

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, June 11, 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 May 14, 2019 Minutes +
 - b. Acknowledgement of Bills Paid in May 2019 (5/1/19: \$27,667.36, 5/15/19: \$19,707.76)+
 - c. 2019 April Budget Status Report +

Informational (30 minutes)

5. Trustee Information Sharing I+
6. Venue Coordinator I+
7. Boards & Commissions Training Recap I+
8. 2020 Budget Planning I+
9. Director Evaluation Process D+

Decisional

Reports (15 minutes)

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

14. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, June 10, 2019.

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 14, 2019**

Minutes

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

ABSENT:

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, Lockyear, Keliher, Richie; No: None; Absent: Howe. Howe joined meeting just after adoption of agenda.

AGENDA ITEM 3: In-Person Public Commentary

None.

REGULAR BUSINESS

AGENDA ITEM 4: Consent Calendar

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

INFORMATIONAL

AGENDA ITEM 5: Trustee Information Sharing

Keliher reported that he visited two other libraries – one small, one large. The thing that stood out to him was how lucky we are to have Stillwater Public Library.

Hemer reported that she and a friend from the Trillium Garden Club offered a youth gardening class at the library on May 4, 2019, with attendees planting pumpkin seeds. Today, she received a picture of the first germination. Hemer noted that 15 signed up for the class, but only 6 attended. The beautiful Saturday morning could have been a factor.

Hollatz and Richie both attended the David Fabio event, hosted by the Friday Study Club at the library. Hollatz noted that this meeting was followed by a St. Croix Valley Women's Alliance program featuring Hedrik Smith, a reporter and editor for the New York Times. Hollatz was also invited to attend the Friends of Hennepin County Library Pen Pals author lecture series with Celeste Ng, author of *Little Fires Everywhere*. Hollatz also donated a book to the library's collection about the U.S.-Dakota War of 1862, containing photographs and guides to the historical markers. Hollatz reported that her broken item was fixed at the Fix-It Clinic event in April.

Carlsen attended the Loft's Wordplay literary festival, including a concert at First Avenue by the Rock Bottom Reminders. The Rock Bottom Reminders are a band comprised of authors, including Stephen King. The festival was well attended with over 100 authors speaking.

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Howe was pleased to report that she finally received *The Library Book* by Susan Orlean after being 51st on the holds list. Carlsen asked about the library's copy count for bestsellers. Troendle indicated that selectors tend to purchase at a 5:1 ratio of Stillwater cardholder requests to copies.

AGENDA ITEM 6: IT Services Agreement

Troendle explained that the IT Services agreement in the board pack is the formalization of the arrangement with the city regarding the provision of IT services. The important points within the document have been discussed and agreed to by the board previously. The most significant change is that next year the library will be paying 30% of the total costs and benefits of the City's IT tech position instead of 20%. This position is taking on support of the public PCs, network, and Wi-Fi which they were not doing previously.

AGENDA ITEM 7: Venue Coordinator

Troendle reported that the library signed a contract with One23 Events to manage weddings and special events at the library. Current coordinator Sandy Ellis will manage events through May, with One23 shadowing. One June 1, One23 will begin managing events. Meetings have been scheduled with One23 to discuss operational details and conduct a walk-through of the building.

Richie asked about One23 staffing. Troendle reported three primary staff will serve as event leads. Other staff, such as security and bartending, will rotate in as well.

AGENDA ITEM 8: Library Statistics – Historical Trends and Comparative Review

Following up on April's look at the library's 2018 financial picture, Goeltl presented a historical review of the library's finances, services and use over time and a snapshot comparison with other libraries. Troendle addressed the impact, outlook and trends for public libraries nationally. Included in the minutes is the presentation shown at the meeting and distributed to trustees.

Bell inquired how this presentation could be used. Board discussed sharing parts of it with the City Council, Friends, Foundation, and the public. They also discussed staff using the information to guide the creation of the strategic work plan.

DECISIONAL

AGENDA ITEM 9: Capital Outlay Release Request

Troendle requested the release of up to \$5,000 of the remaining \$16,400 in funds to complete the pergola repair project, including the purchase of PVC trim, painting, and labor. Troendle anticipates that not all of these funds will be needed, but final quotes and invoices have not been received.

Lockyear moved to release funds. Richie second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

AGENDA 10: 2020 Capital Budget

Troendle requested that authority be given to the Facilities Committee to approve the 2020-2024 CIP and 2020 Capital Outlay Request. Given the unknown timing of capital budget requests to the city, this

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May 14, 2019**

Minutes

will allow the library to meet request deadlines prior to a board meeting. Richie noted that the library does have last's year's five-year CIP as a starting point.

Richie moved to grant authority to the Facilities Committee. Carlsen second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Keliher, Richie; No: None.

REPORTS

AGENDA 11: Director and Other Staff Reports

Troendle directed Trustees to page 36 of board packet, containing a notice to boards and commissions regarding a training program on Minnesota open meeting laws, conflicts of interest, data practices, and social media.

Troendle noted that he tried a new structure with this month's director's report and solicited feedback. Board members commented that they liked it.

Board discussed leaking pipe situation at the library and replacement of O-rings.

Hemer and other trustees noted appreciation of information services and youth services reports included in the packet. Richie appreciated the notes about questions received on the desk.

AGENDA 12: Foundation and Friends Reports

Troendle reported that the Foundation has been interviewing candidates for the new position and are close to making an offer.

Troendle shared that the Friends Spring Book Sale was the most successful ever. Hollatz asked about the Friends financial statements and the large balance. Troendle noted that the library changed how it requested money from the Friends, and this year made a \$12,000 request to fund youth and adult programming.

Richie asked for an update on the Foundation's *For the Love of the Library* event. Troendle reported that there were approximately 100 attendees. The event provided an opportunity to talk about what the Foundation does, thank the donors, and generate additional pledges and donations.

AGENDA ITEM 13: Board Committee Reports

- **Executive Committee:** Bell noted that a written report was included in the board packet. She asked committees to submit completed questionnaires by June 14. She also noted that the board will begin discussing the director evaluation process at the June meeting.
- **Facilities Committee:** Lockyear reported that the Facilities Committee has had many discussions regarding the pergola and other facilities issues. They are looking at a long list of items to prioritize. They also discussed the strategic plan idea of using front lawn and making it more attractive and engaging. Committee will be meeting soon to talk about capital 2020.
- **Finance:** No report.
- **Nominating Committee:** No report.

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AGENDA ITEM 14: Public Commentary and Communications

Three students from Stillwater Area High School were in attendance at the meeting as part of a government class.

PERFORMANCE EVALUATION – CLOSED SESSION

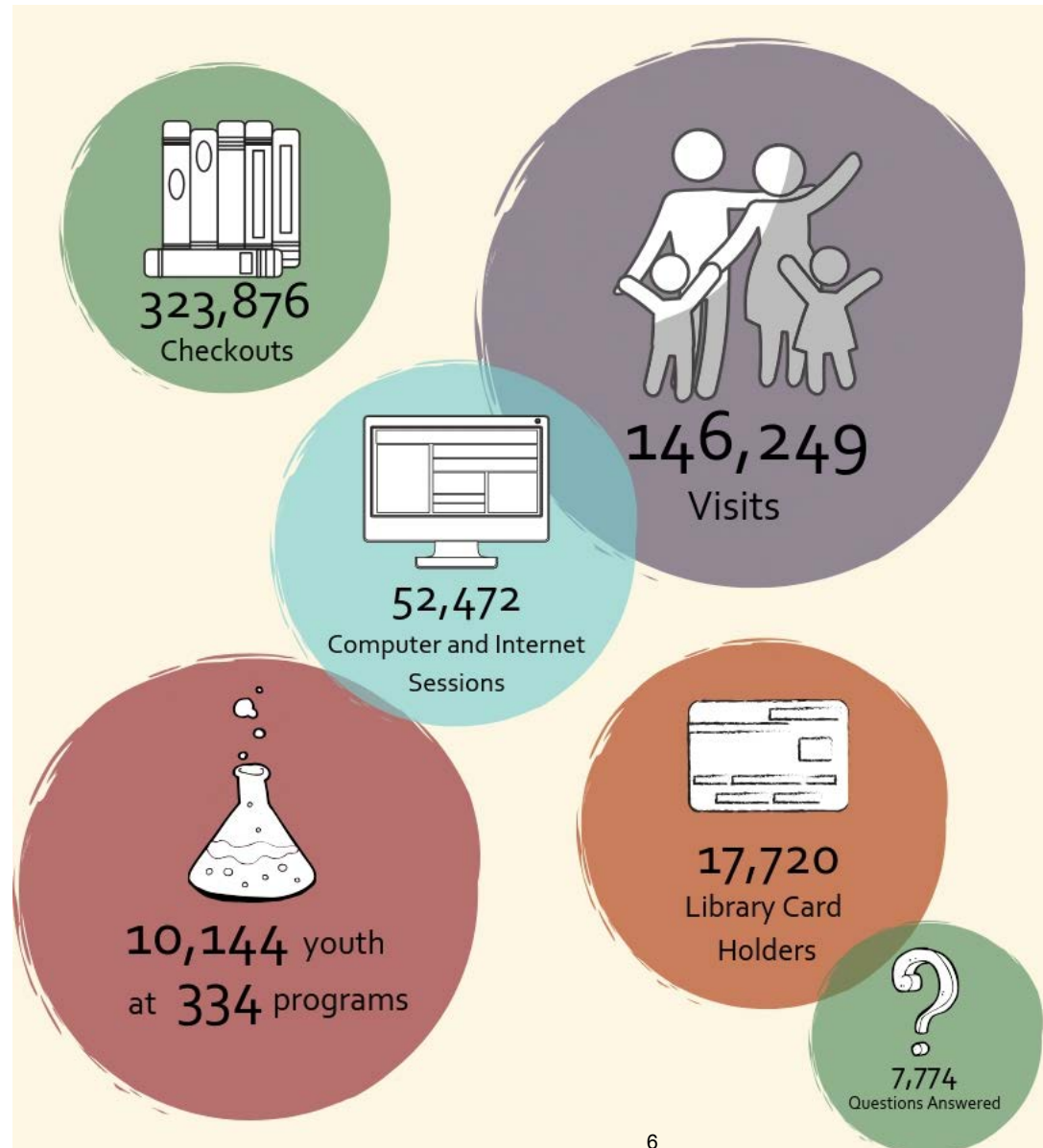
AGENDA ITEM 15: Director Evaluation – 4-Month Progress Check

Bell explained that the board would be closing the regular meeting to go into closed session to evaluate the library director. After the evaluation, the board will reconvene to adjourn the regular meeting.

Board entered closed session at 8:08 pm. Board ended closed session at 8:40 pm.

AGENDA ITEM 16: Adjournment

Adjourned at 8:45 pm.



Stillwater Public Library: Historical Comparison 2010-2018

The chart shows historical data from the MN Public Library Annual Report for Stillwater Public Library from 2010 through 2018. Data for total electronic content use was not collected until 2014.

Year	Square footage of facility	Weekly hours	Staff FTE	Population served	Total registered users	Total visits	Total physical circ	Total electronic content use	Total program attendance	Total operating budget
2010	38,680	54	14.90	18,225	21,916	194,598	333,260		4,089	1,111,222
2011	38,680	54	14.00	18,225	22,446	175,652	322,441		5,383	1,192,352
2012	38,680	54	14.05	18,225	22,953	155,436	313,193		5,933	1,202,653
2013	38,680	54	14.30	18,255	22,930	114,334	317,049		6,260	1,222,202
2014	38,680	54	14.50	18,970	21,548	123,995	310,245	15,675	7,441	1,259,463
2015	38,680	54	14.23	18,892	21,239	146,643	304,892	16,029	8,737	1,291,651
2016	38,680	58	14.23	19,754	20,768	149,618	299,863	24,047	9,029	1,360,667
2017	38,680	58	14.69	19,693	18,802	146,574	311,150	26,477	9,369	1,411,137
2018	38,680	58	15.08	19,748	17,720	146,249	298,213	25,663	11,960	1,409,844

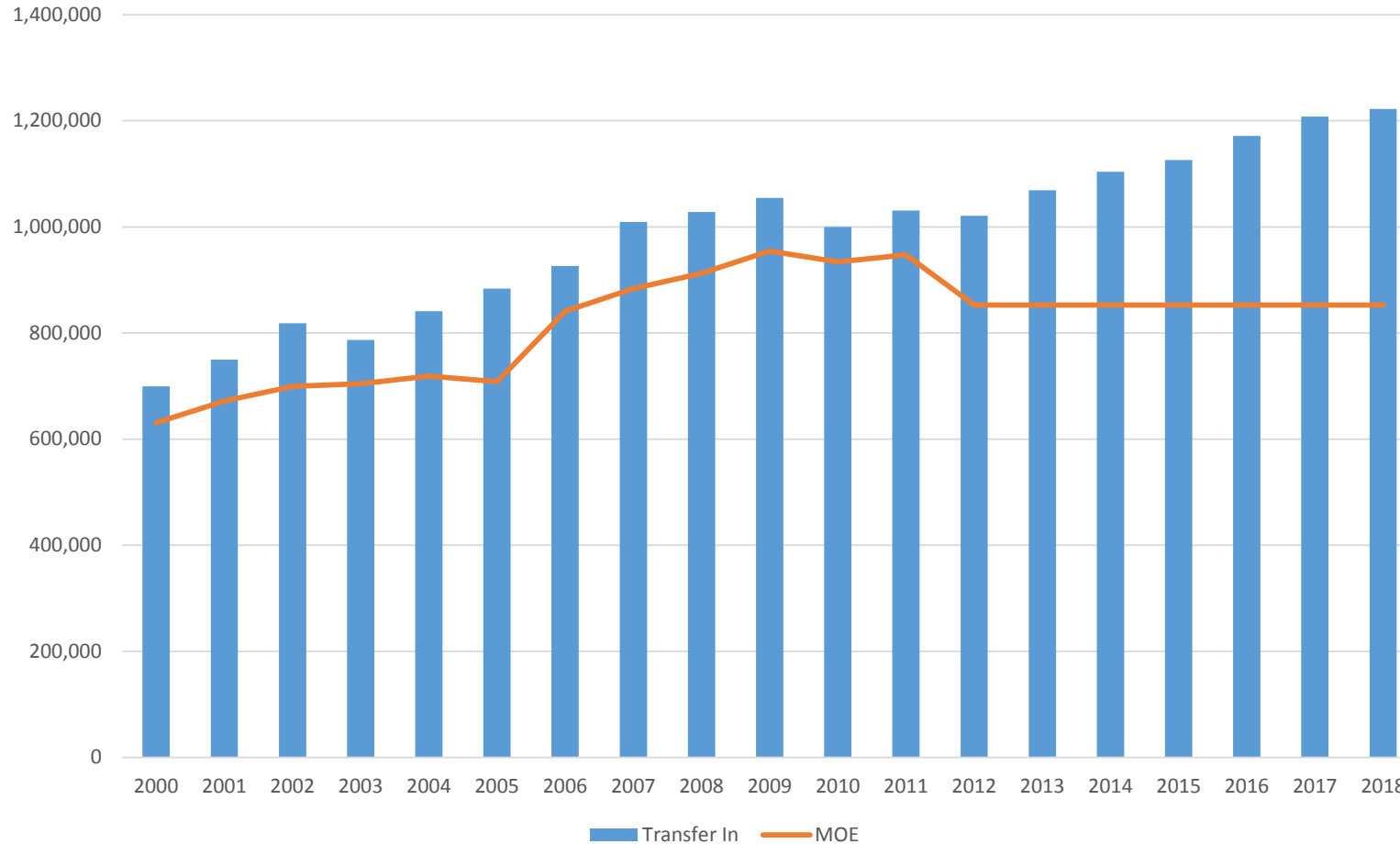
Stillwater Public Library: Historical City & Supplemental Operating Support



Rate of Inflation: 2010: 1.5%, 2011: 3%, 2012: 1.7%, 2013: 1.5%, 2014: 0.8%, 2015: 0.7%, 2016: 2.1%, 2017: 2.1%, 2018: 1.9%

Stillwater Public Library: Maintenance of Effort

MOE and Library Transfer In Compared



MN State law requires that local governments maintain a minimum level of funding for public library services. This is known as “state-certified levels of library support,” commonly known as “maintenance of effort” (MOE). As of 2012, the MOE formula is set at 90% of the amount established in 2011.

Source: 2017 Minnesota Public Library Trustee Handbook,
<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdcw/~edisp/md e070681.pdf>

Stillwater Public Library: A 2017 Snapshot of City Property Tax Dollars

How the City spends each dollar it receives from the tax levy:



Each program type consists of the following services:

Public Safety:

- Police
- Fire
- Building Inspections
- Civil Defense

Culture & Recreation:

- Special Events
- Library
- Parks
- Community Beautification

General Government:

- Mayor & City Council
- Elections, MIS
- Finance
- Human Resources
- Administration
- City Attorney
- Plant/City Hall
- Community Development

Public Works:

- Engineering
- Streets

Of \$1.00 from the tax levy, the library receives 7.84¢.

Stillwater Public Library: Comparison to Similar Libraries

The chart compares the Stillwater Public Library in major functions and service areas to similar libraries. The comparison libraries were chosen based on three criteria: 1) a municipal library with no branch locations, 2) based in Wisconsin or Minnesota, 3) serve a similar population with a similar number of registered users. The information for Minnesota libraries is from 2018 from the MN Public Library Annual Reports. The information for Wisconsin libraries is from 2017 WI Public Library Annual Reports.

Location	Square footage of facility	Weekly hours	Staff FTE	Population served	Total registered users	Total visits	Total physical circ	Total electronic content use	Total program attendance	Total operating budget
Stillwater, MN	38,680	58	15.08	19,748	17,720	146,249	298,213	41,831	11,960	\$ 1,409,844
Columbia Heights, MN	22,600	54	8.75	20,153	21,803	116,598	131,966	12,146	10,241	\$ 1,003,251
Northfield, MN	15,224	65	13.34	27,002	19,185	183,086	307,601	45,688	15,391	\$ 1,331,763
Red Wing, MN	27,196	49	9.80	21,120	14,742	146,169	218,937	19,951	10,637	\$ 1,230,877
South Saint Paul, MN	10,400	55	7.23	20,598	12,420*	65,402	93,934	19,063	7,958	\$ 770,694
Fitchburg, WI (Madison suburb)	38,000	68	18.25	27,936	16,948	197,392	381,453	30,921	17,608	\$ 1,902,076
Hudson, WI	19,024	53	11.35	30,152	15,370	126,225	247,568	36,222	13,633	\$ 1,244,862
Menomonee Falls, WI (Milwaukee Suburb)	52,951	64	20.42	37,413	18,446	158,823	343,176	30,077	18,181	\$ 1,820,336

* South Saint Paul reported total registered users as 388,202, with 12,420 resident users and 375,782 reciprocal users. For comparative purposes, the resident user data point was used.

Public Libraries: A Minnesota and Wisconsin Comparison



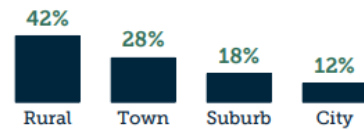
Minnesota Public Libraries

FISCAL YEAR 2016

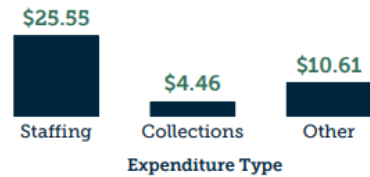
Quick Stats

Population Size Served	5,779,907
Number of Public Library Systems	137
Number of Public Library Branches and Bookmobiles (Outlets)	364
Number of Full-Time Equivalent Librarians	814
Number of Full-Time Equivalent Staff	2,190

Public Library Outlets by Locale



Operating Expenditures per Person



Public Library Collections¹ per Person



	FY 2016	FY 2015	Regional ²	National
Public Library Financial Health				
Total Operating Revenue ³ per Person	\$41.56	\$40.14	\$43.81	\$41.04
Total Operating Expenditures ³ per Person	\$40.62	\$39.53	\$41.99	\$38.91
Public Library Resources, Services, and Usage				
Collection Materials per Person	3.98	3.77	7.08	4.69
Circulation per Person	9.25	9.56	9.17	7.19
Library Visits per Person	4.41	4.45	4.96	4.36
Reference Transactions per Person	0.66	0.69	0.64	0.79
Total Programs Offered per 1,000 People	12.71	11.82	19.23	16.66
Total Program Attendance per 1,000 People	285.60	269.93	424.17	363.99
Public-Access Internet Computers per 5,000 People	5.27	5.21	6.20	4.74
Public-Access Internet Computer User Sessions per Person	0.87	0.93	1.00	0.89
Public Library Staffing				
Staffing (FTEs) per 25,000 People	10.03	9.82	13.26	11.27
Librarians (FTEs) per 25,000 People	3.73	3.53	5.22	3.92

¹ The sum of books and e-books will not equal the total collections per person reported in the table. The total collections per person reported in the table includes books, e-books, and physical and downloadable audio and video materials.
² The Plains region includes Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota.
³ All financial data are in constant FY 2016 dollars.



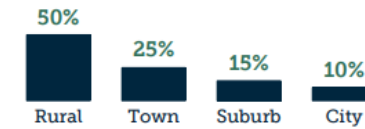
Wisconsin Public Libraries

FISCAL YEAR 2016

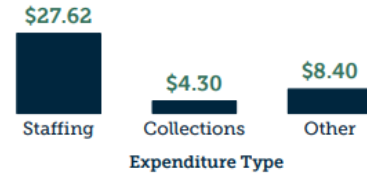
Quick Stats

Population Size Served	5,749,078
Number of Public Library Systems	381
Number of Public Library Branches and Bookmobiles (Outlets)	464
Number of Full-Time Equivalent Librarians	1,155
Number of Full-Time Equivalent Staff	3,035

Public Library Outlets by Locale



Operating Expenditures per Person



Public Library Collections¹ per Person



	FY 2016	FY 2015	Regional ²	National
Public Library Financial Health				
Total Operating Revenue ³ per Person	\$43.19	\$41.07	\$58.44	\$41.04
Total Operating Expenditures ³ per Person	\$40.32	\$39.94	\$53.84	\$38.91
Public Library Resources, Services, and Usage				
Collection Materials per Person	16.08	15.74	8.78	4.69
Circulation per Person	9.93	10.12	11.14	7.19
Library Visits per Person	5.47	5.55	5.62	4.36
Reference Transactions per Person	0.71	0.73	1.01	0.79
Total Programs Offered per 1,000 People	18.59	17.14	20.15	16.66
Total Program Attendance per 1,000 People	436.56	409.69	464.35	363.99
Public-Access Internet Computers per 5,000 People	5.54	5.50	6.23	4.74
Public-Access Internet Computer User Sessions per Person	0.90	0.95	1.10	0.89
Public Library Staffing				
Staffing (FTEs) per 25,000 People	13.20	13.27	16.62	11.27
Librarians (FTEs) per 25,000 People	5.02	4.99	5.71	3.92

¹ The sum of books and e-books will not equal the total collections per person reported in the table. The total collections per person reported in the table includes books, e-books, and physical and downloadable audio and video materials.
² The Great Lakes region includes Illinois, Indiana, Michigan, Ohio, and Wisconsin.
³ All financial data are in constant FY 2016 dollars.

LIBRARIES TRANSFORM

Public libraries strengthen local economies.

- 84%** of libraries offer technology training to patrons in computer software use.
- 77%** provide online health resources.
- 60%** offer programs to help Americans identify health insurance resources and get better informed on health topics.
- 73%** provide programs that assist individuals to apply for jobs, create résumés, and prepare for interviews.
- 97%** help people complete online government forms.

Public libraries are the place for lifelong learning.

- 95%** of libraries provide online homework assistance.
- 95%** offer summer reading programs for children.

Public libraries create healthier communities.

- 59%** of libraries provide programs on finding health insurance.
- 58%** provide programs to help people find and evaluate health information.
- 23%** offer fitness classes.

Public library access equals opportunity.

- 100%** of public libraries offer access to the internet.
- 98%** offer free Wi-Fi.
- 90%** help patrons with basic internet skills.
- 97%** help people complete online government forms.
- 90%** offer access to ebooks.

Data for this list was retrieved from the 2014 Digital Inclusion Survey. For more information about sources and citations, contact the ALA Library and Research Center at alalibrary@ala.org. Learn more at the [Libraries Transform](#) web page.

Did you know?

There are more [public libraries](#) (16,568) than [Starbucks cafés](#) (14,606) in the US—a total of 16,568, including branches. Nearly 100% of public libraries provide Wi-Fi and have no-fee access to computers.

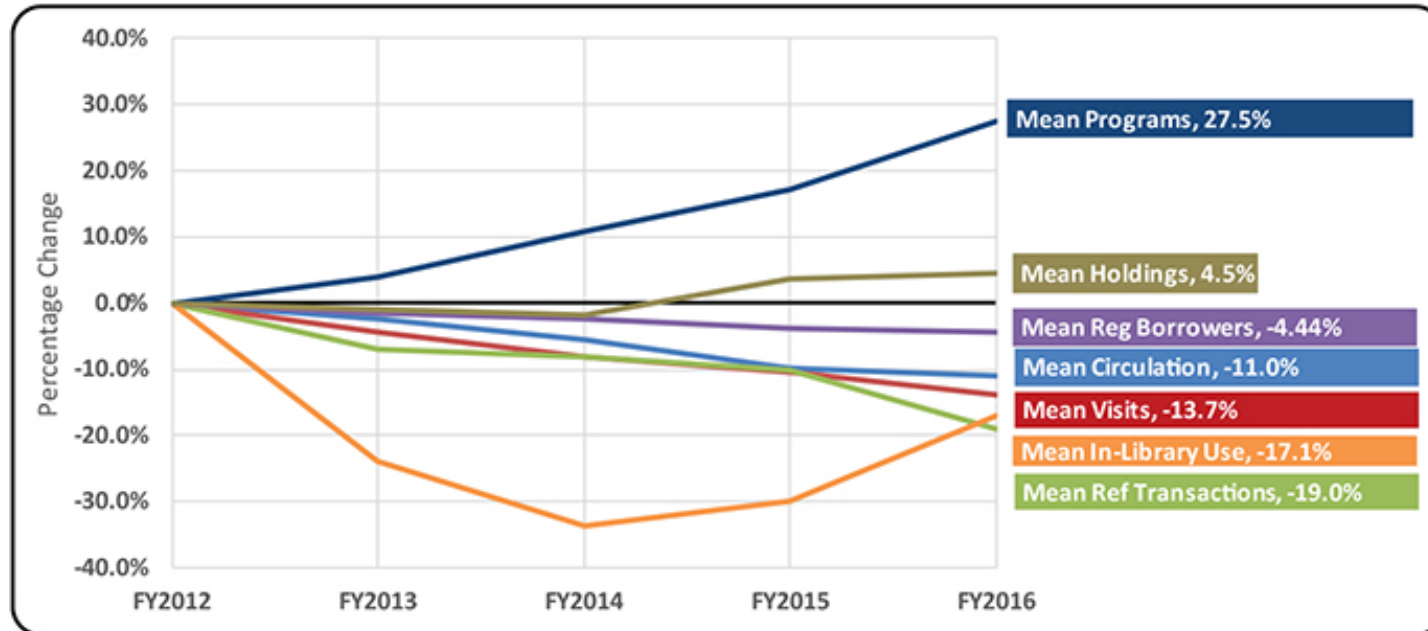
In 2016, there were 1.4 billion [in-person visits](#) to public libraries across the US, the equivalent of about 4 million visits each day. That's roughly 2,664 per minute.

There were 113 million attendees at [public library programs](#) in 2016, more than all [Major League Baseball](#), [National Football League](#), and [National Basketball Association](#) games combined. That's also 16.5 million more attendees than in [2013](#).

Source: ALA State of America's Libraries Report 2019

National Public Library Trends: Service Levels

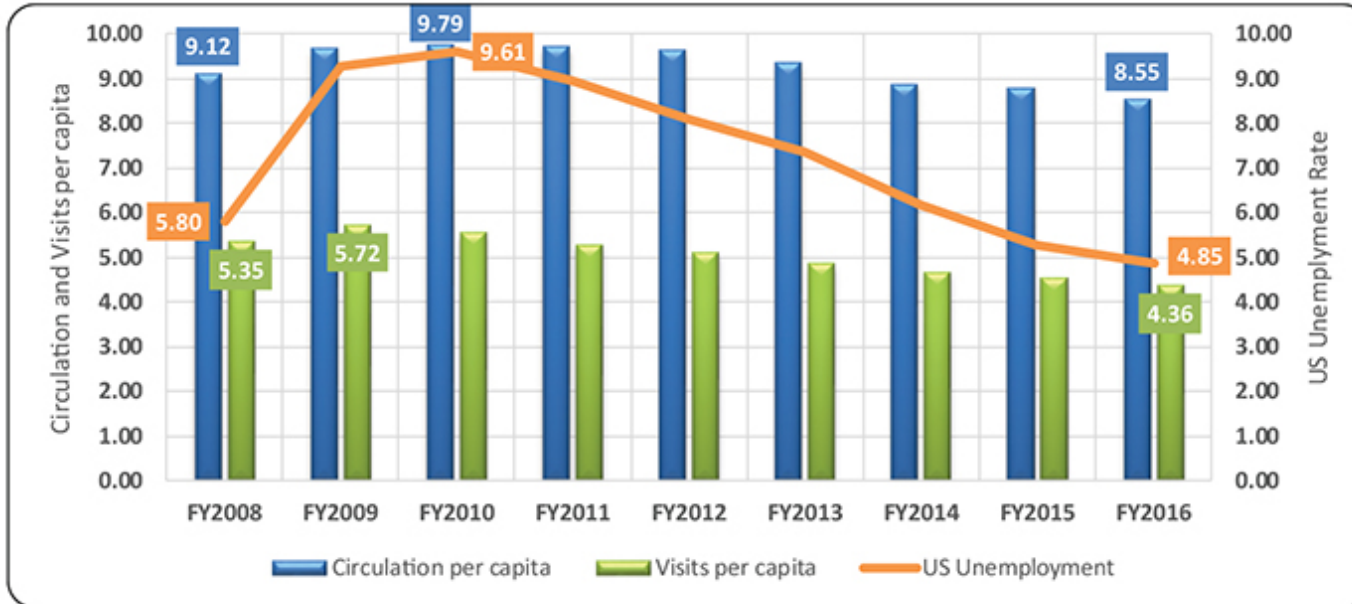
Figure 4. Percentage Change in Service Levels from FY2012 (N≤428)



“This increasing emphasis on programming is one indication of how library services are transitioning. As programming gains importance and requires more resources of the library (money, staff, space, collateral, equipment, etc.), libraries will need to better prepare to demonstrate their efficiency and effectiveness in service delivery.”

National Public Library Trends: Service Levels

Figure 5. Circulation and Visits Per Capita (N=419) and US Unemployment Rate



“Unemployment rates more than doubled in the United States during the recent recession. At the same time, library visits and circulation increased before steadily decreasing as unemployment declined to pre-recession levels. This is not likely the only factor affecting the decline in traditional measures of library usage, but it does indicate why libraries now need to consider new and better measures of their efficiency and effectiveness.”

Source: 2017 Public Library Data Service Report, <http://publiclibrariesonline.org/2017/12/the-2017-public-library-data-service-report-characteristics-and-trends/>

National Public Library Trends: Materials

“Declines in circulation may in part be a result of changes in measurement over time (differences in circulation policies especially for electronic materials) and due to an overall decline in library usage that mirrors the decline in unemployment rates (that have dropped steadily since 2011), reductions in usage of CD/DVD materials and a slowing uptake in electronic usage. Electronic circulation is growing steadily at a rate of 11.7 percent, but not sufficiently to off set the decline in physical materials circulation.”

Figure 9. Circulation and Material Expenditure Per Capita (N=428)

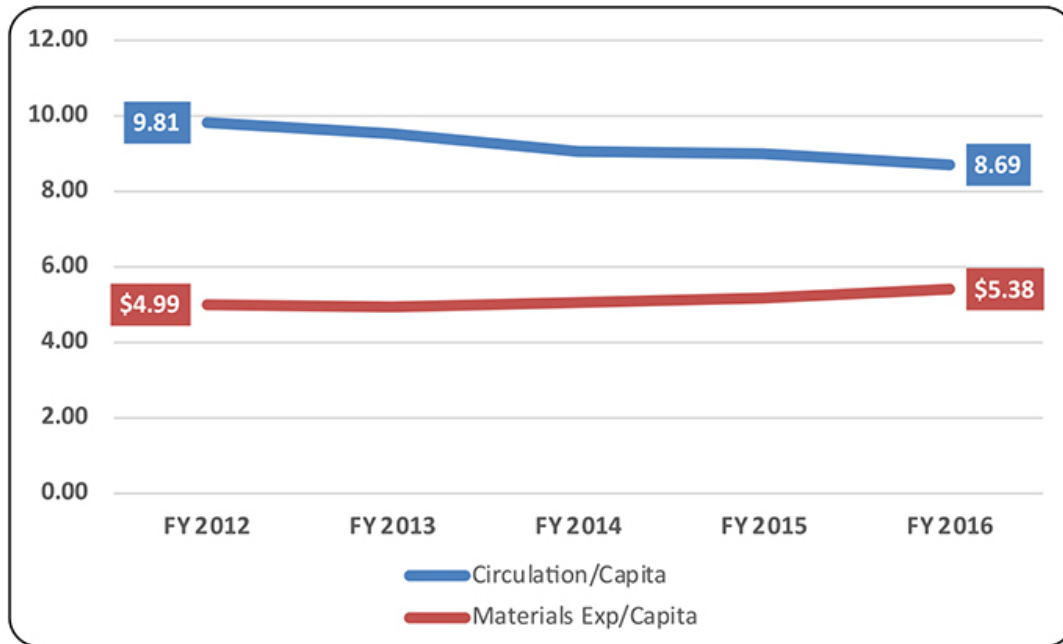
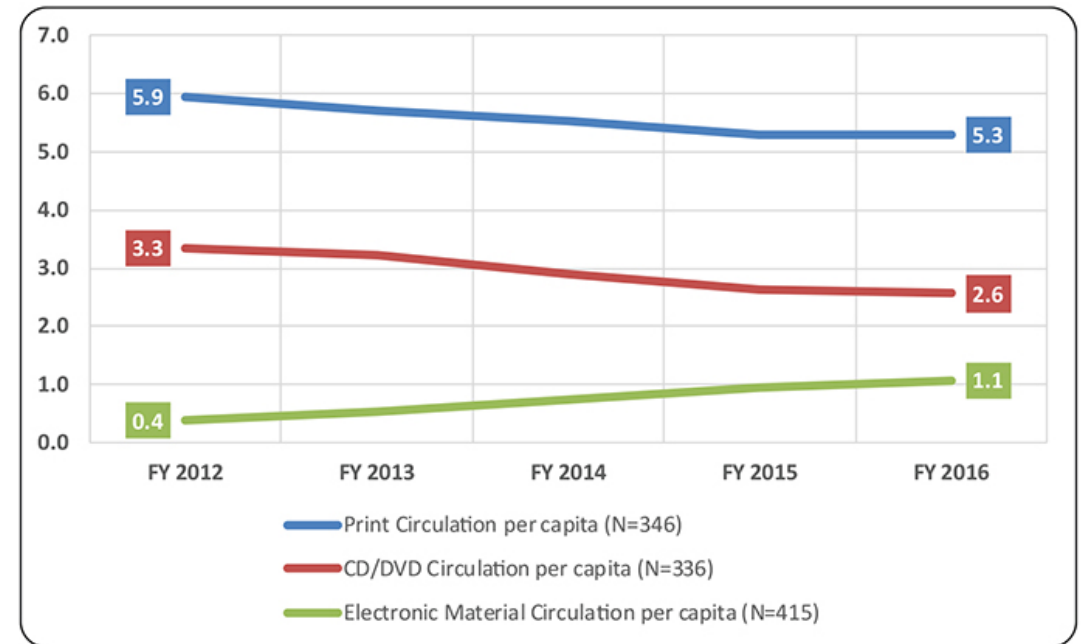


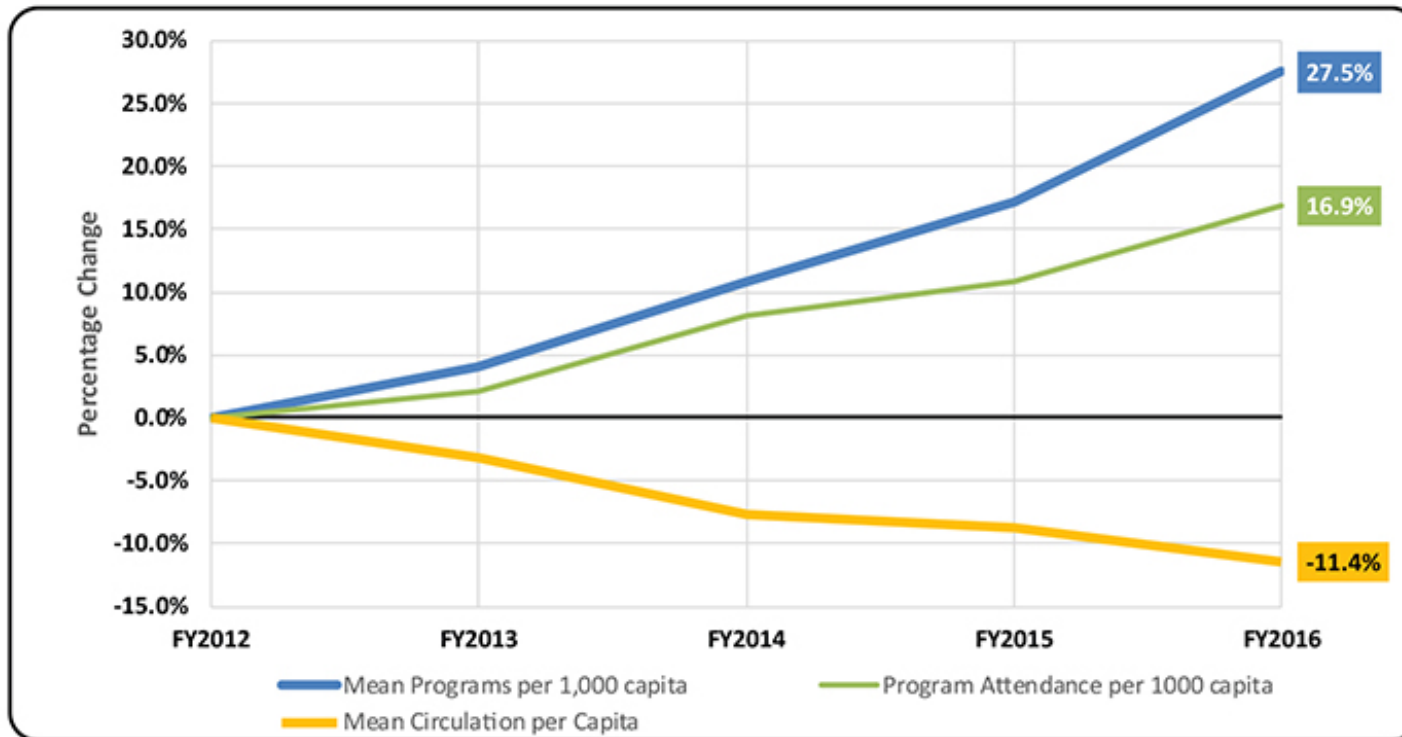
Figure 10. Circulation by Type Per Capita



Source: 2017 Public Library Data Service Report, <http://publiclibrariesonline.org/2017/12/the-2017-public-library-data-service-report-characteristics-and-trends/>

National Public Library Trends: Programs

Figure 12. Percentage Change Annual Mean Programs per 1000 Capita and Annual Mean Circulation, Continuously Responding Libraries (N=429)

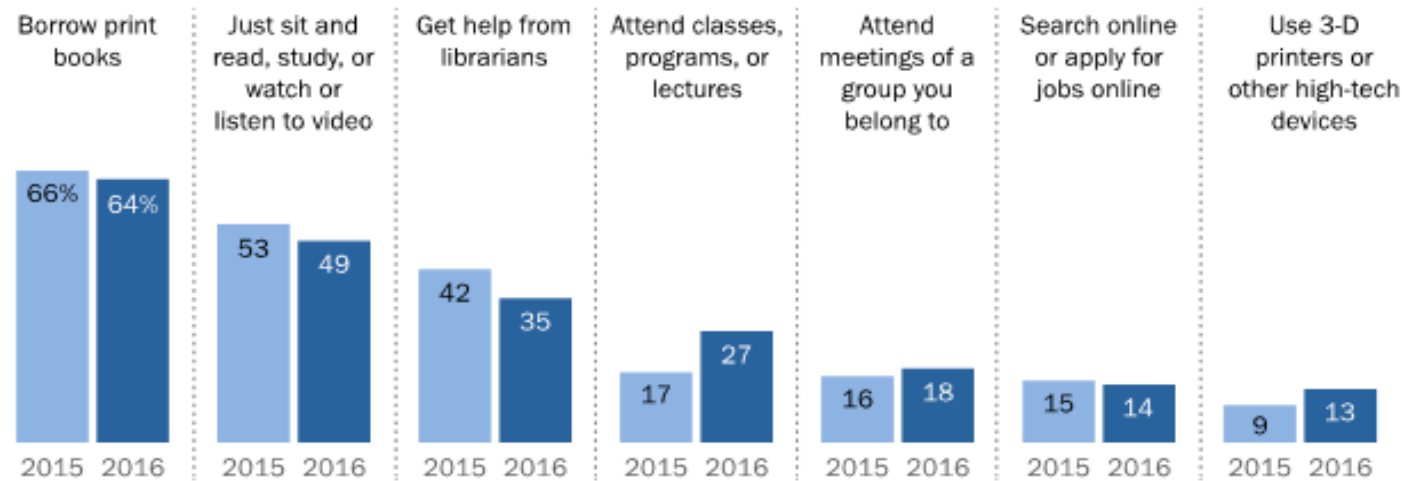


“Over the last five years library programs per capita have grown at a rate (6.3 percent) twice the decrease in circulation per capita (-3.0 percent).”

Traditional activities – borrowing books or reading – dominate library use, but people are also attending classes or other programs

Traditional activities – borrowing books or reading – dominate library use, but people are also attending classes or other programs

% of U.S. library users ages 16 and older who say they did the following at libraries in the past 12 months



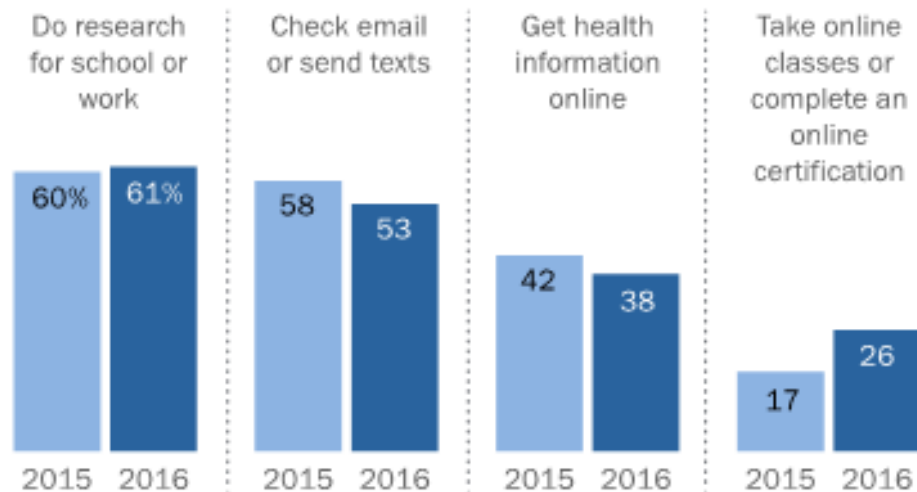
Note: 48% of those ages 16 and older used libraries or bookmobiles in the past 12 months.
Source: Survey conducted March 7-April 4, 2016.
"Libraries 2016"

Source: Pew Research Center – Libraries 2016, <https://www.pewinternet.org/2016/09/09/libraries-2016/>

National Public Library Trends: Library Activities

Doing research or checking email are the most frequent uses of library tech resources, but more people are using them to take classes online than last year

% of U.S. library computer users ages 16 and older who used library computers in past 12 months to ...



Note: 23% of adults ages 16 and older used library computers/internet connections in the past 12 months.

Source: Survey conducted March 7-April 4, 2016.

"Libraries 2016"

“People use computers and internet connections at libraries for the basics.”

“Library users who take advantage of libraries’ computers and internet connections are more likely to be young, black, female, and lower income. Specifically, compared with the 29% of all library users who use computers at the library:

- 45% of library users between the ages of 16 and 29 used computers, the internet or the library’s Wi-Fi.
- 42% of black library users used libraries’ computers and internet connections.
- 35% of those whose annual household incomes are \$30,000 or less used these resources.
- 33% of women used these things at the library.”

As people navigate the information age, they say the want/need:

- Smart allies (diversity really helps)
- Improved curators
- Proof of authenticity
- Transparency
- More confidence they can learn and grow
- Just-in-time help in decision making
- More training on tech use and information literacy
- Organizations that will help and protect them

Insights for libraries:

- People are seeking personal enrichment and entertainment in new ways
- People are seeking knowledge and reference expertise in new ways
- Some groups especially need and want access to technology through trusted social institutions
- Learning is a social process

Source: <https://www.pewinternet.org/2018/04/09/the-information-needs-of-citizens-where-libraries-fit-in/>

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in May 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 May 2019 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of May 2019:				
May 2019 (2019 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 23,220.80	\$ 10,495.29	\$ 11,884.92	\$ 45,601.01
Capital Expenditures	\$ 1,774.11	\$ -	\$ -	\$ 1,774.11
Total	\$ 24,994.91	\$ 10,495.29	\$ 11,884.92	\$ 47,375.12
Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: May 7, 2019</i>				
<ul style="list-style-type: none"> • \$10,000 paid to Sarah Keister Armstrong & Associates for final payment for strategic plan. • \$1,116.81 paid to Dell for the Library IT project from the capital reserve. • \$1,379.94 paid to Mercury Electric for electrical repair work. 				
<i>Bill Resolution: April 16, 2019</i>				
<ul style="list-style-type: none"> • \$267.69 paid to Ebsco for increased costs for NY Times subscription from the Foundation newspaper grant. • \$3,367.68 paid to Master Mechanical for the following repairs: ambient control/unit one, leaking hot water valve, boiler inducer fan, power burner/blower garage exhaust. • \$1,126.50 paid to Master Mechanical for Q2 of preventative maintenance contract. • \$771.28 paid to Pioneer Press for newspaper subscription at business rate. • \$8,000 paid to One23 Events for first half of the \$16,000 payment for annual administrative costs. The second payment is due by June 15, 2019. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 5/7/2019 Bill Resolution – 2019 Bills 5/21/2019 Bill Resolution – 2019 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2019 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
3798205534/1	4/2/2019	Ace Hardware	Janitorial Supplies	\$ 68.49	230-4231-2102-0000	Janitorial Supplies
3798205535/1	4/2/2019	Ace Hardware	Janitorial Supplies	\$ 20.96	230-4231-2102-0000	Janitorial Supplies
3798205582/1	4/4/2019	Ace Hardware	Janitorial Supplies	\$ 39.76	230-4231-2102-0000	Janitorial Supplies
15600	4/23/2019	Amdahl Locksmith Inc Chris	Locksmith - Keys cut	\$ 207.60	230-4231-3099-0000	Other Professional Services - Lib Plant
5022019	5/2/2019	Sarah Keister Armstrong & Associates	Strategic Plan Final Pmt (MR/Gen235)	\$ 1,987.29	235-4238-4099-0000	Library Donations Miscellaneous
5022019	5/2/2019	Sarah Keister Armstrong & Associates	Strategic Plan Final Pmt (AOB)	\$ 3,108.57	235-4238-4099-0000	Library Donations Miscellaneous
5022019	5/2/2019	Sarah Keister Armstrong & Associates	Strategic Plan Final Pmt (ST)	\$ 4,904.14	227-4227-3099-0000	Other Govt Gifts - Professional Services
5072019	5/7/2019	Brodart Co	Materials - Juv	\$ 1,261.99	230-4230-2400-0000	Childrens Books
5072019	5/7/2019	Brodart Co	Materials - Adult Fiction	\$ 1,123.33	230-4230-2401-0000	Adult Books - Fiction
5072019	5/7/2019	Brodart Co	Materials - Adult Nonfiction	\$ 2,131.86	230-4230-2405-0000	Adult Books - Non Fiction
5072019	5/7/2019	Brodart Co	Materials - YA	\$ 896.48	230-4230-2406-0000	Teen Books
5072019	5/7/2019	Brodart Co	Materials - Processing	\$ 573.85	230-4230-3404-0000	Processing Fee
5072019	5/7/2019	Brodart Co	Materials - Adult (SPLF Heuer)	\$ 318.90	232-4232-2113-0000	SPLF - Materials
5072019	5/7/2019	Brodart Co	Materials - Adult Nonfiction (SPLF 2018-11)	\$ 104.92	232-4232-2113-0000	SPLF - Materials
5072019	5/7/2019	Brodart Co	Materials - Adult Fiction (Gen 235)	\$ 334.77	235-4235-2101-0000	Library Donations Materials
5072019	5/7/2019	Brodart Co	Materials - Adult Nonfiction (Gen 235)	\$ 575.53	235-4235-2101-0000	Library Donations Materials
5072019	5/7/2019	Brodart Co	Materials - Juv (Gen 235)	\$ 134.71	235-4235-2101-0000	Library Donations Materials
5072019	5/7/2019	Brodart Co	Materials - YA (Gen 235)	\$ 105.33	235-4235-2101-0000	Library Donations Materials
4020213619	4/17/2019	Cintas Corporation	Mat & towel cleaning service	\$ 69.44	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
10311210357	4/22/2019	Dell Marketing L.P.	Library IT Project (Cap Reserve)	\$ 1,116.81	120-4230-5310-0000	C/O MIS Computer Equipment
6584788	4/5/2019	Demco Inc.	Processing Supplies	\$ 96.66	230-4230-3404-0000	Processing Fee
160684	3/6/2019	Illinois Library Association	SPLF Programs - JUV 2019 SRP (SPLF 2019-03)	\$ 360.58	232-4232-2407-0000	SPLF - Programs
4192019	4/19/2019	Jacobsen Aurora	Lib Programs (Friends 2018 -09) Staff Reimbursement	\$ 57.66	235-4236-4099-0000	Library Donations Programs
11071	4/11/2019	Mercury Electric	Electrical Repairs	\$ 784.52	230-4231-3703-0000	Building Repair Charges
11076	4/15/2019	Mercury Electric	Electrical Repairs	\$ 595.42	230-4231-3703-0000	Building Repair Charges
CW89299	4/1/2019	Loffler Companies	Library IT Project (Cap Reserve)	\$ 87.50	120-4230-5310-0000	C/O MIS Computer Equipment
IN1000037147	4/8/2019	Malwarebytes	Library IT Project (Cap Reserve)	\$ 569.80	120-4230-5310-0000	C/O MIS Computer Equipment
49306	4/9/2019	Menards	Janitorial Supplies	\$ 18.99	230-4231-2102-0000	Janitorial Supplies
97307195	4/26/2019	Midwest Tape	Materials - Audio Juv	\$ 130.94	230-4230-2402-0000	Audio
97307197	4/26/2019	Midwest Tape	Materials - Video Adult	\$ 9.99	230-4230-2408-0000	Film/Video
W19030588	4/17/2019	Office of MN IT Services	Telephone March	\$ 138.50	230-4231-3101-0000	Telephone
6549467	4/11/2019	Quill Corporation	Supplies	\$ 98.27	230-4230-2101-0000	General Supplies
1298246	4/25/2019	Floyd Total Security	Maintenance Agreements - LibPlant - Security Monito	\$ 178.20	230-4231-3707-0000	Maintenance Agreements - Lib Plant
992436	4/9/2019	Stillwater Medical Group	Drug Screening	\$ 166.00	230-4230-4099-0000	Miscellaneous Charges
688175	4/21/2019	ECM Publishers	Custodial Sub Job Posting	\$ 263.59	230-4230-3400-0000	Printing and Publishing
690412	4/28/2019	ECM Publishers	Custodial Sub Job Posting	\$ 151.41	230-4230-3400-0000	Printing and Publishing
5022019	5/2/2019	Thorager Natasha	Programs - JUV (SPLF 2018 -07)	\$ 480.00	232-4232-2407-0000	SPLF - Programs
5022019	5/2/2019	Thorager Natasha	Programs - JUV (SPLF 2018 -07)	\$ 60.00	232-4232-2407-0000	SPLF - Programs
15315167	4/11/2019	Toshiba Business Solutions	Maintenance Agreements	\$ 44.47	230-4230-3707-0000	Maintenance Agreements
		INVOICES SUBTOTAL		\$ 23,377.23		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
635593391	4/25/2019	Xcel Energy	Gas	\$ 1,015.19	230-4231-3601-0000	Natural Gas
635593391	4/25/2019	Xcel Energy	Electric	\$ 3,274.94	230-4231-3600-0000	Electricity
		MANUAL PAYOUT SUBTOTAL		\$ 4,290.13		
		GRAND TOTAL		\$ 27,667.36		

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						
528668	5/2/2019	Brodart Co	Processing Supply	34.95	230-4230-3404-0000	Processing Fee
5212019	5/21/2019	Brodart Co	Materials - Juv	666.22	230-4230-2400-0000	Childrens Books
5212019	5/21/2019	Brodart Co	Materials - Adult Fiction	808.36	230-4230-2401-0000	Adult Books - Fiction
5212019	5/21/2019	Brodart Co	Materials - Adult Nonfiction	763.65	230-4230-2405-0000	Adult Books - Non Fiction
5212019	5/21/2019	Brodart Co	Materials - YA	9.71	230-4230-2406-0000	Teen Books
5212019	5/21/2019	Brodart Co	Materials - Processing	305.75	230-4230-3404-0000	Processing Fee
5212019	5/21/2019	Brodart Co	Materials - Adult (SPLF Heuer)	102.23	232-4232-2113-0000	SPLF - Materials
5212019	5/21/2019	Brodart Co	Materials - Adult (SPLF 2018-11)	29.69	232-4232-2113-0000	SPLF - Materials
5212019	5/21/2019	Brodart Co	Materials - Adult (Johnson)	275.83	235-4235-2101-0000	Library Donations Materials
4021955845	5/15/2019	Cintas Corporation	Mat & towel cleaning service	63.84	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
80827347	5/1/2019	Comcast	Internet/Wifi	188.06	230-4230-3098-0000	Technology Support
306-02444792-3	4/30/2019	Culligan of Stillwater	Water	36.45	230-4230-4099-0000	Miscellaneous Charges
5215019	5/15/2019	Danielson Susan	Volunteer Recognition Event (235 Laatsch)	302.09	235-4238-4099-0000	Library Donations Miscellaneous
1907007	5/13/2019	Ebsco Publishing	Materials - Newspapers (SPLF 2018 - 11 Newspaper)	267.69	232-4232-2113-0000	SPLF - Materials
5082019	5/8/2019	Friends of the Stillwater Public Library	Friends Reimbursement: April Sales	163.50	228-4228-1990-0000	Friends of Library Pass Thru
5132019	5/13/2019	Hedin Sue	Programs - Adult (Friends 2018-09) (Staff Reimburse	99.00	235-4236-4099-0000	Library Donations Programs
53546	4/25/2019	Master Mechanical Inc.	Ambient Control/Unit One Repairs	1163.05	230-4231-3703-0000	Building Repair Charges
53583	4/25/2019	Master Mechanical Inc.	Leaking Hot Water Valve	718.23	230-4231-3703-0000	Building Repair Charges
53599	4/29/2019	Master Mechanical Inc.	Boiler Inducer Fan Repair	479.40	230-4231-3703-0000	Building Repair Charges
53616	4/29/2019	Master Mechanical Inc.	Power Burner/Blower - Garage Exhaust Repairs	1007.00	230-4231-3703-0000	Building Repair Charges
53670	4/29/2019	Master Mechanical Inc.	Q2 Preventative Mainenance	1126.50	230-4231-3707-0000	Maintenance Agreements - Lib Plant
50841	5/3/2019	Menards	Janitorial Supplies	26.68	230-4231-2102-0000	Janitorial Supplies
51165	5/8/2019	Menards	Janitorial Supplies	71.82	230-4231-2102-0000	Janitorial Supplies
5212019	5/21/2019	Midwest Tape	Materials - Audio	471.06	230-4230-2402-0000	Audio
5212019	5/21/2019	Midwest Tape	Materials - Video	763.13	230-4230-2408-0000	Film/Video
5212019	5/21/2019	Midwest Tape	Materials - Processing	104.59	230-4230-3404-0000	Processing Fee
W19040597	5/15/2019	Office of MN IT Services	Phone - April 2019	138.50	230-4231-3101-0000	Telephone
10067454	4/22/2019	Pioneer Press St. Paul	Materials - Newspapers (SPLF 2018 - 11)	771.28	232-4232-2113-0000	SPLF - Materials
			INVOICES SUBTOTAL	\$ 10,958.26		
CREDIT CARD						
1521050	3/5/2019	Amazon.com	Tech Processing Supplies	25.26	230-4230-3404-0000	Processing Fee
5289823	3/5/2019	Amazon.com	Office Supplies	18.61	230-4230-2101-0000	General Supplies
9361836	3/6/2019	Amazon.com	Materials - Adult Nonfiction	20.92	230-4230-2405-0000	Adult Books - Non Fiction
9493830	3/11/2019	Amazon.com	Supplies	259.63	230-4230-2101-0000	General Supplies
9493830	3/11/2019	Amazon.com	Materials- Adult Nonfiction	17.95	230-4230-2405-0000	Adult Books - Non Fiction
6708245	3/28/2019	Amazon.com	Supplies	6.88	230-4230-2101-0000	General Supplies
6708245	3/28/2019	Amazon.com	Materials Juv	37.24	230-4230-2400-0000	Childrens Books
6708245	3/28/2019	Amazon.com	Processing Supplies	92.23	230-4230-3404-0000	Processing Fee
64255	3/29/2019	American Library Association	Supplies	36.78	230-4230-2101-0000	General Supplies
414872	3/29/2019	Lowell Center	Conference (Angie)	234.00	230-4230-3201-0000	Seminar/Conference Fees
			CREDIT CARD SUBTOTAL	\$ 749.50		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
5152019	5/15/2019	One23Events	2019 Fees First Half Payment (SPLF MR)	\$ 8,000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
			MANUAL PAYOUT SUBTOTAL	\$ 8,000.00		
			GRAND TOTAL	\$ 19,707.76		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 April 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–April 30, 2019.</p> <p><u>120 Funds – Capital Projects:</u> There were \$45,730.83 in capital expenditures for 2019. All expenditures were for the WCL/City IT Transition.</p> <p><u>230 Funds – Expenditures:</u> Operating - Personnel Services: Personnel expenditures totaled \$322,141.81 through April. If the pending year-end journal entries for 2018 compensation and 2019 insurance are incorporated (see below), estimated expenditures would be approximately \$282,600. With 7.6 pay periods through April, this is only slightly above our budgeted pace of \$278,000 and would be slightly under budget if the severance compensation payout to the retiring Librarian I were excluded.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entry corrections to remove compensation for days worked in 2018 but paid in 2019 (estimated at \$47,300). They will also add in health insurance pre-payments made in 2018 for the 2019 fiscal year (estimated at \$7,800). • <i>Pending Journal Entry:</i> \$8,921.52 was paid in severance compensation to the retiring Librarian I. At the close of 2019, City Finance will transfer additional monies from the general fund to offset this expense. <p>Operating - Supplies & Materials:</p> <ul style="list-style-type: none"> • The total collection budget for physical, database and e-materials is \$97,900. While more than \$35,000 in materials have been ordered through April from both city and supplemental funds, only \$13,675.09 has been paid out in city funds. Part of this is due to 2019 pre-payments for periodicals and subscriptions not reflecting in the 2019 totals yet (see below) and part of this is the natural lag time between ordering and invoicing for materials. • <i>Pending Journal Entry:</i> \$6,019.35 was pre-paid in December 2018 to Ebsco Publishing for the purchase of 2019 magazine and newspaper subscriptions. \$4,455.11 of this charge needs to be transferred from the 2018 230-000-1410-1000 prepaid account in 2018 to the 230-4230-2403-0000 periodicals account for 2019. The remaining \$1,564.24 was funded by a Foundation grant and needs to be transferred from the prepaid account to the Foundation account 232-4232-2113-0000. • <i>Pending Journal Entry:</i> \$499.20 was pre-paid in December 2018 to Recorded Books for the 2019 standing order plan for foreign films. This charge needs to be transferred from the 2018 230-000-1410-1000 prepaid account in 2018 to the 230-4230-2408-0000 film/video account for 2019. <p>Operating – Services and Charges:</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> \$20,624.67 was pre-paid in December 2018 to Bibliotheca for the 2019 maintenance agreement for self-checks, sorter, and RFID pads. This charge needs to be transferred from the 2018 230-000-1410-1000 prepaid account in 2018 to the 230-4230-3707-0000 maintenance agreement account for 2019. 	

Agenda Item Cover Sheet

BOARD MEETING DATE:
April 11, 2019

Agenda Item: 4c

Plant – Personnel Services: Personnel expenditures totaled \$39,728.49 through April. If the pending year-end journal entries for 2018 compensation and 2019 insurance are incorporated (see below), estimated expenditures would be approximately \$35,800. With 7.6 pay periods through April, this is slightly under the budgeted pace of \$38,500.

- *Pending Journal Entry:* Due to the fiscal year change, Finance will need to make journal entry corrections to remove compensation for days worked in 2018 but paid in 2019 (estimated at \$5,800). They will also add in health insurance pre-payments made in 2018 for the 2019 fiscal year (estimated at \$1,900).

Plant – Services and Charges: Plant services and charges as a group totaled \$24,600.36 through March. \$5,581.55 were for building repairs related to the January 30th heating incident. In April, a deductible reimbursement of \$1,000 was received for the June 2018 parking ramp incident and applied to building repair charges.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2019 April Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltd
 Printed: 6/5/2019 - 9:42 AM
 Period: 1 to 4, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 120	CAPITAL OUTLAY							
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	58,900.00	0.00	0.00	58,900.00	0.00	58,900.00	100.00
120-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5310-0000	C/O MIS Computer Equipment	41,100.00	45,730.83	45,730.83	-4,630.83	0.00	-4,630.83	0.00
	E25 Sub Totals:	100,000.00	45,730.83	45,730.83	54,269.17	0.00	54,269.17	54.27
	Expense Sub Totals:	100,000.00	45,730.83	45,730.83	54,269.17	0.00	54,269.17	54.27
	Dept 4230 Sub Totals:	100,000.00	45,730.83	45,730.83	54,269.17	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	45,730.83	45,730.83	54,269.17	0.00	54,269.17	54.27
	Fund 120 Sub Totals:	100,000.00	45,730.83	45,730.83	54,269.17	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	100,000.00	45,730.83	45,730.83	54,269.17	0.00	54,269.17	54.27
	Report Totals:	100,000.00	45,730.83	45,730.83	54,269.17	0.00		

General Ledger

Budget Status

User: kgoeltd
 Printed: 6/5/2019 - 9:21 AM
 Period: 1 to 4, 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	14,871.70	14,871.70	60,128.30	0.00	60,128.30	80.17
230-0000-3520-0100	Copier/Printer Sales	6,500.00	2,287.85	2,287.85	4,212.15	0.00	4,212.15	64.80
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	59.00	59.00	141.00	0.00	141.00	70.50
	R25 Sub Totals:	82,200.00	17,218.55	17,218.55	64,981.45	0.00	64,981.45	79.05
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	210.00	210.00	1,790.00	0.00	1,790.00	89.50
230-0000-3880-0030	Lost Materials	2,500.00	525.83	525.83	1,974.17	0.00	1,974.17	78.97
230-0000-3880-0040	Processing Fees	6,000.00	1,024.00	1,024.00	4,976.00	0.00	4,976.00	82.93
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	-5.19	-5.19	5.19	0.00	5.19	0.00
	R40 Sub Totals:	13,500.00	2,050.64	2,050.64	11,449.36	0.00	11,449.36	84.81
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

General Ledger

Budget Status

User: kgoeltd
 Printed: 6/5/2019 - 9:21 AM
 Period: 1 to 4, 2019



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	19,269.19	19,269.19	1,376,072.81	0.00	1,376,072.81	98.62
	Dept 0000 Sub Totals:	-1,395,342.00	-19,269.19	-19,269.19	-1,376,072.81	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	382,589.00	60,619.76	60,619.76	321,969.24	0.00	321,969.24	84.16
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	3,754.19	3,754.19	-3,754.19	0.00	-3,754.19	0.00
230-4230-1113-0000	Vacation Pay	0.00	11,439.34	11,439.34	-11,439.34	0.00	-11,439.34	0.00
230-4230-1200-0000	Part Time Salaries	353,636.00	176,277.42	176,277.42	177,358.58	0.00	177,358.58	50.15
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	17,607.01	17,607.01	37,609.99	0.00	37,609.99	68.11
230-4230-1420-0000	FICA/Medicare	56,321.00	19,077.40	19,077.40	37,243.60	0.00	37,243.60	66.13
230-4230-1500-0000	Hospital / Medical	100,192.00	23,037.54	23,037.54	77,154.46	0.00	77,154.46	77.01
230-4230-1520-0000	Dental Insurance	3,011.00	1,253.66	1,253.66	1,757.34	0.00	1,757.34	58.36
230-4230-1540-0000	Life Insurance	621.00	153.97	153.97	467.03	0.00	467.03	75.21
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	322,141.81	322,141.81	629,445.19	0.00	629,445.19	66.15
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	1,674.88	1,674.88	2,825.12	0.00	2,825.12	62.78
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	2,740.80	2,740.80	16,359.20	0.00	16,359.20	85.65
230-4230-2401-0000	Adult Books - Fiction	19,500.00	5,062.41	5,062.41	14,437.59	0.00	14,437.59	74.04
230-4230-2402-0000	Audio	14,000.00	75.97	75.97	13,924.03	0.00	13,924.03	99.46
230-4230-2403-0000	Periodicals	4,900.00	0.00	0.00	4,900.00	0.00	4,900.00	100.00
230-4230-2405-0000	Adult Books - Non Fiction	18,500.00	1,725.54	1,725.54	16,774.46	0.00	16,774.46	90.67
230-4230-2406-0000	Teen Books - Materials	5,000.00	1,508.62	1,508.62	3,491.38	0.00	3,491.38	69.83

General Ledger

Budget Status

User: kgoeltl
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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	213.84	213.84	7,286.16	0.00	7,286.16	97.15
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	0.00	0.00	400.00	0.00	400.00	100.00
	E10 Sub Totals:	106,859.00	15,466.74	15,466.74	91,392.26	0.00	91,392.26	85.53
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	17,122.00	2,799.48	2,799.48	14,322.52	0.00	14,322.52	83.65
230-4230-3099-0000	Other Professional Services	11,250.00	0.00	0.00	11,250.00	0.00	11,250.00	100.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	555.73	555.73	944.27	0.00	944.27	62.95
230-4230-3200-0000	Mileage	400.00	293.48	293.48	106.52	0.00	106.52	26.63
230-4230-3201-0000	Seminar/Conference Fees	3,000.00	781.17	781.17	2,218.83	0.00	2,218.83	73.96
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,000.00	645.17	645.17	1,354.83	0.00	1,354.83	67.74
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	1,258.80	1,258.80	12,741.20	0.00	12,741.20	91.01
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	1,081.17	1,081.17	21,418.83	0.00	21,418.83	95.19
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	0.00	0.00	400.00	0.00	400.00	100.00
	E15 Sub Totals:	74,368.00	7,415.00	7,415.00	66,953.00	0.00	66,953.00	90.03
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	307.74	307.74	1,692.26	0.00	1,692.26	84.61
	E20 Sub Totals:	3,825.00	607.74	607.74	3,217.26	0.00	3,217.26	84.11
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

General Ledger

Budget Status

User: kgoeltd
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 Period: 1 to 4, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Expense Sub Totals:		1,136,639.00	345,631.29	345,631.29	791,007.71	0.00	791,007.71	69.59
Dept 230-4231		1,136,639.00	345,631.29	345,631.29	791,007.71	0.00		
E05	LIBRARY PLANT PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	59,653.00	17,170.44	17,170.44	42,482.56	0.00	42,482.56	71.22
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	2,445.08	2,445.08	-2,445.08	0.00	-2,445.08	0.00
230-4231-1200-0000	Part Time Salaries	33,655.00	7,878.61	7,878.61	25,776.39	0.00	25,776.39	76.59
230-4231-1410-0000	PERA	6,678.00	1,996.01	1,996.01	4,681.99	0.00	4,681.99	70.11
230-4231-1420-0000	FICA/Medicare	7,138.00	1,850.81	1,850.81	5,287.19	0.00	5,287.19	74.07
230-4231-1500-0000	Hospital / Medical	23,793.00	7,404.26	7,404.26	16,388.74	0.00	16,388.74	68.88
230-4231-1520-0000	Dental Insurance	758.00	251.10	251.10	506.90	0.00	506.90	66.87
230-4231-1540-0000	Life Insurance	116.00	28.55	28.55	87.45	0.00	87.45	75.39
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	39,728.49	39,728.49	92,062.51	0.00	92,062.51	69.85
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	129.13	129.13	870.87	0.00	870.87	87.09
230-4231-2102-0000	Janitorial Supplies	3,500.00	1,060.71	1,060.71	2,439.29	0.00	2,439.29	69.69
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	2,119.84	2,119.84	4,680.16	0.00	4,680.16	68.83
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	745.00	745.00	255.00	0.00	255.00	25.50
230-4231-3101-0000	Telephone	1,700.00	277.00	277.00	1,423.00	0.00	1,423.00	83.71
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	7,356.83	7,356.83	34,643.17	0.00	34,643.17	82.48
230-4231-3601-0000	Natural Gas	12,000.00	6,182.62	6,182.62	5,817.38	0.00	5,817.38	48.48
230-4231-3703-0000	Building Repair Charges	20,000.00	5,732.05	5,732.05	14,267.95	0.00	14,267.95	71.34
230-4231-3707-0000	Maintenance Agreements	10,200.00	4,306.86	4,306.86	5,893.14	0.00	5,893.14	57.78
E15 Sub Totals:		118,511.00	24,600.36	24,600.36	93,910.64	0.00	93,910.64	79.24

General Ledger

Budget Status

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	227.92	227.92	872.08	0.00	872.08	79.28
	E20 Sub Totals:	1,100.00	227.92	227.92	872.08	0.00	872.08	79.28
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	66,676.61	66,676.61	191,525.39	0.00	191,525.39	74.18
	Dept 4231 Sub Totals:	258,202.00	66,676.61	66,676.61	191,525.39	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,395,342.00	19,269.19	19,269.19	1,376,072.81	0.00	1,376,072.81	98.62
	Fund Expense Sub Totals:	1,394,841.00	412,307.90	412,307.90	982,533.10	0.00	982,533.10	70.44
	Fund 230 Sub Totals:	-501.00	393,038.71	393,038.71	-393,539.71	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:	
BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details


AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator	
OWNER: Troendle, Library Director	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:</p> <p>One23 Events officially started managing private events at the library on June 1, with two events scheduled that weekend. Outgoing Venue Coordinator Sandy Ellis was present at the June 1 event, which helped with the transition. Two event prep workers from 2018 have also been hired by One23 to assist in a similar capacity this year. Library staff and Ellis were busy preparing for the transition during the last three weeks of May, putting together documentation and making sure One23 had everything needed prior to June 1.</p> <p>Ellis provided contact information of neighbors who've previously expressed an interest in being kept apprised of wedding-type events to Judd Sather, the owner of One23 Events. Sather contacted these neighbors prior to June 1 to inform them that One23 was assuming management of events, plus he provided brief information about the company and their awareness of past issues (e.g., noise and parking), and his interest in holding clients accountable for their guests' actions on library property. In a separate communication, Sather also provided a cell phone number for these neighbors to call if they needed to convey any immediate concerns to One23 staff during an event. One neighbor did express concerns about parking issues in the brick alley to which One23 responded. In the last email communication, this neighbor thanked Sather for the "for the quick response and explanation" and added, "We'll get it all figured out, it will just take some time." We appreciate the willingness of both neighbors and One23 Events to find solutions that work for everyone.</p> <p>On June 6, staff met with One23 Events staff to review the past weekend and listen to ideas for changes. One idea presented by One23 was to gauge our interest in lowering each price tier by \$500 and having the terrace primarily be a venue for ceremonies, and even multiple ceremonies on the same day, which is a concept based on other models. While library administration is open to exploring proposals, cost projections need to be recalculated and analyzed to determine the potential impact on operating revenue, and share this information with the Finance Committee as the 2020 operating budget continues to be refined.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Boards & Commissions Training	
OWNER: Bell, President	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: On June 6, 2019, City Attorney Kori Land conducted a training for city boards and commissions on conduct of meetings, conflicts of interest, social media and the data practices act. Attached is the slideshow presentation from the training.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Boards & Commissions Training Presentation	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/ Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



Boards & Commissions Training

Presented by
Kori Land, City Attorney
June 6, 2019
Stillwater, MN

AGENDA

ALL

- > Open Meeting Law
- > Meetings
- > Conflicts of Interest

Heritage Preservation Commission & Planning Commission

- > All things Planning

OPEN MEETING LAW



Open Meeting Law

Open Meeting Law
General Rule (Minn. Stat. §13D.01):

All meetings are open to the public.

Open Meeting Law

“Meetings” (Not defined in the Open Meeting Law)


Defined in case law:

- A quorum of the body;
- Discusses, decides, or receives information as a group; and
- Information is related to official business

Open Meeting Law

Inside the room meetings

- Notice of the date, time, location is posted



Open Meeting Law

- Outside the room meetings
- Email
- Social Media



Open Meeting Law

Email

- Too many members involved results in a quorum;
- Message is received by the group;
- Message contains information related to official business.

Open Meeting Law

IPAD Opinion 09-020

- Background:
 - Metro Gang Strike Force (MGSF) was operated by a Joint Powers Board that consisted of 13 Board members made up of law enforcement agencies around the metro area (Mpls., St. Paul, Ramsey County, Henn. County, Brooklyn Park, etc.) with the goal of addressing gangs and gang violence

Open Meeting Law

7 of the Board members interacted by email on a subject by hitting "Reply All"

Open Meeting Law

Question Presented:

Did members of the Advisory Board for the Strike Force comply with the Open Meeting Law when they exchanged certain email messages relating to the activities of the Strike Force?

Open Meeting Law

IPAD decided:

- A quorum of the Board expressed an opinion about the matter (7 of 13 responded)
- The matter was discussed and received by the group (all were sent the email)
- The matter was characterized as "a matter of high importance" in the emails (official business)

Open Meeting Law

Lessons Learned:

- Email should be used:
 - To receive information from the City (one-way communication)
 - Between 2 members of the public body only, without forwarding or copying other members of the public body

Open Meeting Law

- Social Media
 - Facebook
 - Twitter
 - LinkedIn

Open Meeting Law

- You are violating the OML if:
 - You are friends on FB with a quorum of PC members; or
 - You are followed on Twitter by a quorum of PC members; or
 - You are "linked in" with a quorum of PC members; and
 - You discuss, post, or opine about any official business that will come before you at the PC

Open Meeting Law

Open Meeting Law Exception: Minn. Stat. §13D.065:

The use of social media by members of a public body does not violate this chapter so long as the social media use is limited to exchanges with all members of the general public. For purposes of this section, e-mail is not considered a type of social media.

Open Meeting Law

Interpretation:

If you have a FB page and you do not block anyone, you can converse with a quorum of the public body on your FB page. If you do not have a totally publicly accessible page, you cannot converse with a quorum.

Open Meeting Law


- If you have a FB page, it is a public forum, blocking anyone = Free Speech Violation

Open Meeting Law


Penalties

- \$300 for each occurrence & attorney's fees (up to \$13,000)
- Removal from office for 3 or more violations
- Public humiliation

YOUR Meetings

- ▶ Roberts Rules of Order
 - ▶ Open Subject Matter
 - ▶ Planner's Overview
 - ▶ Invitation to Applicant
 - ▶ Open Public Hearing
 - ▶ Close Public Hearing
 - ▶ Motion
 - ▶ Further Discussion
 - ▶ Vote
- 

Meetings

- ▶ Roberts Rules of Order
 - ▶ Open Subject Matter
 - ▶ Planner's Overview
 - ▶ Invitation to Applicant
 - ▶ Open Public Hearing
 - ▶ Close Public Hearing
 - ▶ Motion
 - ▶ Further Discussion
 - ▶ Vote
- 

Meetings

Sometimes...

- ▶ Get caught in the weeds
- ▶ Focus on things outside your scope and authority
- ▶ Want more information than what is available at the meeting
- ▶ You disagree with each other

Meetings

Sometimes...

- ▶ Get caught in the weeds
 - ▶ Focus too much on the details of the application and not the bigger picture

Meetings

Sometimes...

- ▶ Focus on things outside your scope and authority
 - ▶ Business plans are not within your scope or authority
 - ▶ Interior of the building is off-limits
 - ▶ Exterior of the building is appropriate to a point. Be reasonable.
- ▶ Cost of doing business is not your concern

Meetings

Sometimes...

- ▶ Want more information than what is available at the meeting and are tempted to look it up on the Internet

Is that a good idea?

Meetings

No.

- ▶ The information on the Internet is not always reliable
- ▶ You may be misinterpreting the information you find
- ▶ You are not paying attention to the PH if you are on your own fact-finding mission (and are distracting to those around you)
- ▶ You are blind-siding staff with new and potentially conflicting data, which does not give them time to thoughtfully respond (aka "stump the planner")

We don't do math at the table.

Meetings

If you absolutely need more information in order to make a decision:

- ▶ Continue the hearing and ask Staff to find out the answers

Meetings

Chair of the meeting has the duty to control the meeting.

- ▶ Can redirect the discussion if thinks it is outside the scope
- ▶ Can call for a motion or the question when issues are getting belabored



Conflicts of Interest

You cannot have a direct or indirect personal or financial interest in any matter upon which you can make a decision.



Conflicts of Interest

Examples:

- ▶ Re-zoning includes your property
- ▶ Applicant is a client of your business
- ▶ Your neighbor applies for a variance
- ▶ Ordinance amendment impacts your property/business

Conflicts of Interest

What should you do if you have a conflict?

1. Disclose the conflict
2. Do not participate in the discussion or the vote
3. Leave the room during the discussion and vote

GIFTS



Gifts

General Rule:

City Officials cannot accept gifts from interested persons.

Gifts

- > *City Official* = Elected or Appointed officer
 - > PC is an appointed body
- > *Gift* = Money, personal property, real property, service, loan, forgiveness of debt
- > *Interested Person* = Anyone living or doing business in the City who is or could be impacted by a decision you make

Gifts

- ▶ No cars, boats, ATVs
- ▶ No trips
- ▶ No Timeshares
- ▶ No Gift Baskets at Christmas
- ▶ No Free Meals
- ▶ Nothing over \$5 in value

Coffee is fine.

THANK YOU

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2020 Budget Request Planning</p>	
<p>OWNER: Facilities Committee Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager</p>	<p>PRESENTER: Mark Troendle, Director</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: Capital Request: At the May meeting, the Facilities Committee was given the authority to continue work on the capital budget and to approve the 2020-2024 Capital Improvement Plan and 2020 Capital Outlay request. Last year, this request was due to the City on May 25, 2018. No capital budget worksheets or official timelines have been provided by the city to date. The Facilities Committee met on June 5, with minutes from that meeting included elsewhere in this packet. City IT is working with vendors to update technology costs for the 2020 capital budget and five-year CIP. Budget figures are expected to be available by June 19, and the committee is planning to meet again before the July board meeting. Operating Request: Troendle and Goeltl consulted with the Finance Committee regarding a preliminary plan for the 2020 operating budget request. The budget’s line items were reviewed to determine appropriate adjustments for the upcoming year. Following are key points regarding the 2020 budget: <ul style="list-style-type: none"> • Library-Generated Revenue: Projects a 40.4% increase in library-generated revenue, primarily due to a \$38,000 increase in wedding/special event revenue. This increase will be offset by an expenditure increase of \$37,750 in professional services paid to One23 events. Net wedding income is budgeted to remain flat at \$75,000. • Personnel: Projects a 5.2% increase in personnel costs associated with step increases on the class compensation grid, a wage adjustment, projected medical/dental insurance increases, and pay rate adjustments for shelvers and subs. It also includes an increase from 20% in 2019 to 30% in 2020 of total costs and benefits of the City’s IT tech position per the IT service agreement. The budget includes the cost of half of Sundays in 2020. • Collections: Projects a 0% increase in collections expenditures using city funds. While the collection budget remains flat, the use of supplemental funds and grant requests to help augment materials is recommended. • Operating Services & Charges: Projects a 259% increase in professional services expenses due to \$37,750 payable for event management services. In prior years, the Foundation directly paid for the Venue Coordinator. In 2020, wedding revenues are projected to be high enough to fund event management without grants. </p>	

- Building/Plant: Projects a 3% increase in building services and charges based on rising maintenance agreement rates and increases in both quantity and cost of building repairs as the 2006 renovation will be 14 years old.
- Transfer In – General Fund: Based on these projections, the total Transfer In – General Fund request for operations and plant would be \$1,343,678, which is a 4.7% increase from our initially approved 2019 budget (\$1,283,856) and a 3.4% increase from our adjusted budget for the IT transition of \$1,299,642.

The above projections are a depiction of what it takes to run the library, the building and its operations with staffing at the 2019 structure. It does not incorporate changes in services or the staffing model for 2020. The following recommendations are additions to the budget over the initial projections:

1. Move grant-funded YS Programming Assistant to city: Over the past three years, gifts and grants have been used to fund a youth services position to enhance programs and service offerings to youth, specifically teens. Instead of funding this position through supplemental funds, it is recommended that the position is funded by the library at 12 hours/week for a total cost of \$14,952.
2. Add custodial hours on open Sundays: When Sunday Hours were added as a library service, hours for janitorial service were not budgeted. To maintain an environment that is clean, safe and comfortable for library patrons and employees, custodial hours are needed on Sundays throughout the school year. The cost of staffing 4 hours on open Sundays is projected at \$3,186, with a requested split of \$1,593 between the city and the Foundation as part of the Sunday Hours grant.
3. Increase Collections: Collection expenditures as part of the city budget have remained flat for the past few years. Recommend increasing expenditures by \$4,050, or 5% in the areas of juvenile, teen, adult fiction and nonfiction, audio and video.

These proposed changes would increase the total expenditures by \$20,595 with a Transfer-In General Fund request of \$1,364,273. This is 6.3% over the 2019 initially approved budget and 5% over the adjusted budget.

Supplemental Funds

The projections also plan for the use of supplemental funds and grant requests to augment the 2020 budget. The budget includes continued Foundation funding of the volunteer coordinator and half of Sundays in 2020 at a total of \$30,100. The budget also looks to the Foundation, Friends and the library's supplemental funds from Lawson, Stillwater Township and other sources to provide funding for programming and increased funds for collections.

As the library has only three full-time positions, increases in selected areas to enhance the level of service and oversight provided were considered and will continue to be evaluated; however, an incremental approach is being recommended at this time with respect to staffing. The library proposes to first shore up the areas described above and then make the case for additional needs in the following year.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Process	
OWNER: Executive Committee	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: As we are nearing the end of the first year of experience with the new director’s evaluation process, it is time for an evaluation. Please consider the following as well as any other aspects you may wish to discuss. <ul style="list-style-type: none"> • Number and frequency of progress reviews • Amount and quality of board feedback • Opportunity for board input • Changes in the process, instructions, annual review or progress report forms, rating scale used for annual review • Overall satisfaction with the evaluation process 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Major Accomplishments

- Successfully transitioned event management services over to One23 Events. As part of this process, building tours, client contracts, storage areas, and procedural documents were provided. For instance, the Business and Communications Manager created a comprehensive new closing procedures checklist for their use. Outgoing Venue Coordinator Sandy Ellis provided valuable, commendable assistance throughout this process.
- Met with the City Administrator and Finance Director to review the status of 2019 capital projects. These meetings were scheduled with all department heads before going out to market.
- The IT services agreement in last month's board packet was formally approved at the May 21 City Council meeting. A councilmember commented how pleased he was with the collaboration between the city and library on this project.
- Drafted and sent a letter to MELSA certifying the city's level of financial support for the 2018 calendar year. Library systems then provide this documentation on behalf of their respective libraries to the Minnesota Department of Education to verify that funding entities meet maintenance of effort requirements under state statute.
- Repair of the pergola was completed on May 16 with the installation of custom-made metal flashing to protect the top of each column. Maintenance Worker Marvin Henry also installed the awning panels to provide additional shade.
- Participated in the city's interview process as they search for a new Assistant Finance Director.
- Contacted and met with vendors to solicit estimates for future capital projects, including getting bird deterrence recommendations for the parking ramp.
- The Business and Communications Manager and I hired one new substitute custodian and are in the process of completing the hiring process for a second substitute.
- A new U.S. flag was hoisted. The previous flag was fading and starting to fray around the edges. We purchased this out of unspent 2018 operating funds toward the end of last year, but waited to fly it until the weather improved.

Heads-Up

- The status of the Kinder Morgan Foundation application seeking funds to help pay for structural repairs to attic trusses will be known by the end of June.
- The city's insurance work group reconvened in May and has multiple meetings scheduled throughout the year to work on this complex issue. The library is represented on this committee.
- Met with a potential donor to discuss funding needs.

Near-Term Future Focus

- Continued work on the 2020 operating and capital budgets, plus the 5-year CIP projections.
- Continued effort developing a work plan related to the strategic plan's goals and strategies.
- Gather more information to enable a recommendation to be made regarding the reallocation of unspent pergola funds for other potential capital projects yet this year.
- Complete recruitment process to hire an 18-hour per week Information Services Associate.
- Review policies and recommend updates for board consideration.
- City IT will coordinate with the library on a plan to replace staff computers.
- Installation of a hearing loop in the children's storytime room.
- Update stenciling/signage on exterior doors.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

May Programs

- Artist reception for Rita Zawislak-Brandt on May 9th had 23 attendees.
- Mystery Book Club had 11 readers.

Circulation

- Circulation has been busy with the start of summer vacation and implementing a new registration system with Washington County and Bayport. The new registration procedures will improve our service to patrons by broadening accessibility to materials and services, but required any number of steps, including: setting up a new barcode printer, creating a new welcome letter and redesigning a special temporary card for users that need an additional step for the full library card.

Collection

- Aurora, Keri and Deb continued to troubleshoot issues with duplicate records for DVDs from Midwest Tape.

Personnel

- Kelsey Shulson will move from a regular position to a substitute role because of an external job change that allowed for less flexibility in the hours she was available to work for Stillwater. We are glad to continue to have her on board.
- The hunt for a new Information Associate began with an internal union posting in May.

Programs

- Sue and Karen worked diligently to update the Adult Summer Reading program with a new look for 2019. The program has grown dramatically in the years it's been offered and it's great to continue to revise it for more interest. One of the more stunning things they worked on was a display of hanging books. A picture of that display is on the following page. The novel installation draws attention to the theme of the reading program "Be Novel: Read".

Technology

- City IT moved the Wi-Fi network to their control. The new Wi-Fi network requires a password and requires much less prompting to reconnect or stay connected as people move throughout the building.
- Wireless printing, from an app, website, or email was rolled out. Aurora created instructions for patrons to take home. Staff hopes this results in many fewer "printing" issues that originate in patrons not remembering their Gmail password.

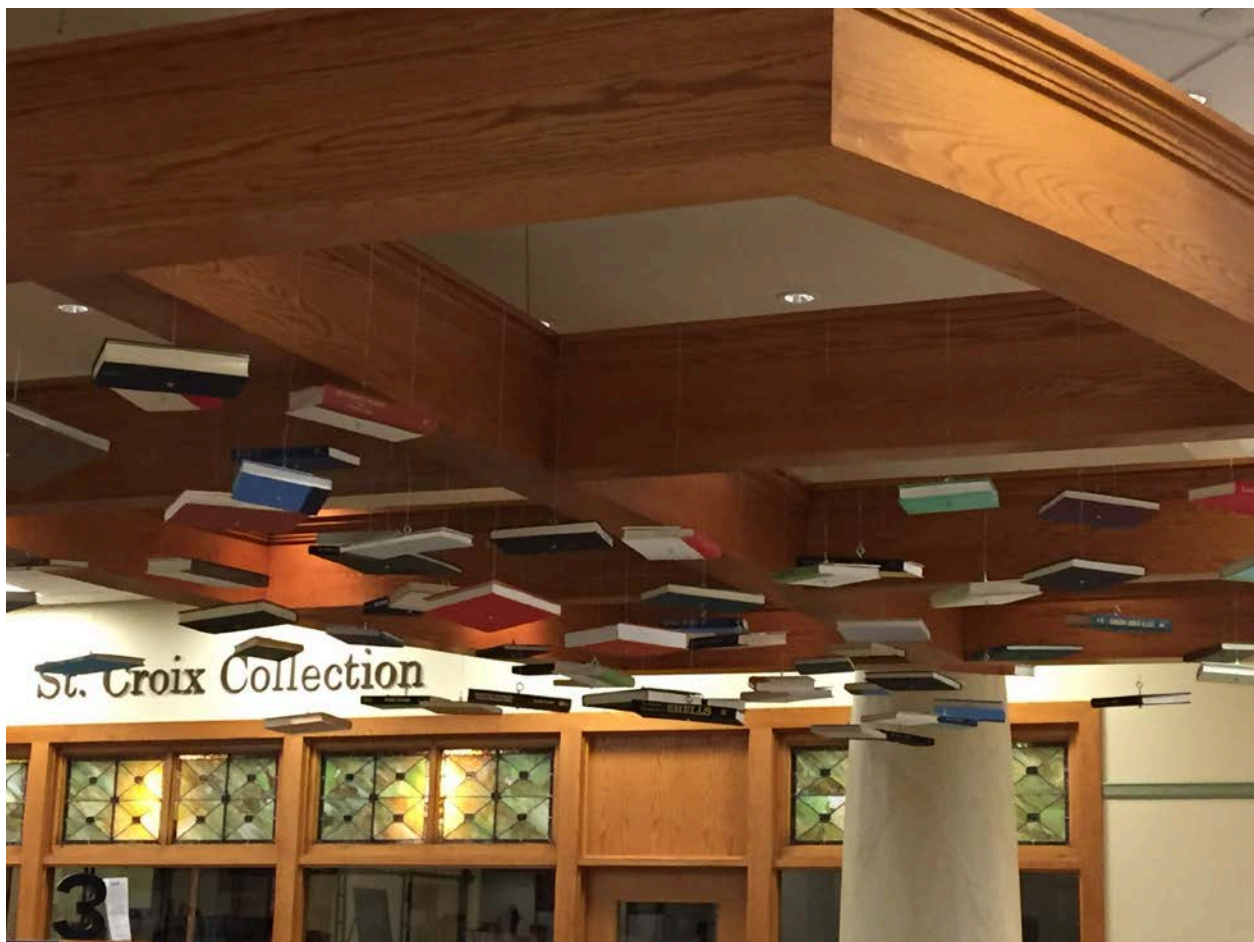
Reference

- Colleen created a guide for staff and patrons on using faxZERO, an online fax program, so that the library can offer some fax services instead of needing to refer patrons to other places in town.

- The title we got the most calls about in May? *Saga of the Stillwater Lift Bridge*. We had a number of people especially looking to buy the title, but it was only available through the state's online book store.
- One of the reference staff members wanted to note a specific site this month. As she was closing, she noticed a few high school students clustered around the terrace, laptops out, as they completed homework. We always appreciate when we catch patrons enjoying the library space as much as staff does, especially from the demographics not as closely associated with physical library presence.

Upcoming:

- Concert on the Terrace with Ann Reed on June 13th.
- Boro Craft Program on June 22nd.
- Mystery Book Club on June 26th.



Report from the Youth Services Supervisor, Angela Petrie

Children's and Teen Services

Youth and Family Programming, Collection Development, Outreach

May Programs

- *Storytime* – 408 people attended 9 Storytime sessions
- *Head Start Storytime* – attended by 18
- *Kids Learn about Gardening* – 13 people attended
- *Paws to Read* – 6 readers came to 2 session with Bella the Golden Retriever
- *Art Cart* – 94 kids and caregivers attended 4 themed sessions
- *Scavenger Hunt* – 144 hunted for pets
- *Book Buddies* – 2 young readers heard “Flat Stanley” read by two TAB Members
- *TAB Meeting* – All 8 active members came to the last meeting of the year, a celebration
- *Lego Build* – 16 people attended a single session
- *Teen Budgeting Basics* – 4 people attended a session sponsored by Wells Fargo - During the presentation teens learned some best practices when managing money, setting goals to save or spend, and healthy ideas to reach those goals.

Outreach

- May is Elementary School Visit Month. Colleen visited third grade classrooms that fall within the City of Stillwater boundaries including: Rutherford, Stonebridge, Lily Lake, St. Croix Preparatory Academy, St. Croix Catholic School, and New Heights School. **Colleen gave 13 talks for 408 students.** She developed a slide presentation and song about books and library resources to get the students excited about the Summer Reading Program.
- Colleen attended the Head Start graduation and was recognized on behalf of the library staff.

Partnerships

- Paula Hemer and Jessie Tastad with the Trillium Garden Club offered a gardening class for kids and their adults on a beautiful Saturday morning on the terrace. Each young gardener left with a planted seed and a book.
- Colleen arranged to read to children and caregivers August 24 on the Storytime Trolley in conjunction with Valley Bookseller.
- Colleen cohosted the Power Up Storytime with carrot mascot CHOMP! This is a partnership with the Health Partners Power Up initiative to help encourage eating more fruits and vegetables and being active.
- Angie has been working with Jill Smith, Bayport Library Director, to get better acquainted with the workings of OCLC in order to get some materials added to the catalog.
- Angie and Netanya visited with Amy Oelkers, Teen Librarian at the Oakdale Branch of Washington County Library. Angie facilitated this introduction to offer another perspective on teen services since Netanya is new to public librarianship. Amy offered several programming ideas, helpful tips, and advice when it comes to serving teens at the library and offered her help in the future.

PR

- Staff has been encouraging parents and caregivers to sign up for the newsletter as a good way to stay informed about the many different library programs and resources.

- The SPLF bookmarks that list “Light a Spark” donors and library programs on the flip side were distributed to area schools.

Professional Development

- Angie led the MLA Public Library Division’s Conference after the date was postponed due to snow. Evaluations and feedback from the larger library community have been positive.
- Angie attends monthly Minnesota Library Association Board of Directors meetings as the PLD representative. A new strategic plan implementation is underway and it’s interesting to learn about the association from another perspective.
- Colleen attended the Coding Cohort video conference call.
- Colleen attended the Washington County Youth Services Staff meeting.

Youth Spaces

- Angie has been researching [Anji Play](#), a new educational practice for kindergarteners in China based on the fundamentals of true, self-structured, play with caregivers observing and both child and adult reflecting on the interpretation of the play through talking, drawing, and/or writing. There have been three years of Anji Play programming at the Madison Public Library and Angie is talking with the librarian who has been instrumental in the development.
- Colleen and Sue created a concept for the windows of the storytime room and were able to implement the first window concept: Summer Events 2019, an additional opportunity to grab attention and promote library programs.
- Colleen decorated the Children’s Library for the *Summer Reading Program Kick Off*. The “It’s Showtime” theme inspired the stars hanging between the columns wrapped with “film”. Children will add a star with their name to a display of “All Star Readers”.
- Netanya set up a new book display in the Teen Library, *Stories That Go Bump in the Night*, YA Thrillers featuring Female Protagonists.
- Netanya has been regularly posting to the library’s Instagram account, with about 3 posts going up a week. Social media is considered an extension of youth spaces in a digital format because it highlights displays and programs of interest to teens. It offers another method of interaction for teens to meet them at their comfort level.

Upcoming Single Date Youth Programs

- Teen Bingo Night
- WonderWeavers present: Stories Alive!
- Mad Science presents: Earthworks
- Movie Day: Night at the Museum
- Aztec Sun Drawings with WBCA
- Play & Learn: Tape Town
- Dog Man Book Party



Three of our eldest TAB members at the last gathering of the year. Three members are graduating. Aleia, Sydney, Abby (L to R)



TAB Members at last meeting



Ms. Colleen with one of 13 classes she visited getting kids excited about the library summer reading program



Young gardeners planting their seeds



Another LEGO creation heading to the display case – each designer has the option to name their creation



Ms. Colleen with the CHOMP Mascot!

Dear Angie,
Where do I even begin? Thank you for starting the TAB. For bringing together a group of kids ranging from sixth to twelfth grade with an even more diverse range of interests- but we all shared a love of the library and reading. Thank you for investing in me over the years and giving me so many opportunities to learn and grow and serve. You have truly given me such a great appreciation for the local library and all the incredible ways it provides opportunities and brings the community together. Your passion for what you do inspires me. I appreciate your dedication to the TAB as it's morphed and changed through the years. No library will ever compare to Stillwater Public Library, and no librarian will ever compare to you. Love, Abby

Letter from Abby, an original TAB Member who is graduating



Friends of the Stillwater Public Library

April 8, 2019 | 6:30 pm CT | Meeting location: Conference Room -Stillwater Public Library

Meeting Friends of the Library

Meeting called by Mary Ann Sandeen

Facilitator Gemma Lockrem

Secretary Tracy Salvati

Attendees:

Gemma Lockrem , Lyndon Lockrem, Mary Ann Sandeen, Tracy Salvati, Mark Troendle, Vik Wilson, Nancy Wilson, Lynne LeTart, Ed Fagerlund, Joan Philen, Ruth Ranum

Jan Kilkelly will not be at this meeting

Agenda

Friends of the Stillwater Public Library Meeting:

Monday, April 8, 2019

Location: Conference Room

Time: 6:30 p.m.

Friends of the Stillwater Public Library April 8, 2019 Agenda

1. Call meeting to order....Mary Ann Sandeen
2. Secretary's Report....Tracy Salvati
3. Treasurer's Report....Mary Ann Sandeen
4. Membership Report....Gemma Lockrem
5. Other....Recap Donation Day and discuss next Donation Day, as well as preparation and plans for sale....All
6. Update....Mark Troendle
7. Adjourn

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary's report Tracy Salvati**
 - March. 11, 2019 Minutes approved
- **Treasurer's report Jan Kilkelly**
 - Balance March 31, 2019
 - \$20,231.71
- **Membership report Gemma Lockrem**
 - 86 memberships

Topics:

➤ **Book Sale**

- April 6 and April 13 – Collection dates
- April 24 STS (Wed a.m.) – April 25 (Thurs) 10:15am – 7:30 pm – April 26 (Fri) 10:15 am – 4:30 pm - April 27 (Sat) 10:15 am – 4:30pm – Sale
- April 28 – STS 9:30 am – Mark will open doors

- **Collection: Sat. April 6th**
 - Lots of great book donations on Saturday. Thank you to all the volunteers: Kim, Lynne L, Jim L, Dave D, Emma Q, Sydney, Mary Ann S, Tracy S, Sydney, Mary Pat, Don

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

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

Update: Mark Troendle:

- April 2019 Calendar distributed
- Author - Mike Osterholm will be speaking at the library on Thurs. April 25th
 - This program is part of the NEA Big Read in the St. Croix Valley
- Ivy club has volunteered to maintain plants on the grounds
- Trellis will be replaced in early May

Meeting Adjourn: All

*****Next meeting Monday, May 13, 2019**

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

Period:	4/1/2019 - <u>4/30/2019</u>	Year-to-Date <u>4/30/2019</u>
Opening Balance	\$ 20,231.71	\$ 31,831.86
Receipts:		
Memberships	\$ 910.00	\$ 1,330.00
Donations	\$ 548.00	\$ 589.55
Book Sales	\$ 4,894.60	\$ 5,727.60
Scanner Fees	\$ 140.00	\$ 140.00
Book Bags	\$ 60.00	\$ 75.00
T-Shirts		\$ -
Notes, Cards		\$ -
<hr/>		
Total Receipts	\$ 6,552.60	\$ 7,862.15
Disbursements:		
Grants to Library		\$ 12,000.00
Sponsorships		\$ -
Memberships		\$ 25.00
Postage		\$ 90.00
Printing & Supplies		\$ 134.70
Sales Tax		\$ 660.00
Fees		\$ -
Misc.		\$ -
<hr/>		
Total Disbursements	\$ -	\$ 12,909.70
Ending Balance	\$ 26,784.31	\$ 26,784.31

Outstanding Grants Due to Library:

Book Sale Nov. 2015	\$0.00
Book Sale Nov. 2016	\$0.00
Book Sale Nov. 2017	\$0.00
Book Sale Nov. 2018	\$137.07
Book Sale Nov. 2019	
	<hr/> \$137.07

Other:

Book Sale Apr. 2015	\$961.50
Book Sale Apr. 2016	\$2,982.50
Book Sale Apr. 2017	\$2,807.00
Book Sale Apr. 2018	\$3,765.85
Book Sale Apr. 2019	\$4,519.60
	<hr/> \$15,036.45

STILLWATER PUBLIC LIBRARY FOUNDATION

BOARD MINUTES

Corrected April 26, 2019

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

1. Welcome - President Ann Wolff called the meeting to order at 9:00 a.m.
Members introduced themselves and shared a word to describe the library that Amber could use in her presentation for Love of the Library.
2. Secretary's Report:
 - a. ACTION ITEM: Corrections to the March minutes were identified.
Motion to approve corrected minutes – Shawn, 2nd by Ann B. – Unanimously approved as corrected.
3. Library Director's Report – Mark
 - a. The staff and volunteers appreciated the notes Board members sent them in April.
 - b. He distributed the newly completed SPL Board of Trustees 2019-2020 Strategic Plan.
 - c. The trellis on the terrace is being repaired/reconstructed.
 - d. The Ivy Club- a local garden club- will maintain plants on the library grounds and terrace throughout the summer. (Nan Tate is the president of the group)
 - e. The Friends April Used Book Sale is being held April 25-27.
 - f. The Youth Services Programming position has been filled by Natanya Rodin who starts working April 29 and will continue through the end of December, 2019.
 - g. There are two new staff members: Kelsey Chilson, at the public service desk, and substitute, Marion Gill.
 - h. The library is accepting applications for substitute custodians.
 - i. The Trustees soon plan to sign a contract with One23 Events to assume the venue coordinator's responsibilities.
4. Executive Director's Report – Elaine
 - a. Foundation Manager Position – There have been four inquiries about the position. Elaine interviewed three applicants, and has two candidates scheduled for interviews with executive committee members Ann, Roger, and Jean on Friday, May 3.
5. Finance Committee – Dustin
 - a. Roger is joining this committee.
 - b. Review of monthly financials show that the Foundation is in a good financial position. Elaine has helped obtain several new grants. Work is being done to spend down donor-restricted funds.
 - c. ACTION ITEM: Merilee made a motion to release \$5,000 from the designated gift in memory of David Ruch, former SPL President, for use in transition of the venue coordinator to One23 Events. The motion was seconded by Sandy and unanimously approved.
The Venue Coordinator's responsibility is projected to become a self-funding \$24,000 position. It is estimated that event earnings for 2019 will be \$75,000.
6. Governance Committee – No Report

7. Marketing Committee – Ann W.
 - a. Letter to the Editor and article were submitted to the Gazette.
 - b. A reporter from the Lowdown will attend the Love of the Library event.

8. Events Committee – Ann W.
 - a. For the Love of the Library
 - ~~Sponsorship deadline for inclusion on bookmark and banner is May 1~~
 - General overview of the evening/program was discussed
 - Shawn will provide pens from FSB
 - Board members should review the list of attendees
 - Board members will have table assignments for the event
 - SPLF members, SPF trustees, and Friends have contributed/pledged approximately \$10,000
 - b. Light a Spark – Merilee
 - Sponsorship deadline for inclusion on bookmark is May 1
 - There will be no cakewalk this year – other engaging activities will be introduced
 - Meeting has been held with caterer
 - Roger is arranging with National Guard members to post and retire the colors

9. Standing Agenda Items
 - a. Opportunities at the library – Join the Friends group

10. Other
 - a. SPL Publications to be acquainted with:
 - SPL online newsletter – “Shelf Life”
 - Library Shelf-Life Print “Shelf Life” that is distributed in a city mailing
 - Brochures: History of SPL, Calendars, Art Tour of SPL
 - b. Big Read – Mike Osterholm presentation about current health concerns was very well attended
 - c. Erik described the new SPLF Board mailing list has one address to simultaneously reach all current board members - board@stillwaterlibraryfoundation.org

The meeting adjourned at 10:30 a.m.

Respectfully submitted,
Jean Morse, Secretary

E-MAILS FOR APRIL '19 MEETING

DATE	SENDER(S)	SUBJECT
3/29	Elaine	LOL Event List
4/6	Ann W.	Important to Know & to Do
4/7	Jean	SPLF March Meeting Minutes
4/11	Merilee	Light a Spark Update
4/16	Elaine	Position Description
4/19	Ann W.	For You to Do, Hopefully this Weekend
4/23	Elaine	April Board Meeting Packet
4/25	Ann W.	Change of Meeting Place

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



April board packet.pdf 

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Lockyear, Trustee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: BACKGROUND/CONTEXT: Facilities Committee Report from June 5, 2019 Major discussion topics included the following items: <ul style="list-style-type: none"> • The invoice for the pergola repair project was received from Braden Construction on June 5, with a total cost of \$33,725.06. • The committee expressed a preference for reallocating a portion of unspent pergola repair funds to fix the double doors that lead from the parking ramp to the interior of the library. Clarification is needed on the original bid and an additional bid will be sought. Carlsen provided contact information for a vendor. There may be additional funds to reallocate as well, depending on the clarifying questions and a new bid, and the outcome of the Kinder Morgan Foundation grant request to help fund the repair of the attic trusses factors in to what funds may be available as well. • The two major building maintenance and improvement projects for 2020 are expected to be implementing bird deterrence options in the parking ramp and repairing the cracked plaster ceiling and dome in the upper level ceiling area. Two cost estimates for bird deterrence options have been obtained, though more information is being sought. For the plaster repair, bids from three vendors broken out into three areas (plaster, drywall, and painting) will be pursued. Information was gathered in the past year, but the committee is now considering the advantages of hiring a general contractor instead of a company specializing in plaster repair as we explore a different approach to the project. • City IT is working with vendors to update technology costs for the 2020 capital budget and five-year CIP. Budget figures are expected to be available by June 19. • Adding heat tape to drainage pipes in the parking ramp requires city clarification as to whether this would be a capital or operating expense. • Another meeting will be scheduled before the July board meeting. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2019 Calendar

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

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

Stillwater

Public Library

2019 LIBRARY BOARD

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

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

Updated: 5/10/19