

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, August 13, 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 July 9, 2019 Minutes +
 - b. Acknowledgement of Bills Paid in July 2019 (7/2/19: \$17,237.86; 7/16/19: \$14,827.36; 7/30/19: \$7,238.63)+
 - c. June 2019 Budget Status Report +

Informational (30 minutes)

5. Trustee Information Sharing I+
6. Venue Coordinator I+
7. Director Evaluation – September Annual Review I+
8. Standing Committee Charters D+

Decisional (0 minutes)

Reports (15 minutes)

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

13. Adjournment

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

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

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

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

INFORMATIONAL

AGENDA ITEM 5: Trustee Information Sharing

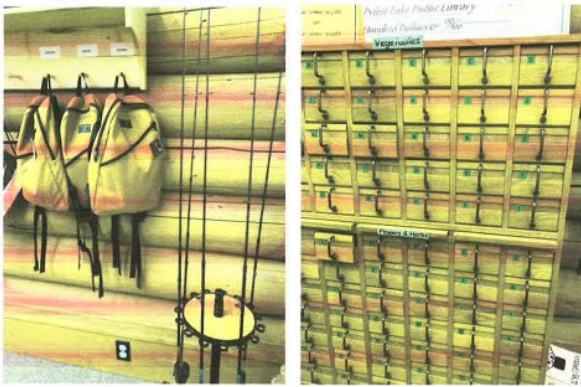
Bell reminded trustees about the Boards and Commissions Picnic on August 22 and distributed a handout about the event.



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Carlsen reported on his visit to a small cabin library in Priest Lake, Idaho. Near the front door, the library had themed backpacks for patrons to check out, including a bird watching backpack with audio recordings of different bird songs, a backpack about animal habitats, a fishing backpack with fishing rods, and a dinosaur pack. They also had seed sharing set up in an old card catalog.



Lockyear reported that she visited the Geneva Public Library in Geneva, IL. This Carnegie library looked small from the front but was actually a larger, three-level library. Lockyear shared pictures of the visible signage for holds, the help yourself coffee station situated in a reading area, and the recycling center for cell phones, printer cartridges and eyeglasses. She also noted that the picture hanging above the coffee station was the library logo with patron images in the background.

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Hollatz reported that her husband was impressed with the Friends of the Stillwater Public Library's used book display in red, white and blue for the holidays.

Hemer noted that she was in Cambridge and tried to visit the Harvard library. Unfortunately, she was not allowed in as a special ID was needed to use the library.

AGENDA ITEM 6: Venue Coordinator

In addition to the information provided in the cover sheet, Troendle noted that one neighbor did have a parking complaint over the holiday weekend but the issue was resolved quickly. Troendle reported that he and Goeltl met with One23 staff today to discuss payment reconciliation and review the past month's activities.

Hemer asked about paver replacement. Troendle reported that a timeline is unknown and discussions continue with Anchor Block.

Bell asked if there was a date set to speak with Planning Commission regarding the annual review of the special use permit. Troendle was not aware of specific date but will follow up with Turnblad.

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DECISIONAL

AGENDA ITEM 7: 2020-2024 CIP and Operating Budget

Troendle thanked the Facilities and Finance Committees for their collaborative work on the budgeting process.

Troendle directed the board to the 2020-2024 CIP on page 27 of the board packet. He noted the following:

- The first part of the budget, Computer/Communications Equipment, is primarily determined by City IT. The security camera line item for 2020 is to replace the existing analog cameras with digital cameras.
- The \$5,300 budget for custodial equipment is for the purchase of a hard surface floor scrubber and a new vacuum cleaner.
- The \$17,000 for SelfChecks includes upgrading the software on 3 SelfChecks and replacing the 4th SelfCheck, which has been having repeated service issues.
- The \$10,000 for the sorter is to update the software from a legacy system to Windows 10.
- The building infrastructure request encapsulates several different items:
 - Bird deterrence – Dozens of sparrows are nesting on the duct work and burrowing into insulation. This is causing damage to the parking ramp structure, and mitigation efforts should be taken to prevent birds from inhabiting the space.
 - Rotunda repair – This fall, structural work will be done in the attic in the rotunda dome and surrounding areas. In 2020, work would occur to repair the visible portion of the rotunda dome and surrounding ceiling.
 - Parking ramp doors
 - Masonry repairs
- The Facilities Committee tried to keep the 2020 capital request around the \$100,000 level. A computer replacement addition by IT and an increased budget for custodial equipment raised the total request to \$105,100.

Bell asked for more information about software licenses budgeted for 2022. Goeltl reported that these funds were for the purchase of Microsoft Windows licensing for public and staff computers. This is typically a 2.5 year agreement with Microsoft. In the past, only staff computer licensing was included in the capital budget as public computer licensing was obtained through Washington County. The budgeted amount is an estimate only, with a better approximation available closer to the renewal date.

Richie asked about the 2021 project for furnishings. Troendle noted that this project includes funds for the replacement of tables and chairs in the Margaret Rivers room. As part of this replacement, library staff will investigate the possible use of a self-service model for meeting rooms where patrons have more access to set up their own furniture.

Motion to approve 2020-2024 CIP as presented in the board packet. Keliher moved. Richie second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

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Troendle then discussed the 2020 operating budget request. The baseline for the budget was first determined by calculating fixed costs and realistic projections for personnel, IT, and building repairs. Next, areas of need were assessed with four key areas included in the 2020 budget:

- 1) Youth Services Programming Assistant to support programming and outreach at 12 hrs/week.
- 2) Custodial Hours on Sundays with a request to Foundation to fund ½ of the hours worked on open Sundays as part of the Sunday Hours grant
- 3) Increase in key areas of the collection budget by 5%
- 4) Small Increase in programming budget

This budget was reviewed with Finance and IT. The request from the general fund is a 7.23% increase over last year.

Troendle noted that the building repair fund was examined as the library had significant expenses in 2019. The budget was increased to 23,000 for 2020. This was a modest increase as repairs made in 2019 should resolve some of the maintenance problems; however, the costs of unexpected repairs also need to be kept in mind as power door, elevator, or loading lift repairs can be expensive.

Carlsen asked for more information about meeting room rental fees. Is the \$113,000 a realistic projection? Does it include Foundation funding? Lockyear also wondered how the library would reach \$113,000 and how many events would be needed.

Troendle explained the target is for weddings and special events to generate \$75,000 net. The \$113,000 projects total revenue received from weddings. The Other Professional Services line item includes the annual administrative fee and monthly service fees payable to One23. The Foundation will not provide funds for venue coordination in 2020. The new revenue sharing model with One23 is meant to be self-sustaining and moves the library towards a more transparent accounting of event expenses.

Troendle discussed that the projection does not seem overly optimistic given the change in the revenue structure with increased income expected from catering, bar, and planning services. Goeltl reported that event income for 2020 would include both event deposits for future bookings and final payments on events held in 2020. Bell also commented that the projection seems reasonable based on the revenue and cost scenarios that were run.

Motion to adopt 2020 operating budget as proposed. Richie moved. Hemer second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

Bell also called attention to the budget calendar included in the board packet. Troendle reported that McCarty approved an extension for the library to turn in the 2020 budget worksheets on July 10, following the board meeting.

AGENDA ITEM 8: Committee Charters

Bell informed the trustees that the Executive Committee reviewed the completed questionnaires of each committee. They now ask each committee to draft their charter, using the charter form example

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provided in the board packet. This is a relatively short document that covers the purpose of the committee and includes a few paragraphs on the operations. The Executive Committee requests that the charter forms are submitted before the August board meeting.

The charter forms will help with the orientation of new board members. The charters will also be reviewed as the nominating committee looks at the by-laws and determines the relevant information to include in the by-laws and the information to reside in the charters.

Richie thanked the Facilities Committee for the prototype. Hemer followed up by asking a question about the committee's authority to direct staff and questioned if this should be the responsibility of the director. Lockyear clarified that the committee was referencing the budgetary authority of the group and hiring vendors. Keliher commented that a committee has the authority to advise the full board, then the full board votes to advise the director, and the director can in turn advise and direct staff.

Keliher reported that the nominating committee has been working on the by-laws and that the charter forms will be very timely.

Motion to proceed with recommendations of Executive Committee to further clarify structure and work of the committees of the board. Keliher moved. *Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.*

AGENDA ITEM 9: Director Evaluation Process

Bell referred trustees to the board packet and reviewed the recommended changes:

- Moving from two progress reports to one
- Revising forms to include language from City HR Manager Donna Robole on 'satisfactory review'
- Updating evaluation scale to include 5 choices instead of 4 choices.

Keliher asked about the motivation for changing numerical scale from 4 points to 5. Bell and Lockyear indicated that this was based on requests from trustees at prior meetings.

Motion made to adopt revised director evaluation process. Hollatz moved. Hemer second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

AGENDA ITEM 10: Circulation Policy

Troendle informed the trustees that the circulation policy was reviewed when staff learned that WCL was going to discontinue fees for replacement of lost cards and that they are looking at a 3-week checkout for materials (with 1 week for DVDS and games) and then an auto-renew on items without holds. In addition, Troendle and staff had noted other areas that needed to be addressed when the circulation policy was up for revision.

Troendle presented the revised circulation policy to the board. He highlighted the changes as noted in the policy included in the board packet, with text deletions as strikethroughs and new text in red.

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Trustees suggested the following changes:

- On page 47 of the board packet, capitalize Library Director as other staff titles are capitalized throughout the document.
- On page 47, revise the section Appeal of Library Charges to read:
“If reasonable cause is shown, charges may be upheld, reduced, or canceled at the discretion of library staff. Library Assistants 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.”

Motion to approve policy with changes. Hemer moved approval. Carlsen second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

REPORTS

AGENDA ITEM 11: Director and Other Staff Reports

Troendle updated board that the grant to Kinder Morgan Foundation for the upper level ceiling repair was not successful.

Carlsen noted the retirement of Marvin Henry and inquired about plans for institutional knowledge transfer. Carlsen also asked if the position, which consisted of both cleaning and maintenance work, had been examined for restructuring to become maintenance only.

Troendle reported that the library currently has about 35 hours per week of cleaning time for the facility. This is 20 hours from a part-time custodial position and 15 hours from the full-time maintenance position. Bell commented that these total cleaning hours seemed low. Based on industry cleaning standards, Troendle reported that the 20-hour part-time position could be a 30- to 40-hour position, depending on cleaning level desired, as more hours are needed for custodial care of building. This cost, with the added benefits, cannot be accommodated in the current budget. Instead, the 2020 budget is incrementally increasing custodial hours with the addition of Sundays.

Additional cleaning and care is also required in the winter months. Troendle noted that the city primarily assists with snow removal on weekdays from 7 to 3:30 PM. Snowfall removal on evenings and weekends often requires library staff. This year, the library began hiring event prep workers to help assist with snow removal.

Lockyear commented about the six meetings that Troendle scheduled with contractors. She noted the massive amount of time it takes to contact, schedule and meet with contractors.

Richie asked how the city’s new Facilities Manager person ties in to the library. Troendle’s understanding is that if the library needed help with big projects, such as roof replacement, Mick Greiner could be contacted for consultation. Unless the project was something very large, however, the library would manage solo.

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Carlsen asked Troendle to extend gratitude to Angie and Aurora for monthly reports. Trustees seconded and expressed appreciation.

AGENDA ITEM 12: Foundation and Friends Reports

Troendle reported that the Foundation held a successful Light a Spark event. Troendle invited Alicia Gordon Macaulus, the new Foundation Manager, to attend a future board meeting. Troendle reported that the Friends do not meet in July or August. Their next meeting is scheduled for September.

Richie noted that it was exciting to see that the Foundation received a \$15,000 grant from the Fred C. and Katherine B. Andersen Foundation.

AGENDA ITEM 13: Board Committee Reports

- **Executive Committee:** Bell referred trustees to the cover sheet discussing the committee's work with the charters and the director evaluation process.
- **Facilities Committee:** Lockyear reported that Facilities met multiple times in June, discussing the release of the pergola funds, 5-year CIP, and bird deterrence.
- **Finance:** Richie referred board to cover sheet in board packet. She noted the update on the status of the 2019 building repair line item. The Finance Committee will continue to review throughout the year and evaluate different funding options.
- **Nominating Committee:** Keliher and Hemer reported that they are elbow deep in the by-laws.

AGENDA ITEM 14: Public Commentary and Communications

None.

AGENDA ITEM 15: Adjournment

Adjourned at 8:19 pm.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in July 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 July 2019 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of July 2019:				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 32,664.51	\$ 3,593.86	\$ 3,045.48	\$ 39,303.85
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 32,664.51	\$ 3,593.86	\$ 3,045.48	\$ 39,303.85
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: July 2, 2019</i></p> <ul style="list-style-type: none"> \$6,091.72 paid to Master Mechanical. The payments include \$3,140 for the installation of a VFD (variable frequency drive) for the HVAC system, \$1,760 for the second phase of the O-ring replacements, and \$1,191.72 for repair work on the roof-top unit smoke detector and O-ring replacement in staff room. <p><i>Bill Resolution: July 16, 2019</i></p> <ul style="list-style-type: none"> \$775 paid to Pinnacle Building Services for interior and exterior window cleaning. \$2,500 paid to One23 Events for five events administered by One23 in June but fully paid to library by wedding parties before the contact began on June 1, 2019. Expense charged to Other Professional Services. \$2,000 paid to One23 Events for planning and marketing services rendered in June 2019. Expense funded by Foundation. <p><i>Bill Resolution: July 30, 2019</i></p> <ul style="list-style-type: none"> \$304.00 paid to Amdahl Locksmith for repair of the 3rd Street power door operator. \$872.27 paid out to various vendors for juvenile summer reading program expenses. Costs were paid for with Friends, Foundation and MELSA gifts. \$1,625 paid to Textile Center for adult programs in winter through summer 2019. Programs were funded by Friends and Foundation gifts. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 7/2/2019 Bill Resolution – 2019 Bills 7/16/2019 Bill Resolution – 2019 Bills 7/30/2019 Bill Resolution – 2019 Bills				
PREVIOUS ACTION ON ITEM:				

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						
7022019	7/2/2019	Brodart Co	Materials - Juv	\$ 1,203.83	230-4230-2400-0000	Childrens Books
7022019	7/2/2019	Brodart Co	Materials - Adult Fiction	\$ 934.53	230-4230-2401-0000	Adult Books - Fiction
7022019	7/2/2019	Brodart Co	Materials - Adult Nonfiction	\$ 1,013.02	230-4230-2405-0000	Adult Books - Non Fiction
7022019	7/2/2019	Brodart Co	Materials - YA	\$ 234.25	230-4230-2406-0000	Teen Books
7022019	7/2/2019	Brodart Co	Materials - Processing	\$ 453.83	230-4230-3404-0000	Processing Fee
7022019	7/2/2019	Brodart Co	Materials - Adult (SPLF Heuer)	\$ 50.11	232-4232-2113-0000	SPLF - Materials
7022019	7/2/2019	Brodart Co	Materials - Adult Nonfiction (James Johnson)	\$ 640.26	235-4235-2101-0000	Library Donations Materials
7022019	7/2/2019	Brodart Co	Materials - Juv (Friends EZ)	\$ 2.97	235-4235-2101-0000	Library Donations Materials
7022019	7/2/2019	Brodart Co	Materials - Juv (Korich)	\$ 75.31	235-4235-2101-0000	Library Donations Materials
3141186	6/19/2019	Loffler Companies	Print/Copy Charges	\$ 695.77	230-4230-3707-0000	Maintenance Agreements
53795	5/29/2019	Master Mechanical Inc.	VFD Installation	\$ 3,140.00	230-4231-3703-0000	Building Repair Charges
53824	5/30/2019	Master Mechanical Inc.	O-Ring Replacement Phase 2	\$ 1,760.00	230-4231-3703-0000	Building Repair Charges
53961	6/20/2019	Master Mechanical Inc.	RTU Smoke Detector & ORing Replacement	\$ 1,191.72	230-4231-3703-0000	Building Repair Charges
52699	5/30/2019	Menards	Supplies	\$ 35.80	230-4231-2101-0000	General Supplies - Lib Plant
7022019	7/2/2019	Midwest Tape	Materials - Audio	\$ 295.22	230-4230-2402-0000	Audio
7022019	7/2/2019	Midwest Tape	Materials - Video	\$ 652.13	230-4230-2408-0000	Film/Video
7022019	7/2/2019	Midwest Tape	Materials - Processing	\$ 142.62	230-4230-3404-0000	Processing Fee
W19050589	6/14/2019	Office of MN IT Services	Phone - May	\$ 138.50	230-4231-3101-0000	Telephone
1019061	6/11/2019	Stillwater Medical Group	Drug Screening	\$ 166.00	230-4230-4099-0000	Miscellaneous Charges
			INVOICES SUBTOTAL	\$ 12,825.87		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
SPECIAL BILL PAYOUTS						
643341418	6/25/2019	Xcel Energy	Gas	\$ 331.68	230-4231-3601-0000	Natural Gas
643341418	6/25/2019	Xcel Energy	Electric	\$ 4,080.31	230-4231-3600-0000	Electricity
			SPECIAL PAYOUT SUBTOTAL	\$ 4,411.99		
			GRAND TOTAL	\$ 17,237.86		

Submitted for payment

Mark Troendle, Library Director

2019 Bill Resolutions

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 Mary Richie, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
3798-207017/1	6/4/2019	Ace Hardware	Janitorial Supplies	\$ 22.01	230-4231-2102-0000	Janitorial Supplies
3798-207111/1	6/7/2019	Ace Hardware	Janitorial Supplies	\$ 113.34	230-4231-2102-0000	Janitorial Supplies
7162019	7/16/2019	Brodart Co	Materials - Juv	\$ 1,639.07	230-4230-2400-0000	Childrens Books
7162019	7/16/2019	Brodart Co	Materials - Adult Fiction	\$ 1,652.96	230-4230-2401-0000	Adult Books - Fiction
7162019	7/16/2019	Brodart Co	Materials - Adult Nonfiction	\$ 356.93	230-4230-2405-0000	Adult Books - Non Fiction
7162019	7/16/2019	Brodart Co	Materials - YA	\$ 317.09	230-4230-2406-0000	Teen Books
7162019	7/16/2019	Brodart Co	Materials - Processing	\$ 527.88	230-4230-3404-0000	Processing Fee
7162019	7/16/2019	Brodart Co	Materials - Adult (SPLF Heuer)	\$ 16.20	232-4232-2113-0000	SPLF - Materials
7162019	7/16/2019	Brodart Co	Materials - Adult (SPLF Travel)	\$ 13.08	232-4232-2113-0000	SPLF - Materials
7162019	7/16/2019	Brodart Co	Materials - Adult Nonfiction (Johnson)	\$ 420.92	235-4235-2101-0000	Library Donations Materials
4025565018	7/10/2019	Cintas Corporation	Misc - Library Plant	\$ 72.24	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
9562697	7/11/2019	Cole Papers	Janitorial Supplies	\$ 501.35	230-4231-2102-0000	Janitorial Supplies
84823637	7/1/2019	Comcast	Internet/WiFi - July	\$ 188.06	230-4230-3098-0000	Technology Support
306-02444792-3	6/30/2019	Culligan of Stillwater	Water	\$ 36.45	230-4230-4099-0000	Miscellaneous Charges
6631758	6/13/2019	Demco Inc.	Processing Supplies	\$ 75.70	230-4230-3404-0000	Processing Fee
6042019	6/4/2019	Friends of the Stillwater Public Library	Friends Sales Reimbursement - May	\$ 431.75	228-4228-1990-0000	Friends of Library Pass Thru
7032019	7/3/2019	Friends of the Stillwater Public Library	Friends Sales Reimbursement - June	\$ 453.00	228-4228-1990-0000	Friends of Library Pass Thru
27112	6/21/2019	Heritage Printing Inc.	June ShelfLife	\$ 429.97	230-4230-3400-0000	Printing and Publishing
7162019	7/16/2019	Midwest Tape	Materials - Audio	\$ 380.09	230-4230-2402-0000	Audio
7162019	7/16/2019	Midwest Tape	Materials - Video	\$ 344.02	230-4230-2408-0000	Film/Video
7162019	7/16/2019	Midwest Tape	Materials - Processing	\$ 114.93	230-4230-3404-0000	Processing Fee
88851	6/26/2019	Paper Roll Products	General Supplies	\$ 188.62	230-4230-2101-0000	General Supplies
7549	7/3/2019	Pinnacle Building Services	Window Cleaning	\$ 775.00	230-4231-3099-0000	Other Professional Services - Lib Plant
7112019	7/11/2019	One23 Events LLC	June 2019 Event Service Payments (5 Events)	\$ 2,500.00	230-4230-3099-0000	Other Professional Services
7112019	7/11/2019	One23 Events LLC	June 2019 Monthly Event Mgmt Fee (SPLF)	\$ 2,000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
160229	7/1/2019	Washington County Library	Q2 2019 Notices	\$ 195.46	230-4230-3102-0000	Postage
160250	7/3/2019	Washington County Library	Lost/Damaged	\$ 221.86	230-0000-3880-0030	Lost/Damaged Fees
160250	7/3/2019	Washington County Library	Lost/Damaged	\$ 96.00	230-0000-3880-0040	Lost/Overdue Processing Fees
8254207	6/18/2019	Waste Management of WI-MN	Extra Garbage Pickup	\$ 50.66	230-4231-3099-0000	Other Professional Services - Lib Plant
			INVOICES SUBTOTAL	\$ 14,134.64		
CREDIT CARD						
453868	43617	45 Degrees	Programs - Adult (Friends 2018-09 AP)	\$ 40.00	235-4236-4099-0000	Library Donations Programs
148173	43617	Alfresco Casual Living	Programs - Adult (Friends 2018-09 AP)	\$ 40.00	235-4236-4099-0000	Library Donations Programs
562649	43594	Amazon.com	Tape	\$ 13.40	230-4230-2101-0000	General Supplies
3073802	43595	Amazon.com	Interoffice Envelopes	\$ 27.60	230-4230-2101-0000	General Supplies
7273802	43596	Amazon.com	Nature Backpacks - Compasses	\$ 6.45	235-4235-2101-0000	Library Donations Materials
9816260	43596	Amazon.com	Painter's Tape	\$ 11.14	230-4230-2101-0000	General Supplies
6301837	43598	Amazon.com	Supplies	\$ 158.21	230-4230-2101-0000	General Supplies
6301837	43600	Amazon.com	Materials - Adult Non-Fiction	\$ 14.97	230-4230-2405-0000	Adult Books - Non Fiction
6301837	43600	Amazon.com	Materials - Video (SAV)	\$ 69.99	230-4230-2408-0000	Film/Video
6301837	43600	Amazon.com	Programs- Teen (MELSA 2019 TEEN)	\$ 42.99	235-4236-4099-0000	Library Donations Programs
105933	43617	Cooks of Crocus Hill	Programs - Adult (Friends 2018-09 AP)	\$ 70.00	235-4236-4099-0000	Library Donations Programs
20471158	43596	Dream Host	Webhosting`	\$ 6.00	230-4230-3098-0000	Technology Support
4345419	43601	Matuzungidi Siama	Materials - Audio (SJM)	\$ 17.97	230-4230-2402-0000	Audio
611281	43615	MN State Horticultural Society	Materials - Periodicals	\$ 34.00	230-4230-2403-0000	Periodicals
48367039	43614	National Audubon Society	Materials - Periodicals	\$ 20.00	230-4230-2403-0000	Periodicals
5292019	43614	National Trust For Historic Preservation	Materials - Periodicals	\$ 20.00	230-4230-2403-0000	Periodicals
928755	5/30/2019	Rose Floral	Programs - Adult (Friends 2018-09 AP)	\$ 30.00	235-4236-4099-0000	Library Donations Programs
901	6/1/2019	Tin Bins	Programs - Adult (Friends 2018-09 AP)	\$ 30.00	235-4236-4099-0000	Library Donations Programs
106360	6/1/2019	Valley Bookseller	Programs - Adult (Friends 2018-09 AP)	\$ 40.00	235-4236-4099-0000	Library Donations Programs
			CREDIT CARD SUBTOTAL	\$ 692.72		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 14,827.36		

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						
15796	7/10/2019	Amdahl Locksmith Inc Chris	Powers Opener - 3rd St	304.00	230-4231-3703-0000	Building Repair Charges
3	7/17/2019	Art Reach St. Croix	Programs - Adult - VCW (SPLF 2019-03)	100.00	232-4232-2407-0000	SPLF - Programs
7302019	7/30/2019	Brodart Co	Materials - Juv	619.87	230-4230-2400-0000	Childrens Books
7302019	7/30/2019	Brodart Co	Materials - Adult Fiction	711.67	230-4230-2401-0000	Adult Books - Fiction
7302019	7/30/2019	Brodart Co	Materials - Adult Nonfiction	319.59	230-4230-2405-0000	Adult Books - Non Fiction
7302019	7/30/2019	Brodart Co	Materials - YA	31.84	230-4230-2406-0000	Teen Books
7302019	7/30/2019	Brodart Co	Materials - Processing	276.34	230-4230-3404-0000	Processing Fee
7302019	7/30/2019	Brodart Co	Materials - Adult (SPLF Heuer)	24.03	232-4232-2113-0000	SPLF - Materials
7302019	7/30/2019	Brodart Co	Materials - Adult (Gift Johnson)	199.75	235-4235-2101-0000	Library Donations Materials
27157	7/17/2019	Heritage Printing Inc.	Envelopes	161.10	230-4230-3400-0000	Printing and Publishing
7302019	7/30/2019	Midwest Tape	Materials - Audio	161.55	230-4230-2402-0000	Audio
7302019	7/30/2019	Midwest Tape	Materials - Video	224.02	230-4230-2408-0000	Film/Video
7302019	7/30/2019	Midwest Tape	Materials - Processing	146.89	230-4230-3404-0000	Processing Fee
98597	7/10/2019	Minitex	RFID Tags	806.00	230-4230-3404-0000	Processing Fee
W19060593	7/17/2019	Office of MN IT Services	Phone - June	138.50	230-4231-3101-0000	Telephone
7242019	7/24/2019	Petrie Angela	Programs Youth SRP (MELSA 2019 SRP Kids)	33.37	235-4236-4099-0000	Library Donations Programs
7242019	7/24/2019	Petrie Angela	Programs Youth SRP (Friends 2019-03 Programs)	80.33	229-4229-2407-0000	Friends - Programs
66	7/17/2019	Powers Jr Francis Gary	Adult Programs (Friends 2018-09)	86.34	235-4236-4099-0000	Library Donations Programs
66	7/17/2019	Powers Jr Francis Gary	Adult Programs (SPLF 2019-03)	213.66	232-4232-2407-0000	SPLF - Programs
76450950	7/12/2019	Recorded Books Inc	Materials - Audio (JAB)	121.21	230-4230-2402-0000	Audio
150014858	7/15/2019	Regents of the U of M	Programs - Juv (SPLF 2019-03)	295.00	232-4232-2407-0000	SPLF - Programs
1964301	7/12/2019	Scholastic Inc	Programs - Juv SRP (Friends 2019-03)	231.79	229-4229-2407-0000	Friends - Programs
1964301	7/12/2019	Scholastic Inc	Programs - Juv SRP (SPLF 2019-03)	231.78	232-4232-2407-0000	SPLF - Programs
63174	7/1/2019	Textile Center	Programs - Adult (Friends 2019-03)	975.00	229-4229-2407-0000	Friends - Programs
63300	7/18/2019	Textile Center	Programs - Adult (SPLF 2019-03)	650.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 7,143.63		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$0		
SPECIAL BILL PAYOUTS						
215666	7/26/2019	Business Data Record Services	Shredding	\$ 95.00	230-4230-4099-0000	Miscellaneous Charges
		SPECIAL PAYOUT SUBTOTAL		\$ 95.00		
		GRAND TOTAL		\$ 7,238.63		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 June 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– June 30, 2019.</p> <p>120 Funds – Capital Projects:</p> <ul style="list-style-type: none"> • \$33,725.06 was paid for the pergola reconstruction project. \$46,400 was budgeted. • C/O MIS Computer Equipment capital expenditures totaled \$52,699.84 through June. All expenditures were for the WCL/City IT Transition. <p>230 Funds – Expenditures:</p> <p>Operating - Personnel Services: Personnel expenditures totaled \$450,713.42 through June. If the pending year-end journal entries for 2018 compensation and 2019 insurance are incorporated (see below), estimated expenditures would be approximately \$411,213. With 11.6 pay periods through June, this is running slightly under the budgeted pace of \$424,554.</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 \$56,300 in materials have been ordered through June from both city and supplemental funds, \$28,087 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. 	

Plant – Personnel Services: Personnel expenditures totaled \$58,745.76 through June. If the pending year-end journal entries for 2018 compensation and 2019 insurance are incorporated (see below), estimated expenditures would be approximately \$54,845. With 11.6 pay periods through June, this is on track with the budgeted pace of \$58,799.

- *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: Building Repair expenditures totaled \$18,030.64 through June, with \$20,000 budgeted for the year. Bills payable of \$6,000 in July will bring total expenditures well over the budget. 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 June Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltd
 Printed: 8/5/2019 - 12:28 PM
 Period: 1 to 6, 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	33,725.06	33,725.06	25,174.94	0.00	25,174.94	42.74
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	52,699.84	52,699.84	-11,599.84	0.00	-11,599.84	0.00
	E25 Sub Totals:	100,000.00	86,424.90	86,424.90	13,575.10	0.00	13,575.10	13.58
	Expense Sub Totals:	100,000.00	86,424.90	86,424.90	13,575.10	0.00	13,575.10	13.58
	Dept 4230 Sub Totals:	100,000.00	86,424.90	86,424.90	13,575.10	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	86,424.90	86,424.90	13,575.10	0.00	13,575.10	13.58
	Fund 120 Sub Totals:	100,000.00	86,424.90	86,424.90	13,575.10	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	100,000.00	86,424.90	86,424.90	13,575.10	0.00	13,575.10	13.58
	Report Totals:	100,000.00	86,424.90	86,424.90	13,575.10	0.00		

General Ledger

Budget Status

User: kgoeltd
 Printed: 8/5/2019 - 12:26 PM
 Period: 1 to 6, 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	28,156.70	28,156.70	46,843.30	0.00	46,843.30	62.46
230-0000-3520-0100	Copier/Printer Sales	6,500.00	3,211.09	3,211.09	3,288.91	0.00	3,288.91	50.60
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	85.00	85.00	115.00	0.00	115.00	57.50
	R25 Sub Totals:	82,200.00	31,452.79	31,452.79	50,747.21	0.00	50,747.21	61.74
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	507.00	507.00	1,493.00	0.00	1,493.00	74.65
230-0000-3880-0030	Lost Materials	2,500.00	1,554.60	1,554.60	945.40	0.00	945.40	37.82
230-0000-3880-0040	Processing Fees	6,000.00	2,467.22	2,467.22	3,532.78	0.00	3,532.78	58.88
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	4,826.64	4,826.64	8,673.36	0.00	8,673.36	64.25
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
	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	36,279.43	36,279.43	1,359,062.57	0.00	1,359,062.57	97.40
	Dept 0000 Sub Totals:	-1,395,342.00	-36,279.43	-36,279.43	-1,359,062.57	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	382,589.00	88,142.50	88,142.50	294,446.50	0.00	294,446.50	76.96
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	4,944.19	4,944.19	-4,944.19	0.00	-4,944.19	0.00
230-4230-1113-0000	Vacation Pay	0.00	13,834.63	13,834.63	-13,834.63	0.00	-13,834.63	0.00
230-4230-1200-0000	Part Time Salaries	353,636.00	254,717.70	254,717.70	98,918.30	0.00	98,918.30	27.97
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	25,293.15	25,293.15	29,923.85	0.00	29,923.85	54.19
230-4230-1420-0000	FICA/Medicare	56,321.00	27,369.35	27,369.35	28,951.65	0.00	28,951.65	51.40
230-4230-1500-0000	Hospital / Medical	100,192.00	25,400.13	25,400.13	74,791.87	0.00	74,791.87	74.65
230-4230-1520-0000	Dental Insurance	3,011.00	1,859.49	1,859.49	1,151.51	0.00	1,151.51	38.24
230-4230-1540-0000	Life Insurance	621.00	230.76	230.76	390.24	0.00	390.24	62.84
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	450,713.42	450,713.42	500,873.58	0.00	500,873.58	52.64
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	2,351.98	2,351.98	2,148.02	0.00	2,148.02	47.73
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	5,935.04	5,935.04	13,164.96	0.00	13,164.96	68.93
230-4230-2401-0000	Adult Books - Fiction	19,500.00	8,137.98	8,137.98	11,362.02	0.00	11,362.02	58.27
230-4230-2402-0000	Audio	14,000.00	1,174.64	1,174.64	12,825.36	0.00	12,825.36	91.61
230-4230-2403-0000	Periodicals	4,900.00	74.00	74.00	4,826.00	0.00	4,826.00	98.49
230-4230-2405-0000	Adult Books - Non Fiction	18,500.00	5,517.91	5,517.91	12,982.09	0.00	12,982.09	70.17
230-4230-2406-0000	Teen Books - Materials	5,000.00	2,670.83	2,670.83	2,329.17	0.00	2,329.17	46.58
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	2,138.50	2,138.50	5,361.50	0.00	5,361.50	71.49
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	30,556.62	30,556.62	76,302.38	0.00	76,302.38	71.40
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	17,122.00	3,181.60	3,181.60	13,940.40	0.00	13,940.40	81.42

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	855.91	855.91	644.09	0.00	644.09	42.94
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	831.17	831.17	2,168.83	0.00	2,168.83	72.29
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	3,057.59	3,057.59	10,942.41	0.00	10,942.41	78.16
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	1,166.51	1,166.51	21,333.49	0.00	21,333.49	94.82
230-4230-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	135.00	135.00	265.00	0.00	265.00	66.25
	E15 Sub Totals:	74,368.00	10,581.43	10,581.43	63,786.57	0.00	63,786.57	85.77
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	698.19	698.19	1,301.81	0.00	1,301.81	65.09
	E20 Sub Totals:	3,825.00	998.19	998.19	2,826.81	0.00	2,826.81	73.90
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	492,849.66	492,849.66	643,789.34	0.00	643,789.34	56.64
	Dept 4230 Sub Totals:	1,136,639.00	492,849.66	492,849.66	643,789.34	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	59,653.00	24,825.88	24,825.88	34,827.12	0.00	34,827.12	58.38
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	3,938.72	3,938.72	-3,938.72	0.00	-3,938.72	0.00
230-4231-1200-0000	Part Time Salaries	33,655.00	12,018.11	12,018.11	21,636.89	0.00	21,636.89	64.29
230-4231-1410-0000	PERA	6,678.00	2,895.54	2,895.54	3,782.46	0.00	3,782.46	56.64
230-4231-1420-0000	FICA/Medicare	7,138.00	2,713.57	2,713.57	4,424.43	0.00	4,424.43	61.98
230-4231-1500-0000	Hospital / Medical	23,793.00	11,229.98	11,229.98	12,563.02	0.00	12,563.02	52.80
230-4231-1520-0000	Dental Insurance	758.00	377.38	377.38	380.62	0.00	380.62	50.21
230-4231-1540-0000	Life Insurance	116.00	42.95	42.95	73.05	0.00	73.05	62.97

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	131,791.00	58,745.76	58,745.76	73,045.24	0.00	73,045.24	55.43
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	1,446.65	1,446.65	2,053.35	0.00	2,053.35	58.67
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	2,505.78	2,505.78	4,294.22	0.00	4,294.22	63.15
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	12,750.56	12,750.56	29,249.44	0.00	29,249.44	69.64
230-4231-3601-0000	Natural Gas	12,000.00	7,829.38	7,829.38	4,170.62	0.00	4,170.62	34.76
230-4231-3703-0000	Building Repair Charges	20,000.00	18,030.64	18,030.64	1,969.36	0.00	1,969.36	9.85
230-4231-3707-0000	Maintenance Agreements	10,200.00	6,372.56	6,372.56	3,827.44	0.00	3,827.44	37.52
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	118,511.00	46,489.74	46,489.74	72,021.26	0.00	72,021.26	60.77
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	444.64	444.64	655.36	0.00	655.36	59.58
	E20 Sub Totals:	1,100.00	444.64	444.64	655.36	0.00	655.36	59.58
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	108,185.92	108,185.92	150,016.08	0.00	150,016.08	58.10
	Dept 4231 Sub Totals:	258,202.00	108,185.92	108,185.92	150,016.08	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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,395,342.00	36,279.43	36,279.43	1,359,062.57	0.00	1,359,062.57	97.40
	Fund Expense Sub Totals:	1,394,841.00	601,035.58	601,035.58	793,805.42	0.00	793,805.42	56.91
	Fund 230 Sub Totals:	-501.00	564,756.15	564,756.15	-565,257.15	0.00		

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:	
<p>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.</p> <p>Please see links to articles emailed to trustees in July:</p> <ol style="list-style-type: none"> 1) Your Local Library May Have A New Offering in Stock: A Resident Social Worker (https://www.npr.org/2019/07/17/730286523/your-local-library-may-have-a-new-offering-in-stock-a-resident-social-worker) 2) When Libraries are ‘Second Responders’ (https://www.theatlantic.com/notes/2019/05/when-libraries-are-second-responders/590098/) <p>On her website, television travel host Samantha Brown (PBS) encouraged travelers to “Fall in Love with Stillwater, Minnesota” with tips on how to best enjoy a weekend in Stillwater, including a visit to the lovely library. Check out the post at https://samantha-brown.com/destinations/stillwater-minnesota/?fbclid=IwAR0-4ULuX8INbOtVqf3C9slykTVdYQ9cXBBESnx0zGzJv0RYOgUKBQww04.</p> <p>A reminder that Minnesota’s open meeting law applies to email communication. The law requires that all meetings of public bodies be noticed and open to the public. Back-and-forth email communication among a quorum of the public body in which official business is discussed may constitute a meeting and violate open meeting law. To ensure compliance with open meeting law, City Attorney Kori Land advised that emails received by all trustees should be one-way communication initiated by the City/Library. Emails between members of the public body need to be limited to 4 or fewer members (non-quorum), without forwarding or copying other members. A quorum of the board should not be discussing a business topic via email. This discussion needs to occur in a public meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019 Boards and Commissions Picnic	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



CITY OF STILLWATER

ANNUAL BOARDS AND COMMISSIONS PICNIC

**YOU AND YOUR GUEST ARE INVITED
TO THE CITY OF STILLWATER
ANNUAL PICNIC**

DATE: Thursday, August 22, 2019

**TIME: Social Hour, 5 p.m.
Picnic, 6 p.m. to 9 p.m. (?)**

**PLACE: Pioneer Park in Stillwater
(North 2nd Street)**

**Please RSVP by Wednesday, August 14, 2019,
so we can plan food accordingly.**

nmanos@ci.stillwater.mn.us

Thank you!

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>The Business and Communications Manager and I met with One23 Events on August 8 to review financials and discuss operational details. Judd Sather, the owner, says they are on pace for booking future events. Taylor Curley, Director of Business Development, said that prices are in line with customer expectations.</p> <p>There have been no new concerns communicated by neighbors about an event managed by One23 Events. The most recent issue communicated was regarding one car parked alongside the library in the alley, just past the generator, on the night of July 11 when Valley Concert Winds performed on the terrace. The process to possibly revise signage and paint striping in the loading zone area remains on hold.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation – September Annual Review</p>	
<p>OWNER: Bell, President</p>	<p>PRESENTER: Lockyear, Vice President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): I</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: <p>At the September meeting, the board will conduct an annual review of the library director. The director will inform the board of the issues, barriers and progress toward goals. An Annual Review Form, completed by the director, will be provided in the September board packet for trustees to review prior to the meeting. Items for the trustees to consider in preparation for the discussion are outlined on the Annual Review Form page of the attached library director evaluation documents. The Director and Trustees will also work through the Goal Development Worksheet for the year ahead.</p> <p>The annual review may or may not be a closed session to be decided at the discretion of the board and director. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law.</p> </p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <p>2018-2019 Goals Library Director Evaluation Process Documents (Revised 7/9/2019)</p> </p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

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

Performance Evaluation for the Director

Date last reviewed by board: July 19, 2019

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.

The evaluation process will begin and end with an annual review. Additionally, one progress report will be presented six months after the performance review.

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 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.

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

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: _____

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

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 month following the anniversary date)

For the Director

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

Goal #1

Goal #2

Goal #3

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

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

For the Trustees to consider as preparation for discussion.

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

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

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Standing Committee Charters</p>	
<p>OWNER: Executive Committee</p>	<p>PRESENTER: Lockyear, Vice President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): D</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:</p> <p>After reviewing drafts prepared by each standing committee, the Executive Committee recommends consulting the full board for further discussion as well as the following:</p> <ul style="list-style-type: none"> • Use a standard format for each committee’s charter. • Establish a uniform committee size of three trustees for each committee. • Include the director as an ex officio member of each committee. • Committee decisions shall be made by majority vote of members present. <p>Please consider the following as well as any other issues you may wish to discuss:</p> <ul style="list-style-type: none"> • How much of the content of committee charters should be included in the bylaws? Discuss with the Nominating Committee. • Clarify that the president serves as chair of the Executive Committee. This has been done in practice but is not stated in current bylaws. • Consider a new role for the vice president as chair (or member) of the Facilities or Nominating Committee. This could be specified in the bylaws <u>or</u> a “float” role, determined by the interests of the vice president. • The Nominating Committee provides “...guidance to the full board for maintaining documents...”. Add a board orientation packet to the list. 	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Committee Charter Form

Title: Executive

This standing committee is comprised of the three officers of the Board and the Library Director as an ex officio member. Officers of the Board serve on the committee, and the current Board President shall be the chair. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide organizational oversight and to assist with Board development, education, and governance.

Major duties include:

- Negotiate labor contract with the local bargaining unit;
- Sign contracts or take other actions with approval from the full Board;
- Meet with the Library Director to discuss results of annual performance review;
- Ensure that the Board is establishing and maintaining good governance practices; and,
- Assist in planning Board development topics.

The committee has authority to bring options forward, make recommendations for Board action, and, in certain circumstances, act on behalf of the Board when the Board has authorized such action. The Library Director and staff provide input and feedback to help inform appropriate decisions.

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

The committee meets as needed and decisions shall be made by majority vote of all members present.

Committee Charter Form

Title: Facilities

This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President. The committee chair rotates among the three Board trustees every six months. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

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; and
- Assist Library Director in the development of the annual and five year capital budget plan.

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

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

The committee meets as needed and decisions shall be made by majority vote of all members present.

Committee Charter Form

Title: Finance

This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President, and the current Secretary/Treasurer shall be the chair. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide financial oversight.

Major duties include:

- Preparing the annual operating budget with the assistance of the Business and Communications Manager;
- Presenting the proposed budget to the Board; and,
- Monitoring month-to-month financial performance of the library.

The committee has authority to bring financial options forward and make recommendations to the full Board.

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

The committee meets as needed and decisions shall be made by majority vote of all members present.

Committee Charter Form

Title: Nominating

This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President. The committee chair is selected by its members and rotates annually. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to recommend to the full Board potential trustees and any changes in the nominating process.

Major duties include:

- Reviewing and interviewing applicants for vacant Board positions;
- Recommending applicants to the full Board;
- Providing guidance to the full Board for maintaining documents related to the trustee nominating process, including
 - trustee job description,
 - interview questions, and
 - bylaws.

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

The committee meets as needed and decisions shall be made by majority vote of all members present.

Report from the Library Director, Mark Troendle

Major Accomplishments

- Budget worksheets and narratives were completed and submitted to City Finance. Trustee Mary Richie and I attended a budget meeting on July 22 with City Manager Tom McCarty, Finance Director Sharon Provos, and Assistant Finance Director Sam Magureanu. For approximately one hour we discussed the library's operating and capital requests and answered questions.
- A hearing loop was installed in the children's storytime room on July 19. Unlike other hearing loop applications in this library, this particular loop is not underneath carpet because the storytime room has a rubber floor. The loop sits on top of the floor, protected by industrial safety tape. When we were initially given the choice of limited tape colors that didn't work well in the space, Youth Services Supervisor Angie Petrie researched options and found a color that blended with the existing color palette and was one inch thinner in width. The installation company also provided a hands-free, wireless mic solution that is unobtrusive because we want the kids to focus on the program being offered and simple to use for regular or guest performers and presenters. We are pleased with the outcome!
- Much of the month was devoted to HR-related work:
 - The union posting process began for the Maintenance Worker position due to Marvin Henry's pending retirement at the end of August. During this time, I learned that the boiler license qualification could be adjusted based on state requirements for the size of boilers the library uses. I gathered the necessary information and cleared the proposed license change with HR Manager Donna Robole. The position was re-posted and also advertised externally, with a closing date of August 1. I also went back through all 12 position descriptions previously supplied by Flaherty & Hood to re-examine the qualifications listed and ensure they conformed to what is required.
 - After Youth Services Librarian Colleen Hansen announced she would be departing in early August to take a full-time position elsewhere, the search for her successor began with a union posting in July. When no union members signed, an external search process for this 24-hour per week position was launched and remains ongoing.
 - The hiring process to fill a vacant 18-hour per week Information Services Associate position was completed, resulting in the forthcoming promotion of Jodi Kaericher who currently serves as a substitute Circulation Library Assistant.
 - With the retirement of Library Aide Deb Schuelke, a union posting was initiated and completed. Library Assistant I Tina Beudet will be transferring to this Aide position at a future date, after her Circulation position is filled.
 - A union posting process commenced for the Library Assistant I position that Tina will be leaving.
- Collaborated with Information Services Supervisor Aurora Jacobsen to update our website's Policies and Procedures page. The revised Circulation Policy replaced the previous policy as a linked document, and we edited non-policy text on the web page as well. Also, in August 2017, the library board approved two revised policies titled Public Conduct in the Library and Bulletin Boards and Distribution of Non-Library Print Materials. Neither of these policies were on this web page so I wrapped the previously-approved content in the new format adopted last year. The changes were only stylistic, but since they're now publicly available I thought it important to have a uniform look going forward.
- Met with representatives from two masonry companies to review deteriorating mortar joints and seek proposals for repair options.

Heads-Up

- On August 8, City Administrator Tom McCarty informed the Library Director that he anticipates recommending to City Council a smaller increase in the library's 2020 operating budget than what was approved by the trustees. The City's recommendation is projected to be \$28,700 less than what was approved by the library board. A downward adjustment for the library's capital budget is also expected, though a specific figure has not yet been determined. The City Council has a budget workshop session scheduled for August 20.
- Beginning August 1, the loan periods of physical books, magazines, and audiobooks changed from two weeks to three weeks, plus items will be automatically renewed up to three times unless there is a waiting list for the item. The checkout period for DVDs and video games remains at one week, but the number of times these items can be renewed has increased to three times. There will be no changes to the loan periods or renewal options for Law Library items, interlibrary loans (through MnLink), and digital items (cloudLibrary, Overdrive, and RBDigital). These new revisions apply to all Washington County Libraries and Bayport Public Library, and they have been implemented to enhance convenience and reduce barriers to access for all of our patrons.
- The insurance work group, comprised of representatives from City departments, met again in July. Among other topics, we discussed what coverage features are valued, reviewed an updated claims experience report, and agreed the City should issue an RFP for group health insurance to compare provider rates. The City's insurance broker is CBIZ, and they will draft the RFP. In addition to RFP services, CBIZ provides group health insurance and wellness facilitation, benefit analysis, renewal analysis, member meetings, and periodic newsletters and continuing education opportunities.

Near-Term Future Focus

- Prepare for and attend the City Council budget workshop session in August, and work with board committees and staff to align future budgets with expected outcomes.
- Continued effort developing a work plan related to the strategic plan's goals and strategies.
- Continue to gather additional information to enable a recommendation regarding the reallocation of unspent pergola funds for other potential capital projects yet this year.
- Complete recruitment process for three positions.
- Review policies and recommend updates for board consideration.
- Prepare for the replacement of staff computers, which is still tentatively scheduled for the second half of August.
- Update stenciling/signage on exterior doors.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

July Programs

- Weaving in the Round had 12 people attend on July 19.
- Valley Concert Winds attracted 210 music lovers on July 11.
- The U-2 Incident: A Son's Search for the Truth on July 22 had 21 attendees.
- Mystery Book Club had 11 attendees on July 24.
- Potterheads Unite brought together 20 people to celebrate Harry Potter on July 31.

Collection

- Lori worked with Xcel Energy to get replacement cords for our Power Check Meters after a few months of them not circulating. Xcel even sent them for free!
- After a request from a patron, staff have begun pulling out the new DVDs as a separate display. We will monitor this approach to determine if it's a more successful way to market new acquisitions.

Circulation

- Circulation rules changed in accordance with the county. Most items now check out for 3 weeks and automatically renew. Staff has already received a number of positive comments from patrons about the change.
- The year-long closure of Wildwood has already started to affect traffic patterns in the building. Stillwater Public Library will likely see a significant boost in use during the construction project.

Personnel

- Jodi Kaericher accepted the 18-hour a week Information Services Associate position and will move from substitute Library Assistant to her new position in mid-August.
- Tina Beaudet will be moving to a Library Aide position resulting in an opening for a Library Assistant. Mark has posted the position for union staff.

PR

- Kaylin Creason, Information Services Associate Substitute, created a number of the booklists for PR, including the Apollo 11 and Dog Days of Summer lists for the newsletter.
- Jade Erickson, Information Services Associate Substitute, created material to promote the Adult Summer Reading Program and for the changes to the Circulation Policy.

Programs

- Aurora nearly has the entire fall programming calendar set to match a PR initiative to have all fall programs listed in a combined programming catalog.
- Information Services tried a new model of programming—contracting with a substitute Information Services Associate to produce a program. Kaylin Creason created the Potterheads Unite from scratch. Being able to plan with interested, enthusiastic staff who had the time to create a program made the experience worthwhile.

Reference

- **Following are comments from a 4 stage geocache that's been housed at the library the past few years:**

This was a fun cache to do. We are in the Stillwater area to do the virtual and library cache along with some other caches. This was a fun Multi to work on, there is a lot of history in this old Carnegie library and what a view from the upper level.

We enjoyed every stage. When we would guess what we were looking for, it turned out we were wrong. Very pretty view at Stage 3. The final actually fooled us for a bit and we had to stop and re-think about it for a minute. We appreciate you bringing us all around this very lovely library. TFTC

Caching with shingobee23, vblund and MTlover on a cold December day. We picked the LTCC Mysteries series for our caching fun today and had a great time. This was an added stop and how fun to get a two-fer here. We enjoyed our time both inside and out of this beautiful library while searching for the answers. Thanks so much for bringing us here with this nicely done multi! Logs were signed with our initials QVSM, TFTP&C!

Found this one today with vblund, Quiltingisfuntoo and MTlover. The library staff was great and the building is a gem! We did the work and got our names on the log. This is one of the best multi caches I've done. Gets a favorite!!! TFTC

Well that took us some time today with a couple of minor hiccups along the way. We got locked out at one of the stages then at the final stage looked all around the stated set of books listed in the final clue to no avail. We finally asked the librarian for a hint and she knew nothing about the geocache. Although, she did find another librarian who knew exactly where we needed to be and it turns out there is an entirely different set of the books stated in the clue that we should have been looking around rather than the set we had spotted. Thanks for the fun!

This one took a long time to complete for a variety of reasons. When I arrived there was a muggle at stage 1, so I went off to find a few more caches. When I got back the coast was clear and I managed to get the first two stages without much trouble. However at stage 3 a wedding was just getting started so I went off for a few more caches. When I got back the bride was still being photographed so it took a little while to get the information necessary. Finally I made it to the final, but attracted the attention of the librarian who was most helpful. I ended up describing the whole cache to her as she only knew about the final. SL. Thanks for the cache.

This was my second visit because last time there was a wedding happening at stage 3. Today was almost the same situation but the guests were just beginning to arrive. After rereading the hint for stage 3 that I had obtained from stage 2, I was successful in finding it & discreetly taking down the information. Then off to stage 4. I got very close but needed to ask the reference librarian for assistance since I did not see a container matching the clue. Voila, she helped me unveil the hide and all was well. Thanks for the hunt in this beautiful library!

What a great library - thanks for placing this cache here - we had so much fun looking around and going to all of the stages - gets a favorite point!!!

Today, I explored Stillwater together with my parents. What better way to explore a new town than by geocaching. It was a beautiful day and we found some beautiful places thanks to the hidden caches. This was my favo of the day! I loved the little treasure hunt and the beautiful view.

- **Other notes from reference staff about the type of questions we get:**
 - Brother and sister – 9-11 age or so – couldn't find the book they identified in the catalog about how to build a tree house. (It was an adult book – they were thrilled. Just walked past me with an armful of books!) There ARE some cool coffee table books about tree houses. Way to use the library for the classic summer undertaking!

Upcoming:

Concert on the Terrace with Annie Mack on August 22nd

Rescheduled: Boro Bookmark on August 24th

Mystery Book Club on August 28th

Report from the Youth Services Supervisor, Angela Petrie

July Programs – the attendance number is listed after each program

- *Storytime* – 442 people attended 10 sessions:
 - 149 at 5 baby sessions
 - 293 at 5 family sessions (including 1 Super STEM session)
 - 38 at Critter Storytime with Carpenter Nature Center (including a rabbit visitor)
- *Teens Teach STEM to Kids* – 50 kids attended 5 sessions of science lessons led by teens
- *Teen Movie Night (Princess Bride)* – 8
- *Family Movie Day (Because of Winn-Dixie)* – 5
- *Apollo 11 50th Anniversary with Space St. Croix* – 28
- *Teen Drop in DIY – Beads* – 8
- *Woven Paper Kente Cloth with WBCA* – 18
- *LEGO Build* – 25
- *Teen Drop-In DIY – Bead Bracelets* – 8
- *I Survived the Shark Attacks* Book Party – 7
- *Siam's Congo Music* – 35 (A volunteer, Gudrun, shared that she was very impressed with the music and the storytelling. It reminded her of storytelling she heard in her youth.)
- *Books and Benches Storytime* at Pioneer Park – 55 (see below for details)
- *Snake Discovery* – 58
- *Mad Science presents CheMystery (potion science)* – 25
- *Scavenger Hunt* – 113
- *Harry Potter Day* – >400 (see below for details)
- *Summer Reading Program* – As of July 31, 135 readers have completed their reading and activity sheets, 33 families have won 4-ticket packs to the State Fair, 1 family to Crayola Experience, and 1 family to Sea Life. More names will be drawn in the coming weeks!

Outreach

- *Books and Benches* – This special outreach storytime was presented at Pioneer Park to celebrate the Stillwater Art Bench installed late 2018. Read more in the partnership section.
- *Harry Potter Day* (pictures are below):
 - The painted owl rocks – Angie found a fun and clever way to promote the library's upcoming HPD that featured rocks painted like Hedwig, the owl in the movie. She shared it with Sue Hedin who quickly and beautifully painted 30 rocks. On the back of each was the date and time of the event. The two of us quickly placed the rocks in plain view in nearby parks, downtown, little free libraries, and on the library property. This was a spur of the moment idea that took off on Facebook lightning fast, like Harry's scar: **16,149 people reached 3,007 engagements 143 shares 251 likes** (see photos below)
Feedback was overwhelmingly positive. We will consider feedback should we repeat this effort. Please visit the library's Facebook page to see more photos of kids with their found owl rock. One family even painted owl friends for their Hedwig.
 - The event itself was extremely well attended. The children's library, teen library, gallery, kitchen, meeting rooms, welcome area, main floor tile, and the 4th St lawn were utilized and packed with people enjoying the activities including a raptor show, trivia, house sorting, photo ops, make and take flannel house tie making, house crest designing, muggles studies, wand making, Quidditch playing, butterbeer sampling, mandrake scavenger hunting, games and puzzle station, and a costume contest. We easily served 220 cups of butterbeer before and during the raptor show, which was attended by 155.
 - This event came together with the assistance of Susie Danielson who arranged for 15 volunteers – big thank you to her! All Youth Services staff managed the event with an additional hired helper, Rutherford and Andersen Media Specialist Natasha Thorager.

Many props were on loan, as was the case last year, from the Somerset and Bayport Libraries in addition to those from Angie's librarian contacts.

- We have to also send a big thank you to the Stillwater Public Library Foundation for support of the MN Raptor Center show as part of this wonderful community celebration of books! They surprised us with a Bald Eagle which was spectacular.

Staffing

- Colleen's last day is August 3. She will be missed. The job post for the YS Librarian 1 position will end on Sunday August 4. Mark and Angie will review applicant materials to hopefully get a new librarian on board soon.

Partnerships

- Books and Benches – Through a partnership with the Phipps, a storytime was offered to families at the Stillwater Art Bench, "Couldn't Have Done It Alone", at Pioneer Park. To learn more about all the benches in the St. Croix Valley, visit artbenchtrail.org. Before storytime, the Phipps representative shared some background with the families explaining how the "Books and Benches" programs are a great example of the St. Croix Valley communities coming together. After storytime, families were invited to play bird bingo to earn a free new book and to take as many books as they wanted from bins of donated books. We learned the new books were purchased with funds from the Bayport Library Foundation. Many regular storytime families and a few new ones turned out to build community on a beautiful summer day.

Youth Spaces

- The healing loop installation was completed and has been utilized during recent programs including storytimes and an art program led by White Bear Center for the Arts. A brief instruction list will be displayed for both vendors and staff to help everyone when regular staff aren't available to explain the process. All performers will also receive notification about the process in communications they receive from Angie. We feel fortunate to have this technology available for those who may experience hearing impairment.
- A display—books about retellings of fairy tales, classics, Shakespeare and more—was created and put up in the teen library. Also newly created and made available is a booklist of all YA Retellings that the library owns.

August Single Date Programs

- *Teen Movie Night (The Sandlot)*, Thursday, August 1, 6:00 PM
- *Elephant & Piggie Book Party*, Friday, August 2, 10:30 AM
- *Australian Animal Drawings with WBCA*, Monday, August 5, 1:00 PM
- *Ideas for Funding College*, Tuesday, August 6, 6:30 PM
- *Teen Drop-In DIY – Vinyl Die Cuts*, Thursday, August 8, 4:30 PM
- *Children's Talent Show*, Saturday, August 17, 10:30 AM
- *Storyman from England*, Wednesday, August 28, 10:15 AM

Snake Discovery visited the library!



**Teens Teach STEM to Kids –
Still going strong in July!**



Carpenter Nature Center – Critter Storytime (bunny!)



Harry Potter Day

While you're out and about in Stillwater, you might stumble upon Hedwig! She's spreading the word about Harry Potter's Birthday Bash on July 31st. If you find one, it's yours to keep! If you find another one, pat it on the head and leave it for someone else to find! If you find one, we'd love it if you tagged us in a photo!



Reach Your Post's Next Milestone

Your post "While you're out and about in Stillwater, you might stumble upon Hedwig! She's spreading the word about Harry Potter's Birthday Bash on July 31st. If you find one, it's yours to keep! If you find another one, pat it on the head and leave it for someone else to find! If you find one, we'd love it if you tagged us in a photo!" is close to 200 likes. Boost it to reach more people.

16,149
People Reached

3,007
Engagements

Boost Post

👍❤️😬 251

34 Comments 143 Shares





teen volunteers creating HP mandrakes



Programming Assistant, Netanya, showing our pole of programming for HPD



The 10 finished mandrakes ready for the scavenger hunt



HP Trivia Players - the questions were hard, for the adults!



Colleen ref'ing Quidditch



Young wizards waiting to be sorted into a house!



Owl from the Raptor Center



This whole family got into the spirit



Costume Contest

Stillwater Public Library Foundation
Board Meeting - June 28, 2019
Corrected 7/26/19

Members Present: Doug Blanke, Amber Dailey-Hebert, Shawn Glaser, John Gray, Dustin Moeller, Jean Morse, Sandy Nicholson, Mark Troendle, Ann Wolff - Interim Executive Director, Elaine Weber Nelson, Alicia Macalus, Foundation Manager

1. Welcome - President Ann Wolff called the meeting to order at 9:05.
 - Board members introduced themselves
 - Alicia Gordon Macalus, the new Foundation Manager Foundation, was introduced and given a Foundation name-tag.
 - A thank-you gift was presented to Elaine Weber Nelson for the expertise and guidance she has provided during her tenure with the Foundation
2. Library Director's Report - Mark
 - Board Packet includes reports from Information Services Supervisor, Aurora Jacobsen and Youth Services Supervisor, Angela Petrie
 - Events are going well during the transition from Foundation staffing to the management of One23 Events
 - The aging library building is requiring additional maintenance. The Fourth Street entrance has repair work that needs to be done at this time. It may be necessary to use additional donor funds for this and future projects. Presently, there is a donation that was given specifically for building maintenance to assist with some of these needs. Ann noted that our mission statement was rewritten to be inclusive of many Library needs so building concerns may become a part of the SPLF funding.
 - Mark explained how the capital budget is developed. The 2020 Capital Improvement Fund is being worked on by the Trustees Facility committee now.
 - The City is working on the parking lot/driveway pavers.
 - The Hearing Loop will be installed in the Children's Story room late in July.
 - Mark reviewed the relationship between the SPL and the Washington County Library - the two currently share the catalog and a delivery service.
3. Executive Director Update - Elaine
 - Elaine shared her appreciation and thanks for the seven months she worked with us
 - Everything is "buttoned up" as she completes her time with the Foundation
 - She and Alicia have conferred about the manager position. Alicia has visited with Ann W. and will be talking with Dustin.
 - Grants requesting approval -
 - Grant to fund 1/2 the cost of staff working Sunday Hours in 2019.
 - Grant to fund monthly payment of \$2,000 One23 for venue services. In past, paid directly as in-kind gift to library. Library now pays and Foundation reimburses.

Motion for approval of grant requests made by Sandy, seconded by Amber and approved unanimously.
4. Finance Committee - Dustin
 - Review of monthly financials indicate that the year is going well financially.
 - There is a continuing effort to spend down Donor Restricted funds as well as transitioning some restricted funds to unrestricted.
 - Current FSB Checking reflects additional grants received this year.
 - There may be a need to look for an autumn event to earn money in the end of the calendar year.
 - It will be necessary to determine what to do with this year's earnings from the endowment fund.
 - The Margaret Rivers Fund donated \$8,000 for the One23 Events transition for event management. The Foundation arranged for the donation to go to the SPL. A

motion was made by Shawn and seconded by Dustin to to accept the funds.
Board members unanimously approved the motion.

5. Minutes of the May Board Meeting - Jean
 - Amber made a motion to approve the May Board Meeting minutes as written, Shawn seconded the motion, and members approved it unanimously.
6. Executive Committee - Ann
 - Nick Gorski will photograph John and Alicia at Light a Spark.
 - Nick aims to update the Light a Spark photos this year.
 - Nick will be resigning from his work with the Foundation at this time. ~~but will continue to look for a photographer to work with the Foundation.~~ He suggests looking for a person who photographs "portraits and events."
 - Board members will have access to photos he has taken. They are available in both print and digital resolution.
 - Shawn is doing web-site updates.
7. Governance Committee - Jean
 - The focus of the recent committee meeting was to revise the currently utilized "Board Roles & Responsibilities." In addition to this document, members reviewed and edited a "Position Description" document that Elaine had forwarded for consideration.
 - Jean distributed the revised documents and briefly introduced them.
 - The "Board Roles & Responsibilities" is available for use in recruiting new board members.
 - In the future, the Board will need to consider two discrepancies found between the By-laws and practice: the maximum number of consecutive terms a director may serve and the frequency of regular board meetings.
- Board Recruiting - Ann
 - Members discussed the process of recruiting new board members. It was agreed that several potential members could be contacted at this time to determine their interest in the position and additional conversations and invitations to attend Board meetings should be extended to those expressing interest.
8. Marketing Committee - John - No report
9. Events Committee - Ann W.
 - Light a Spark (7/4/19) - Ann distributed a hand-out that included the Board member directory, an update of the financial status of LaS, and information about the event sponsors. An additional note from Merilee identified schedules and tasks needing volunteers for the days prior to LaS and during the event.
10. Standing Agenda Items
 - a. Opportunities at the library
 - b. Non-profit learning or connecting opportunities
 - Thank you Letter handouts from Gail Perry - please review to discuss
11. Other

The meeting was adjourned at 10:35 (Agenda items 10 & 11 were dismissed because of time restraints.)

Respectfully submitted,

Jean Morse, Secretary

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Lockyear, Vice 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:</p> <p>SPL Executive Committee August 8, 2019, 9 a.m. Notes</p> <p>Present: Bell, Lockyear, Richie, Troendle</p> <p>The sole agenda item for this meeting was a review of the draft committee charters prepared by each standing committee of the board.</p> <p>The Executive Committee recommends the following revisions:</p> <ul style="list-style-type: none"> • Use a standard format for each committee’s charter. • Establish a uniform committee size of three trustees for each committee. • Include the director as an ex officio member of each committee. • Committee decisions shall be made by majority vote of members present. <p>Next steps:</p> <ul style="list-style-type: none"> • Present the reformatted draft committee charters to the full board for discussion at the 8/13/19 board meeting. • Ask the board for their overall comments/suggestions on the drafts and about the following: <ul style="list-style-type: none"> ○ How much of the content of committee charters should be included in the bylaws? Discuss with the Nominating Committee. ○ Clarify that the president serves as chair of the Executive Committee. This has been done in practice but is not stated in current bylaws. ○ Consider a new role for the vice president as chair (or member) of the Facilities or Nominating Committee. This could be specified in the bylaws <u>or</u> a “float” role, determined by the interests of the vice president. ○ The Nominating Committee provides “...guidance to the full board for maintaining documents...”. Add a board orientation packet to the list. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: BACKGROUND/CONTEXT: <p>The Facilities Committee is still in the process of gathering information before it makes a recommendation as to how to specifically reallocate unspent pergola funds. While three masonry restoration companies have visited the library, the Facilities Committee has received only one proposal for repairs. A second company has verbally committed to providing an estimate by mid-August, while the third company hasn't responded to follow-up contacts as yet. All contractor site visits concluded by July 10, but this response time in providing estimates has delayed decision making.</p> <p>The committee expects to have sufficient information to propose a recommendation at the September library board meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	