

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, November 13, 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 October 9, 2018 Minutes +
 - b. Acknowledgement of Bills Paid in October 2018 (10/2/18: \$9,494.78 and 10/16/18:\$10,220.98 and 10/26/18: \$8,632.91) +
 - c. 2018 September Budget Status Report +

Old Business

5. Strategic Planning Update I+
6. Board Governance and Development A+
7. 2018 Capital Budget Update and Reallocation Requests A+

New Business

8. Grant Requests – November A+
9. 2019 Holiday Closing Schedule and Late Open A+
10. Library Board of Trustees Vacancies A+
11. Nominating Committee for Board Officers I+
12. Pergola Repair A+
13. Venue Coordinator 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, November 12, 2018.
A= Action Item I= Information Item D=Discussion Item += Document in Packet *= Document to be Distributed Later
#=Document Distributed Previously Attachments: 2018 Calendar, Friends Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 11, 2018
Minutes (Amended and Adopted on October 9, 2018)**

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 library events and relationships with a positive tone and 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

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complete. At that time a new agreement would be reached between SPL and WCL, and, if needed, between City IT and Washington County IT.

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 13: Foundation Report

Troendle 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 14: 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 15: Public Commentary and Communications

AGENDA ITEM 16: Adjournment

Adjourned at 9:51 pm.

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

PRESENT: Bell, Carlsen, Cox, Hemer, Hollatz, Keliher, Lockyear, Richie

ABSENT: Howe, Council Liaison Menikheim

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. Hemer moved. Carlsen second. Bell would like to add discussion about evaluation process to Agenda Item 9. MSP.

AGENDA ITEM 3: In-Person Public Commentary

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Richie request that the minutes be pulled from consent calendar for discussion. Motion to adopt calendar minus minutes. MSP.

Richie requested an update to the Foundation Report. Richie did not give the Foundation report at the meeting. Board determined that Troendle gave the report.

Carlsen requested that agenda Item 3 be amended to reflect Tim Paskvan's positive comments about the library. Board requested that minutes be updated to read "Neighbor Tim Paskvan spoke about library events and relationships with a positive tone and spoke about the need for ongoing collaboration between the library and neighbors."

Motion to adopt minutes as amended. MSP.

AGENDA ITEM 5: Special Use Permit for Events

On September 18, 2018, the city council reviewed the library's appeal of condition #9 of the special use permit. This condition stated: "The library is annually limited to 30 outside events with DJs, musicians, or performers who provide amplified music or sound." Keliher reported that the council listened to the library's request for changes to the condition and took comments from neighbors and other interested parties. The council voted to revise the condition to read: "No more than 25 outdoor events that occur after 8:00 p.m. that include music with amplified sound (i.e. DJs, musicians, performers). This does not include speakers or officiants who use a microphone."

Board requested that Troendle seek clarification from City Planning regarding if Light a Spark is included in the limit of 25 events.

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AGENDA ITEM 6: Washington County Library/IT Services Update

Troendle reported that the city council endorsed the concept of city IT staff managing and servicing technology at the library. The council provided increased operating funds for this transition, and the city will provide additional capital resources to support these efforts.

The October board packet includes the proposal sent to the council. The cost figures are different than the numbers provided to the board last month. Based on conversations with the city, Troendle removed 200 hours in staff IT as the hours are considered a reallocation of staff resources and not an additional expense to the city.

The October board packet also includes the formal notification to Washington County IT and Washington County Library regarding this decision. Renee Heinbuch, Washington County IT Director, replied and indicated that they are committed to a smooth transition.

AGENDA ITEM 7: Strategic Planning Update

Bell, Richie, and Troendle had a conference call with strategic planning consultant Sarah Keister Armstrong on October 3, 2018. The group discussed the project timeline, survey questions, and staff and community involvement.

Troendle requested the board's feedback on the survey questions provided in the packet. Bell noted that the purpose of the survey was to obtain community input. There wasn't a burning library issue that needed addressing. During the conference call, they discussed an appealing format, a short timeframe for completion, and an incentive to win approach for those completing the survey.

Lockyear asked how the survey would be distributed to non-library users. The board discussed putting links on community partner websites, including information about survey with city utility bill, and providing the survey to local coffee shops. Troendle reported that Sarah Keister Armstrong would distribute the survey, but trustees can also share copies of the survey, physical or electronic, with contacts. Carlsen recommended contacting the Gazette, Lowdown, and Stillwater High School paper with information about the survey.

Riche noted that she asked Armstrong about methodology. Armstrong indicated that the sample size is not academic and would like 250 responses.

Carlsen asked if Question 7: "How likely would you be to use the following if resources were available to add them to the library?" should be changed to read "How likely would you OR SOMEONE IN YOUR FAMILY be to use ...?". Board discussed change. Lockyear advocated that the survey questions should be limited to the survey responder for validity. Richie suggested changing the introduction of the survey to encourage the sharing of the survey with other family members. The survey could state that it is not limited to one per household. SurveyMonkey could be configured to allow multiple responses from the same IP address.

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Carlsen suggested including specific questions regarding interest in a community corner to learn more about non-profit organizations and events, a coffee or vending machine area, and use of the 4th Street lawn.

Sarah Keister Armstrong is planning to conduct focus groups with the community on Thursday, November 29. The focus groups are not for the board members as there will be other opportunities for board discussion and participation. She would plan to meet with staff during the morning of Tuesday, January 8, and she would meet with the board that evening. At this meeting, she will provide the board with a written report including survey data and focus group information. She will also provide the board with a short summary from the staff meeting that morning.

Keliher asked about Menikheim's request to involve city council. He discussed including the council in the Community Leaders focus group and providing updates on the strategic planning process at a council meeting.

AGENDA ITEM 8: 2019 Budget Update

Troendle updated board on the 2019 budget. The revisions for the capital budget, shown on page 42 of the October board packet, retained the most critical items, including the pergola, technology items, and the printer/copier. Building upgrades, furnishings, and a few other items were removed from the budget.

Bell asked about the price of the pergola repairs. Troendle reported that one estimate was received. This came in under the requested capital amount; however, both City Administrator McCarty and Troendle believe that \$46,400 should be left in the budget for unforeseen issues with the columns or repair process. No additional bids have been received to date.

Troendle reported that the operating budget now stands at 6.6% increase with the council's approval of additional funding for the IT transition. The operating budget includes wage adjustments of 2.5%, step increases for regular positions, grid-alignment wage adjustments for substitutes and shelvers, a 15% health insurance increase, and 50% funding for Sunday Hours (with the remaining 50% from the Foundation).

The budget also includes an increase in hours for Info Supervisor at 36 hrs/ week and the hiring of the Business and Communications Manager at 36 hrs/week. These two supervisory positions would be full-time and on par with the Youth Services supervisor position.

Troendle also discussed the supplemental funding options as listed in the in board packet

Richie asked about future requests to the Friends and Foundation. Troendle said that he would like to get to the point where the library is going to the Friends and Foundation once or twice a year for requests. The library would first go to the board for approval of the request.

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Troendle spoke about working with the Foundation to seek grant funding for a position in youth services. This type of funding request, a people-oriented and programming-oriented position, better aligns with grant requests and reporting requirements. Troendle did consult with HR Manager Donna Robole and confirmed that this would be considered a library position.

Motion to approve revised 2019 budget. Hemer moved. Richie second. MSP.

AGENDA ITEM 9: Director's Evaluation Update

Keliher asked the board for any questions or comments related to the evaluation summary and three goals as listed on the cover sheet. No comments or questions were received from the board.

Bell requested the board's discussion of the overall evaluation process. Richie asked that Donna Robole's earlier feedback on the evaluations be considered when the process is reviewed next year. Lockyear assured that Robole's comments would be reviewed and considered.

Carlsen noted that he liked the process and felt that it was a good blend of open communication and tying the evaluation to a specific number. Carlsen also indicated that he preferred a number rating system to a letter rating system. Hemer agreed. Hemer also discussed that the goal setting process was very appropriate and helpful. Keliher discussed that the process was less time-consuming yet was substantive.

The board asked Troendle for his observations. Troendle reported that he spent significant time writing and preparing documentation for the 6-month review; however little time was spent discussing these documents with the board. For the one-year review, Troendle spent less time documenting, but he had more time to discuss progress and challenges with the board. Troendle found this discussion helpful.

Motion to approve goals as presented on the cover sheet. Bell moved. Lockyear second. MSP.

AGENDA ITEM 10: Board Committee Assignments

Keliher directed board to October packet for the revised board committee assignments. Keliher noted that new officers would be elected at the January meeting. Committee assignments would be reassessed at that point.

AGENDA ITEM 11: License Agreement for Use of St. Croix Collection

Troendle discussed MnDOT's request to reproduce materials from the library's collection for use in a book on the history of the Stillwater Lift Bridge. The October packet includes the license agreement and materials requested.

Motion to approve the license agreement. Hollatz moved. Bell second. MSP.

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AGENDA ITEM 12: Venue Rental Exception Request

On behalf of Venue Coordinator Sandy Ellis, Troendle requested board approval of an exception to the outside event rental hours (condition 1) and noise conditions (condition 6) of the special use permit for the Sundays of May 26, 2019; June 16, 2019; and September 1, 2019. Two dates, May 26 and September 1, are on a Sunday of a holiday weekend where the following Monday is a holiday.

The parties scheduled to hold events on May 26 and September 1 would like the Sunday outside event rental time extended until 10:00 p.m. (condition 1). They would also like to use the space with amplified music until 10:00 p.m. (condition 6). The party on June 16 would like to extend the Sunday outside event rental time until 9:00 p.m. (condition 1) and the amplified music until 9:00 p.m. (condition 6).

The board discussed the request and weighed a number of considerations, including:

- the occurrence on weekends where the day after the event is a holiday
- the deposit dates from the wedding party compared to the special use permit effective date
- the library's adherence to the contract with the wedding party
- acting in good faith with the neighbors and council
- the use of terrace until 8:00 pm on Sundays but until 10:00 pm on Friday and Saturday
- the size of the groups and the ability to use indoor space

Motion to approve an exception to condition 1 of the special use permit with space rental extended from 9:00 pm until 10:00 pm for May 26, June 19, and September 1. Cox moved. Hollatz second. MSP.

Motion to approve exception to condition 6 of the special use permit with outdoor amplified music/sound extended from 8:00 pm to 10:00 pm for Sunday, May 6 (Memorial Day weekend) and Sunday, September 1 (Labor Day weekend). Outdoor amplified music/sound extension not approved for Sunday, June 16. Lockyear moved. Hemer second. MSP.

Board noted that the exception to condition 6 will need to be brought to the City Council for approval. Board asked that that Sandy Ellis inform the neighbors of the exception request for the two holiday weekend events.

AGENDA ITEM 13: Board Governance and Development

The St. Croix Valley Foundation (SCVF) contacted Keliher regarding an opportunity for the board to work with Propel Nonprofits. Propel Nonprofits is a consulting firm that provides expertise and support in board development and governance. Through funding from the SCVF and the Hugh J. Andersen Foundation, Propel is able to offer pro-bono consultation for the library board. Keliher asked for the board's interest and thoughts regarding this offer.

Richie suggested having Propel attend a board meeting to discuss their services. Bell noted that it would be helpful to work on strategic plan outcomes as a board or address the relationships between the board, director, Foundation, and Friends. As a new board member who has served on several other

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board, Hollatz noted that it would be helpful to learn more about the library specifically instead of board governance generally.

AGENDA ITEM 14: Director and Other Staff Reports

The Friends are holding their Fall Book Sale on November 7 - 10, 2018. November 7 is the preview sale for members. The regular sale is on Nov. 8 - 10.

The new library cards were warmly received by the public.

AGENDA ITEM 15: Foundation Report

Richie encouraged the trustees to review the minutes included in the board packet. She noted that Style Speaks Volumes is on November 8 and 9, 2018. The Foundation is focused on the direct mail campaign and board member cultivation.

AGENDA ITEM 16: Board Committee Reports

- Executive Committee: None.
- Facilities: Will schedule a meeting soon.
- Finance: None.

AGENDA ITEM 17: Public Commentary and Communications

Richie spoke with Heather Rutledge, Executive Director of Art Reach, who commented that she is excited about working with Troendle and the library.

AGENDA ITEM 18: Adjournment

Adjourned at 9:13 pm.

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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in October for 2018				
OWNER: Goeltl, Office Specialist		PRESENTER: Troendle, Library Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of October 2018 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of October 2018:				
October 2018 (2018 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 26,194.04	\$ 551.03	\$ 804.87	\$ 27,549.94
Capital Expenditures	\$ 798.73	\$ -	\$ -	\$ 798.73
Total	\$ 26,992.77	\$ 551.03	\$ 804.87	\$ 28,348.67
<p>Explanations of large or out of the ordinary/annual payments are listed below:</p> <p><i>Bill Resolution: October 2, 2018</i></p> <ul style="list-style-type: none"> • \$1,306.10 paid to Marshall Electric for inspection and rewiring for damage from parking ramp incident on 6/9/2018. • \$563.35 paid to Master Mechanical for repairs to drinking fountain. • \$461.76 paid to Star Tribune for annual subscription. Expense funded by Foundation grant. <p><i>Bill Resolution: October 16, 2018</i></p> <ul style="list-style-type: none"> • \$512.03 paid to Heritage Printing for the library's insert in the city's summer newsletter. The remaining \$7.00 of Alice O'Brien funds allocated to the newsletter was expended and the remaining cost was charged to the library's operating budget. • \$756.36 paid to ProTec Design for the installation of an additional security camera at the library per the recommendation of the city and auditors. • 4,162, in capital funds, paid to Lynn Barnhouse for consultation work on building reconfiguration projects. <p><i>Bill Resolution: October 26, 2018</i></p> <p>Due to elections, the city's regularly scheduled council meeting was pushed back one week. City Finance issued a manual payment for bills due during this interim period. These bills go to council on November 13, 2018.</p> <ul style="list-style-type: none"> • \$775.00 paid to Marshall Electric Company for wiring in the Conference Room for the A/V upgrade. • \$1,126.50 paid to Master Mechanical for Q4 preventative maintenance. • \$5,000.00 paid to Sarah Keister Armstrong for strategic planning services. • \$1,300.00 paid to Viking Auto Sprinkler for sprinkler system repairs. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 10/2/2018 Bill Resolution, 10/16/2018 Bill Resolution, 10/26/2018 Manual Payment - Bill Resolutions				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

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						
10022018	10/2/2018	Brodart Co	Materials - Juv	\$ 1,803.75	230-4230-2400-0000	Childrens Books
10022018	10/2/2018	Brodart Co	Materials - Adult Fiction	\$ 1,638.64	230-4230-2401-0000	Adult Books - Fiction
10022018	10/2/2018	Brodart Co	Materials - Adult Nonfiction	\$ 1,408.75	230-4230-2405-0000	Adult Books - Non Fiction
10022018	10/2/2018	Brodart Co	Materials - YA	\$ 517.90	230-4230-2406-0000	Teen Books
10022018	10/2/2018	Brodart Co	Materials - Processing	\$ 562.85	230-4230-3404-0000	Processing Fee
E4-47014	9/21/2018	Cummins NPower LLC	Supplies	\$ 64.74	230-4231-2202-0000	Building Repair Supplies
E4-46986	9/21/2018	Cummins NPower LLC	Supplies	\$ 38.40	230-4231-2202-0000	Building Repair Supplies
10250	9/24/2018	Mercury Electric	6/9 Ramp Incident - Building Repairs	\$ 1,306.10	230-4231-3703-0000	Building Repair Charges
51738	9/12/2018	Master Mechanical Inc.	Building Repairs - Water Fountain	\$ 563.35	230-4231-3703-0000	Building Repair Charges
36574	9/12/2018	Menards	Supplies	\$ 83.37	230-4231-2102-0000	Janitorial Supplies
W18080588	9/19/2018	Office of MN IT Services	Telephone - August	\$ 138.50	230-4231-3101-0000	Telephone
907469	9/11/2018	Stillwater Medical Group	New Hire Drug Screening	\$ 249.00	230-4230-4099-0000	Miscellaneous Charges
8422595	9/9/2018	Star Tribune	Materials - Periodicals (SPLF)	\$ 461.76	232-4232-2113-0000	SPLF - Materials
14809245	9/17/2018	Toshiba Business Solutions	Maintenance Contract	\$ 43.16	230-4230-3707-0000	Maintenance Agreements
14809246	9/17/2018	Toshiba Business Solutions	Maintenance Contract	\$ 91.98	230-4230-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL	\$ 8,972.25		
CREDIT CARD						
718738_A	8/9/2018	Acorn Naturalists	Materials - Nature Backpacks (Friends)	\$ 207.51	235-4235-2101-0000	Library Donations Materials
718738_B	8/22/2018	Acorn Naturalists	Materials - Nature Backpacks (Friends)	\$ 15.90	235-4235-2101-0000	Library Donations Materials
8637038	8/14/2018	Amazon.com	Materials - Juv	\$ 10.10	230-4230-2400-0000	Childrens Books
9873030	8/14/2018	Amazon.com	Materials - Adult Fiction	\$ 18.99	230-4230-2401-0000	Adult Books - Fiction
2239437	8/15/2018	Amazon.com	Materials - Nature Backpacks (Friends)	\$ 5.95	235-4235-2101-0000	Library Donations Materials
2569820	8/23/2018	Amazon.com	Materials - Nature Backpacks (Friends)	\$ 17.99	235-4235-2101-0000	Library Donations Materials
2569820	8/23/2018	Amazon.com	Materials - General Supplies	\$ 40.84	230-4230-2101-0000	General Supplies
2569820	8/23/2018	Amazon.com	Materials - Juv	\$ 34.34	230-4230-2400-0000	Childrens Books
2569820	8/23/2018	Amazon.com	Materials - Adult Fiction	\$ 44.97	230-4230-2401-0000	Adult Books - Fiction
2569820	8/23/2018	Amazon.com	Materials - YA	\$ 14.62	230-4230-2406-0000	Teen Books
38172	8/14/2018	American Library Association	Supplies	\$ 49.00	230-4230-2101-0000	General Supplies
18933402	8/11/2018	Dream Host	Web Hosting	\$ 5.55	230-4230-3098-0000	Technology Support
H63CCX4A36453	8/8/2018	VistaPrint.com	Supplies	\$ 56.77	230-4230-2101-0000	General Supplies
			CREDIT CARD SUBTOTAL	\$ 522.53		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None				\$ -		
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 9,494.78		

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						
201339	10/11/2018	Ace Hardware	Supplies	\$ 7.59	230-4231-2102-0000	Janitorial Supplies
201308	9/20/2018	Ace Hardware	Supplies	\$ 97.72	230-4231-2102-0000	Janitorial Supplies
984733	4/11/2018	Blackstone Audio	Materials - Audio	\$ 41.25	230-4230-2402-0000	Audio
1042743	9/21/2018	Blackstone Audio	Materials - Audio	\$ 47.95	230-4230-2402-0000	Audio
10162018	10/16/2018	Brodart Co	Materials - Juv	\$ 8.09	230-4230-2400-0000	Childrens Books
10162018	10/16/2018	Brodart Co	Materials - Adult Fiction	\$ 312.19	230-4230-2401-0000	Adult Books - Fiction
10162018	10/16/2018	Brodart Co	Materials - Adult Nonfiction	\$ 25.71	230-4230-2405-0000	Adult Books - Non Fiction
10162018	10/16/2018	Brodart Co	Materials - Processing	\$ 61.60	230-4230-2405-0000	Adult Books - Non Fiction
PGZ4313	9/19/2018	CDW Government Inc.	A/V Upgrade Project	\$ 9.32	120-4230-5310-0000	C/O MIS Computer Equipment
PGZ7370	9/20/2018	CDW Government Inc.	A/V Upgrade Project	\$ 14.41	120-4230-5310-0000	C/O MIS Computer Equipment
9471825	9/28/2018	Cole Papers	Supplies	\$ 370.89	230-4231-2102-0000	Janitorial Supplies
306-02444792-3	9/30/2018	Culligan of Stillwater	Water	\$ 66.15	230-4230-4099-0000	Miscellaneous Charges
11915	9/10/2018	Flaherty & Hood P.A	Professional Services	\$ 250.00	230-4230-3099-0000	Other Professional Services
10112018	10/11/2018	Friends of the Stillwater Public Library	Friends Reimbursement for September Sales	\$ 409.00	228-4228-1990-0000	Friends of Library Pass Thru
10062018	10/6/2018	Hedin Sue	Programs - Adult (SPLF) Staff Reimbursement	\$ 89.27	232-4232-2407-0000	SPLF - Programs
26400	9/11/2018	Heritage Printing Inc.	ShellLife Newsletter (AOB Fund)	\$ 7.00	235-4238-4099-0000	Library Donations Miscellaneous
26400	9/11/2018	Heritage Printing Inc.	ShellLife Newsletter	\$ 505.03	230-4230-3400-0000	Printing and Publishing
10162018	10/16/2018	Midwest Tape	Materials - Audio	\$ 524.53	230-4230-2402-0000	Audio
10162018	10/16/2018	Midwest Tape	Materials - Video	\$ 674.66	230-4230-2408-0000	Film/Video
10162018	10/16/2018	Midwest Tape	Materials - Processing	\$ 48.00	230-4230-3404-0000	Processing Fee
10012018	10/1/2018	Petrie Angela	Programs - MELSA (48.73 STEM 60.80 TEEN) Staff Reimbursement	\$ 109.53	235-4236-4099-0000	Library Donations Programs
10012018 44.77	10/1/2018	Petrie Angela	Supplies Staff Reimbursement	\$ 12.78	230-4230-2101-0000	General Supplies
10012018 44.77	10/1/2018	Petrie Angela	Materials - Nature Backpacks (Friends) Staff Reimbursement	\$ 31.99	235-4235-2101-0000	Library Donations Materials
87834	9/28/2018	Pro-Tec Design	Security Camera	\$ 765.36	230-4230-2302-0000	Other Minor Equipment
76005515	9/24/2018	Recorded Books Inc	Materials - Adult Audio	\$ 28.00	230-4230-2402-0000	Audio
76005515	9/26/2018	Recorded Books Inc	Materials - Adult Audio	\$ 73.98	230-4230-2402-0000	Audio
76009262	9/28/2018	Recorded Books Inc	Materials - Adult Audio	\$ 59.59	230-4230-2402-0000	Audio
76007026	9/28/2018	Recorded Books Inc	Materials - Adult E Audio	\$ 199.93	230-4230-2409-0000	Electronic Materials
146615	10/21/2018	Washington County Library	Databases	\$ 556.27	230-4230-2114-0000	Data Base Searching
147309	10/26/2018	Washington County Library	Q3 Lost/Damaged	\$ 103.90	230-0000-3880-0030	Lost/Damaged Fees
147309	10/26/2018	Washington County Library	Q3 Processing	\$ 152.00	230-0000-3880-0040	Lost/Overdue Processing Fees
147379	10/31/2018	Washington County Library	Q3 Notices	\$ 202.90	230-0000-3880-0040	Lost/Overdue Processing Fees
2018-0575	9/29/2018	Water Works Irrigation LLC	Winterize System	\$ 165.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
51-7976594-1	9/25/2018	Xcel Energy	Energy	\$ 127.17	230-4231-3601-0000	Natural Gas
51-7976594-1	9/25/2018	Xcel Energy	Energy	\$ 4,062.22	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		\$ 10,220.98		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$0		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		\$0		
		GRAND TOTAL		\$ 10,220.98		

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						
None						
INVOICES SUBTOTAL				\$ -		
CREDIT CARD						
None						
CREDIT CARD SUBTOTAL				\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
4009403617	9/6/2018	Cintas Corporation	Mat & towel cleaning service	\$ 65.04	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
4010492811	10/3/2018	Cintas Corporation	Mat & towel cleaning service	\$ 61.04	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
21456	10/15/2018	Marshall Electric Company	A/V Upgrade	\$ 775.00	120-4230-5310-0000	C/O MIS Computer Equipment
52035	10/18/2018	Master Mechanical Inc.	Q4 Preventative Maint	\$ 1,126.50	230-4231-3707-0000	Maintenance Agreements - Lib Plant
38036	10/4/2018	Menards	Supplies	\$ 79.92	230-4231-2102-0000	Janitorial Supplies
38346	10/9/2018	Menards	Supplies	\$ 86.91	230-4231-2102-0000	Janitorial Supplies
W18090591	10/17/2018	Office of MN IT Services	Phone - September	\$ 138.50	230-4231-3101-0000	Telephone
10232018	10/23/2018	Sarah Keister Armstrong & Associates	Strategic Planning	\$ 5,000.00	230-4230-3099-0000	Other Professional Services
1025-F044172	10/10/2018	Viking Auto Sprinkler Co.	Building Repairs	\$ 1,300.00	230-4231-3703-0000	Building Repair Charges
MANUAL PAYOUT SUBTOTAL				\$ 8,632.91		
GRAND TOTAL				\$ 8,632.91		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 September Budget Status Report	
OWNER: Finance Committee Troendle, Library Director Goeltl, Office Specialist	PRESENTER: Richie, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 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 –September 30, 2018.</p> <p><u>120 Funds – Capital Projects</u></p> <ul style="list-style-type: none"> • \$2,964.65 in September capital expenditures in 120-4230-5310-000 reflect payments for the AV upgrade to the Conference Room and Margaret Rivers. • \$4,162.50 in September capital expenditures in 120-4231-5200-0000 reflect payments to Barnhouse Office LLC for consultation on building upgrade projects. <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: \$11,745 in wedding/special event/meeting revenue was received in September for 13 events. • Gifts: \$1,646.55 has been received through September in gift funds deposited to 230-0000-3820-0100. This is 37% of the budgeted \$4,500. The library will end the year under the budgeted revenue due to a shift in funding requests of the Friends. Instead of the Friend’s historical operating support gifts, the library will request grants from the Friends to be used for a specific purpose and processed through the 235 supplemental funds account. • 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> Personnel Services:</p> <ul style="list-style-type: none"> • Personnel expenditures total \$693,494.73, 67% of the \$1,043,276 budgeted for 2018. With 20.57 pay periods through August, we are running under the budgeted pace of 79%. <ul style="list-style-type: none"> ○ The open Assistant Director position provides an estimated cost-savings of \$60,139 through September. ○ 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. 	

Materials:

- Book expenditures are increasing, with 57% of the budget spent. Audio and video expenditures are also underway. Expenditures should significantly increase in October, November, and December as ordered materials arrive.

Services and Charges:

- Processing fees are at \$5,077.92 with 73% 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 occurring more regularly through Brodart and Midwest Tape, we can expect to see processing expenditures increase through the end of the year.
- Building repair expenditures are \$13,013.12 over budget through September. \$10,892.80 of the expenditures are from the 6/9/18 ramp incident and will be submitted to insurance for reimbursement. The library has received quotes and bills for other repair work through year-end that will add to the dollars over the budget. The change of elevator repair companies has reduced the number of service calls. 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 September Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 11/6/2018 - 2:53 PM
 Period: 1 to 9, 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	7,924.46	7,924.46	13,475.54	0.00	13,475.54	62.97
	E25 Sub Totals:	65,000.00	31,056.54	31,056.54	33,943.46	0.00	33,943.46	52.22
	Expense Sub Totals:	65,000.00	31,056.54	31,056.54	33,943.46	0.00	33,943.46	52.22
	Dept 4230 Sub Totals:	65,000.00	31,056.54	31,056.54	33,943.46	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	25,000.00	14,042.50	14,042.50	10,957.50	0.00	10,957.50	43.83
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	14,042.50	14,042.50	10,957.50	0.00	10,957.50	43.83
	Expense Sub Totals:	25,000.00	14,042.50	14,042.50	10,957.50	0.00	10,957.50	43.83
	Dept 4231 Sub Totals:	25,000.00	14,042.50	14,042.50	10,957.50	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	45,099.04	45,099.04	44,900.96	0.00	44,900.96	49.89
	Fund 120 Sub Totals:	90,000.00	45,099.04	45,099.04	44,900.96	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	90,000.00	45,099.04	45,099.04	44,900.96	0.00	44,900.96	49.89
	Report Totals:	90,000.00	45,099.04	45,099.04	44,900.96	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 11/6/2018 - 2:54 PM
 Period: 1 to 9, 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	71,770.95	71,770.95	-11,770.95	0.00	-11,770.95	0.00
230-0000-3520-0100	Copier/Printer Sales	5,500.00	4,558.61	4,558.61	941.39	0.00	941.39	17.12
230-0000-3880-0200	Gallery Fees	500.00	593.00	593.00	-93.00	0.00	-93.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	67.00	67.00	233.00	0.00	233.00	77.67
	R25 Sub Totals:	66,300.00	76,989.56	76,989.56	-10,689.56	0.00	-10,689.56	0.00
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	1,646.55	1,646.55	2,853.45	0.00	2,853.45	63.41
230-0000-3830-0100	Sale of Property	0.00	107.36	107.36	-107.36	0.00	-107.36	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	813.18	813.18	1,186.82	0.00	1,186.82	59.34
230-0000-3880-0030	Lost Materials	3,000.00	2,321.50	2,321.50	678.50	0.00	678.50	22.62
230-0000-3880-0040	Processing Fees	8,200.00	5,998.77	5,998.77	2,201.23	0.00	2,201.23	26.84
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	-0.90	-0.90	0.90	0.00	0.90	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-14.85	-14.85	14.85	0.00	14.85	0.00
	R40 Sub Totals:	19,200.00	10,979.61	10,979.61	8,220.39	0.00	8,220.39	42.81
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,218,490.00	913,867.47	913,867.47	304,622.53	0.00	304,622.53	25.00
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

General Ledger

Budget Status

User: kgoeltl
 Printed: 11/6/2018 - 2:54 PM
 Period: 1 to 9, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	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	913,867.47	913,867.47	304,622.53	0.00	304,622.53	25.00
	Revenue Sub Totals:	1,303,990.00	1,001,836.64	1,001,836.64	302,153.36	0.00	302,153.36	23.17
	Dept 0000 Sub Totals:	-1,303,990.00	-1,001,836.64	-1,001,836.64	-302,153.36	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	219,762.95	100,579.26	100,579.26	119,183.69	0.00	119,183.69	54.23
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	8,651.02	8,651.02	-8,651.02	0.00	-8,651.02	0.00
230-4230-1113-0000	Vacation Pay	0.00	30,444.53	30,444.53	-30,444.53	0.00	-30,444.53	0.00
230-4230-1200-0000	Part Time Salaries	484,292.98	324,567.80	324,567.80	159,725.18	0.00	159,725.18	32.98
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	52,804.55	32,706.93	32,706.93	20,097.62	0.00	20,097.62	38.06
230-4230-1420-0000	FICA/Medicare	53,860.80	34,433.62	34,433.62	19,427.18	0.00	19,427.18	36.07
230-4230-1500-0000	Hospital / Medical	100,779.00	65,737.28	65,737.28	35,041.72	0.00	35,041.72	34.77
230-4230-1520-0000	Dental Insurance	4,147.60	2,485.38	2,485.38	1,662.22	0.00	1,662.22	40.08
230-4230-1540-0000	Life Insurance	650.00	424.78	424.78	225.22	0.00	225.22	34.65
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	603,893.91	603,893.91	312,403.97	0.00	312,403.97	34.09
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	2,819.01	2,819.01	1,680.99	0.00	1,680.99	37.36
230-4230-2113-0000	Reference	3,000.00	3,198.08	3,198.08	-198.08	0.00	-198.08	0.00
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	9,685.44	9,685.44	6,814.56	0.00	6,814.56	41.30
230-4230-2401-0000	Adult Books - Fiction	20,000.00	12,884.24	12,884.24	7,115.76	0.00	7,115.76	35.58

General Ledger

Budget Status



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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-2402-0000	Audio	14,000.00	2,668.65	2,668.65	11,331.35	0.00	11,331.35	80.94
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	11,320.14	11,320.14	8,679.86	0.00	8,679.86	43.40
230-4230-2406-0000	Teen Books - Materials	5,000.00	1,630.91	1,630.91	3,369.09	0.00	3,369.09	67.38
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	2,207.74	2,207.74	5,292.26	0.00	5,292.26	70.56
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	52,335.38	52,335.38	53,064.62	0.00	53,064.62	50.35
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	1,690.17	1,690.17	4,809.83	0.00	4,809.83	74.00
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	711.08	711.08	788.92	0.00	788.92	52.59
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	5,077.92	5,077.92	1,922.08	0.00	1,922.08	27.46
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	2,187.18	2,187.18	17,812.82	0.00	17,812.82	89.06
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	240.32	240.32	159.68	0.00	159.68	39.92
	E15 Sub Totals:	46,505.00	12,147.21	12,147.21	34,357.79	0.00	34,357.79	73.88
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	2,092.14	2,092.14	-592.14	0.00	-592.14	0.00
	E20 Sub Totals:	2,525.00	3,116.12	3,116.12	-591.12	0.00	-591.12	0.00
E35	DEPRECIATION							

General Ledger

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	671,492.62	671,492.62	399,235.26	0.00	399,235.26	37.29
	Dept 4230 Sub Totals:	1,070,727.88	671,492.62	671,492.62	399,235.26	0.00		
Dept 230-4231 E05	LIBRARY PLANT PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	56,390.59	41,839.51	41,839.51	14,551.08	0.00	14,551.08	25.80
230-4231-1100-0000	Overtime - Full Time	0.00	85.86	85.86	-85.86	0.00	-85.86	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	2,421.57	2,421.57	-2,421.57	0.00	-2,421.57	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,575.30	4,575.30	-4,575.30	0.00	-4,575.30	0.00
230-4231-1200-0000	Part Time Salaries	34,726.18	16,995.71	16,995.71	17,730.47	0.00	17,730.47	51.06
230-4231-1410-0000	PERA	6,833.76	4,207.57	4,207.57	2,626.19	0.00	2,626.19	38.43
230-4231-1420-0000	FICA/Medicare	6,970.43	4,636.97	4,636.97	2,333.46	0.00	2,333.46	33.48
230-4231-1500-0000	Hospital / Medical	21,183.00	14,216.05	14,216.05	6,966.95	0.00	6,966.95	32.89
230-4231-1520-0000	Dental Insurance	757.80	547.30	547.30	210.50	0.00	210.50	27.78
230-4231-1540-0000	Life Insurance	116.00	74.98	74.98	41.02	0.00	41.02	35.36
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	89,600.82	89,600.82	37,376.94	0.00	37,376.94	29.44
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	2,823.80	2,823.80	176.20	0.00	176.20	5.87
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	4,890.95	4,890.95	309.05	0.00	309.05	5.94
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	969.50	969.50	530.50	0.00	530.50	35.37
230-4231-3500-0000	General Insurance	29,160.00	0.00	0.00	29,160.00	0.00	29,160.00	100.00

General Ledger

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-3600-0000	Electricity	35,000.00	26,398.37	26,398.37	8,601.63	0.00	8,601.63	24.58
230-4231-3601-0000	Natural Gas	12,000.00	6,874.57	6,874.57	5,125.43	0.00	5,125.43	42.71
230-4231-3703-0000	Building Repair Charges	12,829.00	25,859.12	25,859.12	-13,030.12	0.00	-13,030.12	0.00
230-4231-3707-0000	Maintenance Agreements	8,995.00	6,920.78	6,920.78	2,074.22	0.00	2,074.22	23.06
	E15 Sub Totals:	99,984.00	68,936.34	68,936.34	31,047.66	0.00	31,047.66	31.05
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	659.32	659.32	440.68	0.00	440.68	40.06
	E20 Sub Totals:	1,100.00	659.32	659.32	440.68	0.00	440.68	40.06
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	164,087.43	164,087.43	69,174.33	0.00	69,174.33	29.66
	Dept 4231 Sub Totals:	233,261.76	164,087.43	164,087.43	69,174.33	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	1,001,836.64	1,001,836.64	302,153.36	0.00	302,153.36	23.17
	Fund Expense Sub Totals:	1,303,989.64	844,991.32	844,991.32	458,998.32	0.00	458,998.32	35.20
	Fund 230 Sub Totals:	-0.36	-156,845.32	-156,845.32	156,844.96	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
	Revenue Totals:	1,303,990.00	1,001,836.64	1,001,836.64	302,153.36	0.00	302,153.36	23.17
	Expense Totals:	1,303,989.64	844,991.32	844,991.32	458,998.32	0.00	458,998.32	35.20
	Report Totals:	-0.36	-156,845.32	-156,845.32	156,844.96	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Planning Update	
OWNER: Keliher, President Troendle, Director	PRESENTER: 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:	
<p>BACKGROUND/CONTEXT: Trustees Maureen Bell and Mary Richie, along with the director, participated in a conference call with Sarah Keister Armstrong on October 3 to discuss what has taken and will take place with respect to strategic planning, the project timeline, survey questions and related topics.</p> <p>The community survey was launched on October 17, with an initial end date of November 9. The end date was recently extended to noon November 12. At last report, we were less than 80 surveys short of the 250 threshold, and Sarah Keister Armstrong says she is pleased with the quality of responses received. For instance, respondents are answering the entire survey, providing answers to the open-ended questions, etc. In addition, we are getting a good mix of ages -- mostly above 25 years of age, but fairly well distributed. About 20% of responses are self-reporting as non-users or users who only visit the library once every few months, so Sarah said it will be interesting to see if their responses differ at all from the more regular library users.</p> <p>Regarding focus groups planned for November 29, so far Sarah has 12 people signed up for the community leaders session, 5 for the morning resident group, 2 for the evening resident group, and 2 for the Friends/Foundation group. Sarah will follow-up again with more people, but indicated this is good progress.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance and Development</p>	
<p>OWNER: Keliher, President</p>	<p>PRESENTER: Keliher, President</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: To accept proposed project agreement with Propel Nonprofits and to establish an Organizational Learning Team.</p>	
<p>BACKGROUND/CONTEXT: At the October meeting, the board discussed an opportunity for a consulting engagement (free) with Propel Nonprofits in the area of board governance and development. The board expressed interest in how Propel’s services may be used to 1) get the most of out of the current strategic planning process and/or the implementation of the strategic plan itself, and to 2) explore ongoing efforts to improve and strengthen collaboration between the board, the Stillwater Public Library Foundation, and the Friends of the Stillwater Public Library. These areas of interest were shared with Propel. In response, Propel submitted a brief proposal for the Board’s review. The main part is a facilitated board session to identify tools and process for monitoring the progress of the upcoming strategic plan.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Proposed project agreement between Stillwater Public Library and Propel</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Proposed Project Agreement: Board Development

Prepared for Stillwater Public Library | 11.2.18



Contact Information

Client Organization	Stillwater Public Library 224 3rd St N Stillwater, MN 55082
Primary Client Contact	Mike Keliher, Trustee, Stillwater Public Library Board of Trustees 651-324-0213 mjkelihher@gmail.com
Primary Propel Contact	Mario Hernandez Strategic Services Director Office: 612-249-6688 Fax: 612-249-6692 mhernandez@propelnonprofits.org

About Stillwater Public Library

The first public library in Stillwater, MN, was established in 1897. Today, 120 years after the opening of the first public library, the Stillwater Public Library system continues to engage community residents in the use of its collection and community space.

The library is currently undergoing a strategic planning process. Its last strategic plan covered 2014-2017 and centered on three key areas: 1) facility and collections; 2) organizational relationships and structures; and, 3) community engagement.

For its upcoming strategic plan, board of trustee want to be better equipped and engagement in monitoring the progress of its strategic plan.

Project Outcomes

This board development project will result in board members:

- Exploring their role in leading strategically
- Developing a process and tools to monitor the progress of the upcoming strategic plan

Approach

When working on board development with Propel Nonprofits, our consultants utilize a method that leverages an Organizational Learning Team (OLT). The OLT is comprised of a representative group of the board chair, the executive director and 2-3 additional staff or board members. The role of the OLT is to champion the process within your organization and drive the process forward with the consultant, engaging with the correct broader set of stakeholders, and accomplish pre-work necessary to have powerful and informed engagements.

In partnership with the OLT, Propel will provide an integrated solution which will include two core components: facilitation of board retreat and documentation of process and tools for measuring progress on the organization's strategic plan.

High Level Work Plan

Below is a high-level workplan for this board development project. Propel consultants will work with Stillwater Public Library to refine this plan before commencing.

MONTH	ACTIVITY	POTENTIAL FORUM	OUTPUTS
November	OLT assigned by board	Board meeting	
	OLT meets to review and revise work plan, determine roles, and plan next steps	OLT meeting	Revised work plan
December	Propel consultant facilitates board retreat to review board roles and responsibilities and develop processes and tools to monitor progress on new strategic plan	Board retreat	Tools and process descriptions to monitor strategic plan

Fee and Billing

- The fee for 12 hours of consulting time (\$1,800) related to this project is being underwritten by the Hugh J. Andersen Foundation.
- This is calculated by the number of hours meeting with the client and allowing 2 hours of consultant prep per client hour with the client.
- Materials such as flipcharts and copies are included with this fee.
- Propel does not charge clients for travel within the Twin Cities metro area.

About Propel Nonprofits

Propel Nonprofits fuels the impact and effectiveness of nonprofits with guidance, expertise, and capital. We provide loans, finance, strategy and governance services. Our vision is a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community. We provide leadership in the nonprofit sector, with research and reports on issues and topics that impact the sustainability and effectiveness of nonprofit organizations.

Nonprofits Assistance Fund and MAP for Nonprofits merged Jan. 1, 2017 and officially became Propel Nonprofits on Oct. 7, 2017. This merged organization offers a holistic approach to services to meet a larger set of nonprofits' needs, including the ability to more closely link strategy, governance, and finance. Visit www.propelnonprofits.org for more information.

Experience and Qualifications



Mario Hernandez, Strategic Services Director, Propel Nonprofits

Mario brings several years of experience leading local nonprofits and serving on nonprofit boards to his consultancy practice. Mario led a Latino immigrant focused youth development organization in the early 2000's, and most recently led a Latino immigrant focused workforce and economic development organization. He has led organizations through high growth periods and periods of programmatic change. Mario recently managed the for-profit business ventures of a local nonprofit and used his creative, entrepreneurial, strategy development, and analytical skills to lead those ventures to profitability.

Mario's experience includes creating organizational strategy, converting strategy into implementation plans, and aligning board effectiveness with the current needs of an organization. Since joining Propel, Mario has worked with organizations such as Teach for America, the MN Center for Book Arts, Quality Education Services, and CLUES on topics such as strategy development, board development, financial sustainability, and organizational change.

Conditions of Service

Propel has established these conditions for providing services to any nonprofit client:

- For purposes of this Agreement the term "consultant" is understood to include both Propel staff and any independent contractors that are assigned by Propel to work with Client.
- Consultants will guard the confidentiality of information they learn while working on a project, disclosing such information to others only with client authorization and approval.
- Client agrees not to hire a Propel consultant to perform additional services for one year unless those services are procured through Propel or Propel agrees to an alternative agreement in writing.
- Client also agrees to release Propel, volunteers and consultants from any and all liability of any nature that arises from or in connection with providing consultant services and to indemnify, defend and hold Propel and its consultants harmless from any loss, cost and

expense (including settlement costs, court costs and attorneys' fees) that arise from or in connection with providing this service.

- The client group may not ask a Propel consultant to fundraise on their behalf.
- Propel consultant may not try to raise funds from client.
- Propel asks its clients to permit use of their name and the nature of service materials, presentations and proposals. Clients may revoke this permission at any time by written notice.
- Except by prior written agreement, materials provided by Propel for Propel consulting projects cannot be utilized by consultant or client for non-Propel projects.
- Either party may cancel this agreement at any time by providing at least 30 days written notice to the other party. Client shall pay Propel for hours of service or the pro rata portion of any sum due for the Project completed to the date of cancellation.
- This Agreement may be modified, amended or any provision waived, only by a signed written agreement of the parties.

Authorization to Proceed

By signing this document, you give Propel authorization to proceed. Please return signed copy to Propel and retain a copy for your records.

Mike Keliher, Trustee, Board of Trustees
Stillwater Public Library

Date

Mario Hernandez, Director of Strategic Services
Propel Nonprofits

Date

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Capital Budget Update and Reallocation Requests</p>	
<p>OWNER: Facilities Committee Troendle, Director Goeltl, Office Specialist</p>	<p>PRESENTER: Lockyear</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:</p> <ol style="list-style-type: none"> 1. Request release of remaining \$20,000 from the Building Reconfiguration fund. (Of this amount, \$18,565.20 is planned for building reconfiguration projects, with the remainder for MIS equipment.) 2. Reallocate from 6 different funds (as detailed in the attached document) a total of \$22,076 for MIS equipment. 	
<p>BACKGROUND/CONTEXT: Earlier this year, the Facilities Committee decided it was not feasible for a reasonable amount of money to turn the science fiction room into a multi-purpose meeting space. It was also determined that the strategic planning process could be helpful in guiding certain decisions before, for example, remodeling the former coffee shop. Some prior allocations (e.g., roof repair and HVAC system upgrade) cost less than originally estimated. And, pending new information, it is recommended the funds for the ceiling plaster repair project be reallocated until a structural engineer can review the relevant ceiling support structures and determine if the load bearing weight across the ceiling needs to be distributed differently before attempting a repair to prevent future cracks from manifesting. For these reasons, there are various funds available to use in different ways.</p> <p>There is a need to help pay for city MIS expenditures that will transition the library away from county to city IT support. The city and library have been closely collaborating on a high priority plan, and one that the MIS director is endeavoring to complete by the end of March 2019. A vendor of network switches has informed the city that if an order is not placed by November 18, new tariffs will increase the cost of that equipment by 25%. Included is a plan that details how funds will be spent on both building reconfiguration projects and MIS equipment, if the release and reallocation requests are approved. The MIS director has submitted a reallocation request for city council consideration on November 13 so that we may quickly move forward if both the library board and city council approve the respective requests before each body.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

2018 CAPITAL BUDGET (11/9/18)

Remaining Funds

Budget Item	Amount Adopted	Amount Expended	Amount Remaining	Recommended Action
Building Reconfiguration	\$25,000.00	\$4,162.00	\$20,838.00	\$5,000 Released to Date: *\$838.00 Remains; Allocate to Building Reconfiguration Projects Below Request Release of Remaining \$20,000: *\$17,727.20 for Building Reconfiguration *Reallocation of \$2,272.80 for MIS Equipment
Ceiling Plaster Repair	\$5,000.00	\$0.00	\$5,000.00	Request Reallocation of \$5,000 for MIS Equip
Software Licenses	\$5,000.00	\$0.00	\$5,000.00	Request Reallocation of \$5,000 for MIS Equip
Upgrade Computers - Staff	\$6,300.00	\$0.00	\$6,300.00	Request Reallocation of \$6,300 for MIS Equip
Roof Upgrade	\$4,000.00	\$2,816.80	\$1,183.20	Request Reallocation of \$1,183.20 for MIS Equip
HVAC System Upgrade	\$12,200.00	\$9,880.00	\$2,320.00	Request Reallocation of \$2,320 for MIS Equip
Total Remaining			\$40,641.20	

Recommended Expenditures

<i>MIS Equipment (In priority order)</i>	Reallocated Amount	Estimated Cost
Network Switches		\$10,580
Admin Copier/Printer		\$5,313
Uninterruptible Power Supply		\$2,881
Firewall		\$3,302
	\$22,076.00	\$22,076

<i>Building Reconfiguration</i>	Remaining Amount	Estimated Cost
Gallery Painting		\$1,150
Projection Screen		\$1,972
Fobbed Doors		\$8,464
Elevator Doors		\$4,000
2nd Charging Station		\$1,143
Water Bottle Filling Station		\$1,836
	\$18,565.20	\$18,565

TOTAL \$40,641.20 \$40,641

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Grant Requests	
OWNER: Troendle, Library Director	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve grant requests to the Stillwater Public Library Foundation for funding of up to \$2,000 from for adult nonfiction, of up to \$3,000 for newspaper subscriptions, and of up to \$1,500 for weeding support.	
BACKGROUND/CONTEXT: Adult Non Fiction: <i>The library seeks approval from the Trustees to request funding of \$2,000 from the Foundation for the purchase of approximately 100 books in such popular series subjects as travel, test preparation, college guides, and price guides.</i> These subjects are popular areas with high usage. Most of the titles in these areas must be replaced annually in order to provide accurate information. With such a quick replacement time, these subjects make demands on the nonfiction budget that we cannot meet: we are seldom able to purchase all of the titles that we need or sufficient copies of the titles. Travel continues to be one of our most asked reference questions. Newspaper Subscriptions: <i>The library seeks approval from the Trustees to request funding of \$3,000 from the Foundation for the purchase of subscriptions to current newspapers for 2019.</i> In consultation with the selectors and a review of the budget and use statistics beginning last May, it was determined that this collection could benefit from increased funding. Supplemental funds were recommended to augment this collection when the proposed 2019 operating budget was discussed in July. This grant would fund subscriptions for the Christian Science Monitor, the daily and Sunday New York Times, the Wall Street Journal, the Pioneer Press, the Star Tribune, and the Gazette. Weeding Support: <i>The library seeks approval from the Trustees to request funding of \$1,500 from the Foundation for weeding support by the library's corps of reference substitutes (library associates) who have skills and knowledge of the adult, teen, and children's collections.</i> The library's collection has long been oriented to research and resource. A great number of these titles on the shelf are no longer in demand or have become outdated. Previous iterations of this grant have made in-roads, but there is still work to be done. Sales trends show increasing demand for craft, hobby and cookbooks but trends in these subjects change quickly. In order for to allow for people to find more current titles, older titles that are no longer in demand from patrons need to be removed. Additionally, the areas allocated for fiction and children's materials continue to be tight and often needed to be weeded for new materials to fit the shelves comfortably.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Holiday Closing Schedule and Late Open																							
OWNER: Troendle, Director	PRESENTER: Troendle, Director																						
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:																						
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of recommended holiday closing schedule for 2019 and a late open (11:00 am) on Tuesday, January 8, 2019.																							
BACKGROUND/CONTEXT: The Director recommends the following 2019 holiday closing schedule for the Stillwater Public Library, which would be in alignment with the library’s current personnel policy and union agreement:																							
<table> <tr> <td>New Year’s Day</td> <td>January 1, 2019</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>January 21, 2019</td> </tr> <tr> <td>President’s Day</td> <td>February 18, 2019</td> </tr> <tr> <td>Easter</td> <td>April 21, 2019</td> </tr> <tr> <td>Memorial Day</td> <td>May 27, 2019</td> </tr> <tr> <td>Independence Day</td> <td>July 4, 2019</td> </tr> <tr> <td>Labor Day</td> <td>September 2, 2019</td> </tr> <tr> <td>Thanksgiving Day</td> <td>November 28, 2019</td> </tr> <tr> <td>Christmas Eve</td> <td>December 24, 2019</td> </tr> <tr> <td>Christmas Day</td> <td>December 25, 2019</td> </tr> <tr> <td>New Year’s Eve Day</td> <td>December 31, 2019</td> </tr> </table>		New Year’s Day	January 1, 2019	Martin Luther King Jr. Day	January 21, 2019	President’s Day	February 18, 2019	Easter	April 21, 2019	Memorial Day	May 27, 2019	Independence Day	July 4, 2019	Labor Day	September 2, 2019	Thanksgiving Day	November 28, 2019	Christmas Eve	December 24, 2019	Christmas Day	December 25, 2019	New Year’s Eve Day	December 31, 2019
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Thanksgiving Day	November 28, 2019																						
Christmas Eve	December 24, 2019																						
Christmas Day	December 25, 2019																						
New Year’s Eve Day	December 31, 2019																						
The Director recommends a late open at 11:00 a.m. on Tuesday, January 8, 2019, to allow all staff the opportunity to meet with Sarah Keister Armstrong for strategic planning discussions in the morning.																							
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:																							
PREVIOUS ACTION ON ITEM:																							
REVIEWED BY COMMITTEE?:																							

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Board of Trustee Vacancies</p>	
<p>OWNER: Keliher, President</p>	<p>PRESENTER: Keliher, President</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: Adopt a process to manage vacancies and reappointments.</p>	
<p>BACKGROUND/CONTEXT: Based on recent discussions with city staff, boards and commissions throughout the city will see some small but notable adjustments to the process by which members are appointed or reappointed – and the library board should consider documenting a procedure for these appointments.</p> <p>The city received some feedback from residents in the recent past that the appointment process to boards/commissions didn't seem transparent, though these comments were not directed at the library. In particular, concern was expressed that once someone was on a city board/commission, they seemed to automatically have their terms renewed without giving consideration to new applicants.</p> <p>Starting immediately, when board members' terms are nearing their end date, the city will post the vacancy notice, at which point an incumbent board member may notify the city council of his/her desire to be reappointed. In the case of the library board, which has the privilege of interviewing applicants and making a recommendation to the city council, all applicants – any who applied at the time of the vacancy posting as well as any others who had applied within the year – would be referred to the library board for consideration.</p> <p>This is where the library board might consider adopting a procedure for handling these applicants. Should the library board establish a standing nominating committee? Will the library board or a nominating committee interview all applicants, or would we devise a process for narrowing the applicants before interviewing? Is there anything else we should formalize or "button up" about this process?</p> <p>Three trustees have terms ending this December: Spike, Mary and Paula. The city has posted a vacancy notice with a deadline of Dec. 10, which says in part, "The Library Board reviews the applications and interviews applicants before sending their recommendations to the City Council."</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Nominating Committee for Board Officers</p>	
<p>OWNER: Keliher, President</p>	<p>PRESENTER: Keliher, President</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: The board's current slate of officers were elected at our 2017 annual meeting, and in January 2019, the board is due to elect a new slate of officers. I've asked Paula and Sharon to join me on the nominating committee to make an initial recommendation to the board, per past practice. The nominating committee will begin its work soon. If you have any questions, suggestions or input to share, please reach out to me, Sharon or Paula.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Pergola Repair</p>	
<p>OWNER: Troendle, Director</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: Approve recommendation of Facilities Committee to hire Braden Construction.</p>	
<p>BACKGROUND/CONTEXT: A lengthy process was undertaken to solicit qualifications and quotes to replace the pergola’s delaminating wood trellis. The firm of Braden Construction is reputable, qualified and submitted a reasonable bid for the work to be accomplished by mid-April 2019. The Facilities Committee recommends the library board of trustees approve awarding this project to Braden Construction.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator	
OWNER: Troendle, Director	PRESENTER: 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:</p> <p>Venue Coordinator Sandy Ellis has informed the Foundation and library director that she will not renew her contract for 2019; however, she has graciously offered to stay on in that role on a month-by-month basis until a new coordinator is hired. After notifying the Foundation’s Executive Committee of her decision, Sandy met with Maureen Bell and Mark Troendle to share her ideas for possible future changes to the position and scope of events, and Mark has also met with Mary Richie and Fred Rengel to discuss options, with Mike Keliher being kept in the communication loop.</p> <p>Conversations have led to the idea of forming an ad hoc committee comprised of trustees and the director to craft a series of recommendations that would contemplate raising event fees, a new compensation structure, contracting with an events firm rather than an individual to provide this type of service going forward, and reviewing the policy and procedures for possible revisions. Sandy and Keri have already begun gathering information that will assist in this process. It’s a multi-faceted challenge, but it’s also an opportunity. We need to honor the 2019 commitments and consider significant changes to how events are managed. Sandy has already received inquiries for 2020 and it would be helpful to move as quickly as practical on this issue.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

I'm pleased to announce the library's first Business and Communications Manager will be Keri Goeltl. A recruitment process was initiated in October, leading to the promotion effective November 12. Though this new role will be funded by hours formerly allocated to the vacant Assistant Director position, the areas of responsibility are significantly different. Over the past year, there has been a reimagining and redistribution of duties designed to bolster key operational areas. Of course, this leaves an opening for an Office Specialist and certain initiatives may be delayed until that position is filled and the new employee trained in. The old and new organizational charts follow this written report.

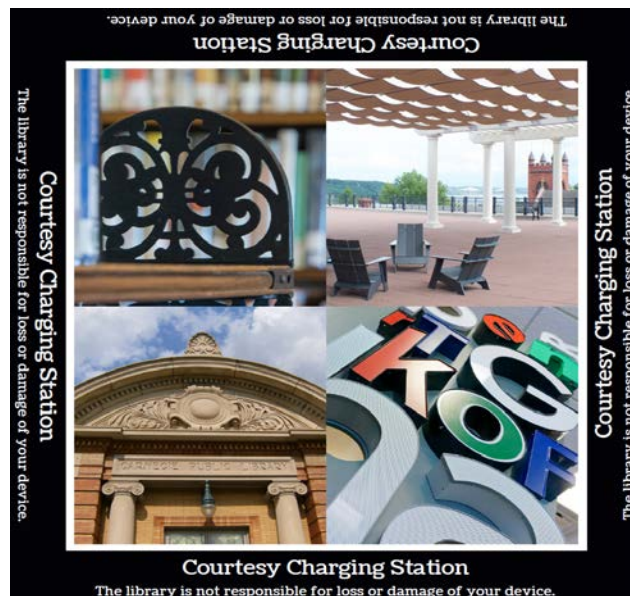
I'm also pleased to announce the library has promoted Theresa Henning from a substitute Custodian role to a position with regularly scheduled hours after a recruitment process. Currently, I am concluding the process for hiring a new substitute Custodian to fill the vacancy created by Theresa's promotion. All staff have important duties that allow the library to function as it should, and this library has a solid group of dedicated individuals that serve the organization and community well.

Planning and discussion with MIS Director Rose Holman and her staff continue on a regular basis. Rose indicated she is now endeavoring to finish transitioning the library's IT infrastructure from the county to the city by the end of March 2019 as they have another technology project at the Recreation Center beginning next April. We know they will do their best as they are extremely diligent and talented.

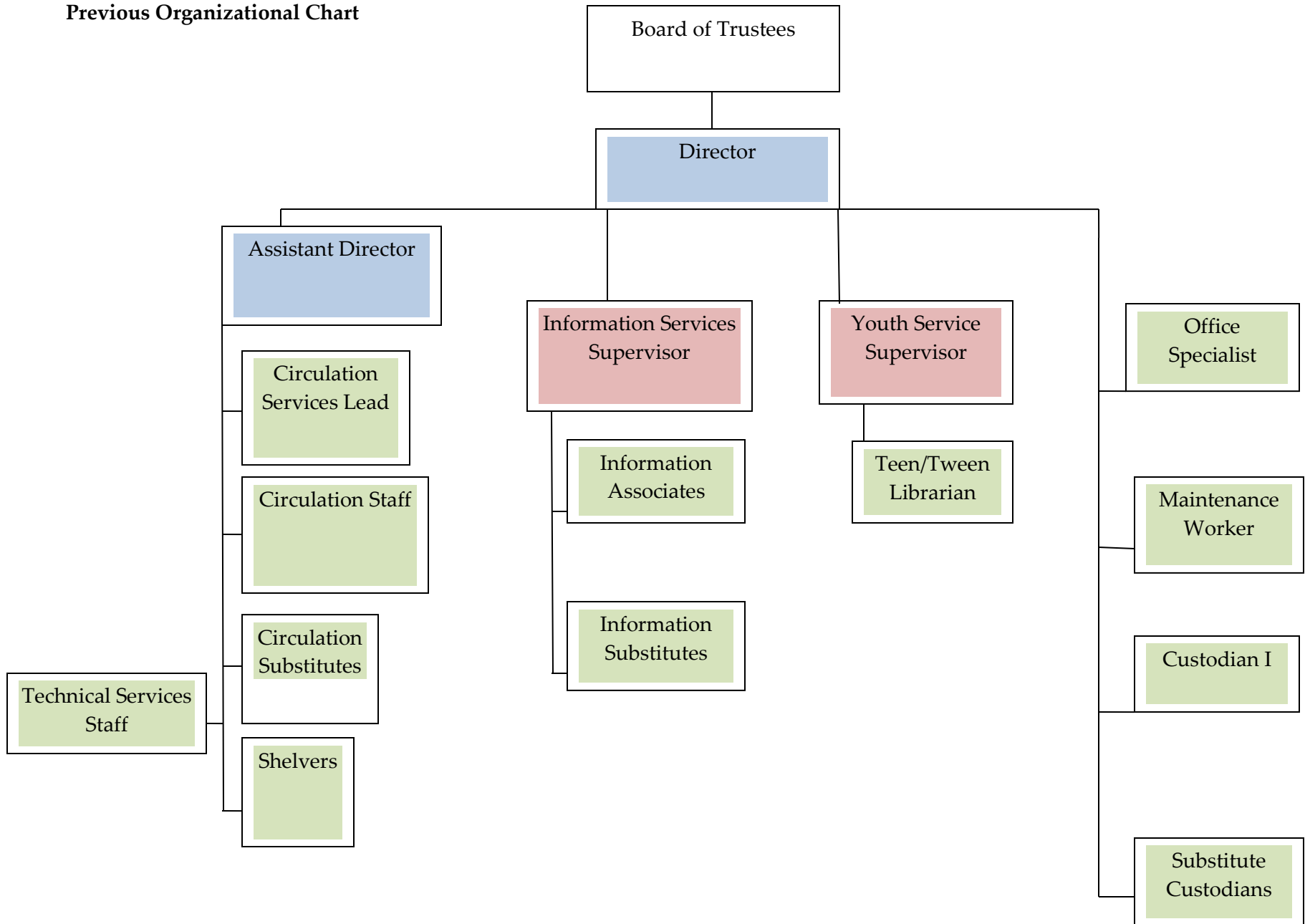
Throughout the month, work has been ongoing related to other capital projects and strategic planning, both of which are covered elsewhere in this packet. An update from the library director job description task force will be provided next month as we are awaiting feedback from the city on the document.

Following up on a question from the October meeting of the library board, the city has confirmed that the Light A Spark event counts toward the maximum number of permitted events annually.

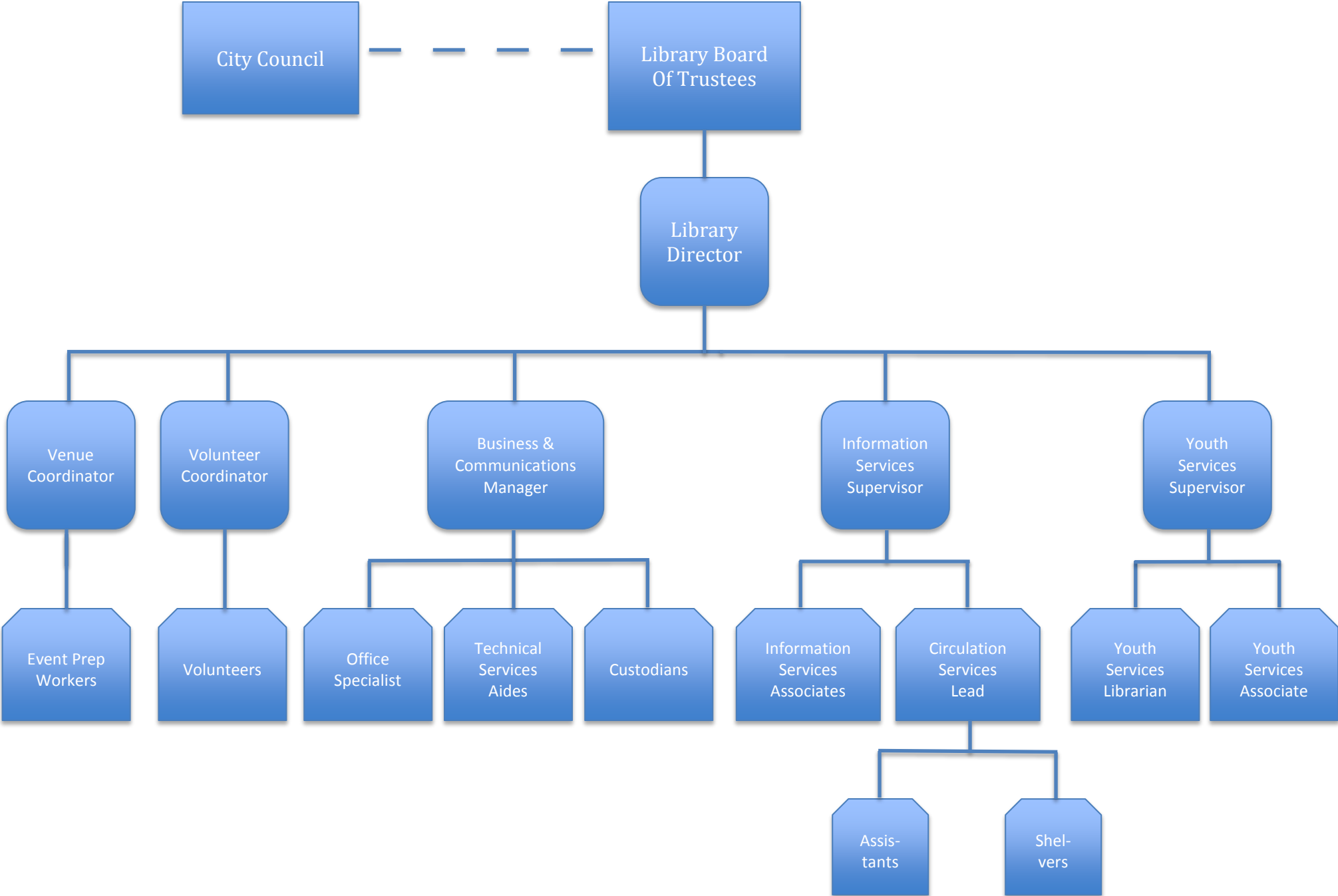
Below is a rendering of the image that will be on top of the library's new charging station. It was a collaborative effort, with Angie Petrie doing much of the research and communicating with the vendor, input from Aurora Jacobsen and me, and Keri Goeltl creating the graphic, which staff think is fantastic.



Previous Organizational Chart



Library Organizational Chart (November 2018)



Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

October Programs

- Monday, October 8th's program *Equity for All: Still Not There*, the joint program with AAUW, had 32 attendees.
- *I Finished My Book! Now What?* brought in 6 writers.
- *Meditation for Inner Peace During Turbulent Times* had 10 attendees.
- 16 readers discussed books as part of Mystery Book Club.

Collection

- Following a trend, staff is looking at moving Large Print standing orders through Brodart.
- After a question from a patron about our stereograph pictures in the Saint Croix Collection, Colleen investigated the collection and has new plans for how to utilize them.
- Circulation has been helpful at trying to reduce the processing backlog. Deb has set aside carts that need spine labels, barcodes, or RFID tags and circulation staff has graciously added them.

Reader's Advisory

- Karen changed the front page of the website to push election-related materials in November

Our Democracy



||

Partnerships/Outreach

- Paula attended the Literature Lovers' Night Out hosted by Valley Bookseller and distributed library information.

- Aurora attended the Washington County Library Adult Services Meeting to listen to the county's plans for Spring programming.
- Aurora attended the Big Reads Meeting to follow through on what kind of programming will happen around the book Station Eleven and to give feedback on what title the committee might choose for next year.

Personnel

- Aurora started work on filling the gap in Information Services Associate substitutes. Erica Ross helpfully supplied four names of potential candidates.
- Aurora also met with new volunteer Susan Fremming, who will be helping to sort through donated books as they come in to the Friends.

PR

- A group called Vitamin C - a kids' sketch comedy troupe - asked permission to film a promotional ad for their program here. And this was the video they shot: <https://www.youtube.com/watch?v=-tPYeCar7yI&feature=youtu.be>
- Sue got lots of great feedback on Throw Back Thursday posts. She's also gained attention by highlighting new items that have been added to the collection.
- Colleen created a display for the Foundation's Style Speaks Volume Event that included this "dress a Jane Austen" character game.



Reference

- Karen spent 40 minutes with a patron, walking her through all of the steps of a government form that could not be filled out from a phone. We are increasingly seeing this disconnect—patrons that have most of their Internet needs served via a mobile device suddenly needing a full computer under special circumstances. The difficulty is that the phones usually automatically save logins and recreating those steps from a new device is confusing and challenging. By the end of the 40 minutes, the woman was asking about making a library donation because she was so grateful for the help she got.
- Another notable trend is the way that online job applications are processed. We've had multiple patrons experience an issue with a 40-minute timeout on an application form—and if they don't complete a page of the form in that narrow window, their information is lost. There isn't much staff can do to intercede in the situation, and the patrons are understandably frustrated.

Upcoming

- Characters, Plot, Setting: Strengthening Your Story will be November 8 and 15.
- After the last November program, staff is taking a break and getting ready for January and February's MELSA-sponsored Winter Reads program.

Report from the Youth Services Supervisor, Angela Petrie

October Programs

- *Storytime* – 447 people attended 11 storytime sessions. A mom said that her baby started crawling the day after she saw others doing it at baby storytime.
- *Paws to Read* – 6 readers came to 2 sessions with Bella the Golden Retriever. We may be adding a new dog – a Newfoundland!
- *Art Cart* – 68 kids and their families attended 5 themed sessions.
- *“Eric Carle Super Storytime* – 25 attended to celebrate books by Eric Carle with stories and activities. A couple families came to the library for the first time specifically for this program.
- *“Things You See in the Fall” Scavenger Hunt* – 164 hunted throughout the children’s space.
- *TAB Meeting* – 6 members came to this month’s meeting.
- *Teen Group Study* – 7 teens made use of the school supplies available during this volunteer led time twice monthly. Shelby created helpful brochures about online resources and shared them with desk staff.
- *Teen Video Game Design* – 6 tweens partook in this librarian led program during MEA. Shelby offered to lead another class next summer.
- *Maker Monday* – 9 attended 1 session. This program will be on hiatus upon Shelby’s departure, hopefully to reappear at some point.
- *Library After Dark* – 10 teens participated in this lock-in from 5-7 p.m. with games, pizza, music, movies, and time to socialize with each other.
- *Teen Read Month* – We received 26 ballots from teens who voted for their favorites from a curated list. Each teen was offered a book to keep and a chance to win a \$25 gift card to Valley Bookseller to be awarded in early November.

Outreach

- The Head Start class is a small group this year with 12 students attending the October storytime.
- Angie has increased grassroots efforts to offer library card registration assistance to Stillwater kindergarteners by traveling around with the iPad. Ultimately, the goal is to coordinate with kindergarten teachers to make this effort more focused on a day or two in September.

Partnerships

- Angie continues to work with Family Resource Center/Youth Connections Coordinator Joan Countryman to find ways the library can support the teen drop-in center. Joan will attend the November TAB Meeting to discuss the center and ways our TAB can help spread the word to friends experiencing housing insecurities. TAB members talked about ways to collect books to donate to the center. Joan, with 30 years of Social Work experience, is a good connection for the library and has offered to talk with staff about de-escalation techniques.
- The High School Media Specialist has been posting teen library events on the library bulletin board and teens mention having seen them. Angie will continue sending book lists and posters.
- Shelby met with a Stillwater Middle School reading teacher to support her book club by registering her for an organizations card to check out multiple copies of books.

Personnel

- The Youth Services Programming Assistant, Shelby Dupre, accepted a full time YS Librarian position with Washington County Library. Her last day will be November 5. Angie and Mark will

work to seek out a replacement. Additionally, longtime Youth Services Librarian, Lindy Howe, has shared that she will retire in February or March of 2019. She will be missed.

Professional Development

- MLA Conference – Angie attended the Minnesota Library Association Annual Conference in St. Cloud. The theme this year was “Programmed to Lead” and there were hands-on opportunities to play with robots! Sessions attended included, *The Role of Libraries in Understanding Adverse Childhood Experiences*, *Effective Processes to Get to the Finish*, *Everybody Supercharge: Supercharged Storytimes for All Training*, and *Summer Reading Programs around the State*. This event is a great time to catch up with colleagues to share ideas, discuss wins and also challenges.

Reader’s Advisory

- Youth Services has been working to create new and updated title and subject guides to help families and staff find more books for youth of all ages. Angie has made a concerted effort to add diverse books to the collection. It’s refreshing to see many booklist subjects that were not available as widely 8+ years ago. New acrylic bookmark stands are on order to add a small booklist display in both the children and teen areas. This assists in our pursuit to create an exceptionally welcome environment for everyone.

Youth Spaces

- New furniture for the children’s space has been ordered. These include a loveseat, two chairs and 2 brightly colored ottomans to create a comfortable reading lounge space. Also included are two floor recliners for children reading to the dog. All were selected for affordability, attractiveness, and easy cleaning. The three chairs currently near the puppet theater will be relocated closer to the children’s computers with the intent of creating a space in which ages 8-12 would be comfortable reading.
- The “Imagination Station” that is used to create dramatic play has been relocated to area that houses the fire truck to create a more concentrated space for our younger visitors. Eventually, we hope to have a concentrated space for elementary school children to make their own.

Collaboration

- Angie works with Sue Hedin to pull together content for the weekly Library Corner articles in the Gazette. Recent topics have included the new and beefed up Spanish collection, the Winter Book Drive for children and teens, Main Street ABC Hunt, and the benefits of graphic novels.
- Angie and Sue also collaborate on creating engaging stealth programming for families to participate in whenever they visit. Angie researched best props and educational pieces for the new Post Office dramatic play. Sue created curtains. We hear great conversations between children and caregivers.
- Angie works with Lindy, Susie, Shelby, and Sue to coordinate details for all youth programming and outreach, including marketing on social media, creating posters and handouts for internal and external use, acquiring programming materials and equipment.
- Angie created postcard size handouts with the survey link to be distributed near self-check materials, at storytimes, on tables; on social media through mom’s groups; and information was emailed to 42 of her community contacts. It will be interesting to see how many completions we receive.

Collection Development

- Assisting with materials processing overflow has helped get books on the shelves quicker. We continue to refine processes and have involved multiple staff to great results. Angie received some one-on-one OCLC cataloging training from Jill Smith. It's exciting to see so many new books on the shelves!
- Selectors are occupied with spending down collection funds in an attempt to recover from being unable to order the first quarter of 2018. Great headway is being made. Angie has benefitted greatly from the patient guidance of Aurora and Keri as she navigates this new acquisitions territory.



STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES

September 28, 2018

MEMBERS PRESENT: Mark Troendle, Amber-Dailey-Hebert, Shawn Glaser, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Carol Stabenow, Ann Wolff, Keri Goeltl

WELCOME & INTRODUCTIONS:

President, Fred Rengel welcomed members and called the meeting to order at 7:35 a.m. Cards were circulated for board members to write a comment and sign for Mark Seeley, Sam Leon, Mike Keliher, and Kathy Thueson.

SECRETARY'S REPORT:

The minutes for the August 24, 2018 Board Meeting were approved as sent following a motion which was made by Amber and seconded by Sandy.

FINANCE COMMITTEE & TREASURER'S REPORT:

Dustin reviewed the July financial reports. He indicated that August was a month without much activity and the reports showed little fluctuation from the previous month. The reports show that the finances are in line with budget projections. Dustin indicated that he is willing to help people interpret the Board finances if requested. The finance committee is working on the 2019 budget. The finance team is looking at needs for future administrative support. Under consideration will be the relationship between grants, the endowment fund, and budgeting. They team will be finalizing the 2019 budget and presenting it in October for approval in November.

LIBRARY DIRECTOR'S REPORT:

Mark reported that the City Council approved the city IT staff to take over the library technology service. This should provide improved services. Approximately \$11,000 has been approved for this transition and the City will fund the capital expenses for the transition.

- The City Council also settled on the review of the Special Use Permit revisions for events on the terrace by agreeing to twenty-five outdoor events after 8 p.m. with amplified music annually. It is estimated that this restriction should not affect the revenue stream.
- There was a successful SPL- sponsored movie screening at the Zephyr Theater which had an audience of about eighty. This should be the start of a library alliance with that venue.
- Fred expressed appreciation to SPL staff members Angie Petrie and Aurora Jacobsen for their excellent reports.
- Sandy asked about "Baby Story time" which Mark described as fun exposure to the library for parents and children.

TRUSTEE REPORT:

Mary stated that the Trustees are beginning their strategic-planning process. She also shared a thank-you for the silent auction at last year's Destination Library event. Her family enjoyed a partial summer boat rental that they purchased at the auction

DEVELOPMENT & MARKETING: Ann commented on the two news articles regarding fund and friend-raising that she had shared with Board members.

- Donor Appreciation Recap - Including speaker Mark Seeley's book in table centerpieces was an excellent idea. Mark was highly regarded and the Q & A session following his presentation was

very informative. There was discussion about recording events for future reference and event marketing.

- Direct Mail Campaign - Ann reviewed a projected image of the mailer and emphasized how user-friendly it will be.

STRATEGIC PLANNING:

Progress with the planning is on-going. The teams are aiming to “keep it simple” and specifically focus on what needs to be done to achieve goals. Eric will be creating a flow-chart for unification of the plan.

FOUNDATION BOARD:

- Training Session Comments - Amber attended the board member training that was recently offered by the St. Croix Valley Foundation. She reported that it was a very good program. Her impression was that the SPLF has a strong program. The way members can contribute to a foundation board is based on individual strengths.

- Member Change - Kathy Thueson has submitted her resignation.

- New Board of Directors Member Recruitment - New board members should be recruited based on the specific talents they have to contribute to the Board. In an effort to find potential board members, Fred will speak with Volunteer Coordinator, Susie Danielson regarding volunteers that reflect diversity. Mark will talk with the staff about active library users. There was discussion regarding changing the board meeting time to accommodate board members’ schedules. Shawn offered to create a survey to assess the members’ interest in a time change.

The new member recruitment procedure was reviewed: Board members provide recommendations, the executive team discusses the suggestions, the executive team’s recommended names are returned to the Board for approval, the potential members are invited to attend a board meeting, and they respond expressing their interest in joining the Board.

- Officer Positions for 2019 - Fred reminded all to please speak up if interested in a leadership role on the Board for the upcoming year.

STYLE SPEAKS VOLUMES (Nov. 8 & 9)

Carol reported that the event is six weeks away and so fittings are being scheduled with the author/models. A committee meeting is planned for Oct. 10 at 8:30 a.m. There is a need for extra board member help on the days of the event so all are encouraged to volunteer. A couple of changes for this year include the fact that use of the 10% discount coupon will be extended for a week and box lunches will be available for the volunteers. At this time, there is a higher interest for Thursday attendance than Friday.

The meeting adjourned at 8:50 a.m.



























Respectfully submitted,
Jean Morse, Secretary

The next scheduled Board Meeting will be Friday, October 26.

E-MAILS FOR SEPTEMBER '18 MEETING

DATE	SENDER(S)	SUBJECT
9/15/18	Jean	Minutes for August '18 Meeting
		Corrected July '18 Meeting Minutes
9/22/18	Ann	Donor Appreciation Advance Information
9/26/18	Fred	SPLF Bd Mtg Agenda

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

	Z_2018 At A Glance Calendar Updated Sept.docx	
	A9_SSV Registration Form.pdf	
	A6b_2018 Direct Mail Remittance Envelope 20180927.doc	
	A6a_2018 Direct Mail 092718.pdf	
	A5a2_SPLBoardMinutes_2018 08 14 Addendum.pdf	
	A5a1_SPLBoardMinutes_2018 08 14.docx	
	A4d_10 October Calendar.pdf	
	A4c_Aug 2018 YSS Report for Sept.docx	
	A4b_2018-08 Information Services Report for Sept.docx	
	A3c_2018 08 August P&L YTD Comparison.pdf	
	A3b_2018 08 August P&L Prv Yr Comparison.pdf	
	A3a_2018 08 August Balance Sheet.pdf	
	A2b_Aug. '18 Meeting.pdf	

Friends of the Stillwater Public Library



Sept. 10, 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, Nancy Wilson, Gemma Lockrem, Lyndon Lockrem, Joan Philen

Agenda

Friends of the Stillwater Public Library Meeting Agenda

1. Call meeting to order: Mary Ann
2. Secretary's Report: Tracy
3. Treasurer Report: Jan
4. Membership Report: Gemma
5. Other: Coop Roundup \$1808; October
6. Annual Meeting at Zephyr..6:30 p.m....\$5 dinner from Holyland....\$5 voucher to spend at Coop: Mary Ann
7. Grant request for Adult Programming \$2500: Mark
8. Book Sale: STS has been contacted: Mary Ann
9. Ron Nelson: Mary Ann
10. Update: Mark Troendle

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary's report Tracy Salvati**
 - June, 10, 2018 Minutes approved
- **Treasurer's report Jan Kilkelly**
 - Balance 6/30/2018 \$25,890.45
 - 7/31/2018 \$26,154.95
 - 8/31/2018 \$28,391.86
- **Membership report Gemma**
 - 97 memberships

Topics:

- **Book donations after the sale (Ruth Ranum)**
 - Ruth suggested donating extra books to the new Homeless Youth Program in Stillwater, St. Paul's Lutheran Church.
- **Co-op Roundup (Mary Ann)**
 - \$1,808.00 collected from the Co-op June and July "Round up" program donated to the Friends of the Library. We received the check in August.
 - 10/6 Co-op Annual Meeting at Zephyr. \$5.00 dinner from Holyland
 - Ed suggested we put a sign up in the library thanking the River Market Community Co-op for their donations. It will be located by the entrance of the library.
 - Tracy will create a thank you signs to hang up in different spots in the Library.

➤ **Book Sale: STS has been Contacted (Mary Ann)**

- STS has been notified about the Fall book sale
- Dates: Collection Sat. 10/27, Sat. 11/3
- Setup Wed. 11/7
- Preview Wed. 11/7
- Sale 11/8, 9 10 (Thurs, Fri, Sat)
- Cleanup Sunday 11/11

➤ **Ron Nelson**

- Mary Ann shared an article about Ron's Wood Carvings – St. Croix Valley magazine.
 - The Nelson family donated wood carvings to the library

Update: Mark Troendle

➤ **Grant request for Adult Programming \$2,500.00 (Mark)**

- Adult programming efforts. Requesting \$2,500.00 to host speakers, organize workshops through Loft Literary Center. All programs are free to the public.
 - Money will go to resources for the program – Loft Literary Center.
- **Motion approved to donate the \$2,500.00.**

➤ **Mark thanked the Friends for the donation to the backpack collection project.**

- Summer reading for youth and adult programs very well attended

➤ **Jody retired and Lori Huston is taking her place**

➤ **Library hired 3 new circulation assistants**

➤ **Board has identified a preferred person for the open library board position**

➤ **City Council is working to change the library zoning to hold outdoor events, right now, we can hold an event if we have special use permit. Library has some work to do to finalize.**

➤ **SPL has new library cards. The set includes both a card and keycard.**

➤ **Tues. Sept. 25th: Thank you reception 7-8:30p Margaret River Room. RSVP by Sept. 14th.**

➤ **Friends received a thank you note from the foundation, \$40,000 raised at Light a Spark.**

Meeting Adjourn: All

*****Next meeting Monday, October 8th, 2018**

Friends of the Stillwater Public Library
2018 Financial Reports

Period:	9/1/2018- <u>9/30/2018</u>	Year-to-Date <u>9/30/2018</u>
Opening Balance	\$28,391.86	\$ 21,291.22
Receipts:		
Memberships	\$80.00	\$ 1,920.00
Donations	\$100.00	\$ 2,978.41
Book Sales	\$295.50	\$ 5,975.35
Scanner Fees		\$ 35.00
Book Bags	\$30.00	\$ 255.00
T-Shirts		\$ -
Notes, Cards		\$ -
<hr/>		
Total Receipts	\$505.50	\$ 11,163.76
Disbursements:		
Grants to Library	\$2,500.00	\$ 4,300.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 85.00
Printing & Supplies		\$ 545.62
Sales Tax		\$ 602.00
Fees		\$ -
Misc.		\$ -
<hr/>		
Total Disbursements	\$2,500.00	\$ 6,057.62
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Ending Balance	\$26,397.36	\$ 26,397.36

<i>Outstanding Grants Due to Library:</i>	Paid 9/10/18:	
Book Sale Nov. 2014	-\$1,000.00	\$0.00
Book Sale Nov. 2015		\$2,018.60
Book Sale Nov. 2016		\$2,966.47
Book Sale Nov. 2017		\$4,197.00
		<hr/>
		\$9,182.07
<i>Other:</i>	Paid 9/10/18:	
Book Sale Apr. 2014		\$0.00
Book Sale Apr. 2015	-\$1,500.00	\$961.50
Book Sale Apr. 2016		\$2,982.50
Book Sale Apr. 2017		\$2,807.00
Book Sale Apr. 2018		\$3,765.85
		<hr/>
		\$10,516.85

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, 7:00 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