

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, March 12, 2019
7:30 PM**

(Note time change from 7:00 PM to 7:30 PM)

Conference Room

Introductory Business (10 minutes)

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.

Regular Business (10 minutes)

4. Consent Calendar
 - a. Adoption of the February 12, 2019 Minutes +
 - b. Acknowledgement of Bills Paid in February 2019 (2018 Bills: 2/5/19 - \$16,419.82, 2/19/19 - \$8,919.14, 2/22/19 - \$3,298.62; 2019 Bills: 2/5/19 - \$20,663.56, 2/19/19 - \$21,931.49) +
 - c. 2018 Budget Status Report +
 - d. 2019 January Budget Status Report +

Informational (30 minutes)

5. Library Foundation Update I+
6. Trustee Information Sharing I+
7. Venue Coordinator I+
8. Update on Library Legislative Day I+
9. Strategic Planning D+

Decisional (45 minutes)

10. Grant Request A+
11. Upper Level Ceiling Repair A+
12. Health and Wellness Program A+

Reports (40 minutes)

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

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, March 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
February 12, 2019**

Minutes

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

ABSENT:

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:06 pm by Bell, President.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Keliher, Lockyear, Richie; No – None; Not present at time of vote: Howe.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Welcome & Introductions

Bell welcomed new city council liaison Ryan Collins to the board. Board members and council liaison Collins introduced themselves.

AGENDA ITEM 5: Consent Calendar

Motion to adopt consent calendar adopted. Lockyear moved. Hollatz second.

Richie asked how close the library was in finishing financials for 2018. Goeltl responded that the last bills for 2018 will be paid in February; however, there are additional year-end journal entries and transfers that City Finance will need to do. It will be a few months until the 2018 financials are finalized. The library will work with City Finance to get a majority of the library's financials completed in time for the report to the state at the end of March.

Hemer asked about the draft of the calendar that appeared in the minutes from the special meeting with Propel. She noted that the calendar indicated officer elections in December, but the library conducts these in January. The trustees discussed that the Propel calendar was provided as an example only and dates on this calendar do not necessarily correspond to the library's timeframes. The 2019 calendar included at the end of the board packet is a more accurate reference of key library dates.

Consent calendar adopted. Yes - Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie; No – None.

AGENDA ITEM 6: Strategic Planning Process

The trustees connected with Sarah Keister Armstrong (SKA) via video conference. SKA provided trustees with an update on the strategic planning process and asked for their feedback on the draft of the

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mission/vision and higher level goal document included in the board packet. A summary of the discussion follows:

Timeframe of Plan

SKA asked for the trustees' input on the timeframe of the strategic plan. She recommended three years. Carlsen responded that the board had discussed a 4-year strategic plan for financial reasons and for goal accomplishment. Lockyear agreed with 4 years because a 2-3 year plan is more of an annual plan.

Plan Goals

Lockyear questioned if the plan presented was strategic enough. She acknowledged that the plan is clearly tied to the results of the research, surveys, and focus groups, but has concerns that the plan is not as visionary or forward-thinking as she was expecting. The plan seems to be focused on fine-tuning what the library is already doing instead of centered on a vision of what the library should be in 4+ years. Did trends identified by the American Library Association (ALA) or other libraries help shape the strategic plan? Also, are the goals listed measurable? Lockyear noted that inclusion of the development of a marketing plan as a strategic plan goal did not seem to fit. This is something that the library should have already been doing, similar to having a budget, and is an operational objective – not a strategic objective. SKA noted that, in the world of library strategic planning, the creation of a marketing plan is considered strategic. It is something that many libraries struggle with and is an area that needs focus.

Keliher discussed that, to him, a strategic plan is a lens through which the board makes decisions. It helps the board prioritize resources, time, and budget. This is strategic. Keliher acknowledged that while an overall goal, such as "Embrace the Library's role as a cultural center of Stillwater", may be difficult to measure, the sub goals may be more measurable.

Hemer said that she also thinks of strategic as focused. This plan will help the board and library focus.

Richie noted that a lot was achieved through the last strategic plan, especially the creation of the combined public services desk. The final goal of outreach was not addressed. She would like to see these outreach goals addressed in the new strategic plan.

Bell discussed that she sees the plan as broadly strategic and more outwardly focused. She believes that the plan allows for flexibility and directs the library toward outreach. Bell noted that the goal "Enhance the experience of using the physical library space" leaves out an important element of library service – the virtual space and content provided by the library in terms of the website, databases, and e-materials that patrons can access without ever coming to the library. SKA noted that the supervisor team did specifically discuss Bell's comments about the virtual space. They agreed with these comments, but felt that the bullets under this goal really spoke to the physical space. Instead, they included "enhance the library's virtual presence" under the goal of "Inspire more engagement with the library."

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Howe noted that it might be difficult to have a strategic plan that sees where the library needs to be in 10 years. The library and technology is rapidly changing which may make a longer-term visionary plan challenging.

Cox shared her experiences in D.C. where libraries are implementing new or trend-setting ideas. The surveys and responses from the focus groups indicated that the Stillwater community may not want this. For example, they did not seem to be interested in maker spaces. Cox noted that we could implement the newest trends in the library world, but this may not be what the community needs or wants.

Richie asked if an exploration of state and national library trends and directions could be included in the plan. Hollatz would like a focus on issues-oriented speakers included in the plan. Carlsen asked about including building institutional and organizational financial capacity, not relying on the Foundation and Friends for basic funding, as one of the goals. Carlsen also asked about the provision of coffee. Richie asked about sound attenuation, and SKA discussed the different areas of the library with noise concerns.

Bell noted that goals document has the flexibility to include new trends, new ideas and new programming as the library and community changes.

Mission, Vision and Values

Lockyear asked about the changes in the mission statement. The mission statement discussion at the last board meeting and the statement provided to the trustees on the survey used action words. The proposed mission statement has missed all of the action words. SKA explained that the supervisors preferred a mission statement that was suggested by a trustee and advocated for including the trustee's statement, as written, as the proposed mission statement. Troendle explained that the supervisors felt that the mission statement presented in the survey seemed more boiler plate, applicable to any library. The proposed statement felt more specific to this community.

Richie asked about including values with a vision and mission statement. SKA replied that libraries tend to either have a vision and mission or mission and values but not all three as this creates redundancy.

Hemer questioned the use of "and each other" at the end of the proposed mission statement. This seemed grammatically incorrect and is unclear in its meaning. Lockyear agreed with Hemer. Hollatz suggested dropping the last three words from the statement. Keliher noted that ending phrase speaks to the library being a gathering place. Howe agreed. She said that it speaks to the power of the library as a public institution in bringing people together.

Community

SKA asked the board to specifically comment on what they meant as the "community" served by the library?

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Keliher responded that the community served is primarily City of Stillwater and the residents (tax payers). The library and the community also benefit from the structure of libraries in the state and thus serves people in a broader geographical service area. Bell agreed that the legal definition is the City of Stillwater, but because the library is part of a larger library service, the library serves a bigger area. Howe commented that if we are looking to be cultural center as well, we may be looking at a community of people who do not live in Stillwater but value what is offered here. Hollatz noted that our primary responsibility or focus should be to the City of Stillwater. Bell responded that the City should be one focus, but the library does serve a broader area due to the structure of library services.

AGENDA ITEM 7: Venue Coordinator

Troendle reported that the search process for a new person or company to manage private events at the library is ongoing. The original deadline for RFQ submittals was January 31, 2019, but the RFQ stated that the date was subject to change. A local group is interested in the opportunity, and a meeting is scheduled for Wednesday, February 20, 2019. Troendle has spoken with other firms as well.

Carlsen asked if the library had reached out to individual venue coordinators as well. Troendle said they had. Both Hollatz and Cox indicated that they had reached out to their network of event planning contacts.

AGENDA ITEM 8: Grant Requests

Troendle asked for approval of a capital grant request to Kinder-Morgan for up to \$5,000 to repair the roof framing above and adjacent to the fiction collection on the upper level. The submission deadline is March 10, and applicants are informed within 60-90 days.

Troendle asked for approval of a combined request to fund youth and adult programming for 2019. Projected programming costs are approximately \$25,100, which includes the funding of the vacant YS programming assistant position from April to December at an average of 12 hrs/week. Funding would be obtained through grant requests to the Whitson Fund, the Friends, and the Foundation. In addition, the city-funded operating budget of \$1,459 would be used as well.

The Whitson Fund was recommended by City Administrator Tom McCarty. Lockyear reached out to the Whitson Fund, and they committed to \$7,000 for 2019. Troendle met with the Friends and asked them to consider a grant of \$12,000, contingent on trustee approval. The Friends were agreeable. Informal talks regarding this grant have occurred with the Foundation. The formal request will be brought to the Foundation in March.

Motion to approve both grant requests. Keliher moved. Lockyear second. *Yes - Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie; No – None.*

AGENDA ITEM 9: Board Meeting Structure

During the board governance workshop, the board discussed the idea of structuring agendas and meetings more strategically. The first part of the agenda would be regular business, the second part

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would be informational, and the third part would be decisional. To keep the agenda on track, time could also be assigned to agenda items. Cover sheets would continue as these were found helpful. Bell asked if the board would be willing to try this approach.

Hemer asked if formal time limits were needed. Lockyear explained that time limits may help the board become more forward-thinking by specifically allocating more time for projecting and planning and less time for operational items. Bell noted that the time assigned would be flexible with longer time spent on agenda item if needed. Bell suggested that the board could try assigning times to the agendas and discontinue it if not working.

Carlsen asked if the informational portion of the meeting could contain some time for trustees to report on a workshop they have attended, a news article that they have read, or observations from another library that they have seen. There is not a place on the agenda for general information sharing between trustees. Bell noted that city council has a similar agenda item, Council Request Items, during their meetings.

Board discussed and agreed to try new agenda structure and timed approach for March meeting. An information sharing agenda item will also be added to the agenda.

AGENDA ITEM 10: Trustee Ambassadorship

During the workshop session with Propel, the board discussed how the library reaches out strategically to other groups in the community. One part of this discussion related to the role of a trustee on the board of the Foundation or Friends.

As the Foundation finalizes its strategic plan, they will review how to handle the issue of connection between the trustees and the Foundation board. In the past, trustees have served as voting member of the Foundation board. Trustees Keliher, Howe and Richie have all simultaneously served as voting members of the library board and Foundation in the past. Richie was the last trustee on the Foundation board. Her term ended in December, and she has elected to not renew her term.

While the role of a trustee on the Foundation's board is more of a Foundation decision, Bell questioned if there were any laws or guidelines pertaining to this issue. Bell contacted the state librarian. The state librarian said that there is no law regarding this but did provide two fact sheets with ALA recommendations on the topic. The fact sheets were included in the February board packet.

The board discussed the importance of the relationships between trustees, Foundation, and Friends. They discussed different ways to foster these relationships, including board meeting attendance, sharing agendas, minutes, and reports across groups, and trustees' giving to or membership in the library's support organizations.

AGENDA 11: Director and Other Staff Reports

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Troendle reported that Library Legislative Day is on February 26, 2019. To date, one trustee is scheduled to attend with Troendle. Troendle has partnered with Bayport in scheduling meetings with elected officials. Meetings have been scheduled with Rep. Dettmer at 11:15 a.m. and Sen. Housley at 1:15 p.m. A meeting with Rep. Christensen is still to be scheduled.

Staff received a request from a new reading group at Boutwells for a list of fiction and non-fiction readings about our diverse world. Information Services staff created a reading list, provided it to the Boutwells book group, and made it available as a resource to all patrons. Troendle shared copies of the document with the board.

Carslen asked for more information regarding the water damage on January 30 and the consideration of using moisture sensors to alert staff to issues. Troendle spoke about the sensors, including adding sensors to monitor boiler levels as well as adding glycol to system to prevent freezing.

AGENDA 12: Foundation and Friends Reports

Richie reported that the Foundation's January meeting was a special meeting to focus on the strategic plan. The Foundation's interim executive director, Elaine Weber Nelson, facilitated a two-hour meeting to close some loops and put the plan back together. The Foundation will review the plan on March 1, its February meeting. A big piece that the Foundation is looking at is staffing. They are also looking at hosting a fundraiser event in May that follows the format of the donor appreciation event.

AGENDA ITEM 16: Board Committee Reports

- **Executive Committee:** The new executive committee met. The focus was the Propel workshop and how they could implement the ideas learned. They also spent time discussing the purpose of the Executive Committee. Their plan is to meet monthly, with a focus on board governance and development. Other items discussed were:
 - Offering quarterly topics such as Finance 101, facilities/capital budget update, and other topics of general interest.
 - Creation of a nominating committee. Trustees should tell Bell if interested in serving. Hemer noted that the board could work on attributes of a trustee to guide nominating committee in its work.
 - A board self-assessment. This work may become a task force.
 - Committee structure and committee tasks. The board could review and formalize this a bit.
- **Facilities:** None.
- **Finance:** None. Will meet soon to prepare a Finance 101.

AGENDA ITEM 17: Public Commentary and Communications

None.

AGENDA ITEM 18: Adjournment

Adjourned at 8:39 pm.

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Reading About Our Diverse World

Suggestions Compiled by Stillwater Library Staff
February 2019

Fiction

Sing, Unburied, Sing* by Jesmyn Ward, 2017. 289p.

Sing, Unburied, Sing grapples with the ugly truths at the heart of the American story and the power – and limitations – of the bonds of family. Rich with Ward's distinctive musical language. A majestic new work and an essential contribution to American literature.

Homegoing* by Yaa Gyasi, 2016. 305p.

Two half sisters, unknown to each other, are born into two different tribal villages in 18th century Ghana. Effia will be married off to an English colonial and will live in comfort in the sprawling, palatial rooms of Cape Coast Castle. She will raise half-caste children who will be sent abroad to be educated in England before returning to the Gold Coast to serve as administrators of the Empire. Her sister, Esi, will be imprisoned beneath Effia in the Castle's women's dungeon and then shipped off on a boat bound for America. She will be sold into slavery. Stretching from the tribal wars of Ghana to slavery and Civil War in America, from the coal mines in the north to the Great Migration to the streets of 20th century Harlem, Gyasi has written a modern masterpiece that with outstanding economy and force captures the troubled spirit of our own nation.

Little Fires Everywhere by Celeste Ng, 2017. 338p.

The magic of Ng's second novel which opens with arson and centers on an interracial adoption, lies in its power to implicate every character – and likely many readers – in the innocent delusion that “no one sees race here”.

Behold the Dreamers by Imbolo Mbue, 2016. 382p.

Mbue's debut novel weaves together the lives of two families living in NYC during the height of the Wall Street mortgage crisis in late 2008 and early 2009. The novel powerfully renders the hopes and dreams of the Jongas – immigrants from Cameroon – and the private pain of the Edwardses – wealthy New Yorkers caught up in the scandal at crumbling financial giant Lehman Brothers. He brings effective nuance to the wide cast of characters across a broad spectrum of ages, ethnicities, and life circumstances.

There There: A Novel by Tommy Orange, 2018. 294p.

Tommy Orange's debut novel is a wondrous and shattering portrait of an America few of us have ever seen. It is a relentlessly paced story about violence and recovery, hope and loss, identity and power,

dislocation and communion, and the beauty and despair woven into the history of a nation. Orange is a fierce, funny, groundbreaking Native American voice.

American Marriage* by Tayari Jones, 2018. 308p.

Newlyweds Celestial and Roy, the living embodiment of the New South, are settling into the routine of their life together when Roy is sent to prison for a crime he didn't commit. An insightful look into the lives of people who are bound and separated by forces beyond their control

The Hate U Give* by Angie Thomas, 2017. 444p. TEEN

Sixteen-year-old Starr Carter moves between two worlds: the poor black neighborhood where she lives and the fancy suburban prep school she attends. The uneasy balance between these worlds is shattered when Starr witnesses the fatal shooting of her childhood best friend, Khalil, at the hands of a police officer.

Ginny Moon* by Benjamin Ludwig, 2017. 360p. TEEN

Ludwig's enlightening debut novel reflects the overwhelming lifestyle change he and his wife experienced when they adopted a teenager with autism. A heartwarming and unforgettable page-turner about autism, family, and how special-needs children are treated.

Non-Fiction

Citizen: An American Lyric* by Claudia Rankine, 2014. 169p.

In prose poems and poetic essays as sharp and stinging as a surprise slap to the face, Rankine matter-of-factly chronicles ordinary encounters poisoned by racism. Rankine's arrestingly forthright and lithe inquiry induces us to question and protest every racial assault against our individual and collective humanity. Winner of many awards, including the National Book Critics Circle Award in Poetry, NAACP Image Award, and L.A. Times Book Prize.

A Good Time for Truth edited by Sun Yung Shin, 2016. 223p.

In this provocative book, sixteen of Minnesota's best writers provide a range of perspectives on what it is like to live as a person of color in Minnesota. Minnesota communities struggle with some of the nation's worst racial disparities. As its authors confront and consider the realities that lie beneath the numbers, this book provides an important tool to those who want to be part of closing those gaps.

All You Can Ever Know by Nicole Chung, 2018. 225p.

This raw memoir about growing up as a transracial adoptee will reverberate with anyone who yearns to belong. Chung writes about identity, race, motherhood, and her journey to find her true self.

Between the World and Me* by Ta-Nehisi Coates, 2016. 152p.

Framed as a letter to his teenage son, Coates' account of race in America works as both memoir and meditation. The author explores several themes: the vulnerability of black bodies (the focus on the body borrowed from feminism), the "dream" (the product of those in America who "believe themselves to be white"), and the "Mecca" (Coates referring to his undergraduate experience at Howard University). The author, a national correspondent at the Atlantic, is the narrator of the audio version which has been described as a "mesmerizing, must-listen performance." Consider listening?

Becoming Nicole: the Transformation of an American Family by Amy Ellis Nutt, 2015. 279p.

The Maines were a middle-class, hard-working, politically conservative New England couple whose lives felt complete when they adopted identical twin sons. As toddlers, Jonas was the son Kelly and Wayne Maines expected, but Wyatt was only interested in girls' clothes and toys. By age five, this conflict was tearing Wyatt – and the family – apart. Today, Wyatt is Nicole. She and Jonas are now graduating from high school. This is the story of a journey that could have destroyed a family, but instead united them.

So You Want to Talk About Race by Ijeoma Oluo 2018. 248p.

In this breakout book, Ijeoma Oluo explores the complex reality of today's racial landscape – from white privilege and police brutality to systemic discrimination and the Black Lives Matter movement – offering straightforward clarity that readers need to contribute to the dismantling of the racial divide.

March, (Book One, Book Two, Book Three) by John Lewis, 2016. Graphic novel format.

In this award-winning and best-selling *MARCH* trilogy. Congressman John Lewis, an American icon and one of the key figures of the civil rights movement, joins co-writer Andrew Aydin and artist Nate Powell to bring the lessons of history to vivid life for a new generation, urgently relevant for today's world.

The 57 Bus: A True Story of Two Teenagers and the Crime That Changed Their Lives* by Dashka Slater, 2017. 305p.

On an afternoon bus ride home from school, a single reckless act left Sasha severely burned, and Richard charged with two hate crimes and facing life imprisonment. The case garnered international attention, thrusting both teenagers into the spotlight.

When They Call You A Terrorist: A Black Lives Matter Memoir* by Patrisse Khan, 2018. 257p.

A memoir by the co-founder of the Black Lives Matter movement explains the movement's position of love, humanity and justice, challenging perspectives that have negatively labeled the movement's activists while calling for essential political changes.

White Fragility: Why It's So Hard for White People to Talk About Racism by Robin DiAngelo, 2018. 169p.

In this groundbreaking and timely book, antiracist educator Robin DiAngelo deftly illuminates the phenomenon of white fragility. Referring to the defensive moves that white people make when challenged racially, white fragility is characterized by emotions such as anger, fear and guilt, and by behaviors including argumentation and silence. Listed on NPR's Best of 2018.

The Fire This Time : A New Generation Speaks About Race* by Jesmyn Ward, 2016. 226p.

A groundbreaking collection of essays and poems about race from the most important voices of the author's generation and our time.

American Like Me: Reflections On Life Between Cultures by America Ferrera, 2018. 309p.

A collection of first person accounts. Contributors are actors, comedians, athletes, politicians, artists, and writers. They are also, however, immigrants, children or grandchildren of immigrants, indigenous people, or people who otherwise grew up with deep and personal connections to more than one culture. Ranging from the heartfelt to the hilarious, their stories shine a light on a quintessentially American experience.

Dear America: Notes Of An Undocumented Citizen by Jose Antonio Vargas, 2018. 232p.

“My name is Jose Antonio Vargas. I was born in the Philippines. When I was twelve, my mother sent me to the United States to live with her parents. While applying for a driver's permit, I found out my papers were fake. More than two decades later, I am still here illegally, with no clear path to American citizenship. This book--at its core--is not about immigration at all. This book is about homelessness, not in a traditional sense, but about the unsettled, unmoored psychological state in which undocumented immigrants like me find ourselves.” – From the back cover.

The Heartbeat of Wounded Knee: Native America from 1890 to the Present by David Treuer, 2019. 512p.

An informed, moving and kaleidoscopic portrait; a powerful book. Treuer – an anthropologist who grew up on an Ojibwe reservation in Minnesota – suggests the need for soul-searching about the meanings of American history and the stories we tell ourselves about this nation's past. “Chapter after chapter, it's like one shattered myth after another.” – NPR

The New Negro: The Life of Alain Locke by Jeffrey C. Stewart, 2018. 878p.

Stewart offers a detailed, definitive biography of Alain LeRoy Locke (1885-1954), the godfather of the Harlem Renaissance and all around "renaissance man in the finest sense... a man of sociology, art, philosophy, diplomacy, and the Black radical tradition. National Book Award Winner for Nonfiction, 2018.

The Far Away Brothers: Two Young Migrants and the Making of an American Life by Lauren Markham, 2017. 298p.

The deeply reported story of identical twin brothers who escape El Salvador's violence to build new lives in California – fighting to survive, to stay, and to belong. Markham offers a coming of age tale that is also a nuanced portrait of Central America's child exodus, an investigation of U.S. immigration policy, and an unforgettable testament to the migrant experience.

Just Mercy : A Story of Justice and Redemption by Bryan Stevenson, 2015. 349p.

The founder of the Equal Justice Initiative in Montgomery, Alabama recounts his experiences as a lawyer working to assist those desperately in need. An unforgettable account of an idealistic, gifted young lawyer's coming of age, a moving window into the lives of those he has defended,

*Read and personally recommended by Stillwater Library staff member.

Stillwater
Public Library

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in February 2019 for 2018 and 2019 Fiscal Years				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of January 2019 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of January 2019:				
February 2019 (2018 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 17,432.75	\$ 1,417.80	\$ 713.75	\$ 19,564.30
Capital Expenditures	\$ 9,145.28	\$ -	\$ -	\$ 9,145.28
Total	\$ 26,578.03	\$ 1,417.80	\$ 713.75	\$ 28,709.58
<p><i>*Note: Bills paid in February 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 payments are listed below: <i>Bill Resolution: February 5, 2019 for 2018 Bills</i></p> <ul style="list-style-type: none"> • \$8,463.90 paid to Pro-Tec Design for the fobbed security system. <p><i>Bill Resolution: February 19, 2019 for 2018 Bills</i></p> <ul style="list-style-type: none"> • \$2,556.00 paid to Amdahl Locksmith for exterior door security lock system. • \$290.00 paid to Mercury Electric for repair to exterior light photo cell. • \$512.38 paid to Mercury Electric for wiring for fobbed security system. • \$4,556.73 paid to Mattson Macdonald Young Inc. for ceiling crack assessment and repair plans. <p><i>Bill Resolution: February 22, 2019 for 2018 Bills – Manual Bills (Last Bill Pay for 2018)</i></p> <ul style="list-style-type: none"> • \$1,436.00 paid to Brodart from a Foundation grant for the purchase of updated travel books. • \$1,475.00 paid to Coit for cleaning of the tech services back office and the staff room. 				

February 2019 (2019 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 8,614.16	\$ -	\$ 400.00	\$ 9,014.16
Capital Expenditures	\$ 33,580.89	\$ -	\$ -	\$ 33,580.89
Total	\$ 42,195.05	\$ -	\$ 400.00	\$ 42,595.05

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

Bill Resolution: February 5, 2019 for 2019 Bills

- \$755.95 paid to CDW Government for IT Transition. Funds coming from capital reserve.
- \$16,010.30 paid to Dell Marketing for public computers for IT transition with \$14,000.00 from 2019 capital budget and \$2,010.30 from capital reserve.

Bill Resolution: February 19, 2019 for 2019 Bills

- \$16,010.30 paid to Dell Marketing for staff computers for IT transition with \$11,600.00 from 2019 capital budget and \$5,139.74 from capital reserve.
- \$1,970.07 paid to Johnson Controls for alarm replacement from 1/30/19 heating issues incident.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

- 2/5/2019 Bill Resolution – 2018 Bills
- 2/19/2019 Bill Resolution – 2018 Bills
- 2/22/2019 Bill Resolution – 2018 Bills Manual Pay
- 2/5/2019 Bill Resolution – 2019 Bills
- 2/19/2019 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
INVOICES PAYABLE						
20252019	1/31/2019	Brodart Co	Materials - Juv	\$ 128.46	230-4230-2400-0000	Childrens Books
20252019	2/5/2019	Brodart Co	Materials - Adult Fiction	\$ 181.00	230-4230-2401-0000	Adult Books - Fiction
20252019	2/5/2019	Brodart Co	Materials - Adult Nonfiction	\$ (493.17)	230-4230-2405-0000	Adult Books - Non Fiction
20252019	2/5/2019	Brodart Co	Materials - Adult Nonfiction (235 Honeybee)	\$ 35.92	235-4235-2101-0000	Library Donations Materials
20252019	2/5/2019	Brodart Co	Materials - Adult Nonfiction (235 Athena)	\$ 399.37	235-4235-2101-0000	Library Donations Materials
20252019	2/5/2019	Brodart Co	Materials - YA	\$ (72.11)	230-4230-2406-0000	Teen Books
20252019	2/5/2019	Brodart Co	Materials - Processing	\$ (25.60)	230-4230-3404-0000	Processing Fee
20252019	2/5/2019	Brodart Co	Materials - Adult (SPLF)	\$ (34.40)	232-4232-2113-0000	SPLF - Materials
65710535	12/14/2018	Cengage Learning	Materials Adult Fiction	\$ 13.00	230-4230-2401-0000	Adult Books - Fiction
65723129	12/18/2018	Cengage Learning	Materials Adult Fiction	\$ 48.73	230-4230-2401-0000	Adult Books - Fiction
02052019A	2/5/2019	Midwest Tape	Materials - Audio	\$ 1,089.83	230-4230-2402-0000	Audio
02052019A	2/5/2019	Midwest Tape	Materials - Video	\$ 527.14	230-4230-2408-0000	Film/Video
02052019A	2/5/2019	Midwest Tape	Materials - Processing	\$ 216.68	230-4230-3404-0000	Processing Fee
02052019A	2/5/2019	Midwest Tape	Materials - Audio (Friends YAB)	\$ 89.98	235-4235-2101-0000	Library Donations Materials
02052019B	2/5/2019	Midwest Tape	Materials - Audio	\$ 1,764.84	230-4230-2402-0000	Audio
02052019B	2/5/2019	Midwest Tape	Materials - Video	\$ 302.03	230-4230-2408-0000	Film/Video
02052019B	2/5/2019	Midwest Tape	Materials - Processing	\$ 333.52	230-4230-3404-0000	Processing Fee
W18120587	1/16/2019	Office of MN IT Services	Phone - December 2018	\$ 138.50	230-4231-3101-0000	Telephone
89647	1/18/2019	Pro-Tec Design	Fobbed Security System	\$ 3,806.00	120-4231-5200-0000	C/O & Improvements
88707	11/30/2018	Pro-Tec Design	Fobbed Security System	\$ 4,657.90	120-4231-5200-0000	C/O & Improvements
15092648	1/14/2019	Toshiba Business Solutions	Maintenance Contract (Recurring)	\$ 14.54	230-4230-3707-0000	Maintenance Agreements
51-7976594-1	1/25/2019	Xcel Energy	Gas	\$ 920.13	230-4231-3601-0000	Natural Gas
51-7976594-1	1/25/2019	Xcel Energy	Electric	\$ 1,134.71	230-4231-3600-0000	Electricity
			INVOICES SUBTOTAL	\$ 15,177.00		
CREDIT CARD						
4229857	12/23/2018	Amazon.com	Supplies	\$ 149.35	230-4230-2101-0000	General Supplies
4229857	12/23/2018	Amazon.com	Materials - Reference	\$ 42.97	230-4230-2113-0000	Reference
4229857	12/23/2018	Amazon.com	Equipment - Upholstery Cleaner	\$ 110.45	230-4231-2302-0000	Other Minor Equipment - Lib Plant
3267443	12/27/2018	Amazon.com	Supplies	\$ 228.10	230-4230-2101-0000	General Supplies
9177831	12/27/2018	Amazon.com	Furniture Replacement - Juv Area	\$ 169.00	120-4230-5300-0000	C/O Machinery & Equipment
3267443	12/27/2018	Amazon.com	Materials - Adult Nonfiction (235 Honeybee)	\$ 38.97	235-4235-2101-0000	Library Donations Materials
3267443	12/27/2018	Amazon.com	Materials - Book Club Kit (235 Book Club Kit)	\$ 97.40	235-4235-2101-0000	Library Donations Materials
17801MA	12/13/2018	Better Containers Mfg Co., Inc.	Supplies	\$ 99.64	230-4230-2101-0000	General Supplies
WE3VHN7	12/11/2018	Dream Host	Website Hosting	\$ 6.00	230-4230-3098-0000	Technology Support
006STPJ	12/21/2018	Poket Hardware	IT Tech	\$ 216.57	230-4230-3098-0000	Technology Support
GM6QG21	12/12/2018	Quality Logo Products	Supplies	\$ 156.37	230-4230-2101-0000	General Supplies
			CREDIT CARD SUBTOTAL	\$ 1,314.82		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 16,491.82		

Submitted for payment

Mark Troendle, Library Director

2018 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
15287	2/21/2018	Amdahl Locksmith Inc Chris	Lock Plan & Replacement	2556.00	230-4231-3099-0000	Other Professional Services - Lib Plant
2142019	2/14/2019	Brodart Co	Materials - Juv	25.88	230-4230-2400-0000	Childrens Books
2142019	2/14/2019	Brodart Co	Materials - Adult Fiction	20.51	230-4230-2401-0000	Adult Books - Fiction
2142019	2/14/2019	Brodart Co	Materials - Adult NonFiction	61.41	230-4230-2405-0000	Adult Books - Non Fiction
2142019	2/14/2019	Brodart Co	Materials - Processing Fee	23.05	230-4230-3404-0000	Processing Fee
2142019	2/14/2019	Brodart Co	Materials - Adult (SPLF)	16.20	232-4232-2113-0000	SPLF - Materials
2142019	2/14/2019	Brodart Co	Materials - Adult Gift (Bee)	15.12	235-4235-2101-0000	Library Donations Materials
10586	12/5/2018	Mercury Electric	Photo Cell Replacement	290.00	230-4231-3703-0000	Building Repair Charges
10817	1/29/2019	Mercury Electric	Fobbed Security System (Capital - Bldg Reconfig)	512.38	120-4231-5200-0000	C/O & Improvements
18565.00-1	12/31/2018	Mattson Macdonald Young Inc	Ceiling Crack Assessment	1056.73	230-4231-3099-0000	Other Professional Services - Lib Plant
18583.00-2	12/31/2018	Mattson Macdonald Young Inc	Roof Framing Repair Plans	3500.00	230-4231-3099-0000	Other Professional Services - Lib Plant
2142019	2/14/2019	Midwest Tape	Materials - Music	80.97	230-4230-2402-0000	Audio
2142019	2/14/2019	Midwest Tape	Materials - Adult Visual	31.98	230-4230-2408-0000	Film/Video
2142019	2/14/2019	Midwest Tape	Materials - Processing Fee	15.46	230-4230-3404-0000	Processing Fee
2142019	2/14/2019	Midwest Tape	Materials - YA Audiobooks (GIFT - Friends)	36.99	235-4235-2101-0000	Library Donations Materials
20926	12/19/2018	Minuteman Press	SPL Table Covering	271.60	230-4230-2101-0000	General Supplies
20925	12/19/2018	Minuteman Press	SPL Retractable Banner	303.93	230-4230-2101-0000	General Supplies
76165191	1/7/2019	Recorded Books Inc	Materials - Audio (AAB)	35.99	230-4230-2402-0000	Audio
76173776	1/24/2019	Recorded Books Inc	Materials - Audio (AAB)	29.95	230-4230-2402-0000	Audio
76165122	1/7/2019	Recorded Books Inc	Materials - Audio (AAB)	34.99	230-4230-2402-0000	Audio
			INVOICES SUBTOTAL	\$ 8,919.14		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 8,919.14		

Submitted for payment

Mark Troendle, Library Director

2018 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
None						
		INVOICES SUBTOTAL		\$ -		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
2212019	2/21/2019	Brodart Co	Materials - Juv	22.22	230-4230-2400-0000	Childrens Books
2212019	2/21/2019	Brodart Co	Materials - Adult Fiction	14.57	230-4230-2401-0000	Adult Books - Fiction
2212019	2/21/2019	Brodart Co	Materials - Adult Nonfiction	63.72	230-4230-2405-0000	Adult Books - Non Fiction
2212019	2/21/2019	Brodart Co	Materials - YA	10.25	230-4230-2405-0000	Adult Books - Non Fiction
2212019	2/21/2019	Brodart Co	Materials - Processing	247.20	230-4230-3404-0000	Processing Fee
2212019	2/21/2019	Brodart Co	Materials - Adult (SPLF Travel)	1436.00	232-4232-2113-0000	SPLF - Materials
MIN-C-836839	12/11/2018	COIT Cleaning & Restoration	Tech Services Office & Staff Room VCT Cleaning	\$ 1,475.00	230-4231-3099-0000	Other Professional Services - Lib Plant
2212019	2/21/2019	Midwest Tape	Materials - Juv Music	23.98	230-4230-2402-0000	Audio
2212019	2/21/2019	Midwest Tape	Materials - Processing	5.68	230-4230-3404-0000	Processing Fee
		MANUAL PAYOUT SUBTOTAL		\$ 3,298.62		
		GRAND TOTAL		\$ 3,298.62		

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
INVOICES PAYABLE						
QTH9442	1/22/2019	CDW Government Inc.	Library IT Project (Cap Reserve)	755.95	120-4230-5310-0000	C/O MIS Computer Equipment
65838353	1/8/2019	Cengage Learning	Materials Adult Fiction	92.77	230-4230-2401-0000	Adult Books - Fiction
65880869	1/10/2019	Cengage Learning	Materials Adult Fiction	79.48	230-4230-2401-0000	Adult Books - Fiction
65999605	1/16/2019	Cengage Learning	Materials Adult Fiction	48.73	230-4230-2401-0000	Adult Books - Fiction
4015524569	1/23/2019	Cintas Corporation	Misc. charges - Plant	89.04	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
10295087232	1/29/2019	Dell Marketing L.P.	Library IT Project - Public Computers (19 Cap Budget)	14000	120-4230-5310-0000	C/O MIS Computer Equipment
10295087232	1/29/2019	Dell Marketing L.P.	Library IT Project - Public Computers (Cap Reserve)	2010.3	120-4230-5310-0000	C/O MIS Computer Equipment
73395	1/24/2019	Paper Roll Products	Supplies	188.15	230-4230-2101-0000	General Supplies
1283902	1/25/2019	Floyd Total Security	Security Monitoring Feb-May 2019	178.2	230-4231-3707-0000	Maintenance Agreements - Lib Plant
15092648	1/14/2019	Toshiba Business Solutions	Maintenance Contract Recurring	21.82	230-4230-3707-0000	Maintenance Agreements
5179765941	1/25/2019	Xcel Energy	Gas	1324.09	230-4231-3601-0000	Natural Gas
5179765941	1/25/2019	Xcel Energy	Electric	1632.88	230-4231-3600-0000	Electricity
			INVOICES SUBTOTAL	\$ 20,421.41		
TROENDLE CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
OTHER CREDIT CARDS						
765853	1/22/2019	Amazon	Holman: Library IT Project	74.9	120-4230-5310-0000	C/O MIS Computer Equipment
13347931	1/14/2019	Backgroundchecks.com	McCarty: Background Checks (5)	167.25	230-4230-4099-0000	Miscellaneous Charges
			OTHER CREDIT CARDS SUBTOTAL	\$ 242.15		
GRAND TOTAL				\$ 20,663.56		

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
INVOICES PAYABLE						
3798_203911	1/19/2019	Ace Hardware	Janitorial supplies	92.09	230-4231-2102-0000	Janitorial Supplies
3798_203912	1/18/2019	Ace Hardware	Janitorial supplies	10.99	230-4231-2102-0000	Janitorial Supplies
3798_203914/1	1/18/2019	Ace Hardware	Janitorial supplies	30.83	230-4231-2102-0000	Janitorial Supplies
3798_204120/1	1/29/2019	Ace Hardware	Janitorial supplies	33.33	230-4231-2102-0000	Janitorial Supplies
SCV245613	1/29/2019	Amano McGann Inc	Ramp Exit Gate Repairs	250.50	230-4231-3703-0000	Building Repair Charges
66172497	1/24/2019	Cengage Learning	Materials - Adult Fiction	67.49	230-4230-2401-0000	Adult Books - Fiction
66459504	2/6/2019	Cengage Learning	Materials - Adult Fiction	31.19	230-4230-2401-0000	Adult Books - Fiction
10295537823	1/31/2019	Dell Marketing L.P.	Staff Computers (2019 Capital Funds)	11600.00	120-4230-5310-0000	C/O MIS Computer Equipment
10295537823	1/31/2019	Dell Marketing L.P.	Staff Computers (2019 Reserve)	5139.74	120-4230-5310-0000	C/O MIS Computer Equipment
2142019	2/14/2019	Friends of the Stillwater Public Library	Friends Book Sales Reimbursement - January Sales	325.50	228-4228-1990-0000	Friends of Library Pass Thru
1543	2/11/2019	Green Card Voices	Programs - Adult (FR 2018-09)	250.00	235-4236-4099-0000	Library Donations Programs
CW87598	2/1/2019	Loffler Companies	Tech - Polycom Setup	43.75	230-4230-3098-0000	Technology Support
19-001	2/13/2019	Marier Sherri L	Programs - Adult (FR 2019-09)	150.00	235-4236-4099-0000	Library Donations Programs
745323	2/11/2019	Mid-America Business Systems	SCC ScanPro 3/2019 - 3/2020 Service Agreement	695.00	230-4230-3707-0000	Maintenance Agreements
85592219	2/4/2019	Johnson Controls Fire Protection LP	Jan. 30 Heating Incident - Alarm Replacement	1970.07	230-4231-3703-0000	Building Repair Charges
153231	2/4/2019	Washington County Library	Materials - Databases (Small Engine Repair & Price It)	1241.01	230-4230-2114-0000	Data Base Searching
			INVOICES SUBTOTAL	\$ 21,931.49		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 21,931.49		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period from January 1 –December 31, 2018. This report includes bill resolutions through February 2019 for 2018 purchases.</p> <p>120 Funds – Capital Projects: All capital expenditures for 2018 are included in the attached budget status report.</p> <ul style="list-style-type: none"> The 2018 capital budget was \$90,000. Actual capital expenditures were \$96,636.08. \$7,857.50 of the total expenditures were for the 2017 capital carpeting project. These transferred 2017 funds are not reflected in the \$90,000 budget amount. The remaining expenditures total \$88,778.58. This is \$1,221.42 under the capital budget of \$90,000. <p><i>Pending Journal Entries:</i></p> <ul style="list-style-type: none"> Jan-Feb 2018: \$7,857.50 in capital expenditures in 120-4230-5200-0000 C/O & Improvements reflect the 2017 capital project to replace carpeting in the conference room and welcome area. These transferred 2017 funds are not reflected in the budget amount. April 2018: \$12,497.78 in capital expenditures in 120-4230-5200-0000 C/O & Improvements are for the LED Retrofit Capital Project. These expenditures may be moved by journal entry to account 120-4230-5300-0000 C/O Machinery & Equipment against the \$34,600 budgeted line item. \$12,500 of this budget was for the LED conversion. <p>230 Funds – Revenues: Most known revenues for 2018 are included in the budget status report; however, interest-earnings from investments are still pending.</p> <ul style="list-style-type: none"> Meeting Room Rental Fees: Revenues for weddings and meeting rooms were \$86,815.95. This was \$26,815.95 over the budgeted amount of \$60,000. Gifts: Gifts revenue was \$2,185.55, which was \$2,314.45 under the budget of \$4,500. This change was due to a shift in how funds are requested from Friends. Instead of the Friend’s historical general operating gifts, the library will request grants from the Friends to be used for specific purposes and thus processed through a different account. Library Card Fees: Charges for replacement and non-resident library cards raised \$930.72 in 2018. This was \$1,069.28 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. Lost Materials and Processing Fees: \$11,199.29 in lost materials and processing fees were collected in 2018. This was \$0.71 under the budgeted \$11,200. Total budgeted revenue was \$85,500, excluding the transfer-in from the general fund. Actual revenue was \$108,781.98. This was \$23,281.98 over the budget. Interest-earnings are still pending. <p>230 Funds – Expenditures: Personnel Services:</p> <ul style="list-style-type: none"> Personnel expenditures totaled \$960,491.62, which was \$82,784 under the budgeted \$1,043,275.60 for 2018. All known 2018 payroll expenditures are included in these totals, with the exception of the journal entries for severance compensation and health/dental costs from the 223 Staff Service grant account as detailed below. 	

- *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 were \$12,234.72, which was \$4,734.72 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 were \$99,133.19, above the budgeted amount of \$97,900.
- Supplies & Equipment – Plant: Plant supplies and other minor equipment expenditures totaled \$14,448.32 for 2018, which was \$9,248.32 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:

- *Services and charges do not reflect general insurance expenditures for plant and operating. \$1,705 was budgeted for operating and \$29,160 is budgeted for plant. We currently are anticipating a corresponding expenditure charge in both areas.*
- Technology Support: Expenditures totaled \$5,786.36. The budget amount was \$6,500.
- Other Professional Services – Operating: Expenditures were \$10,945.75, which was \$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 totaled \$12,087.02, exceeding the 2018 budgeted amount of \$7,000. Stillwater took on processing and cataloging responsibilities in 2018 and contracted with vendors to provide a portion of these services.
- Maintenance Agreements – Operating: Expenditures were \$2,641.23. This was \$17,358.77 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 extended 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 totaled \$22,154.46. This was \$12,654.46 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 were \$20,598.24. \$13,049.28 of the expenditures were 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 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:* \$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.

Total Expenses and Revenues:

A total for 2018 expenditures is still to be determined. General insurance totals are needed, insurance reimbursement dollars from the ramp incident are pending, personnel service costs need to be transferred from 223 to 230, and journal entries for credit card fees and other transfers are pending. Transfers to revenue for interest-earnings, severance, and 2017 capital projects are also pending. City Finance is working on closing 2018, with the audit scheduled for mid-April.

Based on estimated amounts for the pending transactions and assuming no significant new entries, a rough projection is that 2018 will close at about \$50,000 under budget. At the beginning of 2018, our regular fund balance was \$112,253.14 and our compensated absences fund balance was \$18,204.28. Budget savings from 2018 would add to these two fund balances. The allocation between the funds is determined by City Finance/auditors.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2018 Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltd
 Printed: 3/7/2019 - 8:18 AM
 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	169.00	169.00	34,431.00	0.00	34,431.00	99.51
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	56,056.50	56,056.50	8,943.50	0.00	8,943.50	13.76
	Expense Sub Totals:	65,000.00	56,056.50	56,056.50	8,943.50	0.00	8,943.50	13.76
	Dept 4230 Sub Totals:	65,000.00	56,056.50	56,056.50	8,943.50	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	25,000.00	31,313.22	31,313.22	-6,313.22	0.00	-6,313.22	0.00
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	40,579.58	40,579.58	-15,579.58	0.00	-15,579.58	0.00
	Expense Sub Totals:	25,000.00	40,579.58	40,579.58	-15,579.58	0.00	-15,579.58	0.00
	Dept 4231 Sub Totals:	25,000.00	40,579.58	40,579.58	-15,579.58	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	96,636.08	96,636.08	-6,636.08	0.00	-6,636.08	0.00
	Fund 120 Sub Totals:	90,000.00	96,636.08	96,636.08	-6,636.08	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	90,000.00	96,636.08	96,636.08	-6,636.08	0.00	-6,636.08	0.00
	Report Totals:	90,000.00	96,636.08	96,636.08	-6,636.08	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 3/7/2019 - 8:21 AM
 Period: 1 to 12, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	60,000.00	86,815.95	86,815.95	-26,815.95	0.00	-26,815.95	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	93,410.73	93,410.73	-27,110.73	0.00	-27,110.73	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	930.72	930.72	1,069.28	0.00	1,069.28	53.46
230-0000-3880-0030	Lost Materials	3,000.00	3,633.41	3,633.41	-633.41	0.00	-633.41	0.00
230-0000-3880-0040	Processing Fees	8,200.00	7,565.88	7,565.88	634.12	0.00	634.12	7.73
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	15,371.25	15,371.25	3,828.75	0.00	3,828.75	19.94
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

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,218,490.00	1,218,490.00	1,218,490.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	1,303,990.00	1,327,271.98	1,327,271.98	-23,281.98	0.00	-23,281.98	0.00
	Dept 0000 Sub Totals:	-1,303,990.00	-1,327,271.98	-1,327,271.98	23,281.98	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
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
	E05 Sub Totals:	916,297.88	841,387.06	841,387.06	74,910.82	0.00	74,910.82	8.18
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	293.03	293.03	-293.03	0.00	-293.03	0.00
230-4230-2101-0000	General Supplies	4,500.00	8,942.95	8,942.95	-4,442.95	0.00	-4,442.95	0.00
230-4230-2113-0000	Reference	3,000.00	3,241.05	3,241.05	-241.05	0.00	-241.05	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	16,194.20	16,194.20	305.80	0.00	305.80	1.85
230-4230-2401-0000	Adult Books - Fiction	20,000.00	21,279.34	21,279.34	-1,279.34	0.00	-1,279.34	0.00
230-4230-2402-0000	Audio	14,000.00	14,266.47	14,266.47	-266.47	0.00	-266.47	0.00
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	19,334.58	19,334.58	665.42	0.00	665.42	3.33
230-4230-2406-0000	Teen Books - Materials	5,000.00	4,745.72	4,745.72	254.28	0.00	254.28	5.09

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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	9,460.78	9,460.78	-1,960.78	0.00	-1,960.78	0.00
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	111,367.91	111,367.91	-5,967.91	0.00	-5,967.91	0.00
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	5,786.36	5,786.36	713.64	0.00	713.64	10.98
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	12,087.02	12,087.02	-5,087.02	0.00	-5,087.02	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	2,641.23	2,641.23	17,358.77	0.00	17,358.77	86.79
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	368.73	368.73	31.27	0.00	31.27	7.82
	E15 Sub Totals:	46,505.00	36,510.33	36,510.33	9,994.67	0.00	9,994.67	21.49
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	3,296.35	3,296.35	-1,796.35	0.00	-1,796.35	0.00
	E20 Sub Totals:	2,525.00	4,351.58	4,351.58	-1,826.58	0.00	-1,826.58	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	993,616.88	993,616.88	77,111.00	0.00	77,111.00	7.20

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Dept 230-4231	Dept 4230 Sub Totals:	1,070,727.88	993,616.88	993,616.88	77,111.00	0.00		
E05	LIBRARY PLANT 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	3,784.90	3,784.90	-2,984.90	0.00	-2,984.90	0.00
	E10 Sub Totals:	5,200.00	14,448.32	14,448.32	-9,248.32	0.00	-9,248.32	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	22,154.46	22,154.46	-21,654.46	0.00	-21,654.46	0.00
230-4231-3101-0000	Telephone	1,500.00	1,662.00	1,662.00	-162.00	0.00	-162.00	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	40,292.01	40,292.01	-5,292.01	0.00	-5,292.01	0.00
230-4231-3601-0000	Natural Gas	12,000.00	11,964.84	11,964.84	35.16	0.00	35.16	0.29
230-4231-3703-0000	Building Repair Charges	12,829.00	20,598.24	20,598.24	-7,769.24	0.00	-7,769.24	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

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	E15 Sub Totals:	99,984.00	107,050.34	107,050.34	-7,066.34	0.00	-7,066.34	0.00
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
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	233,261.76	241,605.34	241,605.34	-8,343.58	0.00	-8,343.58	0.00
	Dept 4231 Sub Totals:	233,261.76	241,605.34	241,605.34	-8,343.58	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	1,327,271.98	1,327,271.98	-23,281.98	0.00	-23,281.98	0.00
	Fund Expense Sub Totals:	1,303,989.64	1,244,633.49	1,244,633.49	59,356.15	0.00	59,356.15	4.55
	Fund 230 Sub Totals:	-0.36	-82,638.49	-82,638.49	82,638.13	0.00		
	Revenue Totals:	1,303,990.00	1,327,271.98	1,327,271.98	-23,281.98	0.00	-23,281.98	0.00
	Expense Totals:	1,303,989.64	1,244,633.49	1,244,633.49	59,356.15	0.00	59,356.15	4.55
	Report Totals:	-0.36	-82,638.49	-82,638.49	82,638.13	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 January Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Attached is a budget status report for the period from January 1 – January 31, 2019. <u>120 Funds – Capital Projects:</u> There were no capital expenditures in January 2019. <u>230 Funds – Revenues:</u> Meeting Room Rental Fees: \$9,175.00 was received as down payments for eight 2019 wedding/special event bookings. Total budgeted event/meeting revenue for 2019 is \$75,000. <u>230 Funds – Expenditures:</u> Operating - Personnel Services: Personnel expenditures total \$100,671.29 through January. However, these totals do not reflect actual January expenditures for 2019. Due to the fiscal year change, Finance will need to make journal entry corrections to remove compensation for days worked in 2018 but paid in 2019. They will also add in health insurance pre-payments made in 2018 for the 2019 fiscal year. Operating - Supplies & Materials: 2019 ordering with our major vendors did not begin until late February as staff were learning and implementing the year-end close out of the acquisitions process and the roll-over to a new fiscal year. Invoice volume should increase in March. Plant – Personnel Services: Personnel expenditures total \$12,261.76 through January. As noted under operating personnel, these totals do not reflect actual January expenditures.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019 January Budget Status Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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Account Number	Description	Budget Amount	Period Amount	YTD Amount
Fund 120	CAPITAL OUTLAY			
Dept 120-4230	LIBRARY			
E25	CAPITAL OUTLAY			
120-4230-5200-0000	C/O & Improvements	12,500.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
120-4230-5310-0000	C/O MIS Computer Equipment	41,100.00	0.00	0.00
	E25 Sub Totals:	53,600.00	0.00	0.00
	Expense Sub Totals:	53,600.00	0.00	0.00
	Dept 4230 Sub Totals:	53,600.00	0.00	0.00
Dept 120-4231	LIBRARY PLANT			
E25	CAPITAL OUTLAY			
120-4231-5200-0000	C/O & Improvements	46,400.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
	E25 Sub Totals:	46,400.00	0.00	0.00
	Expense Sub Totals:	46,400.00	0.00	0.00
	Dept 4231 Sub Totals:	46,400.00	0.00	0.00
	Fund Revenue Sub Totals:	100,000.00	0.00	0.00
	Fund Expense Sub Totals:	100,000.00	0.00	0.00
	Fund 120 Sub Totals:	100,000.00	0.00	0.00

General Ledger

Budget Status

User: kgoeltl
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Account Number	Description	Budget Amount	Period Amount	YTD Amount
	Revenue Totals:	0.00	0.00	0.00
	Expense Totals:	100,000.00	0.00	0.00
	Report Totals:	100,000.00	0.00	0.00

General Ledger

Budget Status

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 Period: 1, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount
Fund 230	LIBRARY FUND			
Dept 230-0000				
R05	TAXES			
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00
R25	CHARGES FOR SERVICES			
230-0000-3500-0100	Meeting Room Rental Fees	75,000.00	9,175.00	9,175.00
230-0000-3520-0100	Copier/Printer Sales	6,500.00	810.50	810.50
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	25.00	25.00
	R25 Sub Totals:	82,200.00	10,010.50	10,010.50
R40	MISCELLANEOUS			
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00
230-0000-3820-0100	Gifts	1,500.00	0.00	0.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00
230-0000-3880-0020	Library Card Fees	1,500.00	93.00	93.00
230-0000-3880-0030	Lost Materials	2,500.00	118.99	118.99
230-0000-3880-0040	Processing Fees	6,000.00	416.00	416.00
230-0000-3880-0050	Registration	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-4.19	-4.19
	R40 Sub Totals:	13,000.00	623.80	623.80
R45	OTHER FINANCING SOURCES			

General Ledger

Budget Status

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Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-0000-3910-0100	Transfer In-General Fund	1,299,642.00	0.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00
	R45 Sub Totals:	1,299,642.00	0.00	0.00
	Revenue Sub Totals:	1,394,842.00	10,634.30	10,634.30
	Dept 0000 Sub Totals:	-1,394,842.00	-10,634.30	-10,634.30
Dept 230-4230	LIBRARY OPERATIONS			
E05	PERSONNEL SERVICES			
230-4230-1000-0000	Full Time Salaries	382,588.92	20,079.68	20,079.68
230-4230-1100-0000	Overtime - Full Time	0.00	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	761.75	761.75
230-4230-1113-0000	Vacation Pay	0.00	2,884.41	2,884.41
230-4230-1200-0000	Part Time Salaries	353,635.68	57,234.63	57,234.63
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00
230-4230-1410-0000	PERA	55,216.85	5,747.10	5,747.10

General Ledger

Budget Status

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Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4230-1420-0000	FICA/Medicare	56,321.18	6,134.02	6,134.02
230-4230-1500-0000	Hospital / Medical	100,193.22	7,470.89	7,470.89
230-4230-1520-0000	Dental Insurance	3,010.50	323.92	323.92
230-4230-1540-0000	Life Insurance	620.52	34.89	34.89
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	951,586.87	100,671.29	100,671.29
E10	SUPPLIES			
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	0.00	0.00
230-4230-2113-0000	Reference	2,500.00	1,050.00	1,050.00
230-4230-2114-0000	Data Base Searching	2,000.00	0.00	0.00
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00
230-4230-2400-0000	Childrens Books	19,100.00	0.00	0.00
230-4230-2401-0000	Adult Books - Fiction	19,500.00	0.00	0.00
230-4230-2402-0000	Audio	14,000.00	0.00	0.00
230-4230-2403-0000	Periodicals	4,900.00	0.00	0.00
230-4230-2405-0000	Adult Books - Non Fiction	18,500.00	0.00	0.00
230-4230-2406-0000	Teen Books - Materials	5,000.00	0.00	0.00
230-4230-2407-0000	Programs	1,459.00	0.00	0.00
230-4230-2408-0000	Film/Video	7,500.00	0.00	0.00
230-4230-2409-0000	Electronic Materials	4,500.00	0.00	0.00
230-4230-2499-0000	Collection Development	400.00	0.00	0.00
	E10 Sub Totals:	106,859.00	1,050.00	1,050.00
E15	SERVICES AND CHARGES			
230-4230-3098-0000	Technology Support	17,122.00	0.00	0.00
230-4230-3099-0000	Other Professional Services	11,250.00	0.00	0.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00

General Ledger

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Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4230-3102-0000	Postage	1,500.00	0.00	0.00
230-4230-3200-0000	Mileage	400.00	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	3,000.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,000.00	0.00	0.00
230-4230-3401-0000	Binding	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	0.00	0.00
230-4230-3500-0000	General Insurance	2,196.00	0.00	0.00
230-4230-3707-0000	Maintenance Agreements	22,500.00	0.00	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	0.00	0.00
	E15 Sub Totals:	74,368.00	0.00	0.00
E20	MISCELLANEOUS			
230-4230-4000-0000	Memberships and Dues	1,200.00	0.00	0.00
230-4230-4001-0000	Subscriptions	625.00	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	2,000.00	0.00	0.00
	E20 Sub Totals:	3,825.00	0.00	0.00
E35	DEPRECIATION			
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	1,136,638.87	101,721.29	101,721.29
	Dept 4230 Sub Totals:	1,136,638.87	101,721.29	101,721.29

General Ledger

Budget Status

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Account Number	Description	Budget Amount	Period Amount	YTD Amount
Dept 230-4231	LIBRARY PLANT			
E05	PERSONNEL SERVICES			
230-4231-1000-0000	Full Time Salaries	59,652.93	6,222.03	6,222.03
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	0.00	0.00
230-4231-1113-0000	Vacation Pay	0.00	444.82	444.82
230-4231-1200-0000	Part Time Salaries	33,655.27	2,449.30	2,449.30
230-4231-1410-0000	PERA	6,678.39	662.36	662.36
230-4231-1420-0000	FICA/Medicare	7,138.08	617.61	617.61
230-4231-1500-0000	Hospital / Medical	23,793.48	1,795.30	1,795.30
230-4231-1520-0000	Dental Insurance	757.80	63.14	63.14
230-4231-1540-0000	Life Insurance	116.00	7.20	7.20
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	131,791.95	12,261.76	12,261.76
E10	SUPPLIES			
230-4231-2101-0000	General Supplies	1,000.00	0.00	0.00
230-4231-2102-0000	Janitorial Supplies	3,500.00	0.00	0.00
230-4231-2202-0000	Building Repair Supplies	1,500.00	0.00	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00
	E10 Sub Totals:	6,800.00	0.00	0.00
E15	SERVICES AND CHARGES			
230-4231-3002-0000	Contractual	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	1,000.00	0.00	0.00
230-4231-3101-0000	Telephone	1,700.00	0.00	0.00
230-4231-3500-0000	General Insurance	31,611.00	0.00	0.00
230-4231-3600-0000	Electricity	42,000.00	0.00	0.00

General Ledger

Budget Status

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Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4231-3601-0000	Natural Gas	12,000.00	0.00	0.00
230-4231-3703-0000	Building Repair Charges	20,000.00	0.00	0.00
230-4231-3707-0000	Maintenance Agreements	10,200.00	1,685.66	1,685.66
	E15 Sub Totals:	118,511.00	1,685.66	1,685.66
E20	MISCELLANEOUS			
230-4231-4099-0000	Miscellaneous Charges	1,100.00	0.00	0.00
	E20 Sub Totals:	1,100.00	0.00	0.00
E40	OTHER FINANCING USES			
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	258,202.95	13,947.42	13,947.42
	Dept 4231 Sub Totals:	258,202.95	13,947.42	13,947.42
Dept 230-4900	IMPROVEMENT PROJECTS			
E15	SERVICES AND CHARGES			
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00
E25	CAPITAL OUTLAY			
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00

General Ledger

Budget Status

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Printed: 3/7/2019 - 9:15 AM
Period: 1, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount
	Fund Revenue Sub Totals:	0.00	10,634.30	10,634.30
	Fund Expense Sub Totals:	1,394,841.82	115,668.71	115,668.71
	Fund 230 Sub Totals:	1,394,841.82	105,034.41	105,034.41
	Revenue Totals:	1,394,842.00	10,634.30	10,634.30
	Expense Totals:	1,394,841.82	115,668.71	115,668.71
	Report Totals:	-0.18	105,034.41	105,034.41

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Foundation Update	
OWNER: Ann Wolff President, Stillwater Public Library Foundation	PRESENTER: Ann Wolff
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Trustee Ambassadorship: At the Library’s and Foundation’s respective February board meetings, American Library Association Facts Sheets 10 & 11 regarding the role of trustees and Friends/Foundation boards were reviewed. One question specifically under consideration was if a trustee can or should serve simultaneously on the Library and Foundation boards. Fact Sheet 11 provided the following recommendation: “Should a member of the library board also serve as a member of the Friends of the Library board? The generally accepted wisdom is ‘no.’”</p> <p>Based on this recommendation, the Foundation approved a motion that “we do not officially designate a liaison from the Board of Trustees to be a member of the Foundation Board.” Instead, an awareness of the work of the Board of Trustees will be available from the Library Director’s monthly report and from the Trustees’ minutes on the library’s website. Other ways to keep communication open between the two boards will be explored. It has also been the case that former trustees have served on the Foundation board and former Foundation board members have served as trustees. This is a great way to continue to work in support of the library.</p> <p>For the Love of the Library Foundation Event – Tuesday, May 7, 2019: Trustees are invited to attend the Foundation’s special fundraising event:</p> <p style="text-align: center;">FOR THE LOVE OF THE LIBRARY An Engaging Evening with Tom Combs <i>Emergency Physician, Suspense-Thriller Author, and Lifelong Lover of Libraries</i> & A Time to Generously Support Your Library</p> <p style="text-align: center;">Tuesday, May 7, 2019 from 5:00-7:00 p.m. No charge. There will be an ask at the end of the evening. Appetizers catered by Acapulco</p> <p>This is an important fundraiser. The Foundation board will make an advance pledge to this appeal, with 100% participation, that will be announced at the event. Trustees and Friends are invited to join us by also making an advance pledge. The total amount of advance pledges will be announced at the event at the time of the ask. The lead taken by these three groups that volunteer their time and expertise to benefit the library will, according to fundraising best practices, inspire generosity.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator	
OWNER: Venue Coordinator Task Force	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>The Venue Coordinator Task Force continues its work on the plan to reimagine how private events are managed at the library. The task force and the current Venue Coordinator met with the preferred applicant, who owns an event management company, in February. Since then, Bell has had further conversations with Hennepin County Library regarding their contract with an outside firm for managing private events, and Troendle has met with the preferred applicant again and had additional communications to review questions and options. The task force also scheduled two meetings to review the proposal and discuss next steps, and the Business and Communications Manager has been involved as well.</p> <p>While the task force will endeavor to have a contract ready for review by the board at its April meeting, the task force also needs to ensure that sufficient time is provided to address all the details of this plan to transition event management to a new entity, which is a complex undertaking; therefore, the timeline may yet be further adjusted.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Update on Library Legislative Day	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Library Legislative Day was February 26. Trustees and staff from the Bayport and Stillwater libraries coordinated this year’s trip. From Stillwater, Mary Richie and Mark Troendle attended. From Bayport, trustee Sara Wagner and director Jill Smith participated.</p> <p>The day kicked off with a legislative briefing at 9 a.m. in the L'Etoile du Nord Vault Room of the Capitol. Then, a stop at an Education Finance Division hearing, at which a regional library systems support bill was discussed. At the conclusion of the hearing, we gathered for our meeting with Representative Dettmer. After introductions, we asked Representative Dettmer for his support of HF1282 which would increase basic funding for regional library systems and revise the funding formula as requested by all 12 library systems. If eventually approved, this would be the first funding increase in 10 years. After lunch and exploring the Capitol, we met with Senator Housley to ask for her support of the Senate’s companion bill, SF1704. Both Representative Dettmer and Senator Housley said they would support these respective bills. Thank you! We also left information with Representative Christensen’s staff. It was a productive day. We were able to thank our elected officials for their service, and put faces and personal stories to our request for library support. Below is a picture with Senator Housley.</p>	
	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019 Minnesota Library Association’s Legislative Platform	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

MINNESOTA LIBRARIES TRANSFORM[®]

The Minnesota Library Association (MLA) and the Information and Technology Educators of Minnesota (ITEM) support state funding for the following programs that sustain and expand library services in Minnesota.

Increase Basic Funding for Regional Library Systems

Regional Library Basic System Support (RLBSS)

Increased funding from \$13.57 million to \$17.57 million annually with a corresponding formula change to provide stable funding for all regional public library systems across the state.

Multicounty Multitype Library System Support

Increased funding from \$1.3 million to \$2 million annually to support communication, resource sharing, staff development, and collaborative programming connecting all types of Minnesota libraries.

Inclusion of library funding of \$2.5 million per year in Legacy appropriations.

Annual funding for broadband for public libraries (RLTA) at \$2.3 million per year.

Create Grant Pool for Library Media Specialists

Funding a grant pool to enable school districts to increase access to licensed library media specialists in districts that face a shortage of licensed media staff.

Minnesota's library systems work together as the infrastructure that supports public, school, academic, & special libraries as these libraries serve the information needs of their users.

Regional Public Library Systems

Regional Public Library Systems coordinate public library services to serve residents within their regions and across the state.

Multicounty Multitype Library Systems

Multitype Systems partner with member libraries to educate staff for traditional & emerging roles, cultivate collaboration, & encourage technological innovation. They leverage existing library strengths to build capacity to achieve more collectively than could be attained independently.

School Librarians

School librarians teach critical media information literacy skills & the ability to read critically to help students to become responsible digital citizens. School librarians are fundamental in helping students develop the skills they need to be successful in the 21st century.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Planning	
OWNER: Library Board of Trustees	PRESENTER: Bell, President Keister Armstrong, Consultant
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Following this cover sheet is a comparison chart showing the pre-existing vision and mission statements, as well as two proposals for new vision and mission statements. Please review.</p> <p>Armstrong has provided the director with an example of a work plan template and an option for reporting progress that is structured differently than the work plan template. The director and supervisors have started to discuss options that would allow for efficient tracking and reporting, and staff need more time to add structure to the nascent work plan.</p> <p>Action to approve the final plan will be proposed for the April library board meeting, as will action to approve final payment. Regarding payment, the remaining 50% is due “after the project is completed to the Library Board’s satisfaction”, per the contract. The remaining 50% amounts to \$10,000. Once approved, this will conclude Sarah Keister Armstrong’s participation in this planning process.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Comparison of Current and Proposed Vision and Mission Statements Draft of Strategic Plan: 2019-2022	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

SPL Strategic Plan 2019
 Comparison of Current and Proposed Vision and Mission Statements

Vision Statement	Mission Statement
<p>Current Vision Statement (from 2014-2017 Strategic Plan)</p> <p>The Stillwater Public Library is recognized throughout the community as the center for advancing literacy, enriching lifelong learning, and empowering civic engagement.</p>	<p>Current Mission Statement (from 2014-2017 Strategic Plan)</p> <p>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.</p>
<p>Proposed Vision Statement v.1 (discussed at 2/12/19 board meeting)</p> <p>The Stillwater Public Library strives to strengthen the community by serving as the center for advancing literacy, enriching lifelong learning, and empowering civic engagement.</p>	<p>Proposed Mission Statement v. 1 (discussed at 2/12/19 board meeting)</p> <p>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.</p>
<p>Proposed Vision Statement 2 (presented at the 3/12/19 board meeting for discussion)</p> <p>The Stillwater Public Library strengthens the community by advancing literacy, enriching lifelong learning, and empowering civic engagement.</p>	<p>Proposed Mission Statement 2 (presented at the 3/12/19 board meeting for discussion)</p> <p>The Stillwater Pubic Library connects members of the community with the joy of new ideas, the power of knowledge, and each other.</p>

STILLWATER PUBLIC LIBRARY STRATEGIC PLAN: 2019 - 2022

OUR VISION

The Stillwater Public Library strengthens the community by advancing literacy, enriching lifelong learning, and empowering civic engagement.

OUR MISSION

The Stillwater Public Library connects members of the community with the joy of new ideas, the power of knowledge, and each other.

OUR GOALS AND STRATEGIES

EMBRACE THE LIBRARY'S ROLE AS A CULTURAL CENTER OF STILLWATER	INSPIRE MORE ENGAGEMENT WITH THE LIBRARY	ENHANCE THE EXPERIENCE OF USING THE PHYSICAL LIBRARY SPACE	BUILD INTERNAL ORGANIZATIONAL CAPACITY TO ENSURE SUCCESS IN A CHANGING WORLD
<p>Increase the accessibility and awareness of local history collection and genealogy resources</p> <p>Build upon existing issue-oriented programming and enhance art and social issues exhibits offered in the library</p> <p>Evaluate the feasibility of developing a collection to circulate non-traditional materials</p> <p>Continue communication and collaboration with local municipal, nonprofit, and business organizations</p> <p>Provide a community space to highlight local organizations</p>	<p>Fund, develop, and implement a dynamic marketing plan</p> <p>Develop strategies to reach new audiences</p> <p>Enhance the library's virtual presence</p> <p>Expand communications regarding basic library services</p>	<p>Increase the effectiveness of interior signage and library entrances</p> <p>Determine the library's role in providing space for special events and its implications</p> <p>Consider options for increasing use of the 4th Street lawn</p> <p>Identify opportunities for increasing the convenience of library usage</p> <p>Investigate sound attenuation options</p>	<p>Identify and pursue revenue sources to support long-term sustainability</p> <p>Develop a more comprehensive model for technical services</p> <p>Evaluate and meet staff training needs</p> <p>Restructure knowledge management tools and procedures</p> <p>Continue evaluation of staffing model to meet evolving needs</p>

OUR PLANNING PROCESS

In 2018, the Stillwater Public Library launched a collaborative and data-driven strategic planning process with the aim to engage its community and set a strategic direction for the next four years. These goals and strategies are informed by feedback provided through a community survey and series of focus groups with community members, leaders of local business, government, and nonprofit organizations, the Friends of the Stillwater Public Library, and the Stillwater Public Library Foundation, as well as discussions with library staff, the library management team, and the Board of Trustees.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Grant Requests	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve grant request of up to \$16,000 from the Margaret Rivers Fund for 2019 transitional funding for venue coordination	
BACKGROUND/CONTEXT: The grant request to the Margaret Rivers Fund would seek funding to help offset the transitional costs associated with a change in venue coordination providers. The grant would help fund services that support the marketing and management of the library as a wedding and special event venue, including the creation and updating of a library venue website, photography services to create a clickable virtual tour and a narrated video tour of the library, creation of marketing materials, promotion in online wedding directories, implementation of event management software, and administrative set-up of event contracts.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Upper Level Ceiling Repair</p>	
<p>OWNER: Facilities Committee</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the low bid and award this project to Braden Construction with the understanding that work will not start until the director receives any needed authorization from the city to proceed and funding is approved by the library board.</p>	
<p>BACKGROUND/CONTEXT: In December 2018, the Mattson Macdonald Young (MMY) structural engineering firm visited the site and wrote a structural review report as to why the upper level ceiling was cracking and steps to address the issue. Next, the director drafted a proposal to solicit bids from licensed contractors to determine a range of costs for performing the repairs outlined in MMY’s report. Bids were due by March 4, which the Facilities Committee reviewed the following day. Braden Construction submitted the lowest bid (\$5280) to perform the work outlined in MMY’s report, excluding any work on electrical, mechanical, or performing any ceiling repairs. Repairs to the lath and plaster ceiling would be a separate phase. While action is requested to approve the low bid so that we can inform the bidders, work would not begin immediately to give the director additional time to consult with the city and Facilities Committee regarding procedural steps and funding options.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Health and Wellness Program	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Consider an action to approve the following for regularly scheduled staff at Aide level and above: <ul style="list-style-type: none"> • paid attendance of up to 4 hours at city-provided 2019 wellness events • up to one pro-rated day of paid time off in 2020 for successful completion of the City of Stillwater’s 2019 Health & Wellness Program 	
BACKGROUND/CONTEXT: The City of Stillwater’s 2019 Health and Wellness Program provides employees with the opportunity to participate in a variety of wellbeing activities throughout the year, including biometric screenings, quarterly wellness events, and multiple 4-6 week healthy lifestyle programs. To encourage participation and workplace wellness, the city: <ul style="list-style-type: none"> • allows staff to use work time to participate in the quarterly wellness event (generally a 1-hour program with an outside speaker). • provides up to one additional day of paid time off to each city benefited-employee that successfully completes six steps of the year-long program. <p>Library staff may participate in the activities offered through the city’s health and wellness program; however, library employees currently are not eligible to use paid time to attend the quarterly wellness events or to earn the one day of PTO upon successful completion of program. These costs were not built into the personnel budget.</p> <p>If the board would like to align with the city’s health and wellness incentives, the projected costs for the 18 regularly scheduled staff at Aide level and above are:</p> <ul style="list-style-type: none"> • up to \$918 in 2019 substitute staff costs to cover attendance at up to four city-provided 1-hr wellness classes. If staff did not attend all sessions or did not need substitute coverage for all sessions, costs would decrease. • up to \$1,288 in 2020 substitute costs to cover 1 pro-rated day of PTO for those that successfully complete the program. Historically, only 10% of city employees completed all six steps of the program. If the library experienced the same completion rate, the cost would be approximately \$250. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Stillwater Township graciously invited the library to speak at its annual meeting on March 12, which is the reason for the late start to the library board's March meeting.

The Friends of the Library generously approved the library's funding request of \$12,000 for 2019 youth and adult programming initiatives. The Whitson Fund charitably gifted \$7000 for youth services programming. The Library Foundation will formally consider the library's request for funding at its March 29 meeting.

Two new substitutes hired for Information Services were onboarded in February. A job announcement for an 18-hour per week Information Services position (open due to the promotion of Colleen Hansen) closed, application materials were reviewed, and interview candidates identified.

Business and Communications Manager Keri Goeltl provided LibCal training and documentation to staff at an all-staff training in February. LibCal is the new calendaring and reservation software the library uses to help manage programs and event spaces. Keri has also been preparing to launch the monthly newsletter in a way that is sustainable over the long term.

The room housing the science fiction collection has been reconfigured with two wood tables and chairs, plus two reupholstered chairs. While this is not a room that may be reserved, this area now offers additional study, reading, and informal meeting space. Another new enhancement to report is that a water bottle filling station is now available in the gallery.

Thank you to City of Stillwater Public Works Superintendent Tim Moore and his crews for snow clearing assistance this winter. They have removed truckloads of snow from the premises. City Facilities Manager, Mick Greiner, connected the library with a vendor to review two problematic doors and draft a repair proposal which will be a future project for the Facilities Committee to consider.

Much time was devoted to ongoing projects. Contractors visited the site to look at the roof framing repair project and questions were answered. Before the order could be placed for the pergola's replacement beams and rafters, several details had to be verified regarding color, dimensions, and quantity. I participated in two Skype meetings with consultant Sarah Keister Armstrong, in addition to other contacts via phone and email. There were a number of meetings and conversations regarding the Venue Coordinator position. I also helped coordinate the Library Legislative Day visit.

I and other staff participated in annual safety training provided by the city, which was very well done.

A drainage pipe that transports water from the terrace and through the parking ramp froze up on the early morning of February 22, except for a small section that passes through the top of the ramp. Since that area is somewhat more insulated, water started dripping from a connection joint between pipes down to the concrete below. When discovered, a bucket was situated underneath to catch the water, which is then periodically emptied, to prevent the ramp from becoming slick with ice. A company specializing in thawing pipes investigated and recommended we let it thaw naturally when the weather warms up. Removing snow from the terrace has also been done to a limited extent, though one issue is where to put all of it. The long-term fix will likely involve heat tape being applied on the pipe and the Facilities Committee has already been apprised of this cost. Lead Maintenance Worker Marvin Henry said this is the first and only time water in this pipe has frozen.

New configuration of the science fiction room



Water bottle filling station



Snow by delivery doors on a Wednesday



One day later, after the snow had been removed



Thank you Public Works!

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

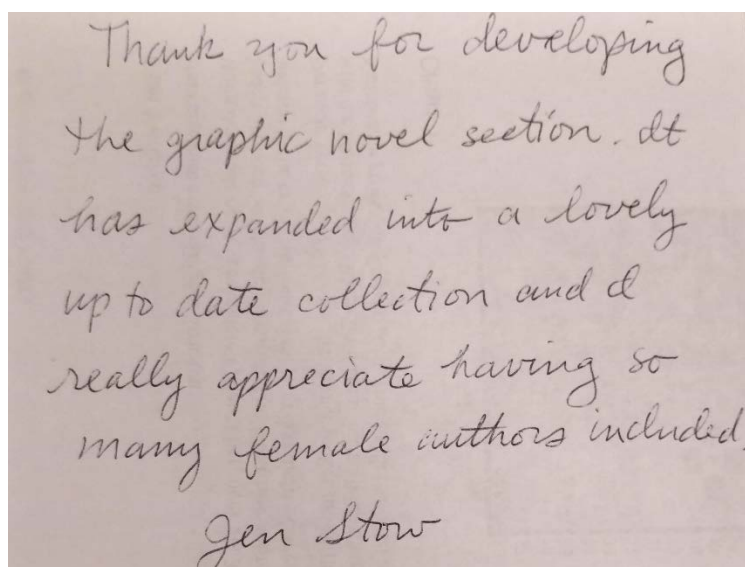
Circulation, Adult Programming and Reference

February Programs

- Discover your Roots: Introduction to Genealogy Research at the Library had 12 participants (and a waiting list of almost that many people).
- The Impact of Immigration on Minnesota's Economy had 20 attendees. This program was part of the continued partnership with AAUW. This specific program was at the suggestion of library staff, and coordination of the speakers happened accordingly.
- Embroidered Bandana brought in 6 crafters.
- Mystery Book Club had 12 readers.
- Winter Reads had 256 entries, doubling 2018 participation. 39 entries were completed with an online form.

Collection

- Keri, Angie, Aurora and Deb went through remaining items ordered in 2018 that the library hadn't yet received. Any not still needed were cancelled but a number of orders were resubmitted for 2019.
- Karen reorganized the Book Club Kits by rough alphabetic order for ease of use with patrons and shelveis.
- A big order of travel books, purchased with Foundation funds, made its way to the collection in February. It's nice to have up-to-date choices for some of the most popular nonfiction items.
- The first orders for 2019 were placed the final week of February.
- Staff also got this note recently:



Thank you for developing
the graphic novel section. It
has expanded into a lovely
up to date collection and I
really appreciate having so
many female authors included.
Jen Stow

PR

- Sue's Library Corner articles have provided a helpful resource as Keri prepares to resume the email newsletter. Keri also used several of the articles in the quarterly city newsletter.
- Karen has been changing the suggested books on the bottom of the library home page more frequently and adding more Children's titles.
- This recommendation from Facebook came in on an Octavia Butler quote:



Partnerships/Outreach

- Paula attended Literature Lover's Night Out and distributed 10-15 copies of the Reading About Our Diverse World booklist that Karen created last month.

Personnel

- Two more reference subs, Kaylin Creason and Jade Erickson, started work at the library.
- Mark and Aurora began interviewing candidates for the open Library Associate position.
- The circulation staff continues to assist Tech Services with the delivery and processing. We have survived building/delivery issues with our snowstorms and are gearing up for our busy month of March.

Reference

- Colleen arranged for two Interns from St. Kate's to work with the Saint Croix Collection to get more of the resources available in formats more commonly used in 2019.
- Lori and Colleen worked together to make handouts for MNLINK items to make it clear that the materials have special circulation and replacement rules.
- The first reference survey of the year was the first week in March. Stillwater created their own version for 2019, which will give staff access to the raw data about the kind of reference work happening in Stillwater.
- Kaia, an Information Services Assistant Substitute, compiled a list of the BBC series the library owns on DVD which Sue turned into an attractive handout.
- Colleen updated the Book Club Kit handouts.

Upcoming

- The Museum of Civilization (the art exhibit that's part of the Big Read) will be installed March 8
- Coiled Jewelry is on March 22
- An Artist Reception for Kristin Prideaux will be Sunday, March 24 at 2 p.m.
- Pop-Up Book Club: A Discussion of Diversity in America will be on March 25
- Mystery Book Club is on March 27

Report from the Youth Services Supervisor, Angela Petrie

February Programs

- *Storytime* – 219 people attended 9 storytime sessions
- *Take Your Child to the Library Day* – 117 people attended a special Super Hero Storytime and at least that many took advantage of hands-on activities throughout the morning
- *Paws to Read* – 10 readers came to 2 session with Bella the Golden Retriever (see the Stillwater Gazette article below)
- *Art Cart* – 66 kids and caregivers attended 4 themed sessions
- *Scavenger Hunt* – 135 hunted for 10 animals created with colored hearts from the Michael Hall book, *My Heart is Like A Zoo*
- *International Space Station NASA Ambassador Program* – attended by 28
- *TAB Meeting* – 5 members came to this month's meeting, led by the two eldest members. The group discussed their involvement as volunteers for Take Your Child to the Library Day. Five members assisted at the event, thankfully, guiding kids through superhero mask making, drawing, coloring, bookmark making and more!
- *Blind Date with a Book* – Teen activity organized by the TAB

Outreach

- February is *National I Love to Read Month*, and we offered librarian visits to the area elementary schools. Lindy visited with 52 K-2nd graders at St. Croix Catholic. Lindy and her replacement, Colleen, visited with 20 K-1st New Heights. Students were treated to and enthusiastically enjoyed the interactive book "Press Here" by Herve Tullet.

Partnerships

- Activity has ramped up between Angie and Shari Aronson, Z Puppets Creative Director, to finalize preparations for the 4 session classical music listening sessions between Z Puppets and the Bakken Trio. The sessions, although offered to the library at no cost as they are funded by the Metropolitan Regional Arts Council with money from the State's general fund, are valued at \$7,000. See brief program description below. These are great opportunities for intergenerational interaction.

Personnel

- Retiring YS Librarian, Lindy Howe, presented her final family storytime on February 27. We celebrated with treats and well wishes. There's been a slotted box out for a few weeks for letters and pictures from kids (and adults!) and it was packed full. Her final baby storytime will be on her actual last day, March 5. She will be missed.
- Colleen Hansen, the new Youth Services Librarian, will begin March 6.

Upcoming NEW and Single Date Programs

NEW -> ARC (Advance Reader Copy) Club is a trial-based, ongoing offering housed in the teen group programming room. Teens are to select a book to review and keep. Once they pin their review on the bulletin board, they can select another book. The library receives these ARCs from book vendors. Angie met with the Brodart rep and after describing this program, she received a box of handpicked titles from him to support the club.

NEW -> Book Buddies, another trial program, begins March 18 and will occur on the 3rd Monday of each month, if there's interest. Kids in K-2nd grade and their caregivers will be read aloud to by a guest reader followed by a short discussion and an activity related to the book. A librarian will supervise these

sessions. Sydney and Abby, TAB Seniors, will be our guest readers initially. We'd like to see members of the community read at future sessions. Depending on interest and feedback, we will consider adding times for upper elementary students.

March 7, 14, 21, and 28 – Pajama Storytime

March 9 – Torn Paper Lions (Collage Art) with Lisa from White Bear Center for the Arts

March 13 – Aliens Attack! For ages 8-12, spring break offering

March 14 – LEGO Challenge – creations will be displayed in the glass case in the stairwell facing 3rd ST

March 30 – Classical Music Listening Sessions for ages 8+. This is the first of four sessions offered to

Stillwater Library featuring Z Puppets Rosenschnoz and the Bakken Trio.

Library Brings a Unique Classical Music Experience to Stillwater

Experience classical music through new ears and eyes with the highly acclaimed performers from the Bakken Trio and Z Puppets Rosenschnoz. Classical music lovers and “not-so-much”-ers welcome!

Saturday, March 30 at 2:00 PM – Movement 1: Landscape

Thursday, April 4 at 6:30 PM – Movement 2: Coachman & Horse

Thursday, April 11 at 6:30 PM – Movement 3: Moon & I

Thursday, April 18 at 6:30 PM – Movement 4: Wild Night

Each session will stand alone as a complete experience — or try them all! At each hour-long event, audiences will explore one of the four movements of **From the Monkey Mountains** by Czech composer Pavel Haas.

- Learn about the dramatic life of this 20th century composer through Z Puppets' toy theater presentation, from Haas' early inspiration to the composer's tragic death in the Holocaust.
- Get tips from the Bakken Trio on key details to listen for in the music.
- Hear the Bakken Trio's live performance of a movement of From the Monkey Mountains.
- Respond to the music through Z Puppets' guided drawing activity.
- Share discoveries in a group discussion.



Stillwater Gazette



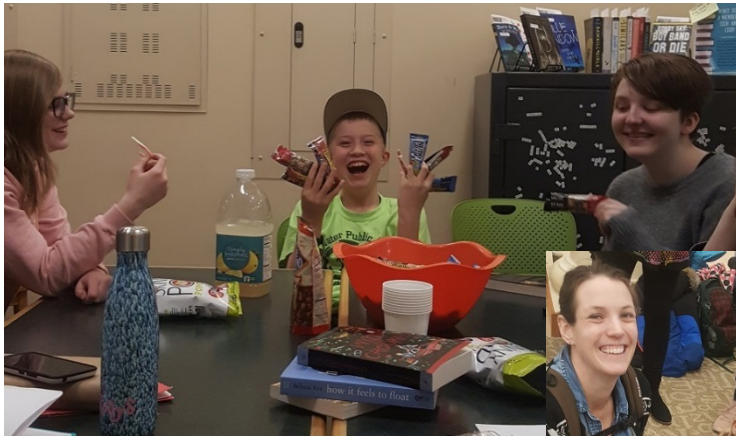
Select photos from February 2019



TAB Volunteers - *Take Your Child to the Library* Celebration!



A storytime babe enjoying a cookie at Lindy's last day celebration



Hilarity ensues during the TAB meeting!



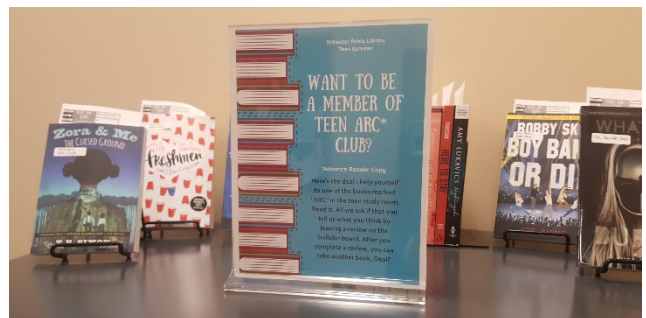
Everly "delivering the mail" (Post Office props)



Blind Date With A Book - a few descriptive words is all the browser has to go by!



Babies learning at the library!



Want to be a member of the ARC Club?

STILLWATER PUBLIC LIBRARY FOUNDATION
BOARD MINUTES
January 25, 2019

MEMBERS PRESENT: Doug Blanke, Amber Dailey-Hebert, Abby Dean, Shawn Glaser, John Gray, Linda Long, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Mary Richie, Carol Stabenow, Mark Troendle, Interim Executive Director - Elaine Weber Nelson

WELCOME:

The meeting was called to order at 9:05. Secretary, Jean Morse presided. Board members were asked to update any of their information on the 2019 SPLF Board Roster as it circulated during the meeting.

SECRETARY'S REPORT:

Following a motion to approve the minutes for the December 21, 2018 meeting made by John Gray and seconded by Linda Long, the secretary's report was unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Mark shared that-

- Maureen Bell has been elected president of the Board of Trustees, Pat Lockyear, vice president, and Mary Richie, continuing secretary/treasurer.
- Ryan Collins is the City Councilman liaison to the Board of Trustees
- The trustees had a meeting with their strategic planning consultant earlier in January that was very productive.
- There was discussion regarding possible partnership with the Foundation to support youth services.
- Renee Powers has been hired as the new administrative assistant. She is scheduled to be in the office on Tuesdays, Wednesdays, and Thursdays.
- Linde Howe will be retiring on March 5. Linde will be replaced by Colleen Hansen, who was promoted from Information Services Associate to Librarian I in Youth Services.
- Current projects: new computer chairs downstairs & reorganization of the Science Fiction collection/room.

FINANCIAL REPORT:

Dustin reported that the Foundation's total income for 2018 was reflective of 2017. During 2018, a significant number of outstanding Donor Restricted grants from previous years were paid reducing the list of remaining funds still to be spent. The end-of-year financial statements will be used for preparing the upcoming annual documents.

- Linda made a motion to approve a contract with Ann Whitcomb for her services as an accountant for the Foundation. The motion, seconded by Dustin, was unanimously approved. Ann's responsibilities will include payment of bills and processing contractor invoices.

POINTS OF INFORMATION:

- Confirmation of meeting dates & times: 9:00-10:30 a.m. the fourth Friday of the month with these exceptions:
 - February meeting will be March 1 - The February meeting will also include the Annual Meeting
 - March meeting will be March 29
 - November meeting will be November 22
 - December – No board meeting is planned
- Light a Spark – Merilee will chair this fund-raiser – Volunteer, Sue Gray will assist Merilee. Board members

and other volunteers will be needed to work on this event.

- May fund-raising event -“For the Love of the Library.” will be dedicated to raising contributions for the Foundation. It will be similar to the September donor event but more informal – time 5-7 p.m. with appetizers and beverages. Ann has contacted Tom Combs (an author who modeled for SSV in November) to speak. Acapulco will be contacted regarding catering. Invitations will be sent and Board members are encouraged to extend invitations to friends/relatives. Reservations and payment will be required for this event. Board members will be needed to assist with this event to work on publicity, posters, invitations, set-up/clean-up, etc.
- Board members are welcome to provide their beverages for the meeting – bottled water will always be available.

ELECTION OF OFFICERS FOR 2019:

The slate of officers brought forth by the Executive Committee was presented:

- President – Ann Wolff
- Vice President – Linda Long
- Secretary – Jean Morse (continuing)
- Treasurer – Dustin Moeller (continuing)

Additional nominations were requested from the floor. Hearing none, Merilee moved that nominations be closed and a unanimous vote for the presented slate of officers be cast. Doug seconded the motion and it was unanimously approved.

SPLF CALENDAR REVIEW:

The 2019 calendar was reviewed. With the exceptions for several meeting dates that had been discussed previously, there were no questions. The calendar will be up-dated as the year progresses.

STRATEGIC PLANNING:

Elaine presented the procedure for group work on the strategic plan:

- Foundation Mission: Our mission is to engage the community and its resources to expand the reach and impact of the Stillwater Public Library.

- Expected outcomes from today:

1. Development of clear tactics that support previously created objectives/strategies/goals
2. Identification of individuals or committees responsible for action steps
3. Determination of acceptable and realistic timeline for action steps

- Process:

1. Group recap of previously identified goals (5 minutes)
2. Brief discussion of objectives & strategies (10 minutes)
3. Break into three groups based on goals (30 minutes)

Groups will:

- a. Approve or adjust identified tactics
- b. Determine appropriate responsible party (committee or individual)
- c. Report to entire group

4. Entire group will receive recommendations, discuss each section, determine time frame for each (15 min. per section)

The meeting adjourned at 10:00 a.m.





Respectfully submitted,
Jean Morse, Secretary

****PLEASE NOTE:** The next meeting for the SPLF Board is scheduled for
Friday, MARCH 1, 2019 at 9:00 a.m. **

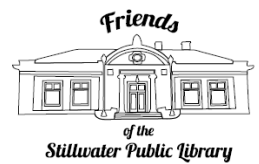
E-MAILS FOR JANUARY '19 MEETING

DATE	SENDER(S)	SUBJECT
1/8/19 & 1/10/19	Eric	Board e-Mail Project
1/15/19	Jean	December '18 Meeting Minutes
1/22/19	Elaine	Board Packet for Jan. 25 Board Meeting

DOCUMENTS ON GOOGLE DRIVE FOR JANUARY, 2019
(drive.google.com)

	SPLF Board Meeting Agenda 1-25-19 	Keri Goeltl	Jan 22, 2019 Elaine Wel	—
	2019 January board packet.pdf 	Elaine Weber Nelson	Jan 22, 2019 Elaine Wel	761 KB

Friends of the Stillwater Public Library



Jan. 14, 2019 | 6:30 pm CT | Meeting location: Conference Room -Stillwater Public Library

Meeting Friends of the Library
Meeting called by Mary Ann Sandeen
Facilitator Mary Ann Sandeen
Secretary Tracy Salvati

Attendees:

Gemma Lockrem , Mary Ann Sandeen, Lyndon Lockrem, Jan Kilkelly, Tracy Salvati, Mark Troendle, Lynne LeTart, Nancy Wilson, Vik Wilson, Mary Glennon, Maureen Bell

Agenda

Friends of the Stillwater Public Library Meeting Agenda

Monday, Jan. 14, 2019
Conference Room
6:30 p.m.

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

- Meeting called to order by Mary Ann Sandeen
- Secretary's report Tracy Salvati
 - Nov. 12, 2018 Minutes approved
- Treasurer's report Jan Kilkelly
 - Balance 11/30/2018
 - \$31,578.36
 - Balance 12/31/2018
 - \$31,831.86
- Membership report Gemma Lockrem
 - 85 memberships

Topics:

- **Book Sale**
 - Several customers have asked for receipts from the book sale. We will print a receipt form out to use when needed.
 - Collection Dates: April 6 and 13
 - SALE DATES: April 24 - 27
- **BOOK BAGS** - Should we create a book bag/backpack for children?
 - Team will look through catalog

➤ **Book sale donations**

- Continue to come in, there have been some generous donations.

Update: Mark Troendle:

- Friends 2019 meeting dates were updated on Friends page on the Library Website. Aurora updates the web page for us.
- 3 Trustees re-appointed
- Maureen Bell is our new President of SPL Board of Trustees
- Ryan Collins new City Council
- Renee Powers – New Office Specialist
 - Provide support to administration office, booking rooms
- Event Coordinator – Sandy Ellis did not renew
 - RFP for an Event Coordinator
 - Looking for revenue sharing ideas / contractor position
- Wednesday – Art Cart activity from 3-6 pm now extended to 3-7:30pm
- Elevator doors refinished

Meeting Adjourn: All

*****Next meeting Monday, February 11, 2019**

**Friends of the Stillwater Public Library
2019 Financial Reports**

Period:	1/1/2019 - 1/31/2019	Year-to-Date 1/31/2019
Opening Balance	\$ 31,831.86	\$ 31,831.86
Receipts:		
Memberships	\$ 140.00	\$ 140.00
Donations	\$ 41.55	\$ 41.55
Book Sales	\$ 244.00	\$ 244.00
Scanner Fees		
Book Bags		
T-Shirts		
Notes, Cards		
Total Receipts	\$ 425.55	\$ 425.55
Disbursements:		
Grants to Library		
Sponsorships		
Memberships		
Postage		
Printing & Supplies	\$ 134.70	\$ 134.70
Sales Tax	\$ 660.00	\$ 660.00
Fees		
Misc.		
Total Disbursements	\$ 794.70	\$ 794.70
Ending Balance	\$ 31,462.71	\$ 31,462.71

Outstanding Grants Due to Library:

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
Book Sale Nov. 2019	
	\$12,137.07

Other:

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
Book Sale Apr. 2019	
	\$10,516.85

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Executive Committee Report from February 19, 2019</p> <p>Board Self-Assessment Task Force Members-Cox, Hollatz, Howe Charge: Investigate, research, and recommend a format, process, and schedule for board self-assessment. <i>Timeline</i>-final draft for board review 10/19.</p> <p>Nominating Committee (Standing) Members-Carlsen, Hemer, Keliher Charge:</p> <ol style="list-style-type: none"> 1. Establish trustee profile/job description and document procedure by which trustees are appointed/reappointed. <i>Timeline</i>-final draft for board review 10/19. 2. Interview board applicants and present recommended applicants to board for action. <i>Timeline</i>-as needed. 3. Review bylaws, recommend revisions, establish a regular (annual?) review process. <i>Timeline</i>-final draft for board review at 12/19 board meeting, action item for annual meeting 1/20. <p>Questionnaire for Standing Committees</p> <ul style="list-style-type: none"> • Each standing committee completes Propel questionnaire by June 2019. • Executive Committee reviews for consistency in format. • Board informational item October 2019. <p>Possible Board Development Topics: a brainstorming list <i>Additional ideas are welcome.</i></p> <ul style="list-style-type: none"> • Finance 101 • Facilities and Capital Budget Review • Open Meeting Law-city attorney or state law librarian • MELSA director re regional library services and structure • Joint board meeting-BPL, SPL, WCL • SPL could purchase one ALA United for Libraries membership for trustees—would provide access to ALA online board development training and other opportunities • MLA has a (relatively inactive) trustees division-could be a resource 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Facilities Committee Report from March 5, 2019 <ol style="list-style-type: none"> Status updates were provided on the following: <ul style="list-style-type: none"> Science fiction room Water bottle filling station (the plumber arrived unexpectedly the next day to install it) IT transition Ramp drainage pipe having frozen over Possible changes to the pergola repair project were reviewed. The committee held a conference call with the contractor to discuss options regarding dimensions of the proposed new beams and rafters, and quantity of rafters. After discussion, no changes were recommended either to the dimensions of the components or to the quantity of rafters. Lockyear also asked clarifying questions about the metal beam that supports the awning structure, and if and how it would be resized given the dimensions of the new beams and rafters. This beam will need to be resized by a fabricator. Roof framing repair proposals were evaluated and a preferred proposal was identified. Lockyear is investigating options for garden maintenance with a local garden club. A meeting with club representatives, Lockyear, and Troendle will be scheduled in the near future to discuss details. Troendle presented a list of possible future projects. It was suggested to create a master list of the existing cyclical maintenance checklist and future projects under consideration. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2019 Calendar

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

Stillwater

Public Library

2019 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 7:00 p.m. at the Stillwater Library, 224 3rd Street N. For a full list of city boards and commissions, visit <https://cityofstillwater.granicus.com/boards>.

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, 2020	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:	Carlsen, Hemer, Keliher	
<i>2019 Task Forces:</i>		
Events:	Keliher, Bell, Hollatz, Troendle	
Board Self-Assessment:	Cox, Hollatz, Howe	

Updated: 3/7/19