

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, October 8, 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 September 9, 2019 Minutes +
  - b. Acknowledgement of Bills Paid in September 2019 (9/3/19: \$25,527.20, 9/17/19:\$10,144.75)+
  - c. August 2019 Budget Status Report +
  - d. Library Supplemental Funds: Gifts and Grants Received +

Informational (10 minutes)

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

Decisional (15 minutes)

7. Grant Request A+
8. Microfilm Acquisition A+
9. Director Performance Evaluation Summary and Step Movement A+

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, October 7, 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  
September 9, 2019**

**Minutes**

**PRESENT:** Bell, Carlsen, Cox, Hemer, Hollatz, Keliher

**ABSENT:** Howe, Lockyear, Richie, Council Liaison Collins

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

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

**AGENDA ITEM 2: Adoption of Agenda**

*Motion to adopt agenda. Moved by Keliher. Second by Carlsen. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Keliher; No: None.*

**AGENDA ITEM 3: In-Person Public Commentary**

None.

**REGULAR BUSINESS**

**AGENDA ITEM 4: Consent Calendar**

*Motion to adopt consent calendar. Moved by Keliher. Second by Carlsen. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Keliher; No: None.*

**INFORMATIONAL**

**AGENDA ITEM 5: Trustee Information Sharing**

Hollatz brought in an article, *Homeless patrons find community, comfort at Minneapolis Central Library*, published in the Star Tribune. Board discussed services provided by the Minneapolis Central Library and the themes of homelessness. Article may be found at <http://www.startribune.com/homeless-patrons-find-community-comfort-at-minneapolis-central-library/559694712/>).

Hemer shared an article published in the New York Times about libraries as tourist attractions. She commented that newer libraries are offering workspaces, especially for young entrepreneurs that don't need as formal workspaces. She also discussed that libraries are also staffing business librarians as a resource for these entrepreneurs. Article may be found at <https://www.nytimes.com/2019/08/10/travel/libraries-are-the-touristattractions.html?smid=nytcore-ios-share>.

Bell shared comments about visits to other libraries during her recent trips. She spoke of the helpful assistance and welcoming nature of library staff in Ireland. Bell told of a stranger stopping her while she was taking a picture of a library door and commenting on Andrew Carnegie. Bell discussed her visit to public libraries in Kenya, where libraries are in a beginning state. There are only 62 community libraries in a country of 52 million people.

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September 9, 2019**

**Minutes**

Hemer spoke of the recent storytime she attended at the library to test out the newly installed Hearing Loop system. Hemer reported that the storytime was fantastic and absolutely packed and the loops worked well.

**AGENDA ITEM 6: Venue Coordinator**

Troendle reported that tomorrow the library would do an on-site test of parking options with One23.

Bell asked about an assessment of relationship with One23. Troendle reported One23 has been responsive to concerns. The library will have a better sense of the financial outlook after the year closes. Projections indicate that the library will be \$12,500-\$25,000 behind budget for 2019.

There was a noise complaint recently regarding a library event – a summer concert on the terrace featuring vocalist Annie Mack. The event ended by or before 8 PM that evening.

**AGENDA ITEM 7: 2019 Capital Release Request**

Troendle reported that \$12,674.94 remain in unspent funds from the pergola project. The Facilities Committee requested reallocation of the remaining funds for the roof framing stabilization (repair of the interior attic area by the rotunda on the upper level) and for exterior masonry tuck-pointing. The Facilities Committee also requested approval to use Kilty Funds to pay for costs not covered by the reallocated capital funds as the total estimated costs exceed the unspent funds and additional expenses above the estimates are possible.

Carlsen noted that for building of this age, work on the exterior is expected and well spent. He also noted that there could be extra work needed in the interior framing project. Keliher asked if there possible overage amounts were known. Carlsen thought both the Braden and Building Restoration bids seemed very solid, but there are always surprises.

*Motion to approve reallocation and release of \$12,674.94 of the remaining 2019 pergola capital funds to the projects of roof framing stabilization and exterior masonry tuck-pointing; and motion to approve the use of the Kilty Fund for the remaining costs of roof framing stabilization and exterior masonry tuck-pointing. Moved by Hemer. Second by Carlsen. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Keliher; No: None.*

**AGENDA ITEM 8: 2020 Capital Budget**

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 capital budget and provided a revised budget based on \$95,000 in total expenditures. Revisions to the budget included:

- LED Light Conversion: Funding for LED conversion was reduced from \$12,500 to \$6,500. Due to the rebates provided in the first years of the project, more lights were able to be replaced in the early phases than initially anticipated. As a result, there are fewer lights remaining for

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
September 9, 2019**

**Minutes**

conversion in this final phase, reducing the final expenditure to \$6,500 for completion of the project.

- **Custodial Equipment:** Total budgeted expenditure for custodial equipment was reduced by \$300.
- **Building Infrastructure:** Total budgeted expenditure was reduced by \$1,800.

Motion made to approve revised budget and to give Facilities Committee authority to make adjustments to plan if new information requires further modification. *Keliher moved. Hollatz second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Keliher; No: None.*

**DECISIONAL**

None.

**REPORTS**

**AGENDA ITEM 9: Director and Other Staff Reports**

Troendle had nothing additional to report and asked for any questions.

Bell asked about Salt Lake City plan. Troendle reported that this plan puts the pace of change into perspective. The Salt Lake City plan focuses on being adept and being able to change quickly. In his conversation with Marilee Moon, Assistant Director of Customer Experience, he learned that Salt Lake City is still working on the management plan. From a conceptual standpoint, Troendle liked the plan. It aligns with being more like a tech start-up with small teams working on different projects.

**AGENDA ITEM 10: Foundation and Friends Reports**

The Foundation's July board minutes are in board packet. Bell noted that she is setting up a meeting with Ann Wolff, president of the Foundation, and Mary Ann Sandeen, president of the Friends.

**AGENDA ITEM 11: Board Committee Reports**

- **Executive Committee:** Bell thanked trustees for discussion last month regarding committee charters.
- **Facilities Committee:** Report is in packet.
- **Finance:** Did not meet.
- **Nominating Committee:** Committee has been working on proposed updates to by-laws.

**AGENDA ITEM 12: Public Commentary and Communications**

None.

**PERFORMANCE EVALUATION – CLOSED SESSION**

**AGENDA ITEM 13: Director Evaluation: Annual Review**

Moved to closed session at 7:32 pm.

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
September 9, 2019**

**Minutes**

**AGENDA ITEM 14: Director Step Movement**

*Motion made to place Director Troendle on Grade 11, Step 7 of the compensation pay grid, effective the first-pay period following his anniversary date of September 5. Hemer moved. Carlsen second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Keliher; No: None.*

Returned to open session at 9:00 pm.

**AGENDA ITEM 13: Adjournment**

Adjourned at 9:01 pm.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgement of Bills Paid in September 2019</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of September 2019 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bills report summary for the month of September 2019:</b>				
<b>September 2019 (2019 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 14,180.88	\$ 3,681.19	\$ 1,427.18	\$ 19,289.25
<b>Capital Expenditures</b>	\$ 9,782.70	\$ 6,600.00	-	\$ 16,382.70
<b>Total</b>	<b>\$ 23,963.58</b>	<b>\$ 10,281.19</b>	<b>\$ 1,427.18</b>	<b>\$ 35,671.95</b>
Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: September 3, 2019</i>				
<ul style="list-style-type: none"> <li>• \$6,600 paid to Advantage Computer Systems for the installation of Hearing Loops in the Storytime Room. Funded by Foundation.</li> <li>• \$6,654.70 paid to Premier Lighting from capital funds for the LED interior light conversion.</li> <li>• 3,128.00 paid to SHI International Corp for MS licensing for staff computers. Funded by the Library/IT project capital budget.</li> </ul>				
<i>Bill Resolution: September 17, 2019</i>				
<ul style="list-style-type: none"> <li>• \$425.00 paid to Brookside Plumbing for repairs to pipes in men’s mezzanine bathroom.</li> <li>• \$2,000.00 paid to One23 Events for August monthly fee. Funded by Foundation.</li> <li>• \$405.00 paid to Stillwater Printing for printing of the fall program guide. Funded by Friends and Foundation.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>9/3/2019 Bill Resolution – 2019 Bills</b> <b>9/17/2019 Bill Resolution – 2019 Bills</b>				
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
<b>INVOICES PAYABLE</b>						
20349	8/20/2019	Advantage Computer Systems	Hearing Loops Storytime Room (SPLF 2018 -04 Huelstn	\$ 3,300.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
20349	8/20/2019	Advantage Computer Systems	Hearing Loops Storytime Room (SPLF 2018 -07 Lakevi	\$ 3,300.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
8212019	8/21/2019	Annie Mack Music	Programs - Adult SRP (Friends 2019 -03)	\$ 850.00	229-4229-2407-0000	Friends - Programs
9032019	9/3/2019	Brodart Co	Materials - Juv	\$ 590.26	230-4230-2400-0000	Childrens Books
9032019	9/3/2019	Brodart Co	Materials - Adult Fiction (Tribute Campbell)	\$ 14.86	230-4230-2401-0000	Adult Books - Fiction
9032019	9/3/2019	Brodart Co	Materials - Adult Fiction	\$ 659.79	230-4230-2401-0000	Adult Books - Fiction
9032019	9/3/2019	Brodart Co	Materials - Adult Nonfiction	\$ 401.24	230-4230-2405-0000	Adult Books - Non Fiction
9032019	9/3/2019	Brodart Co	Materials - YA	\$ 94.12	230-4230-2406-0000	Teen Books
9032019	9/3/2019	Brodart Co	Materials - Processing	\$ 207.51	230-4230-3404-0000	Processing Fee
9032019	9/3/2019	Brodart Co	Materials - Juv (Friends)	\$ 19.28	235-4235-2101-0000	Library Donations Materials
8282019	8/28/2019	Creason Kaylin	Programs - Adult (Friends 2019-03) Staff Reimburseme	\$ 187.43	229-4229-2407-0000	Friends - Programs
8282019	8/28/2019	Hedin Sue	Programs - Adult (Friends 2019-03) Staff Reimburseme	\$ 91.06	229-4229-2407-0000	Friends - Programs
9032019	9/3/2019	Midwest Tape	Materials - Audio	\$ 12.74	230-4230-2402-0000	Audio
9032019	9/3/2019	Midwest Tape	Materials - Video	\$ 48.71	230-4230-2408-0000	Film/Video
9032019	9/3/2019	Midwest Tape	Materials - Processing	\$ 8.83	230-4230-3404-0000	Processing Fee
W19070591	8/21/2019	Office of MN IT Services	Phone - July 2019	\$ 143.70	230-4231-3101-0000	Telephone
CL65064919	8/20/2019	Otis Elevator Company	Elevator SVC Contract Sep- -Nov 2019	\$ 579.42	230-4231-3707-0000	Maintenance Agreements - Lib Plant
51281	8/15/2019	Premier Lighting Inc	Capital - LED Conversion	\$ 6,654.70	120-4230-5200-0000	C/O & Improvements
51420	8/26/2019	Premier Lighting Inc	Bulb Recycling	\$ 17.54	230-4231-3099-0000	Other Professional Services - Lib Plant
B10424677	8/15/2019	SHI International Corp	Library IT Project - MS Licensing Staff (2019 Cap Budge	\$ 3,128.00	120-4230-5310-0000	C/O MIS Computer Equipment
7312019	7/31/2019	Thorager Natasha	Programs - JUV ( SPLF 2018 -07 YS)	\$ 335.00	232-4232-2407-0000	SPLF - Programs
162059	8/23/2019	Washington County Library	Materials - Databases (Gale LitFinder)	\$ 570.68	230-4230-2114-0000	Data Base Searching
			<b>INVOICES SUBTOTAL</b>	<b>\$ 21,214.87</b>		
<b>CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
651310580	8/26/2019	Xcel Energy	Gas	\$ 63.15	230-4231-3601-0000	Natural Gas
651310580	8/26/2019	Xcel Energy	Electric	\$ 4,249.18	230-4231-3600-0000	Electricity
None						
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$ 4,312.33</b>		
			<b>GRAND TOTAL</b>	<b>\$ 25,527.20</b>		

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
<b>INVOICES PAYABLE</b>						
9172019	9/17/2019	Brodart Co	Materials - Adult Fiction (230 Tribute)	\$ 28.61	230-4230-2401-0000	Adult Books - Fiction
9172019	9/17/2019	Brodart Co	Materials - Adult Fiction	\$ 1,071.51	230-4230-2401-0000	Adult Books - Fiction
9172019	9/17/2019	Brodart Co	Materials - Adult Nonfiction	\$ 1,022.60	230-4230-2405-0000	Adult Books - Non Fiction
9172019	9/17/2019	Brodart Co	Materials - YA	\$ 331.35	230-4230-2406-0000	Teen Books
9172019	9/17/2019	Brodart Co	Materials - Processing	\$ 436.55	230-4230-3404-0000	Processing Fee
9172019	9/17/2019	Brodart Co	Materials - Adult (Heuer)	\$ 15.12	232-4232-2113-0000	SPLF - Materials
9172019	9/17/2019	Brodart Co	Materials - Adult (Johnson)	\$ 74.41	235-4235-2101-0000	Library Donations Materials
9172019	9/17/2019	Brodart Co	Materials - Juv	\$ 1,436.43	230-4230-2400-0000	Childrens Books
556	9/6/2019	Brookside Plumbing Inc	Plumbing Repairs	\$ 425.00	230-4231-3703-0000	Building Repair Charges
4029554389	9/5/2019	Cintas Corporation	Towels & Rugs	\$ 72.24	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
87833608	9/1/2019	Comcast	Internet/WiFi	\$ 188.06	230-4230-3098-0000	Technology Support
306-024447923	9/20/2019	Culligan of Stillwater	Water	\$ 27.25	230-4230-4099-0000	Miscellaneous Charges
9122019	9/12/2019	Faurot Kimberly	Programs - JUV (SPLF)	\$ 202.10	232-4232-2407-0000	SPLF - Programs
9032019	9/3/2019	Friends of the Stillwater Public Library	Friends reimbursement (August Sales)	\$ 453.50	228-4228-1990-0000	Friends of Library Pass Thru
58064	8/21/2019	Menards	Janitorial Supplies	\$ 184.92	230-4231-2102-0000	Janitorial Supplies
76509924	8/19/2019	Recorded Books Inc	Materials - Audio (S.AAB)	\$ 51.37	230-4230-2402-0000	Audio
76504700	8/29/2019	Recorded Books Inc	Materials - Audio (S.JAB)	\$ 7.87	230-4230-2402-0000	Audio
9122019	9/12/2019	One23 Events LLC	August 2019 Monthly Fee	\$ 2,000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
8422295	9/8/2019	Star Tribune	Materials - Periodicals (SPLF)	\$ 504.92	232-4232-2113-0000	SPLF - Materials
187946	9/9/2019	Stillwater Printing Co.	Fall Program Guide	\$ 205.00	229-4229-2407-0000	Friends - Programs
187946	9/9/2019	Stillwater Printing Co.	Fall Program Guide	\$ 200.00	232-4232-2407-0000	SPLF - Programs
11840580	8/26/2019	Value Line Publishing Inc.	Materials - Reference	\$ 470.00	230-4230-2113-0000	Reference
			<b>INVOICES SUBTOTAL</b>	<b>\$ 9,408.81</b>		
<b>CREDIT CARD</b>						
8305868	7/24/2019	Amazon.com	Programs - JUV SRP (SPLF 2019 -03)	\$ 62.85	232-4232-2407-0000	SPLF - Programs
20442018	7/24/2019	Amazon.com	Programs - JUV SRP (SPLF 2019 -03)	\$ 7.22	232-4232-2407-0000	SPLF - Programs
1638609	7/30/2019	Amazon.com	Materials - Video (SAV)	\$ 25.99	230-4230-2408-0000	Film/Video
20442018	7/24/2019	Amazon.com	Programs - JUV SRP (SPLF 2019 -03)	\$ 10.35	232-4232-2407-0000	SPLF - Programs
2725007	7/26/2019	Amazon.com	Programs - JUV SRP (SPLF 2019 -03)	\$ 12.93	232-4232-2407-0000	SPLF - Programs
1638609	7/30/2019	Amazon.com	Equipment - JUV (Imagination Station - WB)	\$ 41.37	232-4232-2302-0000	SPLF - Minor Equipment
1638609	7/30/2019	Amazon.com	General Supplies	\$ 143.96	230-4230-2101-0000	General Supplies
1638609	7/30/2019	Amazon.com	Portable Projector	\$ 89.99	230-4230-2302-0000	Other Minor Equipment
20763611	7/2/2019	Dream Host	Web Hosting	\$ 15.00	230-4230-3098-0000	Technology Support
35105746	7/18/2019	Lakeshore Learning Materials	Equipment - JUV (Children's Room Play WB)	\$ 233.34	232-4232-2302-0000	SPLF - Minor Equipment
D6E6	7/3/2019	Mikes Electric Bikes	Programs - Adult SRP (SPLF 2019 - 03)	\$ 48.21	232-4232-2407-0000	SPLF - Programs
86140402	7/3/2019	Target	Programs - JUV SRP (SPLF 2019 -03)	\$ 7.78	232-4232-2407-0000	SPLF - Programs
D5A30-315	7/23/2019	VistaPrint.com	Credit for Tax-Exemption	\$ (0.51)	230-4230-2101-0000	General Supplies
D5A30-315	7/23/2019	VistaPrint.com	Credit for Tax-Exemption	\$ (4.30)	230-4230-2101-0000	General Supplies
3454	7/3/2019	Walgreens	Supplies	\$ 41.76	230-4230-2101-0000	General Supplies
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ 735.94</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$ -</b>		
			<b>GRAND TOTAL</b>	<b>\$ 10,144.75</b>		

Submitted for payment

Mark Troendle, Library Director



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2019 August Budget Status Report</b>	
OWNER: <b>Troendle, Library Director Goeltl, Business &amp; Communications Manager</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period from January 1– August 31, 2019.</p> <p><b>120 Funds – Capital Projects:</b></p> <ul style="list-style-type: none"> <li>• C/O &amp; Improvements totaled \$38,751.21 through August, with \$33,725.06 for the pergola and \$5,026.15 for LED conversion.</li> <li>• C/O MIS Computer Equipment capital expenditures totaled \$53,709.94 through August. All expenditures were for the WCL/City IT Transition. The initial capital budget for IT-related projects was \$41,100 with an additional \$36,075 allocated from the capital reserve for a total budget of \$77,175.</li> </ul> <p><b>230 Funds – Revenues:</b></p> <ul style="list-style-type: none"> <li>• Meeting Room Rental Fees were budgeted at \$75,000 for 2019. Revenues received through August total \$37,684.20. Revenues are projected to end \$12,500-\$25,000 under budget during this transition year.</li> </ul> <p><b>230 Funds – Expenditures:</b></p> <p>Operating - Personnel Services: Personnel expenditures totaled \$572,830.99 through August. With 16.3 pay periods through this period, expenditures are running under the budgeted pace of \$596,571.85.</p> <ul style="list-style-type: none"> <li>• <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.</li> </ul> <p>Operating - Supplies &amp; Materials:</p> <ul style="list-style-type: none"> <li>• The general supplies budget is \$4,500 for 2019. \$2,913 was spent through August, with 35% of the budget remaining for the remainder of the year.</li> <li>• The total collection budget for physical, database and e-materials is \$97,900. While more than \$67,665.72 in materials have been ordered through August from city funds, \$51,671.58 has been paid out. The publishing industry has a lag time between ordering and invoicing for materials.</li> </ul> <p>Operating – Services and Charges:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>Plant – Personnel Services: Personnel expenditures totaled \$76,683.25 through August. With 16.3 pay periods through this period, expenditures are on track with the budgeted pace of \$82,622.82.</p> <p>Plant – Services and Charges: Building Repair expenditures totaled \$26,398.08 through August, with \$20,000 budgeted for the year. A September plumbing repair and a pending HVAC motor replacement bring known expenditures to approximately \$30,000.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2019 August Budget Status Report</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 10/2/2019 - 8:17 AM  
 Period: 1 to 8, 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	38,751.21	38,751.21	20,148.79	0.00	20,148.79	34.21
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	92,461.15	92,461.15	7,538.85	0.00	7,538.85	7.54
	Expense Sub Totals:	100,000.00	92,461.15	92,461.15	7,538.85	0.00	7,538.85	7.54
	Dept 4230 Sub Totals:	100,000.00	92,461.15	92,461.15	7,538.85	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	92,461.15	92,461.15	7,538.85	0.00	7,538.85	7.54
	Fund 120 Sub Totals:	100,000.00	92,461.15	92,461.15	7,538.85	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	100,000.00	92,461.15	92,461.15	7,538.85	0.00	7,538.85	7.54
	Report Totals:	100,000.00	92,461.15	92,461.15	7,538.85	0.00		

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 10/2/2019 - 8:15 AM  
 Period: 1 to 8, 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	37,684.20	37,684.20	37,315.80	0.00	37,315.80	49.75
230-0000-3520-0100	Copier/Printer Sales	6,500.00	4,155.32	4,155.32	2,344.68	0.00	2,344.68	36.07
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	103.70	103.70	96.30	0.00	96.30	48.15
	R25 Sub Totals:	82,200.00	41,943.22	41,943.22	40,256.78	0.00	40,256.78	48.97
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	341.92	341.92	1,158.08	0.00	1,158.08	77.21
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	181.70	181.70	318.30	0.00	318.30	63.66
230-0000-3880-0020	Library Card Fees	2,000.00	749.23	749.23	1,250.77	0.00	1,250.77	62.54
230-0000-3880-0030	Lost Materials	2,500.00	2,480.37	2,480.37	19.63	0.00	19.63	0.79
230-0000-3880-0040	Processing Fees	6,000.00	3,840.67	3,840.67	2,159.33	0.00	2,159.33	35.99
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.43	0.43	-0.43	0.00	-0.43	0.00
230-0000-3880-0300	Cash Short/Over	0.00	2.78	2.78	-2.78	0.00	-2.78	0.00
	R40 Sub Totals:	13,500.00	9,393.03	9,393.03	4,106.97	0.00	4,106.97	30.42
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	51,336.25	51,336.25	1,344,005.75	0.00	1,344,005.75	96.32
	Dept 0000 Sub Totals:	-1,395,342.00	-51,336.25	-51,336.25	-1,344,005.75	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	382,589.00	110,212.36	110,212.36	272,376.64	0.00	272,376.64	71.19
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	5,630.16	5,630.16	-5,630.16	0.00	-5,630.16	0.00
230-4230-1113-0000	Vacation Pay	0.00	27,265.79	27,265.79	-27,265.79	0.00	-27,265.79	0.00
230-4230-1200-0000	Part Time Salaries	353,636.00	315,712.73	315,712.73	37,923.27	0.00	37,923.27	10.72
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	32,015.97	32,015.97	23,201.03	0.00	23,201.03	42.02
230-4230-1420-0000	FICA/Medicare	56,321.00	34,714.38	34,714.38	21,606.62	0.00	21,606.62	38.36
230-4230-1500-0000	Hospital / Medical	100,192.00	35,264.70	35,264.70	64,927.30	0.00	64,927.30	64.80
230-4230-1520-0000	Dental Insurance	3,011.00	2,789.23	2,789.23	221.77	0.00	221.77	7.37
230-4230-1540-0000	Life Insurance	621.00	304.15	304.15	316.85	0.00	316.85	51.02
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	572,830.99	572,830.99	378,756.01	0.00	378,756.01	39.80
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	2,913.92	2,913.92	1,586.08	0.00	1,586.08	35.25
230-4230-2113-0000	Reference	2,500.00	2,060.00	2,060.00	440.00	0.00	440.00	17.60
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	206.76	206.76	2,793.24	0.00	2,793.24	93.11
230-4230-2400-0000	Childrens Books	19,100.00	11,688.52	11,688.52	7,411.48	0.00	7,411.48	38.80
230-4230-2401-0000	Adult Books - Fiction	19,500.00	12,773.54	12,773.54	6,726.46	0.00	6,726.46	34.49
230-4230-2402-0000	Audio	14,000.00	2,469.00	2,469.00	11,531.00	0.00	11,531.00	82.36
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	8,766.49	8,766.49	9,733.51	0.00	9,733.51	52.61
230-4230-2406-0000	Teen Books - Materials	5,000.00	3,635.28	3,635.28	1,364.72	0.00	1,364.72	27.29
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	4,832.21	4,832.21	2,667.79	0.00	2,667.79	35.57
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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	106,859.00	54,792.26	54,792.26	52,066.74	0.00	52,066.74	48.72
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	17,122.00	3,797.71	3,797.71	13,324.29	0.00	13,324.29	77.82
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	6,462.55	6,462.55	7,537.45	0.00	7,537.45	53.84
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	288.73	288.73	111.27	0.00	111.27	27.82
	E15 Sub Totals:	74,368.00	39,381.20	39,381.20	34,986.80	0.00	34,986.80	47.05
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	1,200.00	470.00	470.00	730.00	0.00	730.00	60.83
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	1,278.24	1,278.24	721.76	0.00	721.76	36.09
	E20 Sub Totals:	3,825.00	2,245.78	2,245.78	1,579.22	0.00	1,579.22	41.29
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	669,250.23	669,250.23	467,388.77	0.00	467,388.77	41.12
	Dept 230-4231							
	Dept 4230 Sub Totals:	1,136,639.00	669,250.23	669,250.23	467,388.77	0.00		
E05	LIBRARY PLANT PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	59,653.00	31,409.51	31,409.51	28,243.49	0.00	28,243.49	47.35
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	5,640.39	5,640.39	-5,640.39	0.00	-5,640.39	0.00
230-4231-1200-0000	Part Time Salaries	33,655.00	15,563.47	15,563.47	18,091.53	0.00	18,091.53	53.76
230-4231-1410-0000	PERA	6,678.00	3,668.52	3,668.52	3,009.48	0.00	3,009.48	45.07

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1420-0000	FICA/Medicare	7,138.00	3,523.26	3,523.26	3,614.74	0.00	3,614.74	50.64
230-4231-1500-0000	Hospital / Medical	23,793.00	15,594.47	15,594.47	8,198.53	0.00	8,198.53	34.46
230-4231-1520-0000	Dental Insurance	758.00	522.95	522.95	235.05	0.00	235.05	31.01
230-4231-1540-0000	Life Insurance	116.00	57.05	57.05	58.95	0.00	58.95	50.82
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	76,683.25	76,683.25	55,107.75	0.00	55,107.75	41.81
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	2,311.90	2,311.90	1,188.10	0.00	1,188.10	33.95
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	3,371.03	3,371.03	3,428.97	0.00	3,428.97	50.43
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	26,398.08	26,398.08	-6,398.08	0.00	-6,398.08	0.00
230-4231-3707-0000	Maintenance Agreements	10,200.00	6,924.76	6,924.76	3,275.24	0.00	3,275.24	32.11
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	66,031.93	66,031.93	52,479.07	0.00	52,479.07	44.28
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	589.12	589.12	510.88	0.00	510.88	46.44
	E20 Sub Totals:	1,100.00	589.12	589.12	510.88	0.00	510.88	46.44
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	146,675.33	146,675.33	111,526.67	0.00	111,526.67	43.19
	Dept 4231 Sub Totals:	258,202.00	146,675.33	146,675.33	111,526.67	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

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
	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	51,336.25	51,336.25	1,344,005.75	0.00	1,344,005.75	96.32
	Fund Expense Sub Totals:	1,394,841.00	815,925.56	815,925.56	578,915.44	0.00	578,915.44	41.50
	Fund 230 Sub Totals:	-501.00	764,589.31	764,589.31	-765,090.31	0.00		

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Library Supplemental Funds: Gifts and Grants Received</b></p>	
<p>OWNER:  <b>Goeltl, Business and Communications Manager</b></p>	<p>PRESENTER:  <b>Troendle, Director</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>A</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?   IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  <b>Approval of the following supplemental gifts and grants received by the library in Quarter 3 of 2019.</b></p>	
<p>BACKGROUND/CONTEXT:  Attached is a list of the supplemental gifts and grants received by the library from January 1, 2019 – September 30, 2019. Included on this report are Foundation payments of the venue coordinator and volunteer coordinator contracts. Beginning in July 2019, payments to the venue coordinator were made directly by the library to One23 Events. These payments will be reimbursed by the Foundation, switching from an in-kind gift to the library to a direct gift.   Official acceptance of the gifts and grants received report is requested.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Library Supplemental Funds: 2019 Gifts &amp; Grants Received Through 9/30/19</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	



**LIBRARY SUPPLEMENTAL FUNDS: 2019 GIFTS & GRANTS RECEIVED THROUGH 9/30/2019**

Prepared 10/2/2019

2019 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	2/21/2019	\$6,000 from Lee S. and Dorothy N. Whitson Fund of The Saint Paul Foundation for general support for the teen program and \$1,000 for the children's library for new educational/play structures/activities.	\$7,000	Teen Program & Children's Library	234-0000-3820-0320 Programs 234-0000-3820-0305 Equipment	Expend in 2019	Board Approved 4/9/19
G2	3/14/2019	Tribute Gift in Memory of Cherie Perlmutter	\$100	None	230-0000-3820-0100	Use for General Operating	Board Approved 4/9/19
G3	3/20/2019	Donor-Restricted Tribute Gift In Memory of John D. Houston	\$1,800	Terrace Plantings	235-3238-3820-0100	Expend in 2019	Board Approved 4/9/19
G4	3/26/2019	Gift Subscription to Air & Space Magazine (\$29 Value)	In-Kind	N/A	N/A	N/A	Board Approved 4/9/19
G5	3/27/2019	Birthday Book Donation in Honor of Sharon Speich - Adult NonFiction	\$25	Book Purchase	230-0000-3820-0100	Expend in 2019	Board Approved 4/9/19
G6	4/2/2019	\$70.00 Unrestricted Donation	\$70	None	230-0000-3820-0100	Use for General Operating	Board Approved 7/9/19
G7	4/4/2019	Birthday Book Donation in Honor of Kate Horst - Juv Fiction	\$20	Book Purchase	230-0000-3820-0100	Expend in 2019	Board Approved 7/9/19
G8	4/4/2019	Unclaimed Cash of \$80 from 12/2/2018 (left upstairs by self check and never claimed)	\$80	None	230-0000-3820-0100	Use for General Operating	Board Approved 7/9/19
G9	4/5/2019	Pro-rata share of the residue of the estate of James Johnson for the purchase of adult non-fiction.	\$2,556	Adult Non-Fiction	235-0000-3820-0100		Board Approved 7/9/19
G10	4/16/2019	Donation for plantings and materials for pots on library's terrace.	\$300	Planting and Materials for Terrace Pots	235-3238-3820-0100	Expend in 2019	Board Approved 7/9/19
G11	4/24/2019	\$5,000 Stillwater Township Unrestricted Donation	\$5,000	None	227-0000-3820-0100	TBD	Board Approved 7/9/19
G12	6/12/2019	\$20 Tribute In Memory of Maxine Mattison	\$20	Book Purchase	235-3238-3820-0100	Expend in 2019	Board Approved 7/9/19
G13	6/18/2019	\$1,317 Athena Fund Distribution (from grant funds available from 7/1/2018-6/30/19)	\$1,317	Non-fiction materials of lasting value	235-3235-3820-0100	Expend in 2019-2020	Board Approved 7/9/19
G14	7/11/2019	In-Kind Donation of Framed Stillwater Bridge Photo by Tom Francis; Est. Value \$50	In-Kind	N/A	N/A	N/A	<i>For Bd review and approval 10/8/19</i>
G15	7/12/2019	In-Kind Donation of framed prints of Winter, Spring, Summer and Fall of The Four Seasons Collection and of the Old Stone Bridge by Randall Raduenz	In-Kind	N/A	N/A	N/A	<i>For Bd review and approval 10/8/19</i>
G16	7/23/2019	\$50 Tribute in Memory of Pat Campbell	\$50	Book Purchase	230-0000-3820-0100	Expend in 2019	<i>For Bd review and approval 10/8/19</i>
G17	7/25/2019	\$1,000 Unrestricted Donation	\$1,000	None	235-0000-3820-0100		<i>For Bd review and approval 10/8/19</i>
G18	8/27/2019	Helen Lawson Library Fund of the St. Croix Valley Foundation 2019 Distribution	\$9,772	Funds in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund.	224-0000-3820-0100	TBD BY BOARD	<i>For Bd review and approval 10/8/19</i>

**LIBRARY SUPPLEMENTAL FUNDS: 2019 GIFTS & GRANTS RECEIVED THROUGH 9/30/2019**

Prepared 10/2/2019

G19	9/11/2019	\$200 Unrestricted Donation	\$200	None	230-0000-3820-0100	Expend in 2019	<i>For Bd review and approval 10/8/19</i>
G20	9/11/2019	\$20 Tribute in Memory of Vicki Cross	\$20	Book Purchase	230-0000-3820-0100	Expend in 2019	<i>For Bd review and approval 10/8/19</i>
G21	9/17/2019	In-Kind Tribute Donation of Book (St. Croix & Namekagon Rivers: The Enduring Gift - Collector's Edition) in Memory of Alice Colombo	In-Kind	N/A	N/A	N/A	<i>For Bd review and approval 10/8/19</i>
			<b>\$29,330</b>				

**2019: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS**

ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
F1	3/11/2019	\$12,000 for youth services and adult programming	\$12,000	Youth Services and Adult Programming	229-0000-3820-0320	Expend in 2019	Board Approved 4/9/19
			<b>\$12,000</b>				

**2019: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)**

ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	3/29/2019	\$5,000 grant for youth services and adult programming in 2019	\$5,000	Youth Services and Adult Programming	232-0000-3820-0320		Board Approved 4/9/19
SPLF2	3/29/2019	\$1,000 donor-restricted grant for children's books and programming	\$1,000	Children's Materials	232-0000-3820-0310		Board Approved 4/9/19
SPLF3	3/29/2019	\$1,000 donor-restricted gift for adult fiction and nonfiction.	\$1,000	Adult Fiction and Nonfiction Materials	232-0000-3820-0310		Board Approved 4/9/19
SPLF4	6/28/2019	\$8,500 grant for 1/2 of Sunday Hours in 2019.	\$8,500	Sunday Hours	223-0000-3870-0100		Board Approved 7/9/19
SPLF5	6/28/2019	\$14,000 grant for monthly Venue Coordinator services in June - December. In past, received as an in-kind gift. With transition to One23, library will pay provider and expense will be reimbursed by Foundation.	\$14,000	Venue Coordinator	232-0000-3820-0315		Board Approved 7/9/19
SPLF6	6/28/2019	\$8,000 donor-restricted gift for Venue Coordinator transition costs.	\$8,000	Venue Coordinator	232-0000-3820-0315		Board Approved 7/9/19
			<b>\$37,500</b>				

**2019: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)**

ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 2	1/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 3	1/28/2019	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 4	2/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 5	2/21/2019	Volunteer Coordinator Contract	\$108	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 6	3/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 7	3/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 4/9/19
SPLF In Kind 8	4/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Board Approved 7/9/19
SPLF In Kind 9	4/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 7/9/19
SPLF In Kind 10	5/8/2019	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Board Approved 7/9/19

**LIBRARY SUPPLEMENTAL FUNDS: 2019 GIFTS & GRANTS RECEIVED THROUGH 9/30/2019**

Prepared 10/2/2019

SPLF in Kind 11	5/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 7/9/19
SPLF in Kind 12	6/8/2019	Venue Coordinator Contract - LAST PAYMENT MADE AS IN KIND GIFT	\$2,000	N/A	N/A	N/A	Board Approved 7/9/19
SPLF in Kind 13	6/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	Board Approved 7/9/19
SPLF in Kind 14	7/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	<i>For Bd review and approval 10/8/19</i>
SPLF in Kind 15	8/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	<i>For Bd review and approval 10/8/19</i>
SPLF in Kind 16	9/25/2019	Volunteer Coordinator Contract	\$1,668	N/A	N/A	N/A	<i>For Bd review and approval 10/8/19</i>
			<b>\$27,009</b>				

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Trustee Information Sharing</b></p>	
<p>OWNER:  <b>Trustees</b></p>	<p>PRESENTER:  <b>Trustees</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:          This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.           Please see following link to an article emailed to trustees in September:  <i>Homeless patrons find community, comfort at Minneapolis Central Library</i>  <i>It's proof that libraries have always been more than just buildings full of books.</i>  <a href="http://www.startribune.com/homeless-patrons-find-community-comfort-at-minneapolis-central-library/559694712/">http://www.startribune.com/homeless-patrons-find-community-comfort-at-minneapolis-central-library/559694712/</a>           Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</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: <b>Venue Coordinator</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<b>BACKGROUND/CONTEXT:</b>  As part of the City’s review of the library’s special use permit for outdoor events, a chart of relevant bookings was created from the period the permit was issued through the end of the current events season. One condition is that the library can host no more than 25 outdoor events annually that include amplified music past 8:00 p.m. The actual number of events meeting that qualification this year will be 20, unless we have late additions to the schedule. City staff will review and assess whether additional follow up is necessary. For now, the library has fulfilled its obligation with respect to the review process.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Grant Request</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve grant request of up to \$26,000 to the Stillwater Public Library Foundation for parking ramp doors and elevator and custodial/building equipment and supplies.</b>	
BACKGROUND/CONTEXT: A patron who loved this library recently passed away and bequeathed a portion of his estate to the Stillwater Public Library Foundation. The library was asked to provide a grant request to the Foundation for the 2019 expenditure of a portion of the bequest. Library staff reviewed 2019 needs and recommends the following initial grant request:  <i>Parking Ramp Doors &amp; Elevator (\$12,500):</i> To improve the security, energy efficiency, accessibility and visual appeal of the parking ramp entryway, the doors from the parking ramp into the library would be upgraded, the handicapped accessible button would be relocated, and the parking ramp elevator’s exterior door and potentially even the interior carriage would be wrapped in a vinyl graphic.  <i>Custodial/Building Equipment &amp; Supplies (\$13,500):</i> To help maintain an environment that is clean, safe and comfortable for library patrons and employees, improved custodial and building supplies and equipment are needed. <ul style="list-style-type: none"> <li>• Cleaning Dispensing System: A dispensing system (similar to a recently installed system at the city) to easily and accurately dispense cleaning products from concentrates, standardizing cleaning processes and saving costs in the long-run from bulk purchases of cleaning agents.</li> <li>• Custodial &amp; Maintenance Supplies: New and improved cleaning equipment including 2 new vacuums, wet mops, dry mops, brooms, and tool cabinet to improve efficiency and effectiveness in cleaning and maintenance work.</li> <li>• Cleaning/Hygiene Station: Cleaning/hygiene stations where patrons could obtain wet wipes and sanitizer for surfaces and hands before using the public computers or the gallery tables to help provide just-in-time cleaning solutions.</li> <li>• Foaming Soap Dispensers: Replacement of soap dispensers in restrooms with foaming soap dispensers that are environmentally friendly, cost-effective, and hopefully easier on our drains.</li> <li>• Parking: Bollards, speed bumps, and column protectors for the parking ramp, making the ramp safer for patrons and vehicles.</li> <li>• Landscaping/Outdoor Maintenance: Lithium-ion cordless string trimmer, power blower, and hedge trimmer to help improve the outdoor maintenance of the library.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Microfilm Acquisition</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Contingent upon a successful grant request by the City of Stillwater to the Minnesota Historical Society, motion to approve the acquisition of historical property assessment and tax microfilms for the library’s St. Croix Collection.</b>	
BACKGROUND/CONTEXT: <p>Historic property assessment and tax records, along with deeds and other recorded documents, are the most important sources for determining the history of Stillwater’s nineteenth century structures. This is especially true prior to the advent of city directories (1877) and building permits (1886). And for buildings in rural Stillwater Township areas annexed to the city, these county records are sometimes the only available sources. Over the years, the county records deteriorated in storage before being transferred to the Minnesota Historical Society (MNHS), where due to moisture damage they were microfilmed before the originals were discarded.</p> <p>In 1993, around the start of Stillwater’s historic planning process, the Rivertown Restoration group generously purchased a complete set of the pre-1900 assessment rolls and tax list microfilms then available, and donated them to the Stillwater Public Library’s St. Croix Collection. A majority of the records available in 1993 were tax lists rather than assessment rolls.</p> <p>Seven years later, Washington County transferred a substantial number of additional assessment rolls to MHS, where they were microfilmed. At present, the records filmed in 2000 are not available in the local St. Croix Collection. Though they can be consulted at MNHS, the Stillwater Library’s proximity as well as its evening and weekend hours make it a much more convenient option for heritage preservation commission volunteers and other local researchers.</p> <p>On behalf of the Historic Preservation Commission, HPC Commissioner Matt Thueson and City Planner Abbi Wittman are drafting a grant request to MNHS for funding to purchase 30 remaining available pre-1900 City of Stillwater assessment and tax microfilm rolls, plus four other rolls to create a complete set of films for Stillwater Township.</p> <p>The library is supportive of the City seeking funding to acquire these microfilm rolls. If awarded, this will complete Stillwater City and Township records in the St. Croix Collection. City Attorney Kori Land has requested the Library Board formally approve the acquisition of these microfilms, contingent upon a successful grant request.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Performance Evaluation Summary and Step Movement</b>	
OWNER: <b>Bell, President</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve movement to step 7 effective the first full pay period following the director’s anniversary date.</b>	
BACKGROUND/CONTEXT:  <p>At the September board meeting, the trustees conducted the annual director performance evaluation process in closed session. Library Board President Maureen Bell will provide a verbal summary at the October meeting in open session.</p> <p>After the summary is presented, the board is requested to take action on a motion for step movement to correct an unintentional oversight from the previous meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- A discussion involving the Library Director, Business and Communications Manager, City HR Manager and HR Specialist led to a revamped process for benefits enrollment and how that information is communicated to both the employee and the City. Previously, the library was responsible for explaining the various benefits enrollment options available to new employees or those moving from a non-benefited position to one with benefits, and then communicating that to Finance staff involved with payroll. As of September 16, the City's new HR Specialist will be taking a much more active role by meeting with the employee, reviewing options, and helping to complete enrollment paperwork. This is a welcomed change!
- The Business and Communications Manager and I conducted interviews for the position of substitute custodian. Two offers were made and one candidate accepted.
- Assisted Information Services Supervisor Aurora Jacobsen and Circulation Services Lead Lori Houston with recruitment processes for open Circulation positions.
- After the Library Board approved funding sources for two capital projects at last month's meeting, I drafted a capital funds reallocation request memo for the City Administrator, which he approved and included in the City Council's packet for consideration on September 17. The Council approved the request. Concurrently, the Facilities Committee amended contract language proposed by Building Restoration Corporation (BRC) so that we'd be prepared to move ahead expeditiously after all necessary approvals were received. After the Council meeting, I coordinated with BRC so they could commence masonry restoration work above the 4<sup>th</sup> Street entrance and over the terrace double doors on September 19.
- Collaborated with Maureen Bell to discuss ways in which the director evaluation forms could be streamlined, a conversation which continued with the Executive Committee.
- New Library Foundation board member Sandy Ellis (formerly the Venue Coordinator) and I provided a tour of the library for Library Foundation members at their September meeting. It's a great opportunity to talk about aspects of the building or services we offer that one may not know about and see non-public areas that even longtime board members had never been in.

### Heads-Up

- City Council adopted a resolution on October 1 approving a one-year pilot program for 2020 offering a \$250 per month cash in lieu of payment to employees who opt out of City SWWC Blue Cross Blue Shield group health coverage provided they are covered on their partner's group health insurance plan. This resolution does not obligate the library to follow suit as the Library Board would have to separately authorize such a payment. Library administration will conduct an analysis of the budget implications, discuss findings with the Finance Committee, and report back to the Library Board at a future date.
- I asked HR Manager Donna Robole whether the library could have access to the City's career portal so that we would have another avenue for advertising employment opportunities and as a means to create more efficiencies by streaming paperwork because the application process is conducted online. Donna is open to the idea and will investigate this request with the company that provides the software platform. There is a fair amount of backend development work that would need to be accomplished first so this will likely take time to implement even if there are no impediments.
- Toward the end of October, the union for represented library employees has indicated it will provide some possible dates to open negotiations with the library.

#### Near-Term Future Focus

- Work with the Finance Committee and staff to propose adjustments to the 2020 operating budget.
- Project management tasks related to ongoing and pending capital projects.
- Continued effort developing a work plan related to the strategic plan's goals and strategies.
- Complete HR processes for open positions.
- Prepare for the replacement of staff computers.
- Update stenciling/signage on exterior doors.

## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming and Reference

#### September Programs

- Words that Attract had 4 crafters.
- Mystery Book Club had 10 attendees.

#### Collection

- Aurora ordered a number of eBooks that had a large quantity of holds to help augment the Washington County collection in Overdrive.

#### Circulation

- Circulation issued 100 new library cards in September, meaning that the library continues to be busy and interest in library services remains high.
- Speaking of busy, the Smart check (automated return) had 10,000 returns in August. With the carts of books also returned at the 4<sup>th</sup> Street and overnight book drops, this number really is outstanding. Shelvers were certainly getting their workouts this fall.
- Staff is adjusting to the new circulation policies. Automatic renewals do seem to be changing the totals the library has traditionally used to report the number of checkouts, so the annual report should have much higher numbers than previous years.

#### Personnel

- Lori and Aurora interviewed candidates for the 24 hour a week Circulation Assistant position that was open following Tina Beaudet's move to Technical Services.
- Grace Dosedall has been added to the roster as a sub for shelving, pending the completion of the hiring paperwork.
- Maggie Kaericher began as a shelver in September. Having patrons that regularly just like to visit the library to enjoy themselves show interest in helping make us run is always a plus, especially when they are young.

#### PR

- Booklists created this month: Kaia and Jade created a DIY Holiday booklist, Jade created the Horror booklist that is in this month's electronic newsletter, and Jodi created a list of books recommended by Brené Brown.
- After a number of questions from patrons, Sue created a handout about the Tim Harding artwork that hangs behind the Public Services Desk.

#### Reference

- Because Kaia, Kaylin, Jade and Netanya all know each other and train staff at their more permanent jobs, they had a shared Google Document of the reference questions asked and the answers they gave or found. Jade shared the document with Aurora this month and it has been a useful source document in knowing what kind of training incoming reference staff might find most useful.
- In honor of Banned Book week, Jodi created a display of books that have been banned along with some questions about how objections to books might be reframed in a way that avoids banning all together.

### Programming

- Keri coordinated the "I Am Not Invisible" display in the library. This display was provided by the Women Veterans Initiative. It is featured in the library in lead up to our Monday, October 14 program, "You Don't Look Like a Veteran."

### Upcoming in October:

- You Don't Look Like a Veteran with AAUW
- Homelessness and Affordable Housing with MICAH
- New to Medicare
- Pop-Up Book Club
- Memories Squared
- Mystery Book Club
- Celebrating Dia de Los Muertos-Wire and Clay Sculptures

## Report from the Youth Services Supervisor, Angela Petrie

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### September Programs

- *Storytime* – 322 attended 8 sessions
- *Drop-in Play* – After each storytime, librarian lead with developmentally appropriate toys
- *Brick Party* – 4 young engineers accepted building challenges
- *Teen Drop-in DIY* - pom-pom coasters
- *Art Cart* – 56 attended 4 sessions of family time creating art (circle cats, owl puppets, CD snails, snakes)
- *Circus Manduhai* – 121 were wowed by this amazing pair of Mongolian circus performers (see article and pictures)
- We began offering a *Teen Writing Club* and *Teen ARC (Advanced Reader Copy) Club* which will meet in the Teen Library space once a month. We hope to boost attendance as word begins to spread.
- *Teen Silent Library*, an opportunity to play silly games while trying not to laugh was hosted in the Teen Library Space.
- *Teen Advisory Board* had their first meeting of the school year. We have three former members who've expressed interest in returning. We believe this will be a year of re-building a solid group as well as fostering healthy relationships. We also now have made it a requirement that all TAB participants also volunteer for 3-4 events at the library to help them practice skills that will help prepare them for the future,
- *Teen Drop-in DIY* - Perler fuse bead art in the Teen Program Room. For some, this was a chance to practice using an iron.
- *Post-It Note Art* - we brought extra color into the Teen Library while creating on some of the windows.
- *Scavenger Hunt* – Library Card Month with Toy Story Graphics – 82

### Staffing

- Kim Faurot is transitioning smoothly into her role as Youth Services Librarian bringing with her over 25 years of extensive experience working with children and families in public libraries. Several storytime parents and staff have complimented her presentations. One family came from St. Paul where they attended her programs regularly. The mother spoke so fondly of Kim that Angie thought she might relocate to Stillwater just to be closer! Kim is providing great ideas for adding organization to our props in the storage areas of the library making them easier to access for efficiently. She jumped right in to enthusiastically greet teachers and students visiting from Sunny Hill Preschool and New Heights during her first two weeks. Her passion for working with children and parents/caregivers is obvious.

### Partnerships

- The Stillwater Elks Partnership (Operation Warm Project) – The Elks Foundation contact, Lisa Bishop, met with Angie and Kim to discuss next steps in our project to offer new winter coats and books to vulnerable families. As the families will be collecting their coats and books at the library, this will be another opportunity to inform about library services and programs. The planning group collectively decided to push the initiative from this year to Fall 2020 to allow for the necessary steps to make this event successful. We will be working with schools and youth serving organizations to identify at least 150 children who need a winter coat. The boxes of coats and books will be delivered to the library days before the event. We'll need to coordinate the logistics after more information is gathered about the delivery process. Lisa thanked us for our flexibility. We anticipate a successful partnership on this and future projects.

## Spaces

- Netanya has been diligently creating a welcoming space in our Teen Library and posting to Instagram to reach outside the library building to hopefully attract more teens.
- A new brochure of realistic fiction books for teens was made and put out in the teen area. The list will be part of the October library newsletter.
- On display are books that match Taylor Swift's newest album (Lover). It was very popular.
- A display for Banned Books Week (Sept 22-28) was created and put out in the teen area. The display highlights facts about banned books.

## Outreach

- It's that time of the year when school outreach relationships are renewed as teachers welcome new students. This month Sunny Hill Preschool visited twice with 30 on one day and 27 the second. Baby Bear showed preschoolers different things you can check out with a library card! Kim presented a mini storytime full of laughter and learning. Then, we showed them the sorter with Lori offering an animated show and tell. We learned from Megan in tech services that 10,000 books were returned through the Smart Check in August alone which equals 60 book carts.
- We are also coordinating another year with our young "neighbors" from Head Start. Each month they will visit the library for a storytime. We plan to again explore ways for the library to attend some parent nights. Daytime special events are attended by a librarian but there is a lot happening with parents, many on lunch breaks, spending limited time with their children.
- New Heights teachers visit the library with their students various days and times. We asked library staff to notify us when they start to come again. Kim was able to meet with the K/1<sup>st</sup> grade teacher to arrange a special introduction and welcome to the students, seven of whom received new library cards.

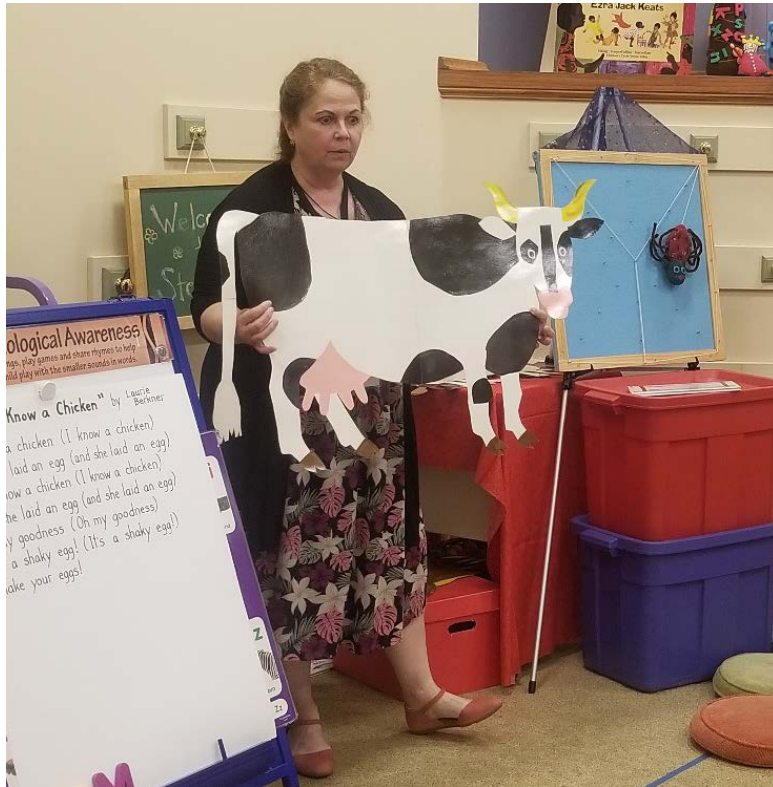
## Professional Development

- On September 19 and 20, Angie was fortunate to attend the Minnesota Library Association Annual Conference in Prior Lake. These events are a great way to connect and reconnect with other library leaders both formally and informally. Sessions attended included the following:
  - The Interlocked Library: Interweaving Your Community's Mission into Library Services
  - From Amateur to Zealot: Becoming an Effective Library Advocate
  - Racial Equity in Programming and Collection Management: Libraries Are for Everyone
  - Engagement: Outreach Librarianship and Connecting Your Community
  - A Little Dirt Never Hurt: Growing a Collaboration Between Libraries and Environmental Partners
  - 3, 2, 1 Engage! Tools and Tips for Launching Authentic Power Partnerships (Presented by DCL Staff and probably my favorite session as they were part of the first cohort in [OF/BY/FOR ALL](#))
  - We Haven't Broken the Library: Challenging Perceptions and Creating Access Through Eliminating Late Fines (led by St. Paul Public Library Staff)
  - Goodbye Reading Logs! – A New Way to Do Summer Reading (more on this in next month's report)
  - For A Strong Profession: Development Opportunities Across the State

## Coming in October (TeenTober!)

- *Drop-in Play* after storytime sessions on Tuesday and Wednesday
- *Brick Party*, October 5 at 1:00 pm
- *Mobile Sign Shop with Springboard for the Arts*, October 12 at 10:30 am
- *Early Childhood Family Storytime*, October 14 at 6:00 pm
- *Silly Millies Clay Art (MEA Activity)*, October 17 at 10:30 am

- *Disney Trivia Night for Teens, October 17 at 6:00 pm*
- *Bullet Journaling for Teens, October 26 at 10:30 am*



*One of Miss Kim's 1st Storytime as our new Youth Services Librarian*



*Sunny Hill Preschoolers learning about the library from Baby Bear*



Sunny Hill preschoolers learning about the sorter. The little girl in the middle just learned they would have to leave soon!



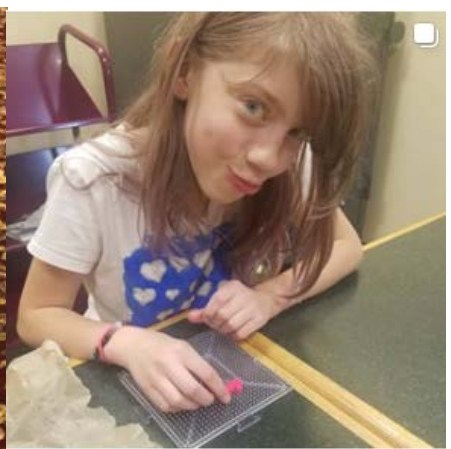
The library's September 28th program made the paper





*Chimgee leading young attendees in a circus act*

A collage of a few photos from September Programs





# Friends of the Stillwater Public Library

**June 10, 2019 | 6:30 pm CT | Meeting location:** Conference Room -Stillwater Public Library

Meeting Friends of the Library

Meeting called by Mary Ann Sandeen

Facilitator Mary Ann Sandeen

Secretary Tracy Salvati

### Attendees:

Gemma Lockrem , Lyndon Lockrem, Jan Kilkelly, Mary Ann Sandeen, Tracy Salvati, Mark Troendle, Vik Wilson, Nancy Wilson, Mary Glennon , Ruth Ranum, Ed Fagerlund

## Agenda

**Friends of the Stillwater Public Library Meeting:**  
**Monday, June 10, 2019**  
**Location: Conference Room**  
**Time: 6:30 p.m.**

### Friends of the Stillwater Public Library Agenda

\*\*\*\*\*

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Treasurer's Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other: Fall Sale dates/STS; LAS tickets; River Market Coop Roundup; Check stamp
6. Update: Mark Troendle
7. Adjourn

\*\*\*\*\*

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary's report Tracy Salvati**
  - May 13, 2019 Minutes approved
- **Treasurer's report Jan Kilkelly**
  - Balance May 31, 2019
    - \$27,289.81
- **Membership report Gemma Lockrem**
  - 84 memberships

### Topics:

- **Book Sale – Fall dates / STS**
  - Booksale dates
  - Collection: Oct. 19<sup>th</sup> and 26<sup>th</sup>
  - Setup and preview Nov. 6<sup>th</sup>
  - Sale is Nov. 7, 8, 9
  - STS pickup on Nov. 10<sup>th</sup> – STS has been contacted and they will be bringing 6-7 bins.

- **Adjustment to Book Sales totals \$4,519.60**
  
- **Book Sale Volunteers**
  - Susie is making calls for volunteers – we will ask her to leave messages, some volunteers said they were not contacted so Susie will start leaving voice messages. Thanks, Susie!
  
- **Light a Spark Tickets**
  - Gemma, Linden, Tracy, Mary
  
- **River Market Co-op**
  - Roundup for June and July will go to Friends of the Library.

**Update: Mark Troendle:**

- Mark distributed the July and August calendars
- Pat Lockyear, Ivy Club and Foundation Member, has been maintaining the beautiful flowers on the terrace and library entrance. Thank you very much!
- Thursday evening 6/13 6:00p; Summer concert on the terrace – Ann Reed

**Meeting Adjourn: All**

**\*\*\*Next meeting Monday, September 9, 2019**

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

Period:	<u>6/1/2019-</u> <u>6/30/2019</u>	Year-to-Date <u>6/30/2019</u>
Opening Balance	\$27,289.81	\$ 31,831.86
<b>Receipts:</b>		
Memberships		\$ 1,640.00
Donations		\$ 604.55
Book Sales	431.75	\$ 6,824.85
Scanner Fees		\$ 140.00
Book Bags		\$ 90.00
T-Shirts		\$ -
Notes, Cards		\$ -
<hr/>		
Total Receipts	\$431.75	\$ 9,299.40
<b>Disbursements:</b>		
Grants to Library		\$ 12,000.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 90.00
Printing & Supplies	\$89.19	\$ 223.89
Sales Tax		\$ 660.00
Fees		\$ -
Misc.		\$ -
<hr/>		
Total Disbursements	\$89.19	\$ 13,498.89
Ending Balance	\$27,632.37	\$ 27,632.37

*Outstanding Grants Due to Library:*

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

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

Period:	7/1/2019 - <u>7/31/2019</u>	Year-to-Date <u>7/31/2019</u>
Opening Balance	\$27,632.37	\$ 31,831.86
<b>Receipts:</b>		
Memberships	\$120.00	\$ 1,760.00
Donations		\$ 604.55
Book Sales	\$438.00	\$ 7,262.85
Scanner Fees		\$ 140.00
Book Bags	\$15.00	\$ 105.00
T-Shirts		\$ -
Notes, Cards		\$ -
<b>Total Receipts</b>	<b>\$573.00</b>	<b>\$ 9,872.40</b>
<b>Disbursements:</b>		
Grants to Library		\$ 12,000.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 90.00
Printing & Supplies	\$150.00	\$ 373.89
Sales Tax		\$ 660.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$150.00</b>	<b>\$ 13,648.89</b>
<b>Ending Balance</b>	<b>\$28,055.37</b>	<b>\$ 28,055.37</b>

*Outstanding Grants Due to Library:*

Book Sale Nov. 2015	\$0.00
Book Sale Nov. 2016	\$0.00
Book Sale Nov. 2017	\$0.00
Book Sale Nov. 2018	\$137.07
Book Sale Nov. 2019	

\$137.07

*Other:*

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

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

Period:	8/1/2019 <u>8/31/2019</u>	Year-to-Date <u>8/31/2019</u>
Opening Balance	\$28,055.37	\$ 31,831.86
<b>Receipts:</b>		
Memberships		\$ 1,760.00
Donations	\$2,874.94	\$ 3,479.49
Book Sales	\$421.50	\$ 7,684.35
Scanner Fees		\$ 140.00
Book Bags	\$30.00	\$ 135.00
T-Shirts		\$ -
Notes, Cards		\$ -
<hr/>		
Total Receipts	\$3,326.44	\$ 13,198.84
<b>Disbursements:</b>		
Grants to Library		\$ 12,000.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage		\$ 90.00
Printing & Supplies		\$ 373.89
Sales Tax		\$ 660.00
Fees		\$ -
Misc.		\$ -
<hr/>		
Total Disbursements	\$0.00	\$ 13,648.89
Ending Balance	\$31,381.81	\$ 31,381.81

***Outstanding Grants Due to Library:***

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

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell President, Vice President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:  <b>SPL Executive Committee Notes</b>  <b>October 1, 2019, 10 a.m.</b>  Present: Bell, Lockyear, Richie, Troendle</p> <p><b>Discussion Topics</b></p> <p><b>Bylaws Draft</b>  Because of limited time to discuss the draft bylaws submitted by the Nominating Committee, discussion will continue at the 10/10/19 Executive Committee meeting.</p> <p><b>Director Evaluation</b>  As we finalized the director’s annual performance evaluation at the close of the first full year with a new process, several questions emerged which require further, future discussion at the committee level:</p> <ol style="list-style-type: none"> <li>1. Is the summary of board discussion held during the closed session public or private data? Is it appropriate to include the summary in board minutes of the board meeting following the performance evaluation?</li> <li>2. The Goal Development Worksheet, used to set performance goals for the coming year, includes a column for trustee comments/suggestions/ideas. Was the worksheet useful for trustees?</li> <li>3. If a trustee wished to suggest a particular goal for the following year, how would that be done?</li> <li>4. Including all instructions and forms for the annual performance review and the 6-month progress report in a single document is confusing. Reformat as separate documents?</li> <li>5. The formatting (a table with columns) of the annual performance review and progress report forms limits space for a narrative response. Reformat?</li> </ol> <p><b>Other</b>  Contract Negotiations-The union has signaled their intent to negotiate. Later in October, they will propose dates for negotiation sessions.</p> <p><b>Updates</b>  Maureen met with Ann Wolff, Stillwater Public Library Foundation, and Mary Ann Sandeen, Friends of SPL, to talk about ways to promote and support the library. Ongoing meetings, perhaps quarterly, are planned.</p>	

# Stillwater Public Library 2019 Calendar

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

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



# Stillwater

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## 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