

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, September 10, 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 August 13, 2019 Minutes +
 - b. Acknowledgement of Bills Paid in August 2019 (8/20/19: \$26,975.55)+
 - c. July 2019 Budget Status Report +

Informational (10 minutes)

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

Decisional (20 minutes)

7. 2019 Capital Release Request A+
8. 2020 Capital Budget A+

Reports (15 minutes)

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

Performance Evaluation (60 minutes) – CLOSED SESSION

13. Director Evaluation: Annual Review D+
14. Director Step Movement A+
15. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, September 9, 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
August 13, 2019**

Minutes

PRESENT: Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Richie

ABSENT: Bell, Lockyear, Council Liaison Collins

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:00 pm by Richie.

AGENDA ITEM 2: Adoption of Agenda

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

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: Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Richie; No: None.

INFORMATIONAL

AGENDA ITEM 5: Trustee Information Sharing

Richie highlighted the information regarding open meeting laws and email communication included in the cover sheet. If trustees have information to share with all members of the board, please send to Troendle first.

Carlsen visited a library in Grand Marais, MN. The library has an outdoor ping pong table, and patrons can check out balls and paddles.

Richie highly recommended going to the MIA special exhibit, Hearts of Our People: Native Women Artists.

AGENDA ITEM 6: Venue Coordinator

Troendle communicated with City Planner Abbi Wittman regarding the SUP for special events at the library. The library needs to provide city planning staff with a list of all special events occurring on the terrace since the SUP. The city will review and bring information to the planning commission.

Troendle received notice from Community Development Director Turnblad that the library may proceed with resigning and striping the brick paver area. The next step is for One23 to have a conversation with the neighbors regarding this project.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 13, 2019**

Minutes

Trustees asked if there is a timeline for addressing the pavers and raised concerns about safety and liability. Troendle reported that he regularly discusses pavers with city staff, but a timeframe for replacement has not been determined.

AGENDA ITEM 7: Director Evaluation – September Annual Review

Richie reported that the director's annual evaluation is slated for September. The evaluation portion of the meeting will be a closed session. Trustees should review the goals and the information provided in September's packet and be ready to comment at the meeting.

AGENDA ITEM 8: Standing Committee Charters

Richie thanked the committees for their work on the charters. The Executive Committee reviewed the drafts and standardized formats across the committees. Richie asked for the trustees feedback on items outlined in the cover sheet:

- *Should the director be considered as ex officio for all committees?*
Richie noted the director is an ex officio member of the executive, facilities and finance committees. The director is not currently a member of the nominating committee. Hemer indicated that she feels that work of the nominating committee is very specific to trustees and not the operations of the library. The director may be contacted by the committee to consult but does not need to be a member of the committee.
- *Clarify that the president serves as chair of the Executive Committee. This has been done in practice but is not stated in current bylaws.*
- *Consider a new role for the vice president as chair or member of the Facilities or Nominating Committee. This could be specified in the bylaws or as a "float" role, determined by the interests of the vice president.*
Keliher indicated that the nominating committee is a special circumstance. When members were appointed to the nominating committee this year, the board and president looked at trustees with terms that were not expiring in the near future to avoid conflicts of interest. A vice president whose term is nearly up may not fit this role. Keliher and Hemer both advocated for not appointing the vice president to a specific committee and leaving this decision to the president based on the needs of the board and the interests of the vice president.
- *In the nominating committee charter, one of the major duties include guidance to full board for maintaining documents, including the trustee job description, interview questions and bylaws. Executive Committee recommends adding board orientation packet to the list.*
Hemer discussed that the inclusion of the board orientation packet makes sense.
- *Should the content of the committee charters be included in the bylaws?*
Keliher proposed that committee charters should not be in the bylaws to aid in flexibility. The bylaws should focus on being the constitution of the board. The operating procedures should be separate, which would include the committee charters. Cox asked for clarification on who votes on bylaws. It was confirmed that the trustees vote on the bylaws

DECISIONAL

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 13, 2019**

Minutes

None.

REPORTS

AGENDA ITEM 9: Director and Other Staff Reports

Troendle reported that the City Council's budget work session is August 20th. Trustees are welcome to attend. The City Administrator is proposing that the library's operating budget increase be 5%, compared to the 7.2% increase requested by the library. The recommended capital budget proposal for the library is unknown at this time. The City Administrator has not indicated where or how the library should adjust revenues and expenditures to meet the proposed operating budget. Based on past years, the Council sets a maximum target levy in September with a final budget in December.

Shain Henry has accepted offer of employment as the library's maintenance workers. Shain brings 20 years of experience in maintaining facilities, documentation and training, working with vendors, etc. Time has been arranged for him to shadow Marvin this month.

Troendle discussed that the library has received positive feedback to recent changes on loan periods and auto-renewals. Carlsen expressed concerns that 3-week loan periods combined with up to 3 auto-renewals could result in materials being off the shelf for up to 9 weeks. For kids that browse for materials at the library, this change could affect young patrons finding the materials they prefer. Carlsen acknowledged that this is a WCL policy, but he wanted to note these concerns.

Keliher asked if renewal or materials due emails were being sent. Goeltl confirmed on WCL's website that emails will be sent if the material's due date is coming up and will indicate if the materials will be auto-renewed or need to be returned to the library.

AGENDA ITEM 10: Foundation and Friends Reports

Richie reported that the Foundation minutes are in the packet. Troendle noted that the Friends do not meet in July and August.

AGENDA ITEM 11: Board Committee Reports

- **Executive Committee:** Report is in packet.
- **Facilities Committee:** Report is in packet. Carlsen explained that bids are coming in on the exterior masonry with a recommendation expected in September.
- **Finance:** Did not meet but will be meeting in September/October once additional information is learned about proposed budget.
- **Nominating Committee:** Committee met a few weeks ago for a detailed review and editing of the bylaws. The proposed revisions are with the Executive Committee for review and initial feedback. The revisions will be brought before the board for a vote at the January meeting.

AGENDA ITEM 12: Public Commentary and Communications

None.

AGENDA ITEM 13: Adjournment

Adjourned at 7:43 pm.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in August 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 August 2019 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of August 2019:				
August 2019 (2019 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 17,547.05	\$ 2,563.71	\$ 828.54	\$ 20,939.30
Capital Expenditures	\$ 6,036.25	\$ -	\$ -	\$ 6,036.25
Total	\$ 23,583.30	\$ 2,563.71	\$ 828.54	\$ 26,975.55
<p>Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: August 20, 2019</i></p> <ul style="list-style-type: none"> • \$1,971.72 paid to Master Mechanical for work on the rooftop unit exhaust fan. • \$5,026.15 paid to Premier Lighting from capital funds for the continuing work on the LED interior light conversion. • \$2,000 paid to One23 Events for planning and marketing services rendered in July 2019. Expense funded by Foundation. • \$1,010.10 paid to Horizon Datasys for the purchase of Reboot Restore software for the Library IT project. Funded by the capital reserve. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 8/20/2019 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						
3798-207850/1	7/8/2019	Ace Hardware	Janitorial Supplies	69.27	230-4231-2102-0000	Janitorial Supplies
3798-207963/1	7/12/2019	Ace Hardware	Janitorial Supplies	123.48	230-4231-2102-0000	Janitorial Supplies
8202019	8/20/2019	Brodart Co	Materials - Juv	1416.31	230-4230-2400-0000	Childrens Books
8202019	8/20/2019	Brodart Co	Materials - Adult Fiction	1336.40	230-4230-2401-0000	Adult Books - Fiction
8202019	8/20/2019	Brodart Co	Materials - Adult Nonfiction	1559.04	230-4230-2405-0000	Adult Books - Non Fiction
8202019	8/20/2019	Brodart Co	Materials - YA	381.27	230-4230-2406-0000	Teen Books
8202019	8/20/2019	Brodart Co	Materials - Processing	638.44	230-4230-3404-0000	Processing Fee
8202019	8/20/2019	Brodart Co	Materials - Adult (SPLF Heuer)	15.11	232-4232-2113-0000	SPLF - Materials
8202019	8/20/2019	Brodart Co	Materials - Adult (SPLF Travel)	8.32	232-4232-2113-0000	SPLF - Materials
8202019	8/20/2019	Brodart Co	Materials - Adult (Johnson)	265.88	235-4235-2101-0000	Library Donations Materials
8202019	8/20/2019	Brodart Co	Materials - Juv (Friends)	103.20	235-4235-2101-0000	Library Donations Materials
NA143843	8/6/2019	Childs World Inc.	Materials - Juv	874.40	230-4230-2400-0000	Childrens Books
NA143843	8/6/2019	Childs World Inc.	Materials - Juv (SPLF Heuer)	480.28	232-4232-2113-0000	SPLF - Materials
4027457321	8/7/2019	Cintas Corporation	Towels & Rugs	72.24	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
86316729	8/1/2019	Comcast	Internet/WiFi	188.06	230-4230-3098-0000	Technology Support
6657547	8/15/2019	Demco Inc.	Processing Supplies	86.28	230-4230-3404-0000	Processing Fee
8082019	8/8/2019	Friends of the Stillwater Public Library	Friends Reimbursement: July Sales	451.50	228-4228-1990-0000	Friends of Library Pass Thru
83524085	7/23/2019	Infogroup	Materials - Reference (City Dir.)	390.00	230-4230-2113-0000	Reference
10003568739	8/7/2019	Infogroup	Materials - Reference (Ref USA)	620.00	230-4230-2113-0000	Reference
3606	7/26/2019	Mad Science of MN	Programs - Juv SRP (Friends 2019-03)	199.00	229-4229-2407-0000	Friends - Programs
54389	7/31/2019	Master Mechanical Inc.	RTU Exhaust Fan	1971.72	230-4231-3703-0000	Building Repair Charges
000-0001	7/26/2019	Mein Anna	Programs - Adult SRP (Friends 2019-03)	200.00	229-4229-2407-0000	Friends - Programs
8202019	8/20/2019	Midwest Tape	Materials - Audio	266.18	230-4230-2402-0000	Audio
8202019	8/20/2019	Midwest Tape	Materials - Video	948.35	230-4230-2408-0000	Film/Video
8202019	8/20/2019	Midwest Tape	Materials - Processing	136.05	230-4230-3404-0000	Processing Fee
51028	7/25/2019	Premier Lighting Inc	Capital - LED Conversion	5026.15	120-4230-5200-0000	C/O & Improvements
76453879	7/19/2019	Recorded Books Inc	Materials - Audio (JAB)	15.74	230-4230-2402-0000	Audio
76454294	7/22/2019	Recorded Books Inc	Materials - Audio (JAB)	54.37	230-4230-2402-0000	Audio
8132019	8/13/2019	One23 Events LLC	July 2019 Monthly Event Mgmt Fee (SPLF)	2000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
		INVOICES SUBTOTAL		\$ 19,897.04		
CREDIT CARD						
6789822	6/4/2019	Amazon.com	Programs - Teen (MELSA)	3.61	235-4236-4099-0000	Library Donations Programs
33817	6/4/2019	Amazon.com	Programs - Teen (MELSA)	21.87	235-4236-4099-0000	Library Donations Programs
969023	6/9/2019	Amazon.com	Office Supplies	41.02	230-4230-2101-0000	General Supplies
2197004	6/25/2019	Amazon.com	Office Supplies	40.72	230-4230-2101-0000	General Supplies
33817	6/4/2019	Amazon.com	Programs - Juv (Friends 17)	4.85	235-4236-4099-0000	Library Donations Programs
969023	6/9/2019	Amazon.com	Programs - Teen (MELSA)	8.89	235-4236-4099-0000	Library Donations Programs
33817	6/4/2019	Amazon.com	Programs - SRP (Friends 19-03)	21.24	229-4229-2407-0000	Friends Programs
33817	6/4/2019	Amazon.com	Office Supplies	38.72	230-4230-2101-0000	General Supplies
75	6/1/2019	Candyland	Programs - Adult SRP (SPLF 2019 - 03)	30.00	232-4232-2407-0000	SPLF - Programs
6252019	6/25/2019	Country Messenger	Materials - Periodicals	26.00	230-4230-2403-0000	Periodicals
20651238	6/12/2019	Dream Host	Web Hosting	15.99	230-4230-3098-0000	Technology Support
7769	4/23/2019	Horizon Datasys Corp	Library IT Project - Reboot Restore (Cap Reserve)	1010.10	120-4230-5310-0000	C/O MIS Computer Equipment
128784	6/1/2019	River Market Co-Op	Programs - Adult SRP (SPLF 2019 - 03)	30.00	232-4232-2407-0000	SPLF - Programs
2509920	6/27/2019	TechSoup	Adobe Acrobat Pro & Photo Shop	164.00	230-4230-3098-0000	Technology Support
2511010	6/28/2019	TechSoup	Office Standard 2019 & Windows OS Upgrade	45.00	230-4230-3098-0000	Technology Support
D5A30-315	6/26/2019	VistaPrint.com	Supplies	71.95	230-4230-2101-0000	General Supplies
		CREDIT CARD SUBTOTAL		\$ 1,573.96		
SPECIAL BILL PAYOUTS						
647295483	6/25/2019	Xcel Energy	Gas	\$ (28.43)	230-4231-3601-0000	Natural Gas
647295483	6/25/2019	Xcel Energy	Electric	\$ 5,136.33	230-4231-3600-0000	Electricity
306-024444792-3	7/31/2019	Culligan Water	Water	\$ 48.45	230-4230-4099-0000	Miscellaneous Charges
1312735	7/25/2019	Floyd Total Security	Security Monitoring (Aug-Nov)	\$ 178.20	230-4231-3707-0000	Maintenance Agreements - Lib Plant
300002939	3/11/2019	Minnesota Library Association	MLA Membership (Petrie)	\$ 170.00	230-4230-4000-0000	Memberships and Dues
		SPECIAL PAYOUT SUBTOTAL		\$ 5,504.55		
		GRAND TOTAL		\$ 26,975.55		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 July 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– July 31, 2019.</p> <p>120 Funds – Capital Projects:</p> <ul style="list-style-type: none"> • C/O MIS Computer Equipment capital expenditures totaled \$53,709.94 through July. All expenditures were for the WCL/City IT Transition. <p>230 Funds – Revenues:</p> <ul style="list-style-type: none"> • Meeting Room Rental Fees were budgeted at \$75,000 for 2019. Revenues received through July total \$28,336.70. Revenue sharing payments from One23 (\$4,325 for June events and \$4,962 for July events) are not reflected in this total yet. Revenues are projected to end significantly under budget during this transition year. <p>230 Funds – Expenditures:</p> <p>Operating - Personnel Services: Personnel expenditures totaled \$507,910.17 through July. With 14.6 pay periods through this period, expenditures are running under the budgeted pace of \$534,352.70.</p> <ul style="list-style-type: none"> • <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 general supplies budget is \$4,500 for 2019. \$2,733 was spent through July, with 39% of the budget remaining for the remainder of the year. • The total collection budget for physical, database and e-materials is \$97,900. While more than \$63,400 in materials have been ordered through July from both city and supplemental funds, \$43,783 has been paid out in city funds. The publishing industry has a lag time between ordering and invoicing for materials. <p>Operating – Services and Charges:</p> <ul style="list-style-type: none"> • Maintenance Agreement charges total \$22,504.95 for the year, just over the total budget of \$22,500. Additional expenditures are projected for 2019. A majority of the added expenses are due to the maintenance agreement with Canon for copier/printers. The publication of more programming and marketing materials are increasing our copy costs. <p>Plant – Personnel Services: Personnel expenditures totaled \$68,129.36 through July. With 14.6 pay periods through this period, expenditures are on track with the budgeted pace of \$74,005.</p> <p>Plant – Services and Charges: Building Repair expenditures totaled \$24,426.36 through July, with \$20,000 budgeted for the year. Approximately \$5,000 - \$10,000 in additional repair expenses should be estimated for 2020 based on historical expenditures in the second half of the year.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019 July Budget Status Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/4/2019 - 5:54 PM
 Period: 1 to 7, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 120	CAPITAL OUTLAY							
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	58,900.00	33,725.06	33,725.06	25,174.94	0.00	25,174.94	42.74
120-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5310-0000	C/O MIS Computer Equipment	41,100.00	53,709.94	53,709.94	-12,609.94	0.00	-12,609.94	0.00
	E25 Sub Totals:	100,000.00	87,435.00	87,435.00	12,565.00	0.00	12,565.00	12.57
	Expense Sub Totals:	100,000.00	87,435.00	87,435.00	12,565.00	0.00	12,565.00	12.57
	Dept 4230 Sub Totals:	100,000.00	87,435.00	87,435.00	12,565.00	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	87,435.00	87,435.00	12,565.00	0.00	12,565.00	12.57
	Fund 120 Sub Totals:	100,000.00	87,435.00	87,435.00	12,565.00	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	100,000.00	87,435.00	87,435.00	12,565.00	0.00	12,565.00	12.57
	Report Totals:	100,000.00	87,435.00	87,435.00	12,565.00	0.00		

General Ledger

Budget Status

User: kgoeltd
 Printed: 9/6/2019 - 7:16 AM
 Period: 1 to 7, 2019



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	75,000.00	28,336.70	28,336.70	46,663.30	0.00	46,663.30	62.22
230-0000-3520-0100	Copier/Printer Sales	6,500.00	3,510.44	3,510.44	2,989.56	0.00	2,989.56	45.99
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	91.00	91.00	109.00	0.00	109.00	54.50
	R25 Sub Totals:	82,200.00	31,938.14	31,938.14	50,261.86	0.00	50,261.86	61.15
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	1,795.93	1,795.93	-795.93	0.00	-795.93	0.00
230-0000-3820-0100	Gifts	1,500.00	345.00	345.00	1,155.00	0.00	1,155.00	77.00
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	693.00	693.00	1,307.00	0.00	1,307.00	65.35
230-0000-3880-0030	Lost Materials	2,500.00	2,311.88	2,311.88	188.12	0.00	188.12	7.52
230-0000-3880-0040	Processing Fees	6,000.00	3,548.45	3,548.45	2,451.55	0.00	2,451.55	40.86
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	1.00	1.00	-1.00	0.00	-1.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	1.82	1.82	-1.82	0.00	-1.82	0.00
	R40 Sub Totals:	13,500.00	8,697.08	8,697.08	4,802.92	0.00	4,802.92	35.58
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	10,872.00	0.00	0.00	10,872.00	0.00	10,872.00	100.00
	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	40,635.22	40,635.22	1,354,706.78	0.00	1,354,706.78	97.09
	Dept 0000 Sub Totals:	-1,395,342.00	-40,635.22	-40,635.22	-1,354,706.78	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	382,589.00	97,471.68	97,471.68	285,117.32	0.00	285,117.32	74.52
230-4230-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	8,921.52	8,921.52	-8,921.52	0.00	-8,921.52	0.00
230-4230-1112-0000	Sick Pay	0.00	4,857.20	4,857.20	-4,857.20	0.00	-4,857.20	0.00
230-4230-1113-0000	Vacation Pay	0.00	20,000.15	20,000.15	-20,000.15	0.00	-20,000.15	0.00
230-4230-1200-0000	Part Time Salaries	353,636.00	280,992.59	280,992.59	72,643.41	0.00	72,643.41	20.54
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	28,330.40	28,330.40	26,886.60	0.00	26,886.60	48.69
230-4230-1420-0000	FICA/Medicare	56,321.00	30,513.18	30,513.18	25,807.82	0.00	25,807.82	45.82
230-4230-1500-0000	Hospital / Medical	100,192.00	34,067.86	34,067.86	66,124.14	0.00	66,124.14	66.00
230-4230-1520-0000	Dental Insurance	3,011.00	2,486.33	2,486.33	524.67	0.00	524.67	17.43
230-4230-1540-0000	Life Insurance	621.00	269.26	269.26	351.74	0.00	351.74	56.64
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	507,910.17	507,910.17	443,676.83	0.00	443,676.83	46.62
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	2,733.01	2,733.01	1,766.99	0.00	1,766.99	39.27
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	9,397.81	9,397.81	9,702.19	0.00	9,702.19	50.80
230-4230-2401-0000	Adult Books - Fiction	19,500.00	11,437.14	11,437.14	8,062.86	0.00	8,062.86	41.35
230-4230-2402-0000	Audio	14,000.00	2,132.71	2,132.71	11,867.29	0.00	11,867.29	84.77
230-4230-2403-0000	Periodicals	4,900.00	4,057.57	4,057.57	842.43	0.00	842.43	17.19
230-4230-2405-0000	Adult Books - Non Fiction	18,500.00	7,207.45	7,207.45	11,292.55	0.00	11,292.55	61.04
230-4230-2406-0000	Teen Books - Materials	5,000.00	3,254.01	3,254.01	1,745.99	0.00	1,745.99	34.92
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	3,857.87	3,857.87	3,642.13	0.00	3,642.13	48.56
230-4230-2409-0000	Electronic Materials	4,500.00	56.90	56.90	4,443.10	0.00	4,443.10	98.74
230-4230-2499-0000	Collection Development	400.00	91.06	91.06	308.94	0.00	308.94	77.24
	E10 Sub Totals:	106,859.00	46,633.31	46,633.31	60,225.69	0.00	60,225.69	56.36

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	17,122.00	3,594.65	3,594.65	13,527.35	0.00	13,527.35	79.01
230-4230-3099-0000	Other Professional Services	11,250.00	2,500.00	2,500.00	8,750.00	0.00	8,750.00	77.78
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	1,051.37	1,051.37	448.63	0.00	448.63	29.91
230-4230-3200-0000	Mileage	400.00	293.48	293.48	106.52	0.00	106.52	26.63
230-4230-3201-0000	Seminar/Conference Fees	3,000.00	831.17	831.17	2,168.83	0.00	2,168.83	72.29
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,000.00	1,651.24	1,651.24	348.76	0.00	348.76	17.44
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	5,601.78	5,601.78	8,398.22	0.00	8,398.22	59.99
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	22,504.95	22,504.95	-4.95	0.00	-4.95	0.00
230-4230-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	159.00	159.00	241.00	0.00	241.00	60.25
	E15 Sub Totals:	74,368.00	38,187.64	38,187.64	36,180.36	0.00	36,180.36	48.65
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	497.54	497.54	127.46	0.00	127.46	20.39
230-4230-4099-0000	Miscellaneous Charges	2,000.00	1,162.89	1,162.89	837.11	0.00	837.11	41.86
	E20 Sub Totals:	3,825.00	1,960.43	1,960.43	1,864.57	0.00	1,864.57	48.75
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,136,639.00	594,691.55	594,691.55	541,947.45	0.00	541,947.45	47.68
	Dept 4230 Sub Totals:	1,136,639.00	594,691.55	594,691.55	541,947.45	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	59,653.00	27,903.83	27,903.83	31,749.17	0.00	31,749.17	53.22
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	4,329.16	4,329.16	-4,329.16	0.00	-4,329.16	0.00
230-4231-1200-0000	Part Time Salaries	33,655.00	13,532.09	13,532.09	20,122.91	0.00	20,122.91	59.79
230-4231-1410-0000	PERA	6,678.00	3,210.96	3,210.96	3,467.04	0.00	3,467.04	51.92
230-4231-1420-0000	FICA/Medicare	7,138.00	3,019.46	3,019.46	4,118.54	0.00	4,118.54	57.70
230-4231-1500-0000	Hospital / Medical	23,793.00	14,878.47	14,878.47	8,914.53	0.00	8,914.53	37.47

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1520-0000	Dental Insurance	758.00	501.91	501.91	256.09	0.00	256.09	33.78
230-4231-1540-0000	Life Insurance	116.00	49.85	49.85	66.15	0.00	66.15	57.03
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	68,129.36	68,129.36	63,661.64	0.00	63,661.64	48.30
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	2,119.15	2,119.15	1,380.85	0.00	1,380.85	39.45
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	3,178.28	3,178.28	3,621.72	0.00	3,621.72	53.26
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	1,778.26	1,778.26	-778.26	0.00	-778.26	0.00
230-4231-3101-0000	Telephone	1,700.00	831.00	831.00	869.00	0.00	869.00	51.12
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	21,967.20	21,967.20	20,032.80	0.00	20,032.80	47.70
230-4231-3601-0000	Natural Gas	12,000.00	8,132.63	8,132.63	3,867.37	0.00	3,867.37	32.23
230-4231-3703-0000	Building Repair Charges	20,000.00	24,426.36	24,426.36	-4,426.36	0.00	-4,426.36	0.00
230-4231-3707-0000	Maintenance Agreements	10,200.00	6,746.56	6,746.56	3,453.44	0.00	3,453.44	33.86
230-4231-3713-0000	Computer Maint Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	118,511.00	63,882.01	63,882.01	54,628.99	0.00	54,628.99	46.10
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	516.88	516.88	583.12	0.00	583.12	53.01
	E20 Sub Totals:	1,100.00	516.88	516.88	583.12	0.00	583.12	53.01
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	135,706.53	135,706.53	122,495.47	0.00	122,495.47	47.44
	Dept 4231 Sub Totals:	258,202.00	135,706.53	135,706.53	122,495.47	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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	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	40,635.22	40,635.22	1,354,706.78	0.00	1,354,706.78	97.09
	Fund Expense Sub Totals:	1,394,841.00	730,398.08	730,398.08	664,442.92	0.00	664,442.92	47.64
	Fund 230 Sub Totals:	-501.00	689,762.86	689,762.86	-690,263.86	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: <p>This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>Please see following link to an article emailed to trustees in August: <i>Where Libraries are the Tourist Attractions</i> https://www.nytimes.com/2019/08/10/travel/libraries-are-the-tourist-attractions.html?smid=nytcore-ios-share</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials may provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Community Development Director Bill Turnblad informed the library that the City Administrator had approved the plan to revise paint striping and signage in the brick alley. Judd Sather, the owner of One23 Events, who has experience with downtown loading zones, and the library want to better organize the loading zone space and vendor parking, and consider a more prominent “no outlet” or “dead end” sign that would deter vehicles from entering the alley at all. Sather contacted the neighbor most directly impacted by any change as a courtesy and to gather additional input.</p> <p>Besides considering a more visible “no outlet” sign, the plan includes a more defined loading zone with paint striping where none exists now, revised signage that indicates the loading zone beyond the catering ramp is for 30 minutes only, and possibly the addition of one or two angled spots past the staff entrance that would be for authorized vehicles only. One neighbor expressed her opposition to any angled spots as that would limit maneuverability of vehicles trying to turnaround; however, our intent was just the opposite.</p> <p>The only point on which there is a difference of opinion is the angled spots, which would have zebra striping and not look like typical parking stalls. Currently, the library plans to do a test with vehicles to see what one or more configurations would actually look like before changes are implemented.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Capital Release Request	
OWNER: Facilities Committee Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <ol style="list-style-type: none"> 1. Reallocate and release \$12,674.94 of the remaining 2019 pergola capital funds to the projects of roof framing stabilization and exterior masonry tuck-pointing. 2. Approve the use of the Kilty Fund for the remaining costs of the roof framing stabilization and exterior masonry tuck-pointing projects. 	
BACKGROUND/CONTEXT: <p>\$46,400 was allocated in the 2019 capital budget to the reconstruction of the pergola. The final project cost was \$33,725.06, leaving \$12,674.94 in unspent funds.</p> <p>The Facilities Committee reviewed possible 2019 capital projects and recommends reallocating the unspent pergola funds to the following:</p> <ul style="list-style-type: none"> • \$5,280 for roof framing stabilization of the upper level attic • \$13,608 for exterior masonry tuck-pointing <p>As the total estimated cost exceeds the capital funds available, the Facilities Committee recommends using the Kilty Fund, a supplemental fund designated for the upkeep of the library, for the remaining expenses and possible overages above the estimates. Created in 2017 with a gift of \$50,000, no expenditures have been made from the Kilty Fund to date.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2020 Capital Budget</p>	
<p>OWNER: Facilities Committee Troendle, Director</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve the revised 2020 capital with authority given to the Facilities Committee to make adjustments to plan if new information requires further modification.</p>	
<p>BACKGROUND/CONTEXT: The library requested \$105,100 in capital funds for 2019. City Administrator McCarty reviewed the library’s request and the requests of all city departments and proposed \$95,000 in capital funding for the library in 2020. The City Council approved this request. The Facilities Committee reviewed the budget and attached is the recommended revised capital budget for 2020.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2020 thru 2024 CIP</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

City of Stillwater, Minnesota
Capital Improvement Plan

2020 thru 2024

LIBRARY
Revised 9/6/19

Item		2020 REVISED OPTION	2020 INITIAL REQUEST	2021	2022	2023	2024
Computer/Communications Equipment	2019 Project #						
<i>Computers/Laptops/Tablets - Staff</i>	19-4230-001	800	800	900	12,600	11,700	
<i>Security Cameras</i>	19-4230-007	4,000	4,000	1,500	3,000		2,400
<i>Software Licenses</i>	19-4230-019				13,500		
<i>Computers - Public</i>	19-4230-037					13,950	13,950
<i>SelfChecks</i>	19-4230-039	17,000	17,000				
<i>RFID Pads</i>	19-4230-057	1,500	1,500	1,500	1,500	1,500	1,500
<i>Data Projector/AV</i>	19-4230-063						10,000
<i>Fob Doors</i>	New			2,500	2,500		
<i>Switches</i>	20-4230-014					6,000	
<i>Mobile Laptop Lab</i>	21-4230-045			8,000			
Furniture & Equipment							
<i>Upgrade Furnishings</i>	19-4231-929	0	2,000	50,000	5,000	5,000	5,000
Machinery & Equipment							
<i>LED Light Conversion - Interior</i>	19-4231-241	6,500	12,500				
<i>Custodial Equipment</i>	New	5,000	5,300	3,000			
<i>Sorter</i>	New	10,000	10,000				
Buildings & Building Improvements							
<i>Roof</i>	22-4231-934				16,000		
<i>Building Infrastructure</i>	New	50,200	52,000	25,000	5,000	5,000	20,000
<i>Children's Area</i>	New			5,000		30,000	
<i>Sound Abatement</i>	New				20,000	10,000	
Total		\$ 95,000	\$105,100	\$97,400	\$79,100	\$83,150	\$52,850

Report from the Library Director, Mark Troendle

Major Accomplishments

- Business and Communications Manager Keri Goeltl and Office Specialist Renee Powers collaborated on a project that now allows the general public to submit meeting room reservation requests online. An automated email reply is then generated informing the person that their request has been received and is pending until approved. Keri and Renee have also developed process documentation for reviewing requests and following up to confirm the final status of the reservation. The desired outcome is that the majority of future reservation requests will be submitted online. Keri has already reported that requests are being received from groups who haven't previously used the library as a meeting site, which is attributed to this new and convenient option.
- Trustee Mary Richie and I attended the first budget work session and had an opportunity to answer questions from City Councilmembers.
- Along with other staff, I attended a City-sponsored workshop on best practices for creating a culture of respect in the workplace.
- The search process to fill the vacant Youth Services Librarian I position was completed, leading to the hiring of Kimberly Faurot, who currently works for St. Paul Public Library and is well-respected in our field.
- Shain Henry was hired to fill the Maintenance Worker position, effective September 3, though shadowing opportunities began in the second half of August to ease the transition.
- A patron who loved this library recently passed away and bequeathed a portion of his estate to the Stillwater Public Library Foundation, for which we are most grateful. We won't be much more public about the details until we know the donor's wishes.
- As we continue to develop the strategic work plan, I've been exploring options to make the tracking process productive and efficient. To that end, I had high hopes when I found a webinar from Salt Lake City Public Library titled "Strategic Planning in a Deeply Weird World: The Flexible Roadmap Field Guide Approach", which can be found at <https://www.webjunction.org>. After viewing, I contacted one of the presenters, Assistant Director of Customer Experience Marilee Moon, for additional insight. She was most helpful in answering my questions, though they are still developing the project management piece, which is the aspect I'm particularly focused on currently.

Heads-Up

- September is Library Card Sign-up Month. Since 1987, the American Library Association and libraries across the country have designated this back-to-school month as a time to remind parents and students of the resources, services and value libraries offer.
- The City held a second budget work session on September 3; the recommended operating and capital budgets for the library remained the same as presented on August 20.

Near-Term Future Focus

- Work with the Finance Committee and staff to adjust the 2020 operating budget.
- Continued effort developing a work plan related to the strategic plan's goals and strategies.
- Complete the recruitment process for one Circulation position.
- Prepare for the replacement of staff computers, now scheduled to be completed by October.
- Project management work related to the upcoming roof framing repair.
- Update stenciling/signage on exterior doors.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

August Programs

- 82 people enjoyed the Concert on the Terrace with Annie Mack on August 22nd.
- Rescheduled: Boro Bookmark on August 24 had 12 crafters.
- Summer Reading had 614 participants.
- Mystery Book Club on August 28th had 12 readers.

Circulation

- We have had a great start to the summer and the staff has worked so hard to make every day fun for our patrons! We have issued 160 new cards in June and have so many excited young readers working on the summer reading program. Lori attended Literature Lover's Night Out and enjoyed all the gifted and diverse authors and encouraged Ramsey County patrons to visit us and register their cards at Stillwater. Thanks to Kaylin and Keri for the wonderful handouts!
- An unexpected benefit to the new library cards: a gentleman found car keys in the street with the library card fob. We called the patron and reunited her with her keys.

Personnel

- August was a big month for personnel shifts.
- Jodi Kaericher began her position as Library Associate and started training the final two weeks in August.
- The position for Circulation Library Assistant was posted and applications have been received.
- Lori and Aurora interviewed and hired a new Substitute Shelver, fine-tuning the details to make it easier to follow in the future.

Reference

- Barb Halligan, one of our subs, got a compliment from a patron for her assistance in looking up yearbook photos for the Wall of Faces project (<https://www.vvmf.org/Wall-of-Faces/>).
- With another successful summer wrapped, staff began to look at fall goals like programming and some additional reference work.
- Sue created a guide to using the scanner on the copier, which is especially useful for substitutes who may not be at the library frequently.

Upcoming:

- Mystery Book Club on September 25th
- Words that Attract craft program on September 27th

Report from the Youth Services Supervisor, Angela Petrie

August Programs

- *Storytime* – 328 at 9 sessions
 - 85 at 4 baby sessions
 - 142 at 4 family sessions
 - 101 at “Let’s Move & Sound Like Animals” with Story Man from England
- *Elephant & Piggie Party* – 41 attended this program celebrating the popular Mo Willems books
- *Australian Animal Drawings with WBCA* – 11
- *Art Cart* – 75 attended 4 sessions (bees, fruit trees, pizza, vehicles/shapes)
- *Paws to Read* – 5 readers came to one session (see the sad note below)
- *End of Summer Talent Show* – 18
- *Scavenger Hunt* – Harry Potter Mandrakes – 146
- *Teen Movie Night (Sand Lot)* – 7 teens came and snacked on popcorn and lemonade. For some, it was their first time seeing the movie!
- *Teen Drop in DIY* – Vinyl Cutting – 12
- *Ideas for Funding College Tuition* – 8
- *Summer Reading Program* – 171 children and teens completed the summer reading and activity challenge and earned a reward book purchased with funds from the SPLF and Friends of SPL (see more details below)

Staffing

- Angie and Mark reviewed applicant materials and selected four candidates to interview for the Youth Services Librarian position. An offer was accepted by Kimberly Faurot who, in addition to providing children’s services in public libraries for more than 25 years, has written five exceptional storytime resource books. Kim and her husband live in Oak Park Heights.

Partnerships

- The Stillwater Elks reached out to the library about hosting an [Operation Warm](#) program. Using the free/reduced lunch program as a guide, children are identified as needing warm clothing. They will receive a voucher at school which they are asked to bring to the library on Saturday, November 2 from 1-4 pm to exchange for a new coat and a new book. This effort will be funded by the Stillwater Elks.
- Through a partnership with Wells Fargo bank, the library hosted another session on finances for teens. Rachel Keller, Branch Manager Assistant at Wells Fargo, discussed options and ideas for paying for college. We had a mixed turnout of adults and teens in attendance. More sessions for younger children learning about finances are in the planning stages.
- Underway is a collaboration with ECFE to offer a monthly evening storytime for children ages birth-5 years and their families/caregivers at the library. Led by a family educator and promoted by ECFE, these sessions will be a great opportunity for parents who work traditional daytime hours. A trial will run the 2nd Monday in October-December and the sessions will be open to the public.

Spaces

- Flyers and handouts about upcoming teen programs were created and are displayed in the teen space along with a new brochure of books for boys ages 12-15. While Netanya was at the desk folding them, a mom saw the title of the list and exclaimed excitedly to the horror of her two teenaged sons.

Summer Reading Program Statistics

- During the months of June-August, 1236 attended 28 storytimes; 1365 attended 49 other children’s programs; 60 attended 8 teen programs.

- 58 families received event tickets donated by MELSA partners including the MN State Fair (152 tickets – 4 packs of tickets for child winners and 2 ticket packs for teens), MN Twins (5 sets of tickets ranging from 2-5 tickets), Crayola Experience (2 family 4 packs), and Sea Life at MOA (2 family 4 packs and one Annual Family Membership!).
- On the backside of the entry families were asked to rate how much they agreed with three questions:

1. 99.6% (all but one) agreed or somewhat agreed that their child learned something new from reading a book or attending a program; wants to visit the library more often; is a more confident reader.
2. We also asked, what did your child most enjoy about the library this summer?

61% of the responses contained the word books and/or reading, and a smattering of the others include *baby classes/animals; Harry Potter day; kids activities; librarian, activities, website; scavenger hunts; truck tape town; LEGOS!!!; reading to the dog; storytime and audiobooks; storytime, computer books, the library; meeting the challenge and getting a reward for doing so - recognized for their hard work; shows; the fun program.*



Note about Bella, our “Paws to Read” friend

Sadly, Bella succumbed quickly to cancer over the last weekend of August. She will be greatly missed by all of us. There is an outpouring of sentiments on the library’s Facebook page to get some idea of the impact she had on our community. Bella visited our library two Mondays per month for more than nine years and many, many young readers built confidence next to her soft side. Her owner, Diane, says “It’s very touching to see the comments. She absolutely loved her “job” and was exceedingly patient. She was always eager to perform a trick when someone was done reading. There’s certainly a big void for us and we are still stunned that our goodbye with her was so short.” A small gift of remembrance will be sent to Diane.

Coming in September

- *Brick Party – September 7 at 1:00 pm*
- *Circus Manduhai –September 28 at 10:30 am*

Stillwater Public Library Foundation
Board Meeting - July 26, 2019

Members Present: Ann Brownlee, Roger Funk, Shawn Glaser, Jean Morse, Merilee Read, Mark Troendle, Ann Wolff - Alicia Macalus, Foundation Manager

1. Welcome - President Ann Wolff called the meeting to order at 9:00.
 - Ann reminded Board that the remaining bottles of wine from Light a Spark were available for purchase at \$10/bottle.
2. Secretary's Report - The motion was made by Shawn, seconded by Merilee, and unanimously approved to correct the June 28 minutes to read as follows:
 6. Executive Committee - "Nick will be resigning from his work with the Foundation. ~~at this time but will continue to look for a photographer to work with the Foundation.~~
3. Events Committee - Ann
 - a. Light a Spark
 - As a follow-up to the report e-mailed to the Board, Merilee re-emphasized that the 2019 Light a Spark event was a great success.
 - Response to letters to soldiers and donations for the Operation Gratitude were generous. These outreach programs will continue in the library until the end of July.
 - All volunteers were very helpful.
 - Suggestions for the future are being considered. They are necessary to plan for sustainability.
 - Ann shared two thank-you cards from attendees, one of which included photos and illustrated notes from several children. These may be utilized in future marketing/reporting materials.
 - A review the sponsor/donor list is very inspiring. Ann urged board members to thank attendees for their support of Light a Spark.
 - b. Fall Events -
 - Ann commented that there will be no large event this Fall. This will be a time focus on relationships/gratitude.
4. Finance Committee - Shawn
 - a. Review of monthly financials continue to indicate that the year is going well financially.
 - b. There is a continuing effort to review and move Donor Restricted funds to unrestricted.
 - c. They will check the reported SCVF Endowment balance for accuracy.
 - d. Reported liabilities are still waiting for remaining Light a Spark information.
 - e. Regarding the Jan.-June, 2019 Profit & Loss Previous Year Comparison, some of the this year's pledges may be coming in later in the year than in 2018.
 - f. An inquiry will be made on the price and payment of the insurance policies.
5. Library Director's Report - Mark
 - a. The Hearing Loop has been installed in the Children's Story Room. Unique microphones and safety tape have been used in this installation.
 - b. We should all visit the Library's website to see the line-up of summer events. Harry Potter programs will be featured on July 31. A number of these events are supported with SPLF funding.
 - c. The SPL Board of Trustees is working on the 2020 Budget and Five Year Financial Plan.
 - d. Three SPL staff members are retiring: Marc Henry, Deb Schulke, and Colleen Hanson.
 - e. New Library Loan & Renewals Procedures are in place. In conjunction with the Washington County Library Policy in an effort to remove barriers and increase convenience in checking out materials, the following guidelines are in place:

- Books, magazines, audiobooks and CDs will be checked out for 3 weeks
- DVDs will be checked out for one week
- Loans will automatically renew three times unless there is a hold on them.

6. Foundation Manager's Report - Alicia

- a. We need to develop tools to tell a story about our Foundation and its purpose:
 - Personal stories for connection with donors
 - "Elevator" speeches
 - Meetings with donors/sponsors in focus groups to expedite building relationships
- b. Conferences
 - July 25 - MCN Fundraising Conference - The workshop was on developing fund-raising plans, obtaining tools for communicating with donors, guidelines for marketing and creating a culture for philanthropy.
 - August 15 - MCN Nonprofit Essentials Conference - This will be held at St. Thomas, downtown Minneapolis. The registration is \$79. Ann encouraged members to attend conferences at their own expense.
- c. There is interest in replacing Google Drive with a different program for group management and communication. Amber has suggested evaluating Strikingly as a program for this purpose.

7. Executive Committee Report - Ann

- a. Ann introduced Gail Perry's "Ten Basic Fundamentals for Fundraising Success" and urged board members to focus on Number 1 to get started: "Your leaders need to be on the same page about fundraising." She encouraged the board to become familiar with more of this author's suggestions via reading her blog and further information at gailperry.com.
- b. New Board Member: Sandy Ellis's application for Board membership was reviewed. Following discussion, Merilee made a motion to approve Sandy for membership, Shawn seconded the motion, and it was unanimously approved by the Board.

8. Governance Committee Report - Jean

- a. The "Roles and Responsibilities" and "Position Description" for SPLF Board Members that were presented at the June meeting were discussed briefly. It was agreed that they can stand as revised as the committee continues to review and update the SPLF documents.
- b. There was a brief discussion about the number of meetings per year that should be included in the By-Laws. The recommendation was to provide flexibility by stating "at least quarterly." Future discussion will focus on the group's governing style and the extent to which it may become a committee-driven organization.
- c. At its next meeting, the Governance Committee will look at the Board Member Application Form and continue reviewing the current By-Laws.

9. Marketing Committee Report - John - No report

10. Standing Agenda Items

- a. Opportunities at the library
- b. Non-profit learning or connecting opportunities

11. Other

The meeting was adjourned at 10:30 (Agenda items 10 & 11 were dismissed because of time restraints.)

Respectfully submitted,

Jean Morse, Secretary

E-Mails For July '19

DATE	SENDER	TITLE
7/7/19	Ann W.	Light a Spark
7/13/19	Jean	June '19 Meeting Minutes
7/24/19	Ann W.	Invitation to Collaborate
7/24/19	Merilee	LAS Wrap Up
7/25/19	Merilee	Operation Gratitude

Documents on Google Drive for July '19 (drive.google.com)

 July board meeting packet 2019 07 26 

 Copy of SPLF June Comparative P&L 2018 2019.pdf 

 Copy of SPLF June 2019 P&L.pdf 

 Copy of SPLF June 2019 BS.pdf 

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: SPL Facilities Committee August 29, 2019, 8 a.m. Notes</p> <p>Present: Carlsen, Cox, Lockyear, Troendle</p> <p>The committee discussed:</p> <ol style="list-style-type: none"> 1. Reallocating \$12,674.94 in unspent pergola funds for other capital projects. The committee recommends that the remaining funds be used to pay for the roof framing stabilization project (\$5280) and exterior masonry tuck-pointing (\$13,608), with overages to be paid for out of the supplemental Kilty fund, which is designated for building repairs. 2. Funding options and timelines for projects beyond the capacity of unspent pergola funds. The library will extend heat tape projection to additional pipes in the parking ramp to prevent a reoccurrence of freezing that resulted last winter. The city has deemed this to be an operating expense. The director will investigate whether the current and future heat tape has a thermostat or sensor to reduce energy costs. The committee is also interested in replacing the double doors that lead to the interior of the library from the parking ramp this year, though an additional quote is being sought before a recommendation will be made to the board. Lastly, additional masonry and concrete repairs will be considered in 2020. 3. The 2020 capital budget. The committee decided on a proposal for aligning next year’s capital budget with the figure proposed by the City Administrator and will recommend board approval along with a request for authority to make adjustments to this plan if new information requires further modification. Bird deterrence options were also discussed, with more investigation needed into the type of insulation used in the ramp, the cost and practicality of using sheet metal to take away horizontal spaces and cavities birds use to roost on and nest in (this would be in addition to using spikes and other approaches), the potential for welcoming birds on the outside with a birdhouse, and contacting another vendor. 4. A draft contract for the roof framing stabilization project was reviewed and approved. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation: Annual Review (Closed Session)</p>	
<p>OWNER: Bell, President</p>	<p>PRESENTER: Bell, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): D</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: <p>The September meeting will include the annual director performance evaluation process.</p> <p>In a separate confidential packet, the following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> • Library Director position description • Annual Review Form completed by Director Troendle • Goal Development Worksheet completed by Director Troendle <p>The trustees are to prepare for a discussion using the topics outlined in the Annual Review Form. This discussion will take place in a recorded closed session that includes trustees and the director, and we'll also work through the goal-setting discussion for the year ahead. The closed session will conclude with a brief discussion among the trustees only.</p> <p>Afterward, at the October meeting, we'll report in an open session on the general conclusions of the evaluation for the permanent record.</p> </p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Step Movement	
OWNER: Bell, President	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve movement to step 7 effective the first full pay period following the director’s anniversary date and subject to satisfactory performance evaluation.	
BACKGROUND/CONTEXT: <p>After the completion of the annual review in September 2018, the board moved to place Director Troendle on the compensation pay grid at grade 11, step 6. Per the performance evaluation process, future annual step movement occurs along the compensation pay grid and is subject to a satisfactory performance review.</p> <p>If the board evaluates the director’s performance as satisfactory, a motion should be made to approve a step increase effective the first full pay period following the director’s anniversary date of September 5.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library 2019 Calendar

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

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

Stillwater

Public Library

2019 LIBRARY BOARD

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

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

Updated: 5/10/19