

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, April 9, 2019
7:00 PM**

Conference Room

Introductory Business (5 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 March 12, 2019 Minutes +
 - b. Acknowledgement of Bills Paid in March 2019 +
 - c. 2018 Budget Status Report +
 - d. 2019 February Budget Status Report +
 - e. Acceptance of Q1 2019 Gifts and Grants +

Informational (45 minutes)

5. Trustee Information Sharing I+
6. Employee Health Insurance Changes I+
7. Director Evaluation: 4-Month Progress Check I+
8. Library Finances 101 I+

Decisional (45 minutes)

9. Strategic Planning A+
10. MN State Library Report A+
11. Venue Coordinator A+

Reports (20 minutes)

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

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, April 8, 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
March 12, 2019**

Minutes

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

ABSENT: Cox, Hemer, Lockyear

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:33 pm by Bell, President

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Richie moved. Keliher second. Yes: Bell, Carlsen, Hollatz, Howe, Keliher, Richie.

AGENDA ITEM 3: In-Person Public Commentary

None.

REGULAR BUSINESS

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar adopted. Hollatz moved. Carlsen second. Yes: Bell, Carlsen, Hollatz, Howe, Keliher, Richie.

INFORMATIONAL

AGENDA ITEM 5: Library Foundation Update

Ann Wolff, President of the Stillwater Public Library Foundation, provided the trustees with an update on the question of if a trustee can or should serve simultaneously on the Library and Foundation boards. Based on the recommendation provided by the American Library Association in Fact Sheet 11 (included in the February board packet), the Foundation decided that they will not officially designate a liaison from the Board of Trustees to be a member of the Foundation Board. Wolff noted that the Foundation is very committed to keep open the lines of communication between the library and the Foundation through other methods.

Wolff also discussed the current state of Foundation fundraising. She invited trustees to “For the Love of the Library”, a fundraising event on Tuesday, May 7, 2019, to generate unrestricted gifts to benefit the library. The Foundation board members each will make an advance pledge to this appeal, and she encouraged trustees to attend this event and also make an advance pledge. The pledge card is included as an attachment to the minutes.

AGENDA ITEM 6: Trustee Information Sharing

Howe distributed *It's Not Such a Small World After All*, an article from the American Libraries Magazine regarding introducing older adults to virtual reality in the library space. Howe noted that she was not asking the library to do this, but she thought she would share the innovative idea.

Hollatz commented that she read *The Library Book* by Susan Orleans. She thought it was beneficial to read and would be happy to share her copy with others.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 12, 2019**

Minutes

Richie distributed copies of the Friends' membership brochures. She noted that the Friends annual spring book sale was fast approaching and thanked the Friends for all of their work on these sales. Richie also showed the board the flyer that was mailed to her home about the NEA Big Read in the St. Croix Valley featuring the book *Station 11* by Emily St. John Mandel. Troendle acknowledged Aurora Jacobsen's work with ArtReach on this project.

AGENDA ITEM 7: Venue Coordinator

Troendle reported that the library received a draft contract from One23 Events following a series of initial meetings regarding the venue coordinator opportunity. The library is working with the city attorney to review and revise contract. The library is preparing revenue projections based on the proposed contract and is determining funding sources for transitional costs. Troendle noted that the ideal plan is to bring a contract to the board in April.

Keliher reported that he was encouraged by the marketing plan provided by the venue management firm. He believes that this plan may help generate increased revenue. Keliher inquired about a transition plan with Ellis and the new venue coordinator. Troendle noted that the library is looking into this.

Richie asked if the contract would be for a single-year or multiple years. She also wondered if the costs could be spread over multiple years. Troendle explained that the library is contemplating a two-year contract with an option to renew. The library and One23 have talked about the possibility of delaying payment on some costs until next year.

AGENDA ITEM 8: Update on Library Legislative Day

Troendle reported that trustees and staff from the Bayport and Stillwater libraries coordinated this year's trip to the Capitol on February 26, 2019, for Library Legislative Day. From Stillwater, Troendle and Richie attended. They met with Representative Dettmer and Senator Housley for support of HF1282 and Senate companion bill SF1704 to increase basic funding for regional library systems and revise the funding formula as requested by all library systems. Both Dettmer and Housley indicated that they would support their respective bills, and both bills have been introduced in the House and Senate.

AGENDA ITEM 9: Strategic Planning Update

Bell distributed a revised mission statement document, included as an attachment to the minutes. Bell noted that Lockyear, who was unable to attend the March meeting, expressed concerns regarding mission statement 2. Lockyear felt that mission statement 2 did not provide a clear path or action to achieving the vision and did not directly connect people with any of the things mentioned in the mission.

Bell recapped the development of the two mission statements for the board. The first mission statement was developed based on board discussion of vision and mission at the January meeting. Following this meeting, a survey was sent to the board for further feedback on the mission. The second proposed mission statement emerged from a trustee's survey response and from staff feedback regarding the trustee's comments.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 12, 2019**

Minutes

Trustees called consultant Sarah Keister Armstrong (SKA) to continue the discussion regarding the Foundation's vision and mission.

Vision Statement:

- Trustees discussed using Vision Statement 2.
- Howe suggested changing "the community" to "our community." Trustees seemed to be in agreement with this change.
- Richie asked about the use of "The Stillwater Public Library" to start the vision statement. Should the vision statement begin with this or with the action? SKA indicated this is a stylistic preference, and organizations use both approaches.

Mission Statement:

- SKA discussed that the mission and vision statements would be on the strategic planning document and mission statement documents. She would also encourage the use of the statements in marketing materials. They should be statements that reflect the community and can be shared.
- SKA did an informal poll of the trustees regarding their mission statement preference. Two trustees preferred proposed mission statement 1, two trustees preferred mission statement 2, and one trustee abstained from voting. Conversation continued before final trustee indicated preference.
- Proposed Mission Statement 1:
 - Hollatz liked the focus on power of knowledge as the first and most important point.
 - Hollatz like how the statement fit more with Andrew Carnegie.
 - Howe recommend that the words "The mission of" be eliminated. Howe recommended the use of "our community" instead of "the community" for either mission statement.
 - Troendle reported that the library supervisor team felt this statement was more generic and applicable to any library, not as specific to Stillwater.
 - Collins liked the use of connect, discover and celebrate. He would recommend the discovery of new ideas and would eliminate "for all".
 - Richie asked if "of all types" could be removed after celebrate literacy. Bell noted that this phrase broadens literacy.
- Proposed Mission Statement 2:
 - Hollatz and Carlsen disliked the use of "and each other."
 - Carlsen noted that while the statement is grammatically correct, the sentence does not read smoothly. It seems like something is dangling.
 - Troendle reported that the library supervisor team felt this statement was more specific to Stillwater and more reflective of community survey.
 - Troendle reported that Lockyear shared with him that the "joy of new ideas" does not accurately reflect new ideas. New ideas could be interesting or scary even, not necessarily joyful.
 - Bell questioned if "and each other" needs to remain.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 12, 2019**

Minutes

- Keliher noted that if a mission statement is to reflect what we do then the statement should include connecting members of the community with each other. This clearly came through in the survey. Howe agreed.
- Keliher proposed “The Stillwater Public Library connects members of our community with the power of knowledge, the energy of new ideas, and the joy of connecting (or engaging or interacting) with each other.”

Bell recapped discussion. SKA proposed sending a survey to the board with revised mission statement options.

SKA updated board on minor changes to the draft strategic plan. Carlsen requested that the last bullet under “Embrace the Library’s Role as a Cultural Center of Stillwater” be updated to include “highlight and connect.”

Richie asked if a dashboard will be created to track strategic plan progress. Troendle reported that tracking and reporting to the board is part of the workplan that the supervisors are developing. Troendle asked what information, other than the vision, mission and goals document, would the board like at the next meeting to feel comfortable approving strategic plan and issuing final payment to SKA. Board determined that they were comfortable moving ahead and issuing payment with the approval of the vision, mission and goals document. For reporting progress, the trustees discussed different strategies, such as indicating ties to the strategic plan on agenda item cover sheets, reviewing a monthly top 5 list, or addressing the goals areas in the director’s regular reviews every four months.

DECISIONAL

AGENDA 10: Grant Request

Troendle asked for board approval to work with the Foundation on a request to the Margaret Rivers Fund for transitional funding of up to \$16,000 for the venue coordinator. This would be a one-time ask to transition library away from Foundation support to a contract with a one-time entity.

Motion to adopt grant request. Hollatz moved. Keliher second. Yes: Bell, Carlsen, Hollatz, Howe, Keliher, Richie.

AGENDA 11: Upper Level Ceiling Repair

Troendle requested board approval of the low bid from Braden Construction for the upper level ceiling repair as discussed in the March board packet. The start of work is contingent upon clarifying procedural steps with the city regarding funding of a capital project that is not covered under the city budget and the approval of the funding source by the board.

Motion to approve. Richie moved. Keliher second. Yes: Bell, Carlsen, Hollatz, Howe, Keliher, Richie.

AGENDA ITEM 12: Health and Wellness Program

As outlined in the agenda item cover sheet, Troendle asked the board to consider the approval of the following for regularly scheduled staff at aide level and above: paid attendance of up to 4 hours at city-

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 12, 2019**

Minutes

provided 2019 wellness events and 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.

Motion to approve. Keliher moved. Richie second. Yes: Bell, Carlsen, Hollatz, Howe, Keliher, Richie.

REPORTS

AGENDA ITEM 13: Director and Other Staff Reports

Troendle updated board on the frozen drain pipe in the parking ramp. He reported that the drain pipe thawed on Sunday and that there is no more leaking in this area. There is a small new leak in the catering kitchen. A company came in and did some mitigation but recommended that we wait on any additional steps. The problem may resolve with expected warmer temperatures.

Bell reported that the library received a good reception at the Stillwater Township report. She noted that Mark highlighted the exciting things happening at the library and special upcoming programs. Approximately 30 people were in attendance, including County Commissioner Kriesel.

Carlsen remarked on the strong attendance at the recent genealogy classes and asked if the library could hold more genealogy classes.

AGENDA 14: Foundation and Friends Reports

Troendle reported that the Foundation is looking at their 2019 event calendar. Plans are underway for Light a Spark. Last year's weather posed some challenges, and the board is looking at ways to manage this. Style Speaks Volumes will not be occurring this year.

AGENDA ITEM 15: Board Committee Reports

- **Executive Committee:** Bell referred the board to the written report included in the packet from the Executive Committee. She noted that the board self-assessment task force members will be Cox, Hollatz, and Howe. The nominating committee will be Carlsen, Hemer, and Keliher. Each standing committee will be asked to complete a questionnaire that was supplied by Propel at board retreat. This will guide the board in developing a charge for the committees. Bell explained that the Executive Committee was brainstorming a list of board development topics and requested trustees to send her any suggestions.
- **Facilities Committee:** Troendle noted that a written report from the Facilities Committee was included in the board packet. Troendle highlighted the science fiction room. He discussed that IT is hoping that the transition from the county to the city will be relatively complete by the end of the month, but this is dependent on other vendors. Troendle also noted that the committee discussed pergola repair options, but no changes are recommended from original proposal approved by the board.
- **Finance:** The Finance Committee did not meet. Richie asked about the insurance payment for the June parking ramp incident. Goeltl reported that the insurance payment has been booked by the city as a receivable for 2018 and is offsetting expenditures, but no funds have been received to date.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 12, 2019**

Minutes

AGENDA ITEM 17: Public Commentary and Communications

Hollatz shared a positive interaction with staff that her husband and granddaughter had at the library last week.

AGENDA ITEM 18: Adjournment

Adjourned at 9:20 p.m.

SPLF *For the Love of the Library* Gift Commitment

For the Love of the Library,

I/We wish to make a gift of \$100 \$250 \$500 \$1,000 \$2,500 other \$_____.

I/We will fulfill the gift:

In full with this form *OR* In payments made: annually semi-annually quarterly monthly

I/we will fulfill our gift by:

Check

Please bill me

Credit card (complete information below)

I/We will transfer stock to fulfill this contribution (*We will contact you to make these arrangements.*)

For recognition purposes, please list my/our name as printed below:

_____ Please list this as an anonymous gift.

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Credit Card # _____ Expiration date _____ Code _____

Donor's Signature: _____ Date: _____

My company matches charitable contributions. Please contact me for that information.

*Your contribution is fully tax deductible to the extent allowed by IRS regulations.
If you have specific tax questions please consult your personal financial or legal advisor.
A receipt for your contribution will be sent to you.*

HISTORY OF THE STILLWATER PUBLIC LIBRARY

The Stillwater Public Library was established in 1897.

The original building was constructed in 1902 with funds provided by the Andrew Carnegie Foundation.

It has been an important part of Stillwater for over 100 years.

An addition was built in 1973 with financial support from the Margaret Rivers Foundation, and the building was completely renovated in 1987.

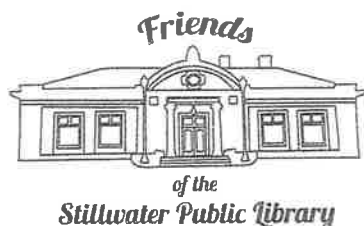
An extensive \$11.5 million renovation was completed in 2006.

The St. Croix Collection is a special feature of the library.

It is the local history resource of the Stillwater Public Library.

Focus of the collection is Stillwater, the St. Croix Valley and Washington County, Minnesota.

A variety of materials make up the collection, including books, photographs, maps, clippings file, audiovisual items and more.



Friends



of the
Stillwater Public Library

Friends of the Stillwater Public Library

Stillwater Public Library
224 Third Street North
Stillwater, MN 55082
651-275-4338

Email: friends2spl@gmail.com
www.stillwaterlibrary.org

Rev. 11.4 1.31.17

Be A FRIEND...

Find A FRIEND...

Join THE FRIENDS
OF THE STILLWATER
PUBLIC LIBRARY!

Friends



of the
Stillwater Public Library

*"A library outranks any other
one thing a community can do
to benefit its people.
It is a never-failing spring
in the desert."*

~ Andrew Carnegie

*Our mission is to value, support
and champion our library,
encouraging life-long learning.*

FRIENDS OF THE SPL CONTRIBUTE & SUPPORT

Friends of the SPL financially supports
the library in ever-increasing ways.

Funds are raised through:

- Memberships

Thank you, Friends!

- On-going used book sale
at the library

Check it out!

- Annual used book sales

An event not to be missed!

- Special gifts and memorials

Accepted with gratitude!

Friends of the SPL wisely and gratefully
uses these funds for:

- Contributions to
increase the library's materials
- Special contributions
to library programming
- Support of special events to
celebrate life-long learning

A good library needs good friends... like you!

WHO ARE THE FRIENDS OF THE SPL?

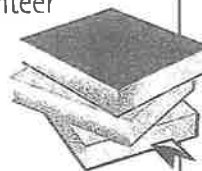
Friends are anyone who would like to
help the Stillwater Public Library be an
active and vital part of our community.

WHAT DO THE FRIENDS DO?

It is simple to be a Friend.
Fill out the membership form and send it
in with your tax-deductible payment.

If you want to be more involved, you may:

- Be a greeter or library volunteer
- Help with special events
- Attend monthly meetings
- Suggest new fundraising ideas



WHY JOIN FRIENDS?

- Invitations to special events
- Preview sale for Used Book Sales
- Your Friendship makes a difference!
- Opportunity....

The Friends of the Stillwater Public Library
organization has received 501 © 3
non-profit status. Donations made to
Friends of the SPL are tax-deductible to the
extent allowed by law.

JOIN THE FRIENDS NOW!



Mail this page to:

Friends of the Stillwater Public Library
Stillwater Public Library
224 Third Street North
Stillwater, MN 55082

- | | |
|-------------------------------------|---------------|
| <input type="checkbox"/> Individual | \$20 |
| <input type="checkbox"/> Family | \$40 |
| <input type="checkbox"/> Patron | \$50 |
| <input type="checkbox"/> Sponsor | \$100 or more |

Please make checks payable to:

Friends of the Stillwater Public Library

Today's Date _____

Name(s) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____

Cell Phone _____

Email _____

I am interested in helping with:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> mailings | <input type="checkbox"/> fundraising |
| <input type="checkbox"/> special events | <input type="checkbox"/> legal help |
| <input type="checkbox"/> website development | <input type="checkbox"/> storage |
| <input type="checkbox"/> other _____ | |

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in March 2019				
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 March 2019 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of March 2019:				
March 2019 (2019 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 16,378.18	\$ 30.21	\$ -	\$ 16,408.39
Capital Expenditures	\$ 3,025.00	\$ -	\$ -	\$ 3,025.00
Total	\$ 19,403.18	\$ 30.21	\$ -	\$ 19,433.39
Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: March 5, 2019</i>				
<ul style="list-style-type: none"> • \$1,480.78 paid to NAC for HVAC repairs related to the January 30 heating incident. • \$51.10 paid to Action Rental for turbo fans to dry carpeting from the January 30 heating incident. 				
<i>Bill Resolution: March 19, 2019</i>				
<ul style="list-style-type: none"> • \$1,675.00 paid to Haussner Plumbing for water bottle filling station chiller and installation. • \$750.00 paid to Mercury Electric for new outlet for UPS for IT transition project. Funds coming from capital reserve. • \$2,275.00 paid to Loffler Companies for professional services related to IT transition project. • \$451.00 paid to Master Mechanical for repairs from the January 30 heating incident. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 3/5/2019 Bill Resolution – 2019 Bills 3/19/2019 Bill Resolution – 2019 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

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						
522378	2/13/2019	Brodart Co	SCC Supplies	154.21	230-4230-2101-0000	General Supplies
522828	2/20/2019	Brodart Co	SCC Supplies	69.75	230-4230-2101-0000	General Supplies
3052019	3/5/2019	Brodart Co	Materials - Adult Fiction	14.58	230-4230-2401-0000	Adult Books - Fiction
3052019	3/5/2019	Brodart Co	Materials - Adult Nonfiction	35.02	230-4230-2405-0000	Adult Books - Non Fiction
3052019	3/5/2019	Brodart Co	Materials - Processing	8.40	230-4230-3404-0000	Processing Fee
3052019	3/5/2019	Brodart Co	Materials - Adult (SPLF Heuer)	15.09	232-4232-2113-0000	SPLF - Materials
RCG6232	2/13/2019	CDW Government Inc.	MR / Conf Projection	28.82	230-4230-3098-0000	Technology Support
RCD0803	2/12/2019	CDW Government Inc.	MR / Room Projection	73.46	230-4230-3098-0000	Technology Support
66561334	2/13/2019	Cengage Learning	Materials - Adult Fiction	143.96	230-4230-2401-0000	Adult Books - Fiction
66614648	2/19/2019	Cengage Learning	Materials - Adult Fiction	74.22	230-4230-2401-0000	Adult Books - Fiction
4016947478	2/20/2019	Cintas Corporation	Mat & towel cleaning service	72.24	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
9511926	1/31/2019	Cole Papers	Supplies	409.84	230-4231-2102-0000	Janitorial Supplies
306-02444792-3	1/31/2019	Culligan of Stillwater	Water	27.25	230-4230-4099-0000	Miscellaneous Charges
08-41027	2/1/2019	Cybrarian Corporation	Cybrarian Interim Renewal	291.67	230-4230-3098-0000	Technology Support
105972	2/27/2019	Greater Stillwater Chamber of Commerce	Annual Chamber Membership	220.00	230-4230-4000-0000	Memberships and Dues
3052019	3/5/2019	Midwest Tape	Materials - Juv Music	29.22	230-4230-2402-0000	Audio
3052019	3/5/2019	Midwest Tape	Materials - Video Adult	22.49	230-4230-2408-0000	Film/Video
3052019	3/5/2019	Midwest Tape	Materials - Processing	11.36	230-4230-3404-0000	Processing Fee
W19010591	2/21/2019	Office of MN IT Services	Phone Jan 2019	138.50	230-4231-3101-0000	Telephone
157530	2/14/2019	NAC Mechanical and Electrical Services	Jan 30 Htg Incident - HVAC Repairs (1/30/19)	640.00	230-4231-3703-0000	Building Repair Charges
157812	2/21/2019	NAC Mechanical and Electrical Services	Jan 30 Htg Incident - HVAC Repairs (1/30/19)	840.78	230-4231-3703-0000	Building Repair Charges
CL65064319	2/20/2019	Otis Elevator Company	Elevator Service Contract 3/1/19 - 5/31/19	561.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
15176163	2/15/2019	Toshiba Business Solutions	Maintenance Contract	47.29	230-4230-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL	\$ 3,929.15		
CREDIT CARD						
255403	1/30/2019	Action Rental Inc.	Jan. 30 Htg. Incident: Turbo Fans	51.1	230-4231-3703-0000	Building Repair Charges
2315434	1/27/2019	Amazon.com	Supplies	105.69	230-4230-2101-0000	General Supplies
2315434	1/27/2019	Amazon.com	Materials - Video (Adult)	21.93	230-4230-2408-0000	Film/Video
2315434	1/27/2019	Amazon.com	SpineLabel Printer	72.99	230-4230-3404-0000	Processing Fee
8854602	1/22/2019	Amazon.com	Supplies	3.58	230-4230-2101-0000	General Supplies
7833809	1/21/2019	Amazon.com	Spine Labels	21.84	230-4230-3404-0000	Processing Fee
2080386	1/11/2019	Dream Host	DreamPress VPS	204.9	230-4230-3098-0000	Technology Support
71425872	1/4/2019	Pioneer Press St. Paul	Special Meeting Notice 1/5/2019	8.17	230-4230-3400-0000	Printing and Publishing
			CREDIT CARD SUBTOTAL	\$ 490.20		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						#N/A
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 4,419.35		

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_204651	2/22/2019	Ace Hardware	Janitorial Supplies	\$ 109.90	230-4231-2102-0000	Janitorial Supplies
3798_204408	2/11/2019	Ace Hardware	Janitorial Supplies	\$ 75.94	230-4231-2102-0000	Janitorial Supplies
3192019	3/19/2019	Brodart Co	Materials - Juv	\$ 842.16	230-4230-2400-0000	Childrens Books
3192019	3/19/2019	Brodart Co	Materials - Adult Fiction	\$ 1,341.12	230-4230-2401-0000	Adult Books - Fiction
3192019	3/19/2019	Brodart Co	Materials - Adult Nonfiction	\$ 295.40	230-4230-2405-0000	Adult Books - Non Fiction
3192019	3/19/2019	Brodart Co	Materials - YA	\$ 374.62	230-4230-2406-0000	Teen Books
3192019	3/19/2019	Brodart Co	Materials - Processing	\$ 373.15	230-4230-3404-0000	Processing Fee
3192019	3/19/2019	Brodart Co	Materials - Adult Nonfiction (SPLF-Heuer)	\$ 15.12	232-4232-2113-0000	SPLF - Materials
66672116	2/26/2019	Cengage Learning	Adult Fiction	\$ 37.49	230-4230-2401-0000	Adult Books - Fiction
3122019	3/12/2019	Friends of the Stillwater Public Library	Friends Reimbursement - February Sales	\$ 278.50	228-4228-1990-0000	Friends of Library Pass Thru
4371	3/6/2019	Haussner Plumbing LLC	Water Bottle Filling Station	\$ 930.00	230-4231-2302-0000	Other Minor Equipment - Lib Plant
4371	3/6/2019	Haussner Plumbing LLC	Water Bottle Filling Station	\$ 745.00	230-4231-3099-0000	Other Professional Services - Lib Plant
3072019	3/7/2019	Jacobsen Aurora	Staff Room Microwave (Staff Reimbursement)	\$ 116.77	230-4230-2302-0000	Other Minor Equipment
10950	3/11/2019	Mercury Electric	Library IT Project (Cap Reserve)	\$ 750.00	120-4230-5310-0000	C/O MIS Computer Equipment
CW88441	3/4/2019	Loffler Companies	Library IT Project (Cap Reserve)	\$ 2,275.00	120-4230-5310-0000	C/O MIS Computer Equipment
53056	2/26/2019	Master Mechanical Inc.	Jan. 30 Heating Incident	\$ 451.00	230-4231-3703-0000	Building Repair Charges
46871	3/4/2019	Menards	Janitorial Supplies	\$ 12.94	230-4231-2102-0000	Janitorial Supplies
47142	3/4/2019	Menards	Janitorial Supplies	\$ 49.11	230-4231-2102-0000	Janitorial Supplies
5574290	3/5/2019	Quill Corporation	Supplies	\$ 294.42	230-4230-2101-0000	General Supplies
76190558	2/27/2019	Recorded Books Inc	Materials - Adult Audio	\$ 37.01	230-4230-2402-0000	Audio
627687493	2/25/2019	Xcel Energy	Gas	\$ 2,771.51	230-4231-3601-0000	Natural Gas
627687493	2/25/2019	Xcel Energy	Electric	\$ 2,837.88	230-4231-3600-0000	Electricity
			INVOICES SUBTOTAL	\$ 15,014.04		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						#N/A
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 15,014.04		

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.</p> <p>Capital (120 and 230-4900): All capital expenditures for 2018 are included in the attached budget status report. The 2018 capital budget was \$90,000.</p> <ul style="list-style-type: none"> • Total expenditures in 120 were \$97,761.08. \$89,903.58 was expended from 2018 capital funds. An additional \$7,857.50 was expended from 2017 capital funds for the completion of projects by the first quarter of 2018. • Total expenditures in 230-4900 were \$9,411.27 for building reconfiguration. These charges were expended from 2017 capital funds for the completion of projects by the first quarter of 2018. As this was the completion of a multi-year project, these capital expenses remained in the historical 230-4900 account. <p>Operating (230): These numbers now include all 2018 bill resolutions, 2018 payroll, general insurance, and interest income. Of particular note:</p> <ul style="list-style-type: none"> • City Finance transferred in \$1,222,353.31 for 2018. This was \$3,863.31 over the budgeted \$1,218,490.00. This reflects the \$3,863.31 in severance compensation due to a staff retirement. The \$2,660.28 in vacation that was paid out for staff retirement is part of the compensated absences fund. A revenue line is not increased to offset this expenditure. Instead, the compensated absences fund will be adjusted when the audit is complete. • The \$12,504.72 payment of the parking ramp insurance claim was received, which was payment in full of the submitted claim of \$13,504.72 less the \$1,000 deductible. • Total 230 revenues and the transfer in from the general fund were \$1,336,934.08. • Total 230 expenditures (excluding 230-4900 capital expenses) were \$1,267,038.33. • The most recent projection indicates that the library’s total expenditures for fund 230 were \$69,895.70 less than revenues. The auditors are currently working with the city to review year-end financials. A final update will be provided to the board when the numbers are available. At the beginning of 2018, the library’s regular fund balance was \$112,253.14 and the 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 the city’s finance department and the auditors. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 Budget Status Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/2/2019 - 11:08 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	32,438.22	32,438.22	-7,438.22	0.00	-7,438.22	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	41,704.58	41,704.58	-16,704.58	0.00	-16,704.58	0.00
	Expense Sub Totals:	25,000.00	41,704.58	41,704.58	-16,704.58	0.00	-16,704.58	0.00
	Dept 4231 Sub Totals:	25,000.00	41,704.58	41,704.58	-16,704.58	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	97,761.08	97,761.08	-7,761.08	0.00	-7,761.08	0.00
	Fund 120 Sub Totals:	90,000.00	97,761.08	97,761.08	-7,761.08	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	90,000.00	97,761.08	97,761.08	-7,761.08	0.00	-7,761.08	0.00
	Report Totals:	90,000.00	97,761.08	97,761.08	-7,761.08	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/2/2019 - 11:06 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	86,761.85	86,761.85	-26,761.85	0.00	-26,761.85	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	93,356.63	93,356.63	-27,056.63	0.00	-27,056.63	0.00
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	5,852.89	5,852.89	-4,852.89	0.00	-4,852.89	0.00
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	21,224.14	21,224.14	-2,024.14	0.00	-2,024.14	0.00
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,218,490.00	1,222,353.31	1,222,353.31	-3,863.31	0.00	-3,863.31	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R45 Sub Totals:	1,218,490.00	1,222,353.31	1,222,353.31	-3,863.31	0.00	-3,863.31	0.00
	Revenue Sub Totals:	1,303,990.00	1,336,934.08	1,336,934.08	-32,944.08	0.00	-32,944.08	0.00
	Dept 0000 Sub Totals:	-1,303,990.00	-1,336,934.08	-1,336,934.08	32,944.08	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS 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	79,288.89	79,288.89	21,490.11	0.00	21,490.11	21.32
230-4230-1520-0000	Dental Insurance	4,147.60	3,066.27	3,066.27	1,081.33	0.00	1,081.33	26.07
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	842,072.17	842,072.17	74,225.71	0.00	74,225.71	8.10
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
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-3500-0000	General Insurance	1,705.00	1,646.00	1,646.00	59.00	0.00	59.00	3.46
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	38,156.33	38,156.33	8,348.67	0.00	8,348.67	17.95
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	995,947.99	995,947.99	74,779.89	0.00	74,779.89	6.98
	Dept 4230 Sub Totals:	1,070,727.88	995,947.99	995,947.99	74,779.89	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	56,390.59	56,859.02	56,859.02	-468.43	0.00	-468.43	0.00
230-4231-1100-0000	Overtime - Full Time	0.00	85.86	85.86	-85.86	0.00	-85.86	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	2,860.89	2,860.89	-2,860.89	0.00	-2,860.89	0.00
230-4231-1113-0000	Vacation Pay	0.00	5,810.89	5,810.89	-5,810.89	0.00	-5,810.89	0.00
230-4231-1200-0000	Part Time Salaries	34,726.18	24,083.34	24,083.34	10,642.84	0.00	10,642.84	30.65
230-4231-1410-0000	PERA	6,833.76	5,803.12	5,803.12	1,030.64	0.00	1,030.64	15.08
230-4231-1420-0000	FICA/Medicare	6,970.43	6,287.19	6,287.19	683.24	0.00	683.24	9.80
230-4231-1500-0000	Hospital / Medical	21,183.00	16,589.77	16,589.77	4,593.23	0.00	4,593.23	21.68
230-4231-1520-0000	Dental Insurance	757.80	631.50	631.50	126.30	0.00	126.30	16.67
230-4231-1540-0000	Life Insurance	116.00	92.98	92.98	23.02	0.00	23.02	19.84
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	126,977.76	119,104.56	119,104.56	7,873.20	0.00	7,873.20	6.20
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	488.13	488.13	511.87	0.00	511.87	51.19
230-4231-2102-0000	Janitorial Supplies	3,000.00	4,309.68	4,309.68	-1,309.68	0.00	-1,309.68	0.00
230-4231-2202-0000	Building Repair Supplies	300.00	5,865.61	5,865.61	-5,565.61	0.00	-5,565.61	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
230-4231-2302-0000	Other Minor Equipment	800.00	3,784.90	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	21,029.46	21,029.46	-20,529.46	0.00	-20,529.46	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	30,610.00	30,610.00	-1,450.00	0.00	-1,450.00	0.00
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
	E15 Sub Totals:	99,984.00	136,535.34	136,535.34	-36,551.34	0.00	-36,551.34	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	271,090.34	271,090.34	-37,828.58	0.00	-37,828.58	0.00
	Dept 4231 Sub Totals:	233,261.76	271,090.34	271,090.34	-37,828.58	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	1,336,934.08	1,336,934.08	-32,944.08	0.00	-32,944.08	0.00
	Fund Expense Sub Totals:	1,303,989.64	1,276,449.60	1,276,449.60	27,540.04	0.00	27,540.04	2.11
	Fund 230 Sub Totals:	-0.36	-60,484.48	-60,484.48	60,484.12	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 February 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–February 28, 2019.</p> <p><u>120 Funds – Capital Projects:</u> There were \$33,580.89 in capital expenditures for 2019. All expenditures were for the WCL/City IT Transition, including \$32,750.04 paid to Dell for the purchase of public and staff computers.</p> <p><u>230 Funds – Revenues:</u> Meeting Room Rental Fees: \$90.00 was received in February as meeting room fee. No wedding revenue was received. \$9,265.00 of the total budgeted amount of \$75,000 has been received through February.</p> <p><u>230 Funds – Expenditures:</u> Operating - Personnel Services: Personnel expenditures totaled \$173,208.03 through February.</p> <ul style="list-style-type: none"> <i>Pending Journal Entry:</i> 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. <p>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.</p> <ul style="list-style-type: none"> <i>Pending Journal Entry:</i> \$6,019.35 was pre-paid in December 2018 to Ebsco Publishing for the purchase of 2019 magazine and newspaper subscriptions. \$4,455.11 of this charge needs to be transferred from the 2018 230-000-1410-1000 prepaid account in 2018 to the 230-4230-2403-0000 periodicals account for 2019. The remaining \$1,564.24 was funded by a Foundation grant and needs to be transferred from the prepaid account to the Foundation account 232-4232-2113-0000. <i>Pending Journal Entry:</i> \$499.20 was pre-paid in December 2018 to Recorded Books for the 2019 standing order plan for foreign films. This charge needs to be transferred from the 2018 230-000-1410-1000 prepaid account in 2018 to the 230-4230-2408-0000 film/video account for 2019. <p>Operating – Services and Charges:</p> <ul style="list-style-type: none"> <i>Pending Journal Entry:</i> \$20,624.67 was pre-paid in December 2018 to Bibliotheca for the 2019 maintenance agreement for the self-checks, sorter, and RFID pads. This charge needs to be transferred from the 2018 230-000-1410-1000 prepaid account in 2018 to the 230-4230-3707-0000 maintenance agreement account for 2019. <p>Plant – Personnel Services: Personnel expenditures totaled \$21,234.25 through February.</p> <ul style="list-style-type: none"> <i>Pending Journal Entry:</i> 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. 	

Agenda Item Cover Sheet

BOARD MEETING DATE:
April 9, 2019

Agenda Item: 4d

Plant – Services and Charges: Plant services and charges totaled \$7,092.50 through February. \$2,271.67 were for building repairs related to the exit ramp gate and the January 30 th heating incident. Vendor bills from the heating incident are still being received.
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019 February Budget Status Report
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/2/2019 - 12:13 PM
 Period: 1 to 2, 2019



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	33,580.89	33,580.89
	E25 Sub Totals:	53,600.00	33,580.89	33,580.89
	Expense Sub Totals:	53,600.00	33,580.89	33,580.89
	Dept 4230 Sub Totals:	53,600.00	33,580.89	33,580.89
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	33,580.89	33,580.89
	Fund 120 Sub Totals:	100,000.00	33,580.89	33,580.89
	Revenue Totals:	0.00	0.00	0.00
	Expense Totals:	100,000.00	33,580.89	33,580.89
	Report Totals:	100,000.00	33,580.89	33,580.89

General Ledger

Budget Status

User: kgoe1t1
 Printed: 4/2/2019 - 12:09 PM
 Period: 1 to 2, 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	9,265.00	9,265.00
230-0000-3520-0100	Copier/Printer Sales	6,500.00	844.10	844.10
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	27.00	27.00
	R25 Sub Totals:	82,200.00	10,136.10	10,136.10
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	177.00	177.00
230-0000-3880-0030	Lost Materials	2,500.00	259.91	259.91
230-0000-3880-0040	Processing Fees	6,000.00	672.00	672.00
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	-5.19	-5.19
	R40 Sub Totals:	13,000.00	1,103.72	1,103.72
R45	OTHER FINANCING SOURCES			

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/2/2019 - 12:09 PM
 Period: 1 to 2, 2019



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	11,239.82	11,239.82
	Dept 0000 Sub Totals:	-1,394,842.00	-11,239.82	-11,239.82
Dept 230-4230	LIBRARY OPERATIONS			
E05	PERSONNEL SERVICES			
230-4230-1000-0000	Full Time Salaries	382,588.92	33,957.47	33,957.47
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	1,855.41	1,855.41
230-4230-1113-0000	Vacation Pay	0.00	3,732.48	3,732.48
230-4230-1200-0000	Part Time Salaries	353,635.68	97,892.57	97,892.57
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00
230-4230-1410-0000	PERA	55,216.85	9,711.68	9,711.68

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/2/2019 - 12:09 PM
 Period: 1 to 2, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4230-1420-0000	FICA/Medicare	56,321.18	10,395.39	10,395.39
230-4230-1500-0000	Hospital / Medical	100,193.22	14,941.77	14,941.77
230-4230-1520-0000	Dental Insurance	3,010.50	647.84	647.84
230-4230-1540-0000	Life Insurance	620.52	73.42	73.42
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	951,586.87	173,208.03	173,208.03
E10	SUPPLIES			
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	297.42	297.42
230-4230-2113-0000	Reference	2,500.00	1,050.00	1,050.00
230-4230-2114-0000	Data Base Searching	2,000.00	1,241.01	1,241.01
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	319.66	319.66
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	21.93	21.93
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	2,930.02	2,930.02
E15	SERVICES AND CHARGES			
230-4230-3098-0000	Technology Support	17,122.00	248.65	248.65
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

Budget Status

User: kgoeltl
 Printed: 4/2/2019 - 12:09 PM
 Period: 1 to 2, 2019



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	8.17	8.17
230-4230-3401-0000	Binding	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	94.83	94.83
230-4230-3500-0000	General Insurance	2,196.00	0.00	0.00
230-4230-3707-0000	Maintenance Agreements	22,500.00	716.82	716.82
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	1,068.47	1,068.47
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	167.25	167.25
	E20 Sub Totals:	3,825.00	167.25	167.25
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	177,373.77	177,373.77
	Dept 4230 Sub Totals:	1,136,638.87	177,373.77	177,373.77

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/2/2019 - 12:09 PM
 Period: 1 to 2, 2019



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	9,937.17	9,937.17
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	562.90	562.90
230-4231-1113-0000	Vacation Pay	0.00	669.98	669.98
230-4231-1200-0000	Part Time Salaries	33,655.27	4,210.67	4,210.67
230-4231-1410-0000	PERA	6,678.39	1,105.18	1,105.18
230-4231-1420-0000	FICA/Medicare	7,138.08	1,017.07	1,017.07
230-4231-1500-0000	Hospital / Medical	23,793.48	3,590.60	3,590.60
230-4231-1520-0000	Dental Insurance	757.80	126.28	126.28
230-4231-1540-0000	Life Insurance	116.00	14.40	14.40
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	131,791.95	21,234.25	21,234.25
E10	SUPPLIES			
230-4231-2101-0000	General Supplies	1,000.00	0.00	0.00
230-4231-2102-0000	Janitorial Supplies	3,500.00	167.24	167.24
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	167.24	167.24
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	1,632.88	1,632.88

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/2/2019 - 12:09 PM
 Period: 1 to 2, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4231-3601-0000	Natural Gas	12,000.00	1,324.09	1,324.09
230-4231-3703-0000	Building Repair Charges	20,000.00	2,271.67	2,271.67
230-4231-3707-0000	Maintenance Agreements	10,200.00	1,863.86	1,863.86
	E15 Sub Totals:	118,511.00	7,092.50	7,092.50
E20	MISCELLANEOUS			
230-4231-4099-0000	Miscellaneous Charges	1,100.00	89.04	89.04
	E20 Sub Totals:	1,100.00	89.04	89.04
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	28,583.03	28,583.03
	Dept 4231 Sub Totals:	258,202.95	28,583.03	28,583.03
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

User: kgoeltl
Printed: 4/2/2019 - 12:09 PM
Period: 1 to 2, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount
	Fund Revenue Sub Totals:	0.00	11,239.82	11,239.82
	Fund Expense Sub Totals:	1,394,841.82	205,956.80	205,956.80
	Fund 230 Sub Totals:	1,394,841.82	194,716.98	194,716.98
	Revenue Totals:	1,394,842.00	11,239.82	11,239.82
	Expense Totals:	1,394,841.82	205,956.80	205,956.80
	Report Totals:	-0.18	194,716.98	194,716.98

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received</p>	
<p>OWNER: Goeltl, Business and Communications Manager</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the following supplemental gifts and grants received by the library in Quarter 1 of 2019.</p>	
<p>BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1, 2019 – March 31, 2019. Included on this report are Foundation payments of the venue coordinator and volunteer coordinator contracts. Official acceptance of the gifts and grants received is requested.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2019 Gifts & Grants Received Through 3/31/2019</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

LIBRARY SUPPLEMENTAL FUNDS: 2019 GIFTS & GRANTS RECEIVED THROUGH 3/31/2019

Prepared 4/4/2019

2019 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	2/21/2019	\$6,000 from Lee S. and Dorothy N. Whitson Fund of The Saint Paul Foundation for general support for the teen program and \$1,000 for the children's library for new educational/play structures/activities.	\$7,000	Teen Program & Children's Library	234-0000-3820-0320 Programs 234-0000-3820-0305 Equipment	Expend in 2019	For Bd review and approval 4/9/19
G2	3/14/2019	Tribute Gift in Memory of Cherie Perlmutter	\$100	None	230-0000-3820-0100	Use for General Operating	For Bd review and approval 4/9/19
G3	3/20/2019	Donor-Restricted Tribute Gift In Memory of John D. Houston	\$1,800	Terrace Plantings	235-3238-3820-0100	Expend in 2019	For Bd review and approval 4/9/19
G4	3/26/2019	Gift Subscription to Air & Space Magazine (\$29 Value)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/9/19
G5	3/27/2019	Birthday Book Donation for Sharon Speich - Adult NonFiction	\$25	Book Purchase	230-0000-3820-0100	Expend in 2019	For Bd review and approval 4/9/19
			\$8,925				
2019: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
F1	3/11/2019	\$12,000 for youth services and adult programming	\$12,000	Youth Services and Adult Programming	229-0000-3820-0320	Expend in 2019	For Bd review and approval 4/9/19
			\$12,000				
2019: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	3/29/2019	\$5,000 grant for youth services and adult programming in 2019	\$5,000	Youth Services and Adult Programming	232-0000-3820-0320		For Bd review and approval 4/9/19
SPLF2	3/29/2019	\$1,000 donor-restricted grant for children's books and programming	\$1,000	Children's Materials	232-0000-3820-0310		For Bd review and approval 4/9/19
SPLF3	3/29/2019	\$1,000 donor-restricted gift for adult fiction and nonfiction.	\$1,000	Adult Fiction and Nonfiction Materials	232-0000-3820-0310		For Bd review and approval 4/9/19
			\$7,000				
2019: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	For Bd review and approval 4/9/19
SPLF In Kind 2	1/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	For Bd review and approval 4/9/19
SPLF In Kind 3	1/28/2019	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	For Bd review and approval 4/9/19
SPLF In Kind 4	2/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	For Bd review and approval 4/9/19
SPLF In Kind 5	2/21/2019	Volunteer Coordinator Contract	\$108	N/A	N/A	N/A	For Bd review and approval 4/9/19
SPLF In Kind 6	3/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	For Bd review and approval 4/9/19
SPLF In Kind 7	3/25/2017	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	For Bd review and approval 4/9/19
			\$11,003				

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: Employee Health Insurance Changes	
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>On March 19, the City Council approved a labor contract between the City and firefighters, which was the last contract the Council needed to approve for this bargaining period. With that completed, the City sought to implement the plan design changes on April 1. While the insurance provider remains the same, the plan design change involves a transition to a High Value Network, which is slightly narrower in scope of in-network providers, to reduce overall costs that would have occurred if the City had not made a change. By rapidly moving to the new plan, employees on family plans would benefit from reduced premiums and the City would realize reduced costs as well. Information sessions were made available for employees on March 22 and 26.</p> <p>City HR Manager Donna Robole suggested that the Library may want to draft a side letter to the current labor agreement that simply outlines both parties agree to the transition. Troendle spoke separately with Board President Bell and Union Steward Lori Houston about this recommendation, with the end result being the signed memorandum of agreement that follows this cover sheet. The City was able to meet its goal of transitioning by April 1.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Memorandum of Agreement	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between Local 517 affiliated with Council No. 5 and the American Federation of State, County and Municipal Employees, AFL-CIO (hereafter "Union"), and the Stillwater Public Library (hereafter "Library").

WHEREAS, eligible Union employees at the Library may participate in health insurance provided through the City of Stillwater; and

WHEREAS, the City of Stillwater is making a plan design change and transitioning existing health insurance coverage to a High Value Network; and

NOW, THEREFORE, the parties have agreed as follows:

1. The Union and Library will move to the only City-sponsored plan available, which is the new High Value Network effective April 1, 2019. The Library was notified of the City's timeline to transition on March 20, 2019, at which time the Library notified health insurance-eligible employees.
2. This Memorandum of Agreement shall not constitute a precedent with regard to any subsequent negotiations or matters between the parties.
3. This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement to be executed the dates indicated by their respective signatures.

LIBRARY

UNION

By: Maureen Bell
Maureen Bell, President
Board of Trustees

By: Suzanne F. Kocurek
Suzanne F. Kocurek
Printed name

By: Mark Troendle
Mark Troendle, Director

Its: AFSCME Council 5

4/1/2019
Date

4/1/2019
Date

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation: 4-Month Progress Check</p>	
<p>OWNER: Bell, President</p>	<p>PRESENTER: Bell, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): I</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: At the May meeting, the board will conduct a 4-month progress check with regard to the director’s 2018-2019 goals. The director will inform the board of the issues, barriers and progress toward goals. A Progress Report Form, completed by the director, will be provided in the May board packet for trustees to review prior to the meeting. Items for the trustees to consider in preparation for the discussion are outlined on the Progress Report Form page of the attached library director evaluation documents. The progress report portion of the meeting may or may not be a closed session to be decided at the discretion of the board. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018-2019 Goals Progress Report Form Director Evaluation Process</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

2018-2019 Director SMART Goals
 Proposed: September 2018
 Revised and Approved: October 2018

Annual SMART Goal Review:	List the goals established for the year and describe the accomplishment/ outcome/product of those goals. If goals were not met, indicate why and what actions were taken as a result of not accomplishing goals.
Goal #1	<p>After conducting a search process, fill the position of Business and Communications Manager with a qualified individual by November 2018. Director and Business and Communications Manager will then develop a plan to address:</p> <ul style="list-style-type: none"> • Raising the library's visibility in and engagement with the community • Improving library marketing and communications • Building effective redundancy into the library's administrative operations • Refocusing or streamlining the director's supervisory responsibilities • And any other priorities the director and staff identify
Goal #2	Provide project management expertise and oversight so that the pergola repair is completed by May 2019.
Goal #3	Effectively participate with and provide leadership to the strategic planning consultant, trustees, and staff to successfully complete the forthcoming planning process based on the proposed timeline. Upon completion, begin to implement strategies to achieve prioritized goals within identified timelines.

Progress Report Form

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

For the Director

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

Goal #1

Goal #2

Goal #3

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

1. What areas are/were particularly challenging and why?
2. How might the board have been more supportive in the achievement of the goals?
3. What goal or accomplishment has been the most satisfying for you?
4. What is going well with the job and accomplishment of goals and why?

For the Trustees to consider as preparation for discussion.

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

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

Title: Library Director Evaluation Process
Date amended by board: May 14, 2013, March 10, 2015, July 10, 2018
Date last reviewed: July 10, 2018

One of the duties of the Stillwater Public Library Board of Trustees under its bylaws is to evaluate the library director on a regular basis. The board may delegate the evaluation of the library director to an officer of the board, but the board is not required to do so. Any annual wage increases for the library director shall take into consideration the annual performance evaluation process established by the board of trustees.

The evaluation process will begin and end with an annual review. Additionally, two progress reports will be presented at specific intervals during the year.

During the annual review two tasks will be accomplished: review of current year goal progress and development of goals for the coming year. The annual review is meant to include the full board and the director to review and discuss goal accomplishment during the year and goal development for the coming year. The Annual Review Form and Goal Development Worksheet are designed to facilitate discussion and provide documentation of the annual review which may occur during a closed session.

The progress reports are meant to update the board on progress toward goals during the year. The Progress Report Form is designed to allow the board to keep abreast of progress and to facilitate an ongoing conversation with the director about progress.

The evaluation process will be conducted as follows, with any deviation permissible upon board approval:

Process for library director evaluation

Annual Review

1. The annual review will occur during the library director's anniversary month at the normally scheduled board meeting.
 - a. To prepare for this review, each trustee individually should consider the director's performance by reviewing progress on annual goals, strategic plan goals, usage statistics, program results, or other sources of information from the year and then complete the trustee's section of the Annual Review Form.
 - b. The library director will provide a written report (using the director's section of the Annual Review Form) of progress on the identified annual goals as listed on the current year's Goal Development Worksheet.
 - c. In compliance with Minnesota's Open Meeting Law, (1) the portion of this board meeting where accomplishment of goals is discussed may be closed to the public, and (2) a meeting must be open at the request of the individual who is the subject of the meeting. The board will have sufficient time at this meeting to review the written report and to discuss goal accomplishment with the director. The secretary will document board members present and the times at which the closed session is called to order and adjourned. To comply with Minnesota's Open Meeting Law, if the discussion is closed to the public, an audio recording of the session will be made.

- d. At the end of the discussion, the board president will summarize the discussion, entering this summary on an electronic version of the Annual Review Form to be printed at the earliest possible date following the annual review.
2. As soon after the annual review as is practicable, the board president and the vice-president, or the designee of the president, will deliver a printed version of the summary of the annual review to the library director in person for his/her signature. The library director may provide an addendum response to the evaluation summary.
3. At the next regularly scheduled board meeting, in compliance with Minnesota's open Meeting Law, (1) the board president will provide a summary of the conclusions of the evaluation of the library director, and (2) this portion of the regularly scheduled meeting must be open to the public.
4. The board president will provide a copy of the evaluation summary, the final conclusions of the evaluation, the library director's addendum (if any), and the audio recording of the closed session to the city clerk for filing in the library director's personnel file; no other board member may access the library director's personnel file without the consent of the board.

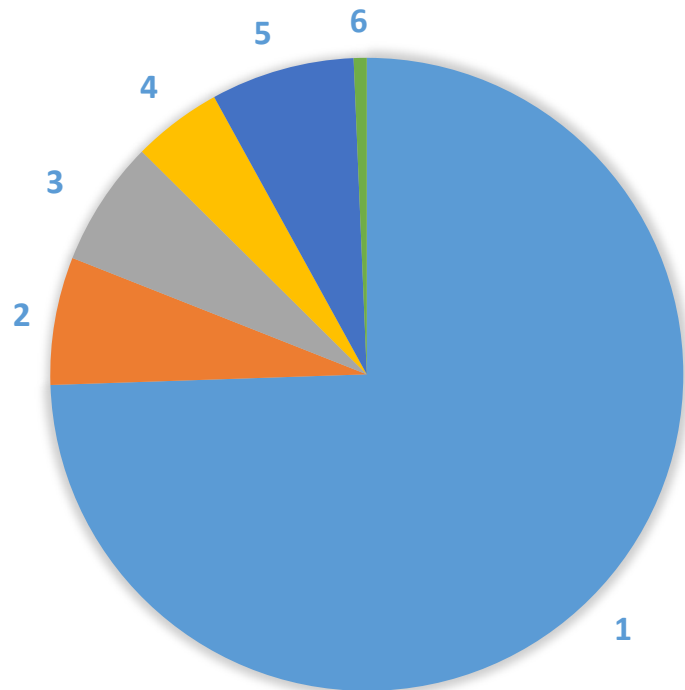
Progress Reports

1. A brief progress report to review goals should occur four months and eight months following the anniversary date of hire at a full board meeting. The two progress reports preceding the annual review will be updates by the library director to inform the board of issues, barriers and progress toward goals. These two progress reports may be conducted in a discussion format at a regularly held board meeting. A Progress Report Form should be provided in the board packet for trustees to review prior to the meeting at which the progress report occurs.
2. These two progress reports will be noted in Board minutes with barriers and successes identified. The meeting may or may not be a closed session to be decided at the discretion of the board. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law. These two reports will be recorded by the board secretary documenting board members present and the discussion of the board and director, noting barriers and/or progress toward goal accomplishment.
3. Should issues of discipline or serious (egregious) lack of progress on identified goals arise during these two progress reports, a special closed board meeting should be scheduled to address concerns and present a Performance Improvement Plan (PIP). A special task force may be assigned by the board president to develop the PIP or the board president and vice-president may elect to complete the PIP. The PIP will be presented to board members and the library director at this special closed board meeting. This closed meeting will comply with Minnesota's Open Meeting Law.

Agenda Items Details

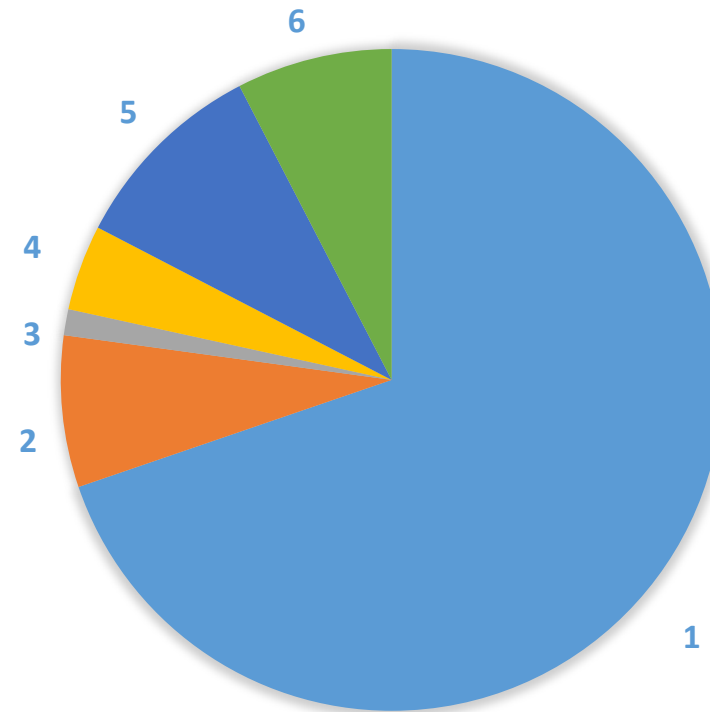
AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Finances 101	
OWNER: Finance Committee	PRESENTER: Goeltl, Business and Communications Manager Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The Finance Committee met on March 26, 2019, to discuss key information to include in the Finance 101 educational session. The committee recommended that April’s meeting focus on a snapshot of the library’s current financial picture, including city and supplemental revenues and expenditures. The committee discussed that May’s meeting could broaden in perspective and look at historical and comparative funding of the library. Attached are slides showing the library’s financial picture, using data from the recently completed MN state library report. The figures included are unaudited. Audited financials will be available later this spring or summer.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 Financial Overview	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

2018 FINANCIAL OVERVIEW



Library Revenues \$1,641,556

1. City of Stillwater property taxes: \$1,222,353 (74%)
2. City of Stillwater capital outlay: \$107,172 (7%)
3. Library fees and event rentals: \$105,594 (6%)
4. Gifts and grants: \$74,984 (5%)
5. In-kind gifts: \$120,550 (7%)
6. Other: \$10,902 (1%)

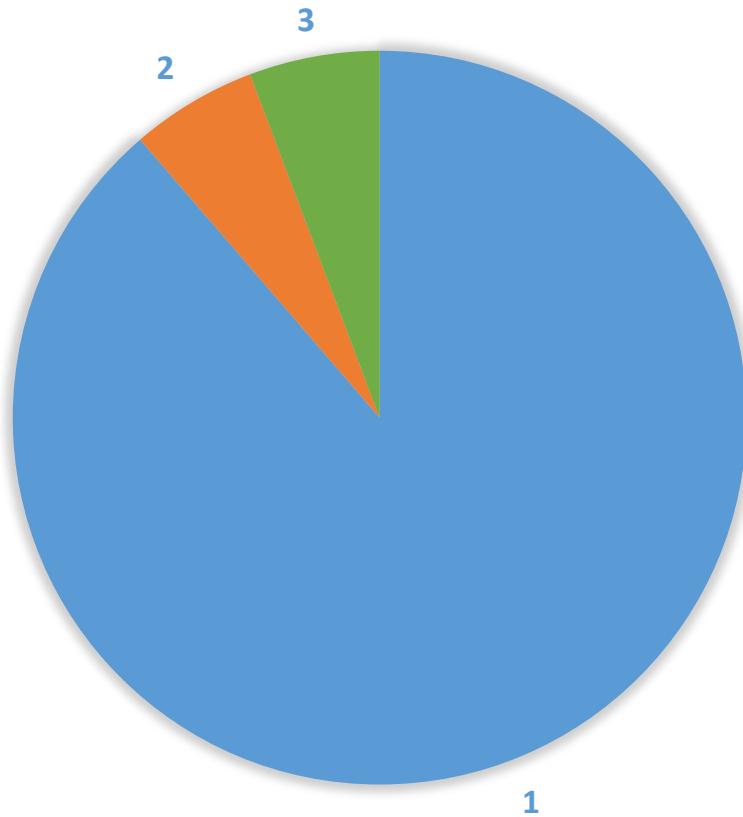


Library Expenses \$1,553,783

1. Wages and benefits: \$1,083,851 (70%*)
2. Library books, media and databases: \$115,068 (7%)
3. Library programs: \$19,741 (1%)
4. Operating supplies and services: \$64,997 (4%)
5. Facility supplies and services: \$151,986 (10%)
6. Capital upgrades: \$118,140 (8%)

* City-funded staffing: 62%; Foundation-funded staffing: 4%; Volunteer hours: 4%

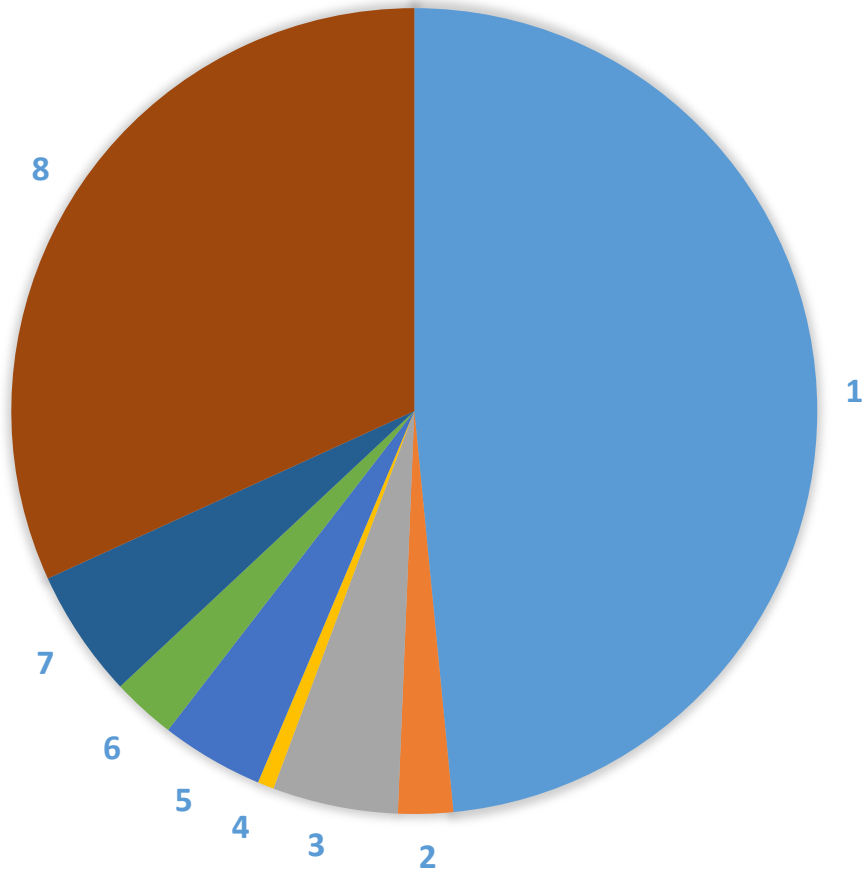
2018 STAFFING EXPENSE BREAKOUT



Staffing \$1,083,851

1. City-funded staffing: \$961,177 (88.7%)
2. Foundation-funded staffing: \$60,456 (5.6%)
 - Venue coordinator: \$24,000
 - Volunteer coordinator: \$18,720
 - Weeding: \$1,037
 - YS program assistant: \$9,617
 - Sunday hours (1/2): \$7,081
3. Volunteer hours: \$62,219 (5.7%)

2018 GIFT AND GRANT REVENUE BREAKOUT



Library Gifts, Grants and In-Kind \$195,534

1. Foundation: \$94,745 (48%)
2. Friends: \$4,300 (2%)
3. Lawson: \$9,840 (5%)
4. Athena: \$1,285 (1%)
5. Regional library support: \$8,061 (7%)
6. Other local government: \$5,000 (3%)
7. Other gifts: \$10,085 (5%)
8. Volunteer hours: \$62,219 (32%)

LIBRARY SUPPLEMENTAL FUNDS

ENDOWMENT FUNDS								2019		
FUND	YEAR ESTB'D	DESCRIPTION	FUND OWNER	WITHDRAWAL RESTRICTIONS	USE RESTRICTIONS	PRINCIPAL AMOUNT	2019 STARTING FUND BALANCE	PRIOR YEARS SPENDABLE BALANCE REMAINING	2019 REVENUE OR INTEREST ALLOCATION	EXPENDITURE PLAN
Athena Fund	1998	<p>* Endowment fund. St. Croix Valley Foundation determines annual distribution amount to library. Generally 5% of balance at end of SCV fiscal year (July).</p> <p>* Funded by various donors where gifts were made directly to the Stillwater Public Library Athena Fund of the St. Croix Foundation.</p> <p>* Most recent donation: 9/28/2007</p>	St. Croix Valley Foundation	Net Income Only Annual Distribution	Non-fiction books of lasting value	\$22,988.15	\$27,662.76	\$1,979.03	<p>\$1,317.00 Available to request from 7/1/18-6/30/19;</p> <p>New funds will be available on 7/1/19</p>	Expend \$2,500 in 2019 for non-fiction materials (full prior year balance + \$521 available to request)
Helen Lawson Library Fund	2010	<p>* Designated Beneficiary Endowment fund with interest income only used.</p> <p>* Fund created by Rod Lawson with \$50,000 initially in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund. Additional funds added by Rod at later date for a total principal of \$175,624.40.</p>	St. Croix Valley Foundation	Net Income Only Annual Distribution	Items that are of service to public and recognized as a gift from the Helen Lawson Library Fund (bookplates/signage)	\$175,624.40	\$199,696.53	\$49,874.67	<p>TBD by SCVF in July/August</p> <p>Typically \$9-\$10K received/yr</p>	Funds were saved for anticipated upper level building reconfiguration. In 2018, board decided to scale back on upper level changes. Funds are now available for expenditure. \$10,000 is budgeted for the purchase of materials in 2019.
McCluer-Webster Library Fund	1936	<p>* Endowment fund with interest only used.</p> <p>* Funded by a bequest of Amie Webster in the amount of \$10,000 to the First National Bank of Stillwater as the McCluer-Webster Library Fund.</p> <p>* In 1992, bank stopped managing the funds and transferred the library fund to Ascension Church for management. Library was provided receipt of the transfer of funds to Ascension. Received interest payments from Ascension for first few years and then payments from Ascension ended.</p> <p>* In 2014, City, Library and Ascension agreed that city would take over management of library's portion of fund and Ascension transferred \$10,000 to the City of Stillwater as their final payment of Webster trust (deposited 7/3/2014).</p>	City of Stillwater	Interest Only	Materials	\$10,000.00	\$10,523.29	\$523.29		

LIBRARY SUPPLEMENTAL FUNDS

ENDOWMENT FUNDS								2019		
FUND	YEAR ESTB'D	DESCRIPTION	FUND OWNER	WITHDRAWAL RESTRICTIONS	USE RESTRICTIONS	PRINCIPAL AMOUNT	2019 STARTING FUND BALANCE	PRIOR YEARS SPENDABLE BALANCE REMAINING	2019 REVENUE OR INTEREST ALLOCATION	EXPENDITURE PLAN
Minerva Fund	1998	* Endowment fund with interest income only used. * Funded by various donors where gifts were made directly to library or to city for library and only interest income to be spent * Most recent donation: 12/31/1999	City of Stillwater	Net Income Only	Materials	\$23,860.00	\$24,774.09	\$914.09		
HR Murdock Fund	1891	* Endowment fund to be invested in United States or state bonds and the interest only shall be used. * Funded by a bequest of H.R. Murdock to the Stillwater Library Association, six years before the referendum to establish the public library. The public library received the holdings and some funds from the Association.	City of Stillwater	Interest Only	Materials	\$1,800.00	\$1,875.90	\$75.90		
Van Meier	1979	* Endowment fund with interest income only used. * Funded by Katherine Van Meier. Fund to be called "Dr. Henry Van Meier Library Fund."	City of Stillwater	Interest Only	Medical Materials	\$1,571.00	\$1,300.17	(\$270.83)		
OTHER DONATION ACCOUNTS								2019		
ACCOUNT	YEAR ESTB'D	DESCRIPTION	ACCOUNT OWNED BY	WITHDRAWAL RESTRICTIONS	USE RESTRICTIONS			PRIOR YEARS SPENDABLE BALANCE REMAINING	2019 REVENUE	EXPENDITURE PLAN
Kilty Fund	2017	* Donation of \$50,000 to the City of Stillwater from the Kilty Estate for upkeep of the Stillwater Public Library.	City of Stillwater	N/A	Unrestricted			\$50,684.63	\$0.00	\$5,280 may be expended for the upper level ceiling structural repair. Fund use to be determined after completion of pergola project and notification on Kinder Morgan grant request.
Other Government Gifts	N/A	* Account created to track gifts given to us by other governmental entities. * Currently donor to the fund is Stillwater Township. * Baytown has donated in the past.	City of Stillwater	N/A	Unrestricted			\$11,804.56	Stillwater Township has historically given an annual gift of \$5,000 in May/June.	Expend \$4,904.14 of funds for final payment of strategic planning contract.

LIBRARY SUPPLEMENTAL FUNDS

OTHER DONATION ACCOUNTS							2019		
ACCOUNT	YEAR ESTB'D	DESCRIPTION	ACCOUNT OWNED BY	WITHDRAWAL RESTRICTIONS	USE RESTRICTIONS		PRIOR YEARS SPENDABLE BALANCE REMAINING	2019 REVENUE	EXPENDITURE PLAN
Whitson Fund	2019	* 2019 Donation of \$7,000 to the City of Stillwater for \$6,000 for general support for the library's teen program and \$1,000 for the children's library for new educational/play structures/activities.	City of Stillwater	N/A	Teen Program & Children's Library		\$0.00	\$7,000.00	Expend \$6,000 on teen programming, including funding of YS Programming Assistant. Expend \$1,000 on children's room.
Margaret Rivers	2012	* In December 2012, Margaret Rivers Fund gave library a gift of \$10,000. * Board allocated use of funds for Zinio (e-magazines), staff continuing education and marketing brochures.	City of Stillwater	N/A	Unrestricted by donor; Allocated by board		\$1,987.29	\$0.00	Expend remaining fund balance of \$1,987.29 in final payment of strategic planning contract.
Alice O'Brien Estate Remainder	2015	* In 2015, library received payment of \$4,909 from the remainder of the Alice O'Brien Estate. The gift was not restricted in use. * 3/8/16 Board allocated \$1,800 to production of Shelf Life newsletter.	City of Stillwater	N/A	Unrestricted		\$3,108.57	\$0.00	Expend remaining fund balance of \$3,108.57 in final payment of strategic planning contract.
Donations		* SPL receives smaller donations from organizations or individuals, including tributes to purchase a book in memory/honor of someone, donations to a specified area, and unrestricted gifts. * If the gift is designated to operating costs, is a tribute book purchase or is a smaller gift to be used in the calendar year, the gift is often put in 230 and used to offset city budget expenditures. * If the gift will be spent across calendar years or is a larger gift with multiple expenditures, the gift is usually put in 235 to track both the revenue and expenditure to this account.	City of Stillwater						
Friends and SPLF		* Friends of Stillwater Public Library and Stillwater Public Library Foundation provide ongoing awards and gifts to the Library based on funding requests from the library.							

LIBRARY SUPPLEMENTAL FUNDS

FUND BALANCE ACCOUNTS								2019		
ACCOUNT	YEAR ESTB'D	DESCRIPTION	ACCOUNT OWNED BY	WITHDRAWAL RESTRICTIONS	USE RESTRICTIONS			PRIOR YEARS SPENDABLE BALANCE REMAINING	2019 REVENUE	EXPENDITURE PLAN
Library Fund Balance Account (Not Including Compensated Absences)	N/A	* A holding account for the library that may be added to annually when library's revenues at the end of the year exceed expenditures. * In the absence of any other policy from the city, the fund balance may be used but it is typically only used to cover shortfalls in budget. Among other ways shortfalls may happen - unbudgeted telecommunications costs, unusually severe weather sends utilities into negative territory, a staff illness requires heavy use of substitute time, building requires major repair, etc.	City of Stillwater	See description.		N/A	\$112,253.14 (2018)			Projecting that an additional \$69,895.70 will be added to Fund Balance from 2018. City Finance and Auditor will determine allocation between general library fund balance and compensated absences fund.
Compensated Absences Fund	N/A	* A holding account for the unused portion of vacation time that benefitted employees are allowed by personnel policy and union contract to roll from one year to the next. These funds may not be used outright or use to offset budget overages.	City of Stillwater	Funds used to compensate employees for current year vacations taken with prior year's rolled over vacation time.		N/A	\$18,204.28 (2018)			

FOUNDATION AND FRIENDS SUPPORT OVERVIEW

Foundation

2018		2017		2016	
GRANTS*	IN KIND	GRANTS*	IN KIND	GRANTS*	IN KIND
Sunday Hours 7,750	Vol. Coord. 18,720	Sunday Hours 7,391	Vol. Coord. 18,720	Sunday Hours 8,000	Vol. Coord. 18,252
Programming 17,222	Vol. Ctr Dues 55	Programming 13,875	Vol. Ctr Dues 55	Programming 11,462	Vol. Ctr Dues 45
Materials 6,890	Venue Coord. 24,000	Materials 5,635	Venue Coord. 24,000	Materials 16,757	Venue Coord. 24,000
Equipment 500	Venue Mktg 2,149	Equipment 1,020	Venue Mktg 1,954	Equipment 500	Venue Mktg 2,201
Hearing Loops 15,000	44,924	Hearing Loops 25,288	44,729	Terrace 1,687	Venue Asst 673
Weeding 1,500		Terrace 4,615		Weeding 1,325	Equipment 857
Misc 5,000		Weeding 1,500		39,731	Terrace 953
53,862		Misc 400			46,981
		59,724			

* Grants awarded in fiscal year, but not necessarily revenues received. Revenues are received based on expenditures, often with multiple payments per grant across fiscal years.

Friends

2018		2017		2016	
GRANTS	IN KIND	GRANTS	IN KIND	GRANTS	IN KIND
Audio Books 1,200		Audio Books 4,800		Audio Books 4,800	
Programming 2,500		Programming 850		General Op 3,656	
Materials 600		5,650		8,456	
4,300					

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Planning	
OWNER: Library Board of Trustees	PRESENTER: Bell, President Sarah Keister Armstrong, Consultant
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: <ol style="list-style-type: none"> 1. Motion to approve acceptance of the strategic plan. 2. Motion to reallocate remainder of a Margaret Rivers Fund grant in the amount of \$1,987.29 to help pay for strategic planning services. 3. Motion to approve final payment of \$10,000 to Sarah Keister Armstrong & Associates, LLC, from the recommended funding sources. 	
<p>BACKGROUND/CONTEXT: After the March 12 board meeting, Troendle sent the trustees a survey created by Sarah Keister Armstrong to gather more input on two possible mission statements for the library. The survey was based on input from the trustees’ March board meeting. After the survey closed, comments were compiled and sent to trustees along with a new survey that offered another iteration of the proposed mission statement based on the latest feedback.</p> <p>Attached are the results of both surveys, as well as an updated strategic plan to reflect the most current version of the mission statement. Based on responses received, the newest proposal seems to suggest a consensus forming around the latest iteration.</p> <p>If the strategic plan is approved, recommended funding for final payment of \$10,000 would come from these three sources:</p> <ul style="list-style-type: none"> • A reallocation of \$1,987.29 from a past Margaret Rivers Fund grant; • \$3,108.57 from the Alice O’Brien Estate fund; and, • The remaining portion of \$4,904.14 would come from Other Government Gifts. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Revised Draft of Strategic Plan: 2019-2022 Board feedback survey results from April Board feedback survey results from March	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

STILLWATER PUBLIC LIBRARY STRATEGIC PLAN: 2019 - 2022

OUR VISION

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

OUR MISSION

The Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

OUR GOALS AND STRATEGIES

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

Increase the accessibility and awareness of local history collection and genealogy resources

Build upon existing issue-oriented programming and enhance art and social issues exhibits offered in the library

Evaluate the feasibility of developing a collection to circulate non-traditional materials

Continue communication and collaboration with local municipal, nonprofit, and business organizations

Provide a community space to highlight local organizations

INSPIRE MORE ENGAGEMENT WITH THE LIBRARY

Fund, develop, and implement a dynamic marketing plan

Develop strategies to reach new audiences

Enhance the library's virtual presence

Expand communications regarding basic library services

ENHANCE THE EXPERIENCE OF USING THE PHYSICAL LIBRARY SPACE

Increase the effectiveness of interior signage and library entrances

Determine the library's role in providing space for special events and its implications

Consider options for increasing use of the 4th Street lawn

Identify opportunities for increasing the convenience of library usage

Investigate sound attenuation options

BUILD INTERNAL ORGANIZATIONAL CAPACITY TO ENSURE SUCCESS IN A CHANGING WORLD

Identify and pursue revenue sources to support long-term sustainability

Develop a more comprehensive model for technical services

Evaluate and meet staff training needs

Restructure knowledge management tools and procedures

Continue evaluation of staffing model to meet evolving needs

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.

**BOARD SURVEY RESULTS: MISSION STATEMENT FEEDBACK
APRIL 2019**

PROPOSED MISSION STATEMENT: The Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

Please provide feedback regarding this option (What do you like about it? What do you dislike?):

- I like it, I think it lands in the right place following all the input, discussion, feedback & editing.
- Clear, simple, easy to understand.
- This version addresses concerns voiced by the trustees while still embodying core findings from survey data.
- Good revision! This revision keeps the vision statement concepts in place and states three things the library can do for the community. Thank you!
- Looks good. How about instead of "the opportunity to engage with one another" we try something slightly more assertive like "meaningful opportunities to engage with one another"?
- I like it. Just to add fuel to the fire-I am reading a book called Transforming Libraries by Ron Starker. Plagiarized directly from his book is a sentence that contains some really nice ideas-maybe for a vision statement: "...libraries evolving into gathering points for collaboration, spaces for innovation and places where authentic learning occurs"..love that! But off topic for this survey...:)
- It's a very good compromise

**BOARD SURVEY RESULTS: MISSION STATEMENT FEEDBACK
MARCH 2019**

MISSION STATEMENT OPTION #1:

The Stillwater Public Library connects our community with the power of knowledge, fosters the exchange of new ideas, and celebrates literacy of all types.

Please provide feedback regarding this option (What do you like about it? What do you dislike?):

- It is succinct, makes sense and represents what this library is able to do -- connect people with information.
- This option highlights the library's primary roles as an integral community education institution. It's clear and complements the vision statement. However, it is a predictable statement that focuses more on the library than the community.
- + it lists 3 positive intentions & is grammatically correct - why just "new" ideas?
- Both new mission statements feel awfully similar to the vision statement -- almost as if the mission and vision are really just two drafts of the same thing. And to me, that's most true of this mission statement draft. Feels rather redundant alongside the vision statement.
- I like "connects our community", I like celebrates literacy of all types. I don't like "exchange" I don't like how similar it is to what we already have in place
- I like the three concepts.

MISSION STATEMENT OPTION #2:

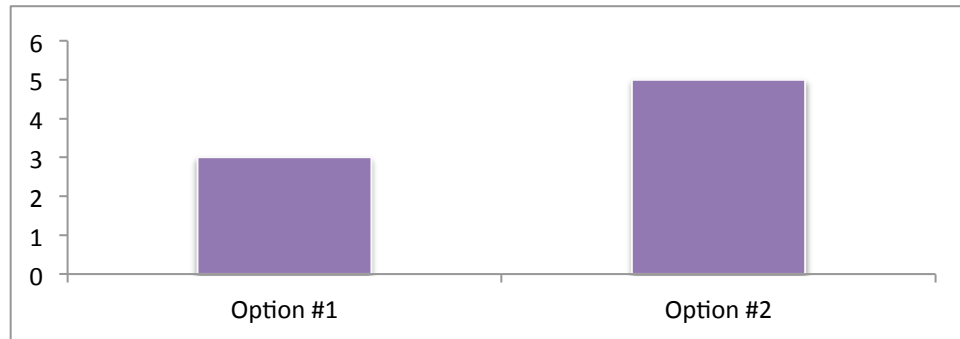
The Stillwater Public Library connects members of our community with the power of knowledge, the energy of new ideas, and the joy of engaging with each other.

Please provide feedback regarding this option (What do you like about it? What do you dislike?):

- It is too wordy, uses words describing connections the library is not able to control. We can foster connections but as an institution we cannot connect people to joy or energy. This statement makes some erroneous assumptions about new ideas and engaging with others. Not all people feel energized by new ideas nor do all of our patrons want to connect with each other. It also lacks any mention of literacy which should be part of our mission as it is a component of our vision statement.
- I like the lively energy of this option and its focus on the community. It is clear and easier to remember than option 1. I believe the phrase "joy of engaging with each other" raises questions, though; what does it mean exactly? The staff and trustees may know, but others well might wonder. And some people value the library precisely because it is a place where they are welcome and do not need to interact at all with others. I have tried without success to find a synonym for "joy", considering and rejecting: pleasure, delight, excitement, enjoyment, satisfaction, option, possibility. Of this list, "satisfaction" comes closest, I think.

- + the inclusion of “members” and the engaging of people - I’d delete “new”. There can be energy in old ideas, current ideas... - engagement is not always a “joy;”. Could it read: the opportunities to engage with each other? In that statement, there are 3 prepositional phrases. If I’m correct, it should read: “ with the power of..., with the energy, and with the joy....
- "with one another" instead of "each other" This one has more pizzazz
- I prefer this one. The first option doesn't include mention of the engagement/interaction/connection-with-each-other stuff, which seems very important. This one does.
- I like the concepts, but still feels awkwardly stated.
- I do not like the last concept. “ joy of engaging with each other”

Which option do you prefer at this time?



Please provide any additional comments:

- As soon we, as an organization, start bringing emotions into a mission statement we have embarked on an effort we cannot measure or ensure. We cannot engender emotions in anyone and should not presume that all of our patrons are seeking joy or energy when using the library. Nor can we measure the amount of energy or joy produced by the activities, materials or programs the library supplies.
- I think I’ve commented enough.
- keep up the good work!
- Ultimately, I'll be happy either way.
- Option #2 rewrite: The Stillwater Public Library connects our community with the power of knowledge, the energy of new ideas, and the opportunity to engage with each other.
- I would consider adding after fosters “the energy and exchange of new ideas.....

Based on this feedback, including the preference for “one another” instead of “each other,” as well as avoiding the emotional aspect of “joy” or “energy,” we are proposing this iteration:

The Stillwater Public Library connects members of our community with the power of knowledge, the possibility of new ideas, and the opportunity to engage with one another.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Minnesota Public Library Annual Report 2018	
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 the 2018 Minnesota Public Library Annual Report submitted to the State on April 1, 2019.	
<p>BACKGROUND/CONTEXT: Minnesota Public Libraries are required by law (MN Statutes 134.13) to submit annual reports to the Minnesota Department of Education. The Department of Education is required by Law (Minnesota Statutes 134.31, Subd. 4) to collect statistics on the receipts, expenditures, services, and use of the regional public library systems and the public libraries of the state. Statistical information is used by public libraries and policymakers for a variety of purposes, including evaluating and comparing libraries; projections and planning related to developing strategic or technology plans, budgeting, or expansion projects; and historical research.</p> <p>This data is also submitted to the Institute of Museums and Library Services (IMLS) for the Public Libraries in the United States Survey. IMLS is authorized to collection this data under the federal Museum and Library Services Act of 2003. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. The data is public and is shared widely at local, state and national levels. This information is used by researchers, consultants, journalists and legislator to analyze and compare the nation’s public libraries.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 Annual Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Financial data reviewed by Finance Committee; Full report reviewed by Bell.	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Minnesota Public Library Annual Report, 2018 Worksheet

Please complete your report using data/information for January 1 through December 31, 2018, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2018. New indicates a DATA ELEMENT that is new for 2018.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m). In the case of a single-library location, the library is both the administrative entity and the library outlet and data will be reported within both.

Please contact State Library Services to update information in data elements that are pre-filled and locked.

GENERAL INFORMATION

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from previous year
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director's Name
G15) Director's Phone
G16) Director's Extension
G17) Director's E-mail Address

Report Filer

G18) Name of Person Who Prepared the Public Library Report
G19) Phone
G20) E-mail

IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code
G22) Legal Basis Code
G23) Administrative Structure Code
G24) IMLS Public Library Definition
G25) Geographic Code
G26) Did the legal service area boundary change?

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
P04) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
P06) Visits		
P07) Reference Transactions		
P08) Annual Public Internet Computer Sessions		
P09) Public Internet Computer Other Uses		
P10) Wireless Sessions		
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

Circulation

Data Element	Current Year	Previous Year
P13) Children’s Circulation		
P14) Adult Circulation		
P15) Other Physical Media Circulation (No Audience Designation)		
P16) Total Physical Media Circulation		
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
P19) Total Downloadable Circulation		
P20) Total Circulation		

Programs

Data Element	Current Year	Previous Year
P21) Children’s Programs		
P22) Young Adult Programs		
P23) Adult Programs		
P24) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
P25) Children’s Program Attendance		
P26) Young Adult Program Attendance		
P27) Adult Program Attendance		
P28) Total Program Attendance		

Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections		
P30) Electronic Content Use		
P31) Total Collection Use		

Website Visits

Data Element	Current Year	Previous Year
New P32 Website Visits		

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week		
H09) Number of Public Service Hours in a Seasonal Week		
H10) Seasonal Dates		
H12) Total Public Service Hours per Year		

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for On-Site Use		
F15) Total Number of Public Internet Computers/Devices		
F22) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians		
S02) Total Other Librarians		
S03) Total Librarians		
S04) Total Other Staff		
S05) Total Paid Employees		

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)		
C02) Audio Materials, Physical		
C03) Video Materials, Physical		
C04) Multi-format Materials		
C05) Other Physical Materials		
C06) Total Physical Materials		
C07) Print Serial Subscriptions		

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Total Electronic Serial Subscriptions		
C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		
C13) Electronic Books Licensed Statewide		
C14) Total Electronic Books		
C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
C17) Total Audio Downloadable Units		
C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
C20) Total Video Downloadable Units		
C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement		
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement		
C25) Electronic Collections Licensed Statewide		
C26) Total Licensed Electronic Collections		

POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan		
D02) Disaster Plan		
D03) Policy Manual		
D04) Records Retention Schedule		
D05) Building Accessibility Plan		
D06) Technology Plan		
D07) Internet Acceptable Use Policy		

OUTREACH SERVICES

Data Element	Current Year	Previous Year
Adult Basic Education		
Adult Literacy Organization		
Early Childhood Organization		
Correctional Facility		
Cultural Communities		
Service to Homebound		
School (K12)		
Senior-Centered Organization		
Workforce Development		
Youth Development Organization		
Arts Organization		
Disability Organization		
Homeschool Organization		
Veterans Organization		
Social Services Organizations		
Other		

New

5

Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations or groups in order to address a community need?		
O13a) Commnicative:	O13b) Cooperative:	O13c) Collaborative:
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?		

Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		
O16m) Number of Teen Volunteers		
17m) Number of Adult Volunteers		
O18m) Number of Teen Volunteer Hours		
O19m) Number of Adult Volunteer Hours		
O20) Total Number of Volunteers		
O21) Total Number of Volunteer Hours		

Summer Learning Program

Type(s) of summer learning programs
Intended age-groups for the program

BOARD, FOUNDATION, FRIENDS

Library Board Of Trustees

I01) Does this library have a governing Board?
I02) Are this library's trustees elected or appointed officials?
I03) Is this library's Board of Trustees the governing authority or advisory?

Library Foundation

I04) Does This Library Have a Foundation?
I05) Foundation Name

Library Friends

I06) Does This Library Have a Friends Group?
I07) Friends Group Name

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
County		
R04) County Direct		
R05) County Indirect		
R06) County Total		
Other Local Government		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
R10) Total Local Government Operating Revenue		
STATE		
R11) Arts & Cultural Heritage Fund		
R12) Regional Library Basic System Support		
R13) Regional Library Telecommunications Aid		
R14) Other State		
R15) Total State Government Operating Revenue		
FEDERAL		
R16) Federal Library Services and Technology Act		
R17) Federal Direct		
R18) Federal Indirect		

Data Element	Current Year	Previous Year
R19) Total Federal Operating Revenue		
OTHER		
Regional System		
R20) Regional System Direct		
R21) Regional System Indirect		
R22) Regional System Operating Revenue Total		
Multicounty, Multitype		
R23) Multicounty, Multitype Direct		
R24) Multicounty, Multitype Indirect		
R25) Multicounty, Multitype Operating Revenue Total		
R26) Other Operating Direct		
R27) Other Operating Indirect		
R28) Other Operating Total		
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue		
R30) Total Operating Revenue		

Operating Expenditures

Personnel Expenditures

Data Element	Current Year	Previous Year
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		

Collection Expenditures

Data Element	Current Year	Previous Year
E04) Collection Expenditures Print Materials		
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)		
E06) Collection Expenditures Electronic Collections		
E07) Collection Expenditures Electronic Materials Other Electronic Materials		
E08) Collection Expenditures Electronic Materials Expenditures Total		
E09) Collection Expenditures Other Materials Audio & Video Physical Materials		
E10) Collection Expenditures Other Materials Other Physical Materials		
E11) Collection Expenditures Other Materials Expenditures Total		
Collection Expenditures Physical Materials Total		
E12) Total Collection Expenditures		

Other

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures		
E14) Total Operating Expenditures		
E15) Expenditures Equal To or Less than Income?		

Capital Revenue – Direct and Indirect

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct		
R32) City Indirect		
R33) City Capital Revenue Total		
County		
R34) County Direct		
R35) County Indirect		
R36) County Capital Revenue Total		
Other Local Government		
R37) Other Local Government Direct		
R38) Other Local Government Indirect		
R39) Other Local Government Capital Revenue Total		
R40) Total Local Government Capital Revenue		
STATE		
R41) Library Construction Grant		
R42) Other State Capital Revenue		
R43) Total State Government Capital Revenue		
FEDERAL		
R44) Federal Government Capital Revenue Library Services and Technology Act		
R45) Federal Capital Direct		
R46) Other Federal Indirect Capital Revenue		
R47) Total Federal Government Capital Revenue		
OTHER		
Regional System		
R48) Regional System Direct		
R49) Regional System Indirect		
R50) Regional System Capital Revenue Total		
Multicounty, Multitype		
R54) Other Capital Direct		
R55) Other Capital Indirect		
R56) Other Capital Revenue Total		
R57) Total Regional, Multicounty Multitype and Other Capital Revenue		
R58) Total Capital Revenue		

Capital Expenditures

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures		

In-Kind

In-Kind Operating Contributions

Data Element	Current Year	Previous Year
R59) In-Kind Operating Contributions City		
R60) In-Kind Operating Contributions County		
R61) In-Kind Operating Contributions All Other		
R62) Total In-Kind Operating Contributions		

In-Kind Contributions by Expenditure Area

Data Element	Current Year	Previous Year
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		

In-Kind Capital Contributions

Data Element	Current Year	Previous Year
R63) In-Kind Capital Contributions City		
R64) In-Kind Capital Contributions County		
R65) In-Kind Capital Contributions All Other		
R67) Total In-Kind Capital Contributions		



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator	
OWNER: Venue Coordinator Task Force	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <ol style="list-style-type: none"> 1. If ready, motion to approve contract with One23 Events. 2. If contract is not ready by the April board meeting, motion to approve giving the Venue Coordinator Task Force the authority to sign a contract with One23 Events to provide private event management services as outlined in the final agreement negotiated. 	
BACKGROUND/CONTEXT: <p>The City Attorney and Task Force continue to refine a draft contract for private event management services with an external vendor. The current Venue Coordinator has indicated a preference to finish her commitment in May. If final agreement can be reached with the company we're negotiating with before the May board meeting, it would be helpful to give the Task Force the authority to sign a contract with the preferred vendor so that we may move forward with the transition. The contract includes funding certain costs upfront.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee has reviewed funding options.	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Report from the Library Director, Mark Troendle

Pat Lockyear coordinated a meeting with Paula Hemer, Nan Tate (president of the Ivy Club), Volunteer Coordinator Susie Danielson, and me to discuss garden maintenance at the library. As a result, the Ivy Club has graciously agreed to take on library garden maintenance as a long-term project, for which the library is most grateful. The club is currently developing a project plan.

With assistance from the Venue Coordinator Task Force, a revised contract for event management services was drafted. A working draft was then provided to the City Attorney for review and reworking. The attorney's revised document was made available to the task force on the afternoon of March 29 for further study. On April 2, additional comments, questions and proposed revisions were presented to the City Attorney. After these points have been addressed, negotiations will continue with the company.

I drafted a letter of gratitude for donors that will be part of the Stillwater Public Library Foundation's 2018 Impact Report. Also, the Foundation authorized the library's grant request of up to \$5000 in support youth and adult programming needs this year. I'm pleased to report that, based on staff projections, all programming funding for 2019 has now been secured.

A job announcement seeking applicants for the position of Youth Services Programming Assistant was made public in March, with a deadline of April 1. A memo of agreement was drafted and signed by library and union representatives to recognize health plan design changes being implemented by the City, at the suggestion of the City HR Manager.

Warmer weather allowed the drain pipe closest to the parking ramp entrance to fully thaw by March 10, finally alleviating the need to regularly empty a 32-gallon container since this issue began on February 22. We experienced another drainage issue of shorter duration on the exit side of the ramp and a small leak in the catering kitchen. No damage has been observed due to these drainage issues. In other building news, the water bottle filling station was installed by plumbers on March 6, and the chiller that cools the water was connected by an electrician on March 13.

Master Mechanical returned to the library to replace the reheat coil that failed on January 30, causing water damage in the 700s section of nonfiction. The water leak occurred because a roof top unit (RTU) that provides HVAC to the space below was programmed to turn off overnight (by going into unoccupied mode) and a control valve damper stuck open, allowing extremely cold air (-27° F) to seep into the ductwork. This cold air froze water in a small section of copper tubing in a variable air volume (VAV) box, which eventually burst. After consultation with our vendor, it was determined that the recommended approach to prevent a future reoccurrence would be address it through software reprogramming of the HVAC control system. For example, add new parameters that will automatically keep RTUs running and warmer air moving through the ductwork when the outside temperature falls below a certain threshold, which will prevent pipes from freezing. Adding glycol to the system was discussed, but if there is a leak anywhere in the system, the glycol would not only be odiferous but corrosive, meaning carpet may need to be replaced instead of just cleaned. A glycol additive would be better suited for a different type of application. Leak sensors were also discussed, though this solution was not recommended due to the cost and lack of space for containment pans underneath the VAV boxes in the ceiling in which the sensors would sit.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

March Programs

- The Museum of Civilization (the art exhibit that's part of the Big Read) brought more attention to this year's Big Read.
- Coiled Jewelry had 13 crafters.
- An Artist Reception for Kristin Prideaux had 39 attendees and a couple sales.
- Pop-Up Book Club: A Discussion of Diversity in America had 16 invested readers attend the day of and many more readers check out the four books that were selected. Also, see the end of the report for a thank you note on the event.
- Mystery Book Club had 11 attendees.

Collection

- Mark and Aurora worked on getting the items ordered in 2018 uploaded as holdings in OCLC so they are discoverable in MNLINK and can be requested throughout the state and internationally (potentially!). A couple of paperwork errors were corrected with Brodart and Midwest Tape so that all 2019 items will be added as they are ordered.
- With the help of a Foundation Grant, Joan (sub) weeded the Audio books in order to make room for a number of new and replacement titles.

PR

- Susan Fremming and Nancy Prince have agreed to assist us with a coffee station for National Library Week the second week of April.

Personnel

- The circulation staff has been busy with the increase in activity at the library with the nicer weather.
- Lori is on the Health and Wellness committee at the City and has contributed valuable thoughts about what might make offered programming more attractive to staff.
- Kaylin (sub) worked on promotional materials for the City Health Fair. Lori, Paula and Lisa will staff the booth and distribute the promotional material and highlight what the library has to offer, including signing up any interested staff with library cards.
- Mark and Aurora offered the Library Associate position to Kelsey Shulson. Staff is ready for a fast transition and to bring her on board.

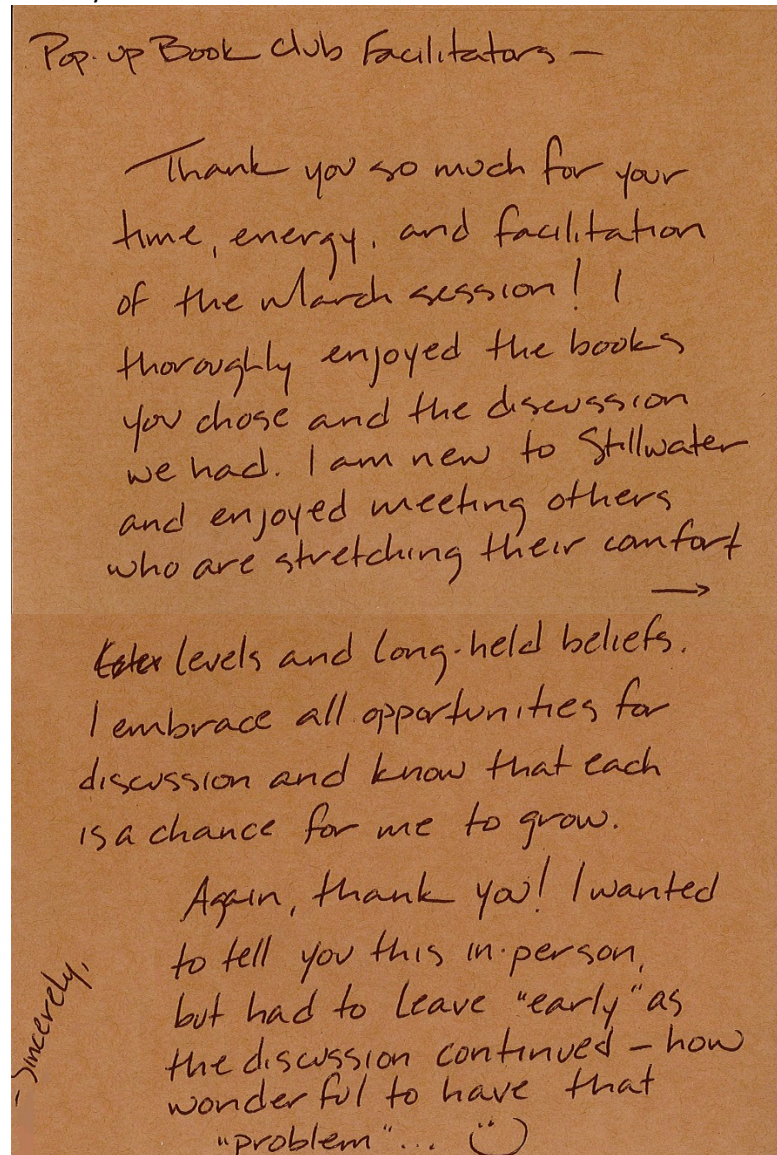
Reference

- Four booklists were created to go along with April Programming. Gail (sub) created a Healthy Sexuality list to go with the AAUW program that Netanya (sub) revised and formatted. Netanya also created two booklists: one about pandemics to go with Mike Osterholm's presentation and another to go with the Fix-It program that is part of the Big Read. Kaylin and Jade (subs) worked on a booklist about bee-keeping that is not only a great tie-in for Literature Lover's night on April 10, but also highlights the library partnership with the Honey Bee Club of Stillwater.

Upcoming

- Meet Beverly Lewis, NYT Bestselling Author on April 10th.
- Youth Panel Discussion – Today’s Sexual Health Education: Are We Doing Enough? – with AAUW on April 14th.
- Fix-It Clinic for people to bring in items in need of repair and work with a volunteer on April 20th, as part of Big Read.
- Mystery Book Club on April 24th.
- Dr. Mike Osterholm – “Bad News Mike” as part of the Big Read on April 25th.

Thank you note:



Report from the Youth Services Supervisor, Angela Petrie

March Programs

- *Storytime* – 343 people attended 13 storytime sessions (including 4 evening pajama sessions!)
- *Paws to Read* – 4 readers came to 2 sessions with Bella the Golden Retriever
- *Aliens Attack! (spring break program for 8-12)* – Attended by 10 alien enthusiasts
- *LEGO Build (spring break program)* – attended by 42
- *Art Cart* –73 kids and caregivers attended 4 themed sessions
- *Book Buddies* – 8 attended this read-aloud program for K-2
- *Lion collage art* – 15 people attended this art workshop by White Bear Center for the Arts
- *Scavenger Hunt* – 146 hunted for robots throughout the children’s space
- *TAB Meeting* – 8
- *Z Puppets/Bakken Trio Classical Music Listening Party* – 31 attended this first in a series of 4 intergenerational programs-participants watch a “toy theater” show, learn about how to listen to classical music, and listen to a musical movement while drawing pictures inspired by what they hear. This hour-long session was a great success judging by this Facebook post made by the Z Puppets Creative Director, Chris Griffiths:
 - The Listening Party, our first collaboration with the amazing musicians of [The Bakken Trio](#) went as we hoped, with a full house of eager, willing participants. We have never before portrayed scenes from the Holocaust in any of our work. Jewish Czech composer Pavel Haas deepened our insights, bringing the story into a very personal lens of the suffering and lives lost. After people watch the story of his life, they listen to the Bakken Trio's exquisite performance of the music of Pavel Haas and draw what they hear. ***Afterward, one woman commented, "I learned how to listen in a new way" (exactly our goal). Another woman who has recently become legally blind, shared that this was the 1st time she drew since losing her sight and felt free.*** It's so great to have an on-going partnership with a librarian like Angie Petrie who over the last decade has been game to be the first to try out several of our creative experiments. (<https://zpuppets.org/past-partnerships-1>)

Outreach

- Visited the Stillwater ECFE to present storytime to non-native speaking parents and their children
- Started scheduling spring school visits to Stillwater 3rd grade classes
- Offered an impromptu storytime to a visiting 1st grade class from New Heights

Partnerships

- Z Puppets Rosenschnoz / Bakken Trio offer a program series valued at \$7,000 and funded, in part, by the Metropolitan Regional Arts County through an appropriation from the MN State Legislature with money from the State’s general fund.

- Jen Walls' 8th Grade English Language Arts Stillwater Middle School: Creating Read-a-like Booklists for each unit to include Fiction and Non-fiction (topical) books available at the library or through library resources. Plans to visit the classroom are in the works.
- Phipps Theatre in Hudson: Books and Benches. Creating a program/setting the date to participate in the Books and Benches program this summer. <http://www.artbenchtrail.org/books-benches/>

Youth Spaces

- After our Spring Break LEGO Build, we placed the creations in the glass display case in the 3rd Street Stairwell. Please take a look at what a difference all the color makes!

Professional Development

- Angie attended the "Power Up! – A Leadership Conference for Youth Services Managers and Staff" in Madison, WI. This biennial continuing education offering started in 2017. Session topics included 1) defining strong programming, shared expectations, and implementing a mission-drive programming schedule; 2) creating an ethical work environment, working in an equitable way, and how to manage working with others who are less ethical; 3) the Chinese educational approach to play, Anji (very interesting); 4) incorporating youth services responsibilities into orientation training for all levels to communicate that it is everyone's responsibility to know how to interact with families and youth on a basic level; and 5) the dichotomy of change and routine for youth services and how to manage the different types of changes and strategies to support staff while maintaining mission driven service.

Upcoming Single Date Programs

April 4, 11, and 18 – From the Monkey Mountain: Listening Parties

April 13 – Origami Butterflies with WBCA

April 16 – LEGO Build



Lion Collage with WBCA



Listening Session 1 with Z Puppets and The Bakken Trio/Quartet



STILLWATER PUBLIC LIBRARY FOUNDATION
ANNUAL MEETING
March 1, 2019
9:00 am – 10:30 am
Stillwater Public Library – Margaret Rivers Room

Members Present: Doug Blanke, Sandy Nicholson, Dustin Moeller, Shawn Glaser, Mark Troendle, Ann Wolff, Amber Dailey-Hebert, John Gray, Eric White, Merilee Read, Carol Stabenow, Ann Brownlee, Interim Executive Director-Elaine Weber Nelson

WELCOME:

The meeting was called to order at 9:00 am. President, Ann Wolff presided.

SECRETARY'S REPORT:

Following a motion to approve the minutes of the April 13, 2018 Annual Meeting made by Amber and seconded by John, the secretary's report was unanimously approved.

FINANCIAL REPORT:

Dustin reviewed the year-end financial statements. There were no significant changes to the total incomes for the years 2017 and 2018.

The Profit and Loss statement for Light a Spark indicated a net income of \$41,285.55 from this event.

Ann acknowledge that 2018 was the last year Style Speaks Volumes would be held. This event has generated nearly \$53,000 since its beginning in 2013. Elaine will email a P&L to the board. Ann W. thanked Carol for her work in creating and sustaining Style Speaks Volumes.

Ann W. reviewed the list of grants awarded to the Library in 2018.

Elaine prepared a historical comparison of Foundation appeals by year. This is important information for board members to review.

REPORT FROM CONTRACT EMPLOYEES:

Reports from Susie Danielson, Volunteer Coordinator, and Sandy Ellis, Venue Coordinator were reviewed. Ann W. acknowledged the good work of both women in supporting the Library.

APPROVAL OF 2019 BUDGET:

Board members reviewed the 2019 budget and proposed several changes to the document. A motion to accept the 2019 budget as amended was made by Shawn and seconded by Amber. The motion passed unanimously. The amended budget will be included in the board packet for the March 29, 2019 meeting.

The annual meeting was adjourned at 9:40 am.

Respectfully submitted,
Sandy Nicholson

STILLWATER PUBLIC LIBRARY FOUNDATION
March 1, 2019 MEETING
9:00 am – 10:30 am
Stillwater Public Library – Margaret Rivers Room

Members Present: Doug Blanke, Sandy Nicholson, Dustin Moeller, Shawn Glaser, Mark Troendle, Ann Wolff, Amber Dailey-Hebert, John Gray, Eric White, Merilee Read, Carol Stabenow, Ann Brownlee, Interim Executive Director-Elaine Weber Nelson

WELCOME:

The meeting was called to order at 9:40 am. President, Ann Wolff presided. Thank you notes were circulated to acknowledge the resignations of Mary Richie, Sarah Quickel, and Abby Dean.

SECRETARY'S REPORT:

Following a motion to approve the minutes of the January 25, 2019 Meeting made by Amber and seconded by Dustin, the secretary's report was unanimously approved.

FINANCIAL REPORTS:

Dustin reviewed the January 2019 Balance Sheet and Profit and Loss Statements. Both showed similar unrestricted funds and net income compared to January 2018 reports.

GRANT APPLICATIONS:

Ann W. and Elaine reviewed the grants received from the Huelsmann Foundation (\$25,000) and the Hugh J. Anderson Foundation (\$10,000). The Foundation is in the process of submitting grant applications to the Katherine B. Andersen Fund of the St. Paul Foundation, the Fred C. and Katherine B. Andersen Foundation, and the Margaret Rivers Fund. Corrections to the report in the board packet: the Katherine B Andersen Fund grant is due May 11; the request from the Margaret Rivers Fund is still being considered. Elaine reminded the Board that grants can be an effective way to fund specific needs but should not be considered a reliable source for ongoing funding needs.

NEW BUSINESS:

After reviewing recommendations from the American Library Association, Amber moved that we do not officially designate a liaison from the Board of Trustees to be a member of the Foundation Board. Merilee seconded this motion and it was passed unanimously. 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 which are posted on the library's website. Other ways to keep communication open between the two boards will be explored.

All Board members were asked to review the Foundation's Conflict of Interest Policy, complete the Conflict of Interest Form, and return the signed form to Ann W. at the March 29, 2019 Board Meeting or before.

Friends of the Stillwater Public Library



Feb. 11, 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, Vik Wilson, Nancy Wilson

Agenda

Friends of the Stillwater Public Library Meeting Agenda

Monday, Feb, 11, 2019

Conference Room

6:30 p.m.

1. Call meeting to order: Mary Ann
2. Secretary's Report: Tracy Salvati
3. Treasurer's Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other: Mary Ann sent a "Thinking of you" card to Anne Young, who is very ill; Is anyone interested in being on the Stillwater Public Library Foundation Board? Upcoming Booksale (collection April 6 and 13; sale Wednesday April 25-Saturday April 27; STS Sunday, April 28). All
6. Update and Request: Mark

- Meeting called to order by Mary Ann Sandeen
- Secretary's report Tracy Salvati
 - Jan. 14, 2019 Minutes approved
- Treasurer's report Jan Kilkelly
 - Balance 1/31/2019
 - \$31,462.71
- Membership report Gemma Lockrem
 - 84 memberships

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

Period:	2/1/2019 - 2/28/2019	Year-to-Date 2/28/2019
Opening Balance	\$ 31,462.71	\$ 31,831.86
Receipts:		
Memberships	\$ 30.00	\$ 170.00
Donations		\$ 41.55
Book Sales	\$ 325.50	\$ 569.50
Scanner Fees		\$ -
Book Bags		\$ -
T-Shirts		\$ -
Notes, Cards		\$ -
Total Receipts	\$ 355.50	\$ 781.05
Disbursements:		
Grants to Library		\$ -
Sponsorships	\$ 25.00	\$ 25.00
Memberships		\$ -
Postage		\$ -
Printing & Supplies		\$ 134.70
Sales Tax		\$ 660.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 25.00	\$ 819.70
Ending Balance	\$ 31,793.21	\$ 31,793.21

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: 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: Though the Facilities Committee didn't formally meet since the March board meeting, the following updates are notable. Troendle discussed the upper level ceiling repair project with the City Administrator, and the recommendation was to delay proceeding until the pergola project has been completed, then seek a reallocation of capital funds from the library board, City Administrator, and City Council. The low bidder, Braden Construction, has been notified of the status of the project. Pat Lockyear coordinated a meeting with Paula Hemer, Nan Tate (president of the Ivy Club), Volunteer Coordinator Susie Danielson, and Troendle to discuss garden maintenance at the library. Agenda topics included the following: <ul style="list-style-type: none"> • Time commitment from the club – beginning and end dates for club activity • How many members would be volunteering • Materials and equipment needed • Will the club develop a planting plan • Disposal of debris • Ongoing maintenance – scheduling watering and weeding The Ivy Club has agreed to plant and maintain the pots on the terrace and the pot and gardens at the 4th Street Entrance. The club president, Nan Tate, will work with Susie to establish a watering schedule which may involve some of the volunteers who staff the 4th Street entrance desk. Ivy Club members will sign up for a two-week watering/maintenance commitment. They will develop a planting plan, replace soil, plant new annuals and deconstruct the plantings in the fall to prepare the pots for winter. Mark will check with the City staff to see if they will remove the debris bags in spring and fall when old plants are removed. Paula will obtain new potting soil. Pat will obtain new hose/watering cans/wand and will request funding for annuals from Rose Floral, Abrahamsons and Lowes. There are funds available from donations which may be used to help with costs of purchasing materials.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Goeltl, Business and Communications Manager 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: Finance Committee Report from March 26, 2019	
MN State Library Report	
<ul style="list-style-type: none"> Reviewed financials prepared for 2018 annual library report to the State of Minnesota. 	
Finance 101	
<ul style="list-style-type: none"> For April board meeting: Present a snapshot of the library’s current financial picture, including city operating, city capital and supplemental fund revenues and expenditures. For May board meeting: Present historical trend data for city and supplemental support and 2018 comparative data across other libraries. 	
Funding Options for Final Payment to Sarah Keister Armstrong	
<ul style="list-style-type: none"> Reviewed city and supplemental fund options for the final \$10,000 payment to SKA. Recommended fully expending the Margaret Rivers Fund of \$1,987.29 and the Alice O’Brien Estate of \$3,108.57. The remaining portion of \$4,904.14 would come from Other Government Gifts. 	
Funding Options for Venue Coordinator	
<ul style="list-style-type: none"> Reviewed projected special event revenues and expenditures for 2019 and 2020. Reviewed city operating, supplemental funds, and potential reserve funds for 2019 transition. Discussed possible grant funding from Margaret Rivers for venue coordinator transition. 	
2019 Budget Process	
<ul style="list-style-type: none"> Reviewed 2019 Budget process and timeframe. 	
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 • Director evaluation progress check 	<p>February 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 18: Library Closed, Presidents' 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 • Director evaluation progress check 	<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 • Director evaluation
<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

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

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