, SirsiDynix ILS, OCLC & Databases	\$8,902	\$8,902	
ISP Connections	\$1,000	\$0	
<i>Total for Software Cost Estimates</i>	<i>\$15,577</i>	<i>\$19,186</i>	
Total	\$76,541	\$115,705	

Additional Operating Budget Request for the Library Board of Trustees' Consideration

IT Services	Request	Comments
200 Hours of City IT Staff Time for Implementation	\$9,500	The initial implementation of services would require participation of all members of the IT staff. This is in addition to the 20% IT Tech position time already budgeted to the library. Post-implementation, it is estimated that the IT Tech position will need to be budgeted for the library at 30% (an increase of \$7,914).
30 Hours of Professional Services for Implementation	\$3,750	
Sirsi-Dynix ILS, OCLC, Envisionware	\$7,122	
ISP Connections	\$1,000	
Total		\$21,372

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in September for 2018				
OWNER: Keri Goeltl, Office Specialist		PRESENTER: Mark Troendle, Library Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of September 2018 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of September 2018:				
September 2018 (2018 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 11,561.23	\$ 291.73	\$ 798.32	\$ 12,651.28
Capital Expenditures	\$ 7,707.15	\$ 5,484.00	-	\$ 13,191.15
Total	\$ 19,268.38	\$ 5,775.73	\$ 798.32	\$ 25,842.43
<p>Explanations of large or out of the ordinary/annual payments are listed below:</p> <p><i>Bill Resolution: September 4, 2018</i></p> <ul style="list-style-type: none"> • \$5,484 paid to Advantage Computer Systems for 50% down for the installation of Hearing Loops in the Conference Room. Loop and Shure microphone array have been installed. Final technology components will be installed once the locking credenza is delivered. • \$2,714.65, in capital funds, paid to CDW Government and \$580.00, in capital funds, paid to RacineNorth for equipment for the A/V upgrade in the Conference Room and Margaret Rivers. • \$561.00 paid to Otis Elevator Company for maintenance agreement for 9/1/18-11/30/18. Otis is the library's new elevator service vendor. <p><i>Bill Resolution: September 18, 2018</i></p> <ul style="list-style-type: none"> • \$4,162, in capital funds, paid to Lynn Barnhouse for consultation work on building reconfiguration projects. • \$545.32 paid to Bibliotheca for an interim service contract through 12/22/18 for RFID pads. • \$560.00 paid to CardSource for 1,000 new library cards. • \$250.00, in capital funds, paid to Marshall Electric for wiring for the Conference Room for the A/V upgrade. • \$555.80 paid to Johnson Controls Fire Protection LP for building repair work. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 9/4/2018 Bill Resolution 9/18/2018 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?: Finance				

2018 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
20221	8/29/2018	Advantage Computer Systems	Capital: Hearing Loops Installation Conference Room	\$ 5,484.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
5015100869	7/25/2018	Baker and Taylor	Materials - Adult Nonfiction	\$ 33.15	230-4230-2405-0000	Adult Books - Non Fiction
5015109963	8/1/2018	Baker and Taylor	Materials - Ref	\$ 34.63	230-4230-2113-0000	Reference
9042018	9/4/2018	Brodart Co	Materials - Juv	\$ 527.50	230-4230-2400-0000	Childrens Books
9042018	9/4/2018	Brodart Co	Materials - Adult Fiction	\$ 357.47	230-4230-2401-0000	Adult Books - Fiction
9042018	9/4/2018	Brodart Co	Materials - Adult Nonfiction	\$ 371.10	230-4230-2405-0000	Adult Books - Non Fiction
9042018	9/4/2018	Brodart Co	Materials - YA	\$ 188.77	230-4230-2406-0000	Teen Books
9042018	9/4/2018	Brodart Co	Materials - Processing	\$ 146.70	230-4230-3404-0000	Processing Fee
9042018	9/4/2018	Brodart Co	Materials - Juv (Tribute Korich 235)	\$ 27.81	235-4235-2101-0000	Library Donations Materials
NPW8132	8/1/2018	CDW Government Inc.	A/V Upgrade	\$ 2,714.65	120-4230-5310-0000	C/O MIS Computer Equipment
4007541532	7/11/2018	Cintas Corporation	Mat & towel cleaning service	\$ 80.64	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
350246	5/4/2018	H W Wilson	Materials - Adult Fiction	\$ 295.70	230-4230-2401-0000	Adult Books - Fiction
915	8/21/2018	Learning Tree Yoga	Programs - Juv (SPLF)	\$ 75.00	232-4232-2407-0000	SPLF - Programs
35327	8/23/2018	Menards	Janitorial Supplies	\$ 9.75	230-4231-2102-0000	Janitorial Supplies
W18070587	8/15/2018	Office of MN IT Services	Phone - July	\$ 138.50	230-4231-3101-0000	Telephone
CL65064918	8/20/2018	Otis Elevator Company	Maint Agreement 9/1/18 - 11/30/18	\$ 561.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
08142018_65.74	8/30/2018	Petrie Angela	Supplies (Staff Reimbursement)	\$ 20.76	230-4230-2101-0000	General Supplies
08142018_65.74	8/30/2018	Petrie Angela	Programs - Juv (MELSA STEM) (Staff Reimbursement)	\$ 44.98	235-4236-4099-0000	Library Donations Programs
08142018_52.53	8/14/2018	Petrie Angela	Supplies (Staff Reimbursement)	\$ 26.56	230-4230-2101-0000	General Supplies
08142018_52.53	8/14/2018	Petrie Angela	Programs - Juv (SPLF) (Staff Reimbursement)	\$ 25.97	232-4232-2407-0000	SPLF - Programs
08142018_99.39	8/14/2018	Petrie Angela	Programs - Juv (SPLF) (Staff Reimbursement)	\$ 90.76	232-4232-2407-0000	SPLF - Programs
08142018_99.39	8/14/2018	Petrie Angela	Supplies - (Staff Reimbursement)	\$ 8.63	230-4230-2101-0000	General Supplies
14748298	8/21/2018	Toshiba Business Solutions	Maintenance Contract	\$ 79.77	230-4230-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL	\$ 11,343.80		
CREDIT CARD						
9591440	8/23/2018	Amazon.com	Materials - Juv Nature Backpacks (Friends)	6.99	235-4235-2101-0000	Library Donations Materials
3797024	7/27/2018	Amazon.com	Materials - Juv Nature Backpacks (Friends)	324.8	235-4235-2101-0000	Library Donations Materials
928235	7/24/2018	Amazon.com	Supplies	72.87	230-4230-2101-0000	General Supplies
151795	7/13/2018	American Button Machines	Programs - Teen (Button Sets - MELSA)	68.24	235-4236-4099-0000	Library Donations Programs
18783617	7/13/2018	Dream Host	DreamHost Web Hosting	13.95	230-4230-3098-0000	Technology Support
5b607cc4679b6	7/31/2018	RacineNorth	A/V Upgrade (Holman Credit Card)	580.00	120-4230-5310-0000	C/O MIS Computer Equipment
			CREDIT CARD SUBTOTAL	\$ 1,066.85		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
Journal Entry		City of Stillwater	Special Use Permit Appeal Fee	\$ 50.00	230-4230-4099-0000	Miscellaneous Charges
			MANUAL PAYOUT SUBTOTAL	\$ 50.00		
			GRAND TOTAL	\$ 12,460.65		

Submitted for payment

Mark Troendle, Library Director

2018 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
200255	8/6/2018	Ace Hardware	Janitorial Supplies	\$ 37.97	230-4231-2102-0000	Janitorial Supplies
200366	8/10/2018	Ace Hardware	Janitorial Supplies	\$ 14.95	230-4231-2102-0000	Janitorial Supplies
200741	8/27/2018	Ace Hardware	Janitorial Supplies	\$ 27.96	230-4231-2102-0000	Janitorial Supplies
200787	8/29/2018	Ace Hardware	Janitorial Supplies	\$ 111.90	230-4231-2102-0000	Janitorial Supplies
200857	8/31/2018	Ace Hardware	Janitorial Supplies	\$ 18.35	230-4231-2102-0000	Janitorial Supplies
2	9/1/2018	Art Reach St. Croix	Programs - Adult (SPLF) Valley Concert Winds	\$ 100.00	232-4232-2407-0000	SPLF - Programs
5015127901	8/15/2018	Baker and Taylor	Materials - Adult Nonfiction	\$ 37.48	230-4230-2405-0000	Adult Books - Non Fiction
5015127901	8/15/2018	Baker and Taylor	Materials - Ref	\$ 38.28	230-4230-2113-0000	Reference
5015119142	8/8/2018	Baker and Taylor	Materials - Adult Nonfiction	\$ 72.14	230-4230-2405-0000	Adult Books - Non Fiction
15-0232	9/13/2018	Barnhouse Office LLC	Building Reconfiguration	\$ 637.50	120-4231-5200-0000	C/O & Improvements
15-0216	5/21/2018	Barnhouse Office LLC	Building Reconfiguration	\$ 3,525.00	120-4231-5200-0000	C/O & Improvements
S10043589-US	8/31/2018	Bibliotheca LLC	Interim Service Contract, RFID 8/1/18-12/22/18	\$ 545.32	230-4230-3098-0000	Technology Support
91818	9/18/2018	Brodart Co	Materials - Adult Fiction	\$ 654.89	230-4230-2401-0000	Adult Books - Fiction
91818	9/18/2018	Brodart Co	Materials - Juv	\$ 17.81	230-4230-2400-0000	Childrens Books
91818	9/18/2018	Brodart Co	Materials - Adult Nonfiction	\$ 484.67	230-4230-2405-0000	Adult Books - Non Fiction
91818	9/18/2018	Brodart Co	Materials - Processing	\$ 207.20	230-4230-3404-0000	Processing Fee
43815	8/30/2018	Card Source	Library Cards (1000)	\$ 560.00	230-4230-2101-0000	General Supplies
306-02444792-3	8/31/2018	Culligan of Stillwater	Water	\$ 14.85	230-4230-4099-0000	Miscellaneous Charges
9132018	9/13/2018	Friends of the Stillwater Public Library	August Friends Sale Reimbursements	\$ 325.50	228-4228-1990-0000	Friends of Library Pass Thru
21312	8/28/2018	Marshall Electric Company	AV Upgrade Capital Project	\$ 250.00	120-4230-5310-0000	C/O MIS Computer Equipment
91818	9/18/2018	Midwest Tape	Materials - Audio	\$ 275.08	230-4230-2402-0000	Audio
91818	9/18/2018	Midwest Tape	Materials - Video	\$ 59.96	230-4230-2408-0000	Film/Video
91818	9/18/2018	Midwest Tape	Materials - Processing	\$ 46.00	230-4230-3404-0000	Processing Fee
ABR01943531	9/1/2018	MN Dept of Labor and Industry	Boiler	\$ 10.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
970011	8/29/2018	Quill Corporation	Supplies	\$ 245.94	230-4230-2101-0000	General Supplies
85167260	9/5/2018	Johnson Controls Fire Protection LP	Building Repairs	\$ 555.80	230-4231-3703-0000	Building Repair Charges
480733	9/4/2018	Value Line Publishing Inc.	Materials - Reference	\$ 470.00	230-4230-2113-0000	Reference
		INVOICES SUBTOTAL		\$ 9,344.55		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
51-7976594-1	8/27/2018	Xcel Energy	Energy	\$ 70.93	230-4231-3601-0000	Natural Gas
51-7976594-1	8/27/2018	Xcel Energy	Energy	\$ 3,966.30	230-4231-3600-0000	Electricity
		MANUAL PAYOUT SUBTOTAL		\$ 4,037.23		
GRAND TOTAL				\$ 13,381.78		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 August Budget Status Report	
OWNER: Finance Committee Mark Troendle, Library Director Keri Goeltl, Office Specialist	PRESENTER: Mary Richie, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period from January 1 – August 31, 2018.</p> <p><u>120 Funds – Capital Projects</u></p> <ul style="list-style-type: none"> • \$1,993.60 in August capital expenditures in 120-4230-5310-000 reflect payments for the AV upgrade to the Conference Room and Margaret Rivers. <p><i>Pending Journal Entries:</i></p> <ul style="list-style-type: none"> • Jan-Feb 2018: \$7,857.50 in capital expenditures in 120-4230-5200-0000 C/O & Improvements 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. • April 2018: \$12,497.78 in capital expenditures in 120-4230-5200-0000 C/O & Improvements are for the LED Retrofit Capital Project. These expenditures will be moved by journal entry to account 120-4230-5300-0000 C/O Machinery & Equipment against the \$34,600 budgeted line item. \$12,500 of this budget is for the LED conversion. <p><u>230 Funds -- Revenues:</u></p> <ul style="list-style-type: none"> • Meeting Room Rental Fees: \$9,770 in wedding/special event/meeting revenue was received in August for 11 events. • Gifts: \$1,536.55 has been received through August in gift funds deposited to 230-0000-3820-0100. This is at 34% of the budgeted \$4,500. • Library Card Fees: Library card fees are at 41% of budgeted revenue. The budget was decreased from \$10,212 in 2017 to \$2,000 in 2018 due to Lake Elmo change. <p><u>Expenditures:</u></p> <p>Personnel Services:</p> <ul style="list-style-type: none"> • Personnel expenditures total \$661,637.90, 63% of the \$1,043,276 budgeted for 2018. With 17.57 pay periods through August, we are running under the budgeted pace of 67%. <ul style="list-style-type: none"> ○ The open Assistant Director position provides an estimated cost-savings of \$53,000 through August. ○ This savings is partially offset by substitute costs for summer staffing of programs, event prep and custodial staffing costs for weddings, extra sub expenses to cover a staff out on FMLA, and additional hours for the Information Services Supervisor. • <i>Pending Journal Entry:</i> \$3,863.31 was paid in severance compensation to the retiring library associate. At the close of 2018, City Finance will transfer additional monies from the general fund to offset this expense. \$4,943.82 was paid in vacation payout to retiring employees. These costs may be paid from the library's compensated absences fund balance at year-end, if needed. <p>Materials:</p> <ul style="list-style-type: none"> • Book expenditures are increasing, with 54% of the budget spent. Acquisition processes are being finalized with audio/video vendors and increased ordering is expected in early fall. 	

Services and Charges:

- Processing fees are at \$4,678.02 with 66.83% of the budget spent. Processing fees are projected to exceed the 2018 budgeted amount of \$7,000. Due to Washington County Library's discontinuation of processing and cataloging services, Stillwater has assumed these responsibilities. To accomplish this work without adding staff, the library has contracted with vendors to provide part of the processing and cataloging services. For books needing custom processing from the vendors, an average cost of approximately 22% is added to the materials. As orders are now occurring more regularly through Brodart and will soon begin through Midwest Tape, we can expect to see processing expenditures increase through the end of the year.
- Building repair expenditures are \$12,474.32 over budget through August. \$10,893.18 of the expenditures are as a result of the 6/9/18 ramp incident and will be submitted to insurance for reimbursement. Staff will continue to monitor charges and look for cost-effective alternatives whenever possible.

Capital Building Reconfiguration (230-4900-5200-0000):

- *Pending Journal Entry:* Feb 2018 - \$9,411.27 in capital expenditures in 230-4900-5200-0000 C/O & Improvements reflect the 2017 capital project for building reconfiguration. These transferred 2017 funds are not reflected in the budget amounts.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2018 August Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?: Finance Committee

General Ledger

Budget Status

User: kgoeltl
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 Period: 1 to 8, 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	23,132.08	23,132.08	-14,132.08	0.00	-14,132.08	0.00
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	4,959.81	4,959.81	16,440.19	0.00	16,440.19	76.82
	E25 Sub Totals:	65,000.00	28,091.89	28,091.89	36,908.11	0.00	36,908.11	56.78
	Expense Sub Totals:	65,000.00	28,091.89	28,091.89	36,908.11	0.00	36,908.11	56.78
	Dept 4230 Sub Totals:	65,000.00	28,091.89	28,091.89	36,908.11	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	25,000.00	9,880.00	9,880.00	15,120.00	0.00	15,120.00	60.48
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	25,000.00	9,880.00	9,880.00	15,120.00	0.00	15,120.00	60.48
	Expense Sub Totals:	25,000.00	9,880.00	9,880.00	15,120.00	0.00	15,120.00	60.48
	Dept 4231 Sub Totals:	25,000.00	9,880.00	9,880.00	15,120.00	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	37,971.89	37,971.89	52,028.11	0.00	52,028.11	57.81
	Fund 120 Sub Totals:	90,000.00	37,971.89	37,971.89	52,028.11	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	90,000.00	37,971.89	37,971.89	52,028.11	0.00	52,028.11	57.81
	Report Totals:	90,000.00	37,971.89	37,971.89	52,028.11	0.00		

General Ledger

Budget Status

User: kgoeltl
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 Period: 1 to 8, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	60,000.00	60,030.00	60,030.00	-30.00	0.00	-30.00	0.00
230-0000-3520-0100	Copier/Printer Sales	5,500.00	4,104.78	4,104.78	1,395.22	0.00	1,395.22	25.37
230-0000-3880-0200	Gallery Fees	500.00	247.00	247.00	253.00	0.00	253.00	50.60
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	60.00	60.00	240.00	0.00	240.00	80.00
	R25 Sub Totals:	66,300.00	64,441.78	64,441.78	1,858.22	0.00	1,858.22	2.80
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-0000-3820-0100	Gifts	4,500.00	1,536.55	1,536.55	2,963.45	0.00	2,963.45	65.85
230-0000-3830-0100	Sale of Property	0.00	46.50	46.50	-46.50	0.00	-46.50	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	108.00	108.00	392.00	0.00	392.00	78.40
230-0000-3880-0020	Library Card Fees	2,000.00	827.00	827.00	1,173.00	0.00	1,173.00	58.65
230-0000-3880-0030	Lost Materials	3,000.00	1,956.77	1,956.77	1,043.23	0.00	1,043.23	34.77
230-0000-3880-0040	Processing Fees	8,200.00	5,381.81	5,381.81	2,818.19	0.00	2,818.19	34.37
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-15.05	-15.05	15.05	0.00	15.05	0.00
	R40 Sub Totals:	19,200.00	9,841.58	9,841.58	9,358.42	0.00	9,358.42	48.74
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,218,490.00	0.00	0.00	1,218,490.00	0.00	1,218,490.00	100.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger

Budget Status

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	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	74,283.36	74,283.36	1,229,706.64	0.00	1,229,706.64	94.30
	Dept 0000 Sub Totals:	-1,303,990.00	-74,283.36	-74,283.36	-1,229,706.64	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	219,762.95	98,152.51	98,152.51	121,610.44	0.00	121,610.44	55.34
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	3,863.31	3,863.31	-3,863.31	0.00	-3,863.31	0.00
230-4230-1112-0000	Sick Pay	0.00	8,692.92	8,692.92	-8,692.92	0.00	-8,692.92	0.00
230-4230-1113-0000	Vacation Pay	0.00	27,903.15	27,903.15	-27,903.15	0.00	-27,903.15	0.00
230-4230-1200-0000	Part Time Salaries	484,292.98	317,482.17	317,482.17	166,810.81	0.00	166,810.81	34.44
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	31,643.97	31,643.97	21,160.58	0.00	21,160.58	40.07
230-4230-1420-0000	FICA/Medicare	53,860.80	33,582.38	33,582.38	20,278.42	0.00	20,278.42	37.65
230-4230-1500-0000	Hospital / Medical	100,779.00	53,973.18	53,973.18	46,805.82	0.00	46,805.82	46.44
230-4230-1520-0000	Dental Insurance	4,147.60	1,984.90	1,984.90	2,162.70	0.00	2,162.70	52.14
230-4230-1540-0000	Life Insurance	650.00	391.68	391.68	258.32	0.00	258.32	39.74
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	578,082.63	578,082.63	338,215.25	0.00	338,215.25	36.91
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	1,810.51	1,810.51	2,689.49	0.00	2,689.49	59.77
230-4230-2113-0000	Reference	3,000.00	2,655.17	2,655.17	344.83	0.00	344.83	11.49
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	82.96	82.96	2,917.04	0.00	2,917.04	97.23
230-4230-2400-0000	Childrens Books	16,500.00	9,095.69	9,095.69	7,404.31	0.00	7,404.31	44.87
230-4230-2401-0000	Adult Books - Fiction	20,000.00	11,512.22	11,512.22	8,487.78	0.00	8,487.78	42.44
230-4230-2402-0000	Audio	14,000.00	2,393.57	2,393.57	11,606.43	0.00	11,606.43	82.90
230-4230-2403-0000	Periodicals	5,000.00	3,975.48	3,975.48	1,024.52	0.00	1,024.52	20.49
230-4230-2405-0000	Adult Books - Non Fiction	20,000.00	10,321.60	10,321.60	9,678.40	0.00	9,678.40	48.39
230-4230-2406-0000	Teen Books - Materials	5,000.00	1,427.52	1,427.52	3,572.48	0.00	3,572.48	71.45

General Ledger

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	2,147.78	2,147.78	5,352.22	0.00	5,352.22	71.36
230-4230-2409-0000	Electronic Materials	4,500.00	345.40	345.40	4,154.60	0.00	4,154.60	92.32
230-4230-2499-0000	Collection Development	400.00	28.50	28.50	371.50	0.00	371.50	92.88
	E10 Sub Totals:	105,400.00	47,285.23	47,285.23	58,114.77	0.00	58,114.77	55.14
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	1,139.30	1,139.30	5,360.70	0.00	5,360.70	82.47
230-4230-3099-0000	Other Professional Services	2,500.00	270.00	270.00	2,230.00	0.00	2,230.00	89.20
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	682.57	682.57	817.43	0.00	817.43	54.50
230-4230-3200-0000	Mileage	400.00	28.34	28.34	371.66	0.00	371.66	92.92
230-4230-3201-0000	Seminar/Conference Fees	5,000.00	1,503.40	1,503.40	3,496.60	0.00	3,496.60	69.93
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	1,500.00	438.80	438.80	1,061.20	0.00	1,061.20	70.75
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	7,000.00	4,678.02	4,678.02	2,321.98	0.00	2,321.98	33.17
230-4230-3500-0000	General Insurance	1,705.00	0.00	0.00	1,705.00	0.00	1,705.00	100.00
230-4230-3707-0000	Maintenance Agreements	20,000.00	2,107.41	2,107.41	17,892.59	0.00	17,892.59	89.46
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	0.00	0.00	400.00	0.00	400.00	100.00
	E15 Sub Totals:	46,505.00	10,847.84	10,847.84	35,657.16	0.00	35,657.16	76.67
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	400.00	400.00	400.00	0.00	0.00	0.00	0.00
230-4230-4001-0000	Subscriptions	625.00	623.98	623.98	1.02	0.00	1.02	0.16
230-4230-4099-0000	Miscellaneous Charges	1,500.00	1,552.29	1,552.29	-52.29	0.00	-52.29	0.00
	E20 Sub Totals:	2,525.00	2,576.27	2,576.27	-51.27	0.00	-51.27	0.00
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,070,727.88	638,791.97	638,791.97	431,935.91	0.00	431,935.91	40.34

General Ledger

Budget Status

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 230-4231	Dept 4230 Sub Totals:	1,070,727.88	638,791.97	638,791.97	431,935.91	0.00		
E05	LIBRARY PLANT PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	56,390.59	39,032.09	39,032.09	17,358.50	0.00	17,358.50	30.78
230-4231-1100-0000	Overtime - Full Time	0.00	17.17	17.17	-17.17	0.00	-17.17	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	2,867.77	2,867.77	-2,867.77	0.00	-2,867.77	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,403.70	4,403.70	-4,403.70	0.00	-4,403.70	0.00
230-4231-1200-0000	Part Time Salaries	34,726.18	16,692.05	16,692.05	18,034.13	0.00	18,034.13	51.93
230-4231-1410-0000	PERA	6,833.76	4,088.48	4,088.48	2,745.28	0.00	2,745.28	40.17
230-4231-1420-0000	FICA/Medicare	6,970.43	4,460.00	4,460.00	2,510.43	0.00	2,510.43	36.02
230-4231-1500-0000	Hospital / Medical	21,183.00	11,482.35	11,482.35	9,700.65	0.00	9,700.65	45.79
230-4231-1520-0000	Dental Insurance	757.80	442.06	442.06	315.74	0.00	315.74	41.67
230-4231-1540-0000	Life Insurance	116.00	69.60	69.60	46.40	0.00	46.40	40.00
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	83,555.27	83,555.27	43,422.49	0.00	43,422.49	34.20
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	488.13	488.13	511.87	0.00	511.87	51.19
230-4231-2102-0000	Janitorial Supplies	3,000.00	2,602.92	2,602.92	397.08	0.00	397.08	13.24
230-4231-2202-0000	Building Repair Supplies	300.00	1,037.02	1,037.02	-737.02	0.00	-737.02	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	542.00	542.00	258.00	0.00	258.00	32.25
	E10 Sub Totals:	5,200.00	4,670.07	4,670.07	529.93	0.00	529.93	10.19
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	500.00	1,914.00	1,914.00	-1,414.00	0.00	-1,414.00	0.00
230-4231-3101-0000	Telephone	1,500.00	831.00	831.00	669.00	0.00	669.00	44.60
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	22,432.07	22,432.07	12,567.93	0.00	12,567.93	35.91
230-4231-3601-0000	Natural Gas	12,000.00	6,803.64	6,803.64	5,196.36	0.00	5,196.36	43.30
230-4231-3703-0000	Building Repair Charges	12,829.00	25,303.32	25,303.32	-12,474.32	0.00	-12,474.32	0.00
230-4231-3707-0000	Maintenance Agreements	8,995.00	6,359.78	6,359.78	2,635.22	0.00	2,635.22	29.30

General Ledger

Budget Status

User: kgoeltl
 Printed: 10/2/2018 - 1:04 PM
 Period: 1 to 8, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E15 Sub Totals:	99,984.00	63,643.81	63,643.81	36,340.19	0.00	36,340.19	36.35
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	568.68	568.68	531.32	0.00	531.32	48.30
	E20 Sub Totals:	1,100.00	568.68	568.68	531.32	0.00	531.32	48.30
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	152,437.83	152,437.83	80,823.93	0.00	80,823.93	34.65
	Dept 4231 Sub Totals:	233,261.76	152,437.83	152,437.83	80,823.93	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	74,283.36	74,283.36	1,229,706.64	0.00	1,229,706.64	94.30
	Fund Expense Sub Totals:	1,303,989.64	800,641.07	800,641.07	503,348.57	0.00	503,348.57	38.60
	Fund 230 Sub Totals:	-0.36	726,357.71	726,357.71	-726,358.07	0.00		
	Revenue Totals:	1,303,990.00	74,283.36	74,283.36	1,229,706.64	0.00	1,229,706.64	94.30
	Expense Totals:	1,303,989.64	800,641.07	800,641.07	503,348.57	0.00	503,348.57	38.60
	Report Totals:	-0.36	726,357.71	726,357.71	-726,358.07	0.00		

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received</p>	
<p>OWNER: Goeltl, Office Specialist</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the following supplemental gifts and grants received by the library in Quarter 3 of 2018.</p>	
<p>BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1, 2018 – September 30, 2018. Included on this report are Foundation payments of the venue coordinator and volunteer coordinator contracts. Official acceptance of the gifts and grants received is requested.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2018 Gifts & Grants Received Through 9/30/2018</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 9/30/18

Prepared 10/04/18

2018: GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/10/2018	\$50 tribute gift in memory of Marjorie Hannon	\$50	Use for purchase of tribute books	230-0000-3820-0100	Expend in 2018	Bd Approved 4/10/18
G2	1/17/2018	In-Kind donation of Jo Lutz Rollins original painting of Stillwater Home (Est value \$400)	In-Kind	N/A	N/A	N/A	Bd Approved 4/10/18
G3	1/17/2018	In-Kind donation of Curran original painting of Lowell park (Est value \$70)	In-Kind	N/A	N/A	N/A	Bd Approved 4/10/18
G4	1/18/2018	In-Kind donation of Ersland print of library (Est value \$20)	In-Kind	N/A	N/A	N/A	Bd Approved 4/10/18
G5	1/29/2018	In-Kind donation of animal figurines in vehicles for children's area (Est value \$40)	In-Kind	N/A	N/A	N/A	Bd Approved 4/10/18
G6	1/29/2018	In-Kind donation of teen artwork (Est value \$20)	In-Kind	N/A	N/A	N/A	Bd Approved 4/10/18
G7	1/31/2018	\$30 tribute gift in memory of Houston	\$30.00	Place with Lori Houston's mom funds; Use tbd by Troendle/Houston	235		Bd Approved 4/10/18
G8	2/1/2018	In-Kind donation of subscription to Air & Space (Est value \$22)	In-Kind	N/A	N/A	N/A	Bd Approved 4/10/18
G9	2/7/2018	In-kind donation of The Lavendar Lane Lothario by David Handler, last title in series (est value \$25.99)	In-Kind	N/A	N/A	N/A	Bd Approved 4/10/18
G10	2/13/2018	\$30 tribute gift in memory of Elaine Thomsen	\$30.00	Use for purchase of tribute books	230-0000-3820-0100	Expend in 2018	Bd Approved 4/10/18
G11	2/20/2018	In-kind donation of Topaz HD Low Vision Reader (est value \$2681.25)	In-Kind	N/A	N/A	N/A	Bd Approved 4/10/18
G12	2/27/2018	In-kind donation of two scrapbooks created by Jo Lutz Rollins	In-Kind	N/A	N/A	N/A	Bd Approved 4/10/18
G13	3/8/2018	\$1 unrestricted donation	\$1.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 4/10/18
G14	3/26/2018	\$50 tribute donation in memory of Marjorie Hannon	\$50.00	Use for purchase of adult fiction tribute books	230-0000-3820-0100	Expend in 2018	Bd Approved 4/10/18
G15	3/28/2018	\$30 tribute donation in memory of Dorothy Parkhurst	\$30.00	Use for purchase of adult fiction tribute books	230-0000-3820-0100	Expend in 2018	Bd Approved 4/10/18
G16	4/4/2018	Donation of framed 36" x 36" painting "Old Fort Snelling" by Edward V. Brewer.	In-Kind	N/A	N/A	N/A	Bd Approved 7/10/18
G17	4/10/2018	Unrestricted donation of \$70	\$70.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 7/10/18
G18	5/1/2018	In-Kind donation of Jo Lutz Rollins original painting of Stillwater Home at 414 S Harriet St (Est value \$400)	In-Kind	N/A	N/A	N/A	Bd Approved 7/10/18
G19	5/3/2018	Unrestricted donation of \$500	\$500.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 7/10/18
G20	5/11/2018	Unrestricted donation of \$47.50	\$47.50	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 7/10/18
G21	5/11/2018	\$25.00 Tribute Gift in memory of Lora Neumeier	\$25.00	Use for purchase of adult tribute materials	230-0000-3820-0100	Expend in 2018	Bd Approved 7/10/18
G22	5/18/2018	In-Kind Donation of \$30 gift card from Wedge & Wheel	\$30.00	Adult Summer Reading Program Prize	N/A	N/A	Bd Approved 7/10/18
G23	5/25/2018	Unrestricted donation of \$20.00	\$20.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 7/10/18
G24	5/25/2018	Stillwater Township 2018 Gift	\$5,000.00	None	227-0000-3820-0100	TBD	Bd Approved 7/10/18
G25	6/1/2018	\$45 Tribute donation in honor of Sydney Nelson	\$45.00	Use for purchase of ya tribute books	230-0000-3820-0100	Expend in 2018	Bd Approved 7/10/18

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 9/30/18

Prepared 10/04/18

G26	6/11/2018	\$25 Korich Tribute	\$25.00	Children's nonfiction science books - natural world	230-0000-3820-0100	Expend in 2018	Bd Approved 7/10/18
G27	6/15/2018	\$0.05 Donation	\$0.05	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 7/10/18
G28	6/25/2018	\$1285 Athena Fund Distribution (from grant funds available from 7/1/2017-6/30/18)	\$1,285.00	Non-fiction materials of lasting value	235-3235-3820-0100	Expend in 2018-2019	Bd Approved 7/10/18
G29	6/25/2018	\$200 Korich Tribute	\$200.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	Bd Approved 7/10/18
G30	6/25/2018	\$300 Korich Tribute	\$300.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	Bd Approved 7/10/18
G31	6/25/2018	\$20 Korich Tribute	\$20.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	Bd Approved 7/10/18
G32	6/25/2018	\$70 Korich Tribute	\$70.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	Bd Approved 7/10/18
G33	6/29/2018	\$50 Virginia Lovness Tribute	\$50.00	Use for purchase of adult nonfiction	230-0000-3820-0100	Expend in 2018	Bd Approved 7/10/18
G34	6/27/2018	\$5 Anonymous Donation	\$5.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 10/8/18</i>
G35	7/3/2018	Huninghake Tribute: Friday Study Club	\$25.00	Use for purchase of adult travel book	230-0000-3820-0100	Expend in 2018	<i>For Bd review and approval 10/8/18</i>
G36	7/10/2018	\$13 Donation	\$13.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 10/8/18</i>
G37	7/25/2018	20 Miscellaneous Dollhouse Pieces; Est Value \$15	In-Kind	N/A	N/A	N/A	<i>For Bd review and approval 10/8/18</i>
G38	8/10/2018	Unrestricted Cash Donation of \$100	\$100.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 10/8/18</i>
G39	8/20/2018	\$50 Ruch Tribute	\$50.00	Use for purchase of adult fiction tribute books	230-0000-3820-0100	Expend in 2018	<i>For Bd review and approval 10/8/18</i>
G40	8/20/2018	Unrestricted Donation of \$200	\$200.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 10/8/18</i>
G41	8/29/2018	Unrestricted Donation of \$200	\$200.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 10/8/18</i>
G42	8/29/2018	Helen Lawson Library Fund of the St. Croix Valley Foundation 2018 Distribution	\$9,840.00	Funds in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund.	224-0000-3820-0100	TBD BY BOARD	<i>For Bd review and approval 10/8/18</i>
G43	9/11/2018	\$25 Haase Tribute	\$25.00	Use for purchase of children's fiction	230-0000-3820-0100	Expend in 2018	<i>For Bd review and approval 10/8/18</i>
G44	9/13/2018	\$60.00 Tribute for Orff and Ziebel	\$60.00	Use for the purchase of adult fiction and nonfiction	230-0000-3820-0100	Expend in 2018	<i>For Bd review and approval 10/8/18</i>
G45	9/19/2018	\$10.00 Birthday Tribute for Holton	\$10.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 10/8/18</i>
G46	9/25/2018	Unrestricted donation of \$5.00	\$5.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 10/8/18</i>
G47	9/27/2018	Unrestricted donation of \$10.00 in thanks to staff	\$10.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 10/8/18</i>
			\$18,421.55				

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 9/30/18

Prepared 10/04/18

2018: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
FR1	1/31/2018	Q4 2017 Audio Book	\$1,200	Use for the purchase of audio books	235-3235-3820-0100		Bd Approved 4/10/18
FR2	6/18/2018	EZ Reader Grant	\$600	Use for the purchase of children's easy readers	235-3235-3820-0100		Bd Approved 7/10/18
FR3	9/11/2018	Adult Programming Grant	\$2,500	Use to support adult programs	235-3236-3820-0100		<i>For Bd review and approval 10/8/18</i>
			\$4,300				

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 9/30/18

Prepared 10/04/18

2018: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/26/2018	2018-01 Big Read	\$1,000	Big Read in St. Croix Valley			Bd Approved 4/10/18
SPLF2	1/26/2018	2018-01 Sunday Hours	\$7,750	Sunday Hours			Bd Approved 4/10/18
SPLF3	1/26/2018	2018-01 DR Luckner - Juv	\$100	Children's Materials and Programs			Bd Approved 4/10/18
SPLF4	2/23/2018	2018-02 DR Heuer Tribute - Adult Books	\$1,890	Adult Books			Bd Approved 4/10/18
SPLF5	3/23/2018	2018-03 Juv SRP	\$5,200	2018 Children's Summer Reading Program			Bd Approved 4/10/18
SPLF6	4/27/2018	2018-04 Adult SRP	\$2,500	2018 Adult Summer Reading Program			Bd Approved 7/10/18
SPLF7	4/27/2018	2018-04 DR Huelsmann Hearing Loop	\$10,000	Donor-Restricted Grant by Huelsmann Foundation of \$10,000 for Hearing Loops in Conference Room and Storytime Room			Bd Approved 7/10/18
SPLF8	7/27/2018	2018-07 YS Pgm Asst	\$6,500	YS Programming Assistant position and children's programming assistance or substitutes in Aug - Dec, 2018.			<i>For Bd review and approval 10/8/18</i>
SPLF9	7/27/2018	2018-07 Programs	\$1,422	Transfer a total of \$1,422.38 from the dollars remaining of 2016-08 Multiple Copies (\$517.37), 2015-11 Book Club Kits, 2014-11 Classics Replacements (\$341.75) to a 2018 programming grant to be expended by the end of 2018.			<i>For Bd review and approval 10/8/18</i>
SPLF10	7/27/2018	2018-06 DR Ruch Tribute	\$5,000	Donor-Restricted Tribute Gift in honor of Dave Ruch. Gift funds to be fully used to serve the library.			<i>For Bd review and approval 10/8/18</i>
SPLF11	7/27/2018	2018-06 DR Wright-Berglund	\$500	Donor-Restricted Gift for the Children's Area			<i>For Bd review and approval 10/8/18</i>
SPLF12	7/27/2018	2018-07 DR Lakeview Hearing Loops	\$5,000	Donor-Restricted Gift for the installation of Hearing Loops in the Conference Room and the Children's Storytime Room.			<i>For Bd review and approval 10/8/18</i>
			\$46,862				

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 9/30/18

Prepared 10/04/18

2018: SPLF IN KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	
SPLF In Kind 1	1/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	
SPLF In Kind 2	1/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 3	1/31/2018	Volunteer Center - Annual Affiliation Fee	\$55	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 4	2/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 5	2/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 6	3/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 7	3/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 8	4/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 9	4/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 10	5/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 11	5/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 12	6/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 13	6/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 14	7/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 10/8/18</i>
SPLF In Kind 15	7/17/2018	The Knot Wedding Advertising	\$2,149	N/A	N/A	N/A	<i>For Bd review and approval 10/8/18</i>
SPLF In Kind 16	7/21/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	<i>For Bd review and approval 10/8/18</i>
SPLF In Kind 17	8/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 10/8/18</i>
SPLF In Kind 18	8/21/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	<i>For Bd review and approval 10/8/18</i>
SPLF In Kind 19	9/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 10/8/18</i>
SPLF In Kind 20	9/21/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	<i>For Bd review and approval 10/8/18</i>
			\$34,244				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Capital Release 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 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Release the following 2018 capital funds: <ul style="list-style-type: none"> • \$9,900 for furniture replacement • \$6,300 for upgrade of computers • \$5,000 for software licenses 	
BACKGROUND/CONTEXT: The funds requested for release are part of the 2018 Library Capital Outlay budget. <ul style="list-style-type: none"> • Furniture Replacement: \$9,900 is in the capital budget for furniture replacement or reupholster. The upholstered furniture in the library is from 2006. It is showing signs of wear and needs replacement. The main area of priority for 2018 is replacing pieces in the children’s area. • Upgrade of computers and software licenses: \$11,300 is in the capital budget for the upgrade of public computers and the purchase of software licenses. With WCL/SPL It transition, IS Manager Holman would like to use the combined funds to upgrade library hardware to appropriate specifications. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Special Use Permit for Events	
OWNER: Mark Troendle, Director	PRESENTER: Mark Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The library board appealed condition #9 of the SUP, which originally stated: <ul style="list-style-type: none"> • The library is annually limited to 30 outside events with DJs, musicians, or performers who provide amplified music/sound. On September 18, 2018, the city council listened to the library’s appeal, as well as comments from other interested parties, and amended the condition to now read: <ul style="list-style-type: none"> • No more than 25 outdoor events that occur after 8 p.m. that include music with amplified sound (i.e. DJ, musicians, performers). This does not include speakers or officiants who use a microphone. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Special Use Permit	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

CITY OF STILLWATER

Case No.:

2018-39

Permit Fee:

Paid:

ZONING PERMIT

Permit Type:

Special Use Permit

City Council Meeting Date:

9/18/2018

Action/Vote: **Approved 3-1**

Description of Project: **Reconsideration of a Special Use Permit to allow outdoor events at the Stillwater Library located at 223 4th Street N in the PA district**

Applicant(s): **City of Stillwater,
Mark Troendle, Applicant**

Project Address: **224 Third St N, Stillwater, MN 55082
223 4th St N, Stillwater, MN 55082**

Property ID No.: **2803020130151**

Zoning District: **PA**

Conditions of Approval:

- 1 On Fridays and Saturdays outside events must end by 11:00 pm (outside clean-up must be completed by 12:00 midnight). Sundays through Thursdays, outside events must end by 9:00 pm (outside clean-up must be completed by 10:00 pm). The Library Board may make an exception to the Sunday through Thursday outside ending time, but in no case can the outside event run later than 10:00 pm (outside clean-up by 11:00 pm) unless the City Council grants an exception.
 - 1.a. On July 4th of each year the library will be allowed to host its "Light a Spark" event on the terrace. If the event falls on a Sunday through Thursday, amplified sound will be allowed until 10:30 pm and clean-up will be allowed until 11:30 pm.
- 2 The renter shall submit a noise deposit fee as set by the Library Board prior to the event. This deposit will be returned after the event only if there have been no infractions of the library noise procedures or the city nuisance ordinance related to noise.
- 3 DJs, musicians, and any other performer who provides amplified music/sound for the renter must be instructed by the Library Venue Coordinator of the city's nuisance ordinance related to noise and the Library Board's strict policy and procedures on noise. The renter must 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 DJs, musicians, and any other performer must honor requests from the Library Venue Coordinator, on-site security officer, library staff, or Stillwater police for reduction of music/sound levels. The library retains the right to end the play of music at any time if a request to reduce the volume levels is not obeyed. The library retains the right to determine reasonable volume, amplification, and bass levels, but in no case may that exceed the standards established in the city nuisance ordinance.
- 5 DJs, musicians, and any other performer must keep the sound volume levels within the limits established in the City of Stillwater nuisance ordinance. All requests for reduction of music/sound levels from the Library Venue Coordinator, on-site security officer, library staff, or Stillwater police must be obeyed.
- 6 All outdoor amplified music/sound must end no later than 10:00 p.m. on Fridays 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 both the Library Board and City Council.
- 7 All vendor vehicles must be parked in the designated area for efficient loading and unloading of event materials. Noise from carts, dollies, and hauling of equipment should be done as quietly and respectfully as practical.
- 8 Vendor staff must be instructed by the Library Venue Coordinator or other library staff that the library is located in a residential neighborhood and they need to conduct themselves accordingly.
- 9 The SUP will be reviewed by the Planning Commission on an annual basis.
- 10 No more than 25 outdoor events that occur after 8 p.m. that include music with amplified sound (i.e. DJ, musicians, performers). This does not include speakers or officials who use a microphone.

ZONING PERMIT

Permit Type:

Special Use Permit

We accept the conditions of this permit. We understand that any changes from these plans must be resubmitted for approval.

Wahne Rowelle

Bill Hill

Owner or Representative

Community Development Director

9-27-2018

Date

Date

A zoning permit is granted pursuant to the zoning ordinance and is not a substitute for a building permit. A building permit is issued by the city building official after approval of the plans and payment of the building permit fee and state surcharge. This zoning use permit will be null and void if the project that is permitted by this zoning use permit is not completed within two years from the date the permit is granted.

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Washington County Library/IT Services Update</p>	
<p>OWNER: Mark Troendle, Director</p>	<p>PRESENTER: Mark Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): I</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: <p>On September 18, 2018, the city council endorsed the concept of permitting city IT staff to take on the responsibility of managing and servicing technology at the library. This was one of two choices presented to the library by Washington County after their IT department said the current hybrid arrangement of the division of duties between the city and county could not continue. Additionally, the council financially supported this IT transition by increasing the library’s 2019 operating budget to fund the project, plus the city will also generously back the capital investment needed for new hardware.</p> <p>Renee Heinbuch, the Director of Information Technology for Washington County, has reiterated the county’s commitment to a smooth transition, which is greatly appreciated.</p> </p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <p>City of Stillwater IT Proposal – Distributed to Council for 9/18/18 Meeting</p> <p>Letter to Washington County informing the directors of Information Technology and the Library of the decision to gradually transition to city IT support.</p> </p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

September 14, 2018

Dear City of Stillwater Mayor and Councilmembers, City Administrator, and Finance Director:

The Stillwater Public Library (SPL) has a need for IT support services. In past years, Washington County Library (WCL) maintained and supported the public side of SPL's network. Currently, IT support for all Washington County branch libraries is the responsibility of Washington County Information Technology. SPL is an Associate library of WCL, with the City of Stillwater supporting staff computers and the county supporting public computers. Washington County IT is now proposing to restructure the way it provides IT services to Associate libraries. This will result in at least two significant budget impacts that need to be addressed.

First, the county has said all IT services need to be provided either by the county or the city, and that the current arrangement cannot continue. This comprises the largest portion of new costs, both in terms of implementation and ongoing support, SPL will incur regardless of which entity provides IT support.

Second, the county will start charging the library for access to the ILS (integrated library system), which is comprised of the public catalog and the backend functionality needed to catalog, circulate, search, and inventory items in the library.

Project Approach

This is a preliminary proposal based on early estimates to meet budget discussion deadlines. The City of Stillwater IT Department has not had sufficient time to form a complete assessment of SPL needs.

In the proposal from Washington County they offered a 40 hr/year service contract to support SPL. Any additional hours would be charged at \$100.00 an hour. City IT estimates SPL would need an additional 160-208 hours of support over the course of a year.

Recommendations from the Stillwater Public Library

After a review of the preliminary comparison of costs, the city's proposal shows considerable overall savings. Delving deeper, transitioning to full city support would be far less disruptive because migrating all IT operations to the county would mean the loss of access to the city's financial reporting software, including Springbrook and RevTrak; the document management software Laserfiche; the shared building management system that controls HVAC operations; the security camera network; plus the library would be forced to change all existing telephone numbers and email addresses. Not only would we lose access to the items described above, but we would have to reconstitute these services through the county, which means additional costs and ramifications not yet calculated (e.g., how does the library tie back into the city's financial reporting system?). City-provided IT services have also proven to be much more responsive and timely than services provided by the county, resulting in a better and more secure user experience. Wi-Fi service through the city will be more robust than what the county provides as well. For these reasons, SPL supports transitioning all IT support to the city. The library board of trustees also recommends an additional \$10,872 be added to the library's 2019 operating budget to fund specific components of this plan, with the details outlined on the final page of this proposal.

Disclaimer: The prices listed in the table below are early estimates for the services and products discussed. This summary is not a warranty of final price. Estimates are subject to change if project specifications are changed, costs for outsourced services change or scope of project changes.

Comparison of Stillwater and Washington County IT Proposals

Initial Implementation	Stillwater	County	Comments
Initial Implementation Costs			
Initial Upgrade Costs <ul style="list-style-type: none"> Network Switches, Access Points, WiFi Setup and installation 	\$29,050	\$51,463	Through the City, approximately \$15,000 would be saved on hardware costs and \$7,000 on set-up and installation costs.
Upgrade of Public Computer Hardware	\$24,000	\$24,000	Washington County's proposal did not include the cost of PC hardware but noted that all hardware must meet minimum requirements set by County. New hardware will need to be purchased for either proposal. \$14,000 budgeted in 2019 and \$14,000 budgeted in 2020 for replacement of public computers.
Software Costs <ul style="list-style-type: none"> Licensing & Maintenance – Configuration Manager General Software Library Software and Applications ISP 	\$15,577	\$19,186	See the software section under Recurring Costs for more detailed information and comparisons. Software costs would be paid initially upon implementation and then recur annually.
Total for Initial Implementation	\$68,627	\$94,649	

Recurring Costs After Implementation	Stillwater	County	Comments
Time Estimates for Recurring Costs			
Base Service Support Package (40 hrs/yr)	\$1,520	\$5,056	Washington County included 40 hrs/yr of support in proposal at a rate of \$5,056. The cost for 40 hrs at the IT Tech rate would be \$1,520 for the City.
Additional Service Support Hours Needed (584/yr, beyond the initial 40 hours)	\$22,192	\$58,400	City IT estimates that up to 584 hours of annual support will be needed, on top of the base service package of 40 hrs/yr.
Total Support Time Estimates	\$23,712	\$63,456	The City already provides 416 hours of IT support to the library annually; therefore, only \$7904 of the \$23,712 would be a new cost
Software Cost Estimates			
Licensing & Maintenance – Configuration Manager	\$0	\$7,737	Washington County uses MS Config Mgr to administer its systems across the county. As the City is smaller in size, this manager is not needed.
Software Cost Estimates Deep Freeze, Anti-Virus, MS Office, MS Windows	\$5,675	\$2,547	Instead of using the Config Mgr, the City will purchase deployment software. The City will also incur higher costs than Washington County for the initial purchase of Deep Freeze. The City will likely incur higher ongoing costs for MS Office and Windows as the city's purchasing volume is less.
Library Software/Applications Cost Estimates Envisionware, SirsiDynix ILS, OCLC & Databases	\$8,902	\$8,902	
Total for Software Cost Estimates	\$14,577	\$19,186	
Total for Recurring	\$38,289	\$82,64242	

Reprioritization within 2019 Operations

During the transition, approximately 200 hours of City IT staff time will be needed to manage the initial implementation. This will not be an additional cost as these are not extra overall hours, though it will involve reprioritizing existing duties, which is feasible and preferred to the alternative of turning over library IT operations to the county.

Additional 2019 Operating Budget Request

IT Services	Request	Comments
30 Hours of Professional Services for Implementation	\$3,750	To assist City IT staff with implementation
Sirsi-Dynix ILS, OCLC, Envisionware	\$7,122	Needed for public catalog access, circulation processes, computer reservations, and print management
Total	\$10,872	

Summary of the Benefits of City IT Support

- **Significant cost savings, both initially and over the long term**
- **More control over future costs and service**
- **Less disruptive**
 - **Retain access to Springbrook, RevTrak, Laserfiche, HVAC control system, security camera video**
 - **Retain existing email addresses and phone system**
- **Demonstrated ability to provide customer service that reflects well on city government**
 - **Proven history of responsive, efficient, and timely support**
- **Improved Wi-Fi capabilities**

On behalf of the Stillwater Public Library Board of Trustees, thank you for your consideration.

Respectfully,

Mark Troendle
Library Director

Stillwater

Public Library

TO: Renee Heinbuch, Washington County Director of Information Technology
Keith Ryskoski, Washington County Library Director

FROM: Mark Troendle, Stillwater Public Library Director

DATE: October 1, 2018

SUBJECT: Provision of Information Technology Services

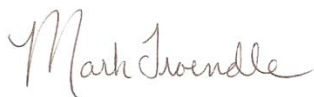
Dear Renee and Keith:

After Washington County's recent proposal that would have all of the Stillwater Public Library's technology needs be provided either by the county or the city, an analysis was undertaken by city departments to evaluate the advantages and disadvantages of each option. Based on the results of this examination, it was determined that the provision of technology services by City of Stillwater staff was more cost effective and the preferred alternative given the choices.

As previously noted by MIS Manager Rose Holman, the transition process will take significant time, and we will need the continued support of Washington County to ensure a smooth migration of services and equipment to minimize any potential disruption of service to library patrons or staff. At the last joint meeting on this topic between the city and county on August 6, 2018, we were reassured to hear you commit to the idea that the county will continue to support this library through the conversion process regardless of what decision was made. It is my understanding that Rose Holman will be in communication with the county regarding next steps and that any future joint powers agreement(s) related to this subject will be drafted and/or modified after the transition is complete.

Thank you, in advance, for collaborating with us to make this transition as efficient as possible. I appreciate that we're all working together to serve the public.

Sincerely,



Mark Troendle
Library Director

cc: Tom McCarty, City of Stillwater Administrator
Rose Holman, City of Stillwater MIS Manager

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Planning Update	
OWNER: Executive Committee Mark Troendle, Director	PRESENTER: Mark Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: On October 3, 2018, trustees Maureen Bell and Mary Richie, and the director, had a conference call with strategic planning consultant Sarah Keister Armstrong. Topics discussed included survey questions, the planning process, timeline, and staff involvement.</p> <p>Sarah indicated that the paper and web survey questions would be the same. We discussed distribution sites for the paper copies. Questions included will ask about the general use and role of the library in the community, along with some open-ended questions. To elicit the maximum number of responses, the survey will be formatted to be visually appealing, have a completion time of 5-10 minutes, and possibly include an incentive, such as a small gift card or credit toward a book sale. Tentatively, the survey would be launched by the third week in October and remain open for three to four weeks. Attached is an initial draft of survey questions for board review and discussion.</p> <p>Focus group meetings are currently being planned for Thursday, November 29. Suggestions for community leaders to invite will be helpful. One possible schedule is as follows: 10:00 am - 11:00 am: Residents 11:00 am - 12:00 pm: Community leaders 3:00 pm - 4:00 pm: Friends of the Library/Foundation members/other library volunteers 6:00 pm - 7:00 pm: Residents</p> <p>A meeting with as many staff as possible would likely occur in December or January, possibly on the same day as a board meeting. Sarah would share with staff data gathered to that point, conduct a SWOT analysis, and gather feedback on the larger role of the library. This would be a two or three hour meeting.</p> <p>The overall timeline for the strategic planning process isn't anticipated by Sarah to deviate much from the most current timeline presented, though it may shift by several weeks.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

SHARE YOUR THOUGHTS!



As the Stillwater Public Library looks to create its new strategic plan, we invite our community to provide feedback regarding past and future library usage. Whether you use the library often or you have not yet visited us, your thoughts and ideas will help inform our goals and strategies as we look to the future.

Please answer the questions below and return your survey to the library by Friday, November 9. If you would like to enter for a chance to win a gift card, please enter your contact information at the end of the survey. An online version of the survey can be found at: <https://www.surveymonkey.com/r/stillwater>.

1 How often do you visit the Stillwater Public Library?

- Multiple times per week
- Twice per month
- Once every few months
- Once per week
- Once per month
- I never visit the library

2 What are your reasons for visiting the library? (Please check all that apply.)

- To borrow books
- To borrow DVDs
- To borrow other physical materials
- To read newspapers and magazines
- To use the computers, copier, and/or printer
- To use databases
- To do research or find information
- To use the Wi-Fi
- To attend a special event
- To receive assistance from library staff
- To study, read, or work in a quiet environment
- To meet with others or work collaboratively
- To attend programs
- To take my children/grandchildren to visit
- Other (please specify):

3 If you regularly use the library, what is something about the library that might surprise someone who does not use it?

4 If you are not a regular library user, what would entice you to use the library more often?

5 Fill in the blank: If I could choose a topic for a future library program, it would be:

6 What should be the primary functions of the Stillwater Public Library? (Please check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Provide access to materials | <input type="checkbox"/> Provide space for special events |
| <input type="checkbox"/> Facilitate learning | <input type="checkbox"/> Offer space for residents to read, work, or study |
| <input type="checkbox"/> Promote literacy | <input type="checkbox"/> Offer space for residents to work collaboratively |
| <input type="checkbox"/> Serve as a hub to connect residents to information about the community | <input type="checkbox"/> Provide programs/classes/events for kids |
| <input type="checkbox"/> Provide a safe environment for children and teens | <input type="checkbox"/> Provide programs/classes/events for teens |
| <input type="checkbox"/> Provide opportunities for accessing new technologies | <input type="checkbox"/> Provide programs/classes/events for adults |
| | <input type="checkbox"/> Serve as a repository for physical books |
| | <input type="checkbox"/> Other (please specify): |

7 How likely would you be to use the following if resources were available to add them to the library?

	Extremely Likely to Use	Somewhat Likely to Use	Neutral	Somewhat Unlikely to Use	Extremely Unlikely to Use
3D printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wi-Fi hotspots available to checkout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment to record and create music, videos, and/or podcasts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8 Please select the following ways you have used the library's online resources. (Please check all that apply.)

- | | | |
|--|--|--|
| <input type="checkbox"/> To access ebooks | <input type="checkbox"/> To renew materials | <input type="checkbox"/> To access databases |
| <input type="checkbox"/> To access eaudiobooks | <input type="checkbox"/> To pay fines or bills | <input type="checkbox"/> To find information about the library |
| <input type="checkbox"/> To access emagazines | <input type="checkbox"/> To search the catalog | <input type="checkbox"/> None |
| <input type="checkbox"/> To learn about programs and/or events | <input type="checkbox"/> To put materials on hold | |
| <input type="checkbox"/> Other (please specify): | <input type="checkbox"/> To find reading suggestions | |

9 Please indicate your level of agreement with the following statements.

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The library is a cultural hub of the Stillwater community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The library adds value to my life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10 If the library has not met your needs, please tell us why. What problems or difficulties have you encountered while visiting the library, if any?

11 How would you prefer to receive information about the library in the future? (Please check all that apply.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Email/eNewsletter | <input type="checkbox"/> Twitter | <input type="checkbox"/> Signage within the library |
| <input type="checkbox"/> Printed newsletter | <input type="checkbox"/> Instagram | <input type="checkbox"/> Local newspaper |
| <input type="checkbox"/> Website | <input type="checkbox"/> Pinterest | <input type="checkbox"/> Other social media or form of communication (please specify): |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Word of mouth/family/friends | |

12 What do you feel are the most significant issues facing the Stillwater community?

13 Please select your age range.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> 17 years and under | <input type="checkbox"/> 25 – 35 years | <input type="checkbox"/> 51 – 64 years | <input type="checkbox"/> 81 years and over |
| <input type="checkbox"/> 18 – 24 years | <input type="checkbox"/> 36 – 50 years | <input type="checkbox"/> 65 – 80 years | <input type="checkbox"/> Prefer not to answer |

14 How many people reside in your household, including yourself? _____

15 Please select the ages of the people in your household, including yourself. (Please check all that apply.)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> 5 years and under | <input type="checkbox"/> 18 – 24 years | <input type="checkbox"/> 51 – 64 years | <input type="checkbox"/> Prefer not to answer |
| <input type="checkbox"/> 6 – 12 years | <input type="checkbox"/> 25 – 35 years | <input type="checkbox"/> 65 – 80 years | |
| <input type="checkbox"/> 13 – 17 years | <input type="checkbox"/> 36 – 50 years | <input type="checkbox"/> 81 years and over | |

16 Do you have an active Stillwater Public Library card? Yes No Not sure

If no, why don't you have an active Stillwater Public Library card?

- I have an active card at another library
- I do not know how to get a Stillwater Public Library card
- I do not need one
- Other (please specify):

OPTIONAL: Please include your contact information below and indicate whether you are interested in participating in a focus group and/or entering for a chance to win a gift card.

Email Address: _____

Daytime Phone Number: _____

- I am interested in participating in a focus group
- I would like to enter for a chance to win a gift card

Thank you!

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Budget Update</p>	
<p>OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Office Specialist</p>	<p>PRESENTER: Mary Richie, Treasurer</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve the revised 2019 capital and operating budgets based on the approved funding from the city council.</p>	
<p>BACKGROUND/CONTEXT: 2019 Capital Budget: The library requested \$136,600 in capital funds for 2019. City Administrator McCarty reviewed the library’s request and the requests of all city departments and proposed \$100,000 in capital funding for the library in 2019. The City Council approved this request. Attached is the library’s revised 2019 request totaling \$100,000.</p> <p>2019 Operating Budget: The library requested a 2019 transfer in from the general fund of \$1,345,199, a 10.4% increase. City Administrator McCarty reviewed and proposed a request of \$1,288,770 for the library, a 5.7% increase. After receiving further information regarding the Washington County/Stillwater Public Library IT transition, the council approved an additional \$10,872 in operating funding for 2019 to help support the transition. The total approved transfer in from the general fund is \$1,299,642, a 6.6% increase.</p> <p>Attached is the library’s revised 2019 operating request. The revised request includes:</p> <ul style="list-style-type: none"> • \$7,122 increase in Tech Support for the WCL/IT Transition • \$3,750 increase in Professional Services for the WCL/IT Transition • Wage adjustment of 2.5%, based on 2019 union contract, for regular positions • Grid alignment wage adjustments for substitute and shelver positions • Annual step grid increases for regular positions • 50% funding of Sunday Hours • 15% health insurance increase from 2018 <p>The revised request also includes hiring the Business & Communications Manager at 36 hrs/week and increasing the hours for the Information Services Supervisor to 36 hrs/week. These two supervisory positions then would be full-time and on par with the Youth Services Supervisor position. (Note: The hire date of the Business & Communications Manager is projected for early November 2018. It is recommended to increase the hours of the Information Supervisor to the same level on or before this hire date for the remainder of the year, a projected additional expense of up to \$2,700 for 2018.)</p> <p>The request also includes the addition of \$1,459 to the Programming line item of the 2019. This addition begins to a portion of programming expenses into the library’s operating budget.</p>	

2019 Supplemental Funds Planning

While the city's support is generous, additional funding is needed to support the library's operational needs. The following funding requests are recommended for consideration:

- Ask the Foundation to fund ½ of Sundays (up to \$9,000)
- Ask the Foundation to fund staffing for weeding (\$1,500)
- Ask the Foundation, through the Huelsmann Foundation, to provide monies for a three-year grant funded position of up to 18 hours week (up to \$26,900 in year 1).
- Ask the Foundation to provide in-kind gift of Volunteer Coordinator (\$20,000) and Venue Coordinator (\$24,000)
- Ask the Friends for \$10,000 in materials and programming support
- Use \$8,000 in existing supplemental funds to pay for strategic planning services
- Use \$7,500 in Lawson funds to supplement collections

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2019 Capital Budget
2019 Operating Budget

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Finance Committee

2019 Capital Budget (10/4/2018)

Department/Capital Item	CIP Number	GL Number	Priority	2019 Original Requested	2019 Revised Request	Category
Library						
Upgrade Staff Computers, Laptops and Tablets	19-4230-001	120-4230-5310	1	11,600	11,600	Computer/Computer Equipment
Upgrade Copier/Printer - Public	19-4230-003	120-4230-5310	2	8,000	8,000	Computer/Computer Equipment
Upgrade/Add Security Cameras	19-4230-007	120-4230-5310	1	3,800		Computer/Computer Equipment
Software Licenses	19-4230-019	120-4230-5310	1	5,500	5,500	Computer/Computer Equipment
Upgrade Public Access Internet Computers	19-4230-037	120-4230-5310	1	14,000	14,000	Computer/Computer Equipment
SelfCheck Upgrade	19-4230-039	120-4230-5310	1	12,200		Computer/Computer Equipment
RFID Pads	19-4230-057	120-4230-5310	1	1,500		Computer/Computer Equipment
Upgrade AV/Projection	19-4230-063	120-4230-5310	4	500		Computer/Computer Equipment
Upgrade UPS Network	19-4230-074	120-4230-5310	1	2,000	2,000	Computer/Computer Equipment
LED Light Conversion	19-4231-241	120-4230-5200	2	12,500	12,500	Improvements
Upgrade Building	19-4231-926	120-4230-5200	1	10,000		Improvements
Upgrade Furnishings	19-4231-929	120-4230-5300	1	5,000		Machinery/Equipment
Reconstruct Pergola	19-4231-946	120-4230-5200	1	50,000	46,400	Improvements
Library Total				136,600	100,000	

General Ledger
Budget Analysis

Printed: 06/19/2018 - 11:14AM
Revised: 10/5/2018
Fiscal Year: 2019



2016 Actual	2017 Actual	2018 Adopted	Account	Description	2019 ORIG. REQUESTE	2019 REV. REQUEST
			230	LIBRARY FUND		
			R25	CHARGES FOR SERVICES		
64,806	66,015	60,000.00	3500-0100	Meeting Room Rental Fees	75,000.00	75,000.00
6,700	6,739	5,500.00	3520-0100	Copier/Printer Sales	6,500.00	6,500.00
276	1,305	500.00	3880-0200	Gallery Fees	500.00	500.00
581	147	300.00	3880-0500	Book & Other Enterprise Sales	200.00	200.00
72,363	74,206	66,300		CHARGES FOR SERVICES Totals:	82,200	82,200
			R40	MISCELLANEOUS		
560	1,836	1,000.00	3810-0200	Interest Earnings-Investments	1,000.00	1,000.00
4,605	1,282	4,500.00	3820-0100	Gifts	1,500.00	1,500.00
0	0	0.00	3830-0100	Sale of Property	0.00	0.00
0	0	0.00	3860-0100	Lease/Rentals	0.00	0.00
0	0	0.00	3860-0200	Parking Rental	0.00	0.00
3,548	168	500.00	3870-0100	Refunds and Reimbursements	500.00	500.00
12,377	8,334	2,000.00	3880-0020	Library Card Fees	2,000.00	1,500.00
3,735	2,364	3,000.00	3880-0030	Lost Materials	2,500.00	2,500.00
7,636	5,189	8,200.00	3880-0040	Processing Fees	6,000.00	6,000.00
0	0	0.00	3880-0050	Registration	0.00	0.00
140	45	0.00	3880-0100	Miscellaneous Income	0.00	0.00
32,601	19,217	19,200		MISCELLANEOUS Totals:	13,500	13,000
			R45	OTHER FINANCING SOURCES		
1,171,625	1,208,044	1,218,490.00	3910-0100	Transfer In-General Fund	1,345,199.00	1,299,642.00
0	0	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	0.00
0	0	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	0.00
0	0	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00

General Ledger

Budget Analysis

Printed: 06/19/2018 - 11:14AM
 Revised: 10/5/2018
 Fiscal Year: 2019



2016 Actual	2017 Actual	2018 Adopted	Account	Description	2019 ORIG. REQUESTE	2019 REV. REQUEST
0	0	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00
0	0	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00
0	0	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00
0	0	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00
0	0	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00
0	0	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00
0	0	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	0.00
81,754	19,608	0.00	3910-0426	Transfer In - CO Bonds 2016	0.00	0.00
0	66,470	0.00	3910-0427	Transfer In - CO Bonds 2017	0.00	0.00
0	0	0.00	3910-0490	Transfer In-Capital Projects	0.00	0.00
1,253,379	1,294,123	1,218,490		OTHER FINANCING SOURCES Totals:	1,345,199	1,299,642
1,358,343	1,387,546	1,303,990		REVENUES TOTALS:	1,440,899	1,394,842
			4230	LIBRARY OPERATIONS		
			E05	PERSONNEL SERVICES		
132,361	96,386	219,762.95	1000-0000	Full Time Salaries	315,615.25	382,588.92
21	13	0.00	1100-0000	Overtime - Full Time	0.00	0.00
480,456	437,351	484,292.98	1200-0000	Part Time Salaries	470,242.30	353,635.68
0	412	0.00	1300-0000	Overtime - Part Time	0.00	0.00
49,439	41,905	52,804.55	1410-0000	PERA	58,189.32	55,216.85
48,116	44,692	53,860.80	1420-0000	FICA/Medicare	59,353.10	56,321.18
103,726	88,610	100,779.00	1500-0000	Hospital / Medical	103,946.58	100,193.22
3,402	2,836	4,147.60	1520-0000	Dental Insurance	2,757.90	3,010.50
645	568	650.00	1540-0000	Life Insurance	649.52	620.52

General Ledger

Budget Analysis

Printed: 06/19/2018 - 11:14AM
 Revised: 10/5/2018
 Fiscal Year: 2019



2016 Actual	2017 Actual	2018 Adopted	Account	Description	2019 ORIG. REQUESTE	2019 REV. REQUEST
818,165	712,774	916,298		PERSONNEL SERVICES Totals:	1,010,754	951,587
			E10	SUPPLIES		
0	0	0.00	2000-0000	Office Supplies	0.00	0.00
4,244	3,636	4,500.00	2101-0000	General Supplies	4,500.00	4,500.00
5,359	3,487	3,000.00	2113-0000	Reference	2,500.00	2,500.00
1,543	1,615	2,000.00	2114-0000	Data Base Searching	2,000.00	2,000.00
2,510	6,590	3,000.00	2302-0000	Other Minor Equipment	3,000.00	3,000.00
15,369	13,020	16,500.00	2400-0000	Childrens Books	19,100.00	19,100.00
17,572	17,426	20,000.00	2401-0000	Adult Books - Fiction	19,500.00	19,500.00
12,700	12,886	14,000.00	2402-0000	Audio	14,000.00	14,000.00
6,962	4,287	5,000.00	2403-0000	Periodicals	4,900.00	4,900.00
22,490	17,123	20,000.00	2405-0000	Adult Books - Non Fiction	18,500.00	18,500.00
5,513	5,049	5,000.00	2406-0000	Teen Books - Materials	5,000.00	5,000.00
0	0	0.00	2407-0000	Programs	0.00	1,459.00
8,587	7,550	7,500.00	2408-0000	Film/Video	7,500.00	7,500.00
4,000	3,623	4,500.00	2409-0000	Electronic Materials	4,500.00	4,500.00
272	254	400.00	2499-0000	Collection Development	400.00	400.00
107,121	96,545	105,400		SUPPLIES Totals:	105,400	106,859
			E15	SERVICES AND CHARGES		
7,940	1,272	6,500.00	3098-0000	Technology Support	10,000.00	17,122.00
0	75,063	2,500.00	3099-0000	Other Professional Services	7,500.00	11,250.00
0	0	0.00	3100-0000	Circulation System	0.00	0.00
0	0	0.00	3101-0000	Telecommunications	0.00	0.00
1,105	1,019	1,500.00	3102-0000	Postage	1,500.00	1,500.00

General Ledger

Budget Analysis

Printed: 06/19/2018 - 11:14AM
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 Fiscal Year: 2019



2016 Actual	2017 Actual	2018 Adopted	Account	Description	2019 ORIG. REQUESTE	2019 REV. REQUEST
170	615	400.00	3200-0000	Mileage	400.00	400.00
3,031	1,969	5,000.00	3201-0000	Seminar/Conference Fees	2,500.00	3,000.00
0	0	0.00	3202-0000	Meals	0.00	0.00
0	0	0.00	3203-0000	Housing	0.00	0.00
1,034	1,294	1,500.00	3400-0000	Printing and Publishing	2,000.00	2,000.00
0	0	0.00	3401-0000	Binding	0.00	0.00
8,706	5,406	7,000.00	3404-0000	Processing Fee	14,000.00	14,000.00
1,338	1,429	1,705.00	3500-0000	General Insurance	2,196.00	2,196.00
19,923	29,544	20,000.00	3707-0000	Maintenance Agreements	22,500.00	22,500.00
0	0	0.00	3803-0000	Data Base Maintenance	0.00	0.00
0	0	0.00	3804-0000	Equipment Rental	0.00	0.00
417	386	400.00	3900-0000	Sales Tax	400.00	400.00
43,663	117,998	46,505		SERVICES AND CHARGES Totals:	62,996	74,368
			E20	MISCELLANEOUS		
209	371	400.00	4000-0000	Memberships and Dues	400.00	1,200.00
625	617	625.00	4001-0000	Subscriptions	625.00	625.00
1,908	13,323	1,500.00	4099-0000	Miscellaneous Charges	2,000.00	2,000.00
2,742	14,311	2,525		MISCELLANEOUS Totals:	3,025	3,825
971,691	941,628	1,070,728		EXPENDITURES TOTALS:	1,182,175	1,136,639
0	0	0		DEPT REVENUES		0
971,691	941,628	1,070,728		DEPT EXPENSES	1,182,175	1,136,639
(971,691)	(941,628)	(1,070,728)		LIBRARY OPERATIONS Totals:	(1,182,175)	(1,136,639)
			4231	LIBRARY PLANT		
			E05	PERSONNEL SERVICES		

General Ledger

Budget Analysis

Printed: 06/19/2018 - 11:14AM
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 Fiscal Year: 2019



2016 Actual	2017 Actual	2018 Adopted	Account	Description	2019 ORIG. REQUESTE	2019 REV. REQUEST
45,837	46,140	56,390.59	1000-0000	Full Time Salaries	97,615.48	59,652.93
0	0	0.00	1100-0000	Overtime - Full Time	0.00	0.00
35,057	29,724	34,726.18	1200-0000	Part Time Salaries	0.00	33,655.27
5,994	5,834	6,833.76	1410-0000	PERA	7,321.16	6,678.39
6,050	5,740	6,970.43	1420-0000	FICA/Medicare	7,467.58	7,138.08
21,183	16,182	21,183.00	1500-0000	Hospital / Medical	21,190.32	23,793.48
758	758	757.80	1520-0000	Dental Insurance	631.50	757.80
115	115	116.00	1540-0000	Life Insurance	87.00	116.00
114,994	104,493	126,978		PERSONNEL SERVICES Totals:	134,313	131,792
			E10	SUPPLIES		
3,266	1,260	1,000.00	2101-0000	General Supplies	1,000.00	1,000.00
1,872	3,840	3,000.00	2102-0000	Janitorial Supplies	3,500.00	3,500.00
99	1,742	300.00	2202-0000	Building Repair Supplies	1,500.00	1,500.00
0	0	100.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00
1,042	481	800.00	2302-0000	Other Minor Equipment	800.00	800.00
6,279	7,323	5,200		SUPLIES Totals:	6,800	6,800
			E15	SERVICES AND CHARGES		
0	0	0.00	3002-0000	Contractual	0.00	0.00
0	1,685	500.00	3099-0000	Other Professional Services	1,000.00	1,000.00
4,317	3,773	1,500.00	3101-0000	Telephone	1,700.00	1,700.00
29,084	29,285	29,160.00	3500-0000	General Insurance	31,611.00	31,611.00
45,794	45,054	35,000.00	3600-0000	Electricity	42,000.00	42,000.00
9,424	10,373	12,000.00	3601-0000	Natural Gas	12,000.00	12,000.00
11,779	14,461	12,829.00	3703-0000	Building Repair Charges	18,000.00	20,000.00

General Ledger

Budget Analysis

Printed: 06/19/2018 - 11:14AM
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 Fiscal Year: 2019



2016 Actual	2017 Actual	2018 Adopted	Account	Description	2019 ORIG. REQUESTE	2019 REV. REQUEST
8,988	7,711	8,995.00	3707-0000	Maintenance Agreements	10,200.00	10,200.00
109,386	112,342	99,984		SERVICES AND CHARGES Totals:	116,511	118,511
			E20	MISCELLANEOUS		
1,314	3,522	1,100.00	4099-0000	Miscellaneous Charges	1,100.00	1,100.00
1,314	3,522	1,100		MISCELLANEOUS Totals:	1,100	1,100
231,972	227,679	233,262		EXPENDITURES TOTALS:	258,724	258,203
0	0	0		DEPT REVENUES		0
231,972	227,679	233,262		DEPT EXPENSES	258,724	258,203
(231,972)	(227,679)	(233,262)		LIBRARY PLANT Totals:	(258,724)	(258,203)
			4900	IMPROVEMENT PROJECTS		
			E15	SERVICES AND CHARGES		
8,000	0	0.00	3099-0000	Other Professional Services		0.00
8,000	0	0		SERVICES AND CHARGES Totals:		0
8,000	0	0		EXPENDITURES TOTALS:		0
0	0	0		DEPT REVENUES		0
8,000	0	0		DEPT EXPENSES		0
(8,000)	0	0		IMPROVEMENT PROJECTS Totals:		0
1,358,343	1,387,546	1,303,990		FUND REVENUES	1,440,899	1,394,842
1,211,663	1,169,308	1,303,990		FUND EXPENSES	1,440,899	1,394,842
146,680	218,238	0		LIBRARY FUND Totals:	(0)	0

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director's Evaluation Update	
OWNER: Mike Keliher, President	PRESENTER: Mike Keliher, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of goals as listed below.	
<p>BACKGROUND/CONTEXT: At the board meeting on September 11, 2019, the trustees conducted the director's evaluation. The following is a brief summary of a few of the key points discussed:</p> <ul style="list-style-type: none"> • With the director's leadership, the library has made great strides in building crucial relationships with city council and staff • There has been significant improvement in facilitating board comprehension of budgeting, budget health, etc. • Board can further support director's/library's success by finding ways to continue building positive, productive working relationships with WCL/WashCo • The new strategic plan the board and director are about to develop will be crucial to keeping the library relevant and vibrant • Important to the ongoing success of the library is the director's ability to empower staff to be creative and take initiative <p>The board also discussed the three SMART goals proposed by the Director. The trustees requested revisions to goal 1.</p> <p>Revised goal 1 to read: After conducting a search process, fill the position of Business and Communications Manager with a qualified individual by November 2018. Director and Business and Communications Manager will then develop a plan to address:</p> <ul style="list-style-type: none"> • Raising the library's visibility in and engagement with the community • Improving library marketing and communications • Building effective redundancy into the library's administrative operations • Refocusing or streamlining the director's supervisory responsibilities • And any other priorities the director and staff identify <p>Goal 2 remains unchanged: Provide project management expertise and oversight so that the pergola repair is completed by May 2019.</p> <p>Goal 3 remains unchanged: Effectively participate with and provide leadership to the strategic planning consultant, trustees, and staff to successfully complete the forthcoming planning process based on the proposed timeline. Upon completion, begin to implement strategies to achieve prioritized goals within identified timelines.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Committee Assignments	
OWNER: Keliher, President	PRESENTER: Keliher
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Attached is a document detailing the updated committee assignments for 2018. As the board's composition has changed and the work of the board has evolved since the beginning of the year, the committee assignments needed revision.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Committee Assignments	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

2018 board committees

Feb. 7, 2018

UPDATED Sept. 17, 2018

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

The following outlines a fresh approach to committees for 2018 and, perhaps, the foreseeable future. If our needs evolve, so too can our committee structure and responsibilities. In many cases, though, it's likely the need would be a shorter-term need, with a single defined project or task – a perfect situation in which to appoint a focused *task force* that would dissolve upon completion of the work at hand. And as always: The board's committees can help ensure the will of the board is faithfully executed, but no committee – not even the executive committee – operates in place of the full board (except in occasional cases where the board expressly grants specific authority).

Committees and their responsibilities:

Executive

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

Finance

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

Facilities

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

Committee roster:

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

Additionally, recent board discussions have made clear the need to review and update the existing library director job description. The board discussed assigning this to a task force. That task force roster will be: Hollatz, Howe and Lockyear. The task force's charge will be to identify necessary and desirable updates to the job description and bring a recommendation to the board for consideration and possible adoption.

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: License Agreement for Use of St. Croix Collection</p>	
<p>OWNER: Mark Troendle, Director</p>	<p>PRESENTER: Mark Troendle</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of license agreement to allow the Minnesota Department of Transportation (MnDOT) to reproduce materials from the Stillwater Public Library’s collection for use in a book on the history of the Stillwater Lift Bridge.</p>	
<p>BACKGROUND/CONTEXT: MnDOT has retained Hess, Roise and Company, historical consultants, to complete a book on the history of the Stillwater Lift Bridge. The publication will be primarily distributed in digital form through MnDOT’s website. MnDOT will print several hundred copies to provide to agencies and individuals who were involved in the process as well as libraries and other public repositories. The digital and print versions will be provided as educational outreach at no charge. The book will not be sold. MnDOT requests the right to reproduce materials from the library’s collection of historical information for use in the book. MnDOT has provided the library a list of the 7 items that they would like to reproduce. The library requests as fee of \$75.00 of the use of the 7 items.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Minnesota Historical Society Request for Quote of Use Fee for Still Images License Agreement between Library and MnDOT Image Permissions List</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Minnesota Historical Society Request for Quote of Use Fee for Still Images

The Saga of the Stillwater Lift Bridge: A Preservation Case Study

Sponsors: Minnesota Department of Transportation, Wisconsin Department of Transportation

Author: Charlene Roise, Historian, Hess, Roise and Company

Completion date: Fall 2018

The Stillwater Lift Bridge has crossed the Saint Croix River since 1931, earning a top place in the area's iconography. After World War II, though, increasing traffic—and serious traffic jams—led to calls for the bridge's replacement. The chorus had grown loud enough to prompt action by the 1980s, when planning for a new structure began in earnest.

The fate of the 1931 bridge, which was listed in the National Register of Historic Places in 1989, complicated the process, as did the natural setting. Congress had designated the Saint Croix River north of Stillwater a Wild and Scenic River in 1968. Four years later, the boundary was extended south to the river's mouth in the Mississippi, which added the Stillwater section to the designated area.

Although a new crossing was eventually built, the process leading to the ribbon cutting on August 2, 2017, was long, complex, and contentious. There were stops and starts, lawsuits and mediation, studies and more studies. In addition to federal, state, and local government agencies, the process was influenced by politicians, area residents, and a collection of local, state, and national advocacy groups.

When the Minnesota Department of Transportation (MnDOT) and Wisconsin Department of Transportation finally got consensus for the new bridge, they were required to complete a number of mitigation measures because the new crossing would adversely affect historic resources. One of the measures was to prepare and distribute a book on the history of the lift bridge. The resulting manuscript, *The Saga of the Stillwater Lift Bridge: A Preservation Case Study*, tells the tale of the historic lift bridge, the crossings that preceded it, and the efforts to save it and build a new bridge. MnDOT retained Hess, Roise and Company, historical consultants, to complete the book. The author, Charlene Roise, cofounded Hess Roise in 1990 and has extensive experience with bridge history, including work on several statewide historic bridge surveys. She is very familiar with the Stillwater structure and the evolution of the Saint Croix River Valley.

The publication will be primarily distributed in digital form through MnDOT's website. MnDOT will print several hundred copies (the number is not finalized at this time) to give to agencies and individuals who were involved in the process as well as libraries and other public repositories. Both digital and print versions will be provided as an educational outreach at no charge. The book will not be sold.

License Agreement

This agreement made this ___ day of ___ 2018 between The Minnesota Department of Transportation (Licensee), and Stillwater Public Library, Library existing under the laws of the State of Minnesota (Library) and collectively the (Parties).

WHEREAS, The Library is the owner of historic maps and plans (the Collection) as a collection of historical information stored at the Stillwater Public Library, in Trust. The Library has concluded that as the owner of the Collection it enjoys the protection of the Copyright Law that protects the collection from unauthorized use, and enjoyed by the City under the provisions of the Visual Artists Rights Act, and any laws or rules promulgated pursuant those laws. The Minnesota Department of Transportation has asked for License to reproduce materials from the Collection for use in a book on the history of the Stillwater Lift Bridge.

1. The City hereby grants to licensee the right to reproduce materials from the Collection for use in the book. The license includes promotion rights and use of the photographic work to promote the publication or production in which they are produced.
2. The only consideration for the granting of this License is that the Licensee or any sub Licensee include in any publication, a credit "reproduced with permission of the Stillwater Public Library, Stillwater, Minnesota"
3. With this consideration, the city requests \$75.00 for use of 7 items in accordance with the Saint Croix Collection Policies and to receive a copy of *The Saga of the Stillwater Lift Bridge: A Preservation Case Study* to add to the Saint Croix collection for future researchers.

IN WITNESS WHEREOF, the Parties have set their hands this ___ day of _____, 2018.

The Minnesota Department of Transportation

The Stillwater Library Board

Image #	Source	Item
4	Stillwater Public Library	Map of Wisconsin in letter from WHC to Buffington 1-19-1925
4a_2	Chestnut Street alignment MDH Map blueprint - SPL MnRefl	Chestnut Street alignment, with soundings at Mulberry Street and other locations, 1929
4C-1	Stillwater Public Library	General Plan and Elevation of Proposed Bridge over St. Croix River, approved June 7, 1929
3_1	Stillwater Public Library	1887-1-28 Corps Bridge Plan
3_7	Stillwater Public Library	Bird's eye view with pontoon bridge, 1979-A. Ruger
9_2a	Stillwater Public Library	2004 June Request for Public Questions
9_2b	Stillwater Public Library	2004-June-Request for Public Q-page 2 DSC03168

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Rental Exception Request	
OWNER: Sandy Ellis, Venue Coordinator	PRESENTER: Mark Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Venue Coordinator Ellis requests a motion to approve exceptions to the outside event rental hours and noise conditions of the special use permit for the Sundays of May 26, 2019; September 1, 2019; and June 16, 2019.	
BACKGROUND/CONTEXT: The library’s special use permit contains the following conditions: <ul style="list-style-type: none"> • Condition 1: On Fridays and Saturdays, outside events must end by 11:00 pm (outside clean-up must be completed by 12:00 midnight. Sundays through Thursdays, outside events must end by 9:00 pm (outside clean-up must be finished by 10:00 pm). The Library Board may make an exception to the Sunday through Thursday outside ending time, but in no case can the event run later than 10:00 pm (outside clean-up 11:00 pm) unless the City Council grants exception. • Condition 6: All outdoor amplified music/sound must end no later than 10:00 pm on Fridays and Saturdays. On Sundays through Thursdays, all outdoor amplified music/sound must end no later than 8:00 pm, unless a special allowance has been approved by both the Library Board and City Council. <p>Three wedding parties have requested outside event rental hours and amplified music exceptions for the following dates in 2019:</p> <ul style="list-style-type: none"> • Sunday, May 26, 2019 (Memorial Day Weekend): Request to use outdoor space until 10:00 pm, with outdoor amplified music/sound until 10:00 pm. • Sunday, June 16, 2019: Request to use outdoor space until 9:00 pm, with outdoor amplified music/sound until 9:00 pm. • Sunday, September 1, 2019 (Labor Day Weekend): Request to use outdoor space until 10:00 pm, with outdoor amplified music/sound until 10:00 pm. <p>No bands will be used for any of the dates. The wedding parties will utilize a DJ or the library’s sound system.</p> <p>If the Board approves a variance for outdoor amplified music/sound past 8:00 pm, the request will then need to go to the city council for approval.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Request from Sandy Ellis	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

DATE: October 4, 2018

TO: Stillwater Library Board

RE: Wedding Venue Event

Requesting exceptions to the Procedures

FROM: Sandy Ellis, Venue Coordinator

I am requesting exceptions to the noise procedures for three specific dates in 2019.

For **May 26, Sunday** (Memorial Weekend), and **September 1, 2019** (Labor Day Weekend) change from 8 p.m. to 10 p.m.; I am asking that we allow the music to continue past the 8 p.m. deadline to 10 p.m. No bands, either a D.J. or our music system.

For **June 16 (Sunday)**. I am requesting a change from 8 p.m. to 9 p.m. to continue the music. No band, just a D.J. or our music system.

I appreciate your consideration and will not be asking for any other exceptions to this rule for the 2019 wedding season. Thank you.

Respectfully,

Sandy Ellis, Venue Coordinator

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance and Development	
OWNER: Mike Keliher, President	PRESENTER: Mike Keliher, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>The Board of Trustees have the opportunity to take advantage of pro-bono consultation services in the area of board governance and development provided by Propel Nonprofits through the St. Croix Valley Foundation and Hugh J. Anderson Foundation.</p> <p>Following is a brief overview of Propel’s work in board development and governance:</p> <ul style="list-style-type: none"> • Propel is able to provide support to St. Croix Valley organizations in small board development projects (15-20 hours) focused particularly on building the capacity of the board. The Hugh J. Andersen Foundation has given us this unique opportunity to provide this support to organizations in this area. • Propel is a capacity building organization, so while our team is a consulting team, the focus of our work is always on supporting organizations in building their skills, infrastructure, and internal capacity to do the work of the organization. We are not a consulting firm that is designed to come in, observe, make recommendations or give an answer, then leave. We are focused on collaborating with your team (in this case likely board, governance committee, and/or library director) to come up with key goals and then provide tools, coaching, and facilitation to help your organization create a plan and move towards those goals. • Our board governance work can take a variety of forms, and the scope of the work is usually built through a conversation between one of our governance consultants and your team but often revolves around: <ul style="list-style-type: none"> ○ <i>Board training or retreat development and facilitation</i> ○ <i>Board and Staff roles and responsibilities</i> ○ <i>Governance structures and practices</i> ○ <i>Board/Executive Director partnership</i> ○ <i>Board self-assessment and board development (including infrastructure pieces like board recruitment pipeline)</i> • For a smaller project like this one possibility could look like: <ul style="list-style-type: none"> ○ Board Self-Assessment <ul style="list-style-type: none"> ▪ A key responsibility of each governing board is to honestly assess its own performance to ensure that it is carrying out its responsibilities within a healthy climate that fosters open discussion, sound decision making, and respect for all members. Propel Nonprofits’ anonymous self-assessment allows all members to weigh in, and in turn, helps start a conversation between your board and our consultants as we work together to create a board development plan. Propel will collect responses from your board self-assessment and present your board with a report of areas that stood out as places for improvement or strengths to build on. 	

- Board Training
 - A training working with board members so they better understand key roles of board members: 1) leading strategically; 2) ensuring financial stability; 3) serving as an ambassador; 4) supporting and supervising the executive director; 5) and, ensuring healthy governance. The emphasis here will be on the roles of board members given the organization’s current life stage.
- Governance Technical Assistance or Board Development Action Plan
 - Propel consultants will provide up to 5 hours of ongoing technical assistance to address higher priority items identified by the board or craft a plan for further action. Propel consultants can provide support in committee chartering, process for recruiting board members, shift finance committee from compliance-focused to strategy-focused, or other topics as mutually identified.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Report from the Library Director, Mark Troendle

There were three important operational achievements for the library in September that I would like to acknowledge. First, the city council endorsed the concept of permitting city IT staff to take on the responsibility of managing and servicing technology at the library. This was one of two choices presented to the library by Washington County after their IT department said the current hybrid arrangement of the division of duties between the city and county could not continue. Second, the council financially supported this IT transition by increasing the library's 2019 operating budget to fund the project, plus the city will also generously back the capital investment needed for new hardware. Third, the library board's appeal (cogently presented by Board President Keliher) of a Special Use Permit condition governing outdoor events resulted in a decision by the city council to amend the condition in a manner that struck a compromise without negatively impacting projected revenue. All of these outcomes benefit the library and the patrons we serve. We are enormously grateful to the city council and city administration and staff for their assistance in navigating all of these issues so that we may move forward.

Regarding a question from a trustee at the previous library board meeting about a change in email notifications for renewals or reminders, I asked Circulation Services Lead Lori Houston to follow up on the matter. Lori contacted a colleague with Washington County Library who said the issue is occurring due to a software glitch. Washington County Library has a request in to SirsiDynix to resolve the error so that the email notice will look like it has previously.

The Stillwater Public Library Foundation held a donor appreciation event at the library on September 25, with about 110 people in attendance. Climatologist Mark Seeley was the guest of honor and weaved data and history into a fascinating narrative that was well received and memorable.

The Friends of the Stillwater Public Library resumed their monthly meetings in September, after a summer break. They're looking ahead and planning for a fall book sale in November.

A part-time custodial position was posted internally and then advertised externally to fill a vacant position created by an employee moving to another role within the library. This job will be filled in October.

I received training on how to make adjustments to the building automation system software that controls the library's HVAC system. While the custodians manage this system, it's helpful to have additional staff who possess at least a basic level of understanding as to how it functions.

There was a meeting at the Bayport Public Library to review the Library Volunteer Coordinator position in preparation for updating the contract. This position, which serves both Bayport and Stillwater, is funded jointly by the independent foundations of each library. In 2017, the Stillwater Public Library benefited from 2,670 volunteer hours from 63 individuals, all coordinated by Volunteer Coordinator Susie Danielson.

Grant writer Mark Dunlap and I spoke to discuss future grant opportunities, requirements and timelines.

Other meetings attended in September included those with the city council, city administrator, city IT, Facilities Committee, and the Stillwater Public Library Foundation (including two Impact Team meetings to discuss strategic planning).

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

September Programs

- The library screening of the movie adaptation of Neither Wolf Nor Dog on September 19th drew in 80 attendees. It was a successful first partnership with Zephyr Theatre that staff is eager to build on.
- Moving Target Mystery Book Club on September 26 had 13 readers.
- The gallery opening, Material Pursuits, on September 19 brought in 25 people.

Collection

- Staff reviewed the initial test order from Midwest Tape and submitted corrections. In the meantime, a number of CD and DVD titles already owned by Washington County were ordered, since they will not need full cataloging.
- Standing orders have been moved to Brodart. Keri and Aurora are working on the exact method for submitting the future titles to expedite their inclusion in the catalog without needing extra work from Mark.
- The need for weeding continues to expand. In addition to the ongoing nonfiction weeding, science fiction was weeded in September so staff could more accurately determine the space needs for the collection and that room's move toward accommodating informal meetings. Large Print was also weeded to fit in its designated shelving. Multiple shelvers also noted how tight the fiction area has become and some preliminary weeding is taking place in that collection.
- Colleen has been examining the best ways to convert the VHS tapes currently in the Saint Croix Collection to a more useable format. We have some dollars that were donated to the Foundation to enhance the Saint Croix Collection that will help fund the conversion.

Reader's Advisory

- Information staff is working on having a "book of the day" that we will all know and specifically recommend in addition to our usual Reader's Advisory titles.

Technology

- Aurora met with Mark and City IT to discuss the ongoing IT needs of people as they use library technology. Not only do library users have specific hardware needs, the configuration of that hardware can make library use much easier, and we were glad to be able to discuss those topics with City IT staff.
- The library also serves as the gateway to a number of different types of content, from eBooks to databases to special collections, and the way that all those interactions play out can be incredibly complicated, so an overview is sometimes helpful. For example: The Stillwater Public Library currently gets access to various databases from Minitex (as funded by the state legislature), MELSA and Washington County, which can provide challenges when troubleshooting patron issues. Being included in discussions of how we can best offer all these services is refreshing.
- Staff was pleasantly surprised at how smoothly the day of the network outage, September 15th, went. IT had us back up before noon!

Partnerships/Outreach

- Lori attended the Literature Lovers' Night Out hosted by Valley Bookseller on September 12. It was attended by more than 60 excited readers who listened to authors Fiona Davis, Mindy Mejia and M.J. Rose. Colleen and Aurora provided a great handout from the library to accompany their artistic themes.
- Lori went to the Washington County Library Circulation meeting. She was helpful in pushing a more patron-centered approach to damaged items, encouraging staff countywide to acknowledge that shared materials are going to have some wear and to move away from such exacting standards of what the library charges patrons. Ideally, this will also encourage the county to be freer with what staff allows to be lent.
- The Saint Croix River Valley Minnesota Daughters of the American Revolution created a display for Constitution Week. Library staff happily set up a table near the Constitution materials with the Dewey Number 342.73.

Personnel

- We added four new great staff members at Circulation – welcome to Lisa, Jolynn, Jodi and Joan!
- Erica Ross resigned as an Information Services Substitute to pursue a new position in Rochester, Minnesota. She will be sorely missed.

PR

- Patrons are loving our new library card!

Reference

- Staff are starting to get updates about the 2019 tax season already, including a notification that the IRS will be issuing libraries just a single form with additional schedules, instead of the three forms the library received in the past.
- Staff have answered a number of questions about the Friends Book Sale already this month.

Upcoming

- Planning for the April Big Read – *Station Eleven* – has begun.
- Monday, October 8th will be the first joint program with AAUW since last spring. The program is *Equity for All: Still Not There*.
- The Loft will present the program *I Finished My Book! Now What?* on October 20th.
- Considering the program *Meditation for Inner Peace During Turbulent Times* was booked more than 6 months ago, it feels especially relevant to be offering it on October 27th.

Report from the Youth Services Supervisor, Angela Petrie

September Programs

- *Storytime* – 352 people attended nine storytime sessions.
- *Artistry Intergenerational Class* – Full registration of 26 children and their adults attended a “Fairy & Troll House” class. See pictures below.
- *Art Cart* – 35 kids and their families attended four themed sessions.
- *“Froggy” Super Storytime* – 20 attended to celebrate the “Froggy” books by Jonathan London with stories and activities.
- *Book Character Scavenger Hunt* – 93 hunted for favorite characters throughout the children’s space.
- *TAB Meeting* – The 1st meeting of the school year; six teens came, mostly new faces!
- *Teen afterschool Mondays* – 3 teens attended two after school sessions

Outreach

- The Sunny Hill Preschool came to the library over two mornings to hear a librarian share stories and talk about the library and what one can do with a library card. They next had a mini tour. The young students were enthralled by the sorter. We registered over 50 new library cards.
- The area Head Start class was a small group this month with 13 students experiencing their first monthly class visit of the new school year.

Partnerships

- Angie accepted an invitation to be the Storytime Trolley guest storyteller on September 15. This collaboration is organized by Valley Bookseller. The trolley stops near Pioneer Park where we shared four stories created by Minnesotans. Then we were treated to a *roller coaster-type* ride up and down the hills.

Professional Development

- Angie attended the Minnesota Library Association Member Summit which was facilitated by *FastForward* Libraries. What stood out is some of the challenges identified during the work done for the 2013 Strategic Plan remain. In her role as Public Library Division Chair next year, Angie will learn even more about the inner workings of our statewide library association.

Youth Spaces

- Angie is in the process of selecting some new furniture pieces for the children’s area. These may include a loveseat for shared reading, one or two chairs, and two or three ottomans depending on prices.

Upcoming Single Date Programs

- October 13 – Dragons, Trolls, Monsters and More – An intergenerational program.
- October 26 – Library After Dark (LAD) – A TAB organized after hours program for teens.

Kids and their favorite adults creating together!



Teen Maker Mondays



Captured after storytime!



A young engineer proudly poses with his creation – wow!



Elliot is a regular storytime friend who is a big fan of books!



Time together building a love for reading!



The power of play!



"What kind of ice cream cone would you like?"
COMING SOON: Post Office!

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES

July 27, 2018

Minutes Corrected 8/24/18

MEMBERS PRESENT: Ann Wolff, Kathy Thueson, Merilee Read, Sandy Nicholson, Doug Blanke, Shawn Glaser, Mark Troendle, Amber Dailey-Hebert
SPLF Board Coordinator: Keri Goeltl

WELCOME: Board Vice President Doug Blanke called the meeting to order at 7:40 a.m. Introductions were made. Doug reported that Lisa Howe has left the Board but will continue as a Trustee. A Thank You card was sent to recognize Lisa's valuable service and continued interest in the Stillwater Public Library as a Trustee.

SECRETARY'S REPORT: Doug asked if the Minutes from the June 29, 2018 Board meeting be approved as written. Amber so moved, Sandy seconded, all agreed. Motion was passed.

FINANCE COMMITTEE & TREASURER'S REPORT:

Keri Goeltl reviewed the Balance Sheet, Profit and Loss, Net Income, and the St. Croix Foundation reports,

All reports are available to the board members in Google Docs.

All Light a Spark expenses have been recorded.

Donor-restricted and unrestricted gifts were discussed.

The Finance Committee recommends that revenue streams be created year round and not be dependent on events alone.

Keri concluded by reporting that the Foundation is in good standing and following the budget guidelines for 2018.

LIBRARY DIRECTOR'S REPORT:

Mark Troendle reported that he and Mary Richie, representing the Library and Trustees, presented the budget requests to the City Council. The City will continue to develop the budget over the next few months.

Mark reported that Doug Menikheim has resigned his position on the Stillwater Public Library Board.

The August Library Board meeting will introduce 2 new board members, Bethany Cox and Sharon Hollin.

Staff changes announced: Lori Huston will be the Circulation Lead

Jody Vasalakis has retired.

The City is looking at having the Library zoning status changed to allow outdoor events. A Special Use permit application has been submitted and there will be an open public meeting scheduled to discuss the conditions under which the Library can hold outdoor events.

Mark reported that Summer programming has been successful.

GRANT REQUESTS:

Keri reported on the status of grant requests. Please refer to the Board Packet on Google Docs. for specific grant request descriptions.

It has been recommended that old grants from past years be consolidated and listed under monies available for adult fiction grants.

New Grant requests:

1. E-Services will be improved
2. Children's Programming. Angie has requested that a Children's programming assistant be hired for the August through December months. The request is for \$6500.
3. The Foundation board will work with Mark to determine the best use of a \$5000 donor designated tribute. The whole grant will be used to benefit the library.
4. The Berglund Foundation has awarded a \$500 yearly gift to the Library to support children's programming
5. A \$5000 donation has been awarded the library to provide additional hearing loops.

Keri requested a motion to accept the Grant Requests as written

Doug asked the Board to consider three motions:

1. To close out the old unspent grants (detailed in the Board packet) and to direct the funds to the Library
 - a. Sandy so moved
 - b. Amber seconded
 - c. All were in favor and the motion passed
2. To provide \$6500 for the addition of a Children's Activity assistant for the months of August 2018 - December 2018.
 - a. Ann so moved
 - b. Shawn seconded
 - c. All were in favor and the motion passed
3. To accept the use of three donor designated funds/tributes as requested for Hearing Loops, the Children's area, and additional needs of the library as determined by the Library Director.
 - a. Merilee so moved
 - b. Amber seconded
 - c. All were in favor and the motion passed

Development and Marketing Committee Report:

1. The Strategic Planning Committee is moving on to defining the goals and objectives for the Foundation. The tasks will involve determining how the objectives will be implemented.
2. Ann requested that all Board members be involved in personal phone calls to the donors who attended Light a Spark. A spreadsheet will be sent via email with donor name assignments.

Event Committee Report:

1. Merilee and Kathy were thanked for their work on the **Light a Spark Event**. The Board presented them with a lovely bouquet of flowers.
2. Merilee and Kathy provided a Post-event Report and made two recommendations for the Board to consider for next year's event.
 - a. To add Sandy Ellis, SPLF Event Coordinator and Susie Danielson, SPLF Volunteer Coordinator to the LAS planning team.
 - b. Add a Photo Booth option for the event. Funds to be budgeted in advance
 - c. Continue to improve the Cakewalk event by including cake purchases through added funding in conjunction with donated cakes.
3. Volunteers are the foundation of success for this event and the committee is very grateful to all who so willingly and joyfully participated.
4. Ann reported that there were 87 sponsors this year who donated \$47,770.00 beyond ticket and bead sales.
5. **Donor Appreciation Event** - September 25, 2018. Ann reported that invitations to the event have been sent to donors who have given gifts (beyond ticket purchases) to the Foundation of \$100 or more during the past year,
6. **Style Speaks Volumes Event** Sandy reported that the authors for the event have been selected and the first planning meeting is set for August 7th. The authors are; Jacqueline West, Tom Combs, Carolyn Porter, Julie Klassen, Angela Halgrimson, Kaya Harren, Traci Lambrecht, Douglas Wood, and David Housewright.

Training Event available for Board members:

Ann shared information about an upcoming opportunity offered through the St. Croix Valley Foundation and The Hugh J. Andersen Foundation. Information about the successful techniques and strategies for non-profit fundraising will be presented. Members can sign up online for the October 4th workshop in New Richmond.

<https://www.propelnonprofits.org/trainings/fundamentals-of-finance-board-boot-camp-stillwater/>

Doug asked for a motion to adjourn at 8:50 A.M. Ann so moved and Shawn seconded.
Next meeting is **AUGUST 24th** at 7:30 A.M.



















Respectfully submitted by Kathy Thueson

See next page for E-Mail & Google Drive Records

E-MAILS FOR JULY '18 MEETING

DATE	SENDER(S)	SUBJECT
7/15/18	Jean	Minutes for June '18 Meeting Corrected minutes for May '18 Meeting
7/16/18	Jean	Corrected minutes for June '18 Meeting
7/21/18	Carol	Style Speaks Volumes - Gearing Up!
7/26/18	Keri	Friday's Board Meeting

Documents on Google Drive (drive.google.com) for July

	July Board Packet 2018 07 27.pdf	Keri Goettl	Jul 26, 2018 Keri Goettl
	July Board Packet 2018 07 27	Ann Wolff	Jul 26, 2018 Ann Wolff
	A11_2 Free Board Training Sessions from Propel Nonprofits.doc	Keri Goettl	Jul 25, 2018 Keri Goettl
	A4_LAS 2017 v 2018 07 18 2018.docx	Keri Goettl	Jul 25, 2018 Keri Goettl
	A3_Strategic Planning Teams	Keri Goettl	Aug 1, 2018 Keri Goettl
	A5b_2018-07 YSPgn Asst.docx	Keri Goettl	Jul 26, 2018 Keri Goettl
	A5_Gantt Update and Request July 2018.pdf	Keri Goettl	Jul 26, 2018 Keri Goettl
	A1a_June 2018 YSE Report - not edits.docx	Keri Goettl	Jul 25, 2018 Keri Goettl
	A4d_June 2018 Information Services Report - not edits.docx	Keri Goettl	Jul 25, 2018 Keri Goettl
	A1c_SPL Board Minutes_2018 06 28.docx	Keri Goettl	Jul 25, 2018 Keri Goettl
	A1b_SPL Board Minutes_2018 06 27.docx	Keri Goettl	Jul 25, 2018 Keri Goettl
	A1a_SPL Board Minutes_2018 06 12.docx	Keri Goettl	Jul 25, 2018 Keri Goettl
	A3c_Copy of 2018 06 June P&L Budget v Actual.pdf	Keri Goettl	Jul 25, 2018 Keri Goettl
	A3c_Copy of 2018 06 June P&L FY Comparison.pdf	Keri Goettl	Jul 25, 2018 Keri Goettl
	A3a_Copy of 2018 06 June Balance Sheet.pdf	Keri Goettl	Jul 25, 2018 Keri Goettl
	A2b_Corrected Version 7.16.18 June '18 Minutes (PDF).pdf	Keri Goettl	Jul 25, 2018 Keri Goettl
	A2a_6-15 Corrected May 18 Minutes.pdf	Keri Goettl	Jul 25, 2018 Keri Goettl
	A_SPLF Board Meeting Agenda July 27, 2018	Keri Goettl	Jul 26, 2018 Keri Goettl

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES

August 24, 2018

MEMBERS PRESENT: Mark Troendle, Doug Blanke, Amber-Dailey-Hebert, Abby Dean, Dustin Moeller, Jean Morse, Fred Rengel, Mary Richie, Carol Stabenow, Eric White, Ann Wolff

WELCOME & INTRODUCTIONS:

President, Fred Rengel welcomed members and called the meeting to order at 7:35 a.m.

SECRETARY'S REPORT:

The minutes for the July 27, 2018 Board meeting under Events - Donor Appreciation Event were corrected to read: "Ann reported that invitations to the event have been sent to donors who have given gifts (beyond ticket purchases) to the Foundation of \$100 or more during the past year." The minutes were approved as corrected. The Corrected July '18 Minutes will be sent with the August minutes.

FINANCE COMMITTEE & TREASURER'S REPORT:

Dustin reported that the finance committee has been working on the 2019 budget. After reviewing the July Financial Reports, Dustin said that the Foundation has a strong financial balance for a group our size. The temporarily restricted funds have been reduced during the recent months.

- Margaret Rivers Grant - grant request will be prepared following the development of the 2019 Budget
- Huelsmann Grant - there was discussion about the possibilities of its funding Sunday hours

LIBRARY DIRECTOR'S REPORT: Mark reported-

- New Library Card -September is National Library Card Sign-up Month. The SPL has newly-designed library cards which patrons are encouraged get. He indicated that the new cards will be the focus for the September PR.

- Strategic Planning - The SPL Board of Trustees has selected Sara Keister Armstrong and Associates to assist with its upcoming strategic planning.

- Special Use Permit - SPL is being required by city zoning to obtain special use permits for outdoor events that occur on the terrace. There is concern that the permitting restrictions will limit the resource stream that currently returns proceeds from the space rental to the library. The SPLF has been issued a special annual permit for Light a Spark. The Trustees plan to appeal the permit number and some of the accompanying restrictions at an upcoming meeting with the City Council in September.

- Personnel Changes and Job Posting

- Lori Houston is new Circulation Services Lead.

- New job posting: Business and Communication Manager - 20 hr/week-

- Will be funded by money from vacant assistant librarian position which has been divided into two parts - Business & Communication Services and Office Specialist Position - Goal is to build redundancy into system so that there is shared knowledge and responsibility

- Final details will be worked out by the end of September & posting will be open once complete

- SPL 2019 Budget - City approved a 5.8% budget increase (10.4% had been requested)

- This will be a healthy increase that will keep the budget level into 2019, personnel will remain at the current level.

- Still to be determined will be funding for Sunday Hours and the Youth Program Personnel.

TRUSTEE REPORT:

Mary stated that the trustees are doing a lot of work to develop the newly proposed staffing plan. She announced that the two newly-appointed members of the Board of Trustees are Bethany Cox and Sharon Hollatz.

DEVELOPMENT & MARKETING: Ann reported-

- Light a Spark sponsorships were up substantially this year (91:73)
- The Foundation has good retention of donors, the numbers of which are historically increasing
- Thank-you calls to LaS participants have primarily been positive
- All SPLF Board members are encouraged to be members of the SPL Friends group
- Invitations for the Donor Appreciation Event have been mailed
- The Annual Appeal mailing is scheduled to be sent October 1
- Next committee meeting will be by Monday, Sept. 10

STRATEGIC PLANNING:

Jean and the Impact Goal committee reviewed the progress they are making with their part of the strategic planning.

The two other groups working on Goals will be meeting soon.

Fred, Ann and Jean will meet to coordinate the progress.

OFFICER POSITIONS FOR 2019:

Fred encouraged everyone to think about their interest for participation in the Foundation next year.

EVENTS:

Fred: The Light a Spark wrap-up meeting was very successful.

Ann: Donor Appreciation - Mark Seeley will be the speaker for the event on September 25. His book, Minnesota Weather Almanac will be a part of the table centerpieces and used for guest door prizes this year. SPLF Board members are requested to attend the event.

Carol: Style Speaks Volumes - Everything is falling into place and moving forward.

The meeting adjourned at 8:50 a.m.

































The next scheduled Board Meeting will be Friday, September 28.

Respectfully submitted,
Jean Morse, Secretary

E-MAILS FOR AUGUST '18 MEETING

DATE	SENDER(S)	SUBJECT
8/9/18	Jean	Minutes for July '18 Meeting
8/22/18	Fred	Agenda for Aug.'18 Board Meeting
8/23/18	Keri	Board Packet for Aug. Meeting

DOCUMENTS ON GOOGLE DRIVE (drive.google.com) FOR AUGUST

	SPLF August Board Packet.pdf 	Keri Goeltl	Aug 23, 2018
	A9c_Style Speaks Volumes V 	Keri Goeltl	Aug 23, 2018
	A9b_DonorAppreciation2018_InviteListtoPrinter_06232018... 	Keri Goeltl	Aug 23, 2018
	A9a_DAIInvite2018_ToPrinter_20180820.pdf 	Keri Goeltl	Aug 23, 2018
	A6_LASSponsors 2018 08 22 V2.xlsx 	Keri Goeltl	Aug 23, 2018
	A5b_SPLBoardMinutes_2018 08 01.docx 	Keri Goeltl	Aug 23, 2018
	A5a_SPLBoardMinutes_2018 07 10.docx 	Keri Goeltl	Aug 23, 2018
	A4d_09 September Calendar.pdf 	Keri Goeltl	Aug 23, 2018
	A4c_Aug 2018 YSS July Report.docx 	Keri Goeltl	Aug 23, 2018
	A4b_Aug 2018 Info Services July Report.docx 	Keri Goeltl	Aug 23, 2018
	A3_LAS P&L By Class 2018 07 31.pdf 	Keri Goeltl	Aug 23, 2018
	A3_2018 07 July P&L Priv Yr Comperison.pdf 	Keri Goeltl	Aug 23, 2018
	A3_2018 07 July P&L Budget v Actual.pdf 	Keri Goeltl	Aug 23, 2018
	A3_2018 07 July Balance Sheet.pdf 	Keri Goeltl	Aug 23, 2018
	A2_STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MI... 	Keri Goeltl	Aug 1, 2018
	A1_SPLF Board Mtg Agenda 8-24-18 	Keri Goeltl	Aug 23, 2018



Friends of the Stillwater Public Library

June 11, 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, Tracy Salvati, Mark Troendle, Nancy Prince, Ed Fagerlund, Ruth Ranum, Vik Wilson and Nancy Wilson

Agenda

1. Call meeting to order: Mary Ann
2. Secretary’s Report: Tracy
3. Treasurer’s Report: Jan
4. Membership Report: Mary Ann
5. Topics:
 - a. Request by Youth Services for funds
 - b. Opportunity to have a presence at Cub’s 50th celebration on June 23 to promote our organization: All
 - c. Light a Spark complimentary tickets: All
 - d. Other items: All
6. Update: Mark
7. Adjourn: All

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary’s report Tracy Salvati**
 - May 14, 2018 Minutes approved
- **Treasurer’s report Jan Kilkelly**
 - Balance \$25,710.95
- **Membership report Mary Ann Sandeen (Gemma absent)**
 - 102 memberships

Topics:

Request by Youth Services for funds

- Youth Services of the Library submitted a request for funds to support backpacks, learning books and activities for the children
 - Reallocating audio book funds of \$1000.00 for backpacks and \$600 .00 for “Easy Reader” collection books
- All approved - \$600.00 will be allocated to Youth Programming – Angie Petrie, Youth Services Supervisor

Opportunity to have a presence at Cub Foods 50th celebration on June 23 to promote our organization: All

- We did this in the Fall – passed out brochures
- Library staff will go and promote the Friends

Light a Spark complimentary tickets: All

- Friends received 4 complimentary tickets for the Light a Spark event July 4th. Tracy will contact members to share the tickets

Other items: All

- Follow up on rounding up at Co-op for June and July. Professional pictures were taken and turned out wonderful. Nancy shared several photos.
- Book sale suggestions
 - Nancy Wilson - fill library book bag for ~\$15.00
 - Jan Kilkelly - "free book" for all children
 - Possible idea for Friday of the sale being that is a slow day

Update: Mark

- Distributed June, July August 2018 programming calendars – many awesome activities at the library
- Mark highlighted
 - June 18-22 Video Game Design Camp
- Stillwater township donated \$5,000.00 to the Library
- Library Board Meeting 6/12
 - Received 9 proposals "Strategic Plan Development"
 - Plans are to award a contract at July meeting
- Mark is working with others to get additional grant \$ to support projects in RFP
- Parking ramp was power washed in May
- Saturday night there was a wedding
 - St. Croix County Health and Rehab Center entered the Library ramp with a mobility vehicle that was too large; damaged the ramp, electric, overhead lights, pipes, etc.
- Library is still receiving applications for vacant Library Board position

Meeting Adjourn: All

*****Next meeting Monday, Sept. 10, 2018**

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

Period:	6/1/2018- 6/30/2018	Year-to-Date 6/30/2018
Opening Balance	\$25,710.95	\$ 21,291.22
Receipts:		
Memberships	\$200.00	\$ 1,800.00
Donations	\$70.00	\$ 1,070.00
Book Sales	\$464.50	\$ 5,056.85
Scanner Fees		\$ 35.00
Book Bags	\$45.00	\$ 195.00
T-Shirts		\$ -
Notes, Cards		\$ -
Total Receipts	\$779.50	\$ 8,156.85
Disbursements:		
Grants to Library	\$600.00	\$ 1,800.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 85.00
Printing & Supplies		\$ 545.62
Sales Tax		\$ 602.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$600.00	\$ 3,557.62
Ending Balance	\$25,890.45	\$ 25,890.45

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
	<hr/>
	\$10,182.07

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	\$2,807.00
Book Sale Apr. 2018	\$3,765.85
	<hr/>
	\$12,616.85

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

Period:	7/1/2018 - <u>7/31/2018</u>	Year-to-Date <u>7/31/2018</u>
Opening Balance	\$25,890.45	\$ 21,291.22
Receipts:		
Memberships		\$ 1,800.00
Donations		\$ 1,070.00
Book Sales	\$249.50	\$ 5,306.35
Scanner Fees		\$ 35.00
Book Bags	\$15.00	\$ 210.00
T-Shirts		\$ -
Notes, Cards		\$ -
Total Receipts	\$264.50	\$ 8,421.35
Disbursements:		
Grants to Library		\$ 1,800.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 85.00
Printing & Supplies		\$ 545.62
Sales Tax		\$ 602.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$0.00	\$ 3,557.62
Ending Balance	\$26,154.95	\$ 26,154.95

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
	<hr/>
	\$10,182.07

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	\$2,807.00
Book Sale Apr. 2018	\$3,765.85
	<hr/>
	\$12,616.85

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

Period:	8/1/2018 - 8/31/2018	Year-to-Date 8/31/2018
Opening Balance	\$26,154.95	\$ 21,291.22
Receipts:		
Memberships	\$40.00	\$ 1,840.00
Donations	\$1,808.41	\$ 2,878.41
Book Sales	\$373.50	\$ 5,679.85
Scanner Fees		\$ 35.00
Book Bags	\$15.00	\$ 225.00
T-Shirts		\$ -
Notes, Cards		\$ -
Total Receipts	\$2,236.91	\$ 10,658.26
Disbursements:		
Grants to Library		\$ 1,800.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 85.00
Printing & Supplies		\$ 545.62
Sales Tax		\$ 602.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$0.00	\$ 3,557.62
Ending Balance	\$28,391.86	\$ 28,391.86

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
	<hr/>
	\$10,182.07

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	\$2,807.00
Book Sale Apr. 2018	\$2,765.85
	<hr/>
	\$12,616.85

Stillwater Public Library 2018 Calendar

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

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