

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, July 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 June 11, 2019 Minutes +
 - b. Acknowledgement of Bills Paid in June 2019 (6/4/19: \$14,326.10; 6/18/19: \$53,109.13)+
 - c. 2019 May Budget Status Report +
 - d. Acknowledgement of Q2 Gifts and Grants Received +
 - e. Capital Outlay Release Request +

Informational (10 minutes)

5. Trustee Information Sharing I+
6. Venue Coordinator I+

Decisional (45 minutes)

7. 2020-2024 CIP and 2020 Operating Budget A+
8. Committee Charters A+
9. Director Evaluation Process A+
10. Circulation Policy A+

Reports (15 minutes)

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

15. Adjournment

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

Minutes

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

ABSENT: Carlsen, Howe

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:02 pm by Bell, President

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: In-Person Public Commentary

None.

REGULAR BUSINESS

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Yes: Bell, Cox, Hemer, Hollatz, Lockyear, Keliher, Richie; No: None.

INFORMATIONAL

AGENDA ITEM 5: Trustee Information Sharing

Richie discussed "Libraries without librarians," an article published in the Star Tribune on June 1, 2019. She explained that some Twin Cities libraries are considering a model that would give patrons access to materials when the library isn't staffed. Ridgedale and Eden Prairie libraries have already tried it, and Scott County is exploring the possibility. Technology is used to permit access to the building and to facilitate check outs and computer use. This model is more common in Europe. The article can be found at <http://www.startribune.com/libraries-without-librarians-twin-cities-systems-try-it/510713442/>.

Bell thanked Keliher for sharing a podcast about collection weeding with the trustees. Bell noted that this podcast referenced a San Francisco Public Library art exhibit based on card catalog cards. When the library upgraded to an online catalog system, artists were provided with the obsolete catalog cards and asked to design and annotate the cards to reflect the title or subject matter provided. The cards cover a primary wall in the Main Library.

AGENDA ITEM 6: Venue Coordinator

Troendle reported that One23 Events started managing events at the library on June 1. Documentation and other resources were provided to One23 to help ensure a smooth transition.

Troendle reported that a neighbor expressed concerns regarding parking near the event delivery ramp area during recent weddings. Troendle provided photographs of the parking area, including an area of concern as indicated by a neighbor and a possible parking solution suggested by One23 Events.

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Minutes



Troendle noted the existing posted signage in the area:

- At entrance: No vehicular outlet
- Along north side: No parking, firelane
- On ramp: Event delivery parking only
- On library building just past ramp: Loading and unloading zone only

Board discussed the parking concerns, appropriate signage, and One23 suggestions. Lockyear expressed hesitations about the event loading parking spots proposed by One23. Bell raised concerns about enforcement. Lockyear inquired about signage warning about violators being towed or ticketed.

Board also discussed an idea presented by One23 regarding lowering each price tier and having the terrace primarily be a venue for ceremonies. Some trustees expressed interest in further exploring idea, and others expressed concerns about meeting revenue objectives.

AGENDA ITEM 7: Boards & Commissions Training Recap

Bell noted that the slides from the presentation were included in the packet. All boards and commissions were represented. Bell reported that City Attorney Land talked about open meeting law, conflicts of interest, and data practices. Land spent significant time discussing open meeting law. She stressed the importance of not meeting outside of publicly posted time. She cautioned against the use of serial meetings and email exchanges to conduct business.

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AGENDA ITEM 8: 2020 Budget Planning

Troendle reported that official timelines and forms have not been received from the city. In lieu of specific guidelines, staff have begun compiling a preliminary estimate for 2020 operating request. Troendle noted that page 42 of the cover sheet provides projected costs for adding the Youth Services Programming Assistant, adding custodial hours for Sundays that the library is open, and providing a modest increase in collections. This provides an initial baseline for projections.

Keliher advocated for caution when we look at supplemental funding. For example, through the grace of Stillwater Township we have been receiving an annual donation. This generous gift should not be taken for granted and is not guaranteed. Bell explained that she has concerns along those same lines in terms of collections. The library should not rely solely on supplemental funding for collections increases as funding fluctuates. Increases should be built into the city budget. Lockyear agreed and noted that a reliance on supplemental funds can cause the library to scramble from year to year to sustain funding for key positions, projects or services that patrons come to rely on and expect.

Richie asked if we had any preliminary numbers on the total capital request. Troendle reported that much of the capital request is based on technology needs. IT is expected to provide budget figures by June 19. Until then, it is hard to know the total request.

AGENDA 9: Director Evaluation Process

Bell discussed that the board is nearing the end of the first year of experience with the director evaluation process. She requested trustee feedback on the process.

Keliher felt that the process has served its very broad goal in being less onerous to prepare for and more fruitful in stimulating actual conversation around goals. Hemer said the process felt more focused and objective. Richie suggested a six-month progress check and an annual review versus checks every 4 months. Trustees expressed agreement with this suggestion.

Bell requested Troendle's feedback. Troendle said that he preferred the current narrative style over the former ranking approach and found the forms and discussion more efficient and productive. He agreed about the six-month progress check. He noted that the question about how the board could be more supportive in achievement of goals could be potentially folded into the questions about challenges faced in achievement of goals; however, he noted that this question does provide an opportunity for the director to state something difficult that may be on his/her mind. Keliher expressed that this question may be particularly important to keep for times when the director-trustee relationship may not be as smooth.

Troendle also noted that Donna Robole's comments from last year be included in the next version of the form. Bell and Lockyear both noted that these would be included.

From an outside perspective, Collins felt that this process went smoothly. His one concern was frequency, and six months seems more reasonable than every four months.

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Keliher did recall some discussions about the mechanics of the process the first time around. He will research his notes and bring any items needing attention to Bell.

DECISIONAL

None.

REPORTS

AGENDA 10: Director and Other Staff Reports

Troendle also discussed “Libraries without librarians” article that Richie mentioned during Agenda Item 5, Trustee Information Sharing. Troendle noted that there is much to consider beyond the headline. This has been implemented in larger libraries with branches where one facility may have key card access to materials while another branch is open watching the security cameras, monitoring check outs, and answering reference questions.

Troendle thanked Pat Lockyear, her husband and the Ivy Club for their work on the flowers and landscape maintenance.

Richie requested an update on the usage and plans for the Science Fiction area. Troendle reported that the Facilities Committee had met with consultant Barnhouse last year to assess the space. To fully convert it to a closed meeting space would require upgraded electrical, custom doors, and other additions of significant expenditure. Instead, a flexible but not reservable meeting space was created. Shelving was removed from the center of the room, materials were relocated around the perimeter, and two sets of tables and chairs were repurposed from other areas to allow patrons to study, work and meet in the space. Lockyear reported that she has used the space for a meeting and has seen people frequently using the area. Bell noted that the staff held a book discussion there.

Lockyear asked what OCLC is. Troendle explained that this is a worldwide service used for cataloging materials.

AGENDA 11: Foundation and Friends Reports

Troendle reported that the Foundation has hired its first Foundation Manager, a combined Executive Director/Office Manager position. The new manager is Alicia Gordon Macalus. She lives in Stillwater and has served as the Foundation Director for Minneapolis Area REALTORS Foundation and Senior Director of Go Red For Women with the American Heart Association. She will start June 25 and is tentatively scheduled to work three days per week.

Plans for Light a Spark are underway.

The Friends met last night and are pleased to report that they are the recipients of Rounding Up at River Market for June and July.

**STILLWATER PUBLIC LIBRARY
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Minutes

AGENDA ITEM 12: Board Committee Reports

- **Executive Committee:** Bell thanked all committees for sending in questionnaires.
- **Facilities Committee:** Lockyear reported that the committee met to discuss potential ideas for capital budget as noted in board packet. The two major projects considered are the upper level ceiling repair and bird deterrence measures in the parking ramp. The ceiling project will be a complex job that may require multiple subcontractors. Deterring birds is an ongoing and increasing problem, causing health and safety concerns. Lockyear also discussed potential repairs to the parking ramp double doors to resolve heating and security issues.
- **Finance:** None.
- **Nominating Committee:** None.

AGENDA ITEM 13: Public Commentary and Communications

Hollatz noted the vulnerability of volunteers at the greeter desk in handling patrons, especially when they are the only staff in that area and cannot be clearly viewed from the Administrative Office.

AGENDA ITEM 14: Adjournment

Adjourned at 8:18 pm.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in June 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 June 2019 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of June 2019:				
June 2019 (2019 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 18,497.76	\$ 5,425.46	\$ 4,957.05	\$ 28,880.27
Capital Expenditures	\$ 38,919.96	\$ 135.00	-	\$ 39,054.96
Total	\$ 57,417.72	\$ 5,560.46	\$ 4,957.05	\$ 67,935.23
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: June 4, 2019</i></p> <ul style="list-style-type: none"> • \$1,577.37 paid to NAC for VAV/Actuator repair. • \$8,000.00 paid to One23 for second installment of annual fee. \$5,000 was paid from the Ruch Foundation gift and \$3,000 from Stillwater Township gift. <p><i>Bill Resolution: June 18, 2019</i></p> <ul style="list-style-type: none"> • \$33,725.06 paid to Braden Construction from capital funds for reconstruction of pergola. \$12,674.94 remains of the \$46,400 allocated to this project. • \$5,194.90 paid to Loffler from the capital reserve for the Library IT project. • \$1,436.00 paid to Master Mechanical for O-Ring Replacement phase 1. • \$506.00 paid to Master Mechanical for repair of a leaking hot water valve. • \$1,428.17 paid to NAC for VFD automation. • \$2,571.29 paid to NAC for actuator replacements. The June bills from Master Mechanical and NAC bring the total expended to \$18,988.50 of the \$20,000 budget. Anticipated July bills will bring expenditures over the 2019 budget. The Finance Committee discussed and recommended that repairs bills continue be expensed to the building repair line item of 230-4231-3703-0000. At year-end, the budget status will be reviewed to determine if funds need to be transferred from Kilty or other sources. • \$500.00 paid to Ann Reed for her summer concert performance funded by a Friends gift. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 6/4/2019 Bill Resolution – 2019 Bills 6/18/2019 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						
6042019	6/4/2019	Brodart Co	Materials - Juv	\$ 677.00	230-4230-2400-0000	Childrens Books
6042019	6/4/2019	Brodart Co	Materials - Adult Fiction	\$ 725.92	230-4230-2401-0000	Adult Books - Fiction
6042019	6/4/2019	Brodart Co	Materials - Adult Nonfiction	\$ 497.56	230-4230-2405-0000	Adult Books - Non Fiction
6042019	6/4/2019	Brodart Co	Materials - YA	\$ 141.39	230-4230-2406-0000	Teen Books
6042019	6/4/2019	Brodart Co	Materials - Processing	\$ 255.42	230-4230-3404-0000	Processing Fee
6042019	6/4/2019	Brodart Co	Materials - Adult (SPLF) - Heuer	\$ 232.71	232-4232-2113-0000	SPLF - Materials
6042019	6/4/2019	Brodart Co	Materials - Adult (SPLF) - Travel	\$ 19.57	232-4232-2113-0000	SPLF - Materials
6042019	6/4/2019	Brodart Co	Materials - Adult Nonfiction (GIFT) - Johnson	\$ 263.63	235-4235-2101-0000	Library Donations Materials
6042019	6/4/2019	Brodart Co	Materials - Juv (GIFT) - Friends EZ	\$ 107.15	235-4235-2101-0000	Library Donations Materials
6042019	6/4/2019	Brodart Co	Materials - Adult Nonfiction (GIFT) - Tribute	\$ 14.57	235-4235-2101-0000	Library Donations Materials
SGF4405	5/9/2019	CDW Government Inc.	Patron Registration - Dymo printer	\$ 91.91	230-4230-2101-0000	General Supplies
SGQ3372	5/13/2019	CDW Government Inc.	Patron Registration - Dymo labels	\$ 20.84	230-4230-2101-0000	General Supplies
12471	5/28/2019	Center for Hearing Loss Help	Hearing Loops (SPLF)	\$ 135.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
5212019	5/21/2019	Hansen Colleen	Supplies (Staff Reimbursement)	\$ 7.78	230-4230-2101-0000	General Supplies
6042019	6/4/2019	Midwest Tape	Materials - Audio	\$ 111.65	230-4230-2402-0000	Audio
6042019	6/4/2019	Midwest Tape	Materials - Video	\$ 546.38	230-4230-2408-0000	Film/Video
6042019	6/4/2019	Midwest Tape	Materials - Processing	\$ 91.30	230-4230-3404-0000	Processing Fee
160832	5/22/2019	NAC Mechanical and Electrical Services	VAV/Actuator Repair	\$ 1,577.37	230-4231-3703-0000	Building Repair Charges
CL65064619	5/20/2019	Otis Elevator Company	Elevator SVC Contract	\$ 561.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
7238173	5/9/2019	Quill Corporation	Supplies	\$ 217.95	230-4230-2101-0000	General Supplies
5292019	5/29/2019	One23 Events LLC	Venue Coordination Pmt 2 (Ruch)	\$ 5,000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
5292019	5/29/2019	One23 Events LLC	Venue Coordination Pmt 2	\$ 3,000.00	227-4900-3099-0000	Other Govt Gifts- Improvement Projects - C
186236	5/17/2019	Stillwater Printing Co.	Temp Library Cards	\$ 30.00	230-4230-2101-0000	General Supplies
			INVOICES SUBTOTAL	\$ 14,326.10		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 14,326.10		

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						
3798-206479/1	5/13/2019	Ace Hardware	Janitorial Supplies	\$ 103.90	230-4231-2102-0000	Janitorial Supplies
3798-206672/1	5/21/2019	Ace Hardware	Janitorial Supplies	\$ 8.77	230-4231-2102-0000	Janitorial Supplies
3798-206741/1	5/24/2019	Ace Hardware	Janitorial Supplies	\$ 11.58	230-4231-2102-0000	Janitorial Supplies
3798-206742/1	5/24/2019	Ace Hardware	Janitorial Supplies	\$ 14.99	230-4231-2102-0000	Janitorial Supplies
741-1F	5/30/2019	Braden Construction Inc.	Reconstruct Perogla	\$ 33,725.06	120-4230-5200-0000	C/O & Improvements
6182019	6/18/2019	Brodart Co	Materials - Juv	\$ 589.03	230-4230-2400-0000	Childrens Books
6182019	6/18/2019	Brodart Co	Materials - Adult Fiction	\$ 417.96	230-4230-2401-0000	Adult Books - Fiction
6182019	6/18/2019	Brodart Co	Materials - Adult Nonfiction	\$ 384.33	230-4230-2405-0000	Adult Books - Non Fiction
6182019	6/18/2019	Brodart Co	Materials - YA	\$ 114.63	230-4230-2406-0000	Teen Books
6182019	6/18/2019	Brodart Co	Materials - Processing	\$ 200.69	230-4230-3404-0000	Processing Fee
6182019	6/18/2019	Brodart Co	Materials - Adult (SPLF Heuer)	\$ 124.48	232-4232-2113-0000	SPLF - Materials
6182019	6/18/2019	Brodart Co	Materials - Adult (SPLF Travel)	\$ 48.70	232-4232-2113-0000	SPLF - Materials
6182019	6/18/2019	Brodart Co	Materials - Adult Nonfiction (Johnson)	\$ 178.71	235-4235-2101-0000	Library Donations Materials
6182019	6/18/2019	Brodart Co	Materials - Juv (Friends EZ)	\$ 111.88	235-4235-2101-0000	Library Donations Materials
6182019	6/18/2019	Brodart Co	Materials - Juv (Korich)	\$ 118.41	235-4235-2101-0000	Library Donations Materials
4023744766	6/12/2019	Cintas Corporation	Mat & Towel Cleaning Services	\$ 83.44	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
83345835	6/1/2019	Comcast	Internet/WiFi	\$ 188.06	230-4230-3098-0000	Technology Support
306-02444792-3	5/31/2019	Culligan of Stillwater	Water	\$ 51.65	230-4230-4099-0000	Miscellaneous Charges
3493	6/10/2019	Mad Science of MN	Programs - JUV (MELSA)	\$ 199.00	235-4236-4099-0000	Library Donations Programs
CW90400	5/23/2019	Loffler Companies	Library IT Project (Cap Reserve)	\$ 612.50	120-4230-5310-0000	C/O MIS Computer Equipment
C124526	5/31/2019	Loffler Companies	Library IT Project (Cap Reserve)	\$ 4,582.40	120-4230-5310-0000	C/O MIS Computer Equipment
53796	5/29/2019	Master Mechanical Inc.	O-Ring Replacement - Phase 1	\$ 1,436.00	230-4231-3703-0000	Building Repair Charges
53880	5/31/2019	Master Mechanical Inc.	Leaking Hot Water Valve	\$ 506.00	230-4231-3703-0000	Building Repair Charges
6182019	6/18/2019	Midwest Tape	Materials - Audio	\$ 367.05	230-4230-2402-0000	Audio
6182019	6/18/2019	Midwest Tape	Materials - Video	\$ 535.17	230-4230-2408-0000	Film/Video
6182019	6/18/2019	Midwest Tape	Materials - Processing	\$ 135.58	230-4230-3404-0000	Processing Fee
ALR0096607	7/1/2019	MN Dept of Labor and Industry	Elevator Annual Operating Permit	\$ 200.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
200004399	3/11/2019	MN Library Assoc.	PLD Day (Petrie)	\$ 50.00	230-4230-3201-0000	Seminar/Conference Fees
161145	5/31/2019	NAC Mechanical and Electrical Services	VFD Automation	\$ 1,428.17	230-4231-3703-0000	Building Repair Charges
161354	6/6/2019	NAC Mechanical and Electrical Services	Actuator Replacements	\$ 2,571.29	230-4231-3703-0000	Building Repair Charges
SWLIBR	5/31/2019	Rose Floral	Terrace Flowers (Houston)	\$ 463.70	235-4238-4099-0000	Library Donations Miscellaneous
15417121	5/27/2019	Toshiba Business Solutions	Maintenance Agreements	\$ 40.87	230-4230-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL	\$ 49,604.00		
CREDIT CARD						
256564	5/1/2019	Action Rental Inc.	Fans	\$ 32.14	230-4231-3703-0000	Building Repair Charges
W68444399	4/4/2019	Jostens	Stillwater High School 2019 Yearbook	\$ 91.06	230-4230-2499-0000	Collection Development
			CREDIT CARD SUBTOTAL	\$ 123.20		
SPECIAL BILL PAYOUTS						
61319	6/13/2019	Ann Reed	Programs - Adult (Friends)	\$ 500.00	235-4236-4099-0000	Library Donations Programs
639631051	5/28/2019	Xcel Energy	Gas	\$ 631.57	230-4231-3601-0000	Natural Gas
639631051	5/28/2019	Xcel Energy	Electric	\$ 2,750.36	230-4231-3600-0000	Electricity
			SPECIAL PAYOUT SUBTOTAL	\$ 3,381.93		
			GRAND TOTAL	\$ 53,109.13		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 May 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–May 30, 2019.</p> <p><u>120 Funds – Capital Projects:</u> There were \$47,504.94 in capital expenditures for 2019. All expenditures were for the WCL/City IT Transition.</p> <p><u>230 Funds – Expenditures:</u> Operating - Personnel Services: Personnel expenditures totaled \$387,035.85 through May. If the pending year-end journal entries for 2018 compensation and 2019 insurance are incorporated (see below), estimated expenditures would be approximately \$347,535. With 9.6 pay periods through May, this is on track with our budgeted pace of \$351,355 and would be slightly under budget if the severance compensation payout to the retiring Librarian I were excluded.</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 (estimated at \$47,300). They will also add in health insurance pre-payments made in 2018 for the 2019 fiscal year (estimated at \$7,800). • <i>Pending Journal Entry:</i> \$8,921.52 was paid in severance compensation to the retiring Librarian I. At the close of 2019, City Finance will transfer additional monies from the general fund to offset this expense. <p>Operating - Supplies & Materials:</p> <ul style="list-style-type: none"> • The total collection budget for physical, database and e-materials is \$97,900. While more than \$45,800 in materials have been ordered through May from both city and supplemental funds, \$22,802 has been paid out in city funds. Part of this is due to 2019 pre-payments for periodicals and subscriptions not reflecting in the 2019 totals yet (see below) and part of this is the natural lag time between ordering and invoicing for materials. • <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 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. 	

Agenda Item Cover Sheet

BOARD MEETING DATE:
July 9, 2019

Agenda Item: 4c

Plant – Personnel Services: Personnel expenditures totaled \$48,964 through May. If the pending year-end journal entries for 2018 compensation and 2019 insurance are incorporated (see below), estimated expenditures would be approximately \$45,064. With 9.6 pay periods through April, this is on track with the budgeted pace of \$48,661.

- *Pending Journal Entry:* 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 (estimated at \$5,800). They will also add in health insurance pre-payments made in 2018 for the 2019 fiscal year (estimated at \$1,900).

Plant – Services and Charges: Plant services and charges totaled \$35,495 through May. Of this total, \$10,511 were for building repairs. An additional \$7,518 in building repairs were paid in the June, bringing the total building repairs to \$19,030. Bills payable in July will bring total building repairs over the 2019 budget of \$20,000. Approximately \$5,000 - \$10,000 in additional repair expenses should be estimated for 2020 based on historical expenditures in the second half of the year.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
2019 May Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltd
 Printed: 7/2/2019 - 1:50 PM
 Period: 1 to 5, 2019



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	58,900.00	0.00	0.00	58,900.00	0.00	58,900.00	100.00
120-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5310-0000	C/O MIS Computer Equipment	41,100.00	47,504.94	47,504.94	-6,404.94	0.00	-6,404.94	0.00
	E25 Sub Totals:	100,000.00	47,504.94	47,504.94	52,495.06	0.00	52,495.06	52.50
	Expense Sub Totals:	100,000.00	47,504.94	47,504.94	52,495.06	0.00	52,495.06	52.50
	Dept 4230 Sub Totals:	100,000.00	47,504.94	47,504.94	52,495.06	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	100,000.00	47,504.94	47,504.94	52,495.06	0.00	52,495.06	52.50
	Fund 120 Sub Totals:	100,000.00	47,504.94	47,504.94	52,495.06	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	100,000.00	47,504.94	47,504.94	52,495.06	0.00	52,495.06	52.50
	Report Totals:	100,000.00	47,504.94	47,504.94	52,495.06	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 7/1/2019 - 7:33 PM
 Period: 1 to 5, 2019



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	75,000.00	28,126.70	28,126.70	46,873.30	0.00	46,873.30	62.50
230-0000-3520-0100	Copier/Printer Sales	6,500.00	2,842.65	2,842.65	3,657.35	0.00	3,657.35	56.27
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	74.00	74.00	126.00	0.00	126.00	63.00
	R25 Sub Totals:	82,200.00	31,043.35	31,043.35	51,156.65	0.00	51,156.65	62.23
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-0000-3820-0100	Gifts	1,500.00	295.00	295.00	1,205.00	0.00	1,205.00	80.33
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0020	Library Card Fees	2,000.00	291.00	291.00	1,709.00	0.00	1,709.00	85.45
230-0000-3880-0030	Lost Materials	2,500.00	1,431.68	1,431.68	1,068.32	0.00	1,068.32	42.73
230-0000-3880-0040	Processing Fees	6,000.00	2,011.22	2,011.22	3,988.78	0.00	3,988.78	66.48
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	1.00	1.00	-1.00	0.00	-1.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	1.82	1.82	-1.82	0.00	-1.82	0.00
	R40 Sub Totals:	13,500.00	4,031.72	4,031.72	9,468.28	0.00	9,468.28	70.14
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,288,770.00	0.00	0.00	1,288,770.00	0.00	1,288,770.00	100.00
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	10,872.00	0.00	0.00	10,872.00	0.00	10,872.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	R45 Sub Totals:	1,299,642.00	0.00	0.00	1,299,642.00	0.00	1,299,642.00	100.00
	Revenue Sub Totals:	1,395,342.00	35,075.07	35,075.07	1,360,266.93	0.00	1,360,266.93	97.49
	Dept 0000 Sub Totals:	-1,395,342.00	-35,075.07	-35,075.07	-1,360,266.93	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	382,589.00	74,074.34	74,074.34	308,514.66	0.00	308,514.66	80.64
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	8,921.52	8,921.52	-8,921.52	0.00	-8,921.52	0.00
230-4230-1112-0000	Sick Pay	0.00	4,507.24	4,507.24	-4,507.24	0.00	-4,507.24	0.00
230-4230-1113-0000	Vacation Pay	0.00	13,080.29	13,080.29	-13,080.29	0.00	-13,080.29	0.00
230-4230-1200-0000	Part Time Salaries	353,636.00	215,741.57	215,741.57	137,894.43	0.00	137,894.43	38.99
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	55,217.00	21,463.14	21,463.14	33,753.86	0.00	33,753.86	61.13
230-4230-1420-0000	FICA/Medicare	56,321.00	23,264.35	23,264.35	33,056.65	0.00	33,056.65	58.69
230-4230-1500-0000	Hospital / Medical	100,192.00	24,234.38	24,234.38	75,957.62	0.00	75,957.62	75.81
230-4230-1520-0000	Dental Insurance	3,011.00	1,556.57	1,556.57	1,454.43	0.00	1,454.43	48.30
230-4230-1540-0000	Life Insurance	621.00	192.45	192.45	428.55	0.00	428.55	69.01
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	951,587.00	387,035.85	387,035.85	564,551.15	0.00	564,551.15	59.33
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	1,773.15	1,773.15	2,726.85	0.00	2,726.85	60.60
230-4230-2113-0000	Reference	2,500.00	1,050.00	1,050.00	1,450.00	0.00	1,450.00	58.00
230-4230-2114-0000	Data Base Searching	2,000.00	1,241.01	1,241.01	758.99	0.00	758.99	37.95
230-4230-2302-0000	Other Minor Equipment	3,000.00	116.77	116.77	2,883.23	0.00	2,883.23	96.11
230-4230-2400-0000	Childrens Books	19,100.00	4,669.01	4,669.01	14,430.99	0.00	14,430.99	75.55
230-4230-2401-0000	Adult Books - Fiction	19,500.00	6,994.10	6,994.10	12,505.90	0.00	12,505.90	64.13
230-4230-2402-0000	Audio	14,000.00	677.97	677.97	13,322.03	0.00	13,322.03	95.16
230-4230-2403-0000	Periodicals	4,900.00	0.00	0.00	4,900.00	0.00	4,900.00	100.00
230-4230-2405-0000	Adult Books - Non Fiction	18,500.00	4,621.05	4,621.05	13,878.95	0.00	13,878.95	75.02
230-4230-2406-0000	Teen Books - Materials	5,000.00	2,414.81	2,414.81	2,585.19	0.00	2,585.19	51.70
230-4230-2407-0000	Programs	1,459.00	0.00	0.00	1,459.00	0.00	1,459.00	100.00
230-4230-2408-0000	Film/Video	7,500.00	986.96	986.96	6,513.04	0.00	6,513.04	86.84
230-4230-2409-0000	Electronic Materials	4,500.00	56.90	56.90	4,443.10	0.00	4,443.10	98.74
230-4230-2499-0000	Collection Development	400.00	91.06	91.06	308.94	0.00	308.94	77.24
	E10 Sub Totals:	106,859.00	24,692.79	24,692.79	82,166.21	0.00	82,166.21	76.89
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	17,122.00	2,987.54	2,987.54	14,134.46	0.00	14,134.46	82.55
230-4230-3099-0000	Other Professional Services	11,250.00	0.00	0.00	11,250.00	0.00	11,250.00	100.00
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	555.73	555.73	944.27	0.00	944.27	62.95
230-4230-3200-0000	Mileage	400.00	293.48	293.48	106.52	0.00	106.52	26.63
230-4230-3201-0000	Seminar/Conference Fees	3,000.00	781.17	781.17	2,218.83	0.00	2,218.83	73.96
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	2,000.00	1,060.17	1,060.17	939.83	0.00	939.83	46.99
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	14,000.00	2,374.60	2,374.60	11,625.40	0.00	11,625.40	83.04

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-3500-0000	General Insurance	2,196.00	0.00	0.00	2,196.00	0.00	2,196.00	100.00
230-4230-3707-0000	Maintenance Agreements	22,500.00	1,125.64	1,125.64	21,374.36	0.00	21,374.36	95.00
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	0.00	0.00	400.00	0.00	400.00	100.00
	E15 Sub Totals:	74,368.00	9,178.33	9,178.33	65,189.67	0.00	65,189.67	87.66
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	1,200.00	300.00	300.00	900.00	0.00	900.00	75.00
230-4230-4001-0000	Subscriptions	625.00	0.00	0.00	625.00	0.00	625.00	100.00
230-4230-4099-0000	Miscellaneous Charges	2,000.00	646.54	646.54	1,353.46	0.00	1,353.46	67.67
	E20 Sub Totals:	3,825.00	946.54	946.54	2,878.46	0.00	2,878.46	75.25
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:	1,136,639.00	421,853.51	421,853.51	714,785.49	0.00	714,785.49	62.89
	Dept 230-4231							
E05	LIBRARY PLANT							
	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	59,653.00	20,998.16	20,998.16	38,654.84	0.00	38,654.84	64.80
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	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	703.63	703.63	-703.63	0.00	-703.63	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,263.24	3,263.24	-3,263.24	0.00	-3,263.24	0.00
230-4231-1200-0000	Part Time Salaries	33,655.00	9,628.84	9,628.84	24,026.16	0.00	24,026.16	71.39
230-4231-1410-0000	PERA	6,678.00	2,440.75	2,440.75	4,237.25	0.00	4,237.25	63.45
230-4231-1420-0000	FICA/Medicare	7,138.00	2,263.20	2,263.20	4,874.80	0.00	4,874.80	68.29
230-4231-1500-0000	Hospital / Medical	23,793.00	9,317.12	9,317.12	14,475.88	0.00	14,475.88	60.84
230-4231-1520-0000	Dental Insurance	758.00	314.24	314.24	443.76	0.00	443.76	58.54
230-4231-1540-0000	Life Insurance	116.00	35.75	35.75	80.25	0.00	80.25	69.18
230-4231-1990-0000	Grant Pass Thru	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
	E05 Sub Totals:	131,791.00	48,964.93	48,964.93	82,826.07	0.00	82,826.07	62.85
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	129.13	129.13	870.87	0.00	870.87	87.09
230-4231-2102-0000	Janitorial Supplies	3,500.00	1,307.41	1,307.41	2,192.59	0.00	2,192.59	62.65
230-4231-2202-0000	Building Repair Supplies	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	930.00	930.00	-130.00	0.00	-130.00	0.00
	E10 Sub Totals:	6,800.00	2,366.54	2,366.54	4,433.46	0.00	4,433.46	65.20
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	1,000.00	952.60	952.60	47.40	0.00	47.40	4.74
230-4231-3101-0000	Telephone	1,700.00	554.00	554.00	1,146.00	0.00	1,146.00	67.41
230-4231-3500-0000	General Insurance	31,611.00	0.00	0.00	31,611.00	0.00	31,611.00	100.00
230-4231-3600-0000	Electricity	42,000.00	10,631.77	10,631.77	31,368.23	0.00	31,368.23	74.69
230-4231-3601-0000	Natural Gas	12,000.00	7,197.81	7,197.81	4,802.19	0.00	4,802.19	40.02
230-4231-3703-0000	Building Repair Charges	20,000.00	10,511.81	10,511.81	9,488.19	0.00	9,488.19	47.44
230-4231-3707-0000	Maintenance Agreements	10,200.00	5,611.56	5,611.56	4,588.44	0.00	4,588.44	44.98
	E15 Sub Totals:	118,511.00	35,459.55	35,459.55	83,051.45	0.00	83,051.45	70.08
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	361.20	361.20	738.80	0.00	738.80	67.16
	E20 Sub Totals:	1,100.00	361.20	361.20	738.80	0.00	738.80	67.16
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:	258,202.00	87,152.22	87,152.22	171,049.78	0.00	171,049.78	66.25
	Dept 4231 Sub Totals:	258,202.00	87,152.22	87,152.22	171,049.78	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	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,395,342.00	35,075.07	35,075.07	1,360,266.93	0.00	1,360,266.93	97.49
	Fund Expense Sub Totals:	1,394,841.00	509,005.73	509,005.73	885,835.27	0.00	885,835.27	63.51
	Fund 230 Sub Totals:	-501.00	473,930.66	473,930.66	-474,431.66	0.00		

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received</p>	
<p>OWNER: Goeltl, Business and Communications Manager</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the following supplemental gifts and grants received by the library in Quarter 2 of 2019.</p>	
<p>BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1, 2019 – June 30, 2019. Included on this report are Foundation payments of the venue coordinator and volunteer coordinator contracts. Beginning in July 2019, payments to the venue coordinator will be reimbursed by the Foundation, switching from an in-kind gift to the library to a direct gift. Official acceptance of the gifts and grants received report is requested.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2019 Gifts & Grants Received Through 6/30/19</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

LIBRARY SUPPLEMENTAL FUNDS: 2019 GIFTS & GRANTS RECEIVED THROUGH 6/30/2019

Prepared 7/2/2019

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	Board Approved 4/9/19
G2	3/14/2019	Tribute Gift in Memory of Cherie Perlmutter	\$100	None	230-0000-3820-0100	Use for General Operating	Board Approved 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	Board Approved 4/9/19
G4	3/26/2019	Gift Subscription to Air & Space Magazine (\$29 Value)	In-Kind	N/A	N/A	N/A	Board Approved 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	Board Approved 4/9/19
G6	4/2/2019	\$70.00 Unrestricted Donation.	\$70	None	230-0000-3820-0100	Use for General Operating	<i>For Bd review and approval 7/9/19</i>
G7	4/4/2019	Birthday Book Donation for Kate Horst - Juv Fiction	\$20	Book Purchase	230-0000-3820-0100	Expend in 2019	<i>For Bd review and approval 7/9/19</i>
G8	4/4/2019	Unclaimed Cash of \$80 from 12/2/2018 (left upstairs by self check and never claimed)	\$80	None	230-0000-3820-0100	Use for General Operating	<i>For Bd review and approval 7/9/19</i>
G9	4/5/2019	Pro-rata share of the residue of the estate of James Johnson for the purchase of adult non-fiction.	\$2,556	Adult Non-Fiction	235-0000-3820-0100		<i>For Bd review and approval 7/9/19</i>
G10	4/16/2019	Donation for plantings and materials for pots on library's terrace.	\$300	Planting and Materials for Terrace Pots	235-3238-3820-0100	Expend in 2019	<i>For Bd review and approval 7/9/19</i>
G11	4/24/2019	\$5000 Unrestricted Donation	\$5,000	None	227-0000-3820-0100	TBD	<i>For Bd review and approval 7/9/19</i>

LIBRARY SUPPLEMENTAL FUNDS: 2019 GIFTS & GRANTS RECEIVED THROUGH 6/30/2019

Prepared 7/2/2019

G12	6/12/2019	\$20 Tribute In Memory of Maxine Mattison	\$20	Book Purchase	235-3238-3820-0100	Expend in 2019	<i>For Bd review and approval 7/9/19</i>
G13	6/18/2019	\$1,317 Athena Fund Distribution (from grant funds available from 7/1/2018-6/30/19)	\$1,317	Non-fiction materials of lasting value	235-3235-3820-0100	Expend in 2019-2020	<i>For Bd review and approval 7/9/19</i>
			\$18,288				
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	Board Approved 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		Board Approved 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		Board Approved 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		Board Approved 4/9/19
	6/28/2019	\$8,500 grant for 1/2 of Sunday Hours in 2019.	\$8,500	Sunday Hours	223-0000-3870-0100		<i>For Bd review and approval 7/9/19</i>
	6/28/2019	\$14,000 grant for monthly Venue Coordinator services in June - December. In past, received as an in-kind gift. With transition to One23, library will pay provider and expense will be reimbursed by Foundation.	\$14,000	Venue Coordinator	232-0000-3820-0315		<i>For Bd review and approval 7/9/19</i>
	6/28/2019	\$8,000 donor-restricted gift for Venue Coordinator transition costs.	\$8,000	Venue Coordinator	232-0000-3820-0315		<i>For Bd review and approval 7/9/19</i>
			\$37,500				

LIBRARY SUPPLEMENTAL FUNDS: 2019 GIFTS & GRANTS RECEIVED THROUGH 6/30/2019

Prepared 7/2/2019

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	
SPLF In Kind 1	1/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 2	1/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 3	1/28/2019	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 4	2/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 5	2/21/2019	Volunteer Coordinator Contract	\$108	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 6	3/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 7	3/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 8	4/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 7/9/19</i>
SPLF In Kind 9	4/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	<i>For Bd review and approval 7/9/19</i>
SPLF In Kind 10	5/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 7/9/19</i>
SPLF In Kind 11	5/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	<i>For Bd review and approval 7/9/19</i>
SPLF In Kind 12	6/8/2019	Venue Coordinator Contract - LAST PAYMENT MADE AS IN KIND GIFT	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 7/9/19</i>
SPLF In Kind 13	6/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	<i>For Bd review and approval 7/9/19</i>
			\$22,006				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Capital Release Request	
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: Release \$12,500 in 2019 capital funds for the LED Light Conversion project.	
BACKGROUND/CONTEXT: \$12,500 was budgeted and approved in 2019 for the continuation of the library’s work to retrofit lighting for LED technology. In 2017, capital funds were used to replace exterior lighting. In 2018, the library completed the first year of its interior light replacement project. In 2019, these efforts would be continued with retrofitting of additional interior lights to LED.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news. Please see attached invite to the 2019 Boards and Commissions Picnic on Thursday, August 22, 2019.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019 Boards and Commissions Picnic	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

From: [Nancy Manos](#)
Cc: [Abbi Wittman](#); [Barbara Riehle](#); [Beth Wolf](#); [Bill Turnblad](#); [Graham Tait](#); [Jenn Sundberg](#); [John Gannaway](#); [Keri Goelll](#); [Korine Land](#); [Mark Troendle](#); [Nancy Manos](#); [Nate Meredith](#); [Robert Benson](#); [Shawn Sanders](#); [Tim Moore](#); [Tom McCarty](#)
Subject: SAVE THE DATE - Annual Boards And Commissions Picnic
Date: Wednesday, June 12, 2019 2:04:59 PM
Attachments: [image003.png](#)
[image004.png](#)

SAVE THE DATE
FOR THE
CITY OF STILLWATER

Annual Boards And Commissions Picnic

DATE: Thursday, August 22, 2019

TIME: 5 – 9 p.m.

More Information to Come in your next Packet.

Hope to see you there!

Nancy Manos, Admin
City of Stillwater
216 - 4th Street N.
Stillwater, MN 55082
651-430-8803 direct / 651-430-8809 fax

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator	
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>At this time, One23 Events has decided not to request a restructuring of rental rates as they are seeing sufficient interest in the library as a venue by clients and are successfully booking future dates at the current prices.</p> <p>To the library’s knowledge, no new complaints have been received about parking. The process to possibly revise signage and paint striping in the loading zone area is on hold until more information is provided by city staff.</p> <p>One neighbor thanked One23 “for doing a great job at the library events.” And added, “While inside my house I haven't heard a peep, which is wonderful. I hope the summer continues on such a high note!”</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2020-2024 CIP and 2020 Operating Budget</p>	
<p>OWNER: Facilities Committee Finance Committee Mark Troendle, Library Director Keri Goeltl, Business & 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: Action is requested to approve the 2020-2024 capital improvement plan and 2020 operating budget request.</p>	
<p>BACKGROUND/CONTEXT:</p> <p><u>2020-2024 Capital Improvement Plan</u> The 2020 Capital Improvement Plan (CIP) was designed in collaboration with the Facilities Committee and with City IT. Multiple meetings and conversations were held with Facilities, City IT, and vendors to determine projected costs.</p> <p>The primary technology project for the 2020 capital request is the upgrade of Bibliotheca selfCheck and Sorter equipment from the legacy system to Windows 10 at a projected cost of \$27,000. The primary facilities project for 2020 is focused on improvements to the building’s infrastructure, including bird deterrence (estimated at \$20,000), masonry (estimated at \$2,500), upper level ceiling upgrades (estimated at \$20,000), and new parking ramp doors (estimated at \$9,500).</p> <p><u>2020 Operating Budget</u> The proposed 2020 operating budget was crafted in three phases. Initially, fixed costs and realistic projections of IT and building maintenance costs were determined as a baseline. Personnel costs were updated to reflect increases on the class compensation grid, wage adjustments, and increases in insurance rates. Changes were made to meeting room/event rental revenue and professional services fees to reflect the new contract with One23 Events.</p> <p>Secondly, areas of need were identified and prioritized. These needs included moving the grant-funded Youth Services Programming Assistant to the city, the addition of custodial hours on Sundays, and an increasing collection expenditures to 5% in selected areas. The baseline budget estimations and recommendations for additions were provided for discussion at the June board meeting.</p> <p>Next, the Finance Committee and library staff took the feedback received, reviewed revised financial projections and drafted a proposed operating budget. The proposed operating budget, as presented in the board packet, includes the following:</p> <ul style="list-style-type: none"> • Youth Services Programming Assistant at 12 hours/week with an estimated cost of \$18,456. • Additional 4 hours/week for Sunday custodial hours with an estimated total cost of \$4,614. The library would ask the Foundation to fund a portion of cost as part of the Sunday Hours grant at \$1,597. 	

- Increased collection budgets for Children, Adult Fiction, Adult Nonfiction, Teen, Audio, and Film/Video of 5% each, totaling \$4,200.
- Increased programming budget of 10% or \$191.

This budget continues progress from 2019 toward more accurately reflecting the amount of funding needed to operate the library at its current level in a sustainable way. It is the next step in a multi-year plan to better fund this valued City asset so that it may continue to properly serve the community to the best of its ability.

The total Transfer-In General Fund request for operations and plant in 2020 would be \$1,381,890. This is an increase of \$93,120 or 7.23%.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2020-2024 CIP
2020 Operating Budget Request
2020 Budget Timeline

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

City of Stillwater, Minnesota
Capital Improvement Plan

2020 thru 2024

LIBRARY
 Revised 7/3/19

Item	2020	2021	2022	2023	2024	Total
Computer/Communications Equipment						
Computers - Public				13,950	13,950	\$ 27,900
Computers/Laptops/Tablets - Staff	800	900	12,600	11,700		\$ 26,000
Data Projector/AV					10,000	\$ 10,000
Fob Doors		2,500	2,500			\$ 5,000
Mobile Laptop Lab		8,000				\$ 8,000
RFID Pads	1,500	1,500	1,500	1,500	1,500	\$ 7,500
Security Cameras	4,000	1,500	3,000		2,400	\$ 10,900
Software Licenses			13,500			\$ 13,500
Switches				6,000		\$ 6,000
Furniture & Equipment						
Custodial Equipment	5,300	3,000				\$ 8,300
Upgrade Furnishings	2,000	50,000	5,000	5,000	5,000	\$ 67,000
Machinery & Equipment						
LED Light Conversion - Interior	12,500					\$ 12,500
SelfChecks	17,000					\$ 17,000
Sorter	10,000					\$ 10,000
Buildings & Building Improvements						
Building Infrastructure	52,000	25,000	5,000	5,000	20,000	\$107,000
Children's Area		5,000		30,000		\$ 35,000
Roof			16,000			\$ 16,000
Sound Abatement			20,000	10,000		\$ 30,000
Total	\$105,100	\$97,400	\$79,100	\$83,150	\$52,850	\$417,600

City of Stillwater, Minnesota
2020 Operating Budget Request

LIBRARY
 Revised 7/3/19

2017 Actual	2018 Actual	2019 Adopted	2019 YTD Account	Description	FTE	Requested
\$66,015	\$86,762	\$75,000	\$14,872	230-0000-3500-0100 Meeting Room Rental Fees	0	\$113,000.00
\$6,739	\$5,839	\$6,500	\$2,288	230-0000-3520-0100 Copier/Printer Sales	0	\$6,500.00
\$1,836	\$2,784	\$1,000	\$0	230-0000-3810-0200 Interest Earnings-Investments	0	\$1,000.00
\$1,282	\$2,186	\$1,500	\$295	230-0000-3820-0100 Gifts	0	\$1,500.00
\$0	\$107	\$0	\$0	230-0000-3830-0100 Sale of Property	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3860-0100 Lease/Rentals	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3860-0200 Parking Rental	0	\$0.00
\$168	\$963	\$500	\$0	230-0000-3870-0100 Refunds and Reimbursements	0	\$500.00
\$8,334	\$931	\$2,000	\$210	230-0000-3880-0020 Library Card Fees	0	\$420.00
\$2,364	\$3,633	\$2,500	\$526	230-0000-3880-0030 Lost Materials	0	\$3,000.00
\$5,189	\$7,566	\$6,000	\$1,024	230-0000-3880-0040 Processing Fees	0	\$6,000.00
\$0	\$0	\$0	\$0	230-0000-3880-0050 Registration	0	\$0.00
\$45	-\$1	\$0	\$1	230-0000-3880-0100 Miscellaneous Income	0	\$0.00
\$1,305	\$644	\$500	\$0	230-0000-3880-0200 Gallery Fees	0	\$500.00
\$147	\$112	\$200	\$59	230-0000-3880-0500 Book & Other Enterprise Sales	0	\$200.00
\$1,208,044	\$1,222,353	\$1,288,770	\$0	230-0000-3910-0100 Transfer In-General Fund	0	\$1,381,890.00
\$0	\$0	\$0	\$0	230-0000-3910-0232 Transfer In-Library Fundraiser	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3910-0404 Transfer In-Co Bonds 2004	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3910-0405 Transfer In-GO CO Bonds 2005	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3910-0412 Transfer In-GO CO Bonds 2012	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3910-0414 Transfer In-GO CO Bonds 2014	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3910-0415 Transfer In-2015 GO CO Bonds	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3910-0416 Transfer In-CO Bonds 2006	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3910-0420 Transfer In-Co Bonds	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3910-0423 Transfer In-2001 C/O Bonds	0	\$0.00
\$0	\$0	\$0	\$0	230-0000-3910-0424 Transfer In-Co Bonds 2000	0	\$0.00
\$19,608	\$0	\$0	\$0	230-0000-3910-0426 Transfer In - CO Bonds 2016	0	\$0.00
\$66,470	\$9,411	\$0	\$0	230-0000-3910-0427 Transfer In - CO Bonds 2017	0	\$0.00
\$0	\$0	\$10,872	\$0	230-0000-3910-0490 Transfer In-Capital Projects	0	\$0.00
\$1,387,546	\$1,343,291	\$1,395,342	\$19,274	REVENUES		\$1,514,510

2017 Actual	2018 Actual	2019 Adopted	2019 YTD Account	Description	FTE	Requested
\$96,386	\$150,884	\$382,589	\$81,278	230-4230-1000-0000 Full Time Salaries	5.5	\$417,684.24
\$13	\$0	\$0	\$0	230-4230-1100-0000 Overtime - Full Time	0	\$0.00
\$437,351	\$457,865	\$353,636	\$235,429	230-4230-1200-0000 Part Time Salaries	8.1	\$379,235.89
\$412	\$0	\$0	\$0	230-4230-1300-0000 Overtime - Part Time	0	\$0.00
\$41,905	\$46,217	\$55,217	\$23,410	230-4230-1410-0000 PERA	0	\$59,769.01
\$44,692	\$49,252	\$56,321	\$25,322	230-4230-1420-0000 FICA/Medicare	0	\$60,964.39
\$88,610	\$79,289	\$100,192	\$24,802	230-4230-1500-0000 Hospital / Medical	0	\$101,024.13
\$2,836	\$3,066	\$3,011	\$1,708	230-4230-1520-0000 Dental Insurance	0	\$2,631.60
\$568	\$529	\$621	\$212	230-4230-1540-0000 Life Insurance	0	\$620.52
\$0	\$293	\$0	\$0	230-4230-2000-0000 Office Supplies	0	\$0.00
\$3,636	\$8,943	\$4,500	\$1,773	230-4230-2101-0000 General Supplies	0	\$4,500.00
\$3,487	\$3,241	\$2,500	\$1,050	230-4230-2113-0000 Reference	0	\$2,500.00
\$1,615	\$1,752	\$2,000	\$1,241	230-4230-2114-0000 Data Base Searching	0	\$2,000.00
\$6,590	\$2,999	\$3,000	\$117	230-4230-2302-0000 Other Minor Equipment	0	\$3,000.00
\$13,020	\$16,194	\$19,100	\$4,669	230-4230-2400-0000 Childrens Books	0	\$20,055.00
\$17,426	\$21,279	\$19,500	\$6,994	230-4230-2401-0000 Adult Books - Fiction	0	\$20,475.00
\$12,886	\$14,266	\$14,000	\$678	230-4230-2402-0000 Audio	0	\$14,700.00
\$4,287	\$3,975	\$4,900	\$0	230-4230-2403-0000 Periodicals	0	\$4,900.00
\$17,123	\$19,335	\$18,500	\$4,621	230-4230-2405-0000 Adult Books - Non Fiction	0	\$19,425.00
\$5,049	\$4,746	\$5,000	\$2,415	230-4230-2406-0000 Teen Books - Materials	0	\$5,250.00
\$0	\$0	\$1,459	\$0	230-4230-2407-0000 Programs	0	\$1,650.00
\$7,550	\$9,461	\$7,500	\$987	230-4230-2408-0000 Film/Video	0	\$7,875.00
\$3,623	\$4,500	\$4,500	\$57	230-4230-2409-0000 Electronic Materials	0	\$4,500.00
\$254	\$384	\$400	\$0	230-4230-2499-0000 Collection Development	0	\$400.00
\$1,272	\$5,786	\$17,122	\$2,988	230-4230-3098-0000 Technology Support	0	\$10,700.00
\$75,063	\$10,946	\$11,250	\$0	230-4230-3099-0000 Other Professional Services	0	\$40,350.00
\$0	\$0	\$0	\$0	230-4230-3100-0000 Circulation System	0	\$6,129.12
\$0	\$0	\$0	\$0	230-4230-3101-0000 Telecommunications	0	\$0.00
\$1,019	\$1,414	\$1,500	\$556	230-4230-3102-0000 Postage	0	\$1,500.00
\$615	\$28	\$400	\$293	230-4230-3200-0000 Mileage	0	\$400.00
\$1,969	\$1,696	\$3,000	\$781	230-4230-3201-0000 Seminar/Conference Fees	0	\$2,500.00
\$0	\$0	\$0	\$0	230-4230-3202-0000 Meals	0	\$0.00
\$0	\$0	\$0	\$0	230-4230-3203-0000 Housing	0	\$0.00
\$1,294	\$1,543	\$2,000	\$1,060	230-4230-3400-0000 Printing and Publishing	0	\$2,500.00
\$0	\$0	\$0	\$0	230-4230-3401-0000 Binding	0	\$0.00
\$5,406	\$12,087	\$14,000	\$2,375	230-4230-3404-0000 Processing Fee	0	\$14,000.00
\$1,429	\$1,646	\$2,196	\$0	230-4230-3500-0000 General Insurance	0	\$2,300.00
\$29,544	\$2,641	\$22,500	\$1,126	230-4230-3707-0000 Maintenance Agreements	0	\$23,500.00

2017 Actual	2018 Actual	2019 Adopted	2019 YTD Account	Description	FTE	Requested
\$0	\$0	\$0	\$0 230-4230-3803-0000	Data Base Maintenance	0	\$0.00
\$0	\$0	\$0	\$0 230-4230-3804-0000	Equipment Rental	0	\$0.00
\$386	\$369	\$400	\$0 230-4230-3900-0000	Sales Tax	0	\$400.00
\$371	\$400	\$1,200	\$300 230-4230-4000-0000	Memberships and Dues	0	\$1,200.00
\$617	\$655	\$625	\$0 230-4230-4001-0000	Subscriptions	0	\$625.00
\$13,323	\$3,296	\$2,000	\$510 230-4230-4099-0000	Miscellaneous Charges	0	\$2,000.00
\$46,140	\$56,859	\$59,653	\$22,799 230-4231-1000-0000	Full Time Salaries	1	\$63,732.29
\$0	\$86	\$0	\$0 230-4231-1100-0000	Overtime - Full Time	0	\$0.00
\$29,724	\$24,083	\$33,655	\$11,020 230-4231-1200-0000	Part Time Salaries	0.93	\$37,590.83
\$5,834	\$5,803	\$6,678	\$2,670 230-4231-1410-0000	PERA	0	\$7,279.51
\$5,740	\$6,287	\$7,138	\$2,503 230-4231-1420-0000	FICA/Medicare	0	\$7,751.22
\$16,182	\$16,590	\$23,793	\$10,274 230-4231-1500-0000	Hospital / Medical	0	\$23,418.48
\$758	\$632	\$758	\$346 230-4231-1520-0000	Dental Insurance	0	\$757.80
\$115	\$93	\$116	\$39 230-4231-1540-0000	Life Insurance	0	\$116.00
\$1,260	\$488	\$1,000	\$129 230-4231-2101-0000	General Supplies	0	\$1,000.00
\$3,840	\$4,310	\$3,500	\$1,307 230-4231-2102-0000	Janitorial Supplies	0	\$3,500.00
\$1,742	\$5,866	\$1,500	\$0 230-4231-2202-0000	Building Repair Supplies	0	\$1,500.00
\$0	\$0	\$0	\$0 230-4231-2203-0000	Furn/Air Cond Repair Supplies	0	\$0.00
\$481	\$3,785	\$800	\$930 230-4231-2302-0000	Other Minor Equipment	0	\$800.00
\$0	\$0	\$0	\$0 230-4231-3002-0000	Contractual	0	\$0.00
\$1,685	\$21,029	\$1,000	\$953 230-4231-3099-0000	Other Professional Services	0	\$1,000.00
\$3,773	\$1,662	\$1,700	\$554 230-4231-3101-0000	Telephone	0	\$1,700.00
\$29,285	\$30,610	\$31,611	\$0 230-4231-3500-0000	General Insurance	0	\$32,000.00
\$45,054	\$40,292	\$42,000	\$10,632 230-4231-3600-0000	Electricity	0	\$44,000.00
\$10,373	\$11,965	\$12,000	\$7,198 230-4231-3601-0000	Natural Gas	0	\$12,500.00
\$14,461	\$20,598	\$20,000	\$10,480 230-4231-3703-0000	Building Repair Charges	0	\$23,000.00
\$7,711	\$10,379	\$10,200	\$5,612 230-4231-3707-0000	Maintenance Agreements	0	\$10,500.00
\$3,522	\$1,002	\$1,100	\$361 230-4231-4099-0000	Miscellaneous Charges	0	\$1,100.00
\$0	\$0	\$0	\$0 230-4900-3099-0000	Other Professional Services	0	\$0.00
\$1,169,308	\$1,203,397	\$1,394,841	\$514,557	EXPENDITURES		\$1,514,510

2020 BUDGET CALENDAR

May/June 2019

Finance Department begins budget process by preparing projected wages and benefits and insurance costs for the upcoming fiscal budget year.

June 12, 2019

Finance Department distributes Capital Improvement Plan (2020-2024) information for updating. Budget guidelines along with budget worksheets are distributed to Department Heads for completion

July 3, 2019

Completed budget worksheets are due to the Finance Department. The Finance Department assembles the preliminary budget information.

July 9 through July 17, 2019

The City Administrator meets with Department Heads to review budget requests and makes recommendations regarding the budget.

July 18th through August 5, 2019

Finance prepares requested budget

August 5, 2019

Finance distributes Requested Budget to Department heads and City Council

August 20 & August 27, 2019

Council, during a budget workshop session, meets with the City Administrator and Department Heads to review the recommended budget requests.

August 20, 2019 3:30 – 6:30

August 27, 2019 4:30 – to be determined (if needed)

August 21 – August 30 , 2019

The Finance Department makes budget revisions and prepares the final proposed budget for future Council adoption.

September 17, 2019

Council adopts the proposed budget, the proposed tax levy and sets the Truth-n-Taxation hearing dates.

Prior to September 30

The proposed budget, the proposed levy and the Truth-n-Taxation hearing dates MUST BE certified to the County Auditor no later than September 30, 2019.

November 2019

The County to send out Truth-n-Taxation parcel specific notices (proposed budget).

November 19, 2019

Notice of the Truth-n-Taxation public hearing date is announced.

December 3 or 17, 2019 (date will be certified in September)

Council to hold the Truth-n-Taxation public meeting and to adopt the final budget & the final tax levy on December 3 or 17, 2019. A presentation of the proposed budget is made by the City Administrator.

PRIOR to DECEMBER 30, 2019

The adopted budget and the adopted tax levy **MUST BE** certified to the County Auditor and the MN Department of Revenue by December 30, 2019.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Committee Charters	
OWNER: Executive Committee	PRESENTER: Bell, President
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: Request approval to proceed with recommendations to further clarify the structure and work of each committee.	
BACKGROUND/CONTEXT: Committee Questionnaires (Propel) <i>The Executive Committee reviewed the questionnaire submitted by each committee. Each committee is clear about its overall goal and purpose while operational procedures vary. The Committee recommends changes to clarify the committee structure and to provide a description of each committee’s goal and procedures. The changes are designed to support the work of committees and to help with orientation of new trustees.</i> <ul style="list-style-type: none"> • Revise the bylaws to include the name of each standing committee, its overall purpose, and the number of members (3 trustees plus director as ex officio). This will be referred to the Nominating Committee for board action at the January 2020, annual meeting. • Each committee will determine its own operational procedures in a separate Committee Charter Form. (See example from Facilities Committee.) <ul style="list-style-type: none"> ○ Each committee will have a designated chair. The Board President will chair the Executive Committee. The Board Treasurer will chair the Finance Committee. The Facilities and Nominating Committees will decide which committee member will be the chair, including the option of periodically rotating the chair. ○ Each committee will determine its meeting frequency, decision-making process (consensus or majority vote), and reporting format and frequency. Written reports are preferred; Mark is willing to assist with this. <p>Next steps:</p> <ul style="list-style-type: none"> • Discuss recommendations with Nominating Committee. • Request each committee to draft a Charter Form and provide to the Executive Committee a week before the August board meeting. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Example of Facilities Committee Charter Form	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Committee Charter Form:

Title: Facilities

Purpose and Major Duties:

This standing committee is comprised of three board trustees and the Library Director. Its overall purpose is to address building/facility issues and needs as they arise. Major duties include:

- Assisting the Library Director in developing maintenance, repair, and remodeling plans.
- In conjunction with staff and Library Director input, analyze and assist with collection/materials location plans as needed.
- Address safety and security issues.
- Approve expenditures when directed by the full board.
- Assist Library Director in the development of the annual and five year capital budget plan.

The committee has authority to direct staff, bring options forward and make recommendations to the full board. It reports to the full board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

The chair of the committee rotates among the three board trustees every six months. Board Trustees may volunteer to sit on the committee or be appointed by the Board Chair. There are no term limits to committee membership other than the limits of an individual trustee's term on the board.

Committee reports are made to the full board orally or in writing.

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Process</p>	
<p>OWNER: Executive Committee</p>	<p>PRESENTER: Bell, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Request approval to proceed with recommendations described below.</p>	
<p>BACKGROUND/CONTEXT: Director Evaluation Based on a review of trustee feedback on the performance evaluation process for the director, the Committee recommends the following changes:</p> <ul style="list-style-type: none"> • Reduce the number of progress reports from two to one. The process then will be an annual review and one progress report 6 months after the review. • Revise the forms to include Donna Robole’s language on ‘satisfactory’ review. • Revise the Likert evaluation scale for the performance evaluation to include 5 rather than 4 choices. • Present these recommendations and the revised forms as an action item for the July agenda. 	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Revised, proposed director evaluation process forms</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

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Performance Evaluation for the Director

Date last reviewed by board: July 10, 2018

One of the most important roles the Board of Trustees has is to work with the Director to ensure that performance goals are achieved and consistently well met. The board's bylaws specify that the board is to evaluate the library director on a regular basis. [Annual step movement is subject to a satisfactory performance review using the process established by the Board of Trustees.](#)

Commented [MB1]: The final sentence of this paragraph is the language Donna Robole recommended.

The evaluation process will begin and end with an annual review. Additionally, [one progress report](#) ~~two progress reports~~ will be presented [six months after the performance review 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 report ~~is~~ [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.

Annual Review, Goal Development Worksheet, and Progress Report forms are below.

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Annual Review Form

(To be completed jointly with Board of Trustees and Director)

Review and update position description (attached):

Changes needed:

Position description accepted as accurate. _____

(director & board president initials)

To be completed by the Director and submitted in the board packet of the month in which the annual review occurs:

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	
Goal #2	
Goal #3	

1. What goal or accomplishment has been the most satisfying for you?
2. What is going well with the job and accomplishment of goals and why?
3. What areas are/were particularly challenging and why?

To be completed by Trustees:

Please prepare for discussion using the following points and questions as guides to the discussion.

- A. How did the outcome of the goals move the library closer to the objectives of the strategic plan? If there is a significant lack of progress, identify what action can be taken to correct the situation.
- B. How did the outcome of the goals demonstrate the following areas of competence?
 - Relationship building - professional/peers, staff, management and board
 - Financial responsibility and oversight
 - Community Relations
 - Facilities management

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C. To be completed at the annual review:

Annual SMART Goal	Please rate the accomplishment/outcome/product of the goal.
Goal #1	
Goal #2	
Goal #3	
	5 = Excellent 4 = Good 3 = Satisfactory 2 = Fair 1 = Poor

Summary of board discussion during closed session as entered by the board president to address points above:

- A.
- B.
- C.

Discussion and planning for next year to be conducted after the summary is completed:

What goals and performance measures are proposed for the coming year? (Use the goal development worksheet to discuss future goal development.)

How might the board be more supportive in the successful achievement of the goals for the coming year?

This performance evaluation has been discussed with the board and the director. The director understands an addendum may be added should the director choose to do so.

Director's Signature:

_____ Date: _____

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Board President's Signature: _____

Date: _____

Annual Review - Goal Development Worksheet

(To be completed jointly with Board of Trustees and Director)

Director's SMART GOAL Proposal	Trustee comments/suggestions/ideas	Goal to be used in Performance Evaluation
Director's SMART GOAL Proposal	Trustee comments/suggestions/ideas	Goal to be used in Performance Evaluation
Director's SMART GOAL Proposal		Goal to be used in Performance Evaluation

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S.M.A.R.T. goals are defined as specific, measurable & meaningful, achievable, results-focused, and time-bound.

Specific: Goals should be simplistically written and clearly define what you are going to do.

Measurable: Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. Additionally, goals should have meaning and value for the Director.

Achievable: Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

Results-focused: Goals should measure outcomes, not activities.

Time-bound: Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

S.M.A.R.T. Goals should demonstrate the following areas of competence:

- Relationship building - professional/peers, staff, management and board
- Financial responsibility and oversight
- Community Relations
- Facilities management
- Accomplishment of objectives outlined in library strategic plan

Progress Report Form

(To be completed by the Director and included in the board packet for the ~~sixth~~ ~~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?

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3. If there is a significant lack of progress, identify what action can be taken to correct the situation.

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Circulation Policy	
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: Request approval of revised Circulation Policy	
BACKGROUND/CONTEXT: The revised draft policy shows recommended text deletions as strikethroughs and new text in red. Significant additions include: <ul style="list-style-type: none"> • Statement of principles • Access restrictions language • Revamped section on replacement and repair charges • Process for appealing charges • Process for recouping fees if checks are returned for non-sufficient funds <p>A proposed deletion of note is the request to eliminate the \$3 charge to patrons for replacement of lost cards. At a recent Washington County Library (WCL) Operations meeting, we learned that WCL plans to move in this direction to reduce barriers to access, which we view as a positive change. This specific proposal was also discussed with the Finance Committee in June.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Proposed Circulation Policy draft	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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Policy Title: Circulation Policy
Date adopted: 05/1992
Date amended: 07/1998; 07/1999; 10/1999; 10/2000; 04/2002; 06/2002; 08/2003;
11/2004; 09/2005; 12/2006; 03/2008; 03/2009; 12/2010; 07/2012;
12/2012; 07/2013; 03/2014; 10/2014; 12/2016
Date last reviewed: 12/2016

CIRCULATION POLICY

The Stillwater Public Library does not discriminate in providing access and will not restrict the use or loan of our materials, resources and services based on the origin, age, background or views of people wishing to use the library.

Purpose

The purpose of the circulation policy is to establish specific regulations to ensure fair and equitable access to the library's collections, resources and services for all ~~customers~~ patrons.

Principles

In support of its mission, the Library makes the majority of its collection available to patrons to borrow and use outside of the library. Providing access and lending materials to patrons is a core library service.

- We serve individuals and the community as a whole.
- We support the use of library materials.
- We seek to provide ease of access to desired library materials.
- Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish specific lending rules that ensure fair and consistent application of this policy.

~~Process:~~

~~This policy is reviewed every 3 years by the Library Board or more frequently as needed. Upon completion of the review, the Library Board considers the policy for revision or reaffirmation.~~

Library Cards

Stillwater Public Library welcomes all individuals to use its collections, resources and services within the library. Individuals wanting to borrow materials or use digital resources must have a library card.

Library Cards for Individuals

Anyone who lives at or owns property that is taxed by the City of Stillwater for support of the Stillwater Public Library may, upon presenting valid **proof of address** identification, register with and receive a library card from the Stillwater Public Library. Children of any age may, with valid **proof of address** identification, register for a library card. ~~Only one type of library card is issued to an individual.~~

~~Under a contractual agreement with the Washington County Library, Stillwater Public Library issues and~~

~~recognizes cards for individuals who qualify for borrower's cards at the Washington County Library and the Bayport Public Library.~~ **Stillwater Public Library issues and recognizes borrower cards for individuals who qualify through a contractual agreement with Washington County Library and Bayport Public Library.** All library services are available to these card holders **who are in good standing with Stillwater Public Library.**

As an associate member of MELSA (Metropolitan Library Service Agency, ~~our~~ **the** regional public library system **servicing the seven-county metro area**), Stillwater Public Library recognizes all cards issued by MELSA libraries. Some restrictions may be placed on materials that circulate to MELSA card holders.

Stillwater Public Library offers its services to all Minnesotans consistent with terms of the State Borrower's Compact. Anyone with a valid library card from another Minnesota public library that is a member of a Minnesota regional library system may, upon presenting valid **proof of address** identification, register the card with Stillwater Public Library.

Residents of other states or of a Minnesota jurisdiction that does not participate in a Minnesota regional library system may also obtain user privileges by purchasing a library card annually. Fee-based cards do not allow the checkout of downloadable content or remote access to subscription databases.

Library e-Cards

~~Anyone who lives at or owns property that is taxed by the City of Stillwater for support of the Stillwater Public Library may apply for a library e-card which allows access to the library's digital resources but does not allow borrowing privileges. Under contractual agreement with Washington County and the City of Bayport, their residents may apply for a library e-card. The card has no expiration date.~~

Library Cards for Institutions

Organizations, institutions or businesses located in the City of Stillwater may register for a Stillwater Public Library card which is good for one year and may be renewed annually. Institutional library cards may be used to borrow library materials ~~or~~ **and** access digital library resources. Only one library card is issued to an institution.

Lost Library Card

There is a charge for replacement of a lost card.

Borrowing Privileges

The library cardholder has full responsibility for all materials borrowed on the card. Parents ~~/~~ **and** guardians are responsible for materials checked out by their minor children. The institution is responsible for materials checked out on an institutional card.

Loan Policies Lending Rules

~~A total of 100 items may be checked out at any one time. Most materials may be borrowed for 2 weeks. Loan periods vary by format. The library publishes information for borrowers with detailed lending rules on the library website and as a handout at the Public Services desk. See Loan Policies ([link to table here](#)) for details.~~

Renewals

~~Most items may be renewed three times unless someone else has requested them. Items may be renewed online, by phone or in person. Interlibrary loan items may not be renewed.~~

Requests

Items in the collection of Stillwater Public Library, Bayport Public Library or Washington County Library may be requested and sent to Stillwater Public Library for pickup. ~~Customers~~ **Patrons** will be notified by **email** when the requested items are available **and the item will be held for one week.**

Professional and Reference Materials

Professional and reference materials are not loaned except in special cases and at the discretion of the selector or Circulation Services Lead, who will determine the loan period.

Interlibrary Loan

Items not owned by ~~the~~ Stillwater Public Library, Bayport Public Library or Washington County Library may be requested by interlibrary loan. The lending library sets the loan period. Interlibrary loan items may not be renewed. There is no charge for interlibrary loan service; however, fees charged by the lending library may be passed on to the ~~customer~~ **patron.**

Access Restrictions

The library does not restrict library patrons under the age of 18 to certain collections or areas of the library and library staff cannot serve in loco parentis. In accordance with the American Library Association's statement "Free Access to Libraries for Minors" the library maintains that parents and guardians have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

~~Loan~~ Lending Restrictions

~~Customers~~ **Patrons** with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Use of the library may be denied for due cause. Such cause may be failure to return library materials or pay charges, destruction of library property, disturbance of other ~~customers~~ **patrons**, or any other illegal or disruptive conduct on library premises.

Overdues ~~Items~~

Overdue notices are sent at intervals set by ~~the~~ Washington County Library. The final notice is a billing notice.

Lost Materials

An item is declared lost when a billing notice is generated. Payment for a lost item is non-refundable.

Replacement and Repair Charges

~~All charges, including those for repair, replacement and recovery costs for lost items will be determined by the Stillwater Library Board as part of the Fee Schedule ([link to table of fees here](#)).~~

All replacements will be purchased by Stillwater Public Library. Due to the nature and costs of processing, the library will accept outside replacements only if the selector or Circulation Services Lead has approved an exception that meets collection development guidelines.

Patrons will be charged for lost or damaged items according to the following process:

1. The purchase price listed in the circulation system database.
2. If no purchase price is listed in the database or if a piece of a multi-part set can be replaced individually, patrons will be charged the replacement list price as set by the appropriate vendor.
3. If no purchase price is recorded in the places listed above, patrons will be charged according to the standard list below.

Group 1: includes board books; early readers; paperback picture books; magazines; newspapers	\$5.00/item
Group 2: juvenile trade and hardcover books; adult mass market paperbacks; individual disc from set (DVD, CD, SCD)	\$10.00/item
Group 3: includes music CDs; teen fiction books; teen nonfiction books; kit (with one book and one CD only)	\$15.00/item
Group 4: includes adult fiction books; juvenile nonfiction books; juvenile DVDs	\$20.00/item
Group 5: includes adult nonfiction books; large print books; adult and teen DVDs; juvenile audiobooks on CD; adult music CD boxed sets; gaming and other software	\$25.00/item
Group 6: interlibrary loan item	Determined by lending institution
Group 7: includes nature backpacks; adult and teen audiobooks on CD	\$50.00/item
Group 8: tech devices and other hardware; St. Croix Collection materials	List/appraised price (default \$100)
Group 9: includes book club kit (10+ books, plus reading guides)	\$150.00/kit

Debt Collection

Unpaid charges of more than \$50 are sent to Washington County Financial Services for debt collection thirty days after the billing notice is sent. Washington County Library deletes all accounts that have been inactive for 6 years, and also deletes bills that are 6 years old in compliance with County standards for writing off bills. Stillwater Public Library accounts and bills also will be deleted on this schedule.

Appeal of Library Charges

If a patron believes they have been charged in error or has proof of extenuating circumstances that may warrant changing assessed charges, they may appeal their charges to circulation staff. If reasonable cause is shown, charges may be upheld, reduced, or canceled at the discretion of Library Assistants who may reduce or waive charges up to \$25; the Circulation Services Lead has the authority to reduce or waive charges up to a limit of \$50. If the requested reduction is more than \$50, the selector or library director must be consulted and approve any reduction greater than \$50. Stillwater Public Library cannot waive fines incurred on materials owned by other libraries.

Refunds

No refunds will be given for payment of a lost or late item once payment has been received.

Non-Sufficient Funds

All library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the amount charged by the City of Stillwater stated in their current Fee Schedule, and this fee will be manually added to the account of the person who wrote the NSF check.

In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated (added back manually) to each account collected on with that check.

The NSF fee plus all other fines/fees covered by that NSF check must be paid in full on that account, and on any other accounts in which fines/fees were paid with the NSF check, before any of the library accounts are in good standing. Collection accounts paid with an NSF check will be reinstated with the collection agency.

Bankruptcy

The United States Bankruptcy Code generally permits individuals (debtors) to discharge much of their personal debt. Stillwater Public Library will, upon receiving a bankruptcy discharge of debt notice from the US Bankruptcy Court, dismiss all charges assessed by Stillwater Public Library on the account of the debtor that have been assessed.

The most current policy supersedes any and all previous policies issued relative to this subject.

Policy Adoption/Revision Dates:

~~ADOPTED MAY 1992~~

~~REVISED JULY 1998~~

~~REVISED JULY 1999~~

~~REVISED OCTOBER 1999~~

~~REVISED OCTOBER 2000~~

~~REVISED APRIL 2002~~

~~REVISED JUNE 2002~~

~~REVISED AUGUST 2003~~

~~REVISED NOVEMBER 2004~~

~~REVISED SEPTEMBER 2005~~

~~REVISED DECEMBER 2006~~

~~REVISED MARCH 2008~~

~~REVISED MARCH 2009~~

~~REVISED DECEMBER 2010~~

~~REVISED JULY 2012~~

~~REVISED DEC. 2012~~

~~REVISED JULY, 2013~~

~~REVISED MARCH 2014~~

~~REVISED OCTOBER 2014~~

Report from the Library Director, Mark Troendle

Major Accomplishments

- Received and reviewed applications for the Information Services Associate position; scheduled interviews with candidates proceeding to the next stage of the process.
- Attended Boards & Commissions training provided by City Attorney Kori Land.
- Worked with the Finance Committee, Facilities Committee, IT Manager, and Business and Communications Manager to craft initial 2020 operating and capital budgets, plus a five-year CIP.
- Met with the Light a Spark committee to review contingency plans for that event in case of severe weather.
- A new substitute custodian was hired and onboarded with the assistance of the Business and Communications Manager.
- Scheduled six meetings with contractors to discuss capital improvement and repair projects. I actually met with four as planned; the remaining two were rescheduled for July dates when those representatives had to postpone their visits.
- Met with Alicia Gordon Macalus, the new Stillwater Public Library Foundation Director. The meeting was structured along similar lines as an orientation meeting with a new trustee. I also invited her to attend a future Library Board meeting and a Friends meeting. The Business and Communications Manager met separately with the new Foundation Director and covered additional topics.

Heads-Up

- Maintenance Worker Marvin Henry has announced that he will be retiring from the library effective August 30. We have great respect for Marvin and his ability to tackle unexpected challenges with grace and humor. He will be missed.
- The status of the Kinder Morgan Foundation application seeking funds to help pay for structural repairs to attic trusses has not yet been communicated to the library.
- In late July or early August, City IT tentatively plans to setup a computer station with new hardware and software for staff to test and identify bugs, and then deploy all-new staff computers in the latter half of August. This timeline may yet change.
- The Business and Communications Manager is coordinating the installation of a hearing loop in the children's storytime room. A precise date has not yet been established, though we are endeavoring to complete this project before August.

Near-Term Future Focus

- Continued work on the 2020 operating and capital budgets, plus the 5-year CIP projections.
- Continued effort developing a work plan related to the strategic plan's goals and strategies.
- Continue to gather additional information to enable a recommendation to be made regarding the reallocation of unspent pergola funds for other potential capital projects yet this year.
- Complete recruitment process to hire an 18-hour per week Information Services Associate.
- Initiate union posting process for the Maintenance Worker position.
- Review policies and recommend updates for board consideration.
- Update stenciling/signage on exterior doors.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

June Programs

- The Concert on the Terrace with Ann Reed had 58 listeners
- Boro Craft Program on June 22nd was rescheduled
- Mystery Book Club on June 26th had 8 readers

Circulation

- We have had a great start to the summer and the staff has worked so hard to make every day fun for our patrons! We have issued 160 new cards in June and have so many excited young readers working on the summer reading program. Lori attended Literature Lover's Night Out and enjoyed all the gifted and diverse authors and encouraged Ramsey County patrons to visit us and register their cards at Stillwater. Thanks to Kaylin and Keri for the wonderful handouts!

Personnel

- 13 applications were received for the Information Assistant opening with interviews scheduled for the first two weeks of July.
- With the weather turning nice, staff vacations have begun and we've gotten a lot of face time with the many qualified substitutes now on the roster.

PR

- Reference staff continue to create diverse, engaging booklists that work well for PR in a number of outlets, including the website, the newsletter, and at events in town.
- Reference staff decided to change up the display cart on the mezzanine to be centered on authors that patrons might want to "get to know".

Programs

- Most of the activity of the Public Services desk in June is directly or indirectly in this category, based on how much focus goes into the various Summer Reading Programs. It feels sparse to not have specific items completed on a large number of the above topics, but the thing about services is that when we get busier, we have less time for specific projects. In fact, reference staff try to maintain double coverage during the days of the first few weeks of summer, so most of reference staff is operating with little or no off-desk time.
- Note from our week 2 winner of the adult summer reading program:
 - *I just picked up the gift certificate, and am writing to say thank you for this surprise! I love Rose Floral and will use it carefully. I am job hunting right now and have begun struggling with how hard that is. It means a lot to be treated to this special gift. Thank you! I donated a book to the library this morning for the sale shelf, and yesterday talked with my family for the hundredth time about how important the library is. The staff and volunteers here are competent and welcoming. Please know I am grateful for all you do.*

Reference

- The most interesting question we got this month was for peer reviewed research articles about how plastics, including biodegradable plastic, might affect farm soil.

Upcoming:

- Friday, July 19, Weaving in the Round
- Monday, July 22 The U-2 Incident: A Son's Search for the Truth
- Wednesday, July 24, Mystery Book Club
- Wednesday July 31, Potterheads Unite

Report from the Youth Services Supervisor, Angela Petrie

June Programs - The library has been hopping with summer in full swing! On June 1, around 75 came to the Summer Kick-Off with “Brodini” Comic Magician and, of course, more people were milling around the children’s space. Response was over-the-top! Kids and teens can once again track their reading and learning activities on one of three forms; pre-reader for 5 and under, reader for 6-12, and teen for 12+. Readers track activities to earn a free reward book and an entry into drawings for tickets to the MN State Fair, MN Twins, Sea Life at MOA, or Crayola Experience. The tickets are made possible through organization donations coordinated by MELSA, the Metro Library Services Agency.

- *Summer Kick-Off with Comic Magician Brodini* – 75 attended
- *Storytime* –
 - 136 attended 4 baby sessions
 - 122 attended 3 family sessions
 - 72 attended 1 Super STEM session with Warner Nature Center (naturalist and kestrel!)
 - 16 attended 1 special Saturday session with Wonder Weavers Storytellers
- *Teens Teach STEM* – 62 kids attended 4 dates with two sessions offered per day
- *Art Cart* – 86 kids and caregivers attended 4 themed sessions (stick puppets, flower gardens, robots, beach balls)
- *Mad Science MN with Earthworks* – 16 young scientists in K-6th attended
- *Teen Bingo* – 10 teens had fun playing to win prizes such as books, gel pens, candy, and more!
- *Family Movie Day! Night at the Museum* (with popcorn and lemonade) – 21 people attended
- *Aztec Drawings with White Bear Center for the Arts* – 18 artists in K-6th attended
- *LEGO Build* – 13 kids attended 1 session
- *Play & Learn: Tape Town* – 38 people attended this single date program
- *(NEW) Teen Drop-In DIY* – A few teens and kids created their own pin-back buttons
- *Dog Man Book Party* – 26 kids attended this celebration of this popular Dav Pilkey series
- *Scavenger Hunt* – 203 hunted for SRP characters
- *Paws to Read* – 4 readers came to 1 session with Bella the Golden Retriever

Youth Spaces (brief description of anything new in kids and/or teen areas)

- Ms. Colleen is stationing herself in the children’s area on summer Tuesdays after storytime when she’s scheduled at the Public Services Desk in an attempt to provide more hands-on service.
- Colorful summer booklists for each age group are available with staff making many copies!
- New “anytime” programming – Colleen created a Flat Stanley Wall and “Find Declan” hunt to engage visitors in informal ways. Families can send Flat Stanley pictures to a dedicated email address for inclusion.
- A display of books featuring LGBTQIA+ characters was put up in the teen library in accordance with PRIDE month.

July Single Date Programs

- ***Teen Movie Night (Princess Bride)***, Tuesday, July 9, 6:00 PM
- ***Family Movie Day (TBD by viewers)***, Thursday, July 11, 3:00 PM
- ***Apollo 11 50th Anniversary with Space St. Croix***, Saturday, July 13, 10:30 AM
- ***Woven Paper Kente Cloth with WBCA***, Monday, July 15, 1:00 PM
- ***LEGO Build***, Tuesday, July 16, 4:30 PM
- ***Teen Drop-In DIY – Bead Bracelets***, Tuesday, July 16, 4:30 PM
- ***I Survived the Shark Attacks*** Book Party, Wednesday, July 18, 10:30 AM

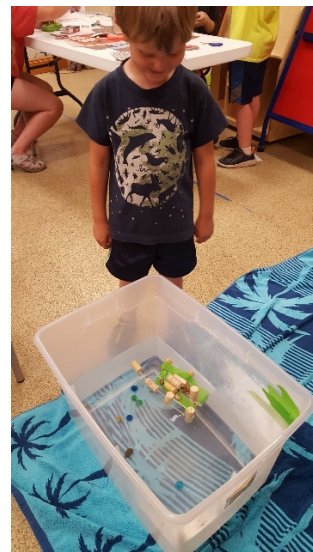
- ***Siama's Congo Music*** (Lumberjack Days so cross-posted with their events), Saturday, July 20, 10:30 AM
- ***Critter Storytime with Carpenter Nature Center***, Monday, July 22, 10:30 AM
- ***Books and Benches Storytime*** at Pioneer Park, Thursday, July 25, 10:00 AM
- ***Snake Discovery***, Thursday, July 25, 6:30 PM
- ***Mad Science presents CheMystery***, Wednesday, July 31, 1:00 PM
- ***Harry Potter Day***, Wednesday, July 31, 1:30-5:00 PM (adult programming will begin at 6:00 PM)



Young engineer building numbers out of LEGO bricks!



Teens making buttons at Drop In DIY



Young Scientist at Teens Teach STEM to Kids



Brodini in action with helper Vincent Hansen (Colleen's youngest!!)



Dog Man Book Party!



More LEGO fun!



The "car wash" at Tape Town



Will it float?!



A "construction site" at Tape Town



We love our teen volunteers!



Providing service to children and caregivers Tuesdays after storytime!

Notes of gratitude from visitors...

- My children attended the Aztec Sun Drawing art class yesterday at the library. ***I wanted to thank you for providing this program for kids. The artist did such a good job of interacting with the kids, teaching cultural and art vocabulary, and making it fun.*** My kids really enjoyed it and came home with a beautiful project. Thank you! Mary E.
- My seven year old participated in Aztec sun drawings at Stillwater Public Library today. I just wanted to comment that she really enjoyed the class and had me sign her up for African cloth art in July. ***What a great opportunity learning about another culture and making art, free of cost.*** Thank you! Meghan O
- I wanted to let you know that this week I brought a family I'm working with through Stillwater ECFE to story time on Wednesday. I'm unsure if I would have thought to do this before our meeting. So thank you!

The child was struggling at school this school year with impulsiveness and an inability to sit still even for short periods of time during their large group gatherings. I've been working with the mom and boy at his house, but wanted to take some of our work "on the road" in situations that will be more like when he's in school. Plus ***the mom said she didn't have a library card. I had noticed how much her son loved books when I was there so I asked how often they go to the library and she said they don't really.***

So, Wednesday we all met at the library, the boy played before the story time. He joined in for most of the story time. He may have spoken up more than others appreciated, but ***the story time teacher handled it fabulously***. I brought visuals to help give him reminders too, which he was very responsive to. After the story time I watched over the kiddos while mom got her library card. They happily checked out some books.

When it was time to go the child I'm working with was resistant to leaving. We had to carry him out kicking and whining. He asked to be put down at one point and I allowed this (shouldn't have) and he took off on me running and turning right when I was about to catch him. Lori came over to help me corner him (thank you Lori!). Mom was checking the books out at the time. Leaving wasn't great, but it's part of learning. We're meeting back there again in two weeks (when the books will be due) and we can practice all of it all over again.

I just want to thank your staff for being awesome! I don't think the mom felt unwelcomed even once for her son's actions. He is a very sweet little boy who simply hasn't been taught ways to self-regulate. Some parents are lucky enough to be born into families with parents who naturally have skills or were raised by skilled parents and others don't have that experience. Mom didn't necessarily have skilled parents herself, but she wants to learn and we're doing our best to assist with this. ***I'm grateful for the story time on Wednesday's to be able to provide a time for this "practicing" of learning and growing.*** Jenny H, M.Ed. (ECFE Family Educator)

STILLWATER PUBLIC LIBRARY FOUNDATION
BOARD MINUTES
May 24, 2019

MEMBERS PRESENT: Doug Blanke, Amber Dailey-Hebert, Roger Funk, Shawn Glaser, John Gray, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Carol Stabenow, Mark Troendle, Eric White, Ann Wolff, Interim Executive Director - Elaine Weber Nelson

1. Welcome - President Ann Wolff called the meeting to order at 9:00 a.m.
 - a. Ann shared information about Gail Perry's online videos and the site "I Love Libraries." She also described a new library display of hanging books.
 - b. Members each shared a donor connection made at the "Love of the Library" event.
2. Secretary's Report:
 - a. Corrections to the April minutes were made: "Sponsorship deadline for inclusion on bookmark is May 1" should be moved to "Light a Spark." SPL news publications were identified as "SPL online newsletter 'Shelf Life,' and print "Shelf Life," that is distributed in a city mailing.
 - b. ACTION ITEM: Motion to approve corrected minutes was made by Amber, 2nd by Shawn – Unanimously approved as corrected.
3. Library Director's Report – Mark
 - a. SPL Publicity
 - "Shelf Life" – print version will be sent to the community by the City in the near future. Included in this issue are information about the summer reading program and the new "Print from Anywhere" service offered by the library. The print version of "Shelf Life" will be published quarterly
 - The on-line "Shelf Life" appears monthly.
 - The School District 834 "Peachjar" often includes SPL information.
 - b. Event Management – A 2 year contract has been signed with One23 Events and become effective on June 1, 2019. The funding the SPLF contributed has been expended.
 - c. Hearing Loops – selected, narrower tape for use in the Children's Reading Room has been ordered.
 - d. Pergola repairs were completed on May 16
 - e. Friends of the Library April book sale was the best ever
 - f. SPL will be closed Sunday and Monday, May 26 & 27. It will continue to be closed on Sundays through the remainder of the summer.
 - e. Substitute custodians are still needed for the building.
4. Finance Committee – Dustin
 - a. Review of monthly Balance Sheet and Profit & Loss Comparisons continue to show that the Foundation is in a good financial position. Donor-restricted funds continue to be spent-down. The interim consultant position remains self-sustaining.
 - b. Preliminary figures for the Love of the Library event are encouraging
 - c. Light a Spark sponsorships are still being received.
5. Executive Director's Report – Elaine
 - a. Foundation Manager Position – There were four original applicants; two additional people have applied (two of those interested are from Stillwater). Interviews will continue – both in-person and by phone. It may be necessary for board members to vote for candidate by e-mail.
 - b. The SPLF received a \$15,000 grant from the Fred C. and Katherine B. Andersen Foundation that will be used for the future staff position.

6. Executive Committee
 - a. Recommends addition of new board members at this time
 - Several potential candidates were discussed.
 - b. Elaine suggested that there should be an application process for board membership with a board vote for membership required.
 - c. Board membership orientation is necessary.
 - d. Consult SPLF by-laws for guidance.

7. Governance Committee – No Report

8. Marketing Committee – Ann W.
 - a. Nick Gorski added video feature of Tom Combs from Love of the Library event.
 - b. Foundation needs someone who can help with social media – Keri has assisted with some updating for Light a Spark – Shawn and Merilee will work on this.
 - c. In discussion about website creation and maintenance, Amber suggested considering the web platform provider Strikingly.

9. Events Committee – Ann W.
 - a. For the Love of the Library
 - Debriefing will occur when both Elaine and new Foundation Manager can attend.
 - Ten new donors contributed at the event.
 - b. Light a Spark – Ann & Merilee
 - Sponsorship is going well.
 - There will be no cakewalk this year – committee is working on other opportunities for people to participate (kids have fun/parents relax).
 - Music is arranged.
 - Magician selected (will also be here on June 1 for the SPL summer program roll-out).
 - Emergency plan from last year looks good based on last year’s experience.
 - Sandy will canvass last year’s cakewalk donors for gift cards for silent auction.
 - Tip Jar funds go to Sunday hours during school year.

10. Standing Agenda Items
 - a. Opportunities at the library
 - June 1 – Summer Library Program Kick-off with Comic Magician Gaylyn “Brodini” Morris, who will be this year’s Light a Spark magician.
 - b. Non-profit learning or connecting opportunities
 - Gail Perry – gailperry.com “Fired-up Fundraising”
 - Interesting Facebook videos (Porch Parties, Governance)
 - c. Engagement stories to share
 - Ann shared how the annual report influenced a possible donor
 - Elaine mentioned that she shared information with a potential donor regarding funding gaps in the SPL needs.
 - There was discussion regarding the potential for sharing on GDrive or via a portal on website.

The meeting adjourned at 10:30 a.m.

Respectfully submitted,
Jean Morse, Secretary

E-MAILS FOR MAY '19 MEETING

DATE	SENDER(S)	SUBJECT
5/5	Ann	Lots of News & Info
5/8	An	Love of the Library Plus Board Vote
5/8	Elaine	Love of the Library Plus Board Vote
5/8 - 5/10	Board Members	Love of the Library Plus Board Vote
5/10	Jean	Minutes for April '19 Meeting
5/21	Elaine	May Board Meeting Packet
5/22	Dustin	April Financials
5/24	Elaine	May Board Packet with Financials

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



May board packet.pdf 



Friends of the Stillwater Public Library

May 13, 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 , Lyndon Lockrem, Jan Kilkelly, Mary Ann Sandeen, Tracy Salvati, Mark Troendle, Vik Wilson, Lynne LeTart, Joan Philen, Mary Glennon , Ruth Ranum

Agenda

Friends of the Stillwater Public Library Meeting:

Monday, May 13, 2019

Location: Conference Room

Time: 6:30 p.m.

Friends of the Stillwater Public Library May 13, 2019 Agenda

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Treasurer's Report: Jan Kilkelly (We can issue our LAS Sponsorship check for \$500 at this meeting.)
4. Membership: Gemma Lockrem
5. Other: All
 - Thank you, everyone, for the endless help. We have the best organization!!
 - There were issues...getting Margaret Rivers Room unlocked; donation not accepted; STS not allowed to deliver bins to kitchen. To resolve these for the future, perhaps, we should have a sale guide so everyone is on the same page.
 - Thank you, Mark, for unlocking the catering door for us Sunday.
 - Susie made sure we were covered. Signs were put out and taken in. Jim made a new room map for us. Lynne and Jim have been very helpful.
 - Gemma and Lyndon saved the day. Custodian emptied our trash and recycling from the Office.
 - Should we order a self inking stamp for checks?
 - We can use some new grape boxes. A few here and there will get us freshened up. Signs can be refreshed.
6. Update: Mark
7. Adjourn Meeting

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary's report Tracy Salvati**
 - April 8, 2019 Minutes approved
- **Treasurer's report Jan Kilkelly**
 - Balance April 31, 2019
 - \$26,784.31
- **Membership report Gemma Lockrem**
 - 85 memberships

Topics:

- **Book Sale – Thanks to ALL**
 - Book sales \$4,894.60
 - Scanner Fees \$140.00
 - Issues with getting bins into the building – suggesting a sale guide so everyone is on the same page.
 - Order self inking stamp for checks. (MaryAnn will do this)
 - Some people are not getting calls to volunteer. Should we:
 - Send e-mail communication? Fill out survey monkey?

- **Book Sale Wrap up**
 - Lynn shared information on book sale wrap up, the team will help for next book sale.

- **Book Sale FLIERS**
 - Gemma passed out fliers for the book sale

- **Light a Spark**
 - FRIENDS will donate \$500.00 to Light a Spark
 - Approved by all

Update: Mark Troendle:

- May and June 2019 Calendar distributed

Meeting Adjourn: All

*****Next meeting Monday, June 10, 2019**

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

Period:	5/1/2019 - 5/31/2019	Year-to-Date 5/31/2019
Opening Balance	\$26,784.31	\$31,831.86
Receipts:		
Memberships	\$310.00	\$1,640.00
Donations	\$15.00	\$604.55
Book Sales	\$665.50	\$6,393.10
Scanner Fees		\$140.00
Book Bags	\$15.00	\$90.00
T-Shirts		\$0.00
Notes, Cards		\$0.00
Total Receipts	\$1,005.50	\$8,867.65
Disbursements:		
Grants to Library		\$12,000.00
Sponsorships	\$500.00	\$500.00
Memberships		\$25.00
Postage		\$90.00
Printing & Supplies		\$134.70
Sales Tax		\$660.00
Fees		\$0.00
Misc.		\$0.00
Total Disbursements	\$500.00	\$13,409.70
Ending Balance	\$27,289.81	\$27,289.81

Outstanding Grants Due to Library:

Book Sale Nov. 2015	\$0.00
Book Sale Nov. 2016	\$0.00
Book Sale Nov. 2017	\$0.00
Book Sale Nov. 2018	\$137.07
Book Sale Nov. 2019	
	\$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	\$4,519.60
	\$15,036.45

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Bell, President
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: SPL Executive Committee June 18, 2019, 10 a.m. Notes Present: Bell, Lockyear, Troendle. Absent: Richie</p> <p>Discussion Topics Committee Questionnaires (Propel) <i>The Executive Committee reviewed the questionnaire submitted by each committee. Each committee is clear about its overall goal and purpose while operational procedures vary. The Committee recommends changes to clarify the committee structure and to provide a description of each committee’s goal and procedures. The changes are designed to support the work of committees and to help with orientation of new trustees.</i></p> <ul style="list-style-type: none"> • Revise the bylaws to include the name of each standing committee, its overall purpose, and the number of members (3 trustees plus director as ex officio). This will be referred to the Nominating Committee for board action at the January 2020, annual meeting. • Each committee will determine its own operational procedures in a separate Committee Charter Form. (See example from Facilities Committee.) <ul style="list-style-type: none"> ○ Each committee will have a designated chair. The Board President will chair the Executive Committee. The Board Treasurer will chair the Finance Committee. The Facilities and Nominating Committees will decide which committee member will be the chair, including the option of periodically rotating the chair. ○ Each committee will determine its meeting frequency, decision-making process (consensus or majority vote), and reporting format and frequency. Written reports are preferred; Mark is willing to assist with this. <p>Next steps:</p> <ul style="list-style-type: none"> • Discuss recommendations with Nominating Committee. • Ask each committee to draft a Charter Form and provide to the Executive Committee a week before the August board meeting. <p>Director Evaluation Based on a review of trustee feedback on the performance evaluation process for the director, the Committee recommends the following changes:</p> <ul style="list-style-type: none"> • Reduce the number of progress reports from two to one. The process then will be an annual review and one progress report 6 months after the review. • Revise the forms to include Donna Robole’s language on ‘satisfactory’ review. 	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Lockyear, Trustee
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:	
<p>Facilities Committee Report from June 27, 2019</p> <p>The Facilities Committee met twice last month, on June 5 and June 27. A written report was provided in the June board packet. This is a report from the second meeting.</p> <p>Major discussion topics included the following items:</p> <ul style="list-style-type: none"> • Committee approved asking library board to approve release of LED light conversion project funds in the 2019 capital budget – total of \$12,500. • Will postpone asking for a reallocation of unspent pergola funds until the August board meeting so we have time to gather more estimates from masonry companies for the repair needed on the 4th St side of the library. • Revised the 2020 capital budget. Some lines revised downward or to another year, and the double door replacement project was added. A possible grant award by the Kinder Morgan Foundation or other source could yet alter the capital budget, which remains a work in progress. • Revisions were made to the 5-year CIP. • Need additional information from City IT before the 2020 capital budget and 5-year CIP can be finalized. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Richie, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Finance Committee Report from June 21, 2019</p> <p>2020 Budget</p> <ul style="list-style-type: none"> Reviewed 2020 operating budget and baseline funding needs for library operations. Discussed options and associated costs of different budgetary options, including increased staffing, collections and programming. Discussed use of supplemental funds to augment city budget. <p>Funding Options for Building Repairs</p> <ul style="list-style-type: none"> Discussed the library’s \$20,000 budget for building repairs would be exceeded by July 2019. Discussed upcoming building repair project estimated at \$2,825 for the installation of heat tape on the parking ramp drains. Reviewed historical building repair expenses from July through December of 2018, 2017 and 2016 to estimate future charges. <ul style="list-style-type: none"> 2018: \$6,900 was spent on non-parking ramp repairs, including repairs to a CO2 sensor, air regulator, RTU, and thermostat. 2017: \$3,900 was spent on elevator repairs, boiler power burner motor, and VLV leak. 2016: \$8,800 was spent on repairs, including 4th street door power door repair, ramp door repair and crankcase heaters. Explored different funding options for repair expenses over the budget. Committee discussed continuing to charge expenses to the building repair line item. At year-end, budget status would be reviewed to determine if budgetary savings in other areas would cover overage or if Kilty Fund may be needed to offset costs. Committee acknowledged that 2019 would be a tighter budget year than the recent past as there is not an open director or assistant director position. 	
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 6: Boards/Commissions Training, 6:00 pm 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 22: Boards/Commissions Picnic, 5:00 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	1
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: 5/10/19