

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, January 8, 2019**

Conference Room

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.
4. Consent Calendar
 - a. Adoption of the December 11, 2018 Minutes +
 - b. Acknowledgement of Bills Paid in December 2018 (12/4/18: \$19,039.53 and 12/18/18: \$81,816.10) +
 - c. 2018 November Budget Status Report +
 - d. Acceptance of Q4 2018 Gifts and Grants +
 - e. 2019 Capital Outlay Release Request +

Old Business

5. Strategic Planning Update D+
6. Board Governance and Development (Propel) D+
7. Director Evaluation – 4 Month Progress Check (CLOSED SESSION) D+
8. Venue Coordinator A+
9. Upper Level Ceiling Repair I+

New Business

10. Director and Other Staff Reports +
11. Foundation and Friends Report +
12. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
13. Public Commentary and Communications
14. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, January 7, 2019.

A= Action Item I= Information Item D=Discussion Item += Document in Packet *= Document to be Distributed Later
#=Document Distributed Previously Attachments: 2019 Calendar

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 11, 2018**

Minutes

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

ABSENT: Richie

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear; No: None.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar adopted. Hollatz moved. Bell second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear; No: None.

AGENDA ITEM 5: Strategic Planning Process

Troendle reported Sarah Keister Armstrong is analyzing results from the strategic planning surveys. She will return to Stillwater on January 8, 2019, to meet with staff in the morning and then will attend the board meeting that evening.

Troendle discussed the use of a participation board at the library to gather more feedback from the community. This board is based on an idea that Angie Petrie, Youth Services Supervisor, saw at the Ramsey County Library and that has been used successfully by Sarah Keister Armstrong in the past. One suggested question to ask would be, "What brought you to the library today?", and patrons would put a sticker in one of several predetermined boxes. A second question would be more open-ended and require writing a reply. Possible suggestions for the open-ended question included: (A) I wish the library would...; (B) What first comes to mind when you think of the Stillwater Public Library?; (C) What does the Stillwater Public Library mean to you?; or (D) What role does the Stillwater Public Library play in your life?. Troendle noted that Sarah provided these four options, and she believed that all would work.

Board discussed pros and cons of the different questions. Trustees considered the advantages of obtaining more specific responses if a more precise question was asked and the advantages of receiving more creative or unanticipated responses to softer questions. Carlsen suggested the question, "If the library had an extra \$25,000 to spend, what would you like it to be spent on?" Board also discussed asking multiple open-ended questions instead of just one. Hollatz, Hemer, and Lockyear voiced their preference for question A. After further discussion, Troendle recapped the Board's consensus around A and indicated that he would follow-up with Sarah regarding asking a second question.

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Cox asked if Sarah had an estimate of when she will be done with the strategic plan. Troendle will follow up with Sarah.

In the board packet, the requested action included a motion to approve paying an additional \$5,000 to Sarah Keister Armstrong for strategic planning services. Troendle clarified that this was not an additional \$5,000 but the next installment of \$5,000 based on the initial contract. Motion to approve the next installment, \$5,000 in 2018, to Sarah Keister Armstrong. Lockyear moved. Hemer second. *Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear; No: None.*

AGENDA ITEM 6: Board Governance and Board Development

Keliher reported that a group met with Mario Hernandez of Propel Nonprofits on Friday, December 7, 2018. The group proposes scheduling a 3-4 hour retreat for the board on a Saturday morning in January. Hemer indicated that she will only be available on the first Saturday in January.

Board asked about the timing of this work and how it corresponds with the strategic planning process. Keliher indicated that he believes that this process will better help the board better understand its role in relation to the plan and to the director and staff. Keliher will reach out by email to schedule the retreat.

AGENDA ITEM 7: Process for Library Board of Trustees

Keliher recapped discussions last month regarding the procedural changes in how boards and commissions appointments would unfold. Keliher took several of the board's questions and ideas to City Administrator McCarty for his input and clarification. The discussion with McCarty confirmed that the board has the leeway to establish its own reasonable process for handling applications, interviewing applicants, and making a recommendation for appointments.

Keliher proposed the following process recommendation for trustee applicants on behalf of the Executive Committee: Appoint nominating committee to review applications, conduct interviews with applicants who are considered the strongest, and recommend a selection to the board. Keliher clarified that applications are valid for 365 days. He also confirmed that the nominating committee may decide that it is not necessary to do a formal interview of a sitting trustee who has expressed an interest in being reappointed or to "re-interview" an applicant if his or her application is still valid when a new vacancy arises.

Trustees discussed having a standing nominating committee or forming a nominating committee on an ad hoc basis as the need arises. Carlsen suggested having a standing committee.

Motion to have a standing nominating committee and to follow process as proposed by the Executive Committee. Hemer moved. Bell second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear; No: None.

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Keliher asked for trustees to consider serving on the nominating committee and asked them to contact him if interested. Keliher will appoint a nominating committee to manage future appointments.

AGENDA ITEM 8: December Trustee Vacancies

Three sitting trustees applied for reappointment to fill the three trustee positions with terms ending on December 31, 2018. In addition, there is one application on file that has been received in the past 365 days. This applicant has been interviewed by the board twice.

Bell made a motion to recommend the three trustees that have applied for reappointment. Hollatz second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear; No: None.

AGENDA ITEM 9: Library Director Job Description

The Library Director Job Description Task Force met to review the draft job description provided to the library. The following key revisions were made:

- acknowledgement that HR-related duties are now part of the director's duties
- an inaccuracy in the complexity statement was corrected
- the list of staff supervised was revised based on the new organizational chart
- more specificity was added to the statement about budget responsibilities
- a sentence about working to keep physical facilities in good repair was included
- the need to work with appropriate staff to complete the Minnesota Public Library Annual Report was noted

Troendle noted that certain sections of a job description cannot be changed unless it first goes to the city and to the classification and compensation consultants for review and scoring.

Hemer noted that it would be easier to compare changes if the board was provided with the original version of the document with proposed strikeouts and additions. She requested that job description or policy changes be provided like this in the future. Based on her side-by-side comparison of the last adopted job description to the current proposed job description, Hemer asked why the ALA accredited school was deleted as a requirement. Troendle noted that the three supervisory positions all had different wording regarding educational requirements. This change was to standardize language across positions. ALA is not required for the state of MN. Hemer also noted that the old description said seven years of experience in public libraries with five years of experience in supervision of management staff. The new description says five years of experience in public libraries.

Troendle explained that he has been informed that the experience requirement cannot be changed without going to Flaherty & Hood and asking for rescoring. However, the ALA accredited school could be added to the education requirements.

Bell and Howe advocated for an ALA accredited Master's degree. Bell expressed concern about the lack of a stated requirement for supervision of professional staff. She proposed adding 3-5 years' experience in supervising professional staff. Lockyear confirmed that this could be added.

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Bell also expressed concern that five years of experience in public libraries is pretty minimal. It is a complicated position, and the minimum requirement of five years makes her concerned. Troendle will go to the city and ask if this can be changed without the need for rescoring.

Motion to accept revised library director job description with the following modifications: update Education section to include ALA accredited Master's degree in Library and Information Science and update Knowledge, Abilities and Skills section to 3-5 years of experience in supervising professional staff. Lockyear moved. Bell second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear; No: None.

AGENDA ITEM 10: Foundation Grants Update

Troendle reported that initially the Foundation was to approach the Huelsmann Foundation for funding to support the Youth Services Coordinator. The Foundation has learned that the Huelsmann Foundation does not fund salaries. The revised request to the Huelsmann Foundation, due December 31, 2018, includes a \$15,000 request for Light a Spark and a \$10,000 request for transitional funding for the Foundation for 2019.

The Foundation's request to the Margaret Rivers Fund for 3-year funding of the Volunteer Coordinator position was denied because the funding was not meant to be ongoing. This funding is shared with Bayport, and they have been alerted to this change.

AGENDA ITEM 11: Pergola Repair

Troendle has been working with Braden Construction regarding the contract for repair of the pergola. After review of the proposals from two competing vendors, one using Trex and one using Azek, Braden recommends using Trex. The Trex option, 19", would use a larger main beam than Azek, 15". Both the Trex and Azek beams are smaller than the 24" original beam.

Lockyear recommended delegating decision making on the pergola repairs and contract so we can move forward in the process.

Bell makes motion to delegate authority to the Facilities Committee and Director. Bell moved. Hemer second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear; No: None.

Trustees asked if all three members of the Facilities Committee needs to sign the contact. Keliher indicated that Facilities Committee needs to vote to approve. One committee member would sign in addition to director.

AGENDA ITEM 12: Venue Coordinator

Troendle reported that the Venue Coordinator Task Force met on December 26, 2018, to begin work on a Request for Qualifications (RFQ). The group discussed that a firm or individual needs to be in place before May and proposed broadening the RFQ to include individuals as well as firms. The goal is to get RFQ out by January 2 with an eye to bring recommendations on whom to hire to full board at the March meeting.

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Troendle distributed a draft of a revised fee schedule at the meeting. This schedule is included as an addendum to the minutes. Troendle reported that he and Ellis met that morning, to discuss the existing fee schedule, and Troendle shared the revisions with the task force a few hours ago. Troendle provided some background for the recommendations:

- This is not a massive overhaul of the fee structure. If a firm is hired as the venue coordinator, the whole fee structure may be completely revised.
- Fees have not been raised since 2016. These new fees primarily would affect 2020 events as a majority of the 2019 events have already been booked. These proposed fees would apply until a new structure is in place.
- Rental rates would increase for a 4 Hour Rental and a Day Rental. A new category of an 8 Hour Rental would also be added. A 4 Hour Rental is typically a ceremony, an 8 Hour Rental is a reception, and a Day Rental, anything above 8 hours, is usually a ceremony and reception.

The board asked if these new rates were competitive. Troendle said that he feels like this is competitive when he looked at the rate information of other venues. Ellis shared with him that most other venues increase their fees annually. For example, the proposed rates are less than JX Center which charges between \$7,000-\$9,500 plus service charges plus other fees. Troendle reported that Ellis is comfortable with the proposed rates. People who already made bookings would pay based on the fee schedule at the time of the booking.

Cox moved to approve the revised fee schedule. Bell second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear; No: None.

AGENDA 13: Director's Evaluation Process

Keliher reported that the board is coming up on the first 4-month progress check in the director evaluation process. Information about this process was included in the board packet for trustee review.

AGENDA 14: Director's Report

In addition to the written report provided in the packet, Troendle thanked Lockyear and Rose Floral for the donation of five pots of greens to enhance terrace, and he thanked Lockyear for the time she spent on a Saturday moving pots, trimming and pruning plants, hauling away debris, and more.

Troendle noted that the library would be closed on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Carlsen asked what options were being considered to make the venue coordinator position more appealing. Troendle reported that the committee is exploring various options, including a higher salary with a potential change in the fee structure, bringing in a firm versus an individual to reduce responsibility on a single person, making procedural changes to end alcohol and music earlier or reducing the maximum number of guests.

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AGENDA 15: Foundation Report

Troendle reported that the Foundation's biggest focus is working with Strategic Consulting and Coaching (SCC) and the expertise that they are bringing during this transitional period. Elaine Weber Nelson is at the library two days a week, generally on Tuesdays and Fridays.

AGENDA ITEM 16: Board Committee Reports

- **Executive Committee:** None
- **Facilities:** Troendle reported that Mattson Macdonald Young, a structural engineering firm, looked at the rotunda area and will send a report. There is some bolstering work to the interior of the ceiling and framing that should be completed before doing cosmetic repair on the upper level area. The library is waiting to receive the written report and is anticipating that this report will be paid from 2018 operating funds.
- **Finance:** None

AGENDA ITEM 17: Public Commentary and Communications

Menikheim said goodbye to the trustees as this was his final meeting as council liaison. He does not know which council member will be replacing him as liaison to the library. Menikheim is looking forward to spending time at the library conducting research on his ancestry.

AGENDA ITEM 18: Adjournment

Adjourned at 8:20 pm.

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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgement of Bills Paid in December for 2018 and Prepayments of 2019 Bills				
OWNER: Goettl, Business & Communications Manager			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 December 2018 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of December 2018:				
December 2018 (2018 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 48,883.66	\$ 931.45	\$ 2,275.38	\$ 52,090.49
Capital Expenditures	\$ 21,229.92	\$ -	\$ -	\$ 21,229.92
Total	\$ 70,113.58	\$ 931.45	\$ 2,275.38	\$ 73,320.41
December 2018 (2019 Pre-Payments*)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 25,970.98	\$ 1,564.24	\$ -	\$ 27,535.22
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 25,970.98	\$ 1,564.24	\$ -	\$ 27,535.22
*At year-end, the library may pay 2019 bills that are due prior to the first bill resolution of 2019 using a pre-paid account. The entries on this account will transfer to the 2019 general ledger and expend 2019 funds.				
Explanations of large or out of the ordinary/annual payments are listed below:				
<i>Bill Resolution: December 4, 2018</i>				
<ul style="list-style-type: none"> • \$7,325.00 paid to Kerschbaum Renovation for painting of terrace railings, stairwell railings, ramp railings, and interior painting. • \$1,197.00 to Minitex for the purchase of RFID tags for materials. • \$187.00 paid to Otis Elevator for December portion of quarterly contract, and \$342.91 paid using 2019 pre-paid account for the January and February portions. 				
<i>Bill Resolution: December 18, 2018</i>				
<ul style="list-style-type: none"> • \$20,642.67 paid to Bibliotheca using 2019 pre-paid account for 2019 maintenance on self-check, sorter, and RFID pads. • \$510.30 paid to CDW Government for purchase of polycom phone for use in the meeting rooms. • \$4,142.13 paid to Demco for the purchase of library supplies, and \$3,936.92 paid to Demco for new furniture in children’s area. • \$6,019.35 paid to Ebsco using 2019 pre-paid account for 2019 periodicals. \$1,565.24 of total cost funded by a grant from the Foundation. 				

Agenda Item Cover Sheet

BOARD MEETING DATE:
January 8, 2019

Agenda Item: 4b

- \$17,283.00 paid to Loffler for purchase of network switches, firewall, and uninterruptible power supply as part of the WCL/City IT transition.
- \$1,107 paid to Loft Literary Center for the provision of adult writing classes. Expense funded by a grant from the Friends.
- \$499.20 paid to Recorded Books using 2019 pre-paid account for 2019 standing order film plan.
- \$1,241.31 paid to Nardini for annual fire inspection.
- \$5,000.00 paid to Sarah Keister Armstrong & Associates as second installment for strategic planning contract.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

12/4/2018 Bill Resolution, 12/18/2018 Bill Resolution

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						
12042018	12/4/2018	Brodart Co	Materials - Juv	\$ 1,397.35	230-4230-2400-0000	Childrens Books
12042018	12/4/2018	Brodart Co	Materials - Adult Fiction	\$ 804.89	230-4230-2401-0000	Adult Books - Fiction
12042018	12/4/2018	Brodart Co	Materials - Adult Nonfiction	\$ 1,143.69	230-4230-2405-0000	Adult Books - Non Fiction
12042018	12/4/2018	Brodart Co	Materials - YA	\$ 217.89	230-4230-2406-0000	Teen Books
12042018	12/4/2018	Brodart Co	Materials - Processing	\$ 370.25	230-4230-3404-0000	Processing Fee
65562039	11/7/2018	Cengage Learning	Materials - Adult Fiction	\$ 153.55	230-4230-2401-0000	Adult Books - Fiction
65596812	11/15/2018	Cengage Learning	Materials - Adult Fiction	\$ 163.13	230-4230-2401-0000	Adult Books - Fiction
4012858534	11/28/2018	Cintas Corporation	Mat & towel cleaning service	\$ 72.24	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
11232018	11/29/2018	Kerschbaum Renovation	Painting	\$ 7,325.00	230-4231-3099-0000	Other Professional Services - Lib Plant
12042018	12/4/2018	Midwest Tape	Materials - Audio	\$ 1,087.03	230-4230-2402-0000	Audio
12042018	12/4/2018	Midwest Tape	Materials - Video	\$ 2,641.02	230-4230-2408-0000	Film/Video
12042018	12/4/2018	Midwest Tape	Materials - Processing	\$ 708.50	230-4230-3404-0000	Processing Fee
12042018	12/4/2018	Midwest Tape	Materials - Audio YA (Friends)	\$ 342.91	235-4235-2101-0000	Library Donations Materials
97044	11/26/2018	Minitex	RFID	\$ 1,197.00	230-4230-3404-0000	Processing Fee
CL56064C18	11/29/2018	Otis Elevator Company	Maintenance 12/1/18-2/28/19: December Portion	\$ 187.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
CL56064C18	11/29/2018	Otis Elevator Company	Maintenance 12/1/18-2/28/19: Jan-Feb 2019 Portion	\$ 374.00	230-0000-1410-1000	PRE PAID ACCOUNT
933120	11/13/2018	Stillwater Medical Group	New Hire Drug Screening	\$ 10.00	230-4230-4099-0000	Miscellaneous Charges
647084	11/9/2018	ECM Publishers	Board Vacancy Posting	\$ 28.50	230-4230-3400-0000	Printing and Publishing
14953631	11/13/2018	Toshiba Business Solutions	Maintenance Contract	\$ 51.86	230-4230-3707-0000	Maintenance Agreements
14958185	11/15/2018	Toshiba Business Solutions	Maintenance Contract	\$ 66.88	230-4230-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL	\$ 18,342.69		
CREDIT CARD						
6581861	10/9/2018	Amazon.com	Equipment - Juv (SPLF WB)	23.57	232-4232-2302-0000	SPLF - Minor Equipment
6581861	10/9/2018	Amazon.com	Supplies	71.96	230-4230-2101-0000	General Supplies
6581861	10/9/2018	Amazon.com	Materials - Juv	15.71	230-4230-2400-0000	Childrens Books
6581861	10/9/2018	Amazon.com	Programs - Teen (MELSA Teen)	68.80	235-4236-4099-0000	Library Donations Programs
6581861	10/9/2018	Amazon.com	Programs - Teen/Juv (MELSA STEM)	155.55	235-4236-4099-0000	Library Donations Programs
587460	10/14/2018	Amazon.com	Equipment - Juv (SPLF WB)	29.90	232-4232-2302-0000	SPLF - Minor Equipment
8120200	10/10/2018	Amazon.com	Equipment - Juv (SPLF WB)	91.39	232-4232-2302-0000	SPLF - Minor Equipment
587460	10/14/2018	Amazon.com	Supplies	169.41	230-4230-2101-0000	General Supplies
484619	10/26/2018	Dominos Pizza	Programs - Teen (SPLF)	36.77	232-4232-2407-0000	SPLF - Programs
20354	10/26/2018	River Market Co-Op	Programs - Teen (SPLF)	8.78	232-4232-2407-0000	SPLF - Programs
303085	10/26/2018	Valley Bookseller	Programs - Teen (SPLF)	25.00	232-4232-2407-0000	SPLF - Programs
			CREDIT CARD SUBTOTAL	\$ 696.84		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 19,039.53		

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						
		20				
855464	11/12/2018	Abbott Paint	Paint	\$ 20.25	230-4231-2202-0000	Building Repair Supplies
855584	12/11/2018	Abbott Paint	Paint	\$ 35.15	230-4231-2202-0000	Building Repair Supplies
855565	12/6/2018	Abbott Paint	Paint	\$ 241.68	230-4231-2202-0000	Building Repair Supplies
202735	11/26/2018	Ace Hardware	Supplies	\$ 87.25	230-4231-2102-0000	Janitorial Supplies
202768	11/27/2018	Ace Hardware	Supplies	\$ 32.97	230-4231-2102-0000	Janitorial Supplies
S10045266	10/24/2018	Bibliotheca LLC	2019 Bill Payment (2019 Equipment Service)	\$ 20,642.67	230-0000-1410-1000	PRE PAID ACCOUNT
12182018	12/18/2018	Brodart Co	Materials - Juv	\$ 1,299.89	230-4230-2400-0000	Childrens Books
12182018	12/18/2018	Brodart Co	Materials - Adult Fiction	\$ 1,831.91	230-4230-2401-0000	Adult Books - Fiction
12182018	12/18/2018	Brodart Co	Materials - Adult Nonfiction	\$ 1,747.70	230-4230-2405-0000	Adult Books - Non Fiction
12182018	12/18/2018	Brodart Co	Materials - YA	\$ 628.83	230-4230-2406-0000	Teen Books
12182018	12/18/2018	Brodart Co	Materials - Processing	\$ 796.85	230-4230-3404-0000	Processing Fee
12182018	12/18/2018	Brodart Co	Materials - Adult (SPLF)	\$ 391.58	232-4232-2113-0000	SPLF - Materials
12182018	12/18/2018	Brodart Co	Materials - Adult (235)	\$ 296.96	235-4235-2101-0000	Library Donations Materials
QFQ9475	12/1/2018	CDW Government Inc.	Polycm	\$ 510.30	230-4230-3098-0000	Technology Support
6506153	12/3/2018	Demco Inc.	Processing Supplies	\$ 132.36	230-4230-3404-0000	Processing Fee
6506153	12/3/2018	Demco Inc.	Library Supplies	\$ 4,142.13	230-4230-2101-0000	General Supplies
630558	11/29/2018	Demco Inc.	Furniture - Children's Area	\$ 3,946.92	120-4231-5300-0000	C/O Machinery & Equipment
1572578	10/30/2018	Ebsco Publishing	2019 Payment (2019 Periodicals)	\$ 4,455.11	230-0000-1410-1000	PRE PAID ACCOUNT
1572578	10/30/2018	Ebsco Publishing	2019 Payment (2019 Periodicals)	\$ 1,564.24	232-0000-1410-1000	SPLF - PRE PAID ACCOUNT
12122018	12/12/2018	Friends of the Stillwater Public Library	Friends Reimbursement for November Sales	\$ 203.50	228-4228-1990-0000	Friends of Library Pass Thru
4400	12/13/2018	Images of the Past	Materials - SCC DVD	\$ 355.00	230-4230-2499-0000	Collection Development
157212	12/12/2018	Illinois Library Association	Materials - Staff (IREAD)	\$ 31.25	230-4230-4001-0000	Subscriptions
2973245	11/29/2018	Loffler Companies	Switches, Firewall, UPS	\$ 17,283.00	120-4230-5310-0000	C/O MIS
153271	11/15/2018	Loft Literary Center	Programs - Adult (Friends 2018-09)	\$ 738.00	235-4236-4099-0000	Library Donations Programs
153243	10/20/2018	Loft Literary Center	Programs - Adult (Friends 2018-09)	\$ 369.00	235-4236-4099-0000	Library Donations Programs
12182018	12/18/2018	Midwest Tape	Materials - Audio	\$ 265.86	230-4230-2402-0000	Audio
12182018	12/18/2018	Midwest Tape	Materials - Video	\$ 1,059.22	230-4230-2408-0000	Film/Video
12182018	12/18/2018	Midwest Tape	Materials - Processing	\$ 246.68	230-4230-3404-0000	Processing Fee
12182018	12/18/2018	Midwest Tape	Materials - Audio YA (Friends)	\$ 299.31	235-4235-2101-0000	Library Donations Materials
W18100602	11/21/2018	Office of MN IT Services	Phone - October	\$ 138.50	230-4231-3101-0000	Telephone
IN00093984	11/30/2018	Nardini Fire Equipment	Annual Inspection	\$ 1,241.31	230-4231-3707-0000	Maintenance Agreements - Lib Plant
120418	12/4/2018	Petrie Angela	Programs - YA (Friends 17 YP) Staff Reimbursement	\$ 4.85	235-4236-4099-0000	Library Donations Programs
120418	12/4/2018	Petrie Angela	Programs - YA (SPLF 2018-07 Pgm) Staff Reimbursement	\$ 24.46	232-4232-2407-0000	SPLF - Programs
3292033	12/6/2018	Quill Corporation	Supplies	\$ 237.92	230-4230-2101-0000	General Supplies
76041709	11/30/2018	Recorded Books Inc	Materials - Electronic (AAB)	\$ 811.19	230-4230-2409-0000	Electronic Materials
76044037	12/4/2018	Recorded Books Inc	Materials - Electronic (AAB)	\$ 1,496.40	230-4230-2409-0000	Electronic Materials
76041916	11/30/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 35.00	230-4230-2402-0000	Audio
615591	9/20/2018	Recorded Books Inc	2019 Payment (Materials - AV SOP)	\$ 499.20	230-0000-1410-1000	PRE PAID ACCOUNT
76044013	12/4/2018	Recorded Books Inc	Materials - Electronic (AAB)	\$ 935.21	230-4230-2409-0000	Electronic Materials
76043417	12/3/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 148.46	230-4230-2402-0000	Audio
76044045	12/4/2018	Recorded Books Inc	Materials - Electronic (AAB)	\$ 237.49	230-4230-2409-0000	Electronic Materials
76043505	12/3/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 973.57	230-4230-2402-0000	Audio
76044208	12/4/2018	Recorded Books Inc	Materials - Audio (JAB)	\$ 115.85	230-4230-2402-0000	Audio
76044656	12/5/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 32.00	230-4230-2402-0000	Audio
76044956	12/5/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 718.74	230-4230-2402-0000	Audio
76045589	12/5/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 76.79	230-4230-2402-0000	Audio
76043416	12/5/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 63.99	230-4230-2402-0000	Audio
76045869	12/5/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 61.87	230-4230-2402-0000	Audio
76046036	12/6/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 54.90	230-4230-2402-0000	Audio
76046044	12/6/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 36.95	230-4230-2402-0000	Audio
76046455	12/6/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 95.97	230-4230-2402-0000	Audio
76046548	12/6/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 31.99	230-4230-2402-0000	Audio
76046549	12/6/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 28.00	230-4230-2402-0000	Audio
12072018	12/7/2018	Reyers Mariah E.	Programs - Juv (SPLF 2018-07 Pgm Asst)	\$ 300.00	232-4232-2407-0000	SPLF - Programs
18-000171	12/14/2018	Sarah Keister Armstrong & Associates,	Strategic Planning	\$ 5,000.00	230-4230-3099-0000	Other Professional Services
150180	12/24/2018	Washington County Library	Antivirus	\$ 562.80	230-4230-3098-0000	Technology Support
150175	12/3/2018	Washington County Library	Acquisitions Training	\$ 110.70	230-4230-3098-0000	Technology Support
51-7976594-1	12/13/2018	Xcel Energy	Energy	\$ 1,194.93	230-4231-3601-0000	Natural Gas
51-7976594-1	12/13/2018	Xcel Energy	Energy	\$ 2,891.49	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		\$ 81,816.10		
CREDIT CARD						
		None				
		CREDIT CARD SUBTOTAL				
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
		None				
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 81,816.10		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 November Budget Status Report	
OWNER: Finance Committee Troendle, Library Director Goeltl, Business & Communications Manager	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 – November 30, 2018.</p> <p><u>120 Funds – Capital Projects</u></p> <ul style="list-style-type: none"> \$1,143 in November capital expenditures in 120-4230-5310-000 reflect purchase of a charging station for patron devices. <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: \$3,470 in wedding/special event/meeting revenue was received in November for 4 events. Revenues through October are \$87,406, 45% over the 2018 budgeted amount of \$60,000. Gifts: \$2,121.55 has been received through November in gift funds deposited to 230-0000-3820-0100. This is 47% 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 45% 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 \$839,647.08 through the November 10 pay period, 80.5% of the \$1,043,276 budgeted for 2018. The library will end the year under budget for personnel expenditures. The open Assistant Director position is estimated to provide a cost-savings of \$66,000 for 2018. While the library had increased costs for summer substitutes, wedding event prep, wedding custodians, and additional hours for the Information Services Supervisor, expenses were offset by decreased costs due to retirements and other staffing changes. <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. 	

Materials:

- Physical Books: Adult, teen, and children’s book expenditures are at \$49,893 or 68% of budget. Book order totals are running significantly ahead of invoices paid and are on pace.
- Film/Video/Audio: Video and audio expenditures for adult, teen and children’s titles have increased to \$8,726 or 40% of the budget. Staff have placed year-end orders and invoices received should significantly increase in the upcoming weeks.

Services and Charges:

- Technology Support: Expenditures are at \$1,788 of the \$6,500.00 budgeted. Additional expenditures are projected for December as IT prepares for the transition from WCL.
- Other Professional Services – Operating: Expenditures are at \$10,913.75, over the 2018 budget of \$2,500. Due to cost savings in personnel and other areas, the first and second \$5,000 payments of the strategic planning contract were charged to this line item instead of using supplemental funds.
- Processing fees: Expenditures total \$7,118, exceeding the 2018 budgeted amount of \$7,000. By the close of 2018, processing fees are projected to be over budget by at least \$5,000. 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 Stillwater’s orders are processed and shipped, we can expect to see processing expenditures increase through the end of the year.
- Maintenance Agreements – Operating: \$2,594.74 of the \$20,000 budgeted has been spent on maintenance agreements through November. Traditionally, a large portion of the remaining budget would go to the year-end payment of the service contracts for the self-checks and sorter. The next maintenance agreement runs from December 23, 2018 – Dec 22, 2019. As almost 98% of the contract is for 2019, City Finance has requested that the library pays this invoice using 2019 funds instead of 2018 funds.
- Building repair expenditures are \$30,703.57 through November, which is \$7,874.57 over budget. \$13,049.28 of the expenditures through November are from the 6/9/18 ramp incident. In addition, \$455.44 in other ramp incident expenses were charged to other line items. A total claim of \$13,504.72 was submitted to the insurance company and was approved. We anticipate a reimbursement of \$12,503.72 (the claim less \$1,000 deductible). December invoices for thermostat and HVAC system repairs will increase the library’s repair expenditures for 2018.

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 November Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 1/4/2019 - 9:20 AM
 Period: 1 to 11, 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	9,866.19	9,866.19	11,533.81	0.00	11,533.81	53.90
	E25 Sub Totals:	65,000.00	32,998.27	32,998.27	32,001.73	0.00	32,001.73	49.23
	Expense Sub Totals:	65,000.00	32,998.27	32,998.27	32,001.73	0.00	32,001.73	49.23
	Dept 4230 Sub Totals:	65,000.00	32,998.27	32,998.27	32,001.73	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	47,040.77	47,040.77	42,959.23	0.00	42,959.23	47.73
	Fund 120 Sub Totals:	90,000.00	47,040.77	47,040.77	42,959.23	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	90,000.00	47,040.77	47,040.77	42,959.23	0.00	42,959.23	47.73
	Report Totals:	90,000.00	47,040.77	47,040.77	42,959.23	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 1/4/2019 - 9:17 AM
 Period: 1 to 11, 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	87,405.95	87,405.95	-27,405.95	0.00	-27,405.95	0.00
230-0000-3520-0100	Copier/Printer Sales	5,500.00	4,979.42	4,979.42	520.58	0.00	520.58	9.47
230-0000-3880-0200	Gallery Fees	500.00	643.60	643.60	-143.60	0.00	-143.60	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	100.00	100.00	200.00	0.00	200.00	66.67
	R25 Sub Totals:	66,300.00	93,128.97	93,128.97	-26,828.97	0.00	-26,828.97	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	2,121.55	2,121.55	2,378.45	0.00	2,378.45	52.85
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	963.00	963.00	-463.00	0.00	-463.00	0.00
230-0000-3880-0020	Library Card Fees	2,000.00	907.03	907.03	1,092.97	0.00	1,092.97	54.65
230-0000-3880-0030	Lost Materials	3,000.00	2,952.52	2,952.52	47.48	0.00	47.48	1.58
230-0000-3880-0040	Processing Fees	8,200.00	6,855.22	6,855.22	1,344.78	0.00	1,344.78	16.40
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	-14.80	-14.80	14.80	0.00	14.80	0.00
	R40 Sub Totals:	19,200.00	13,890.98	13,890.98	5,309.02	0.00	5,309.02	27.65
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,218,490.00	1,116,949.13	1,116,949.13	101,540.87	0.00	101,540.87	8.33
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	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	1,116,949.13	1,116,949.13	101,540.87	0.00	101,540.87	8.33
	Revenue Sub Totals:	1,303,990.00	1,223,969.08	1,223,969.08	80,020.92	0.00	80,020.92	6.14
	Dept 0000 Sub Totals:	-1,303,990.00	-1,223,969.08	-1,223,969.08	-80,020.92	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	219,762.95	126,770.54	126,770.54	92,992.41	0.00	92,992.41	42.31
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	10,495.93	10,495.93	-10,495.93	0.00	-10,495.93	0.00
230-4230-1113-0000	Vacation Pay	0.00	34,272.78	34,272.78	-34,272.78	0.00	-34,272.78	0.00
230-4230-1200-0000	Part Time Salaries	484,292.98	393,780.62	393,780.62	90,512.36	0.00	90,512.36	18.69
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	39,817.67	39,817.67	12,986.88	0.00	12,986.88	24.59
230-4230-1420-0000	FICA/Medicare	53,860.80	42,077.74	42,077.74	11,783.06	0.00	11,783.06	21.88
230-4230-1500-0000	Hospital / Medical	100,779.00	78,621.03	78,621.03	22,157.97	0.00	22,157.97	21.99
230-4230-1520-0000	Dental Insurance	4,147.60	3,049.02	3,049.02	1,098.58	0.00	1,098.58	26.49
230-4230-1540-0000	Life Insurance	650.00	494.56	494.56	155.44	0.00	155.44	23.91
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	733,243.20	733,243.20	183,054.68	0.00	183,054.68	19.98
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	3,093.89	3,093.89	1,406.11	0.00	1,406.11	31.25
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	1,752.07	1,752.07	247.93	0.00	247.93	12.40
230-4230-2302-0000	Other Minor Equipment	3,000.00	848.32	848.32	2,151.68	0.00	2,151.68	71.72
230-4230-2400-0000	Childrens Books	16,500.00	13,038.53	13,038.53	3,461.47	0.00	3,461.47	20.98
230-4230-2401-0000	Adult Books - Fiction	20,000.00	17,208.38	17,208.38	2,791.62	0.00	2,791.62	13.96
230-4230-2402-0000	Audio	14,000.00	4,638.07	4,638.07	9,361.93	0.00	9,361.93	66.87

General Ledger

Budget Status

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-2403-0000	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	15,915.05	15,915.05	4,084.95	0.00	4,084.95	20.42
230-4230-2406-0000	Teen Books - Materials	5,000.00	3,730.60	3,730.60	1,269.40	0.00	1,269.40	25.39
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	4,087.62	4,087.62	3,412.38	0.00	3,412.38	45.50
230-4230-2409-0000	Electronic Materials	4,500.00	545.33	545.33	3,954.67	0.00	3,954.67	87.88
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	72,352.95	72,352.95	33,047.05	0.00	33,047.05	31.35
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	1,787.95	1,787.95	4,712.05	0.00	4,712.05	72.49
230-4230-3099-0000	Other Professional Services	2,500.00	5,913.75	5,913.75	-3,413.75	0.00	-3,413.75	0.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	1,173.98	1,173.98	326.02	0.00	326.02	21.73
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	1,695.56	1,695.56	3,304.44	0.00	3,304.44	66.09
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	1,500.00	1,514.83	1,514.83	-14.83	0.00	-14.83	0.00
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	7,117.59	7,117.59	-117.59	0.00	-117.59	0.00
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	2,476.00	2,476.00	17,524.00	0.00	17,524.00	87.62
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	368.27	368.27	31.73	0.00	31.73	7.93
E15 Sub Totals:		46,505.00	22,076.27	22,076.27	24,428.73	0.00	24,428.73	52.53
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	2,675.39	2,675.39	-1,175.39	0.00	-1,175.39	0.00
E20 Sub Totals:		2,525.00	3,699.37	3,699.37	-1,174.37	0.00	-1,174.37	0.00
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E35 Sub Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense Sub Totals:		1,070,727.88	831,371.79	831,371.79	239,356.09	0.00	239,356.09	22.35
Dept 230-4231 LIBRARY PLANT		1,070,727.88	831,371.79	831,371.79	239,356.09	0.00	239,356.09	22.35
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	56,390.59	50,269.12	50,269.12	6,121.47	0.00	6,121.47	10.86
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	2,641.23	2,641.23	-2,641.23	0.00	-2,641.23	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,712.59	4,712.59	-4,712.59	0.00	-4,712.59	0.00
230-4231-1200-0000	Part Time Salaries	34,726.18	20,855.36	20,855.36	13,870.82	0.00	13,870.82	39.94
230-4231-1410-0000	PERA	6,833.76	5,018.78	5,018.78	1,814.98	0.00	1,814.98	26.56
230-4231-1420-0000	FICA/Medicare	6,970.43	5,513.89	5,513.89	1,456.54	0.00	1,456.54	20.90
230-4231-1500-0000	Hospital / Medical	21,183.00	16,589.77	16,589.77	4,593.23	0.00	4,593.23	21.68
230-4231-1520-0000	Dental Insurance	757.80	631.50	631.50	126.30	0.00	126.30	16.67
230-4231-1540-0000	Life Insurance	116.00	85.78	85.78	30.22	0.00	30.22	26.05
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	106,403.88	106,403.88	20,573.88	0.00	20,573.88	16.20
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	488.13	488.13	511.87	0.00	511.87	51.19
230-4231-2102-0000	Janitorial Supplies	3,000.00	3,758.43	3,758.43	-758.43	0.00	-758.43	0.00
230-4231-2202-0000	Building Repair Supplies	300.00	2,415.53	2,415.53	-2,115.53	0.00	-2,115.53	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	941.99	941.99	-141.99	0.00	-141.99	0.00
E10 Sub Totals:		5,200.00	7,604.08	7,604.08	-2,404.08	0.00	-2,404.08	0.00
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	500.00	1,914.00	1,914.00	-1,414.00	0.00	-1,414.00	0.00
230-4231-3101-0000	Telephone	1,500.00	1,246.50	1,246.50	253.50	0.00	253.50	16.90
230-4231-3500-0000	General Insurance	29,160.00	0.00	0.00	29,160.00	0.00	29,160.00	100.00
230-4231-3600-0000	Electricity	35,000.00	33,493.52	33,493.52	1,506.48	0.00	1,506.48	4.30
230-4231-3601-0000	Natural Gas	12,000.00	7,591.72	7,591.72	4,408.28	0.00	4,408.28	36.74
230-4231-3703-0000	Building Repair Charges	12,829.00	30,703.57	30,703.57	-17,874.57	0.00	-17,874.57	0.00
230-4231-3707-0000	Maintenance Agreements	8,995.00	8,950.48	8,950.48	44.52	0.00	44.52	0.49

General Ledger

Budget Status

User: kgoeltl
 Printed: 1/4/2019 - 9:17 AM
 Period: 1 to 11, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E15 Sub Totals:	99,984.00	83,899.79	83,899.79	16,084.21	0.00	16,084.21	16.09
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	857.64	857.64	242.36	0.00	242.36	22.03
	E20 Sub Totals:	1,100.00	857.64	857.64	242.36	0.00	242.36	22.03
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	198,765.39	198,765.39	34,496.37	0.00	34,496.37	14.79
	Dept 4231 Sub Totals:	233,261.76	198,765.39	198,765.39	34,496.37	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	1,223,969.08	1,223,969.08	80,020.92	0.00	80,020.92	6.14
	Fund Expense Sub Totals:	1,303,989.64	1,039,548.45	1,039,548.45	264,441.19	0.00	264,441.19	20.28
	Fund 230 Sub Totals:	-0.36	-184,420.63	-184,420.63	184,420.27	0.00		
	Revenue Totals:	1,303,990.00	1,223,969.08	1,223,969.08	80,020.92	0.00	80,020.92	6.14
	Expense Totals:	1,303,989.64	1,039,548.45	1,039,548.45	264,441.19	0.00	264,441.19	20.28
	Report Totals:	-0.36	-184,420.63	-184,420.63	184,420.27	0.00		

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received</p>	
<p>OWNER: Goeltl, Business and Communications Manager</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the following supplemental gifts and grants received by the library in Quarter 4 of 2018.</p>	
<p>BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1, 2018 – December 31, 2018. Included on this report are Foundation payments of the venue coordinator and volunteer coordinator contracts. Official acceptance of the gifts and grants received is requested.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2018 Gifts & Grants Received Through 12/31/2018</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 12/31/2018

Prepared 10/04/18

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

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 12/31/2018

Prepared 10/04/18

G26	6/11/2018	\$25 Korich Tribute	\$25.00	Children's nonfiction science books - natural world	230-0000-3820-0100	Expend in 2018	Bd Approved 7/10/18
G27	6/15/2018	\$0.05 Donation	\$0.05	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 7/10/18
G28	6/25/2018	\$1285 Athena Fund Distribution (from grant funds available from 7/1/2017-6/30/18)	\$1,285.00	Non-fiction materials of lasting value	235-3235-3820-0100	Expend in 2018-2019	Bd Approved 7/10/18
G29	6/25/2018	\$200 Korich Tribute	\$200.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	Bd Approved 7/10/18
G30	6/25/2018	\$300 Korich Tribute	\$300.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	Bd Approved 7/10/18
G31	6/25/2018	\$20 Korich Tribute	\$20.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	Bd Approved 7/10/18
G32	6/25/2018	\$70 Korich Tribute	\$70.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	Bd Approved 7/10/18
G33	6/29/2018	\$50 Virginia Lovness Tribute	\$50.00	Use for purchase of adult nonfiction	230-0000-3820-0100	Expend in 2018	Bd Approved 7/10/18
G34	6/27/2018	\$5 Anonymous Donation	\$5.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 10/8/18
G35	7/3/2018	Huninghake Tribute: Friday Study Club	\$25.00	Use for purchase of adult travel book	230-0000-3820-0100	Expend in 2018	Bd Approved 10/8/18
G36	7/10/2018	\$13 Donation	\$13.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 10/8/18
G37	7/25/2018	20 Miscellaneous Dollhouse Pieces; Est Value \$15	In-Kind	N/A	N/A	N/A	Bd Approved 10/8/18
G38	8/10/2018	Unrestricted Cash Donation of \$100	\$100.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 10/8/18
G39	8/20/2018	\$50 Ruch Tribute	\$50.00	Use for purchase of adult fiction tribute books	230-0000-3820-0100	Expend in 2018	Bd Approved 10/8/18
G40	8/20/2018	Unrestricted Donation of \$200	\$200.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 10/8/18
G41	8/29/2018	Unrestricted Donation of \$200	\$200.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 10/8/18
G42	8/29/2018	Helen Lawson Library Fund of the St. Croix Valley Foundation 2018 Distribution	\$9,840.00	Funds in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund.	224-0000-3820-0100	TBD BY BOARD	Bd Approved 10/8/18
G43	9/11/2018	\$25 Haase Tribute	\$25.00	Use for purchase of children's fiction	230-0000-3820-0100	Expend in 2018	Bd Approved 10/8/18
G44	9/13/2018	\$60.00 Tribute for Orff and Ziebel	\$60.00	Use for the purchase of adult fiction and nonfiction	230-0000-3820-0100	Expend in 2018	Bd Approved 10/8/18
G45	9/19/2018	\$10.00 Birthday Tribute for Holton	\$10.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 10/8/18
G46	9/25/2018	Unrestricted donation of \$5.00	\$5.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 10/8/18
G47	9/27/2018	Unrestricted donation of \$10.00 in thanks to staff	\$10.00	None	230-0000-3820-0100	Used to offset 2018 general operating	Bd Approved 10/8/18
G48	10/4/2018	In-Kind donations of materials * Programming/Craft Materials (\$30) * Fabric (\$10) * Paper and Doll Furniture (\$20)	In-Kind	N/A	N/A	N/A	For Bd review and approval 1/8/19
G49	10/22/2018	In-Kind donation of custom built credenza for Conference Room; Building Materials = \$325	In-Kind	N/A	N/A	N/A	For Bd review and approval 1/8/19

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 12/31/2018

Prepared 10/04/18

G50	10/26/2018	Unrestricted matching gift of \$200	\$200.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 1/8/19</i>
G51	10/30/2018	\$25.00 Tribute in Memory Of Don Langworthy	\$25.00	Use for the purchase of adult fiction	230-0000-3820-0100	Expend in 2018	<i>For Bd review and approval 1/8/19</i>
G52	11/8/2018	\$200 Donation	\$200.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 1/8/19</i>
G53	11/15/2018	In-Kind donation of wooden stamps, 10 stamp pads, heat gun, 10 bottles of embossing powder, 9 16 oz bottles of tempera paint, small supply of brushes, smocks and craft items; Estimated value = \$50	In-Kind	N/A	N/A	N/A	<i>For Bd review and approval 1/8/19</i>
G54	12/1/2018	In-Kind donation of 1937 Kebeonian	N/A	N/A	N/A	N/A	<i>For Bd review and approval 1/8/19</i>
G55	12/1/2018	\$60.00 Tribute Gift for Purchase of Pollinator/Bee Books	\$60.00	Use for the purchase of pollinator books	230-0000-3820-0100	Expend in 2018	<i>For Bd review and approval 1/8/19</i>
G56	12/8/2018	In-Kind Donation from Rose Floral of 5 pots of evergreens for terrace	N/A	N/A	N/A	N/A	<i>For Bd review and approval 1/8/19</i>
G57	12/16/2018	Unrestricted donation of \$4.00	\$4.00	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 1/8/19</i>
G58	12/18/2018	\$150.00 donation for purchase of The Orphan Master's book club kit from Judd Street Readers	\$150.00	Use for the purchase of 10 copies of The Orphan Master's Son	235-3235-3820-0100	Expend in 2018 or early 2019	<i>For Bd review and approval 1/8/19</i>
G59	12/28/2018	\$200.00 Donation from Friday Study Club	\$200.00	None	235-0000-3820-0100	Expend in 2019	<i>For Bd review and approval 1/8/19</i>
			\$19,260.55				

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 12/31/2018

Prepared 10/04/18

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

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 12/31/2018

Prepared 10/04/18

2018: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/26/2018	2018-01 Big Read	\$1,000	Big Read in St. Croix Valley			Bd Approved 4/10/18
SPLF2	1/26/2018	2018-01 Sunday Hours	\$7,750	Sunday Hours			Bd Approved 4/10/18
SPLF3	1/26/2018	2018-01 DR Luckner - Juv	\$100	Children's Materials and Programs			Bd Approved 4/10/18
SPLF4	2/23/2018	2018-02 DR Heuer Tribute - Adult Books	\$1,890	Adult Books			Bd Approved 4/10/18
SPLF5	3/23/2018	2018-03 Juv SRP	\$5,200	2018 Children's Summer Reading Program			Bd Approved 4/10/18
SPLF6	4/27/2018	2018-04 Adult SRP	\$2,500	2018 Adult Summer Reading Program			Bd Approved 7/10/18
SPLF7	4/27/2018	2018-04 DR Huelsmann Hearing Loop	\$10,000	Donor-Restricted Grant by Huelsmann Foundation of \$10,000 for Hearing Loops in Conference Room and Storytime Room			Bd Approved 7/10/18
SPLF8	7/27/2018	2018-07 YS Pgm Asst	\$6,500	YS Programming Assistant position and children's programming assistance or substitutes in Aug - Dec, 2018.			Bd Approved 10/8/18
SPLF9	7/27/2018	2018-07 Programs	\$1,422	Transfer a total of \$1,422.38 from the dollars remaining of 2016-08 Multiple Copies (\$517.37), 2015-11 Book Club Kits, 2014-11 Classics Replacements (\$341.75) to a 2018 programming grant to be expended by the end of 2018.			Bd Approved 10/8/18
SPLF10	7/27/2018	2018-06 DR Ruch Tribute	\$5,000	Donor-Restricted Tribute Gift in honor of Dave Ruch. Gift funds to be fully used to serve the library.			Bd Approved 10/8/18
SPLF11	7/27/2018	2018-06 DR Wright-Berglund	\$500	Donor-Restricted Gift for the Children's Area			Bd Approved 10/8/18
SPLF12	7/27/2018	2018-07 DR Lakeview Hearing Loops	\$5,000	Donor-Restricted Gift for the installation of Hearing Loops in the Conference Room and the Children's Storytime Room.			Bd Approved 10/8/18
SPLF13	11/30/2018	2018-11 Adult Nonfiction	\$2,000	Adult Nonfiction in Popular Series Subjects			<i>For Bd review and approval 1/8/19</i>
SPLF14	11/30/2018	2018-11 Newspaper	\$3,000	2019 Subscriptions to Selected Newspapers and Periodicals			<i>For Bd review and approval 1/8/19</i>
SPLF15	11/30/2018	2018-11 Weeding	\$1,500	Collection Maintenance Support			<i>For Bd review and approval 1/8/19</i>
SPLF16	11/30/2018	2018-11 DR Hollatz Child/Fam	\$500	Donor-Restricted Gift for Use for programs/services to attract children and families to library; particularly lower-income			<i>For Bd review and approval 1/8/19</i>
			\$53,862				

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 12/31/2018

Prepared 10/04/18

2018: SPLF IN KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	
SPLF In Kind 1	1/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	
SPLF In Kind 2	1/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 3	1/31/2018	Volunteer Center - Annual Affiliation Fee	\$55	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 4	2/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 5	2/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 6	3/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 7	3/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 4/10/18
SPLF In Kind 8	4/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 9	4/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 10	5/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 11	5/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 12	6/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 13	6/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 7/10/18
SPLF In Kind 14	7/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 10/8/18
SPLF In Kind 15	7/17/2018	The Knot Wedding Advertising	\$2,149	N/A	N/A	N/A	Bd Approved 10/8/18
SPLF In Kind 16	7/21/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 10/8/18
SPLF In Kind 17	8/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 10/8/18
SPLF In Kind 18	8/21/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 10/8/18
SPLF In Kind 19	9/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Bd Approved 10/8/18
SPLF In Kind 20	9/21/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Bd Approved 10/8/18
SPLF In Kind 21	10/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 1/8/19</i>
SPLF In Kind 22	10/21/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	<i>For Bd review and approval 1/8/19</i>
SPLF In Kind 23	11/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 1/8/19</i>
SPLF In Kind 24	11/21/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	<i>For Bd review and approval 1/8/19</i>

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 12/31/2018

Prepared 10/04/18

SPLF in Kind 25	12/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 1/8/19</i>
SPLF in Kind 26	12/21/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	<i>For Bd review and approval 1/8/19</i>
			\$44,924				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Capital Release Request	
OWNER: Troendle, Library Director	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <p>Release the following 2019 capital funds for the IT transition:</p> <ul style="list-style-type: none"> • \$11,600 for the upgrade of staff computers • \$8,000 for the upgrade of the public copier/printer • \$5,500 for software licenses • \$14,000 for the upgrade of public access internet computers <p>Reallocation and release of the following 2019 capital funds for the IT transition:</p> <ul style="list-style-type: none"> • \$2,000 originally intended for UPS network released for the upgrade of computers <p>Release \$30,000 of the \$46,400 in 2019 capital funds allocated to the reconstruction of the pergola.</p>	
BACKGROUND/CONTEXT: <p>The IT funds requested for release are for the transition of library IT support from Washington County to the City. City IT is endeavoring to finish the major components of the library’s infrastructure by the end of March 2019 as they have another technology project at the Recreation Center beginning in April.</p> <p>The UPS (uninterruptable power supply) network, originally budgeted for in 2019, was purchased in 2018 to help IT proceed with the transition. IT requests that these funds now be reallocated for the upgrade of computers.</p> <p>A contract has been signed with Braden Construction for reconstruction of the pergola. Request release of \$30,000 to cover the cost of the contract plus any permits.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Planning Update	
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>Since Sarah Keister Armstrong & Associates was selected by the library board to facilitate the current strategic planning process, Sarah has coordinated a community survey, gathered statistical data and facilitated several focus groups, resulting in the attached community feedback report.</p> <p>On January 8, she will meet with staff in the morning and trustees in the evening. The library will open one hour later than usual to provide staff additional time to share input and ask questions. With staff, Sarah will present the community report data and then open it up for feedback about strengths and weaknesses of the library, plus what that means for the library moving forward.</p> <p>During the evening meeting with trustees, Sarah will structure her presentation as follows:</p> <ul style="list-style-type: none"> • Presentation of community feedback and staff meeting findings • Questions and answers regarding data • Facilitation of discussion of current library vision, mission, and values • Facilitation of discussion of goals and strategies • Overview of next steps <p>The 2014-2017 strategic plan defined the mission as follows: <i>The mission of the Stillwater Public Library is to promote the power of knowledge, encourage the discovery of ideas, and instill the joy of reading.</i> And the vision is described this way: <i>The Stillwater Public Library is recognized throughout the community as the center for advancing literacy, enriching lifelong learning, and empowering civic engagement.</i> Additional information about the 2014-2017 plan is on the website at http://stillwaterlibrary.org/strategic-plan/.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Community Feedback Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



COMMUNITY FEEDBACK



PREPARED BY:

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DECEMBER 2018

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COMMUNITY DEMOGRAPHICS

The following pages include demographic information detailing trends in the population of Stillwater, as well as comparison data with Washington County and the State of Minnesota.

Source: American Community Survey, 2009-2013 through 2013-2017 Five-Year Estimates.

DEMOGRAPHIC INDICATOR	2009-2013	2010-2014	2011-2015	2012-2016	2013-2017
TOTAL POPULATION	18,390	18,541	18,677	19,142	19,232
Native; born in state of residence	12,857	13,036	12,739	13,103	13,708
Native; born in other state in the U.S.	4,805	4,695	5,122	5,259	4,905
Native; born outside U.S.	129	312	259	254	177
Foreign-born	599	498	557	526	442
AGE					
Under 5 years	6.0%	5.9%	5.1%	4.7%	5.6%
5 to 17 years	19.5%	20.2%	21.1%	21.2%	20.4%
18 to 24 years	6.2%	6.2%	6.0%	6.7%	6.8%
25 to 44 years	26.7%	25.9%	25.7%	24.6%	24.2%
45 to 54 years	14.9%	15.6%	16.2%	16.9%	16.7%
55 to 64 years	13.9%	13.2%	12.2%	11.7%	11.2%
65 to 74 years	7.0%	7.4%	7.8%	8.5%	9.3%
75 years and over	5.7%	5.6%	5.8%	5.8%	5.9%
Median age (years)	39.7	40.6	40.5	41.1	40.4
RACE AND HISPANIC OR LATINO ORIGIN					
One race	98.5%	97.5%	97.5%	97.4%	97.5%
White	93.9%	92.4%	93.2%	93.2%	93.4%
Black or African American	2.4%	2.9%	2.3%	2.4%	2.4%
American Indian and Alaska Native	0.3%	0.3%	0.3%	0.2%	0.2%
Asian	1.4%	1.6%	1.5%	1.3%	1.3%
Native Hawaiian and Other Pacific Islander	0.0%	0.0%	0.0%	0.0%	0.0%
Some other race	0.5%	0.4%	0.2%	0.2%	0.2%
Two or more races	1.5%	2.5%	2.5%	2.6%	2.5%
Hispanic or Latino origin (of any race)	2.7%	2.5%	3.4%	1.9%	2.6%

DEMOGRAPHIC INDICATOR	2009-2013	2010-2014	2011-2015	2012-2016	2013-2017
LANGUAGE SPOKEN AT HOME AND ABILITY TO SPEAK ENGLISH					
Population 5 years and over	17,281	17,448	17,718	18,242	18,159
Speak language other than English	4.8%	4.0%	3.8%	3.6%	3.1%
Speak English "very well"	3.8%	3.2%	3.2%	3.0%	2.3%
Speak English less than "very well"	1.0%	0.8%	0.6%	0.6%	0.8%
EDUCATIONAL ATTAINMENT					
Population 25 years and over	12,546	12,553	12,648	12,904	12,931
Less than high school graduate	3.1%	3.3%	3.0%	2.9%	2.5%
High school graduate (includes equivalency)	22.0%	20.6%	20.0%	18.6%	18.9%
Some college or associate's degree	30.9%	31.8%	32.0%	31.3%	31.4%
Bachelor's degree	29.5%	30.0%	30.2%	30.6%	30.6%
Graduate or professional degree	14.5%	14.3%	14.8%	16.7%	16.6%
INDIVIDUALS' INCOME IN THE PAST 12 MONTHS					
Population 15 years and over	14,466	14,533	14,760	15,146	15,094
\$1 to \$9,999 or loss	14.5%	13.1%	13.3%	13.2%	12.9%
\$10,000 to \$14,999	7.1%	7.3%	7.4%	7.6%	6.6%
\$15,000 to \$24,999	13.0%	13.2%	13.1%	12.8%	12.9%
\$25,000 to \$34,999	9.7%	9.4%	9.4%	9.3%	9.1%
\$35,000 to \$49,999	11.3%	12.4%	11.5%	10.8%	11.0%
\$50,000 to \$64,999	11.5%	9.9%	11.0%	12.3%	11.3%
\$65,000 to \$74,999	4.6%	5.3%	5.4%	5.5%	6.2%
\$75,000 or more	17.9%	19.0%	19.3%	20.5%	22.7%
Median household income (dollars)	\$67,012	\$75,200	\$76,970	\$79,293	\$82,205

DEMOGRAPHIC INDICATOR	STILLWATER	WASHINGTON COUNTY	MINNESOTA
TOTAL POPULATION	19,232	250,979	5,490,726
Native; born in state of residence	13,708	173,430	3,723,103
Native; born in other state in the U.S.	4,905	59,006	1,279,265
Native; born outside U.S.	177	1,718	39,961
Foreign-born	442	16,825	448,397
AGE			
Under 5 years	5.6%	6.1%	6.4%
5 to 17 years	20.4%	19.0%	17.1%
18 to 24 years	6.8%	7.9%	9.2%
25 to 44 years	24.2%	24.8%	26.0%
45 to 54 years	16.7%	15.3%	13.5%
55 to 64 years	11.2%	13.6%	13.2%
65 to 74 years	9.3%	8.0%	8.2%
75 years and over	5.9%	5.3%	6.4%
Median age (years)	40.4	39.2	37.9
RACE AND HISPANIC OR LATINO ORIGIN			
One race	97.5%	97.0%	97.2%
White	93.4%	86.4%	83.7%
Black or African American	2.4%	4.1%	6.0%
American Indian and Alaska Native	0.2%	0.4%	1.0%
Asian	1.3%	5.4%	4.7%
Native Hawaiian and Other Pacific Islander	0.0%	0.1%	0.0%
Some other race	0.2%	0.8%	1.7%
Two or more races	2.5%	3.0%	2.8%
Hispanic or Latino origin (of any race)	2.6%	3.9%	5.2%
LANGUAGE SPOKEN AT HOME AND ABILITY TO SPEAK ENGLISH			
Population 5 years and over	18,159	235,721	5,140,764
Speak language other than English	3.1%	8.9%	11.3%
Speak English "very well"	2.3%	6.5%	6.8%
Speak English less than "very well"	0.8%	2.4%	4.6%

DEMOGRAPHIC INDICATOR	STILLWATER	WASHINGTON COUNTY	MINNESOTA
EDUCATIONAL ATTAINMENT			
Population 25 years and over	12,931	168,235	3,698,605
Less than high school graduate	2.5%	3.9%	7.2%
High school graduate (includes equivalency)	18.9%	21.7%	25.4%
Some college or associate's degree	31.4%	32.1%	32.6%
Bachelor's degree	30.6%	27.6%	23.0%
Graduate or professional degree	16.6%	14.7%	11.8%
INDIVIDUALS' INCOME IN THE PAST 12 MONTHS			
Population 15 years and over	15,094	199,582	4,418,152
\$1 to \$9,999 or loss	12.9%	13.3%	15.4%
\$10,000 to \$14,999	6.6%	6.7%	7.9%
\$15,000 to \$24,999	12.9%	9.8%	13.0%
\$25,000 to \$34,999	9.1%	9.6%	11.7%
\$35,000 to \$49,999	11.0%	13.1%	14.5%
\$50,000 to \$64,999	11.3%	11.6%	10.6%
\$65,000 to \$74,999	6.2%	6.0%	4.5%
\$75,000 or more	22.7%	21.1%	14.5%
Median household income	\$82,205	\$89,598	\$65,699
POVERTY STATUS IN THE PAST 12 MONTHS			
Population for whom poverty status is determined	18,742	247,183	5,366,210
Below 100 percent of the poverty level	5.6%	5.0%	10.5%
100 to 149 percent of the poverty level	4.5%	4.3%	7.2%
At or above 150 percent of the poverty level	89.9%	90.8%	82.4%

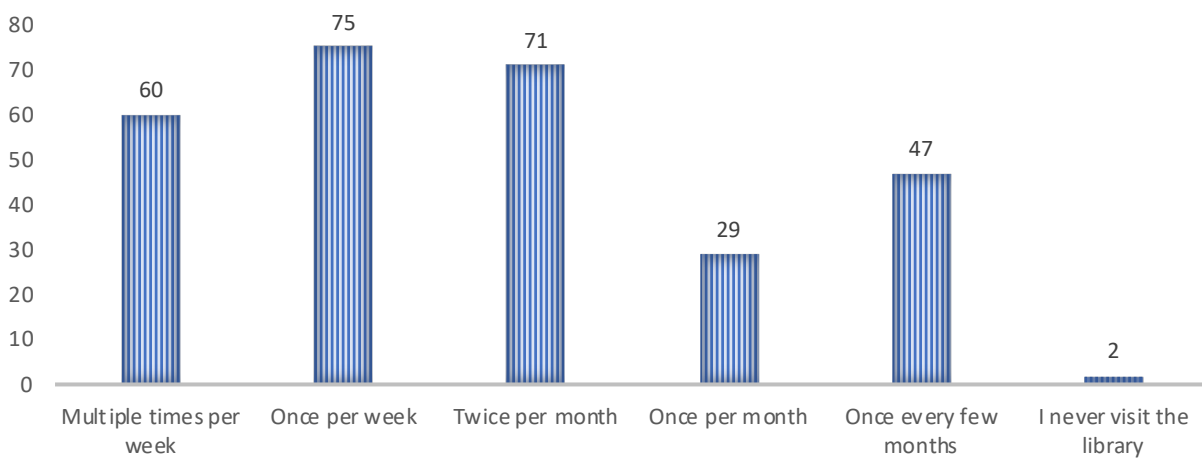
Source: American Community Survey, 2013-2017 Five-Year Estimates.

COMMUNITY SURVEY

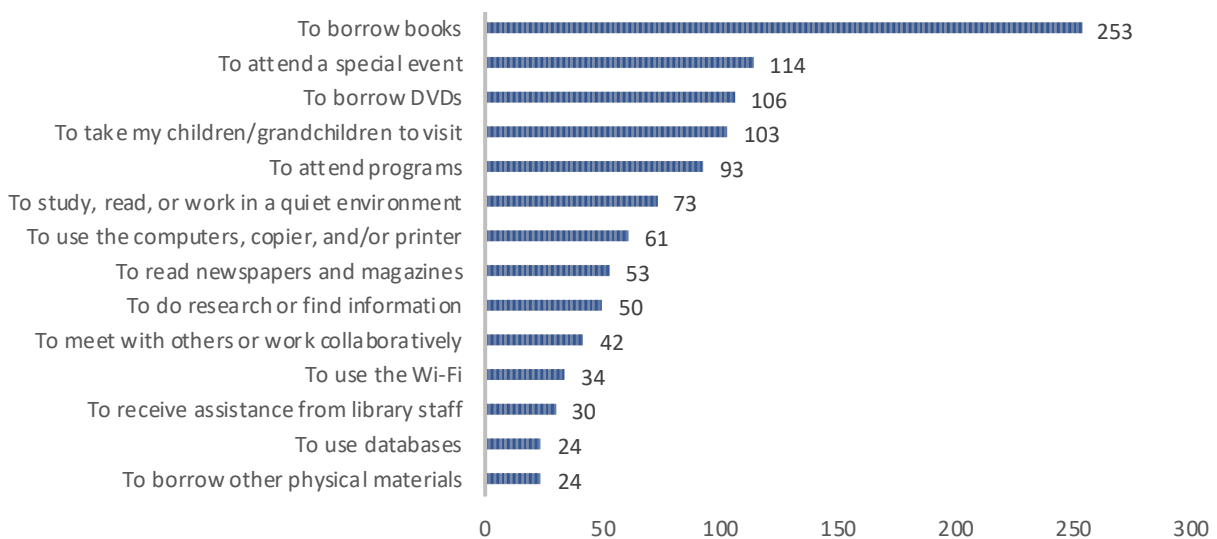
An online survey was distributed during October and November 2018 via eNewsletter and posts on social media and the library’s website. Paper copies were also made available at the library. During the open survey period, 289 survey responses were received, representing at least 829 household members. Survey results are provided below.

Please note: With the exception of minor spelling and grammar corrections, written comments appear as they were submitted.

How often do you visit the Stillwater Public Library?



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



Additional responses included:

- Art Exhibits
- Art gallery
- attend meetings
- Baby storytime
- bag sale
- book sale
- Borrow audiobooks
- Borrow magazines and CDs
- Friends of the Stillwater Public Library
- i do work here
- I like to visit the art shows. Love that they showcase local folks.
- Just to enjoy the atmosphere
- Music cds
- play board games
- Respondee = Staff member
- scheduled group meetings
- SPLF meetings
- Staff member
- Stillwater history
- Story time
- Story time
- Talking books.
- The Terrace
- To look up MN/Stillwater records
- To meet w/SPL director
- To return books
- To shop the book sale area.
- To view art gallery
- to volunteer
- Use stairs
- Use the copy machine
- Volunteer
- Volunteer
- Volunteer
- Volunteer
- Volunteer
- Volunteer
- Volunteer - do cleaning of books, CDs, and so forth.
- Volunteer at front desk
- Volunteering

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

- 1. the beauty of this facility 2. the parking garage 3. the up-to-date selection of books 4. all the extras -- computer - children's programs - & of course, a dedicated staff
- 2 times a year we have book sales, and on L we have books, CDs, and DVDs for sale.
- Ability to get book recommendations from the librarians
- Access to computers
- Access to varied materials, not just books
- All the books at the different branches that you can checkout for free and you can check out as many as you'd like.
- All the different events and programs that are provided at the library.
- All the events
- All the events available to the public.
- All the events offered for children
- all the programs kids - adults
- All the really awesome art that changes about inside. It's always worth a stop.
- All the wonderful activities for children
- all the wonderful classes, events, presentations available & for free!
- Amazing terrace for events and beautiful library providing excellent resources & programs.
- And can be relatively load They have SO much staff!
- Art collection, historic section
- Awesome crafts for kids
- beautiful building, friendly helpful staff. check out the view from the top and take in some art at the same time!
- Beautiful library. Like that you can put books on hold.
- beautiful, well-kept inviting accessible free
- Book club bags
- CDs of books to listen to in the car on long drives are available.
- Computer usage availability
- Different activities set up for kids and changed regularly.
- downloadable audiobooks pleasant space

- DVD collection
- DVD options. Digital audio books and digital e books to check out.
- Ease of use
- efficiency of the staff. I love that I can put a book on "hold" and within a few hours it is pulled and waiting for me to check out. So convenient!
- Events for adults, such as the Dashiell Hammet presentation earlier this year. And the great resource that the staff provides.
- Excellent computer access and speed. Good selection of newspapers and magazines.
- Free Wi-Fi. Study spaces.
- Great children's section and "hands-on" equipment as well as numerous programs for children and teens
- Great collections. Fast service on "Holds." User-friendly website for browsing.
- great diversity of materials
- Great programs, interesting art displays, availability as a community meeting site.
- Helpful and friendly staff
- How beautiful our library is
- How beautiful the location is. The terrace.
- How beautiful, lively, accommodating it is
- How big it is
- how extensive the resources are at our local library
- How fast and easy it is to request a book online and run in later to pick it up. Or that you can request books our library system doesn't own through Mmlink.
- How great the customer service is
- How great the kids area is!
- How handy and resourceful it is. Also, it is a very relaxing place to spend time.
- How helpful staff is.
- How helpful the staff is
- How inviting and beautiful it is.
- How kid-friendly it is!
- How many activities there are for kids
- How many different materials you have to offer kids! Such a great place Also, the adult reading program is such a fun thing!!!!
- How many different resources are offered.
- How many wonderful, free programs are offered for people of all ages
- How much is available free of charge
- How much more there is beyond books. How beautiful it is. How great the staff is.
- How out of date the books and DVDs are compared to other libraries in the county.
- How peaceful & quiet it is. Good "Self" time for somebody to get away from hustle & bustle, take time for yourself, quiet time, read books, do some research. You're gonna leave & have learned something new.
- How very beautiful it is and how big it is. The other surprise is how very busy and well utilized it is
- I don't know.
- I don't use the library much, but the old, quiet, comfortable esthetic of it surprised me in a good way. It is well organized and the study tables and rooms are great.
- I find the library app to be a fantastic addition to the library
- I love the architecture and the history. And the fireplaces!
- Inter library loan
- It has a fireplace
- It has a great view. One may look at the river, the downtown, and up into the hills and think of Stillwater as one community, something that is sometimes hard to do elsewhere in the city.
- It has both a teen section, grownup section, older section and kids. It also can order books by using the app.
- it is a beautiful space, historic yet modern.
- It is a beautiful well organized library
- It is a very pleasant and beautiful space to visit. Lots of nice seating areas.
- It is a wonderful place!
- it provides a great community resource for meetings and gatherings and it hosts many special events which are open to the public
- It's a beautiful, restful space to visit.
- It's beautiful and comfortable with a wonderful play area for children.

- It's cozy and comfortable and people are so willing to help
- It's no longer quiet time
- It's welcoming and inviting. We attend Ramsey County Library weekly, just to study while another child is taking a class nearby, and my biggest annoyance is that anything seems to be allowed. The kids are so loud and distracting, I sometimes dread going there. I feel like we might as well be studying at a playground. Stillwater is MUCH better. Keep encouraging kids to not run around the library and to use quiet voices. It's a valuable skill to learn. Keep up the good work Stillwater!
- It's architectural beauty
- Its beautiful! Great quiet areas and great resource.
- Its beauty, resourceful and helpful staff, great collection of materials. It is part of larger library system - crucial.
- Its Historical significance in Stillwater.
- Just how big it really is
- Less e-books.
- Location and layout
- Love the EBook options! And the bag of books
- Many classes and storylines.
- Meeting space Programs available
- NA
- NA
- no staff upstairs
- Open on Sunday
- People who don't use libraries think they only lend out books and have no idea of all the things libraries offer now.
- Play areas
- Plenty free programs for learning. They should come to check out.
- Private areas to work
- rentals cds, dvds, etc.
- Resources, programs, databases.
- Size
- So much is free!!!!!! Especially the wonderful programs and how beautiful the space is. The library is more than books.
- Special events
- SPL has lots of new books!
- Teen books are awful. Hostile to human development and maturity.
- That it has dvds and the online materials
- That it is a very pleasant place to spend time.
- that there is a special collection that contains great primary resources for st. croix valley history
- That using the library is about much more than checking out books.
- That you can read on the deck and enjoy a great view and a great read.
- that you can request books to be ordered
- That you don't have to be quiet! You can talk!
- The activities available for kids
- The amazing childrens area and storytimes/other programs. The great online management of the books you've borrowed/requested.
- The amazing programming (free!) for kids.
- The amazing staff, services, programs [heart]
- the amount of services aside from books offered
- The art exhibits
- The art exhibits The friendliness and helpfulness of the staff
- The awesome children's area
- The awesome children's area!
- The beautiful artwork
- The beautiful atmosphere. Stillwater library. View. Large windows. Also, love the use of the old library with the new.
- The beautiful rooftop Puzzle swap corner Scavenger hunt for kids -- a favorite for mine
- The beauty & history of the Stillwater Library! Also the friendliness of the staff, and the ease of finding books, and requesting books from other libraries from anywhere.
- The beauty and welcoming coziness Variety of materials Convenience of online holds & interlibrary loans
- The beauty of the building, inside and out, and the view!
- The book selections that are available.

- The building and terrace
- The building is beautiful. The areas for teen and young children are just great.
- The children section with all its puppets and creative outlets. Note: Lighting is hard to work in for very long.
- The children's area is not enclosed to block out noise
- The children's section not only has books. It also has age-appropriate toys & puzzles.
- The depth of our databases.
- The ease of getting in and out.
- The electronic equipment
- The great variety of programs.
- The interactive children's area!
- The large and open children's section, the variety of attractive quiet spaces, the hip text art, the tasteful art exhibits.
- The large children's area
- The large roof-top patio!
- The large selection of audiobooks on tape
- The librarians are very helpful.
- The librarians are wonderful in getting your non-reader interested in books. They've spent at least a couple of hours total helping our 10-year-old grow her interest.
- The library can get books from other library networks.
- The local research section.
- The many newspapers they have.
- The Meeting area has a hearing Loop so I can hear what the speaker says --- particularly if the speaker is a woman
- The nice Children's Library and programs
- The number of DVDs available
- The number of great children orientated events.
- The open spaces - very inviting!
- The outdoor patio upstairs
- The parking ramp
- The perk of having books pulled for you. It is so helpful when I have my kids in tow and a big list of books to find.
- The space to work
- The staff is extremely knowledgeable and helpful! They go above and beyond.
- The support and help by the staff for so many things not related to books! The

library is so much more than books. How much do others realize this?

- The variety of resources and book titles available in inter-library loan services
- Museum passes
- The vast amount of resources available.
- The veranda that is open for reading.
- The wealth of knowledge the staff has -- or can look like they have, to find answers to stuff
- The wonderful meeting spaces.
- There are a multitude of places to study, relax and converse both inside and out
- There are beautiful views of Stillwater
- There are no overdue fines
- There are places where you don't have to be quiet!
- There is a great children's area and the story times are fun.
- There is a second story.
- There is no limit on the books you can take!
- There is the smallest toilet ever in the children's section. The scavenger hunts. Kids can have their own library cards.
- They can enjoy the terrace. They can reserve meeting space.
- They have a lot of kids activities and a good inventory.
- This library in particular is great for kids b/c of the toys and activities. The puppet and role play areas are most interesting and exciting for them. Our youngest loved the ice cream shop!
- underground parking, helpful staff
- Used books for sale
- Using the stairs to exercise
- Variety of books & sections
- Very comfortable place to read. Multitude of magazines and papers.
- Very cool kids area.
- Very kid-friendly -- children's activities
- Inter-library loans
- Very nice place. Very helpful people. Limited books (no CDs) on Hawaiian language
- Very nice study spaces

- Very user friendly, helpful staff, family friendly. Computer services available without library card.
- views from on high; willingness to host community groups
- We love the different activities for children. Scavenger hunt is our favorite.
- what a diverse population it serves - from preschoolers to retirees and everyone in between; the really helpful and friendly staff
- What great facilities and diverse services you provide.
- what the library has to offer
- You can borrow books from out-of-state.
- You can check out from lots of books/DVDs/CDs and much more. It's not all about boring books as it is stereotyped.
- You can do more than check out books. The library is a resource for information with access to technology and also information about community events.
- You can get books from any Minnesota library!
- You don't focus on fines.
- You don't have to be silent :)
- You have some of the best staff!

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

Responses are categorized below:

COFFEE SHOP/VENDING OPTIONS

- A closer coffee shop/coffee offered onsite. Information/research about the benefits of reading print books vs. ebooks.
- A coffee shop or tea room would be great
- a coffee shop with use of meeting rooms, 7AM til closing. Online reservations.
- Coffee shop
- Coffee, snacks, beverage area would be wonderful! Would love to see more seating areas on the upstairs outdoor patio area.
- We use the library a lot, but a coffee shop would be wonderful!

LIBRARY COLLECTION

- Ability to borrow fiction DVDs from other counties.
- Better movies.
- I use No Fiction Audio. I noticed you have 4 full shelves of fiction & 1 shelf of non-fiction. I like to be in the Real world (sorry.) Thanks!!
- More books! The teen section is lacking in books. In the adult section, the shelves are too high. I cannot reach the top shelf.
- More CDs
- Recent DVD releases to check out on a limited basis. For example, Ramsey County libraries allow you to check out a recent release for up to three days.
- Xbox or game system and games. Wii fitness.

LIBRARY SPACE

- An escalator
- Better lighting (fluorescent lighting is too harsh), more postural options, more comfortable chairs for desk work. Onsite cafe (big wish for long sessions at the library. Vending isn't the right answer). More kids programs.
- Finding where new items are more easily: books, books on CD, etc. & movies
- I really enjoy the quiet areas to work and that there are several places to work. I will definitely come again.
- Library to big
- Makers' space

- More comfortable spaces to read and study.
- My husband would love if the library offered rooms with internet for people working from home to use.

- Physical accessibility
- Regular user -- would use library more if it had an art studio

PROGRAMS, CLASSES, AND EVENTS

- adult/child programming
- Author visits
- Book clubs
- Book clubs, comfortable seating to read
- Classes on computers - knowing how to use them.
- Discussion groups, speakers, presentations
- events/programs
- I loved the programs on immigration - refugee versus immigrant clarification and the peace and green card exhibit.
- Kid and family programs at later times in the day.
- meeting with authors of books that I have read
- more events and book clubs too Sunday hours during the summer

- More events for middle aged kids
- More family friendly events.
- More kid events or adult book clubs w/apps and drinks
- More kids programs on weekends/early evenings
- More options for times/days for taking my children to the library. I rarely am available to take them to programs offered and a lot of special events are during nap time or geared toward older children.
- More programming for children ages 7-10
- Movies.
- Programs that fit a working parent's schedule
- special events
- Special events/programming
- Special programs

MISCELLANEOUS

- A purpose I can't find elsewhere
- Being physically closer.
- Better services from staff, more work space.
- EVERYTHING IS FREE!!!!
- Friendly workers downstairs -- I've been there a lot & the workers aren't friendly.
- Gain Knowledge
- Get information out - library card, map, brochure, to Lily Lake and Stonebridge and Rutherford students...each student should have a card and know where the library is located.
- Helpful staff.
- I actually visit the Mahtomedi branch much more often, only because it is convenient to stop into on the way home from work

- I'm a regular Washington County Library user and not a Stillwater resident. Somehow, it doesn't feel appropriate to use your library for other services.
- If I could get caught up on the pile of books I have waiting to read at home, I would use the library to check out books.
- If my internet broke.
- Live in another town. Came when I lived here.
- living here in Stillwater (live in st paul)
- More friendly librarians
- More hours on the weekend.
- Perhaps updates on new book arrivals to remind us to get our books there instead of buying them
- The app. You can pre-order books.
- whiskey-making LOL

NONE

- I am comfortable with my current use
- I do come regularly.

- I go when I need to go.
- Just fine.

- N/A
- N/A
- N/A
- N/A

- NA
- na
- NA
- Na

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

- ?
- "Learn Something New Today" or "I [heart] Library Time"
- A children's themed event like the Harry Potter party this past summer -- it was awesome and my children and I enjoyed it!
- A discussion group on issues that touch all of us
- A poetry writing workshop with a published poet.
- A program that features one of your non-book services, e.g. "Using our Databases" and a book club.
- ageing well
- AI
- Anything about kids. ie: to help them read
- Anything educational is great.
- art talks
- Author appearances to discuss their book
- Authors visiting showing / discussing their books
- Best Sellers Story Events
- Book club
- Book club in addition to mystery club
- book clubs
- Book clubs -- Modern topics; Spanish lit
- Book to Movie Showings
- Building a website. Genealogy.
- Business incubation
- City history
- Climate change
- Computer class for beginners.
- computers for dummies - how to navigate your phone, how to download books
- Continued development of programs important to community
- cooking lessons
- discussions about environmental subjects
- drawing class
- dyi
- Early literacy -- Helping parents get kids under 4 y.o. learning to read
- Educational programs taught by local experts - natural health, how to compost, how to cook, homeowner's guide
- Essential oils
- expanding one's social network in middle age
- Fairy tales
- Feeding the St. Croix Valley Birds and Critters - Identifying them, types of feeders, feed, etc.
- free local "expert" presentations on various academic topics (mathematics, music, nature, history)
- Gardening
- Genealogy
- Genealogy
- Gerontology/Aging Support
- grandparent/child activities
- Great Books
- Great books for teens
- Harry potter
- Healthcare reform
- Historical Fiction
- history of loaning libraries and the free press
- History of Washington County.
- History or Theater (interactive & creative)
- Home computer access to materials.
- Homelessness in MN: What can we do? Mental illnesses: How can we decrease the stigma associated with it.
- how non-politicians can have an effect on the government.
- How Stillwater has changed physically over time. For example, the population used to near 20,000 when lumberjacks were counted, but the city was so much smaller physically. What does that say about how people lived?

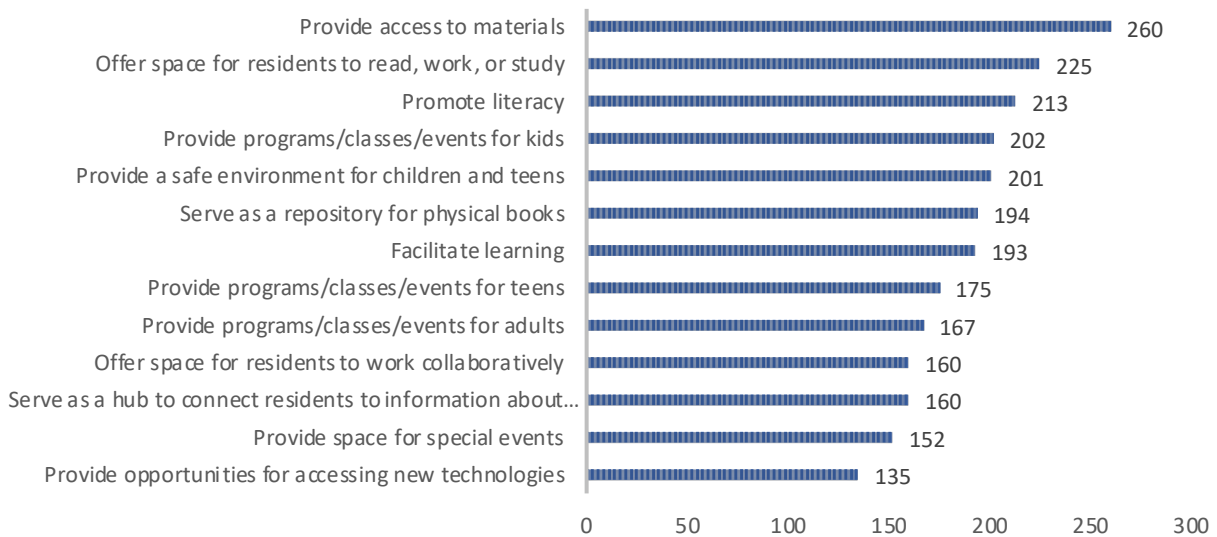
- How to achieve more affordable housing for Stillwater. Ending poverty.
- how to progress children in reading
- How to work with the space for more community events and things!
- Human trafficking in MN. (I could help.)
- I love to hear about top lists of podcast and audiobooks.
- I'd choose a visit from a well-known children's author.
- I'm not very familiar with the offerings as I haven't lived here that long but would love to see one on the history of Stillwater, with lots of old pictures.
- Identifying invasive species and guide to native plants in local gardens
- Information vs. misinformation, what sources to trust/how to identify trustworthy sources, etc. -- media literacy
- John Runk photos of Stillwater
- Jurassic World
- Kids (preschool or any age) STEM
- Kids magic show and/or family comedy.
- Kids programs. History programs.
- Language courses
- Languages (Latin, Spanish, Chinese)
- Larger children's area.
- learning more about databases available at the library
- Library cards for kids
- Living in town and closer to me.
- Love
- Love the story telling sessions. Activities on the weekend are preferred.
- maker laboratory
- Making cards.
- Managing household finances
- Meet someone different night
- mindfulness, connections, creativity
- Monthly talks and round table discussions on current social issues; Monthly talks about MN/Stillwater history
- more art projects for all
- More author talks - regional authors & local history talks
- More children's programs on Saturday
- More computer classes.
- More history talks about the area, more nature studies programs
- More kids activities for weekends - they're in school during the week.
- more non fiction books
- More outside programs for the community (authors, lay leaders, etc.)
- More programs for preschoolers in the evenings or on weekends. Both my kids are in daycare during the week, so we can't take advantage of the preschool programs.
- More programs for teens
- More programs related to yoga or metaphysical subjects
- movie night
- Movie night?!
- Movie series- geared for adults.
- Music - more sheet music. More memoirs.
- Music and books for infants
- Nature Science fiction
- new books to read, book recommendations
- Parental education stops at the age of the preschooler (ECFE.) It would be helpful to have place to have topics to help parents with older ages -- later elementary tweens & teens
- Parenting
- parenting school aged children
- Parenting tips?
- Periodic training sessions on financial topics, tax prep, etc.
- Philosophy
- Place and time for string instrument musicians to gather.
- Presentation by high schoolers on what's new and interesting at school.
- Program where kids read their favorite books & create a project about it to win prizes geared toward their age group
- Program where you can rate books so others can see what you think of the book
- Puppet show for young kids
- Racism. Religious intolerance
- Read a book that's a movie tie-in for kids - - ex. kids book club that ends with movie showing
- Rediscovering your love of reading.
- Register people to vote.
- Robotics

- Safety on using Nextdoor
- Science fiction or space programs - Mars
- social justice issues
- Some activity that supports the parent/child relationship for pre-teens & teens
- some cool TED talks
- Staff to talk books with.
- STEM type programs for younger children (Preschool). The Harry Potter program offered this past summer was excellent.
- Stillwater Collection events/speakers
- Stillwater historical characters
- Stillwater history
- Stillwater history - could easily take off on the Adam Runk (?) column on that topic....
- talks on current city, county issues
- Tax filing classes for personal or business
- Tax information
- Teaching children skills, i.e. computer programming
- Teaching people how their local government works - people know little or nothing about how to get things done in Stillwater and the city websites are not much help - the library could be a great

way to engage more people in civics, since we need everyone to feel like they are a part of how our city and county and state are governed.

- Technology or coding for beginners.
- Teen and kids books.
- Teen book clubs
- The Future of Democracy wenrural areas elect the Senate and urban-suburban areas elect the House of Representatives.
- The Joy of Reading
- Threats of AI
- top 100 books lists and why ther were chosen
- Travel
- Travel Series. Music Series
- Traveling to countries with a language phrase tutorial to match! photos.
- Tutoring
- use of smart phones
- We love the toddler and baby programs. I wish they were offered more to accommodate different nap schedules
- we really enjoyed the peace display earlier this year
- Young authors programming (8-12years old)

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



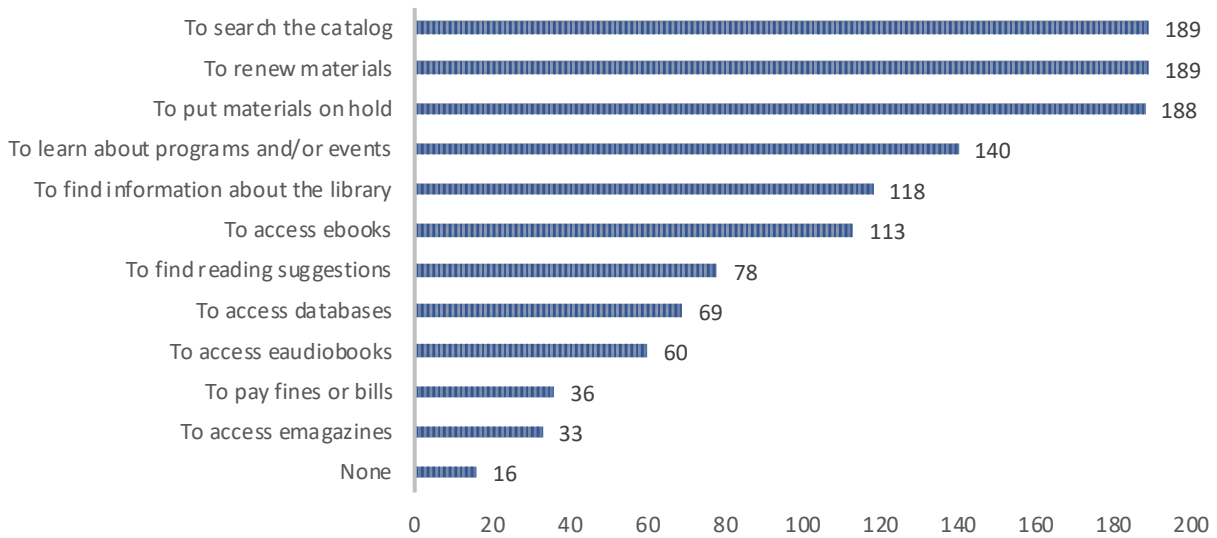
Additional responses included:

- Access to databases, historical archives
- All of the above
- all of the above!
- All of these options are wonderful if its doable.
- Art gallery, concerts
- Art studio & writers' lab
- audible books
- Connect to wider library system
- Educate about civics
- I would like to reserve a room one evening a week to converse with our ESL people to practice speaking English
- Increase programs for adults
- Internet
- It is a community connection link.
- Make it so others with hearing and other handicaps find what they need.
- Music play night life Bayport Lib.
- Oh dear, look at all that I've checked. I believe the library is doing all of the above, though in different amounts.
- Programs/classes/events are a wonderful bonus [but not primary functions]
- Provide computer access
- Provide reading assistance & learning opportunities for children
- Serve as an archival library for MN/Stillwater records and photographs
- The listed activities are all vital ---some more vital than others
- This library strives to meet all of above criteria
- Too much kids stuff. Not enough adult stuff.
- Use the upstairs for office space
- ["no!" is written next to "serve as a hub"]

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

	Extremely Likely to Use	Somewhat Likely to Use	Neutral	Somewhat Unlikely to Use	Extremely Unlikely to Use
Snack and beverage area within the library with vending machines	46 16.55%	66 23.74%	49 17.63%	68 24.46%	49 17.63%
Space within the library available to community organizations to share information with the public	74 27.21%	96 35.29%	52 19.12%	33 12.13%	17 6.25%
Seating on the 4 th Street Lawn	46 17.04%	91 33.70%	64 23.70%	44 16.30%	25 9.26%
3D printing	25 9.36%	39 14.61%	73 27.34%	55 20.60%	75 28.09%
Wi-Fi hotspots available to checkout	34 12.78%	57 21.43%	71 26.69%	41 15.41%	63 23.68%
Equipment to record and create music, videos, and/or podcasts	27 10.00%	44 16.30%	68 25.19%	56 20.74%	75 27.78%

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



Additional responses included:

- access email
- At age 94 I don't do much on line
- Homework, school.
- MN Archive
- to find materials in other libraries - though it seems that they rarely arrive :-(
- To suggest books to add to collection
- To suggest titles
- to view email re: soon to be overdue books
- Would love ability to track what I have read and rate books within the catalog system. Something like GoodReads.

Please indicate your level of agreement with the following statements.

Statement	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The library is a cultural hub of the Stillwater community.	122 44.04%	113 40.79%	38 13.72%	3 1.08%	1 0.36%
The library adds value to my life.	207 74.73%	61 22.02%	8 2.89%	1 0.36%	0 0.00%

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

- 9 times out of 10, the library does not have a book that I need. They are very often best sellers or cult classics I'm surprised are not here - but there's a lot of junk on the shelves.
- A limited number of popular books available when the books are newly published.
- Absolutely none
- An additional printer (not copier) would be helpful
- Better signage for areas
- Borrowing fiction DVDs from other counties.
- Cell phones? Conversations loud, too long, & personal
- Children are out of control - break computers, run throughout the library, yell and scream. Children will use adult computers when children computers are empty - causing the adult computers to be full. Then the adults must wait.
- Gave up using online reservation system - no success with it
- Great library. Huge asset for Stillwater.
- Great place
- I believe the library is a hub however I do not see it as a cultural hub. How do we meet the diverse needs of our population? Culture as a reflection of economics and backgrounds or culture C (theater, film, art)
- I come in 2-3 times a week and no one gave me this survey. They kept giving it to people around me. Skipping by me to talk to other patrons. Then I realized what it was and got one myself.
- I get angry over those tight parking ramp spaces due to the wide frequent columns. It's sad not having daylight in the kids section compared to how inviting the pre renovation kids section
- I love the library but haven't been a big user lately. Most of that is my fault not the library's fault! However, I would love to see more librarian recommendations, posted stories about books and why I should be interested in reading them.
- I needed to scan some documents recently to email them and I was unable to do so / figure out how to do so. Also, an adult bathroom in the children's section would be greatly appreciated.
- I wanted to reserve/pay for a room for my son's birthday, but had trouble because I needed to be an organization / not available for individuals. That was frustrating and disappointing.
- I wish books on gold could stay in the gold area for a little longer time period. Also very disappointed to see the kids reading program change this year. My kids chose not to participate because they didn't feel there was an incentive after they completed their goal.
- I would like more high-quality romance novels which deal with friendship, community, and humor. Skip the vampire/undead "romances."
- I would like to see more, new cookbooks available to check-out. I love checking out new, relevant cookbooks because it is fun to try new recipes and decide if the book is worth buying. Some of the cookbooks are too strange and not something the average Midwestern library goer and home cook would check out.
- I would love it if we had coffee/tea again!
- I wrote a survey already about how this library does meet my needs. My family loves the library. However, I am also a staff member. One of the things that has come up-- including in this survey-- is that the board desperately wants to be included in library decisions and to see the impact they are having. We know they mean well. However, survey after survey has come back talking about how great the staff is, yet the board seems not to listen to staff itself except when they visit the library. Why wasn't the staff consulted for ideas before the survey was released?

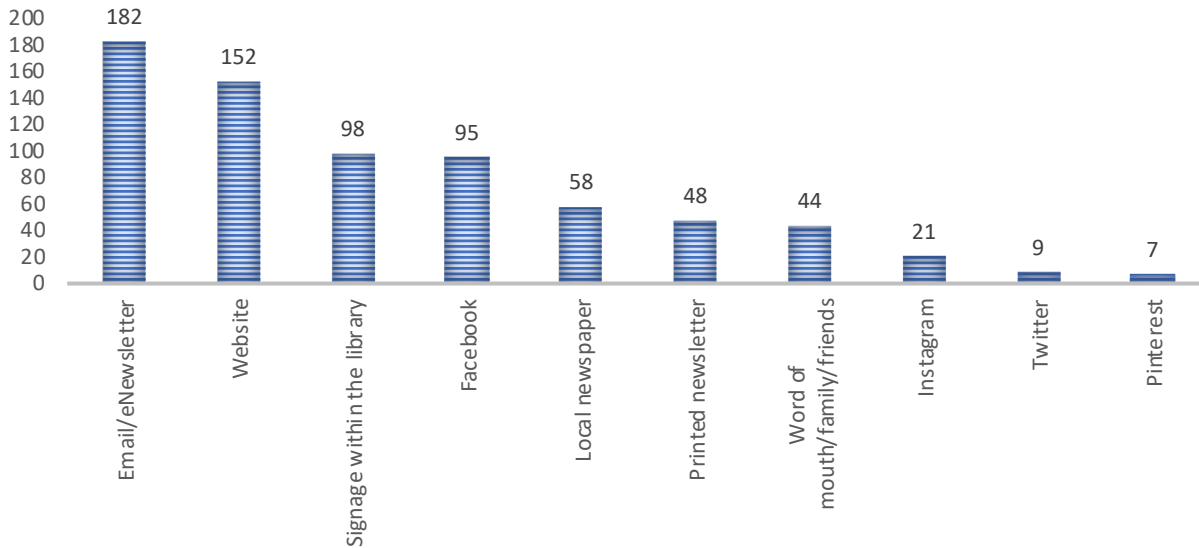
Board members have specific ideas on this survey that the public is rating, but the staff didn't get the same say. It feels like a significant oversight on the part of the board considering how in touch with the community that staff really is.

- I've had to renew my card because I own property in the area vs. live. This has, in the past, created complications.
- If a book is damaged, the replacement cost is outrageous!
- It feels a bit conservative and underused. I don't know what it is but I've been in other libraries in smaller towns (Iowa city for example) and they are packed with families and the energy is palpable. I didn't realize our library felt stale until I was in these other places and then I became aware of how lacking our wonderful little library is. It has a good foundation but it's missing a spark of something. Something to create more draw. Also, the online resources are needing an update.
- It has met our needs, but I want to comment on the previous question. I don't think the library is the hub of our community bc our culture is moving so fervently to visual learning and away from books. Which, I believe, is a huge mistake. But I wanted to mention that bc I don't want my response to reflect poorly on the library, who I think is doing a great job.
- It has overceeded my needs
- It just seems like I've gotten the stink eye from several library staff (not all), some just don't seem very friendly or welcoming, especially when I walk in with my 3 little kids. Also, the parking spots are too narrow in the garage! Oh, and I'd use the library LOTS more if it opened at 9am instead of 10:)
- It's wonderful! An idea: loan jigsaw puzzles and family games.
- its great
- kids programs seem to be mostly during the day, so are not available for families working traditional 8-5 schedules.

- missing some older or "classic" materials from our reading lists--some of which are not even available on MNlink
- More comfortable places to read
- More free meeting spaces, available earlier and later
- more non fiction books
- Move fiction on one floor
- My biggest complaint would be more books on history, especially ancient history, and if possible more space for community led events in the evenings, but that's a lot tougher!
- N/A
- N/A
- NA
- NA
- Need for more parking.
- Need more information for public.
- No kids programs that fit a working parent's schedule. I can't take my son or daughters to morning programs on weekdays. Something in the evening would allow us to come
- No librarian upstairs. No librarian in childrens.
- No staffing upstairs. Too many kids programs. We are seniors. We matter. Have adult things as much as once a week to be fair. Put help upstairs or move things down.
- No.
- Noise...young teens Staff busy looking at computer in front of them with no awareness of waiting patrons
- none
- none
- None :)
- none except long wait list for some book titles
- None. Me & my family love the library!
- Not enough funds spent on updated materials, too many people working there when no one is visiting the library.
- Not having enlarger machine for those who have a hard time reading so that they'll be able to know what it is they are reading.

- Often not enough copies of the MOST current fiction books
- []
- Only the noise level bothers me...too much chatter. I like libraries to be very quiet.
- Parking
- Parking is usually fine, but occasionally is hard to find a place to park
- Parking ramp could benefit from a snow/ice melting system where you enter and leave the ramp.
- Physical accessibility
- Question 8. Difficult to find events/classes at other Wash.Co. libraries online -- too many hoops to jump through & not very direct access to a specific library. I'd like to see the 4th St. exit/entrance open after 5pm. Roseville, Maplewood, East Lake (Mpls.) all have at least 2 entrances.
- See comment above. Thousands of resources but I don't have access when I am looking for it, i.e. audio book when I am traveling or current book recommended by my book club.
- signed up to volunteer but never heard back
- Since the children's area is so open to the rest of the museum it is hard to let them enjoy the play spaces and keep them at a library-appropriate volume. Perhaps more physical and acoustic barriers would make it feel more welcoming and allow the adults to read/work in the quiet environment they expect.
- Sometimes find the children's area too noisy to think, read, walk. Even on other levels the sound carries.
- Sometimes you don't have the whole series or the book isn't there at the moment.
- The cost of a card for a non-resident is too steep. Therefore I cannot check out materials that I would like to use.
- The dang computer shuts off in 5 mins. How about 15 mins.
- The only problem is when events on the patio create too much noise. Mostly caused by wedding parties with drinking and loud music.
- The only real problem is that the west side entrance is closed after a certain time, and I often walk to the library during the summer. The west side entrance is the closest entrance to my home.
- The parking ramp spaces are too tight.
- There aren't many videos.
- There is some confusion around using the self check-in for items in the system but not specifically belonging to the Stillwater location.
- There is too long a wait for popular materials. I am willing to wait a bit, but wait lists above 150 are too long.
- Too many children's programs.
- We love the library
- We love the library and consider it one of the "gems" of Stillwater
- We love the library!! I'd love to have better foreign language programs available to check out or access online.
- We LOVE the library.
- Wish there was an auditorium sized meeting space. The AV system in Margaret Rivers is antiquated and needs updating. Otherwise love love love this library!
- Would love more ebooks! Often I search for popular novels only to find they are available in print but not as an ebook.
- You haven't asked, but the landscaping around the library is dreadful-so much could be done to enhance a really beautiful building.
- [Comment in margin -- "My happy place!"]

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



Additional responses included:

- A weekly email blast is a good way to keep the library in front of people
- Gazette mid-week (free)_
- Multiple vehicles are needed as not everyone can receive info the same way.
- Newspaper - Gazette
- Nextdoor
- Pony Express
- Text messages
- Texts

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

- ?? Not sure
- (1)The change in the downtown from a retail center serving the community to tourist destination. (2) Dealing with the aging of our population, especially as it pertains to interacting with the tourist economy (see 1, above).
- A site where all events are published so we can attend. Sometimes it takes a lot of searching!
- Affluent community - lack of insight to the global world views. Lack of diversity in the community.
- Affordable housing, school funding,
- attracting younger generations and remaining relevant for millennials and younger
- Bad question. This is a survey about the library.
- Burgeoning tourist town vs local resident's needs. Towns need diversity to thrive - we don't want to be driven to the outskirts.
- Challenges of growing old in Stillwater
- Change of population.
- Children becoming lost in larger public school classes, drug use at Jr & Sr High schools. Lack of interaction between generations.
- Citizen involvement. We don't have a good way of knowing when we can run for office, get involved on a committee, reach our representatives, etc. or do things like start a petition drive, get the community involved in a ballot measure, etc. The library could help because the city has no interest in having an informed population.
- clean water, social literacy, public education
- Climate change, erosion of democracy
- Climate change, pollution, ignorance.

- Congestion and construction
- Connectedness
- Connecting with people who don't share my political beliefs.
- creating a sense of community.
- Creating equal opportunities
- Current desire to limit taxes while expecting services to continue to be available. This is in many areas, but it does include the library.
- Development. Effect of changing demographics. Affordable housing.
- Disconnect when your kids graduate, activities for teens here in town like a Y, youth theatre, movie theater
- Diversity and inclusion of all the members of our community
- diversity, poverty, lack of community connection, keeping the library fully funded. City Council not understanding the value of the library.
- Divisiveness regarding the public schools
Decisions surrounding developments downtown and how to support business there
- Downtown parking and increasing crime
- Economic disparity; too great an emphasis on tourism and special events; aging infrastructure; welcome for tourists but little welcome for new residents; poor transportation resources
- Education and schools (and the closing of schools)
- Education for youth - developing creative and independent thinkers
- Education, environment
- Elder care
- Electronics separating us from social interaction.
- Energy sustainability, transportation, public education funding, lack of low income housing, lack of a strong community center, honoring an increasingly diverse community
- environment -- climate changes
- environmental degradation sensible growth walkability
- Fairly new to the community, so haven't experienced any "significant" issues
- Financing for programs, parenting classes, tutoring help for students, volunteers at schools
- Funding
- Funding
- Funding cuts to library and other social needs of the community.
- Funding to meet changing tech needs and diversity of materials.
- Funding. Communications
- gentrification - downtown becoming unaffordable for small businesses and locals alike.
- Good.
- Growing housing prices mean that the community is increasingly disparate in terms of what kind of residents might actually live here. With few local jobs, more transportation options seems necessary.
- Growth & Educational Impact
- Growth, taxes.
- High taxes
- Housing for all. Keeping it as a community and not a tourist hib
- How development will unfold.
- Human trafficking in MN is ranked 7th.
- Hunger, support systems for families and children, education, traffic, safety.
- I just moved here
- I think growth and change, as the bridge is altering what downtown is like, the traffic flows, and the people we're seeing from tourism and local living aspects.
- I would say most of the country not just here people get information online vs books. However books tend to be more useful. I feel people read less now.
- I'm not sure
- Income inequality. Need a community center - expand the Dome to include an indoor pool & meeting rooms.
- increased growth
- Information about the community, i.e. resources available, community events, etc.
- Involving all citizens, including senior citizens

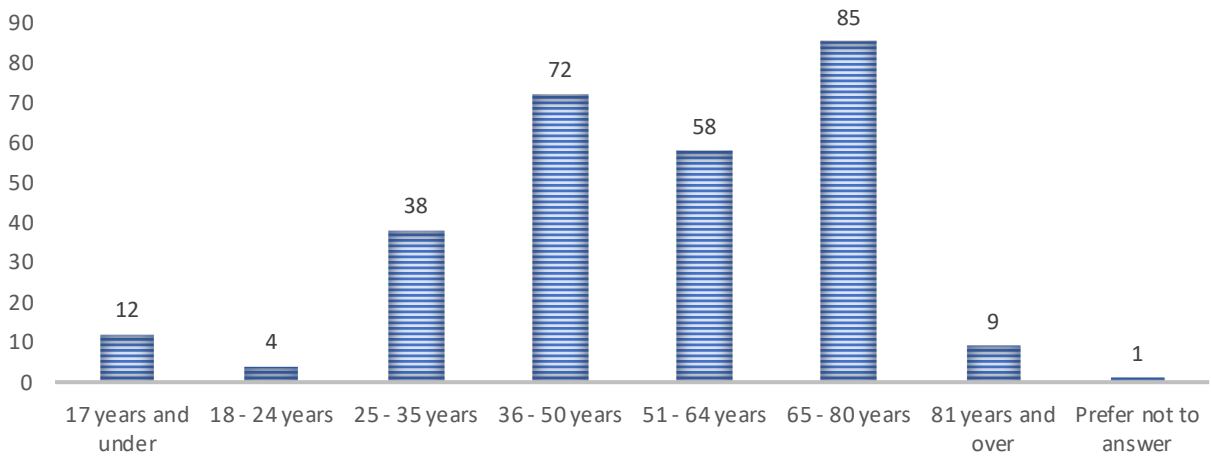
- Isolation of many people from their neighbors and other members of the community.
- It is so busy.
- It seems Stillwater is a growing area attracting young families who want to be near the Twin Cities but in a small town. It has charm and great outdoor recreation. It NEEDS a community pool and/or YMCA, and hopefully can attract more large companies to the east metro (jobs). A lot of people I know live here and commute to Mpls or south metro!
- Keeping a small town feel while promoting the cultural and outdoor offerings of Stillwater
- Keeping the library funded
- Lack of activity spaces for kids.
- Lack of adult (late 20's-30's) gatherings or events. Tourism which supersedes sense of community. School system.
- Lack of affordable housing
- Lack of affordable housing doesn't allow many of our residents to live and work here.
- Lack of community Pool
- Lack of diversity
- lack of diversity within community or lack of respect for diversity
- lack of diversity, being uninformed
- Lack of financial support.
- Lack of funding for more staff & resources
- Lack of funds for services
- Limited options for people who want to live *and work* here
- Maintaining a vibrant downtown area and good schools. Community activities to bring families together.
- maintaining a vibrant downtown year-round; strong schools
- Maintaining strong schools, keeping downtown vibrant.
- Maintaining the importance of written books
- Managing an aging, diversifying community and continuing to provide high-quality services.
- managing growth and increasing community
- money rent out upstairs
- More stores and community for locals instead of tourists. Bringing life back to our downtown. Where's a bakery? More cafes? Family oriented things downtown? No more clothing boutiques!
- Moving from "community" to self-centeredness.
- NA
- No place for teens to really hang out in a safe environment, besides the library.
- No space for teens
- Not enough law enforcement and safe streets and neighborhoods.
- Not sure - I live in WI.
- Not sure - parking of course - have been here 3 years, so perhaps not as knowledgeable
- Offering activities for families and children in the winter.
- Parking
- parking downtown, filling vacant commercial properties in all areas of town, bringing people downtown in the winter months
- People are too busy & over booking themselves & their families.
- People not interacting as much. Becoming estranged from neighbors. Computers & cell phones have taken away from the old-fashioned greeting, "Hello, how are you today." Instead, when you walk by someone, they tend to take out cell phones to avoid saying hello. What a shame.
- People understanding diversity and homelessness
- People unwilling to properly fund our school district.
- Poor leadership/poorly run city; weak or poor police department. Lack of a real town. I want to move to a better community. The Stillwater library is the only good/excellent thing in Stillwater. Thank you! Thank you very much for the great library.
- Poverty
- Preparing city infrastructure and citizens' understanding as climate change affects

the lives of everyone and we must live more modestly and cooperatively.

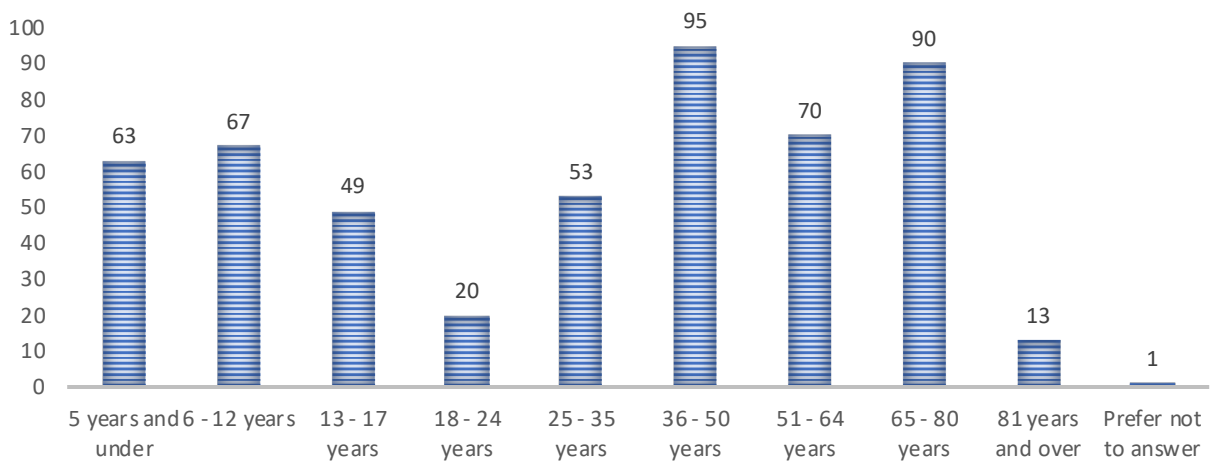
- Public education (not charter schools) -- class size; superintendent not leading in the ways we need. Focus on building community vs. attracting tourists. Often (except winter) difficult for residents to move comfortably around town due to many tourists. I rarely go downtown during 3/4 of the year.
- Realization that poverty exists in this area. That children come to school without skills and that we graduate people who cannot read or find employment.
- Reducing class size in schools.
- Regaining trust in the school board. Repairing roads. Preserving history.
- Retaining our community environment.
- Schools Economic development
Downtown development
- Schools -- especially elementary
- self sufficiency and resiliency
- socio-economic gaps
- Staying open
- Strengthening the whole community including all of the subpopulations.
- Student engagement in school and the community.
- support for the school district. teen use of ecigs and drugs. vibrant downtown.
- Taxes
- Taxes

- The decline in reading as a pastime in the general population. Displacement of print media (all types) by digital.
- The status quo not welcoming new people
- There are numerous homes that have fallen into disrepair in South Hill and nothing is ever done about them. I'm talking many years. Higher standards are needed to maintain homes, especially the older ones or the quality of the community and its image will suffer.
- To identify ourselves as unique and not as one more metro area bedroom community. Offering enough that people don't drive off to bigger and better programs/concerts etc.
- Traffic
- traffic congestion
- Traffic of people and noise
- Traffic on Hwy 36 The need to reenvision downtown Stillwater, allowing for community gathering places Zoning to permit tiny houses so affordable options are available to lower income people
- underfunding general economic malaise
- We don't seem to acknowledge people of color on the websites for our Chamber of Commerce or business/downtown area. Our school system has 15% non-white students and we should not ignore them. ALL tourists should feel welcome.
- We need to continue to support public library and education

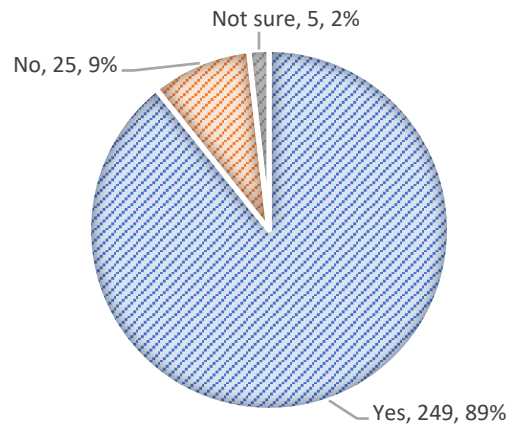
Please select your age range.



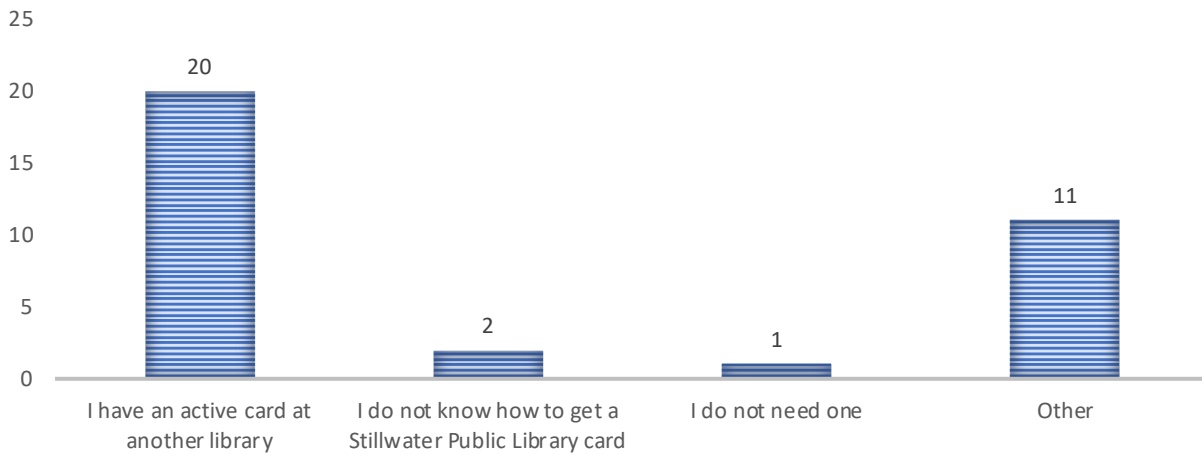
Please select the ages of the people in your household, including yourself. (Please check all that apply.)



Do you have an active Stillwater Public Library card?



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



Additional responses included:

- Have a St. Paul card.
- I come weekly with daughter & granddaughters to get several books for them
- I have a general Washington Co library card
- I live out of county
- Just moved to Stillwater
- lost
- moved to Woodbury
- My card is Washington County Libraries
- Non-resident, see note in #10
- This survey is confusing. My library card reads " Washington County Library" I am not a Stillwater City resident; my address is Stillwater though I live in an adjacent township. Question #6 above specifies " resident" . What does that include? My library card is " Washington County" not Stillwater.
- Will get one soon. Had one, moved away.

COMMUNITY FOCUS GROUPS

A series of community focus groups was held during November 2018 to solicit input from a variety of key library stakeholders. A summary of the discussion noting common threads of these conversations is included below.

RESIDENTS

Several Stillwater residents participated in focus groups designed to gauge strengths and weaknesses of the library, as well as what they desire in future library service.

Focus group participants cited numerous strengths of the library:

- “Staff is fantastic – they are so helpful, they go above and beyond, and they know us by name”
- “STEM programs”
- “Helpfulness of staff”
- “The library serves the lower income needs of the community, especially the computers that are so heavily used”
- “They are the focus of the community”
- “It’s where outsiders go to find a community”
- “A lot of the technology offerings include online resources, which are a fantastic thing for people who need it”
- “Becoming more of a community center in a really positive way”
- “Study rooms are nice downstairs”
- “Love online book renewal!”
- “Pretty good hours, although I’ve watched them get cut, and they’re not as good as they used to be”
- “Having the parking is unbelievable”
- “The building is a strength”
- “The terrace is wonderful, especially in the summer”
- “The cyclical art displays...everyone who has come here for an event has talked about it”

Residents discussed areas of library service they felt could be improved:

- “Expand ability to use rooms for community events”
- “The library is not very well funded – there’s not cuts, but there’s not increases”
- “More programming for teens related to the collection or talk about anxiety and depression and other issues they are concerned about”
- “Could be better at publicizing events and what’s going on”
- “Social media is lacking”
- “I noticed the weeding and don’t know the purpose of that”
- “New fiction is hard to find”
- “When you’re not here, you don’t know what’s happening”
- Several focus group participants noted opportunities to further connect with local organizations, including the following:
 - Sports gear exchange

- Winter coat exchange
- Working together with booksellers
- Blood drive
- Field trip to the library
- Tours of the library
- Shared location with community education providers

The group discussed the role of the library within the Stillwater community:

- "It's the heart of the community"
- "Libraries have taken over the primary communal gathering place that doesn't involve food or money"
- "It's a safe, free place"
- "The social aspect of it is huge in this community"
- "The only place where I can shop without risk"
- "I can explore an area I never knew about"
- "Gem of the town"

FRIENDS OF THE STILLWATER PUBLIC LIBRARY AND THE STILLWATER PUBLIC LIBRARY FOUNDATION

Representatives of the Friends of the Stillwater Public Library and the Stillwater Public Library Foundation participated in a focus group to discuss the role of the library within the Stillwater community. Participants provided overviews of the purposes and goals of both the Friends group and the Foundation and expressed a shared "primary goal to raise money for the library."

Focus group participants noted the following strengths of the library:

- "Community members use the library for computer use, job applications"
- "Kids come here to study if they don't have computers...lots of children with their parents for storytime"
- "Like the YMCA only you don't have to sweat!"
- "It's a gathering place for tutors, for book clubs, etc."
- "People use the library as a third place to sit and read, socialize"
- "It's very rare to meet someone who isn't familiar with the library"
- "In the summertime, it's a hub of kids in this place"
- "It's a historical marker in Stillwater. We're proud of that and encourage people to give to that and have a need to respect it and promote the history of the library and this area."

Similarly, participants discussed potential areas of improvement:

- "Sundays open all year long"
- "Try to work with the school district more"
- "Any way that they can incorporate the school district earlier on is a good idea"
- "Recognize that there is poverty as well as wealth in this county"

In addition, participants posed several questions regarding how the library communicates with the public it serves:

- "Not everyone has access to computers"
- "Any way that the library can work with the school district to touch those families who are missing would be helpful"
- "Entrances are a little weak – when people come in, we have an area up the stairs, information about the Friends...but we are weak at the entrances to find out what's going on"
- "It's hard for residents to understand how the library is funded"

Participants also mentioned that there appeared to be a lack of full awareness of the roles of both the Friends and the Foundation organizations, how the groups are different, and how interested individuals can become involved.

Focus group attendees shared a mutual respect for the library and the role it plays within the Stillwater community:

- "This is Stillwater"
- "If you want to be part of Stillwater, come here, check it out"
- "This is Stillwater's library"
- "The library is where you go to learn, to explore, and to get educated"
- "It's a receptacle of knowledge...let people know this knowledge is available to them and disseminate it...it's not just technical knowledge or fiction books, it's how people interact with the world, how you interact with people, if you want to learn more about it, it's here."
- "People are just as hungry today for what the library offers as much as when Andrew Carnegie started the whole thing"
- "People respect a library"

COMMUNITY LEADERS

Leaders of community organizations and local government convened to participate in a focus group. Participants represented organizations such as Art Reach, Hugh J. Anderson Foundation, Washington County Historical Society, River Market Community Co-op, Our Community Kitchen, Stillwater Area Public Schools, Ascension Episcopal Church, City of Stillwater, Stillwater Township, Valley Outreach, Stillwater Area Community Foundation, and Family Means.

Focus group participants cited numerous strengths of the library, both in terms of how the library serves their organizations and how it remains relevant to the Stillwater community:

- "Building and facilities are gorgeous"
- "Extremely inviting"
- "Welcoming"
- "Bringing young kids here...I loved it"
- "Continue to be a surprise every time I come"
- "Staff is incredible"
- "Books – they don't just get the national authors, they get a lot of local authors"
- "They have done a good job keeping up with current technology"

- “This is always a good location for a large group to meet”
- “It’s warm, it’s encouraging”
- “I can’t even count how many meetings I’ve had here”
- “It’s so inexpensive, it’s a first option when you’re looking for a place to meet”
- “Stillwater is very independent with the county behind them...this structure is a strength and benefit to the community”
- “Access to books, especially for early childhood before they enter school”
- “The library is a community education facility as well”
- “We don’t have an alternative community center”
- “The library has always been a trusted place to be for the senior population”
- “No other places where people can access the internet”

Similarly, participants noted several areas that could be improved to better serve the Stillwater community:

- “Limitation is that it closes at 8 pm...what if meeting runs late?”
- “Children’s programming...there isn’t the staff, the level lags behind our peers for the size of the community”
- “The programming for adults – other library have good speakers and free public films”
- “It’s a challenge to attract teenagers and young adults because there are a lot of other activities going on”
- “It needs to fit the mission about what a library should do”
- “The issue of teens and mental health is hard for parents to access”
- “Maintaining the library as part of a culture is a challenge”

Overall, participants expressed pride in the Stillwater community – in its local history, its amenities, and the neighborly atmosphere, in particular – and discussed how to increase community engagement in not only the library’s operations, but also other community-driven organizations. One attendee posed a question, “How are we relevant to the community beyond books?” Another participant suggested, “This is a very consciously minded community. The library should help people serve their community.”

One participant said of the library, “Some folks view it as a place rather than a forum,” noting the value of having a “safe place” in the community. Another added, “The library could serve as a forum for community government.” The library was seen as a neutral, apolitical institution, and many referred to it as a “third place.” Another viewed the library as “an asset beyond its immediate service to the community...its existence is a value to the community.”

SHARE YOUR THOUGHTS!



As the Stillwater Public Library looks to create its new strategic plan, we invite our community to provide feedback regarding past and future library usage. Whether you use the library often or you have not yet visited us, your thoughts and ideas will help inform our goals and strategies as we look to the future. We encourage you to share this with other family members, relatives, and friends in Stillwater, who may or may not be patrons of the Stillwater Public Library.

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

Please return to the public service desk on the lower level of the library or in the 24-hour book drop near the 3rd Street entrance.

1 How often do you visit the Stillwater Public Library?

- | | | |
|--|--|--|
| <input type="checkbox"/> Multiple times per week | <input type="checkbox"/> Twice per month | <input type="checkbox"/> Once every few months |
| <input type="checkbox"/> Once per week | <input type="checkbox"/> Once per month | <input type="checkbox"/> I never visit the library |

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

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

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

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

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

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

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

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

	Extremely Likely to Use	Somewhat Likely to Use	Neutral	Somewhat Unlikely to Use	Extremely Unlikely to Use
Snack and beverage area within the library with vending machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Space within the library available to community organizations to share information with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seating on the 4 th Street Lawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3D printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wi-Fi hotspots available to checkout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment to record and create music, videos, and/or podcasts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

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

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

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

13 Please select your age range.

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

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

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

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

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

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

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

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

Email Address: _____

Daytime Phone Number: _____

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance and Development	
OWNER: Keliher, President	PRESENTER: Keliher, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The board will take this opportunity to discuss any assigned tasks, next steps or other items that might arise during our Saturday, Jan. 5, board retreat.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation – 4 Month Progress Check	
OWNER: Keliher, President	PRESENTER: Keliher, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: During this closed session, the board will conduct a four-month progress check with regard to the director’s 2018-2019 goals. The director will inform the board of the issues, barriers and progress toward goals. A Progress Report Form, completed by the director, is provided in the January board packet for trustees to review prior to the meeting. Items for the trustees to consider in preparation for the discussion are outlined on the attached Progress Report Form.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Progress Report Form	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Progress Report Form 1/3/2019

(To be completed by the Director and included in the board packet for the fourth and eighth month following the anniversary date)

For the Director

Review current year's goals and your progress in obtaining them. The Director should submit a brief description of progress for each goal including specific measurable milestones in achieving the annual goals.

Goal #1

After conducting a search process, fill the position of Business and Communications Manager with a qualified individual by November 2018. Director and Business and Communications Manager will then develop a plan to address:

- Raising the library's visibility in and engagement with the community
- Improving library marketing and communications
- Building effective redundancy into the library's administrative operations
- Refocusing or streamlining the director's supervisory responsibilities
- And any other priorities the director and staff identify

Update: Keri Goeltl was promoted from Office Specialist to Business and Communications Manager, effective November 12, 2018. This created another vacancy in the administration division, requiring first a union posting and then a wider job search, leading to hiring Renee Powers, who will begin training as the new Office Specialist on January 7, 2019. Filling this position is another step toward providing enhanced redundancy in administrative operations. Time will be required to onboard Renee, which means pulling focus from other areas in the short term. In less than two months, though, Keri has taken on the supervisory tasks of overseeing the custodial and technical services staff, which has helped to streamline the reporting structure. With respect to improving marketing, a retractable banner and a table covering were designed, ordered and received for use at outreach events as PR tools. The first such event at which these will be used will be the Da Vinci Fest at Stillwater Area High School on January 5, 2019. Also, Keri and I have been discussing what a regularly scheduled newsletter could look like, with an expected launch in March or April.

Goal #2

Provide project management expertise and oversight so that the pergola repair is completed by May 2019.

Update: Since the repair issue was identified, I have worked with the Facilities Committee to find a cost-effective, aesthetically appropriate solution to the deteriorating trellis and obtain quotes from qualified contractors to make the repair. In November, the trustees approved the committee's recommendation to hire Braden Construction. An agreement for services contract was then drafted and signed by all parties as of December 31. Given what we currently know, the project is projected to cost less than what has been allocated in the capital budget and will be completed by the deadline of April 14, 2019. I am very pleased with the responsiveness and thoroughness of Braden Construction as well.

Goal #3

Effectively participate with and provide leadership to the strategic planning consultant, trustees, and staff to successfully complete the forthcoming planning process based on the proposed timeline. Upon completion, begin to implement strategies to achieve prioritized goals within identified timelines.

Update: Timelines have been consistently met, including those for the community survey, focus groups, and Sarah's planned meetings with staff and trustees. Sarah and I communicate regularly, and I share those communications with the appropriate people as needed. For instance, I recently requested information from Sarah regarding her meeting with staff on January 8 so that staff could know what to expect. Sarah responded with an agenda and answers to all my questions, which I shared with Mike as board president, and repackaged in a condensed form for staff to allow for a more productive meeting.

Provide responses to the following questions in advance as preparation for discussion.

1. What areas are/were particularly challenging and why? With Venue Coordinator Sandy Ellis deciding not to renew her contract and the resulting discussions about how to proceed, considerable time and energy has been expended. Similarly, my involvement with the Stillwater Public Library Foundation has been more time consuming than usual since the summer because they are going through their own strategic planning process and restructuring. There is also some uncertainty regarding the level of Foundation funding available for the Youth Services Programming Assistant position, which has been vacant since November. This uncertainty results from a number of factors, including the fact that the Foundation seeks to hire a paid executive, a grant for the Volunteer Coordinator position was unsuccessful, and another granting source informed the Foundation that they could not fund capacity building. Support for the scope of these and other needs would be more sustainable over the long term if additional dollars could be raised or freed up, which is another reason we are looking to develop a new funding model for the Venue Coordinator position. The city administrator has recently informed me of a possible new granting source that I will pursue. If the library had stable funding for even the YS Programming Assistant, more time could be spent on developing programs and services for the public instead of pursuing financial support.
2. How might the board have been more supportive in the achievement of the goals? The trustees have been tremendously supportive so I'm afraid I don't have anything specific to offer on this question. I appreciate that you understand projects take time to develop and accomplish. We are making progress in a variety of areas. In the immediate future, continued help with finding a new Venue Coordinator and any assistance in securing additional funds for staffing will be invaluable.
3. What goal or accomplishment has been the most satisfying for you? Reimagining and implementing a new organizational structure has been the most satisfying achievement so far because it will significantly help the organization accomplish the items listed in the bullet points for goal #1, and it deploys staffing resources in a more productive way. Given more time, goal #3 will grow in importance, but the focus to this point has been more on information gathering.

4. What is going well with the job and accomplishment of goals and why? The working relationships I have with the board, city, and staff continue to be the best part because I believe we're all interdependent and reliant on each other for a constructive outcome of any undertaking. A concrete example of this is the ongoing transition of IT support from the current hybrid model to one that is fully overseen by the city. City staff has listened to feedback from the library and has a history of providing excellent service, which will benefit the public. Library staff continues to provide answers to a variety of questions posed by the city in preparation for the migration of technology. Trustees have shown support by attending city council meetings, providing feedback on draft proposals, and authorizing requests at board meetings. The city council approved transitioning oversight to city staff and authorized additional operating funds in 2019 in support of this project. The City Finance Director and Administrator have also provided assistance and guidance throughout as well. It's a significant, complex project dependent on teamwork.

For the Trustees to consider as preparation for discussion.

1. Are there ways the trustees can better support the accomplishment of the goals?
2. Is the progress satisfactory?
3. If there is a significant lack of progress, identify what action can be taken to correct the situation.

A copy of the completed report should be included in the board minutes.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator	
OWNER: Venue Coordinator Task Force	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve release of the RFQ for Event Management Services.	
BACKGROUND/CONTEXT: The task force and director have collaborated on a proposal to find a qualified pool of applicants to manage private events at the library. Though the Stillwater Public Library Foundation has committed to funding this position in 2019 at the same level as the prior year, there are advantages to investigating a new funding model so the RFQ instructs applicants to submit their revenue sharing proposal ideas. While the timeline can be adjusted somewhat, it can't be vastly different if the task force is to make a recommendation to the library board at its March 12 meeting.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Request for Qualifications (RFQ) for Event Management Services	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Responses due: January 31, 2019

Address:

Stillwater Public Library
224 Third Street North
Stillwater, MN 55082
Attn: Mark Troendle

Inquiries:

Mark Troendle, Director
651-430-8753
mtroendle@ci.stillwater.mn.us

Overview

The Stillwater Public Library offers a unique and breathtaking setting for weddings, rehearsal dinners, receptions, fundraisers, and corporate meetings. In addition to three interior meeting rooms in the gallery event space, guests have spectacular views of downtown Stillwater and the beautiful St. Croix River from our rooftop terrace. The event space features a catering kitchen for food warming and cold storage. Free Wi-Fi access is available as well.

The library offers two adjoining meeting rooms that can be combined into one room. Separately, Margaret Rivers A can accommodate up to 20, and Margaret Rivers B up to 60. Together, the two rooms can accommodate 100+, depending on the configuration.

The library's conference room has a fixed configuration for up to 12 users, plus a 70" television screen that can mirror content from your mobile device.

The Johnson Terrace can accommodate up to 300.

Private events have been managed by a Venue Coordinator, a position under the supervision of the Library Director and funded by the Stillwater Public Library Foundation. The library is seeking an event management vendor (business or individual) to assume this role. In 2018, through October, there were 49 private events at the library, generating \$59,895 in gross

revenue. Most private events are May – October. By 2020 or 2021, the library envisions a potential new compensation structure, which may mean transitioning funding away from the Library Foundation and toward a revenue sharing model between the vendor and the Stillwater Public Library.

The library seeks to enter into a contract with a business or individual who meets the criteria set forth in this Request for Qualifications (RFQ). The length of this contract is negotiable and will be at least twelve months, though the library is interested in a multi-year contract. Many 2019 private event contracts have already been signed with clients and need to be honored, and there are clients interested in signing 2020 contracts, which will require flexibility on the part of the vendor.

This RFQ sets forth general selection criteria. This is intended as a guideline for interested respondents. Actual selection is expected to encompass an interview, business review, financial plan review, and negotiation process in addition to the information gleaned from this RFQ.

Event management services must conform to state and federal laws, local ordinances that include a Special Use Permit governing outdoor events at the library, and Stillwater Public Library policy (established by the Board of Trustees) and procedures. It is the vendor's responsibility to obtain and maintain all appropriate licenses and permits.

In addition to attached exhibits (Exhibit A: upper level floor plan; Exhibit B: Special Use Permit), applicants are encouraged to visit <http://stillwaterlibrary.org/library-events/hold-an-event/weddings/> and review the policy, procedures, and other online information for an overview of how events are currently structured and managed.

Scope of Services to be provided by the Event Management Vendor

The Vendor promotes, organizes, coordinates, and facilitates special events that utilize the Stillwater Public Library facilities.

This vendor:

- Conducts their work in accordance with the policies established by the Stillwater Public Library Board of Trustees and the Library Director

- Is the primary source of promotion for the venue
 - does all marketing and advertising,
 - gives library tours for prospective clients,
 - strives to increase revenue;

- Maintains communication with clients and vendors
 - coordinates and monitors event timelines,
 - provides consulting services to the client,
 - reviews library policies and City of Stillwater Code requirements,

- maintains accurate financial reports and collects fees and payments from clients;
- Performs on-site supervision during private events
 - assists clients with venue issues,
 - enforces library policies and procedures, Special Use Permit and conditions, and City ordinances,
 - coordinates parking and vendor arrivals and departures,
 - responds in a timely and professional manner to all requests and complaints (e.g., parking or noise issues) from local community members before, during, and after events;
- Hires, trains, schedules, and oversees event set-up and take-down staff;
- Works with the Stillwater Police Department and Washington County Sheriff's Department to schedule security for events
 - ensures that all security officers know library rules and the expectations for library security;
- Represents the library's interests during various meetings, including City Council meetings, other public meetings, internal staff meetings, and meetings with members of the community
 - promotes goodwill with neighbors and the community;
- Reports to the Library Director
 - maintains communication about the use of library spaces,
 - provides up-to-date revenue projections,
 - understands and works within all library policies, procedures, and schedules;
- Works with library staff,
 - collaborates with library webmaster to keep information about holding events up-to-date,
 - coordinates with library scheduler for events, set-up and clean-up,
 - maintains communication with Library maintenance staff regarding venue space, maintenance and post-event clean-up.

Proposal Requirements

A quantity of 1 digital copy of the vendor's response to this request.

A quantity of 3 printed copies of the vendor's response to this request.

Proposals will include the following:

1. A cover letter of interest including your firm's legal name, if you operate as a business.

2. A description of all related or similar business operations being run or related to the vendor.
 - a. Name of the business(es)
Street address, City, State, Zip Code
Years of Operation
3. A business plan: Include all of your experience in this field, your service philosophy, any advertising or marketing plan, and a description of key individuals who will work on-site to manage operations. Currently, clients may use a caterer (licensed by the State of Minnesota) of their choice; your proposal must indicate if there would be a change to this existing provision. Please include whether your plan would limit events to a certain timeframe (e.g., May – October) or whether you have a different vision.
4. A financial plan: Include a proposed annual operating budget with cash flow projections and evidence of insurance. Also, many contracts for 2019 have already been signed which the library needs to honor at existing rates. Please explain how you would incorporate this into your budget.
5. Your initial revenue sharing offer.
6. Three references: names and contact information of each.
7. A statement of consent that you will cooperate with a credit check and criminal background check. Additional information may be requested to conduct these checks.

Criteria for Vendor Selection

Evaluations will be based upon responsiveness to this Request for Qualifications – the applicant’s proposal, experience, capabilities, service reputation, references, potential revenue or guarantees, and other factors deemed relevant.

The library reserves the right to waive irregularities in the proposal process.

Any materials submitted to the Stillwater Public Library shall be subject to public disclosure under the state and local open records acts.

CONFLICTS OF INTEREST

Firms submitting proposals in response to this RFQ must disclose to the library any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for services to be awarded pursuant to this RFQ. If a firm has no conflicts of interest, a statement to that effect shall be included in the proposal.

OTHER TERMS AND CONDITIONS

The vendor agrees to the following:

1. To examine the RFQ and conditions thoroughly. The omission of any form, instrument or document shall not relieve any vendor from proposal requirements.
2. To comply with all federal, state, and city laws, ordinances, Special Use Permit governing outdoor events at the library, and Stillwater Public Library policy (established by the Board of Trustees) and procedures.

The Stillwater Public Library expressly reserves the following rights:

1. To waive or reject any and/or all irregularities in the proposals submitted.
2. To waive or reject any and/or all proposals or portions thereof.
3. To reject all proposals and negotiate with an individual vendor or any other person or entity.
4. To base awards with due regard to quality of services, experience, compliance with specifications and other such factors as may be necessary due to circumstance.
5. To make an award to a vendor whose proposal is in the library's best interest.
6. To negotiate different terms and conditions with any vendor the library chooses.
7. To utilize concepts submitted to the library, via proposal, without compensation.

LIBRARY NOT BOUND BY ORAL STATEMENTS

The library will not be bound by any oral statement or representation contrary to the written specifications.

QUALIFICATIONS OF VENDOR

The library may make such investigations as deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all information and data for this purpose as the library may request. The library reserves the right to reject any proposal if the evidence submitted by, or investigation of, such vendor fails to satisfy the Library that such vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

Assessment Methodologies Beyond the RFQ

1. The library's assessment team may request formal, in-person interviews with any prospective vendor.
2. The library's assessment team may visit other businesses or service outlets under operation by the vendor.
4. The library's assessment team will contact professional references, conduct background checks, and employ other methodologies to disclose the vendor's reputation and business standing.

Timeline (subject to change)

Release RFQ

- January 9, 2019

Deadline for receipt of RFQ responses

- January 31, 2019

RFQ responses reviewed

- Early February 2019

Select vendors for further assessment

- Mid-February 2019

Recommend vendor of choice; negotiate contract

- Late February to early March 2019

Forward a recommendation to the Library Board of Trustees

- March 12, 2019

Exhibit A

Upper level floor plan of the library

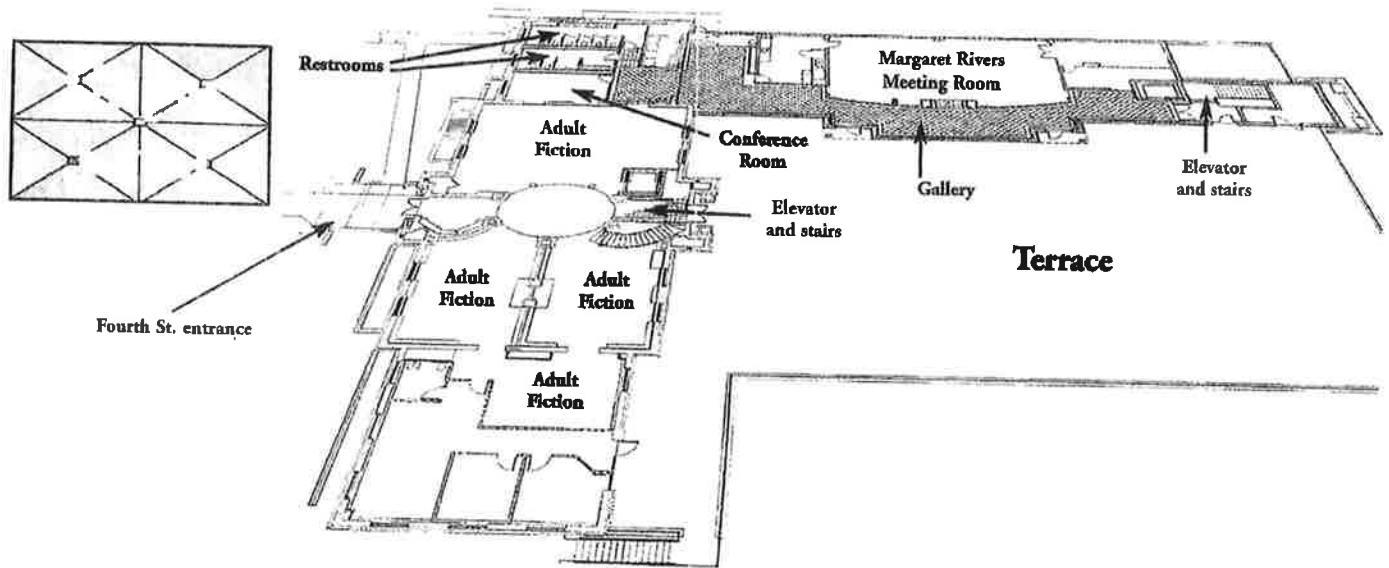


Exhibit B

Special Use Permit

CITY OF STILLWATER

Case No.: 2018-39

Permit Fee: Paid:

ZONING PERMIT

Permit Type: Special Use Permit

City Council Meeting Date: 9/18/2018

Action/Vote: Approved 3-1

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

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

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

Property ID No.: 2803020130151

Zoning District: PA

Conditions of Approval:

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Upper Level Ceiling Repair	
OWNER: Facilities Committee	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:</p> <p>Eric McElrath of the Mattson Macdonald Young (MMY) structural engineering firm and the director were in communication throughout the month of December to coordinate visits and discuss findings. Mr. McElrath wrote the structural review report of the ceiling cracking that is included as an addendum to this cover sheet. He also drew on the expertise of other MMY colleagues for the analysis of underlying issues causing extensive cracking in the upper level ceiling above and adjacent to the rotunda.</p> <p>The next step will be information gathering and will involve drafting a proposal to solicit bids from licensed contractors to determine a range of costs for performing the repairs outlined in MMY’s report. Mr. McElrath indicated that special expertise is not required on the part of a licensed building contractor for this phase of the project.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Structural Review Report of Ceiling Cracking	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Mattson
Macdonald
Young**
structural
engineers

Bassett Creek Business Center
901 North 3rd Street, #100
Minneapolis, MN 55401

612-827-7825 voice
612-827-0805 fax

December 21, 2018

Mark Troendle, Director
Stillwater Public Library
224 Third Street North
Stillwater, MN 55082

Re: Structural Review of the Ceiling Cracking at the
Stillwater Public Library
224 Third Street North
Stillwater, MN 55082
MMY Job #: 18565

Dear Mark:

At your request, I made a visit to the Stillwater Public Library to observe an area of cracked ceiling plaster and the adjacent ceiling/roof framing. I visited the library in order to understand the building's primary structure and to identify areas of damage, deterioration, or deficiency. The following is a summary of my observations and opinions.

Framing Description

The ceiling and roof framing discussed in this report are located within the library's original building, which was constructed in 1902. The original mansard roof has four primary trusses. The two hip trusses are oriented in the east-west direction and are supported on exterior load-bearing walls. The two ridge trusses are oriented in the north-south direction and are supported by hip trusses at ends, and on columns at the building's interior. The columns were constructed diagonally so that the columns are not within the domed room below. Roof rafters are supported by primary trusses at the interior and load-bearing walls at the exterior. There are four ceiling beams that align with and hang from primary roof trusses. The domed ceiling at the building's center is framed separately from the ceiling of the two wings.



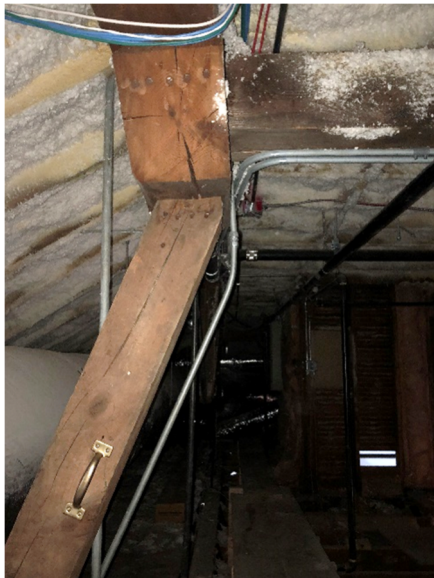
Photograph 1
Ceiling Cracks (highlighted)

Discussion of Observed Conditions

There are several cracks in the ceiling plaster of the north wing of the original library building. In general, the cracks originate at a ceiling penetration (such as a skylight, recessed light, or air return) and are oriented in the north-south direction. There is also a vertical crack where the hip truss meets the west exterior wall. See photograph 1 for an image of the cracked ceiling.

There is a ladder into the attic that provided me the opportunity to observe ceiling and roof framing above the areas of cracked ceiling. The following items were noted as evidence of structural movement that likely resulted in the ceiling cracks. Refer to photographs 2 through 5 for images of the following:

- The out-of-plumb nature of the interior columns naturally causes an inward thrust when the columns are under load. Without adequate restraint, the tops of the columns will naturally tip farther than intended.
- There is a timber strut in place intended to prevent this inward movement. The strut was observed to be at the same elevation as the top chord of the roof trusses, or approximately 12" above the tops of the columns. Ideally, the strut would have been located at the tops of the columns.
- The timber bearing blocks between the roof trusses and columns were observed to have rolled, indicating that the tops of the columns have tipped inward.
- The southernmost tension rods that hang the ceiling beams from the ridge trusses were observed to be bowed.
- Additionally, the nuts at the ends of the tension rods are no longer tight to the bottom of the beams. The loose nuts provide clear evidence that the ceiling beams are no longer hanging from the roof trusses as intended.
- The south ends of the ceiling beams were also observed to have rolled.



Photograph 2

Diagonal Column, Rolled Bearing Block, and Timber Strut



Photograph 3

Diagonal Column and Deformed Tension Rod



Photograph 4
Rolled Ceiling Beam



Photograph 5
Loose Tension Rod Nut

Recommendations

Based on our observations, it is our opinion that the diagonal columns have tipped inward since the time of the building's original construction. As a result, the ridge beams and ceiling beams have lowered and caused the ceiling to crack. Additionally, the south ends of the ceiling beams appear to be supported by the plaster soffit around the dome, which was not intended to be load-bearing.

We recommend that braces be installed at the tops of the diagonal columns to prevent further rotation. After the columns have been stabilized, all the tension rods that hang the ceiling beams from the ridge beams should be re-tightened. These repairs should be completed prior to repairing ceiling plaster.

Limiting Conditions:

The opinions and recommendations contained in this report are based on a cursory observation of the building. No attempt was made to perform an exhaustive investigation of all conditions and building elements. It is possible that conditions exist that cannot be discovered or judged as a result of this limited nature of investigation. The work provided in the preparation of the report concerns the structural system only and is not intended to address mechanical, electrical or plumbing systems, fire protection or handicap accessibility.

If you have any questions concerning the above, please do not hesitate to contact us.

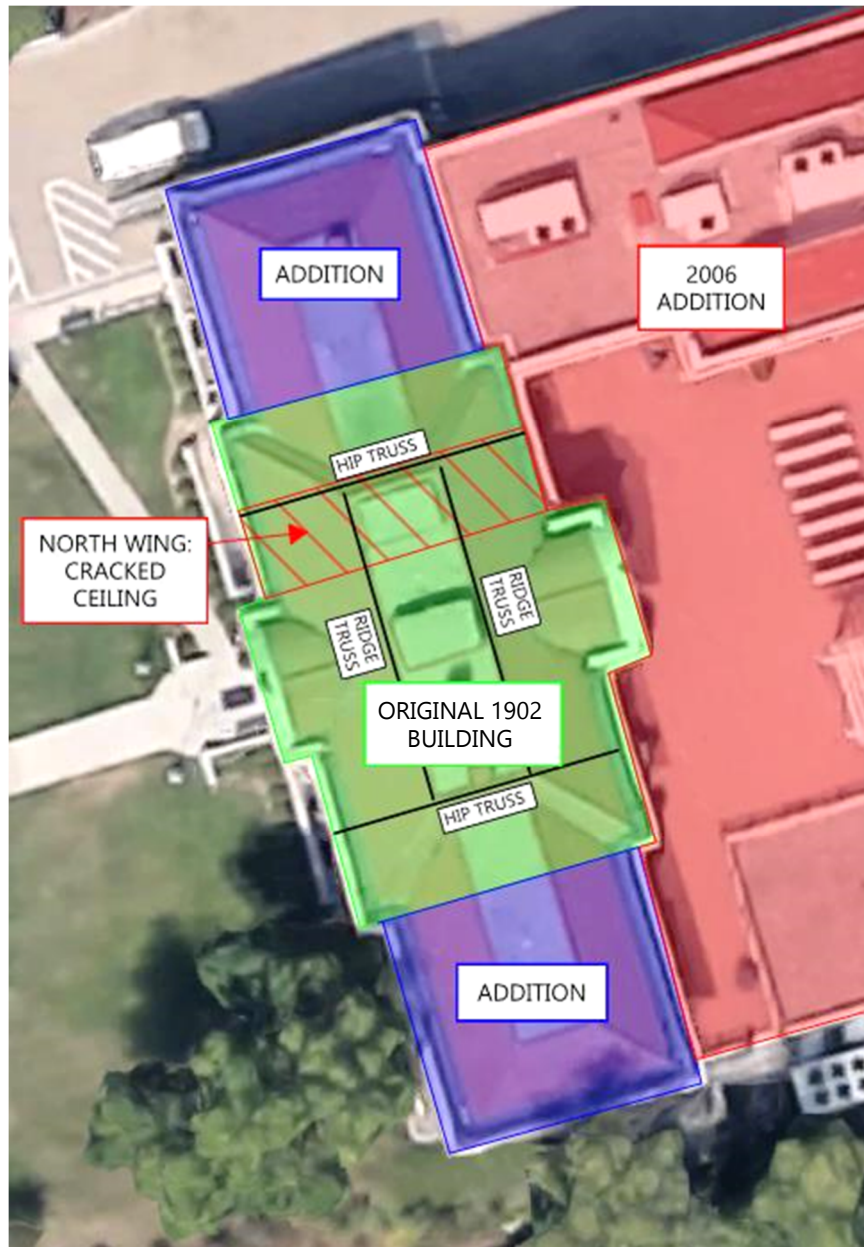
Sincerely
Mattson Macdonald Young, Inc.

Eric McElrath, EIT

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Stephanie J. Young MN Reg. No. 21520
12/21/2018

Appendix A
Reference Diagram



Report from the Library Director, Mark Troendle

Though December is often a month with fewer programs, it was a very busy month for staff as we worked to coordinate end-of-year capital projects and complete other time-sensitive tasks. A retractable banner and a table covering were designed and ordered for use at outreach events as PR tools, new chairs for computer stations by the Public Services desk were selected and ordered, the collection in the science fiction room was shifted to allow for additional seating in the near future, tiled floors were stripped and waxed, walls painted, a new system for secure document disposal was implemented, and projects with vendors and consultants were coordinated. The administration office took delivery of a new photocopier late in the month, and Keri and I received training on the new features that will enhance efficiency. Sarah Keister Armstrong and I have been in regular communication regarding strategic planning details, such as the participation boards and the January 8 meetings at the library—first with staff in the morning and later with trustees at the board meeting.

I drafted an agreement for contractor services between the library and Braden Construction based on a template provided by the city attorney but adapted for the library's needs. The Facilities Committee approved the agreement on December 27. It was then sent to Rick Vezina, the company's Commercial President, which he signed on December 31. Mr. Vezina said he looks forward to working with the library. He also indicated that he will next acquire shop drawings and a schedule from Structureworks, the fabricator of the Trex product. All dimensions will be verified before an order is placed.

A revised draft request for qualifications (RFQ) was sent to the ad hoc committee overseeing the search process for a new Venue Coordinator and the eventual restructuring of a contract with the selected individual or company. The purpose of the RFQ is to solicit a pool of qualified applicants interested in managing private events at the library, with a goal of recommending a preferred choice to the trustees at the March 12 board meeting. Earlier in December, I worked with Sandy Ellis to draft a revised fee schedule, which the board approved on December 11.

Along with trustees Mike Keliher, Maureen Bell and Bethany Cox, I participated in a meeting with Mario Hernandez of Propel Nonprofits. This provided helpful context for all of us ahead of the January 5 workshop.

After a search process, Renee Powers was offered the position of Office Specialist. She accepted and will start on January 7. Renee has been a substitute for this library and has extensive experience in Minnesota and Wisconsin libraries. We're looking forward to working with Renee and having the Administration office fully staffed.

In December, I communicated with two insurance representatives regarding the June 9, 2018, incident wherein a mobility bus struck infrastructure in the parking ramp causing assorted damaged. In addition to the repair invoices that Business and Communications Manager Keri Goeltl has been compiling, I submitted 27 photos from that evening as additional documentation. Other than the \$1000 deductible, the library anticipates full reimbursement for the submitted expenses incurred.

To document how pristine the restored elevator doors now look, below are before and after photos of two of the doors refinished. The doors were cleaned, regained, highlighted, and received a protective lacquer finish by a metal restoration expert who did all of this after the library was closed over the

course of three evenings. The custodians have received cleaning and maintenance instructions from the vendor. The bronze railing caps by the 4th Street entrance steps were also refinished.

Before



After



Before



After



Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

December Programs

- Craig Blacklock's artist reception had 30 attendees.

Collection

- All of SciFi has been moved to the walls in anticipation of having more meeting space in that room.
- Colleen and Aurora cleaned up the travel area, moving books that might be more construed as history to the history section so that travel guides will be easier to locate.

Reader's Advisory

- Karen spearheaded working on new book lists for the start of Winter Reads, which is branded *Let the Adventure Begin* this year. Staff is looking forward to having lists of books that have lots of action.

Partnerships/Outreach

- Aurora attended a Washington County Library Adult Services meeting to get an update on Washington County's upcoming programming.

Technology

- Aurora filled out the Library Edge Survey from the Urban Library Council to help establish what benchmarks libraries have for technology use.
- Aurora worked quite a bit on the library event calendar transition, figuring out how it could integrate with Stillwater's website as well as how staff can view which organizations have booked which meeting rooms at a glance.

Personnel

- Staff is thrilled that Renee will be more permanent on staff as she moves to Office Specialist, and Lori has already rearranged the schedule for January and February.
- The Public Service Team continues to work together with Mark, Keri and Aurora to train, cover shifts and assist Tech Services with the overload of new materials. Staff is all successfully making adaptations with personnel changes and welcoming a new year of learning, programming and excellent customer service.
- Circulation staff began relabeling some of the Teen Graphic Novels to match the updated call number in the catalog.

Reference

- Karen had a man ask if the library would order a book he could mention in birthday greetings to a friend. He lives in St. Cloud, but was hoping his friend could get it from the Stillwater library. He wasn't looking to buy it specifically for her, just share it with her in another way. Karen found the story touching because this is the sentiment that established public libraries.
- Staff is beginning to get questions about tax forms.

- Colleen created covers for the DVDs she's had converted from the library's VHS tapes. The most interesting video she found was a silent movie shot on the riverfront.

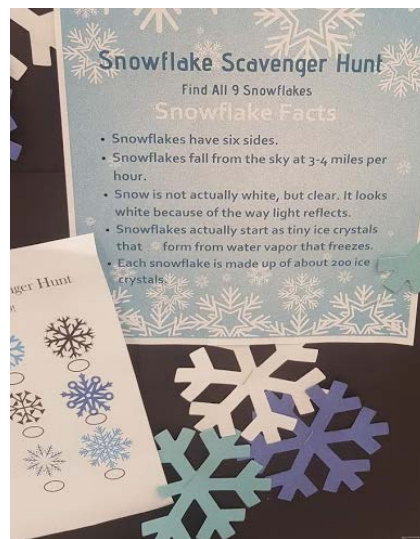
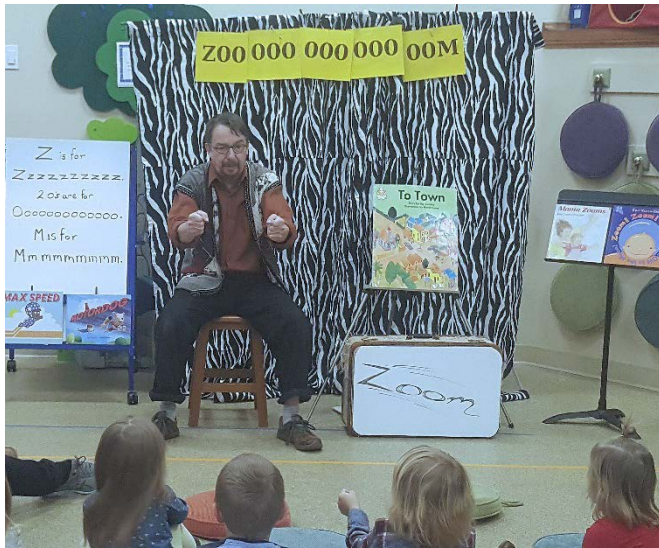
Upcoming

- Winter Reads starts in January. We are looking forward to expanding the definition of what that may include.

Report from the Youth Services Supervisor, Angela Petrie

December Programs

- *Storytime* – 156 people attended 4 storytime sessions. On December 19 the library hosted “Zoom, Zoom, Zoom” storytime with the Storyman from England.
- *Paws to Read* – 4 readers came to 1 session with Bella the Golden Retriever.
- *Art Cart* – 42 kids and caregivers attended 4 themed sessions.
- *Snowflake Scavenger Hunt* – 103 hunted for 10 unique snowflakes. Included were fun facts!
- *TAB Meeting* – 7 members came to this month’s meeting, a winter celebration.



Outreach

- Lindy treated the Head Start class to their monthly storytime at their site since it was a slippery morning. She also attended the Head Start Winter Party and treated the families to one of her

favorite books, Froggy Gets Dressed. Each student received a book (and book plate) from the library's book drive.

- The library received 223 donated books from the community as part of the holiday book drive. These were distributed to Community Thread for their Holiday Hope project and Head Start. A batch will soon be delivered to Youth Connections for teen drop-in center.

Youth Spaces

- Is it just a box? A box decorated to resemble a large gingerbread house was made available to visiting families over the end-of-the year break. Art supplies were provided so the kids could help decorate it. Fun anecdotes: one of our regulars, Alice, and a couple of new kids spent hours creating a secret base out of the box while their dads chatted. Another little girl happened to have her flashlight so she sat inside with a book and read! A good reminder that kids and cats love boxes. What an inexpensive activity!



- The children's area walls from the loft to the puppet theater were refreshed with a new coat of paint. The lighting is dissimilar, but these before/after shots give some idea of the improvement.



Professional Association

- Beginning in January, Angie will attend monthly meetings for the Minnesota Library Association Board of Directors as the Public Library Division Chair. Also, in this role, she will lead the monthly PLD meetings. The largest responsibilities are coordinating the one-day conference for the division and all content as part of the annual MLA conference in the fall. The theme for the April 12, 2019 PLD Day is "Equity of Access: Leveling the Playing Field".

Upcoming Single Date Programs

- January 5 – Da Vinci Fest at SAHS
- January 12 – Chinese Dragons with White Bear Center for the Arts for K-6
- January 17 – Preschool & Toddler Drive-In highlighting BookFlix

STILLWATER PUBLIC LIBRARY FOUNDATION
BOARD MINUTES
November 30, 2018

MEMBERS PRESENT: Amber Dailey-Hebert, Abby Dean, Shawn Glaser, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Carol Stabenow, Mark Troendle, Eric White, Ann Wolff

WELCOME & INTRODUCTIONS:

President, Fred Rengel welcomed members and called the meeting to order at 7:35 a.m. He shared cards for members to sign for Nick Gorski and Keri Goeltl.

INTRODUCE BOARD MEMBERS, INTERIM EXECUTIVE DIRECTOR, AND GUESTS:

Board members and guests (prospective board members) Linda Long, Ann Brownlee, and Roger Funk briefly introduced themselves. Ann also introduced potential board member, John Gray, who was unable to attend the meeting. Elaine Weber Nelson, the Board's Interim Executive Director from Strategic Consulting & Coaching, was also introduced.

SECRETARY'S REPORT:

The minutes for the October, 2018 Board Meeting were unanimously approved following a motion made by Amber and seconded by Abby.

LIBRARY DIRECTOR'S REPORT: Mark shared the following:

- The recent SPL Survey that solicited community feedback has concluded. Respondents to the survey exceeded the number anticipated and a large number of them were not regular library-users. Analysis of the survey will contribute to the SPL trustees' strategic planning.
- The Trustees are in the process of spending down capital funds in a variety of ways including the installation of a water bottle drinking fountain, a charging station for electronic devices, conference room furniture and technology, and an electronic key-card access system. A fresh coat of paint has also been applied in various places throughout the building.
- Keri Goeltl has been hired for the new library position – Business and Communication Manager. Several additional new staff members have been hired, also.
- Grant Requests - Mark explained the process for creating Grant Requests: they are generated by the Staff, presented to the Board of Trustees for approval, and finally, are presented to Funding Source - the SPLF.

- He presented three Grant Requests:

1. Name: Popular Nonfiction Books in Series
Amount = \$2,000
2. Name: Newspaper Support Grant
Amount = \$3,000
3. Name: Weeding Grant
Amount \$1,500

Following Mark's explanation and discussion of the grant requests, Shawn made a motion to approve payment of the requests, Carol seconded the motion, and it was passed unanimously.

- The Trustees' strategic planning process is in the information-gathering stage, focus group reports will be available in next couple of weeks, and a meeting is scheduled with staff and trustees in January. Mark reports that the trustees are on a good path for the future and are in a good relationship with the

staff.

TRUSTEE REPORT:

Mary stated that the SPL trustees are hoping to have their strategic planning project completed in the spring. She said that as they are finishing capital projects at the library, they are keeping the City apprised of expenditures and indicated that the Board of Trustees' relationship with the City is going well with regard to both finances and processes.

FINANCIAL REPORT:

Shawn reported that the finances for the end of the year look fine as projected. The 2019 Budget is to be fine-tuned and approved in January.

STYLE SPEAKS VOLUMES V:

Carol and Sandy shared that the event was a huge success with a lot of engagement between the authors and guests. One hundred and thirty-eight people registered for SSV and nine authors participated as models. Sales were up from previous years for Valley Bookseller, Sash, and Nate + Matt and a portion of their sales will be donated to the SPLF. (They had not yet had results on sales for Enchante'.) They reported that this event is great partnership with the community and area businesses.

STRATEGIC CONSULTING & COACHING RESPONSIBILITIES & PROCEDURES:

Elaine Weber Nelson, the recently-hired consultant from SCC to provide leadership to the SPLF as an interim executive director, shared that she will look at ways for the Foundation to go forward in the executive director search. In her part-time interim position, she plans to be at the SPL on Tuesdays and Fridays. Her goal is to keep things on track and learn about the organization of the Foundation. After the holidays, she will share an overview of what she learns about who we are, and what we want/need. She aims to conduct a job search early in the first quarter of the upcoming year and have an executive director in place in March.

Fred stated that having the executive director will provide continuity and pay benefits for the SPLF in the future.

Elaine indicated that there are many options available for people to fill the position.

SCC offers full service to organizations by providing staff equipped with expertise and resources in many areas. An SCC team member with administrative skills will be giving support and managing SPLF finances during this interim period.

DEVELOPMENT AND MARKETING:

- Ann said that thank-you letters will be sent to those who donated to Style Speaks Volumes.
- Direct Mail Campaign – We need guidance for doing what we want to do.

The mailing did not reach everyone to whom it was sent so a reminder letter will be mailed to the community in the near future. Seventy-one donations in a wide -ranging amount have been received to date. Several designated gifts were specified for the endowment fund, the executive director position, and juvenile services, but a large part of the donations were non-specified.

Ann read a poem that Sue Gray had shared with her from which the phrase “Don’t go into the library...” was taken and used in the direct mail campaign brochure. That poem and Alberto Rios’s “When Giving in All We Have,” which Ann also read aloud, both speak about the importance of giving and would be excellent to use in future fund-raising campaigns for the Foundation.

Ann reported on the value of social media in fundraising. She was impressed by a presentation she had attended that demonstrated the impact of social media on a “Story Arc” event for children. The social media follow-up to that event moved its results beyond capacity. She emphasized that we should be intentional about sharing information about the SPLF.

- Hugh J. Andersen Grant Request – Request was made for \$25,000 for capacity building for the SPLF / start-up with an executive director. Response from the foundation is expected by Dec. 15.

- Margaret Rivers Fund Grant Request – Request is for full funding for the Volunteer Coordinator at \$20,000 per year for each of the next three years. This will enable SPLF funds to be used for executive director during transition.

- Huelsmann Foundation Grant Request – Request would include \$27,000 for an 18 hour/week, year-round Youth Programming Assistant. The grant application is due the end of December. Ann has visited with the Huelsmann Foundation Trustees and learned that, even though they were excited about the possibility, they do not fund salaries. Ann is hoping to visit with them further to arrive at other options that would enable this financial support to be available.

Elaine suggested that funds for this project could be raised through an endowment campaign and/or matching donations for a private contribution.

CALENDAR REVIEW:

- An Executive Committee meeting is scheduled for Thursday, December 20 at 7:30 a.m.

-The next scheduled Board Meeting is scheduled for Friday, January 25, 2019 at 9:00 a.m.*

PLEASE NOTE CHANGE OF MEETING TIME































The meeting adjourned at 9:10a.m.

Respectfully submitted,
Jean Morse, Secretary

E-MAILS FOR NOVEMBER '18 MEETING

DATE	SENDER(S)	SUBJECT
11/2/18	Fred (+responses from 3 others)	Transition Meeting Notice
11/5/18	Fred	Library Foundation Board Proposal from SSC
11/18/18	Jean	October '18 Meeting Minutes
11/28/18	Dustin	2019 Budget
11/28/18	Fred	Board Packet 11/30/18 SPLF

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

	1_SPLF Board Meeting Agenda 11-30-2018	
	3a_October '18 Meeting.pdf	
	4aa1_A14b_2018-10 Information Services Report - mt e...	
	4aa2_5d_A14c_October 2018 YSS Report - mt edits.docx	
	4aa3_12 December Calendar.pdf	
	4b1_List of Awards and Grants_NOV2018.pdf	
	4b2_2018 11 November Grant Requests to Foundation.p...	
	5a_A4a1_SPLBoardMinutes_2018 09 11_AMENDED.docx	
	5b_A4a2_SPLBoardMinutes_2018 10 09.docx	
	6a_2018 10 October Balance Sheet.pdf	
	6b_2018 10 October P&L Prv Yr Comparison.pdf	
	6c_SPLF Financials Review for 2019 Budget.xlsx	
	6d_SPLF 2019 Budget_11 06 2018.xlsx	
	10_2018 At A Glance Calendar Updated SEP.docx	
	November Board Packet.pdf	

Stillwater Public Library 2019 Calendar

<p>January 1: Library Closed, New Year's Day 8: Late Open, 11:00 am 8: SPL Board Meeting, 7:00 pm 14: Friends Meeting, 6:30 pm 21: Library Closed, MLK Day 25: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2020-2024) • Board passes ratification of wages prepared by Director 	<p>February 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 18: Library Closed, President's Day 22: SPLF Board Meeting, 9:00 am</p>	<p>March 11: Friends Meeting, 6:30 pm 12: Presentation at Stillwater Township, 7:00 pm (Tentative) 12: SPL Board Meeting, 7:30 pm (if presenting at Stillwater Township) 22: SPLF Board Meeting, 9:00 am</p>
<p>April 1: Annual Report to State Due 7-13: National Library Week 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 21: Library Closed, Easter 24-27: Spring Used Book Sale 26: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • Big Read in the St. Croix Valley 	<p>May 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 9:00 am 19: Last Sunday Open Until Sept. 8 27: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • 2020 Capital Outlay Request and 2020-2024 CIP Plans Due • Begin operating budget prep 	<p>June 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • Operating budget discussions
<p>July 4: Library Closed, Independence Day 4: Light A Spark, 7:00 pm 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • Board adopts budget request 	<p>August 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • City Council budget hearing 	<p>September 2: Library Closed, Labor Day 8: Sunday Hours Resume 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • Levy adopted
<p>October 8: SPL Board Meeting, 7:00 pm 14: Friends Meeting, 6:30 pm 25: SPLF Board Meeting, 9:00 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 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 9:00 am 28: Library Closed, Thanksgiving Day TBD: Fall Used Book Sale TBD: SPLF Style Speaks Volumes</p>	<p>December 10: SPL Board Meeting, 7:00 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 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