

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, February 12, 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. Welcome & Introductions
5. Consent Calendar
  - a. Adoption of the January 8, 2019 Minutes +
  - b. Adoption of the January 5, 2019 Special Meeting Minutes
  - c. Acknowledgement of Bills Paid in January 2019 (2018 Bills: 1/8/19: \$44,087.85 and 1/22/19: \$13,816.51; 2019 Bills: 1/8/19: \$1,050.00 and 1/22/19: \$1,769.66 ) +
  - d. 2018 December Budget Status Report +

Old Business

6. Strategic Planning Update D+
7. Venue Coordinator I+

New Business

8. Grant Requests A+
9. Board Meeting Structure D+
10. Trustee Ambassadorship I+
  
11. Director and Other Staff Reports +
12. Foundation and Friends Report +
13. Board Committee Reports
  - a. Executive
  - b. Facilities
  - c. Finance
14. Public Commentary and Communications
15. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, February 11, 2019.

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

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 8, 2019**

**Minutes**

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

**ABSENT:**

**STAFF:** Troendle, Goeltl, Jacobsen, Petrie

**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, Richie.

Keliher reported that a correction was needed to the minutes provided in the consent calendar. Lockyear and Richie reported that they had questions and corrections to consent calendar documents.

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

None.

**AGENDA ITEM 4: Consent Calendar**

Keliher noted an omission from the December minutes. The minutes should have included the revised event fee schedule that was distributed at last month's board meeting as part of the Venue Coordinator agenda item. Keliher requested that the schedule be added to the minutes.

Lockyear asked for further information regarding the payment of the deductible for the library ramp incident as listed in the November Budget Status Report. As the library was not at fault, Lockyear wondered why the library was responsible for the deductible. She asked if the library was seeking damages from St. Croix County. Troendle explained that the library is following the process dictated by the city and the League of Minnesota Cities. Lockyear also noted the typographical error in this section. The total claim was \$13,504.72 less a \$1,000 deductible. The expected reimbursement would then be \$12,504.72 and not the \$12,503.72 printed in the packet.

Richie noted that the date prepared on the Library Supplemental Funds report reflected October. This date should be updated to January.

*Motion to approve consent calendar as amended. Hollatz moved. Bell second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie.*

**AGENDA ITEM 5: Strategic Planning Process**

Strategic planning consultant Sarah Keister Armstrong reviewed highlights and learnings from the Community Feedback report presented in the board packet, the participation board summary distributed via email, and staff responses distributed at the meeting. The participation board summary and staff responses documents are included as addendums to the minutes.

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**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 8, 2019**

**Minutes**

Board and Sarah Keister Armstrong discussed the key findings from the demographic research, survey responses, and focus groups. Board also reviewed the library's current mission, vision, and goal statements and identified areas of potential change.

Sarah Keister Armstrong reported that she would put together an outline of broader goals and have staff contribute feedback for operational ideas. She would also draft new mission and vision statements and obtain trustee feedback consensus through a survey. She would then follow-up with staff for feedback.

**AGENDA ITEM 6: Board Governance and Board Development (Propel)**

Keliher reported that all of the trustees and Troendle were able to attend the board governance workshop with Propel on Saturday, January 5, 2019. Cox and Bell discussed that the timing of the workshop worked well with the strategic planning efforts. Cox appreciated the emphasis of keeping the board at the strategic level with staff working on goals and objectives.

**AGENDA ITEM 7: Director Evaluation – 4 Month Progress Check (Closed Session)**

Board entered closed session at 8:10 pm to conduct a four-month progress check with regard to the director's 2018-2019 goals.

**AGENDA ITEM 8: Venue Coordinator**

Troendle reported that the Request for Qualifications (RFQ) for the venue coordinator position was included in the board packet. Both firms and individual candidates are encouraged to apply.

Lockyear noted that the provided RFQ is extremely comprehensive, and it may be difficult to find candidates. Troendle indicated that the library could request a business plan only, not a financial plan, and see what responses are received. Bell asked if limiting the RFQ to a business plan only would change the response rate. The coordination of the venue is a big job.

Carlsen questioned the gross dollars raised in the RFQ. Troendle noted that this was event revenue received in 2018 for events that occurred in 2018. It did not include revenue from future year bookings and did not include the new rates adopted in December 2018. Cox noted that it would be helpful to include the change in rates and to clarify that the funding sources could be flexible.

*Motion to approve the release of the RFQ as presented in the board packet. Hollatz moved. Richie second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie.*

**AGENDA ITEM 9: Upper Level Ceiling Repair**

Troendle reported that they are continuing to gather information and cost estimates regarding the upper level ceiling repair. He noted that there are not safety issues associated with the ceiling, but structural repairs are needed before doing the cosmetic repairs to the ceiling cracks.

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BOARD OF TRUSTEES MEETING  
January 8, 2019**

**Minutes**

Richie asked about any cost findings to date. Lockyear reported that sheet rocking alone may be \$10,000. She is also concerned that it is more challenging to work above the ceiling, and the library will need to find the right contractor to work and haul materials up there.

**AGENDA 14: Director's Report**

Troendle reminded the board that Library Legislative Day is February 26, 2019. Troendle is working with Susie Danielson to recruit teen volunteers to attend with library staff and trustees. Troendle will keep the board informed as he learns more about the agenda for the day.

**AGENDA 15: Foundation and Friends Reports**

Richie reported the Foundation is planning to hold a longer board meeting on Friday, January 25, 2019 to follow-up on the Foundation's strategic planning process this past spring. At January's meeting, board members and officers will also change.

**AGENDA ITEM 16: Board Committee Reports**

- **Executive Committee:** None.
- **Facilities:** None.
- **Finance:** Finance Committee will discuss preparing a Finance 101 as an agenda item for an upcoming board meeting.

**AGENDA ITEM 17: Public Commentary and Communications**

None.

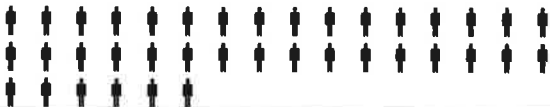

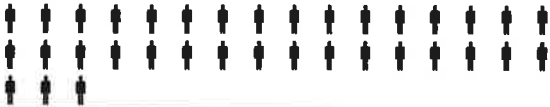








**AGENDA ITEM 18: Adjournment**

Adjourned at 9:19 pm.

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**PARTICIPATION BOARD SUMMARY: What's next for your library?**

UPPER AND LOWER LEVEL PARTICIPATION BOARDS: What brought you to the library today?














<p>Browsing the collection (38)</p> 	<p>Public meeting room (1)</p> 
<p>Picking up holds (35)</p> 	<p>Library Staff help (7)</p> 
<p>Reading (13)</p> 	<p>Print/copy/scan (4)</p> 
<p>Computers (14)</p> 	<p>Study Room (2)</p> 
<p>Tech help (2)</p> 	<p>Other (please tell us on a post-it) (6 and comments)</p> 
<p>Scheduled programming (3)</p> 	

"Other (please tell us on a post-it)"

- Local history room (St. Croix collection), house history
- Quiet workspace/desks for remote work (although WiFi doesn't connect to my Mac...
- Quiet work space.
- Local history room (St. Croix collection), house/genealogy history
- The amazing children's section!
- Brought 2 grandchildren for the wonderful children's section
- Audio Book suggestions from Sue and vehicles to obtain them.
- Request a book.

CHILDREN'S AREA PARTICIPATION BOARD: What do you want to do today?

Age: Choose the color that matches you and put it on pictures that apply!

0 – 5 years	Play  (10)	Listen  (2)
6 – 12 years	 (3)	
13+ years		
0 – 5 years	Make  (7)	Homework  (1)
6 – 12 years	 (2)	 (1)
13+ years		
0 – 5 years	Read  (3)	Hanging Out  (4)
6 – 12 years	 (6)	 (3)
13+ years	 (1)	 (2)

"I wish the library would..."

- Help in children's for Readers Advisory
- Get more toys
- Art work on more than Wednesday!
- More than 1 headphones
- More food/snacks
- So sad no children's librarian ever
- Help finding books
- Have "Roblox" books
- Art cart every day
- Have a "recording" room

## STAFF RESPONSES

January 8, 2019

### What do you want the Stillwater Public Library to be known for?

- Friendly environment
- Information people want answers to – e.g., a place that provides timely answers to important questions
- Inclusiveness
- Being welcoming, having great materials, knowledgeable staff, safe, inclusive, in touch with community
- A sense of grace
- A sense of community
- Welcoming community resource
- Friendly service to the community
- Friendly, helpful staff, welcoming to all, access to internet and computers for disenfranchised population, history
- Helpful friendly staff, in a beautiful, relaxing setting with all the resources you need, including new releases
- A chosen and respected destination with friendly and responsive people who are happy to see you. People know we will connect them to...whatever they seek...info, knowledge, caring.
- The resource for ideas, information; a place to discover, learn and grow; accessible to all
- Learning
- The helpfulness of the staff
- Friendly, helpful, beauty of building, listeners, respect all
- Friendly, helpful, respectful
- A welcoming area to learn and grow
- Compassionate service, robust collections
- Promote power of reading, encourage reading awareness in community
- Known for: great equalizer, services for rich and poor and in between. Access to information for everyone. Community strength.
- Go-to information source: local history, children's, and adult; outstanding service; all access gathering place

## What goals do you want to set for the library?

- View “use of the library” as more than books
- Develop (not staff-produced) marketing plan
  - How to prioritize finite resources
  - How to fund implementation and ongoing work of a marketing plan
  - How to reach new audiences
  - Does the website need an update?
- Modernize and make accessible local history collection
  - Digitization?
- More comprehensive view of technical services
- Develop an issue-oriented speaker program
- Look at funding (challenges, limitations, opportunities) to prioritize current and new work
- Stronger communication and collaboration with City Council and city staff
  - View library as a partner
- Facility priorities
  - Improve interior signage
  - Make entrances more welcoming (art, staff contributions, etc.)
  - What does the library want to do regarding weddings and special events? How does that impact the facility?
  - Evaluate options for vending or coffee
  - Have a 15-minute parking spot for residents wanting to pick up holds
  - Address noise challenges (children’s department and meeting rooms)
  - Evaluate need for staff upstairs/someone who can provide readers’ advisory
- Check out non-traditional items/Develop a “library of things”
  - Ideas: Tools, sewing machine, diagnostic tool for cars, etc.
- Ensure library is paying attention and is responsive to demographic changes and engaging with all residents (e.g., adults without children)
- Build staff capacity/meet staff training needs and maintain staff buy-in throughout implementation of new strategic plan
  - Ideas: customer service (trauma-informed, mental health)
  - How can staff share information more effectively?
  - How do we evaluate roles and responsibilities of positions as potential retirements approach?



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

**Minutes  
Amended and Adopted on January 8, 2019**

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

**Minutes  
*Amended and Adopted on January 8, 2019***

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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December 11, 2018**

**Minutes  
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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.

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December 11, 2018**

**Minutes  
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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.

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**

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

**Minutes  
*Amended and Adopted on January 8, 2019***

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.

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.

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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.

**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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# Stillwater

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## Public Library

### Private Event Reservation Fee Schedule

**Reservations:** The library will accept reservations for events up to 18 months in advance.

**All Reservations include:** Exclusive use of the Margaret Rivers Room A & B, Conference Room and Catering Kitchen and Non-Exclusive use of the Johnson Terrace and Gallery during regular Library hours.

	WEEKDAYS / FRIDAY	SATURDAY	SUNDAY
<b>4 Hour Rental</b>	<b>\$2,000</b>	<b>\$2,500</b>	<b>\$2,000</b>
<b>8 Hour Rental</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$4,000</b>
<b>Day Rental</b>	<b>\$5,000</b>	<b>\$6,000</b>	<b>\$5,000</b>

*Please note: Receptions typically require an 8 hour rental; wedding ceremony plus reception dinner require a day rental.*

**Fees and Deposits:** The down payment for all event rentals is half (1/2) the total cost of the rental. This fee must accompany the application in order for the application to be accepted.

Damage Deposit is \$500.00 and is due two weeks before an event. The Renter will receive the total deposit back after the event if there are no damages or cleaning charges associated with the rental. The deposit can be mailed back to the Renter or shredded at their request.

Noise Deposit is \$500.00 and is due two weeks before an event. The Renter will receive the total deposit back after the event if there have been no violations of the noise procedures and City of Stillwater Noise Ordinance. The deposit can be mailed back to the Renter or shredded at their request. The noise deposit is only necessary if there is outdoor amplified music at the event.

Security Officer payment is \$50.00 an hour for a minimum of three (3) hours and as much as eight (8) hours depending on the wedding event schedule. The security officer is an off-duty Stillwater police officer and is hired to be security for the Renters benefit and that of the Library. The Venue Coordinator will schedule the officer to be available from the ceremony to the end of the rental period. Checks or cash can be paid to the security officer on the day of the event.

**Included in the Rental Fee:** All indoor and outdoor tables and chairs are included in the rental fee. This includes the set-up and take down of the ceremony, reception, dinner and dance preparations. The Library has event preparation workers who set-up and move furniture when needed and they will take down the final set-up at the end of the rental period or at a later time.

The Library has 45 ramp parking spots open and available to the public during regular Library hours at no charge. The Renter has exclusive use of the ramp after hours free of charge and it will be kept open until the end of the rental period.

The Library is capable of hosting over 300 people on the Johnson Terrace and 150 people inside the Margaret Rivers Room A & B. This includes ceremony, reception, dinner and dance capabilities.

The Venue Coordinator will be on site for your entire event to assist with any questions or building issues.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES - SPECIAL MEETING  
January 5, 2019**

**Minutes**

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

**ABSENT:**

**STAFF:** Troendle

**Welcome and introductions**

Meeting called to order at 8:03 am by Keliher, President. Keliher welcomed the attendees. Mario Hernandez, Director of Strategic Services at Propel Nonprofits, introduced himself and welcomed the group. Hernandez asked the group to complete a brief activity called New Year's Revolution by writing or drawing answers to three questions: (1) In 2019, I will start doing this new thing...; (2) In 2019, I will stop doing this...; and (3) As a board member, I'd like to..."

**Purpose of today**

Hernandez reviewed the topics to be covered at this workshop.

**Board roles and responsibilities and organizational life cycle**

1. Emphasis on leading strategically
2. Emphasis on role of committees

Hernandez referred to the handout "Board Roles & Responsibilities" and discussed the need for balance between operational and strategic involvement. Hernandez reviewed the five primary areas of responsibility for a board: Lead strategically, ensure financial stability, be an ambassador, support and supervise the executive director, and ensure healthy governance. Discussion about how to advance and sustain the mission of the library. Hernandez noted that organizations can perform an internal look, which may involve unique assets like the terrace, and an external look as part of leading strategically. Prioritizing is part of leading strategically, as is having knowledge of future trends in other libraries and what trends fit this community. Ensuring financial stability: discussed the integration of relationships (City, Foundation, Friends, donors, other government entities) and revenue sources, with the business model taking into account strategic priorities, types of revenue, major cost categories, and program delivery; and legal compliance with accounting practices. Be an ambassador: discussed being a voice to lift up the mission of the organization; helping to raise funds; and the role of the Foundation and Friends. Support and supervise the director: the board hires and supervises the director, and plans for succession. Ensure healthy governance: discussion about having a meeting structure focused more on strategy than operations, developing a process for board self-evaluation, role of committees, and list of attributes for recruiting new trustees.

Hernandez put large sticky notes on a wall with the five areas of responsibility listed and asked each attendee to place up to two checkmarks of various colors next to areas that would benefit from more capacity building and two black checkmarks next to areas perceived as receiving adequate attention currently.

- Lead strategically: 5 color; 3 black
  - Digest, synthesize, prioritize
  - Keep at strategic level



**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES - SPECIAL MEETING**  
**January 5, 2019**

**Minutes**

- Having knowledge of future trends
- Ongoing role of board primarily as strategic
  - Continuum from operational to strategic
- Financial stability: 2 color; 8 black
  - Question about history of terrace
  - Relationship with city
  - City, Foundation, Friends, donors
  - Compliance
- Ambassadorship: 3 color; 2 black
  - Friends and Foundation
  - Play greater role in ambassadorship around fundraising
- Support and supervise director: 5 color; 3 black
  - Hire and supervise
  - Succession planning (emergency)
  - Coordination with City Administrator
- Ensure healthy governance: 5 color; 3 black
  - Process for self-evaluation
  - Board review and decisions
    - Role of committees
  - Attributes for board members for recruiting

Hernandez distributed a handout titled Nonprofit Organization Life Stages. The five stages include: Champion, formalize, grow, mature, and renewal. The attendees broke into three groups to discuss the life cycle of the library. It's possible to be in multiple stages at once. The board can't dissolve by statute. Has to constantly renew. What skillsets are needed for where the library is at now and heading in the future? A process called "design thinking" could be useful.

Hernandez distributed another handout called Create Effective Committees. Discussion of current committees. Question raised of whether a non-trustee could serve on a committee—answer is yes. And would they have to be residents—Keliher didn't think the residency requirement apply to a non-trustee volunteer in this capacity. The handout is a good tool that could assist with committee development.

**Break**

The group took a 10-minute break.

**Library's history and current mission moments**

Troendle provided a brief historical overview of the library, and he and trustees discussed the previous strategic plan.

**Monitoring progress on the upcoming strategic plan**

1. Dashboard for overall plan
2. Work plans
  - i. Board calendar

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES - SPECIAL MEETING**  
**January 5, 2019**

**Minutes**

ii. Committee calendars

Hernandez said a dashboard is a performance management tool. It has key performance indicators with a focus on strategic decision-making and can help course correct. Hernandez and trustees discussed building a dashboard and key concepts, including: Data visualization – current status, compare trends over time, compare to plan; measure what’s important and be purposeful in gathering data; who’s the audience; who needs to act on the information; frequency of output; and what are we already measuring. A dashboard can help start conversations about the “why” behind the data.

**Review board calendar**

Keliher distributed a 2019 board calendar with key dates and milestones. It’s based on the calendar included with each board packet, with added detail. Not comprehensive, but lists the key points.

Hernandez discussed the three main parts of a board meeting:

1. Regular business such as the consent calendar (e.g., approve agenda, minutes, etc.);
2. Informational updates (e.g., share strategic plan updates); and,
3. Decisional, which may include items that are upcoming, cyclical, or involve course corrections.

Hernandez distributed the final two handouts of the workshop, a calendar template of monthly tasks and the ABC Organization Work Plan template as one example of how to monitor strategic plan progress.

Hernandez was thanked by those in attendance for his time and expertise.

**Adjournment**

Adjourned at 11:34 am.

# AGENDA

Board Retreat  
*Stillwater Public Library*

January 5, 2019 8am-11:30am

Location: Stillwater Public Library

Time	Activity	Person(s) responsible
8:00 - 8:15am	<b>Welcome and introductions</b>	Mike Keliher and Mario Hernandez
8:15 – 8:20am	<b>Purpose of today</b>	Mario Hernandez
8:20 - 9:30am	<b>Board roles and responsibilities and organizational life cycle</b> 1. Emphasis on leading strategically 2. Emphasis on role of committees	Mario Hernandez
9:30 - 9:50am	<b>Reviewing board calendar for 2019</b>	Mario Hernandez
9:50 - 10:00am	<b>BREAK</b>	
10:00 – 10:15am	<b>Library's history and current mission moments</b>	Mark Troendle and Mario Hernandez
10:15 – 11:25m	<b>Monitoring progress on the upcoming strategic plan</b> 1. Dashboard for overall plan 2. Work plans i. Board calendar ii. Committee calendars	Mario Hernandez
11:25 - 11:30am	<b>Next steps and evaluation</b>	Mike Keliher and Mario Hernandez

## **New Year's Revolution**

In 2019, I will start doing this new thing...	In 2019, I will stop doing this...	As a board member, I'd like to...
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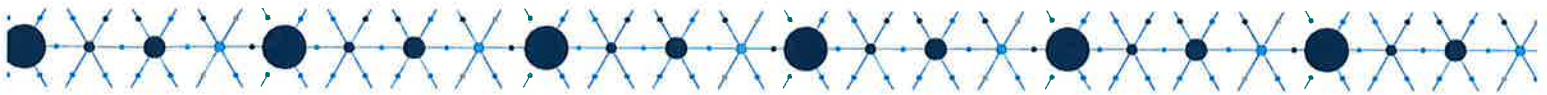
# PRE-WORK FOR BOARD RETREAT

## Stillwater Public Library

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*Reflection questions to consider in advance of the meeting:*

Questions	Reflection notes
What is motivating me to be on a board of directors?	
What strengths do I bring?	
What are my personal goals in relation to serving on a board?	
What type of community impact do I want to see achieved by the library during my board service?	
What questions do you have about board member capacity needed by the library as it moves forward?	



# Board Roles & Responsibilities



Whether you're on the board of a large nonprofit or an all-volunteer board, you may have asked what your role is as a board member in contributing to your nonprofit's mission. Legal compliance and financial oversight are certainly on the list of board responsibilities, but they're not enough for effective governance. While your organization has a significant amount of latitude to define board governance in a way that best suits the nonprofit's needs, at Propel Nonprofits, we believe board members have five primary responsibilities: providing strategic leadership, managing for financial stability, serving as an ambassador for the organization, supporting and supervising the executive director or CEO, and ensuring healthy governance.

This resource is intended to help nonprofit board members clarify your role so you can be effective in carrying out your nonprofit's mission. For nonprofits in Minnesota, the Attorney General's Office has a guide for board members that is a must-read related to your fiduciary duties and what you're legally responsible for; check with your respective Secretary of State and Attorney General for regulations. This guide is intended to supplement those baseline requirements.



**Our mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. Learn more about our services, training, and resources online.**

 [propelnonprofits.org](https://propelnonprofits.org)

## Lead Strategically

- Develop and communicate the organization's direction, goals, and a plan to get there. This may be a strategic plan.
- If there isn't a strategic plan in place that articulates the organization's mission, role in society, and direction for the future, partner with staff to create one. As a board, monitor outcomes related to the plan and revise as needed.
- Have robust board meetings that cut through the complexity of the environment in which your nonprofit is operating in order to assist organizational leadership in anticipating and navigating change.

## Ensure Financial Stability

- Understand the nonprofit's business model and financial aspects.
- Ensure your organization has adequate infrastructure to create accurate and timely financials. Make sure your board is able to understand the nonprofit's financial reports.
- Develop strategies to fund your mission that are realistic and that support your organization's business model.
- Ensure financial reporting requirements are compliant with state regulations, including 990 filings, audits, and registration with the Secretary of State and Attorney General.

## Be An Ambassador

- Cultivate relationships that are beneficial to the organization's strategies.
- Participate in fund development efforts of your organization. Board members are often encouraged to donate personally in an amount meaningful to them.
- Listen to community members' needs related to your mission.
- As an organization, share the impact of your nonprofit on the community and how the community has supported you (e.g., an annual report or letter).

## Support & Supervise the Executive Director

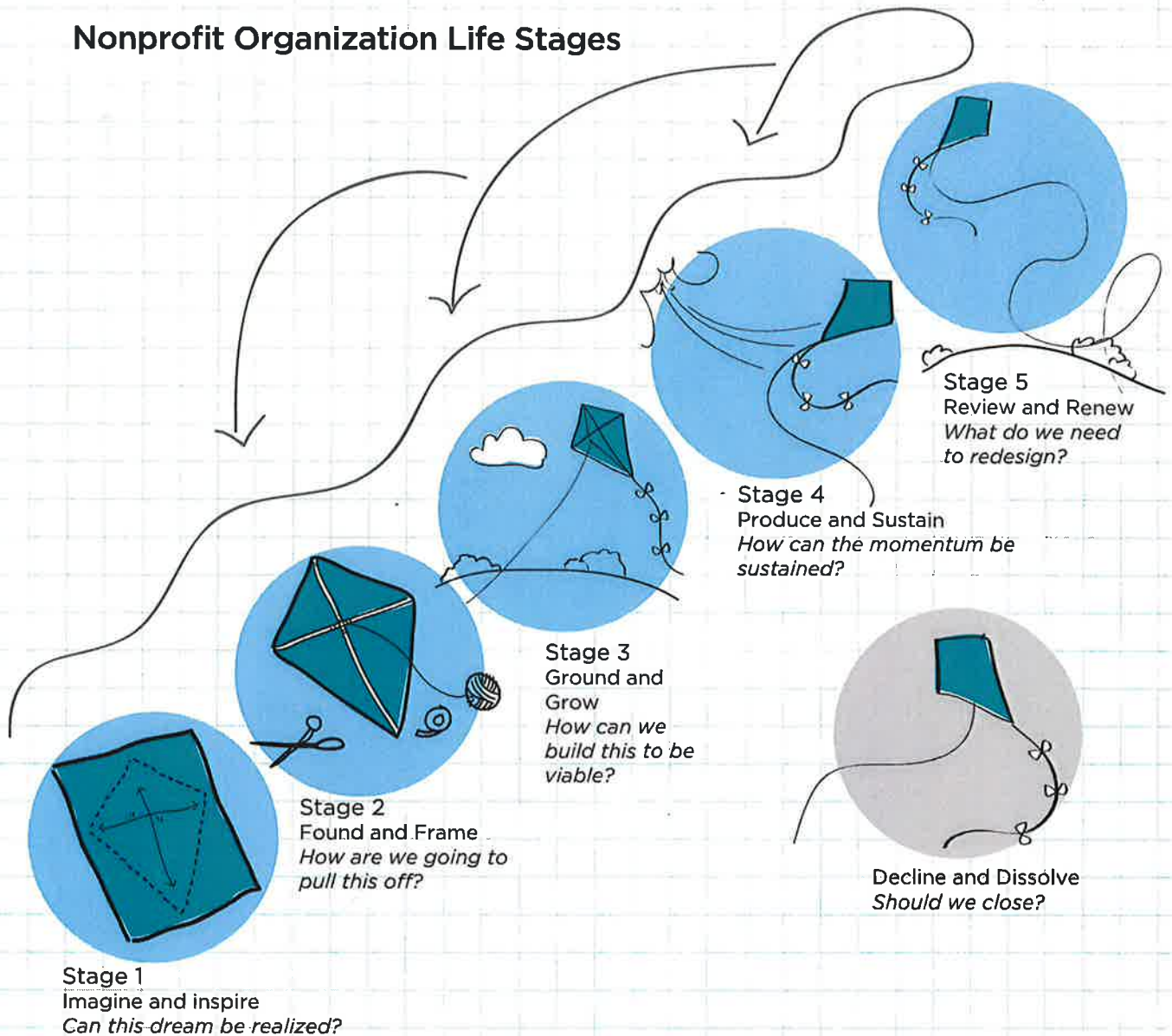
- Recruit and hire the Executive Director or CEO to lead and manage the organization.
- Supervise and evaluate the performance of the Executive Director annually.
- Have an emergency and long-term succession plan for the Executive Director.
- Ask the Executive Director how they want to be supported. Different Executive Directors need different support from their boards; welcomed management for one might be unwelcomed management for another.

## Ensure Healthy Governance

- Review bylaws and maintain compliance.
- Recruit and orient new board members.
- Develop a plan for board succession and officer leadership.
- Take responsibility for board business and create structures that align with getting that work done.
- Conduct a self-evaluation that allows board members to improve their governance practices.

How does your board define success for its role in contributing to your mission today? Have a conversation as a board about what the organization needs from the board given its current life-stage, strategic direction, and staff attention to operations. Use this resource as a tool to ensure board members and leadership are on the same page. Clear expectations can contribute to deeper and more productive board engagement and help avoid conflict.

## Nonprofit Organization Life Stages



### NONPROFIT ORGANIZATION LIFE STAGES KEY POINTS

1. Organizations don't stand still - they, like people, change and evolve over time
2. Age, size, growth rate of its field, social environment and its primary leader's characteristics all influence where an organization is at in its life cycle
3. Significant events occur at each stage and these events are necessary to move the organization forward
4. As organizations pass from one stage to the next, they make changes that suit their new stage
5. Knowing about life stages helps explain stress or conflict that is normal

(Illustration and information was adapted from "Five Life Stages Of Nonprofit Organizations: Where You Are, Where You're Going, And What To Expect When You Get There" by Judy Sharken Simon. Copyright 2001, by Fieldstone Alliance. Reproduced with permission of Fieldstone Alliance via Copyright Clearance Center.)



## Create Effective Committees

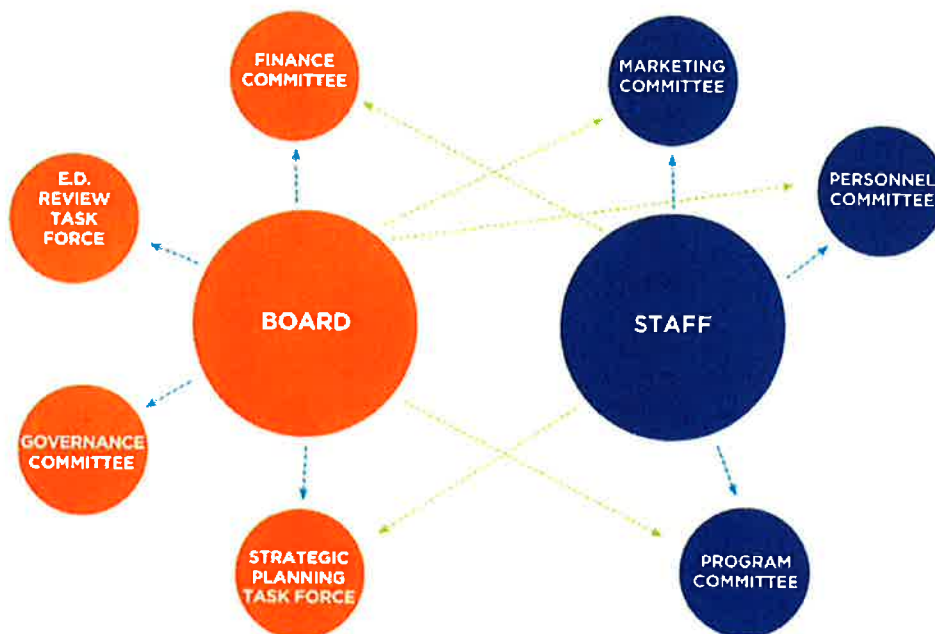
Most boards have 2-6 committees. Common committees include: Finance Committee, Audit Committee, and Governance Committee, with some organizations having committees specific to their organization (a theatre could have a committee to research potential plays or a historical society could have a committee to focus on programming that reflects youth interests). Please note that a board committee is a committee of the board created to do board work and is led by a board member and report to the board, but can still have staff members, or other community members. Similarly, a staff committee is a committee of the staff created to assist in staff work, led by staff and reporting to a lead staff person or executive director, but may have board members or community members.

Ideally, board committees are there to:

- Draft, review and amend board policies
- Analyze issues, develop alternatives and recommend board actions
- Apprise implementation, effectiveness of board policies, and evaluate organizational effectiveness

While some committees are permanent (or “standing”) others are “ad hoc,” created for only to achieve a specific, time-sensitive goal. Some examples would be a committee in charge of a gala event or capital campaign. Remember that successful committees:

- Have a clear purpose statement
- Have a defined leader
- Are tied to a strategic plan
- Establish careful time parameters (the trend is to have more ad hoc committees and fewer standing committees)
- Document their work



## **Committee Questionnaire**

---

### **Charter**

1. What is the overall purpose of this committee?
  
2. What are the major duties of this committee?
  
3. What kind of committee is this?  
 Standing    Ad Hoc
  
4. If Ad Hoc, how long will this committee be in existence?
  
5. Who is this a committee of?  
 The Board    The Staff

### **Authority**

6. What authority does this committee have?  
 Direct staff  
 Bring options forward  
 Execute  
 Other: \_\_\_\_\_
  
7. To whom will the committee report?  
 To the Board    To the Executive Director  
 Other: \_\_\_\_\_
  
8. Does this committee have a budget?  
 Yes    No
  
9. What is the budget for this committee?
  
10. Can this committee incur expenses?  
 Yes    No

## Committee Questionnaire

---

### Membership

11. The Chair of the committee is?

*Options:*

- If committee of the Board, the Chair must be a Board member
- If committee of the Staff, the Chair does not have to be a Board member

12. How is the Chair selected?

*Options:*

- If committee of the Board, the Chair is appointed by the Board President
- If committee of the Board, the Chair is nominated, voted on and approved by a majority of the Board
- If committee of the Staff, the Chair is approved by the Executive Director

13. How many will be on the committee?

- Minimum number: \_
- Maximum number: \_

14. Are there guidelines or rules about who will be on the committee?

- Board involvement: \_\_\_\_\_
- Volunteers: \_\_\_\_\_
- Staff: \_\_\_\_\_
- Other: \_\_\_\_\_

15. How do people get on the committee?

- Volunteer     Get nominated     Get appointed
- Other: \_\_\_\_\_

16. The committee membership term is:

- 1 year     2 years
- Other: \_\_\_\_\_

## Committee Questionnaire

---

### Meeting Times

17. How often will this committee meet?
- Monthly     Quarterly  
 Yearly     As needed  
 Other: \_\_\_\_\_
18. Does this committee have published meeting times?
19. Who is allowed to attend committee meetings?
- Anyone     Board only  
 Other: \_\_\_\_\_

### Other

20. How will the committee report?
- Minutes     Email  
 Other: \_\_\_\_\_
21. What is the staff role to the committee?
- Manage     Support  
 Other: \_\_\_\_\_
22. In regards to this committee, what is the role of the Executive Director?
- Input     Recommendation  
 Approval     Other: \_\_\_\_\_
23. How will decisions be made on the committee?
- Majority vote by all present  
 Majority vote by named committee members only  
 Consensus by Board members only  
 Consensus by all named committee members  
 Other: \_\_\_\_\_

## Committee Charter Form

---

Title : \_\_\_\_\_ Date Established: \_\_

Purpose & Major Duties (*questions 1 ,2, 5,6*):

Chair (*questions 11,12*): \_\_\_\_\_

Members (*questions 13,14,15,19*):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Term (*questions 3,4,5*): \_\_\_\_\_

Authority (*questions 6,7,8,9,10*):

Relationship to Board (*questions 5,7,14,18,20*):

Relationship to Staff (*questions 5,6,14,21,22*):

Staff Support:

Other Resources/Budget:

## **Committee Charter Form**

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Communication with Board Through:

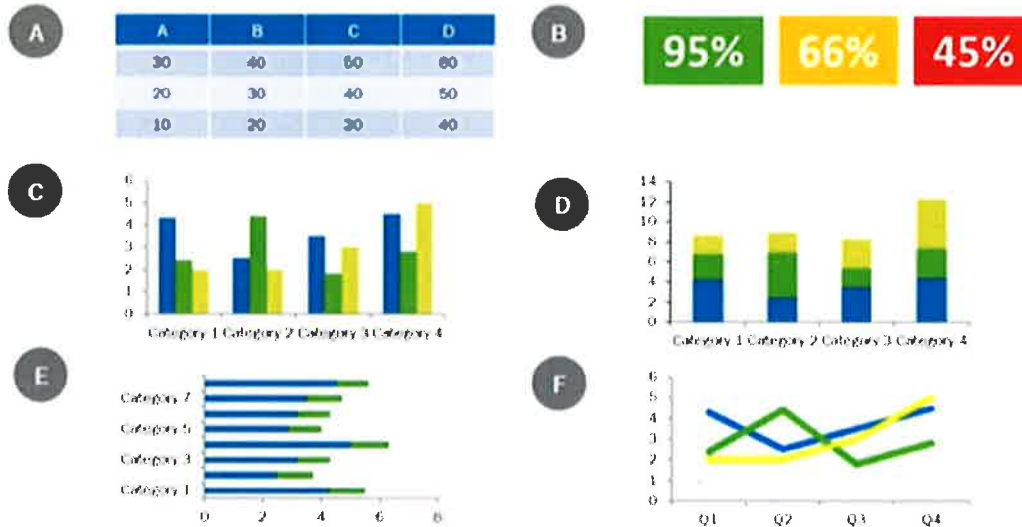
Specific Areas of Responsibility:

- 1.
- 2.
- 3.

Connection of this Committee's work to the Strategic Plan:

# Building Your Dashboard Visualizing the Data

## Examples of data visualizations



## Dashboard Examples

KPIs can be defined across all areas of your organization



## **Stillwater Public Library 2019 board calendar**

*Key dates and milestones for the library and trustees*

### January:

- Strategic planning consultant meets with board to review community feedback survey report
- Board annual meeting follows regular monthly meeting; every other year (including this year) we elect new board officers
- Begin development of five-year capital forecast (2020-2024)
- Board passes ratification of wages prepared by Director
- Four-month progress check discussion for Director performance evaluation

### February:

- Review / approve new strategic plan (tentative)

### March:

- SPL representatives (usually director and board chair) visit Stillwater Township annual meeting to share news and thank the township for its financial gift (an annual tradition, but it's a gift, not a requirement of any sort)

### April:

- National Library Week (7-13)

### May:

- 2020 capital outlay request and 2020-2024 CIP plans due
- Begin preparing operating budget request (library staff + finance committee)
- Eight-month progress check discussion for Director performance evaluation

### June:

- Ongoing operation budget request discussions and preparation

### July:

- Board adopts/approves 2020 budget request, submitted to city

### August:

- City council budget hearings

### September:

- City council adopts preliminary budget / tax levy
- Annual performance evaluation for Director

### October:

- Year-end board vacancies announced for new applicants or possible reappointments
- Board adopts holiday schedule for 2020

### November:

- Possible interviewing of applicants for year-end board vacancies



- Negotiate new joint powers agreement with Washington County Library before December 31 if needed

December:

- Final 2020 budget adopted by city council
- Set staff meeting schedule for 2020
- Negotiate new union contract before December 31 if needed
- Possible board approval of recommended candidates for year-end board vacancies

Board of Directors  
 Annual Calendar of Monthly Tasks  
 <Org name> 2018

<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> <li>• Approve annual work plan</li> </ul>	<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> </ul>	<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> </ul>
<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> </ul>	<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> <li>• Board recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> <li>• Board nomination</li> </ul>
<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> <li>• New board member election</li> </ul>	<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> </ul>	<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> </ul>
<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> </ul>	<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> <li>• Review budget draft</li> <li>• Board officer nomination</li> </ul>	<ul style="list-style-type: none"> <li>• Review financial reports from previous month</li> <li>• Approve budget</li> <li>• Board officer election</li> </ul>

# ABC Organization Work Plan

To advance its mission of XXXXX, ABC Organization will focus on the following strategic goals over the next three years (2019-2021):

- 
1. ABC Organization will...
  2. ABC Organization will...
  3. ABC Organization will...
- 

## Key Values Driving Work Plan

---

ABC Organization mission is to XXXX.

ABC Organization vision is to XXXX.

### ABC Organization Values

- Value 1
- Value 2
- Value 3

**Strategic Goal One:**

<Description>

**Milestone/Activity**      **Responsible Party**      **Key Indicator**      **Timeline**      **Notes**

**Objective 1:**

1.

2.

3.

**Objective 2:**

1.

2.

3.

**Objective 3:**

1.

2.

3.

**Strategic Goal Two:**

<Description>

**Milestone/Activity**      **Responsible Party**      **Key Indicator**      **Timeline**      **Notes**

**Objective 1:**

1.

2.

3.

**Objective 2:**

1.

2.

3.

**Objective 3: Foster youth development in community environments.**

1.

2.

**Strategic Goal Three:**

<Description>

Milestone/Activity	Responsible Party	Key Indicator	Timeline	Notes
<b>Objective 1:</b>				
1.				
2.				
3.				
<b>Objective 2:</b>				
1.				
2.				
3.				
<b>Objective 3:</b>				
1.				
2.				
3.				

**Strategic Goal Four:**

<Description>

Milestone/Activity	Responsible Party	Key Indicator	Timeline	Notes
<b>Objective 1:</b>				
1.				
2.				
3.				
<b>Objective 2:</b>				
1.				
2.				
3.				
<b>Objective 3:</b>				
1.				
2.				
3.				
<b>Objective 4:</b>				
1.				

**Strategic Goal Four:**

<Description>

**Milestone/Activity**      **Responsible Party**      **Key Indicator**      **Timeline**      **Notes**

- 2.
- 3.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgement of Bills Paid in January 2019 for 2018 and 2019 Fiscal Years</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of January 2019 bills paid</b>				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of January 2019:				
<b>January 2019 (2018 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 31,393.01	\$ 7,176.90	\$ 114.34	\$ 38,684.25
<b>Capital Expenditures</b>	\$ 19,220.11	\$ -	\$ -	\$ 19,220.11
<b>Total</b>	<b>\$ 50,613.12</b>	<b>\$ 7,176.90</b>	<b>\$ 114.34</b>	<b>\$ 57,904.36</b>
<p><i>*Note: Bills paid in January 2019 for the 2018 fiscal year are processed as 12/31/2018 transactions in the general ledger and budget status reports for 2018.</i></p> <p>Explanations of large or out of the ordinary/annual payments are listed below: <i>Bill Resolution: January 8, 2019 for 2018 Bills</i></p> <ul style="list-style-type: none"> <li>• \$1,971.49 paid to CDW Government from building reconfiguration capital funds for the purchase of an HD-sized projection screen for Margaret Rivers.</li> <li>• \$2,052.00 paid to Coit for cleaning of the floors in the tech services, staff room, and staff hallway areas.</li> <li>• \$4,000.00 paid to Elliott Metal Restoration from building reconfiguration capital funds for the restoration of the elevator doors and the 4<sup>th</sup> Street entry stair railing caps.</li> <li>• \$1,314.95 paid to Elm USA for the purchase of a disc repair system for cleaning and repairing cds and dvds.</li> <li>• \$1,440.56 paid to Global Industrial for the purchase of four sets of waste and recycling stations.</li> <li>• \$1,238.95 paid to Global Industrial from building reconfiguration capital funds for the purchase of a water bottle filling station.</li> <li>• \$1,674.00 paid to Kerschbaum Renovation for the painting of the children’s area and gallery area repairs and touch-ups.</li> <li>• \$1,084.00 paid to Kwikboost for the purchase of a second charging station from building reconfiguration capital funds.</li> <li>• \$5,312.80 paid to Loffler for the purchase of a copier/printer for the administrative office from reallocated capital funds.</li> <li>• \$597.96 paid to Master Mechanical for repairs to the rooftop unit HVAC system.</li> <li>• \$600.73 paid to Mattson Macdonald Young, Inc. for assessment of the upper level ceiling.</li> </ul>				

- \$529.39 paid to NAC Mechanical and Electrical Services for repairs to the thermostat.
- \$6,222.54 paid to Washington County Library for the purchase of e-materials for the collection. \$5,748.15 of this purchase was funded by designated Huelsmann Foundation grants to Foundation for e-services.
- \$1,033.42 paid to Washington County Library for software updates made in 2018.
- \$3,119.44 paid to Atmosphere for public computer workstation chairs.

*Bill Resolution: January 22, 2019 for 2018 Bills*

- \$588.44 paid to CDW Government for MIS supplies needed for the IT transition.
- \$3,153.00 paid to Grainger for the purchase of supplies to repair automatic flush mechanisms on toilets.
- \$2,200.00 paid to Mary’s Upholstery Shop for the reupholstering of four chairs.
- \$982.00 paid to Johnson Controls Fire Protection for repairs to system panel.

<b>January 2019 (2019 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 2,735.66	\$ 84.00	\$ -	\$ 2,819.66
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 2,735.66</b>	<b>\$ 84.00</b>	<b>\$ -</b>	<b>\$ 2,819.66</b>

Explanations of large or out of the ordinary/annual payments are listed below:

*Bill Resolution: January 8, 2019 for 2019 Bills*

- \$1,050 paid to Value Line Publishing for the purchase of reference materials.

*Bill Resolution: January 22, 2019 for 2019 Bills*

- \$1,685.66 paid to Johnson Controls Fire Protection for annual maintenance contract.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

- 1/8/2019 Bill Resolution – 2018 Bills
- 1/22/2019 Bill Resolution – 2018 Bills
- 1/8/2019 Bill Resolution – 2019 Bills
- 1/22/2019 Bill Resolution – 2019 Bills

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
<b>INVOICES PAYABLE</b>						
202980	12/6/2018	Ace Hardware	Supplies	\$ 84.94	230-4231-2102-0000	Janitorial Supplies
202983	12/6/2018	Ace Hardware	Supplies	\$ 2.00	230-4231-2102-0000	Janitorial Supplies
143892	12/18/2018	American Flagpole and Flag	Flag	\$ 99.95	230-4230-2101-0000	General Supplies
<b>QKZ8483</b>	<b>12/18/2018</b>	<b>CDW Government Inc.</b>	<b>Projection Screen (Building Reconfig)</b>	<b>\$ 1,971.49</b>	<b>120-4231-5200-0000</b>	<b>C/O &amp; Improvements</b>
QLP3596	12/20/2018	CDW Government Inc.	Surge Protectors (6/9 Ramp Incident)	\$ 340.80	230-4230-2302-0000	Other Minor Equipment
QMC3194	12/21/2018	CDW Government Inc.	MIS Tech Supplies	\$ 935.91	230-4230-3098-0000	Technology Support
4014148226	12/26/2018	Cintas Corporation	Mat & towel cleaning service	\$ 72.24	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
MIN-C-836841	12/4/2018	Coit Services	VCT Cleaning - Tech Area	\$ 1,302.00	230-4231-3099-0000	Other Professional Services - Lib Plant
MIN-C-836840	12/4/2018	Coit Services	VCT Cleaning - Staff Area Stairwell & Hallways	\$ 750.00	230-4231-3099-0000	Other Professional Services - Lib Plant
<b>53-ST118</b>	<b>12/17/2018</b>	<b>Elliot Metal Restoration Inc.</b>	<b>Elevator Doors - Building Reconfig</b>	<b>\$ 4,000.00</b>	<b>120-4231-5200-0000</b>	<b>C/O &amp; Improvements</b>
17625	12/19/2018	Elm USA Inc	Disc Repair System	\$ 1,314.95	230-4230-2302-0000	Other Minor Equipment
1032019	1/3/2019	Friends of the Stillwater Public Library	Friends Reimbursement: December Sales	\$ 244.00	228-4228-1990-0000	Friends of Library Pass Thru
113644353	12/21/2018	Global Industrial	Waste and Recycling Stations	\$ 1,440.56	230-4231-2302-0000	Other Minor Equipment - Lib Plant
113622271	12/17/2018	Global Industrial	Platform Truck	\$ 63.31	230-4231-2302-0000	Other Minor Equipment - Lib Plant
<b>113656309</b>	<b>12/27/2018</b>	<b>Global Industrial</b>	<b>Bottle Filling Station - Building Reconfig</b>	<b>\$ 1,238.95</b>	<b>120-4231-5200-0000</b>	<b>C/O &amp; Improvements</b>
113633136	12/19/2018	Global Industrial	Shred Console	\$ 396.95	230-4231-2302-0000	Other Minor Equipment - Lib Plant
9025340200	12/6/2018	Grainger	Supplies	\$ 191.50	230-4231-2102-0000	Janitorial Supplies
9025340200	12/6/2018	Grainger	Confidential Waste Container	\$ 377.51	230-4231-2302-0000	Other Minor Equipment - Lib Plant
1022019	1/2/2019	Hedin Sue	Program - Adult (Staff Reimbursement)	\$ 69.98	230-4230-4099-0000	Miscellaneous Charges
12212018	12/21/2018	Kerschbaum Renovation	Interior Painting (Children's Area & Gallery Touchups)	\$ 1,375.00	230-4231-3099-0000	Other Professional Services - Lib Plant
12282018	12/28/2018	Kerschbaum Renovation	Interior Painting (Gallery Wall Cracks)	\$ 300.00	230-4231-3099-0000	Other Professional Services - Lib Plant
<b>CI-0000005682</b>	<b>12/26/2018</b>	<b>Kwikboost</b>	<b>Charging Station - Building Reconfig</b>	<b>\$ 1,084.00</b>	<b>120-4231-5200-0000</b>	<b>C/O &amp; Improvements</b>
<b>2997911</b>	<b>12/31/2018</b>	<b>Loffler Companies</b>	<b>Admin Copier/Printer</b>	<b>\$ 5,312.80</b>	<b>120-4230-5310-0000</b>	<b>C/O MIS Computer Equipment</b>
52422	12/11/2018	Master Mechanical Inc.	RTU Repair	\$ 597.96	230-4231-3703-0000	Building Repair Charges
18565.00-1	12/15/2018	Mattson Macdonald Young Inc	Ceiling Crack Assessment	\$ 600.73	230-4231-3099-0000	Other Professional Services - Lib Plant
42739	12/18/2018	Menards	Supplies	\$ 58.85	230-4231-2102-0000	Janitorial Supplies
42739	12/18/2018	Menards	Ladder	\$ 454.13	230-4231-2302-0000	Other Minor Equipment - Lib Plant
42740	12/18/2018	Menards	Supplies	\$ 29.97	230-4231-2102-0000	Janitorial Supplies
42910	12/21/2018	Menards	Supplies	\$ 63.77	230-4231-2102-0000	Janitorial Supplies
W18110594	12/20/2018	Office of MN IT Services	Phone - November 2018	\$ 138.50	230-4231-3101-0000	Telephone
155919	12/27/2018	NAC Mechanical and Electrical Services	Thermostat Repairs	\$ 529.39	230-4231-3703-0000	Building Repair Charges
12162018	12/16/2018	Petrie Angela	Participation Boards (Staff Reimbursement)	\$ 80.50	230-4230-2101-0000	General Supplies
1085306581	12/14/2018	Penguin Random House Inc.	Materials - Audio (AAB)	\$ 50.00	230-4230-2402-0000	Audio
76046858	12/7/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 106.94	230-4230-2402-0000	Audio
76046867	12/7/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 449.96	230-4230-2402-0000	Audio
76047154	12/7/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 159.97	230-4230-2402-0000	Audio
76047155	12/7/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 36.00	230-4230-2402-0000	Audio
76047204	12/7/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 46.37	230-4230-2402-0000	Audio
76047215	12/7/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 23.99	230-4230-2402-0000	Audio
76047222	12/7/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 122.72	230-4230-2402-0000	Audio
76047360	12/10/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 36.00	230-4230-2402-0000	Audio
76047603	12/10/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 79.99	230-4230-2402-0000	Audio
76047673	12/10/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 19.95	230-4230-2402-0000	Audio
76047863	12/11/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 19.99	230-4230-2402-0000	Audio
76047972	12/11/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 185.93	230-4230-2402-0000	Audio
76048072	12/11/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 210.24	230-4230-2402-0000	Audio
76048296	12/12/2018	Recorded Books Inc	Materials - Audio (IAB)	\$ 41.24	230-4230-2402-0000	Audio
76048617	12/12/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 28.00	230-4230-2402-0000	Audio
76044954	12/13/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 40.00	230-4230-2402-0000	Audio
76050604	12/14/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 47.92	230-4230-2402-0000	Audio
76077104	12/18/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 15.96	230-4230-2402-0000	Audio
76077286	12/18/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 45.00	230-4230-2402-0000	Audio
76104212	12/19/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 17.60	230-4230-2402-0000	Audio
944336	12/11/2018	Stillwater Medical Group	New Employee Drug Screening	\$ 332.00	230-4230-4099-0000	Miscellaneous Charges
15028687	12/17/2018	Toshiba Business Solutions	Maintenance Contract	\$ 31.95	230-4230-3707-0000	Maintenance Agreements
150834	12/30/2018	Washington County Library	Q4 Postage and Notices	\$ 223.64	230-4230-3102-0000	Postage
150843	12/30/2018	Washington County Library	Materials - eMatts	\$ 474.38	230-4230-2409-0000	Electronic Materials
150843	12/30/2018	Washington County Library	Materials - eMatts (SPLF DR 16 Huels)	\$ 2,900.95	232-4232-2113-0000	SPLF - Materials
150843	12/30/2018	Washington County Library	Materials - eMatts (SPLF DR 15 Huels)	\$ 2,847.21	232-4232-2113-0000	SPLF - Materials
150540	12/26/2018	Washington County Library	Microsoft - Public Computer Renewals	\$ 1,033.42	230-4230-3098-0000	Technology Support
19054	12/14/2018	Walker Display Incorporated	Gallery Hanging System	\$ 494.67	230-4230-2302-0000	Other Minor Equipment
51-7976594-1	12/26/2018	Xcel Energy	Energy	\$ 2,258.06	230-4231-3601-0000	Natural Gas
51-7976594-1	12/26/2018	Xcel Energy	Energy	\$ 2,772.29	230-4231-3600-0000	Electricity
		<b>INVOICES SUBTOTAL</b>		<b>\$ 40,674.98</b>		
<b>CREDIT CARD</b>						
9275408	11/20/2018	Ortronics	Cables - Data Projection Project	\$ 293.43	120-4230-5310-0000	C/O MIS Computer Equipment
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 293.43</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
33295	\$43,455.00	Atmosphere	Public Computer Workstation Chairs	\$ 3,119.44	120-4231-5300-0000	C/O Machinery & Equipment
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>\$ 3,119.44</b>		
<b>GRAND TOTAL</b>				<b>\$ 44,087.85</b>		

Submitted for payment  
Mark Troendle, Library Director

**2018 Bill Resolutions**

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
1222019	1/22/2019	Brodart Co	Materials - Juv	281.87	230-4230-2400-0000	Childrens Books
1222019	1/22/2019	Brodart Co	Materials - Adult Fiction	839.67	230-4230-2401-0000	Adult Books - Fiction
1222019	1/22/2019	Brodart Co	Materials - Adult Nonfiction	896.18	230-4230-2405-0000	Adult Books - Non Fiction
1222019	1/22/2019	Brodart Co	Materials - YA	230.26	230-4230-2406-0000	Teen Books
1222019	1/22/2019	Brodart Co	Materials - Processing	523.75	230-4230-3404-0000	Processing Fee
1222019	1/22/2019	Brodart Co	Materials - SPLF	1428.74	232-4232-2113-0000	SPLF - Materials
1222019	1/22/2019	Brodart Co	Materials - 235 Donations (Athena 87.68 Bee 26.66)	114.34	235-4235-2101-0000	Library Donations Materials
QMF 1981	12/24/2018	CDW Government Inc.	MIS Tech Supplies	343.83	230-4230-3098-0000	Technology Support
QMQ9367	12/27/2018	CDW Government Inc.	MIS Tech Supplies	160.23	230-4230-3098-0000	Technology Support
QMR4980	12/28/2018	CDW Government Inc.	MIS Tech Supplies	84.78	230-4230-3098-0000	Technology Support
306-02444792-3	11/30/2018	Culligan of Stillwater	Water	63.6	230-4230-4099-0000	Miscellaneous Charges
306-02444792-3	12/31/2018	Culligan of Stillwater	Water	45.03	230-4230-4099-0000	Miscellaneous Charges
9042316852	12/28/2018	Grainger	Toilet Repair Supplies	3153	230-4231-2202-0000	Building Repair Supplies
1162019	1/16/2019	Hedin Sue	Winter Reads Supplies - Staff Reimbursement	79.57	230-4230-2101-0000	General Supplies
122118	12/21/2018	Mary's Upholstery Shop	Furniture Reupholstery (4 chairs)	2200	120-4231-5300-0000	C/O Machinery & Equipment
1032019	1/3/2019	Madden Galanter Hansen LLP	Prof. Services	32	230-4230-3099-0000	Other Professional Services
1222019	1/22/2019	Midwest Tape	Materials - Audio	957.11	230-4230-2402-0000	Audio
1222019	1/22/2019	Midwest Tape	Materials - Video	811.77	230-4230-2408-0000	Film/Video
1222019	1/22/2019	Midwest Tape	Materials - Processing	178.05	230-4230-3404-0000	Processing Fee
1112019	1/11/2019	Pereboom Jesse	MIS Tech Supplies - Staff Reimbursement	33.87	230-4230-3098-0000	Technology Support
85490977	12/26/2018	Johnson Controls Fire Protection LP	Building Repairs	982.04	230-4231-3703-0000	Building Repair Charges
12312018	12/31/2018	Washington County Library	Q4 WCL L/D	200.82	230-0000-3880-0030	Lost/Damaged Fees
12312018	12/31/2018	Washington County Library	Q4 WCL Processing	176	230-0000-3880-0040	Lost/Overdue Processing Fees
			<b>INVOICES SUBTOTAL</b>	<b>\$ 13,816.51</b>		
<b>CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	\$ -		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
			<b>MANUAL PAYOUT SUBTOTAL</b>	\$ -		
			<b>GRAND TOTAL</b>	<b>\$ 13,816.51</b>		

Submitted for payment

Mark Troendle, Library Director

**2019 Bill Resolutions**

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
11495801	11/29/2018	Value Line Publishing Inc.	Materials - Reference (2/19-1/20)	\$ 1,050.00	230-4230-2113-0000	Reference
<b>INVOICES SUBTOTAL</b>				<b>\$ 1,050.00</b>		
<b>CREDIT CARD</b>						
None						
<b>CREDIT CARD SUBTOTAL</b>				<b>\$ -</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
<b>MANUAL PAYOUT SUBTOTAL</b>				<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 1,050.00</b>		

Submitted for payment

Mark Troendle, Library Director

**2019 Bill Resolutions**

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
20699325	1/1/2019	Johnson Controls Fire Protection LP	Maintenance Contract (Feb 2019 - Jan 2020)	\$ 1,685.66	230-4231-3707-0000	Maintenance Agreements - Lib Plant
STL-12582	1/2/2019	Stillwater Gazette	Materials - Newspaper 2 copies (SPLF Newspaper)	\$ 84.00	232-4232-2113-0000	SPLF - Materials
			<b>INVOICES SUBTOTAL</b>	<b>\$ 1,769.66</b>		
<b>CREDIT CARD</b>						
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ -</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
						#N/A
			<b>MANUAL PAYOUT SUBTOTAL</b>	<b>\$ -</b>		
			<b>GRAND TOTAL</b>	<b>\$ 1,769.66</b>		

Submitted for payment

Mark Troendle, Library Director

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2018 December Budget Status Report</b>	
OWNER: <b>Troendle, Library Director Goeltl, Business &amp; Communications Manager</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period from January 1 –December 31, 2018. This report includes bill resolutions from January 2019 for 2018 purchases.</p> <p><b>120 Funds – Capital Projects</b></p> <ul style="list-style-type: none"> <li>• \$22,889.23 in December/January capital expenditures in 120-4230-5310-000 reflect IT-related purchases of switches, firewall, ups, admin copier/printer and cables.</li> <li>• \$8,294.44 in December/January capital expenditures in 120-4231-5200-0000 reflect building reconfiguration charges for a projection screen for Margaret Rivers, elevator door restoration, water bottle filling station, and an upper level charging station.</li> <li>• \$9,266.35 in December/January capital expenditures in 120-4231-5200-0000 reflect purchases of new or reupholstered furnishings for the children’s area, computer workstations, and upper level.</li> </ul> <p><i>Pending Journal Entries:</i></p> <ul style="list-style-type: none"> <li>• Jan-Feb 2018: \$7,857.50 in capital expenditures in 120-4230-5200-0000 C/O &amp; 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.</li> <li>• April 2018: \$12,497.78 in capital expenditures in 120-4230-5200-0000 C/O &amp; 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 &amp; Equipment against the \$34,600 budgeted line item. \$12,500 of this budget is for the LED conversion.</li> </ul> <p><b>230 Funds – Revenues:</b></p> <ul style="list-style-type: none"> <li>• Meeting Room Rental Fees: \$60.00 in meeting room fees was received in December. Revenues for weddings and meeting rooms through 2018 are \$87,465.95. This is \$27,465.95 over the budgeted amount of \$60,000.</li> <li>• Gifts: \$2,185.55 has been received through 2018 in gift funds deposited to 230-0000-3820-0100. This is \$2,314.45 under the budget of \$4,500. This change is 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.</li> <li>• Library Card Fees: Library card fees raised \$931.03 in 2018. This is \$1,068.97 under the budget of \$2,000. The budget was decreased from \$10,212 in 2017 to \$2,000 in 2018 due to Lake Elmo change.</li> <li>• Lost Materials and Processing Fees: \$10,866.62 in lost materials and processing fees have been received to date. This \$333 under the budgeted \$11,200. An additional Q4 collections payment is expected with a projected year-end total of \$11,194.</li> <li>• Overall, revenue lines are projected to be over the budgeted amount by \$13,000.</li> </ul> <p><b>Expenditures:</b> <b>Personnel Services:</b></p> <ul style="list-style-type: none"> <li>• Personnel expenditures total \$960,491.62 through December, which is \$82,784 under the budgeted \$1,043,275.60 for 2018. 2018 payroll expenditures through December 31 are included in these totals, with the exception of the journal entries for severance compensation and health/dental costs from the</li> </ul>	

223 Staff Service grant account as detailed below. Decreased costs due to retirements and other staffing changes contributed to additional savings.

- *Pending Journal Entry:* \$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.
- *Pending Journal Entry:* \$685.11 of Hospital/Medical and Dental Insurance expenses charged to 223 Staff Service grant account for Sunday hours should be transferred into 230 line items for payroll. These expenses are budgeted for under the library's regular operating funds.

Supplies & Materials:

- Supplies & Equipment - Operating: General operating supplies and equipment expenditures are at \$10,732.70, which is \$3,232.70 over the budget of \$7,500. As the library had significant cost savings in personnel and operating maintenance agreements, additional supply and equipment purchases were made at year-end.
- Materials: Collection expenditures for books, audio, video, databases, periodicals, and e-materials are at \$95,144.05, below the budgeted amount of \$97,900. Invoices for 2018 orders may continue to be charged to 2018 through the February 19<sup>th</sup> bill resolution. Total materials expenditures for 2018 are projected to exceed budget.
- Supplies & Equipment – Plant: Plant supplies and other minor equipment expenditures total \$14,337.87 for 2018, which is \$9,137.87 over the budgeted amount of \$5,200. Equipment and supplies were initially running high due to building repair needs. Additional supply and equipment purchases were made at year-end due to projected cost savings in other areas.

Services and Charges:

- General Insurance – Operating and Plant: General Insurance charges for 2018 for both operating and plant have yet to be transferred to the library's accounts. \$1,705 is budgeted for operating and \$29,160 is budgeted for plant.
- Technology Support: Expenditures are at \$5,563 of the \$6,500.00 budgeted. Additional invoices for the IT transition orders made in 2018 are projected for February.
- Other Professional Services – Operating: Expenditures are at \$10,945.75, which is \$8,445.75 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 \$11,271.03 to date, exceeding the 2018 budgeted amount of \$7,000. Additional February invoices for 2018 orders are expected and will increase the total cost of processing fees. 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.
- Maintenance Agreements – Operating: Expenditures are at \$2,626.69. This is \$17,373.31 under the \$20,000 budgeted for 2018. Traditionally, a large portion of the remaining budget would go to the year-end payment of the Bibliotheca service contracts for the self-checks and sorter. As the Bibliotheca contract extends from December 23, 2018 – Dec 22, 2019, City Finance requested payment of the invoice using 2019 funds instead of 2018 funds.
- Other Professional Services – Plant: Expenditures total \$13,566.73 to date, with an additional \$7,000 projected to be paid in February. This is \$13,066.73 over the budget of \$500. Cost savings in other areas allowed the library to take care of some building maintenance needs, including deep floor cleaning, painting of the children's area and gallery, and upper level ceiling consultation.
- Building Repair Charges: Expenditures are \$33,323.96. \$13,049.28 of the expenditures 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 insurance through the City and League of Minnesota Cities. The claim was approved by our insurance company; however, the driver's insurance

## Agenda Item Cover Sheet

BOARD MEETING DATE:  
**February 12, 2019**

**Agenda Item: 5d**

provider has asked for additional information about the invoices submitted, and vendors have been contacted for further details regarding labor and materials. City Finance has entered an anticipated reimbursement of \$12,504.72 (the claim less \$1,000 deductible) into the general ledger.

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 December Budget Status Report**

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 2/5/2019 - 3:37 PM  
 Period: 1 to 12, 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	32,755.42	32,755.42	-11,355.42	0.00	-11,355.42	0.00
	E25 Sub Totals:	65,000.00	55,887.50	55,887.50	9,112.50	0.00	9,112.50	14.02
	Expense Sub Totals:	65,000.00	55,887.50	55,887.50	9,112.50	0.00	9,112.50	14.02
	Dept 4230 Sub Totals:	65,000.00	55,887.50	55,887.50	9,112.50	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	25,000.00	22,336.94	22,336.94	2,663.06	0.00	2,663.06	10.65
120-4231-5300-0000	C/O Machinery & Equipment	0.00	9,266.36	9,266.36	-9,266.36	0.00	-9,266.36	0.00
	E25 Sub Totals:	25,000.00	31,603.30	31,603.30	-6,603.30	0.00	-6,603.30	0.00
	Expense Sub Totals:	25,000.00	31,603.30	31,603.30	-6,603.30	0.00	-6,603.30	0.00
	Dept 4231 Sub Totals:	25,000.00	31,603.30	31,603.30	-6,603.30	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	87,490.80	87,490.80	2,509.20	0.00	2,509.20	2.79
	Fund 120 Sub Totals:	90,000.00	87,490.80	87,490.80	2,509.20	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	90,000.00	87,490.80	87,490.80	2,509.20	0.00	2,509.20	2.79
	Report Totals:	90,000.00	87,490.80	87,490.80	2,509.20	0.00		



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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	87,465.95	87,465.95	-27,465.95	0.00	-27,465.95	0.00
230-0000-3520-0100	Copier/Printer Sales	5,500.00	5,839.18	5,839.18	-339.18	0.00	-339.18	0.00
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	112.00	112.00	188.00	0.00	188.00	62.67
	R25 Sub Totals:	66,300.00	94,060.73	94,060.73	-27,760.73	0.00	-27,760.73	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	2,185.55	2,185.55	2,314.45	0.00	2,314.45	51.43
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	931.03	931.03	1,068.97	0.00	1,068.97	53.45
230-0000-3880-0030	Lost Materials	3,000.00	3,474.77	3,474.77	-474.77	0.00	-474.77	0.00
230-0000-3880-0040	Processing Fees	8,200.00	7,411.85	7,411.85	788.15	0.00	788.15	9.61
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	-13.77	-13.77	13.77	0.00	13.77	0.00
	R40 Sub Totals:	19,200.00	15,058.89	15,058.89	4,141.11	0.00	4,141.11	77.65
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,218,490.00	1,218,490.00	1,218,490.00	0.00	0.00	0.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	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

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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
	<b>R45 Sub Totals:</b>	<b>1,218,490.00</b>	<b>1,218,490.00</b>	<b>1,218,490.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Revenue Sub Totals:</b>	<b>1,303,990.00</b>	<b>1,327,609.62</b>	<b>1,327,609.62</b>	<b>-23,619.62</b>	<b>0.00</b>	<b>-23,619.62</b>	<b>0.00</b>
	<b>Dept 0000 Sub Totals:</b>	<b>-1,303,990.00</b>	<b>-1,327,609.62</b>	<b>-1,327,609.62</b>	<b>23,619.62</b>	<b>0.00</b>		
Dept 230-4230	<b>LIBRARY OPERATIONS</b>							
E05	<b>PERSONNEL SERVICES</b>							
230-4230-1000-0000	Full Time Salaries	219,762.95	150,883.83	150,883.83	68,879.12	0.00	68,879.12	31.34
230-4230-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	3,863.31	3,863.31	-3,863.31	0.00	-3,863.31	0.00
230-4230-1112-0000	Sick Pay	0.00	11,731.45	11,731.45	-11,731.45	0.00	-11,731.45	0.00
230-4230-1113-0000	Vacation Pay	0.00	39,374.66	39,374.66	-39,374.66	0.00	-39,374.66	0.00
230-4230-1200-0000	Part Time Salaries	484,292.98	457,865.49	457,865.49	26,427.49	0.00	26,427.49	5.46
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	46,217.27	46,217.27	6,587.28	0.00	6,587.28	12.47
230-4230-1420-0000	FICA/Medicare	53,860.80	49,251.54	49,251.54	4,609.26	0.00	4,609.26	8.56
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	529.46	529.46	120.54	0.00	120.54	18.54
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>916,297.88</b>	<b>841,387.06</b>	<b>841,387.06</b>	<b>74,910.82</b>	<b>0.00</b>	<b>74,910.82</b>	<b>8.18</b>
E10	<b>SUPPLIES</b>							
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	7,733.96	7,733.96	-3,233.96	0.00	-3,233.96	0.00
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	2,998.74	2,998.74	1.26	0.00	1.26	0.04
230-4230-2400-0000	Childrens Books	16,500.00	16,017.64	16,017.64	482.36	0.00	482.36	2.92
230-4230-2401-0000	Adult Books - Fiction	20,000.00	21,001.53	21,001.53	-1,001.53	0.00	-1,001.53	0.00
230-4230-2402-0000	Audio	14,000.00	11,205.92	11,205.92	2,794.08	0.00	2,794.08	19.96
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	19,702.62	19,702.62	297.38	0.00	297.38	1.49
230-4230-2406-0000	Teen Books - Materials	5,000.00	4,807.58	4,807.58	192.42	0.00	192.42	3.85
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	8,599.63	8,599.63	-1,099.63	0.00	-1,099.63	0.00

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230-4230-2409-0000	Electronic Materials	4,500.00	4,500.00	4,500.00	0.00	0.00	0.00	0.00
230-4230-2499-0000	Collection Development	400.00	383.50	383.50	16.50	0.00	16.50	4.13
	E10 Sub Totals:	105,400.00	106,169.78	106,169.78	-769.78	0.00	-769.78	0.00
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	5,563.79	5,563.79	936.21	0.00	936.21	14.40
230-4230-3099-0000	Other Professional Services	2,500.00	10,945.75	10,945.75	-8,445.75	0.00	-8,445.75	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	1,414.01	1,414.01	85.99	0.00	85.99	5.73
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	1,543.33	1,543.33	-43.33	0.00	-43.33	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	11,271.03	11,271.03	-4,271.03	0.00	-4,271.03	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	2,626.69	2,626.69	17,373.31	0.00	17,373.31	86.87
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	35,456.77	35,456.77	11,048.23	0.00	11,048.23	23.76
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	655.23	655.23	-30.23	0.00	-30.23	0.00
230-4230-4099-0000	Miscellaneous Charges	1,500.00	3,262.90	3,262.90	-1,762.90	0.00	-1,762.90	0.00
	E20 Sub Totals:	2,525.00	4,318.13	4,318.13	-1,793.13	0.00	-1,793.13	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	987,331.74	987,331.74	83,396.14	0.00	83,396.14	7.79
	Dept 4230 Sub Totals:	1,070,727.88	987,331.74	987,331.74	83,396.14	0.00		
Dept 230-4231	LIBRARY PLANT							

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E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	56,390.59	56,859.02	56,859.02	-468.43	0.00	-468.43	0.00
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	2,860.89	2,860.89	-2,860.89	0.00	-2,860.89	0.00
230-4231-1113-0000	Vacation Pay	0.00	5,810.89	5,810.89	-5,810.89	0.00	-5,810.89	0.00
230-4231-1200-0000	Part Time Salaries	34,726.18	24,083.34	24,083.34	10,642.84	0.00	10,642.84	30.65
230-4231-1410-0000	PERA	6,833.76	5,803.12	5,803.12	1,030.64	0.00	1,030.64	15.08
230-4231-1420-0000	FICA/Medicare	6,970.43	6,287.19	6,287.19	683.24	0.00	683.24	9.80
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	92.98	92.98	23.02	0.00	23.02	19.84
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	119,104.56	119,104.56	7,873.20	0.00	7,873.20	6.20
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	4,309.68	4,309.68	-1,309.68	0.00	-1,309.68	0.00
230-4231-2202-0000	Building Repair Supplies	300.00	5,865.61	5,865.61	-5,565.61	0.00	-5,565.61	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	3,674.45	3,674.45	-2,874.45	0.00	-2,874.45	0.00
	E10 Sub Totals:	5,200.00	14,337.87	14,337.87	-9,137.87	0.00	-9,137.87	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	13,566.73	13,566.73	-13,066.73	0.00	-13,066.73	0.00
230-4231-3101-0000	Telephone	1,500.00	1,523.50	1,523.50	-23.50	0.00	-23.50	0.00
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	39,157.30	39,157.30	-4,157.30	0.00	-4,157.30	0.00
230-4231-3601-0000	Natural Gas	12,000.00	11,044.71	11,044.71	955.29	0.00	955.29	7.96
230-4231-3703-0000	Building Repair Charges	12,829.00	20,308.24	20,308.24	-7,479.24	0.00	-7,479.24	0.00
230-4231-3707-0000	Maintenance Agreements	8,995.00	10,378.79	10,378.79	-1,383.79	0.00	-1,383.79	0.00
	E15 Sub Totals:	99,984.00	95,979.27	95,979.27	4,004.73	0.00	4,004.73	4.01
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,002.12	1,002.12	97.88	0.00	97.88	8.90
	E20 Sub Totals:	1,100.00	1,002.12	1,002.12	97.88	0.00	97.88	8.90
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

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	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	233,261.76	230,423.82	230,423.82	2,837.94	0.00	2,837.94	1.22
	Dept 4231 Sub Totals:	233,261.76	230,423.82	230,423.82	2,837.94	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	1,316,841.62	1,316,841.62	-12,851.62	0.00	-12,851.62	0.00
	Fund Expense Sub Totals:	1,303,989.64	1,227,166.83	1,227,166.83	76,822.81	0.00	76,822.81	5.89
	Fund 230 Sub Totals:	-0.36	-89,674.79	-89,674.79	89,674.43	0.00		
	Revenue Totals:	1,303,990.00	1,327,609.62	1,327,609.62	-23,619.62	0.00	-23,619.62	0.00
	Expense Totals:	1,303,989.64	1,227,166.83	1,227,166.83	76,822.81	0.00	76,822.81	5.89
	Report Totals:	-0.36	-100,442.79	-100,442.79	100,442.43	0.00		

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Strategic Planning Update</b></p>	
<p>OWNER:  <b>Troendle, Director</b></p>	<p>PRESENTER:  <b>Keister Armstrong, Consultant</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>D</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:          Sarah Keister Armstrong sought additional input from the library board via an online survey after her January 5 trip to Stillwater, and those comments have been compiled into the Board Feedback attachment.           A videoconference call took place on February 7 between Sarah and the director, supervisors and Circulation Services Lead to gather more feedback as well.           Sarah will join the February library board meeting via videoconference for the strategic planning update discussion. The tentative timeline involves gathering additional feedback from trustees on February 12 to inform further revisions of the strategic plan outline and get it in a format agreeable to the trustees for possible approval in March.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Board Feedback</b>  <b>Strategic Plan Outline</b>  <b>Summary of Strategic Planning Process</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

## BOARD SURVEY RESULTS JANUARY 2019

The library's current mission statement is:

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.

Based on feedback from staff and the board, a proposed revision is as follows:

The mission of the Stillwater Public Library is to connect the community with the power of knowledge, foster the discovery of ideas for all, and celebrate literacy of all types.

Please provide feedback regarding the proposed revised mission statement:

- "... connect the community with the tools and power of knowledge, foster the discovery of ideas and celebrate literacy of all types."
- "Power of knowledge" and "discovery of ideas" seem a little bit repetitive, perhaps. But this draft is a definite improvement over the current. An alternate draft to consider: "To connect the community with the joy of expanding horizons and the power of finding the knowledge needed to navigate the modern world." That's clumsy as hell, though. So another try: "To connect the community -- with the joy of new ideas, the power of knowledge, and each other." I recognize this includes a bit of redundancy I referred to earlier. Only half a cup of coffee so far this morning... In my mind, the three key parts are: 1) community connection, 2) entertainment/joy/pleasure without limiting it to "of reading," 3) empowering people to navigate the modern world, whether that's finding a piece of information online, attending a discussion forum about an important social issue, helping build skills of information literacy, etc.
- I agree with the changes.
- I like it - anywhere we can add the word engage?
- I like it!! The revision is more active and engaging. Well done.
- I think that the revision is a significant improvement. Instead of "power," I recommend "world."
- It reflects the role of the public library in language that is broad and inclusive. No changes to suggest.
- Still seems rather passive... Stillwater Public library connects its community with knowledge, opens doors to discovery of ideas for all, and embraces literacy of all types.

The library's current vision statement is:

The Stillwater Public Library is recognized throughout the community as the center for advancing literacy, enriching lifelong learning, and empowering civic engagement.

Please provide feedback regarding the vision statement as it stands currently. Is there anything you would like to change? Does it remain relevant?

- Doesn't sound like a vision. How about "...Library STRIVES to be the center for advancing ....
- I think it's okay; I'm not sure vision statements are widely read or recognized.
- I'd like to see a larger target than just the Stillwater community - the St. Croix Valley perhaps? - imagining the SPL as a leader in those areas in a larger context
- It is comprehensive.

- It is still relevant and reflects our mission statement. I especially like "the center for advancing literacy" as the first in the list of what we are recognized for throughout the community.
- OK. So if a mission statement is supposed to be convey something like "what are our priorities / who do we serve and how," then a mission statement is something like "what change do we aim to bring about," right? So maybe my wrestling with the mission statement could be eased a bit by thinking about these two pieces together instead of separately -- letting the vision statement carry some of the weight I'm heaping on the back of the mission statement. (Duh.) Something like this: MISSION: To connect the community with materials, programs and people who instill the joy of new ideas and the power of knowledge. VISION: To empower people to successfully navigate the modern world and lead more enriched lives.
- The current vision statement is static and, to use your term, self-congratulatory. It doesn't point to a vibrant future. Change is needed. Possibilities: The SPL is a key partner in sustaining the education, economic, and civic health of the community. OR The SPL strengthens the community by advancing literacy, ensuring equitable access to diverse resources, and providing civic space for advancing democracy.
- The Stillwater Public Library is a center for advancing literacy, enriching lifelong learning, and empowering civic engagement.

The development of the following goals and corresponding strategies was informed by input from staff and conversation with the board. Please review and provide your feedback in the comment box below.

#### GOAL 1: EMBRACE LIBRARY'S ROLE AS A CULTURAL CENTER OF STILLWATER

- Increase accessibility of local history collection
- Develop an issue-oriented speaker program
- Develop a collection to circulate non-traditional materials
- Develop a seed library
- Continue communication and collaboration with local municipal, nonprofit, and business organizations
- Provide a community table to highlight local organizations

#### GOAL 2: DEVELOP AND IMPLEMENT A DYNAMIC MARKETING PLAN

- Evaluate how to fund the implementation and ongoing work of a marketing plan
- Develop strategies to reach new audiences
- Refresh library website
- Expand communications regarding basic library services

#### GOAL 3: ENHANCE EXPERIENCE OF USING THE LIBRARY SPACE

- Increase effectiveness of interior signage and library entrances
- Determine the library's role in providing space for special events and its implications
- Evaluate options for offering coffee
- Consider options for increasing use of the 4th Street lawn
- Designate a 15-minute parking spot to accommodate short-term visits to the library
- Address noise challenges of the children's department and meeting rooms



- Evaluate need for staffing the upstairs level of the library

#### GOAL 4: BUILD INTERNAL ORGANIZATIONAL CAPACITY

- Develop a more comprehensive model for technical services
- Evaluate and meet staff training needs
- Enhance communication among staff regarding library operations, updates, and events
- Evaluate roles and responsibilities of positions as potential retirements approach
  - Consider goals and resources needed for implementing them. I would suggest that the library be the information community center.
  - Goal 1: keep last 2 bullets Goal 2: keep all but last bullet Goal 3: keep 2 & 4. Just not aware enough of needs of 1&3
  - Goal 1: No changes to suggest. Goal 2: Develop and implement a dynamic marketing plan to achieve greater awareness of the value of the library. Goal 3: Enhance experience of using the physical and virtual library space. Goal 4: Build internal organizational capacity to ensure staff have the ability, leadership, and skills to help the community succeed in a changing world.
  - I like the overall goals. I think there is a lot that can be done under each of these. When we get to the subpoints of each goal is that maintaining the board's strategic focus or does that start to get into the operational/staff part? I would love to see a speaker program, coffee and a website refresh, but want to give the staff the freedom to expand on the goals in ways they feel mean the most and ways they feel they have the expertise.
  - I'd say provide a community space vs. provide a community table - it might be something different than a table only
  - In general, this looks great. Goal 2 feels less like a strategic goal and more like a simple tactical priority. I think of the strategic goals (in combination with the mission/vision) as a filter through which future decision making must pass. "What is our plan for what SPL should think/say/do (strategic goals), and does [this hypothetical decision before the library/board] support the achievement of that plan?" That's 100% true for goal 1 and 3. We want to make decisions that support SPL as the cultural heart of the community and as a meaningful gathering space. Goal 2 and maybe 4 don't seem to pass that test for me, but maybe I'm not thinking broadly enough. (This is way less true of goal 4; I can see the path there.) Maybe the goals could break down roughly along these lines (teasing apart a bit some of the ideas currently clumped together in the current draft): 1) culture (more in the arts/entertainment/enlightenment sense, including music performances and more) 2) civic engagement (and/or "navigating the modern world" and/or social issues and/or "power of knowledge") 3) gathering space (not just improving the physical experience but also the idea of having a shared space and connecting with people, too) 4) build organizational capacity (but also hint at the "why"; to what end?)
  - The list of goals is good and reflects the survey results and staff input. To me, they seem more short term 2-3 years and pragmatic than strategic. I wonder what we would be looking at for 4-5 year goals based on trends in libraries, our community needs. I don't have any specific ideas as yet but will take another look at the community leaders' responses to see if that might help develop some goals that are more long term.
  - Under goal #1, perhaps add something about increasing accessibility to genealogy resources
  - Under goal#1-continue, highlight, and enhance art and social justice exhibits offered in the library

**Are there additional goals you would like to achieve as a result of implementing the new strategic plan?**

- Determine a way fully fund library operations and capital needs without needing to dependent on the Library Foundation or finite funds
- Encourage community organizations and programs to use the library as their marketing venue.
- I would like to see a goal(s) around outreach - it's the component from our last plan that didn't come to fruition due to director changes
- No
- No specific goals at this time, though I have this sense that there should be some goals with a longer focus and more of a connection to our mission and vision, especially around literacy and fostering discovery. Again, more strategic in focus and with a longer time frame.
- See above, I guess. :)
- The draft as presented has many appealing qualities, including a community focus, a clear mission, and well selected supporting goals. It does seem focused on the library as physical space and on patrons who visit the library in person. Many people use a mix of F2F and virtual services; some use virtual services exclusively. Embedding strategies on virtual library services within each of the four goals would strengthen the plan. Developing and marketing online resources and services, improving access, integrating the look and feel of the physical and virtual spaces are examples.

**Please provide any additional comments:**

- I like these goals!
- It would be helpful to see which of these goals furthers our mission and vision. Somehow the goals listed seem distinct from our mission and vision statements. I can, at a glance, see that some support and further our mission but others seem marginally related although important goals to consider. Some of the goals seem very operational and not strategic. I will spend some time on aligning the list with mission and vision in the coming week.
- Sorry for the delay; we've been traveling through SE Asia since 1/10.
- Thank you, Sarah, for guiding us through this process. We appreciate your time, your care and your expertise. With help from you and the rest of the Keister family, Stillwater Public Library is an even greater place to be!
- The community survey and focus group results provide a wealth of data for us to consider in charting the library's future. And they are a testament to your skill as a facilitator and planner. Thank you!
- The library needs to identify programs which fit the demographics. The library is being funded by Stillwater taxes and should be offering programs that appeal to the residents who live here. The identified demographics send a clear message.

## STRATEGIC PLAN OUTLINE: FEBRUARY 2019

### **Current Vision Statement**

The Stillwater Public Library is recognized throughout the community as the center for advancing literacy, enriching lifelong learning, and empowering civic engagement.

### **Proposed Vision Statement**

The Stillwater Public Library strives to strengthen the community by serving as the center for advancing literacy, enriching lifelong learning, and empowering civic engagement.

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### **Current Mission Statement**

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.

### **Proposed Mission Statement**

The mission of the Stillwater Public Library is to connect the community with the joy of new ideas, the power of knowledge, and each other.

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## **Proposed Goals and Strategies**

### **EMBRACE THE LIBRARY'S ROLE AS A CULTURAL CENTER OF STILLWATER**

- Increase the accessibility and awareness of local history collection and genealogy resources
- Build upon existing issue-oriented programming
- Evaluate the feasibility of developing a collection to circulate non-traditional materials
- Highlight and enhance art and social justice exhibits offered in the library
- Continue communication and collaboration with local municipal, nonprofit, and business organizations
- Provide a community space to highlight local organizations

### **INSPIRE MORE ENGAGEMENT WITH THE LIBRARY**

- Develop and implement a dynamic marketing plan
- Evaluate how to fund the implementation and ongoing work of a marketing plan
- Develop strategies to reach new audiences
- Enhance the library's virtual presence
- Expand communications regarding basic library services

### **ENHANCE THE EXPERIENCE OF USING THE PHYSICAL LIBRARY SPACE**

- Increase the effectiveness of interior signage and library entrances
- Determine the library's role in providing space for special events and its implications
- Consider options for increasing use of the 4<sup>th</sup> Street lawn
- Identify opportunities for increasing the convenience of library usage
- Investigate sound attenuation options

### **BUILD INTERNAL ORGANIZATIONAL CAPACITY TO ENSURE SUCCESS IN A CHANGING WORLD**

- Identify and pursue alternative revenue sources
- Develop a more comprehensive model for technical services
- Evaluate and meet staff training needs
- Restructure knowledge management tools and procedures
- Evaluate the long-term functionality of the library's current service model

## STRATEGIC PLANNING UPDATE: FEBRUARY 2019

### SUMMARY OF STRATEGIC PLANNING PROCESS

October 3, 2018:	Meeting held with planning committee to discuss desired survey questions.
Fall 2018:	A survey was made available to residents in October and November 2018.
November 29, 2018:	Four focus groups were conducted with Stillwater residents, community leaders, and Friends of the Stillwater Public Library and the Stillwater Public Library Foundation.
January 8, 2019:	A focus group and planning session with staff members was conducted. Community needs assessment report was presented to the Board, and trustees discussed ideas for goals for the library.
January 2019:	Trustees provided feedback regarding first iteration of revised vision and mission statements, goals, and strategies (January 11 – 23, 2019).
February 7, 2019:	Meeting held with management team to fine-tune goals and strategies and discuss evaluation tool.
February 12, 2019:	Draft of strategic plan is presented to Board for feedback.

### NOTES ON THE STRATEGIC PLAN DRAFT

- Level of operational detail:  
Several suggestions and comments that were made by the board and staff members during our January meetings fit into these goals and strategies but are not explicitly listed in this document. For example, the development of a seed library falls into a strategy under Goal 1 (“Evaluate the feasibility of developing a collection to circulate non-traditional materials”). Similarly, the idea to refresh the library website can fall into a strategy under Goal 2 (“Enhance the library’s virtual presence”). This not only keeps the strategic plan more forward-thinking while allowing staff the autonomy to implement it, but it also gives the library the flexibility to adjust the implementation of each strategy according to available resources at different points in time throughout the duration of the strategic plan. Which brings us to...
- The timeline for this plan:  
I recommend designating this as a three-year strategic plan (2019-2021).
- Our next steps:  
Pending any suggested changes discussed during the February 12<sup>th</sup> board meeting, we will move forward with developing the start of a work plan that provides more detail regarding *how* this plan will begin to be implemented. It is important to recognize that the plan the board will be approving is this higher-level document, listing goals and strategies. The more detailed work plan – which will evolve throughout the life of the strategic plan – will be used internally to organize tasks and map progress toward these goals. We aim to bring a final version of the strategic plan, with vision and mission statements, to the board for approval at the March board meeting.

### QUESTIONS TO CONSIDER

- What do we mean when we talk about “community”? What geographic boundaries does this term indicate?
- Are any clarifications needed regarding how the goals and strategies were derived?

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Venue Coordinator</b>	
OWNER: <b>Venue Coordinator Task Force</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Troendle answered questions from several prospective applicants. At this time, it is unknown if the task force will have a recommendation for the board to consider at its March meeting. The timeline, as noted in the RFQ, is subject to change. The task force will continue its work.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Grant Requests</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <ul style="list-style-type: none"> <li>• Motion to approve grant request of \$5000 to the Kinder Morgan Foundation for a capital repair project.</li> <li>• Motion to approve grant requests to the following entities for this year: <ul style="list-style-type: none"> <li>○ Whitson Fund for \$7000 for Youth Services (YS) programming support;</li> <li>○ Stillwater Public Library Foundation for funding of up to \$5,000 for YS and Adult programming support, plus permission to seek additional funds to replace the water-damaged non-fiction collection that occurred last month;</li> <li>○ Friends of the Stillwater Public Library for funding of up to \$12,000 for YS and Adult programming.</li> </ul> </li> </ul>	
BACKGROUND/CONTEXT: <p>The grant request to the Kinder Morgan Foundation would seek funding to help offset the cost to repair the roof framing above and adjacent to the fiction collection on the upper level. The Kinder Morgan Foundation will consider capital projects. The maximum grant award is \$5000.</p> <p>The library is interested in moving toward fewer but more comprehensive grant requests for recurring needs. Staff is estimating 2019 expenses for YS and Adult programming to be approximately \$25,100, which includes funding for the vacant YS Programming Assistant position from April through December at an average of 12 hours per week. These requests, not including any fundraising for water-damaged books, total \$24,000. The city-funded operating budget includes \$1459 in programming dollars, which would be applied as well. Pat Lockyear has already approached the Whitson Fund and the response has been favorable and generous.</p> <p>Replacement costs for water-damaged materials is still being determined, and the library is in contact with the city and our insurance representative regarding a possible claim as information and invoices are gathered. Even with a successful claim, the operating budget will be affected because the insurance deductible will be \$1000 and it appears that the cost of a new reheat coil and installation labor (this coil is part of an overhead Variable Air Volume box which froze the morning of January 30, resulting in the water leak) may not be reimbursable. Therefore, the library seeks board approval to approach the Library Foundation to fundraise for replacement collection material costs.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Meeting Structure</b>	
OWNER: <b>Executive Committee: Bell, Lockyear, Richie</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:                  During the board governance workshop, the board discussed the idea of structuring agendas and meetings more strategically. Below are ideas for discussion that may move the board forward in this direction.</p> <ul style="list-style-type: none"> <li>• Meeting agenda sections:                     <ul style="list-style-type: none"> <li>○ Regular business (agenda, minutes, consent calendar, annual cyclical items)</li> <li>○ Informational (share information, update on strategic plan)</li> <li>○ Decisional (current, upcoming, cyclical, course corrections)</li> </ul> </li> <li>• Assign time to agenda items.</li> <li>• Continue cover sheet as is-it’s helpful.</li> <li>• Executive Committee is willing to lead this effort, seeking feedback as changes occur.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee Ambassadorship</b>	
OWNER: <b>Bell, President</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>During the board governance workshop, the board discussed ambassadorship and the role of trustees in supporting the efforts of the Friends and Foundation. The Foundation is also fine-tuning its strategic plan and reviewing the roles of its board. One question under consideration is if a trustee can or should serve simultaneously on the Library and Foundation boards.</p> <p>Attached are two ALA documents on this topic. Jennifer Nelson, Director of State Library Services, has commented that there is nothing in the state statutes or rules regarding trustees serving on a Friends or Foundation board.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>ALA United for Libraries Fact Sheet 10: Role of Friends</b> <b>ALA United for Libraries Fact Sheet 11: Role of Library Trustees</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



# fact sheet #10

## for Friends and Foundations

United  
for Libraries

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### THE ROLE OF THE FRIENDS BOARD

It is not uncommon for the role of the Friends and the role of the public library Trustees to become confused. What authority and responsibilities do the Friends have? What is the role of the Trustees? Should an individual serve on both boards? If either of these groups is unsure of the limits of their respective authorities, conflicts can, and often do, arise. Fact Sheets 10 and 11 outline the roles of the Friends board and the role of the Trustees, specifically indicating where their work and communication should overlap or complement each other.

Friends are community members who value the service of libraries and volunteer to help them. Friends usually operate with a self-elected board of directors representing the community.

1. Friends may be future Trustees, and Trustees future Friends; however, there should be no overlapping boards (see below).
2. Friends are kept informed of the library's plans, progress, and challenges by the library director.
3. A Friends board member should be appointed as a liaison to the library's Board of Trustees. This liaison should attend all Trustee meetings, be prepared to report Friends issues and activities to the Trustees, and report back to the Friends.
4. Friends recognize that they do not perform a policy-making role for the library, but should feel that their opinions are valued by the Trustees.
5. Friends support policies set by the library Board of Trustees.
6. Friends serve as "connecting links" between the library and community, interpreting one to the other.
7. Friends funds supplement the library's operating budget to provide materials and programs that enhance the library's service. Friends funds should not replace money that is normally provided by the city or institution for library operations. Friends decide how to spend their money after conferring with the library director.
8. Fundraising by the Friends is done with the knowledge of the Trustees and in coordination with the library director.

# fact sheet #11

## for Friends and Foundations

### THE ROLE OF LIBRARY TRUSTEES

It is not uncommon for the role of the Friends and the role of the public library Trustees to become confused. What authority and responsibilities do the Friends have? What is the role of the Trustees? Should an individual serve on both boards? If either of these groups is unsure of the limits of their respective authorities, conflicts can, and often do, arise. Fact Sheets 10 and 11 outline the roles of the Trustees and the role of the Friends, specifically indicating where their work and communication should overlap or complement each other.

There are typically two types of Trustee Boards - a) a governing board or b) an advisory board.

1. The **Governing Board** is either elected by the general population or is appointed by the city or town's elected council. This type of board has full authority over the governance of the library. This Board hires the library director, sets policy, and works closely with the director in establishing and presenting the library's budget to the city.
2. The **Advisory Board** typically exists where the library is a city or county department, the library director is hired by the city or county, and the library director reports directly to the city/county manager or mayor. The Advisory Board typically has no governing authority though it may be an appointed or elected Board. By law in most states, this board still has responsibility for assisting with policy setting, but does not have responsibility for the budget or the direct oversight of the library director.
3. In both cases, the library Board of Trustees engages in the development of policies that govern library services.
4. In both cases, the library Board of Trustees works with the library administration in planning and goal setting for the library.
5. In both cases, the library Board of Trustees should meet at least monthly with the library administration in an open meeting where a Friends liaison should be present and have an opportunity on the agenda to update the Board of Trustees on the Friends' activities.
6. In both cases, all members of a library Board of Trustees should become personal members of the Friends at the highest level they are able.

*continued*

7. Individually and collectively, Trustees should act as advocates of libraries and present the library point of view to their locally- and nationally-elected legislators and leaders.
8. At least yearly, the library board should plan a joint meeting to discuss mutual concerns with Friends. This can be done in conjunction with a breakfast or dinner meeting.

Should a member of the library Board of Trustees also serve as a member of the Friends of the Library Board? The generally accepted wisdom is “no.” There are a number of reasons for this:

1. It can imbue a single member with more power and authority than his or her peers on each of the boards.
2. There can be a perceived conflict if a member of the policy making Board is also in a decision making role on the Friends Board that helps fund the library's services.
3. There can be a potential conflict of interest when a policy the library Board of Trustees is proposing might not be considered to be in the best interest of the Friends. For example, deciding to give discarded library materials to an outsourced agency or proposing the establishment of a foundation for fundraising.

Even if your Trustee board and Friends board are working in perfect harmony right now, no precedent should be set that will allow possible conflicts in the future. Though it is the case that a Trustee Board member may take a leadership role in creating a new Friends group and therefore have a decision making role in both for awhile; this should be considered a temporary necessity and the new Friends should elect officers (other than library Trustees) as soon as possible.

For more information, see United for Libraries' Toolkit #3, “Friends and Libraries: Working Effectively Together” in the Friends and Foundations Zone at [www.ala.org/united](http://www.ala.org/united). In addition, see the chapter on “Organizational Effectiveness” in *101+ Great Ideas for Libraries and Friends* and the Model Friends Cooperative Network [www.ala.org/united/friends/orgtools](http://www.ala.org/united/friends/orgtools).

*updated 1/15*

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**United for Libraries**

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## Report from the Library Director, Mark Troendle

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Michael (Mick) Greiner, the new Facilities Manager for the City of Stillwater, and City Administrator Tom McCarty met with me for a tour of the library on January 30. We looked at both public and staff-only areas. Lead Maintenance Worker accompanied us for a portion of visit and explained the inner workings of the boiler room and other technical aspects of the facility. Mick will be a resource for the library as needed, schedule and workload permitting.

The library was unexpectedly closed on January 30 due to several issues with the building early in the morning, including boilers that lost water pressure and went offline, an ice-clogged roof vent that caused fumes to backup into a portion of the interior, and a water leak that damaged a section of the non-fiction collection. A small contingent of staff (Marvin Henry, Keri Goeltl, Renee Powers, Lori Houston, Aurora Jacobsen, Megan Polley, Theresa Henning, Angie Petrie) helped that day in various ways by attending to water damaged books, wiping down shelves, cleaning water-logged carpeting, and helping me to notify the public and other staff of the circumstances. The library re-opened the following day, at which time additional staff helped process the water damaged materials. Staff were most appreciative of the treats and thank-you card sent by the trustees for the teamwork in addressing these challenges.

With guidance from the Facilities Committee, I drafted a bid request document for the roof framing repair that will be required on the upper level ceiling above the fiction collection and adjacent areas. Quotes are due by March 4. A second phase restoring the lath and plaster and repainting will occur at a future date yet to be determined after the roof framing repair has been completed.

The supervisors and I all listened in on a conference call pertaining to the Minnesota Public Library Annual Report, which provided updates and answers to questions as we work toward completing the report by April 1. Other meetings attended in January included the board governance workshop facilitated by Mario Hernandez from Propel, a background briefing with Maureen Bell and Ryan Collins, Executive Committee, City Administrator, City IT, Friends of the Library, Library Foundation, and I was a guest of Sharon Hollatz at Rotary.

The hiring process to fill the Youth Services Librarian I position due to the forthcoming retirement of Lindy Howe was completed, which will see Information Services Associate Colleen Hansen being promoted effective March 6. A search process was then initiated to fill the vacancy that will be created when Colleen transitions to her new job. Also, two new substitute reference librarians joined our Information Services team, and I met with each person to complete HR-related paperwork.

I coordinated visit-related details with Sarah Keister Armstrong for her trip to Stillwater on January 5 and continue to have regular communication with her as the strategic planning process moves forward.

I drafted a letter of support for ArtReach St. Croix as it seeks funding from the National Endowment for the Arts (NEA) for another Big Read program in 2020. Our two organizations have collaborated continuously for the past 17 years.

Stillwater Public Library will be closed Monday, February 18 for Presidents Day. Library Legislative Day is February 26, and I will provide a brief update at the February board meeting.

Emergency plugin flashlights have been placed throughout the building because I've observed there are areas that would benefit from these supplementary devices when we're reduced to relying on emergency lighting powered by the generator. Once distributed, I informed all staff where they are located and how they work. New recycling and waste receptacles have been placed in strategic locations throughout the building, partly in an attempt to make the retrieval of trash more efficient for the custodians while still allowing convenient disposal options for the public. These two projects were both funded with available 2018 operating funds before the end of last year.

By January, progress was made on finishing up various 2018 capital projects. The library took delivery of 18 new computer chairs. Multiple comments indicate the public approves of these chairs from both a comfort and aesthetic point of view. Shelving in the middle of the floor in the science fiction room was removed to prepare for the addition of a table and chairs. Some existing chairs with worn upholstery were recovered with commercial fabric (the photo below shows the new yet classic fabric). Three doors had key card access points installed, which will enable better security. A second charging station for mobile devices was received, assembled and placed in the gallery, though its current location is temporary as that will be the site where the new water bottle filling station will be installed when the plumber is ready.



## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming and Reference

#### January Programs

- There were 5 people looking to Improve Yourself with Meditation.
- There were 10 crafters for Gnome Sweet Gnome by the Textile Center.
- The Fiber Favorites Gallery Reception brought in 21 people.
- Mystery Book Club had 10 readers.
- Winter Reads has already garnered a significant response. When the Summer Reading Program for Adults started, there was speculation it would diminish interest in Winter Reads because it was a bigger event with more energy. However, it appears that once there is a program that generates more interest, people start to look to the library for more of that program. In other words, we're creating demand by developing and offering quality programs.

#### Collection

- The big news of the month was the water damage sustained by titles in the 700s area of the non-fiction collection. About 640 titles were affected. Fortunately, in this case, that area hadn't been weeded recently so not all of the titles will need replacement as some would have naturally been withdrawn as part of ongoing collection maintenance. Baseball and golf books were the most heavily affected. Staff were relieved the water leak wasn't one shelf over where art books are stored. Art books would've been much more difficult and expensive to replace.
- Some patrons had an interesting reaction to the books being dried out. They looked much like a display, so patrons were suddenly surprised and thought we had sheet music and started checking some of the books out.
- Lack of space upstairs has meant that we've needed to weed Mystery books. Romance shelving is getting tight and staff will need to weed that section as well, for the third time in the last 18 months.

#### PR

- Library Literati posts have been getting more shares and likes on Facebook, which helps answer the request for more specific book recommendations.
- Sue is focusing the Facebook posts on quotes from Black authors for Black History Month.

#### Partnerships/Outreach

- ArtReach submitted a Big Read grant for 2020. Aurora worked on some of the brainstorming for programs to support the application. Mark submitted a letter of support.

#### Technology

- Aurora created a Stillwater version of the reference survey staff completes each year, so that Stillwater can gather the raw data for future planning.
- Both charging stations for cellphones and personal devices now have a more permanent home. Moving the charging station on the main floor to be adjacent to the computer area increased its visibility and use.

## Personnel

- Aurora, Sue and Karen worked on training in two new reference subs, Netanya Roden and Kaia Sievert. Aurora is starting to create more comprehensive training information for new reference staff.
- With Colleen moving to Youth Services, Information Services is again hiring a Library Associate.
- Circulation Staff has begun to take over delivery on Wednesday-Friday to shift more hours to Technical Services. More hours for Technical Services should mean that materials reach patrons more quickly.
- Circulation staff continues to be helpful, working as a team with Information Services staff and Technical services staff to make sure the best service is being provided to patrons.

## Reference

- Tax Forms arrived. The IRS moved to a single 1040 form, and that is the extent of what is sent to libraries. Most filers will need additional forms, especially schedule A. The state no longer sends library any forms or booklets. Reference staff will be doing a lot of printing February-April.

## Upcoming

- Discover your Roots: Introduction to Genealogy Research at the Library on February 9
- The Impact of Immigration on Minnesota's Economy on February 11
- Embroidered Bandana on February 15
- Mystery Book Club on February 27



A few of the water-damaged books drying out

## Report from the Youth Services Supervisor, Angela Petrie

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### January Programs

- *Storytime* – 295 people attended 9 storytime sessions
- *Chinese Dragon Lanterns* with White Bear Center for the Arts –17 attended
- *Drive-in Movie* – 48 attended, decorated their ‘cars’, watched short animated books and had popcorn
- *Paws to Read* – 11 readers came to 2 sessions with Bella the Golden Retriever
- *Art Cart* – 92 kids and caregivers attended 4 themed sessions
- *Snowflake Scavenger Hunt* – 79 hunted for 10 unique snowflakes
- *TAB Meeting* – 6 members came to this month’s meeting, led by the two eldest members

### *Program Notes:*

*When the library had to close on a regular storytime day due in part to a boiler malfunction, we connected with some storytime regulars on social media and they helped spread the word. We were concerned about parents trying to make it to the library and finding it closed. The next day, we let them know the library would be open and many came. Lindy responded quickly by presenting storytime, as usual, just a day later!*

*Coming in March – “Book Buddies”, a 60-minute K-2 read aloud program led by the oldest members of our TAB under Angie’s supervision. One of them will read (from a short chapter book) for about 20 minutes followed by an activity tie-in of some sort based on the particular book. I envision, at some point, there may be other guest readers. Trial run will start Monday, March 18. Tentative time is 5-6 p.m.*

### Outreach

- Da Vinci Fest presented by The Partnership Plan and Stillwater Area Schools is a showcase of student art and science projects that includes educational exhibits by area organizations - Angie and Lindy, along with Jill Smith (Bayport Library Director) staffed 4 tables representing the Washington County Associate Libraries. This event saw the ‘release’ of the library’s new vertical banner and custom table covering. It was fun to see the recognition on faces and hear, “that’s MY library”. We offered library card registration, brought books about Da Vinci for check out and visited with library patrons, current and new, all afternoon. There were bookmaking and origami activities and library swag galore. We invited visitors to share, on a post-it, why they go to the library. Comments include, “there is always something interesting going on there – Marit, 14”, “we are all equal & respected at the library – knowledge = power”, “I love books and libraries are such a fun place to hang out”, “information”, “scavenger hunts!”, and one young man told Lindy that she was the reason he “got into reading when he was a kid”.
- Head Start Storytime – Our red shirted little ‘neighbors’ came over for their storytime
- Scheduling K-2 class visits has begun in preparation of next month’s “I Love to Read”.

### Partnerships

- Angie met with Sonya Steiner, Regional Director at Stillwater Medical Group to discuss ways the library might support the clinic’s involvement with the “Reach Out and Read” program. ROR is a non-profit organization that advocates for childhood literacy by encouraging pediatricians to “prescribe” reading aloud. Free books are given during each wellness check both as a reminder and encouragement to keep reading. Angie is designing a bookmark with storytime information



and tips about reading aloud that may be included along with the books given out. Sonya is discussing this possibility with the head of pediatrics.

#### Personnel

- As staff prepares for the retirement of Lindy Howe, Youth Services Librarian, Angie is working with Colleen Hansen, incoming Youth Services Librarian, to begin training. Colleen's first day in her new role will be March 6. Thank you to Lindy for standing in for Colleen on the Public Services Desk to make this training possible.

#### Upcoming Single Date Programs

- February 9 – *Take Your Child to the Library Day* with Super Hero Storytime
- February 16 – *Life on the International Space Station* with the Nasa Solar System Ambassadors (program description is on their site at <https://solarsystem1.jpl.nasa.gov/ssa/events.cfm>)



Everly, a storytime regular, reading



Library tables at Da Vinci Fest



Lindy visiting with frequent library visitors

STILLWATER PUBLIC LIBRARY FOUNDATION  
BOARD MINUTES  
December 21, 2018

MEMBERS PRESENT: Doug Blanke, Ann Brownlee, Roger Funk, John Grey, Linda Long, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Carol Stabenow, Mark Troendle, Eric White, Ann Wolff Interim Executive Director - Elaine Weber-Nelson

WELCOME & INTRODUCTIONS:

President, Fred Rengel welcomed members and called the meeting to order at 9:00 a.m. Meeting participants introduced themselves.

SECRETARY'S REPORT:

The minutes for the November, 2018 Board Meeting were unanimously approved following a motion made by Ann and seconded by Linda.

COMMUNICATIONS:

Fred shared a holiday greeting card that was sent to the Foundation by Strategic Consulting and Coaching.

LIBRARY DIRECTOR'S REPORT: Mark shared the following:

- They are continuing work on end-of-year projects at the Library including such details as refinishing the brass elevator doors.
- Trustees who have been reappointed for their next term include Mary Richie, Spike Carlsen, and Paula Hemer.
- A Board of Trustees retreat is scheduled for January 5, 2019 with Propel to discuss Board responsibilities and its Strategic Plan.

FINANCIAL REPORT:

Dustin reported that our year-end balance is \$20,000 - \$25,000 higher than last year because we have not contributed to the Foundation's endowment fund or deposited any additional funds into our reserve account this year. Due to a period of transition and the employment of the consulting firm providing an Interim Executive Director, the Foundation's 2019 financial focus will become clear in the future. Elaine, the Interim Executive Director, plans to reduce her current, originally scheduled hours, in order to extend them over a longer period of time. Ann Whitcomb, a local self-employed bookkeeper will be hired to assist with Foundation book-keeping at the rate of \$40/hour.

DEVELOPMENT AND MARKETING:

Ann shared that the follow-up letter to people who had not responded to the Annual Appeal letter resulted in nineteen respondents contributing \$3,000 within one week.

EVENTS:

- Style Speaks Volumes: Carol said that all the reports that are in for the style show are in and all is in order.
- Merilee inquired about event planning (venue rental) at the Library – Sandy Ellis will continue to take care of these details at this time. Mark explained that a Trustees' committee is looking into future alternatives for administering venue rental and fee schedules.

## EXECUTIVE LEADERSHIP NEEDS:

- Fred introduced Elaine Weber-Nelson, Interim Executive Director, to present the assessment of the SPLF that she had prepared during her several weeks' review of the organization. Fred said that the executive committee felt she should share her findings with the Board at this meeting because there were changes and opportunities happening as a result of the Foundation's strategic planning and collaboration with the Strategic Consulting & Coaching organization.
- Elaine recognized the Foundation as an asset to the community. She described the SPLF as being well positioned and stated that this is a perfect time to plan for its next level of development. She explained that she was brought on board to expedite hiring an executive director. She recommended that at this time, the Foundation move forward to complete its strategic plan during January.
- Elaine presented and discussed following summary of her observations and assessments:

What the SPLF needs in order to grow:

- More engagement opportunities with the community
- Strong community relationships
  - Businesses
  - Individuals
  - Foundations
- Education on fundraising for the Board
- Great use of technology to build awareness/FR – ie. social media, email, website
- Greater visibility of the Foundation in the library
- Event management
- Sponsorship solicitation
- Financial acumen
  - QB/financial reporting (? Bookkeeper)
  - Donorsnap
    - Donor research/tracking
    - Acknowledgement letters
- Grantwriting abilities

## 1<sup>st</sup> Half of 2019

### Key activities

- Contact SPF/MIF (*St. Paul Fund / Management Improvement Fund*) for capacity building request – December
- Finish the strategic plan -? January 18<sup>th</sup> (special mtg) or BOD mtg (25<sup>th</sup>)
- Update Hugh J. Andersen on request – capacity building funds – January
- Create annual development activity calendar – January
- Establish a major donor giving program – April
- Initiate conversation with KAB (*Katherine B. Anderson*) for matching gift (deadline March)
- Identify possible request to MRF (*Margaret Rivers Fund*) – February
- Create a planned giving program – March
- Plan/hold revamped Gratitude breakfast - April

### Key Concerns

- Funding Volunteer Coordinator (MRF (*Margaret Rivers Fund*) denied ongoing request)
- Funding Youth Services Program Associate (Huelsmann request – not interested; vacant now)
- Funding Event Coordinator (must pay for 2019/should 2020+ come from revenue?)
- Staffing determination and timing – ED (*Executive Director*) vs. admin; winter vs. spring

### Board engagement

- Revision of contract
  - Bookkeeper - \$40/hr – 10 hrs/month

- Potential to cut Elaine’s hours to extend time period
  - from 60 hrs/month to 40 – January- mid May
- Need for event coordination staffing assistance?

- Fred expressed thanks and reiterated his message from his recent e-mail to Board members that “Armed with this information both our veteran and newest board members should be able to start the new year with enthusiasm and refreshed purpose.”
- Roger Funk asked when the annual planning is typically done and suggested that it be scheduled for early/mid year so that members who travel in the Winter can participate in the planning.

PLANNING FOR STRATEGIC PLANNING:

- Meeting scheduled for **Friday, January 25 from 8-10 a.m.**

NEW BOARD MEMBERS:

- Jean will send the SPLF Trustee Handbook (esp. Articles of Incorporation and By-laws) and Strategic Planning Documents to new members.

-The next Board Meeting is scheduled for Friday, January 25, 2019 at 8:00-10:00 a.m.\*

**\*PLEASE NOTE CHANGE OF MEETING TIME\***

The meeting adjourned at 10:00 a.m.

Respectfully submitted,  
Jean Morse, Secretary

E-MAILS FOR DECEMBER ’18 MEETING

DATE	SENDER(S)	SUBJECT
12/12/18	Jean	November ’18 Meeting Minutes
12/10 & 18/18	Fred	Announcement for Special Meeting 12/21/18
12/21/18	Sandy	Photo from 12/21/Meeting

\*Documents were not posted on the Google Drive for December, 2018  
(drive.google.com)



# Friends of the Stillwater Public Library

**Nov. 12, 2018 | 6:30 pm CT | Meeting location:** Margaret Rivers Room-Stillwater Public Library

Meeting Friends of the Library

Meeting called by Mary Ann Sandeen

Facilitator Mary Ann Sandeen

Secretary Tracy Salvati (absent)  
Mary Ann took minutes

**Attendees:**

Mary Ann Sandeen, Lyndon Lockrem, Gemma Lockrem , Jan Kilkelly, Mark Troendle , Mary Glennon, Ruth Ranum, Nancy Wilson, Vik Wilson

## Friends of the Stillwater Public Library Meeting Agenda

Tracy Salvati will not be at this meeting.

1. Call meeting to order...Mary Ann
2. Secretary's Report...Mary Ann
3. Treasurer Report...Jan
4. Membership Report...Gemma
5. Other...Mary Ann - Discussion: All
6. Update...Mark
7. Adjourn...All

Minutes respectfully submitted by Mary Ann Sandeen

- Meeting called to order by Mary Ann Sandeen
- Secretary's report
  - Oct. 2018 Minutes approved
- Treasurer's report Jan Kilkelly
- Membership report Gemma
  - 81 memberships

### Topics:

- **Book Sale**
  - Spring Sale dates are set
  - Booksale recap...suggested book sale receipt for individual purchases
  - Susie is contacting STS

### Update: Mark Troendle:

- New equipment in Conference Room
  - painting is being done in Gallery and snack area; Pergola repair on Johnson Terrace this Spring
- Event Coordinator will not be renewing her contract...other options for this position are being considered
- Keri is now Business and Communications Manager, her office is where Carolyn was.
- Foundation is pursuing possibly hiring a firm to aid in an organization team; Elaine is where Keri was
- Capitol Project: fobbing of doors.

**Meeting Adjourn: All**

**\*\*\*Next meeting Monday, January 14, 2019 6:30 pm in the Conference Room**

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

<b>Period:</b>	<b>11/1/2018 - 11/30/2018</b>	<b>Year-to-Date 11/30/2018</b>
Opening Balance	\$26,721.36	\$ 21,291.22
<b>Receipts:</b>		
Memberships	\$1,000.00	\$ 2,920.00
Donations	\$500.00	\$ 3,478.41
Book Sales	\$3,287.00	\$ 9,626.35
Scanner Fees	\$70.00	\$ 105.00
Book Bags		\$ 300.00
T-Shirts		\$ -
Notes, Cards		\$ -
<b>Total Receipts</b>	<b>\$4,857.00</b>	<b>\$ 16,429.76</b>
<b>Disbursements:</b>		
Grants to Library		\$ 4,300.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 170.00
Printing & Supplies		\$ 545.62
Sales Tax		\$ 602.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$ 6,142.62</b>
<b>Ending Balance</b>	<b>\$31,578.36</b>	<b>\$ 31,578.36</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2014	\$0.00
Book Sale Nov. 2015	\$2,018.60
Book Sale Nov. 2016	\$2,966.47
Book Sale Nov. 2017	\$4,197.00
Book Sale Nov. 2018	\$2,955.00
	<hr/>
	\$12,137.07

*Other:*

Book Sale Apr. 2014	\$0.00
Book Sale Apr. 2015	\$961.50
Book Sale Apr. 2016	\$2,982.50
Book Sale Apr. 2017	\$2,807.00
Book Sale Apr. 2018	\$3,765.85
	<hr/>
	\$10,516.85

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

<b>Period:</b>	<b>12/1/2018 - 12/31/2018</b>	<b>2018 Totals</b>
Opening Balance	\$31,578.36	\$ 21,291.22
<b>Receipts:</b>		
Memberships	\$50.00	\$ 2,970.00
Donations		\$ 3,478.41
Book Sales	\$188.50	\$ 9,814.85
Scanner Fees		\$ 105.00
Book Bags	\$15.00	\$ 315.00
T-Shirts		\$ -
Notes, Cards		\$ -
<b>Total Receipts</b>	<b>\$253.50</b>	<b>\$ 16,683.26</b>
<b>Disbursements:</b>		
Grants to Library		\$ 4,300.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 170.00
Printing & Supplies		\$ 545.62
Sales Tax		\$ 602.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$ 6,142.62</b>
<b>Ending Balance</b>	<b>\$31,831.86</b>	<b>\$ 31,831.86</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2014	\$0.00
Book Sale Nov. 2015	\$2,018.60
Book Sale Nov. 2016	\$2,966.47
Book Sale Nov. 2017	\$4,197.00
Book Sale Nov. 2018	\$2,955.00
	<u>\$12,137.07</u>

*Other:*

Book Sale Apr. 2014	\$0.00
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Book Sale Apr. 2016	\$2,982.50
Book Sale Apr. 2017	\$2,807.00
Book Sale Apr. 2018	\$3,765.85
	<u>\$10,516.85</u>

# Stillwater Public Library 2019 Calendar

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



# Stillwater

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## Public Library

### 2019 LIBRARY BOARD

Members	Term	Ward
Maureen Bell (President)	2nd Term: Jan 1, 2017 - Dec 31, 2019	4
Gregg "Spike" Carlsen	2nd Term: Jan 1, 2019 - Dec 31, 2021	2
Bethany Cox	Partial Term: Jul 17, 2018 - Dec 31, 2019	3
Paula Hemer	1st Term: Jan 1, 2019 - Dec 31, 2021	3
Sharon Hollatz	Partial Term: Jul 17, 2018 - Dec 31, 2019	1
Lisa Howe	1st Term: Jan 2, 2018 - Dec 31, 2020	4
Mike Keliher	3rd Term: Jan 2, 2018 - Dec 31, 2020	4
Pat Lockyear (Vice-President)	Partial Term: Jan 2, 2018 - Dec 31, 2019	2
Mary Richie (Secretary/Treasurer)	3rd Term: Jan 1, 2019 - Dec 31, 2021	2
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		
<i>Committee Rosters:</i>		
Executive:	Bell, Lockyear, Richie, Troendle	
Finance:	Richie, Hemer, Howe, Troendle	
Facilities:	Carlsen, Cox, Lockyear, Troendle	
Nominating:	TBD	
<i>2019 Task Forces:</i>		
Events Task Force	Keliher, Bell, Hollatz, Troendle	