

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, November 12, 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 October 8, 2019 Minutes +
  - b. Acknowledgement of Bills Paid in October 2019 (10/1/19: \$12,338.12 and 10/15/19:\$14,222.95)+
  - c. September 2019 Budget Status Report +

Informational (10 minutes)

5. Trustee Information Sharing I+
6. Library Board of Trustee Vacancies I+
7. Library Board of Trustees Bylaws I+

Discussion (20 minutes) – CLOSED SESSION

8. Labor Negotiations Strategy D+

Decisional (45 minutes)

9. 2020 Holidays A+
10. 2020 Opt-Out Health Insurance Pilot A+
11. Venue Coordinator A+
12. Grant Requests A+

Reports (15 minutes)

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

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, November 11, 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  
October 8, 2019**

**Minutes**

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

**ABSENT:** Keliher

**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 Carlsen. Board requested the addition of Agenda Item 6A – Board Self-Evaluation Task Force. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Richie; No: None.*

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

None.

**REGULAR BUSINESS**

**AGENDA ITEM 4: Consent Calendar**

*Motion to adopt consent calendar. Cox moved. Lockyear second. Carlsen requested that minutes (4a) be pulled for further discussion. Richie requested that the supplemental funds report be pulled for further discussion (4d). Consent calendar adopted as amended with the two items pulled out for discussion. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Richie; No: None.*

Carlsen asked about the director evaluation. The performance evaluation and step movement was passed on a yes/no vote; however, there was a numeric ranking behind this. Should the rankings from the board members be included in the record? Bell responded that the performance documentation is retained by the city and includes the grid and the composite number for the board members. Carlsen asked for it to be noted that it would be good to include the numeric rankings from the board members in the documentation.

Richie asked about the \$1,000 donation received on 7/25/2019. She asked if this donation was restricted or if it had been allocated in a specific way. Goeltl responded that it was an unrestricted gift that had not been allocated.

**INFORMATIONAL**

**AGENDA ITEM 5: Trustee Information Sharing**

Hollatz shared that as she is new to the community, she is often serving a tour guide for guests that are visiting Stillwater for the first time. One of her guests was a poet so she took him to the library to visit. The guests enjoyed the library, and the poet was very appreciative of Stillwater's poetry collection.

Lockyear discussed her visit to the Prague Public Library and the very unique book sculpture. The sculpture contains a mirror inside so the tunnel looks infinite. The library is located in the town square,

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**Minutes**

with the Clementinum (one of the first universities in the world with a beautiful library) and the town hall. A composite image of the library and the book sculpture as shown to the board follows.



Bell reported that she met with Mary Ann Sandeen, President of the Friends, and Ann Wolff, President of the Foundation. As a follow-up, there will be a meeting with representatives of the Friends, Foundation and Library.

Troendle reported three trustees have terms expiring at the end of December. The deadline for applications or reappointment requests closes at 4:30 PM on November 15. After the deadline, the city will provide the library with any applications received, and the Nominating Committee will have 3 weeks to go through their process before the December 10 library board meeting. The recommended new appointments or reappointments would be provided to the City Council for their meeting on December 17, allowing the library to have trustees in place for January.

**AGENDA ITEM 6: Venue Coordinator**

Troendle reported that an events report was compiled and conveyed to City Planner Abbi Wittman. City staff will review the report and cross-reference it with any emergency service calls to determine if there are any substantiated complaints. If necessary, city staff will bring it to the Planning Commission in a duly-noticed public hearing. The Community Development department will keep Troendle apprised if any follow-up is needed.

**AGENDA ITEM 6A: Board Self-Evaluation Task Force**

Howe reported that the members of the board self-evaluation task force are Howe, Hollatz and Cox. During the meet with Propel last January came discussions about doing a self-evaluation of the board. The task force met to discuss the purpose and what might be gained from doing a self-evaluation. The

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group is planning to research the self-evaluation model from ALA's United for Libraries and from other non-profits. They plan to meet next month to review the information gathered.

**AGENDA ITEM 7: Grant Request**

Troendle reported that the Foundation has asked the library to consider spending down a substantial bequest recently received. The request outlined in the board packet constitutes up to \$26,000 in expenditures, which would spend the bequest down almost by half. The library will bring another request to the board in November to spend down more of the bequest.

The current request consists of:

- 1) Replacing the double doors from the parking ramp to the interior of the library and enhancing the parking ramp entry area to make it more welcoming and inviting. These improvements are estimated at \$12,500.
- 2) Shoring up some basic custodial needs with new equipment to allow custodians to clean better and more efficiently and purchasing column protectors for the parking ramp to prevent damage to columns and vehicles. These enhancements total \$13,500.

Board discussed need for requested changes and gave positive feedback on the parking ramp column protectors. Richie asked about possible ideas for the remainder of the bequest and timing constraints. Troendle reported that the Foundation would like to provide the library with the funds by the end of the year. One option that is being considered is paying the wage of the Youth Services Programming Assistant for 2020. Troendle noted that while there are "wow" things that could be done with the bequest, the library's priority is shoring up some basic needs first.

*Motion to approve grant request of up to \$26,000 for parking ramp doors, elevator, and custodial/building equipment and supplies. Hollatz moved. Howe second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Richie; No: None.*

**AGENDA ITEM 8: Microfilm Acquisition**

Troendle directed trustees to the cover sheet on page 23 for details of the microfilm acquisition. The city and the library would like to round out the locally available microfilm set for historic property assessment and tax records. If the city's grant request is successful, the library will make the 34 rolls available in our St. Croix Collection. This project will improve the quality and ease of local history research, support city staff and heritage preservation commissioners, and support increasing public interest in Stillwater history source material.

*Motion to approve the acquisition of historical property assessment and tax microfilms in the library's St. Croix Collection, contingent upon a successful grant request by the City of Stillwater to the Minnesota Historical Society. Hemer moved. Richie second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Richie; No: None.*

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**AGENDA ITEM 8: Director Performance Evaluation Summary and Step Movement**

Bell reported that the director performance evaluation was done last month in closed session. Using the process established, the trustees and director discussed progress toward 2018-2019 goals, the role of the trustees in supporting the director, and the goals for the coming year. At the conclusion of the discussion, the performance evaluation was conducted and pay grid step advancement was recommended. The motion for step advancement was made and approved by the board in closed session. Following the board meeting, the director and president met, signed off on the agreement and brought it to city hall.

Bell discussed that much was learned during the first full year of the process. There will be some changes made to fine-tune the process. She noted that Carlsen already identified one possible change of including the numerics from the evaluation.

Bell noted that the motion for step advancement should have occurred in the public portion of the meeting. She requested that the board take action on a motion for step movement to correct this unintentional oversight.

*Motion to approve movement to step 7 effective the first full pay period following the director's anniversary date. Richie made motion. Cox second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Richie; No: None.*

**REPORTS**

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

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

Richie was pleased to hear of the streamlining of city services and support from the HR specialist on hiring and benefits. She was also pleased to see the inclusion of the library in the software for open city board and commission positions.

Bell noted that there were an impressive number of programs for teens. She was also interested in the Elks partnership. She thanked Mark and staff for the preparation of the reports.

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

The Foundation minutes were not included in the board packet as they were not formally approved at the last meeting. Troendle noted that the Foundation has started donor engagement meetings, in which, primarily, the Foundation Manager and Foundation President have been meeting with donors one-on-one or in small groups to thank them for their generosity and listen to what they have to say.

Richie requested feedback from the Friends on one lump sum request instead of multiple asks or grants throughout the year.

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**AGENDA ITEM 11: Board Committee Reports**

- **Executive Committee:** Bell noted that a report is included in packet. The Executive Committee received a draft of the bylaws from the Nominating Committee. Bell was impressed with work and clarity. The Executive Committee will review draft in more detail over the upcoming week. The Executive Committee has also been spending time on the director's evaluation and the lessons learned.
- **Facilities Committee:** Did not meet. Troendle reported that masonry repairs for this year are complete. There are more repairs to do next year.
- **Finance:** Did not meet.
- **Nominating Committee:** Did not meet.

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

None.

**AGENDA ITEM 13: Adjournment**

Adjourned at 7:50 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgement of Bills Paid in October 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 October 2019 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bills report summary for the month of October 2019:</b>				
<b>October 2019 (2019 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 16,568.62	\$ 2,366.18	\$ 1,050.35	\$ 19,985.15
<b>Capital Expenditures</b>	\$ 6,575.92	\$ -	\$ -	\$ 6,575.92
<b>Total</b>	<b>\$ 23,144.54</b>	<b>\$ 2,366.18</b>	<b>\$ 1,050.35</b>	<b>\$ 26,561.07</b>
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: October 1, 2019</i></p> <ul style="list-style-type: none"> <li>• \$6,575.92 paid to Dell for computer upgrade. Funded by Library/IT project capital reserve.</li> </ul> <p><i>Bill Resolution: October 15, 2019</i></p> <ul style="list-style-type: none"> <li>• \$320.00 paid to 16 Wins for technology updates to website.</li> <li>• \$1123.14 paid to Master Mechanical for leak inspection by nonfiction mezzanine and for repair to coil return.</li> <li>• \$2,000.00 paid to One23 Events for September monthly fee. Funded by Foundation.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>10/1/2019 Bill Resolution – 2019 Bills</b> <b>10/15/2019 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>						
3798-208564/1	8/8/2019	Ace Hardware	Janitorial Supplies	\$ 101.80	230-4231-2102-0000	Janitorial Supplies
10012019	10/1/2019	Brodart Co	Materials - Juv	\$ 782.91	230-4230-2400-0000	Childrens Books
10012019	10/1/2019	Brodart Co	Materials - Adult Fiction	\$ 1,126.26	230-4230-2401-0000	Adult Books - Fiction
10012019	10/1/2019	Brodart Co	Materials - Adult Nonfiction	\$ 882.88	230-4230-2405-0000	Adult Books - Non Fiction
10012019	10/1/2019	Brodart Co	Materials - YA	\$ 134.39	230-4230-2406-0000	Teen Books
10012019	10/1/2019	Brodart Co	Materials - Processing	\$ 327.17	230-4230-3404-0000	Processing Fee
10012019	10/1/2019	Brodart Co	Materials - Adult (SPLF Heuer)	\$ 30.22	232-4232-2113-0000	SPLF - Materials
9021659	5/28/2019	Brodini Comedy Magic Show	Programs - Juv (MELSA SRP)	\$ 250.00	235-4236-4099-0000	Library Donations Programs
9587641	9/20/2019	Cole Papers	Janitorial Supplies	\$ 95.45	230-4231-2101-0000	General Supplies - Lib Plant
10338441011	8/29/2019	Dell Marketing L.P.	Library IT Project - Computers (Cap Reserve)	\$ 6,575.92	120-4230-5310-0000	C/O MIS Computer Equipment
9291487693	9/13/2019	Grainger	Repairs - Parking Gate Switch	\$ 55.72	230-4231-3703-0000	Building Repair Charges
9162019	9/16/2019	Jacobsen Aurora	Programs - Adult SRP (Friends 2019 - 03) Staff Reimbu	\$ 30.00	229-4229-2407-0000	Friends - Programs
3220804	9/19/2019	Loffler Companies	Print - Copy Charges	\$ 655.10	230-4230-3707-0000	Maintenance Agreements
59757	9/18/2019	Menards	Janitorial Supplies	\$ 145.71	230-4231-2102-0000	Janitorial Supplies
10012019	10/1/2019	Midwest Tape	Materials - Video	\$ 259.39	230-4230-2408-0000	Film/Video
10012019	10/1/2019	Midwest Tape	Materials - Processing	\$ 48.44	230-4230-3404-0000	Processing Fee
W19080592	9/19/2019	Office of MN IT Services	Phone - August 2019	\$ 143.70	230-4231-3101-0000	Telephone
12892	9/1/2019	MN Dept of Labor and Industry	Boiler License	\$ 10.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
9252019	9/25/2019	Petrie Angela	Programs - Teen (MELSA) Staff Reimbursement	\$ 49.92	235-4236-4099-0000	Library Donations Programs
9252019	9/25/2019	Petrie Angela	Programs - Juv SRP (MELSA) Staff Reimbursement	\$ 26.63	235-4236-4099-0000	Library Donations Programs
9252019	9/25/2019	Petrie Angela	Programs - Juv SRP (Friends) Staff Reimbursement	\$ 32.62	229-4229-2407-0000	Friends - Programs
76515788	9/13/2019	Recorded Books Inc	Materials - Adult eAudio	\$ 37.70	230-4230-2409-0000	Electronic Materials
76515335	9/12/2019	Recorded Books Inc	Materials - Adult AudioBook (AAB)	\$ 42.19	230-4230-2402-0000	Audio
5023	3/23/2019	Snake Discovery LLC	JUV SRP (MELSA SRP)	\$ 180.00	235-4236-4099-0000	Library Donations Programs
1599554	9/16/2019	World Book Inc	Materials - Juv (SPLF 2019-03 Heuer)	\$ 314.00	232-4232-2113-0000	SPLF - Materials
			<b>INVOICES SUBTOTAL</b>	<b>\$ 12,338.12</b>		
<b>CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
None						
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>	<b>\$ -</b>		
			<b>GRAND TOTAL</b>	<b>\$ 12,338.12</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>						
609	10/1/2019	16 Wins	Website Updates	320.00	230-4230-3098-0000	Technology Support
3798-209267	9/18/2019	Ace Hardware	Janitorial Supplies	43.95	230-4231-2102-0000	Janitorial Supplies
3798-209290	9/19/2019	Ace Hardware	Janitorial Supplies	43.98	230-4231-2102-0000	Janitorial Supplies
3798-209346	9/23/2019	Ace Hardware	Janitorial Supplies	15.67	230-4231-2102-0000	Janitorial Supplies
3798-209475	9/30/2019	Ace Hardware	Janitorial Supplies	39.98	230-4231-2102-0000	Janitorial Supplies
10152019	10/15/2019	Brodart Co	Materials - Adult (Lawson)	418.39	224-4224-2404-0000	Helen Lawson Fund - Other Books
10152019	10/15/2019	Brodart Co	Materials - Juv	481.10	230-4230-2400-0000	Childrens Books
10152019	10/15/2019	Brodart Co	Materials - Adult Fiction	993.52	230-4230-2401-0000	Adult Books - Fiction
10152019	10/15/2019	Brodart Co	Materials - Adult Nonfiction	1205.80	230-4230-2405-0000	Adult Books - Non Fiction
10152019	10/15/2019	Brodart Co	Materials - Processing	384.74	230-4230-3404-0000	Processing Fee
10152019	10/15/2019	Brodart Co	Materials - YA	105.18	230-4230-2406-0000	Teen Books
4031530159	10/2/2019	Cintas Corporation	Towels & Rugs	72.24	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
89374128	10/1/2019	Comcast	Internet/WiFi	188.06	230-4230-3098-0000	Technology Support
306-02444792-3	9/30/2019	Culligan of Stillwater	Water	54.45	230-4230-4099-0000	Miscellaneous Charges
10102019	10/10/2019	Friends of the Stillwater Public Library	Friend's Reimbursement - September Sales	311.50	228-4228-1990-0000	Friends of Library Pass Thru
9305962285	9/26/2019	Grainger	Building Repair Supplies	68.75	230-4231-2202-0000	Building Repair Supplies
9262019	9/26/2019	Jacobsen Aurora	Materials - Adult Nonfiction	16.27	230-4230-2405-0000	Adult Books - Non Fiction
54810	9/13/2019	Master Mechanical Inc.	Leak Inspection (Mezz. Stairs)	299.00	230-4231-3703-0000	Building Repair Charges
54976	9/27/2019	Master Mechanical Inc.	Repair to HW Coil Return	824.14	230-4231-3703-0000	Building Repair Charges
60124	9/24/2019	Menards	Janitorial Supplies	34.84	230-4231-2102-0000	Janitorial Supplies
60485	9/30/2019	Menards	Janitorial Supplies	36.98	230-4231-2102-0000	Janitorial Supplies
10152019	10/15/2019	Midwest Tape	Materials - Audio	49.23	230-4230-2402-0000	Audio
10152019	10/15/2019	Midwest Tape	Materials - Video	398.06	230-4230-2408-0000	Film/Video
10152019	10/15/2019	Midwest Tape	Materials - Processing	91.70	230-4230-3404-0000	Processing Fee
76519048	9/19/2019	Recorded Books Inc	Materials - Audio (S.AAB)	46.57	230-4230-2402-0000	Audio
76518868	9/19/2019	Recorded Books Inc	Materials - Audio (S.AAB)	24.99	230-4230-2402-0000	Audio
10102019	10/10/2019	One23 Events LLC	September 2019 Monthly Fee	2000.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
		<b>INVOICES SUBTOTAL</b>		<b>\$ 8,569.09</b>		
<b>CREDIT CARD</b>						
1141-00158	8/13/2019	AED Superstore	Batteries	438.12	230-4231-2102-0000	Janitorial Supplies
4252218	8/15/2019	Amazon.com	Supplies	253.77	230-4230-2101-0000	General Supplies
5110616	8/15/2019	Amazon.com	Supplies	17.73	230-4230-2101-0000	General Supplies
5366651	8/20/2019	Amazon.com	Supplies	10.54	230-4230-2101-0000	General Supplies
5366651	8/20/2019	Amazon.com	Equip - Imag. Stat. (SPLF WB)	21.96	232-4232-2302-0000	SPLF - Minor Equipment
5366651	8/20/2019	Amazon.com	Programs - Teen (MELSA Teen)	62.79	235-4236-4099-0000	Library Donations Programs
1047995	8/8/2019	American Library Association	ALA/ALS Membership Renewal (Petrie)	195.00	230-4230-4000-0000	Memberships and Dues
2014964	8/13/2019	American Library Association	Library Card Promo Supplies	83.00	230-4230-2101-0000	General Supplies
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 1,082.91</b>		
<b>SPECIAL BILL PAYOUTS</b>						
655166177	9/25/2019	Xcel Energy	Gas	\$ 321.77	230-4231-3601-0000	Natural Gas
655166177	9/25/2019	Xcel Energy	Electric	\$ 4,249.18	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 4,570.95</b>		
		<b>GRAND TOTAL</b>		<b>\$ 14,222.95</b>		

Submitted for payment

Mark Troendle, Library Director

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2019 September 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–September 30, 2019.</p> <p><b>120 Funds – Capital Projects:</b></p> <ul style="list-style-type: none"> <li>• C/O &amp; Improvements totaled \$45,405.91 through September, with \$33,725.06 for the pergola and \$11,680.85 for LED conversion.</li> <li>• C/O MIS Computer Equipment capital expenditures totaled \$65,000.86 through September. 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 September total \$43,014.64. \$7,942.34 are expected to be received from One23 in November for September and October revenue sharing. This brings rental fees to \$51,076, or \$24,000 under the projected budget.</li> </ul> <p><b>230 Funds – Expenditures:</b></p> <p>Operating - Personnel Services: Personnel expenditures totaled \$638,301.48 through September. With 18.3 pay periods through this period, expenditures are running under the budgeted pace of \$669,770.85.</p> <ul style="list-style-type: none"> <li>• <i>Pending Journal Entry:</i> \$13,286.11 was paid in severance compensation to two retiring staff. 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. \$3,278.96 was spent through September, with 27% 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 \$75,200 in materials have been ordered through August from city funds, \$58,483.72 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 \$93,719.89 through September. With 18.3 pay periods through this period, expenditures are on track with the budgeted pace of \$92,760.59.</p> <ul style="list-style-type: none"> <li>• <i>Pending Journal Entry:</i> \$8,483.45 was paid in severance compensation to one retiring staff. At the close of 2019, City Finance will transfer additional monies from the general fund to offset this expense</li> </ul> <p>Plant – Services and Charges: Building Repair expenditures totaled \$26,823.08 through September, with \$20,000 budgeted for the year. Pending bills through early November bring known total expenditures to \$33,000.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2019 September Budget Status Report</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 11/6/2019 - 8:44 AM  
 Period: 1 to 9, 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	45,405.91	45,405.91	13,494.09	0.00	13,494.09	22.91
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	58,424.94	58,424.94	-17,324.94	0.00	-17,324.94	0.00
	E25 Sub Totals:	100,000.00	103,830.85	103,830.85	-3,830.85	0.00	-3,830.85	0.00
	Expense Sub Totals:	100,000.00	103,830.85	103,830.85	-3,830.85	0.00	-3,830.85	0.00
	Dept 4230 Sub Totals:	100,000.00	103,830.85	103,830.85	-3,830.85	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	103,830.85	103,830.85	-3,830.85	0.00	-3,830.85	0.00
	Fund 120 Sub Totals:	100,000.00	103,830.85	103,830.85	-3,830.85	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	100,000.00	103,830.85	103,830.85	-3,830.85	0.00	-3,830.85	0.00
	Report Totals:	100,000.00	103,830.85	103,830.85	-3,830.85	0.00		

# General Ledger

## Budget Status

User: kgoeltd  
 Printed: 11/6/2019 - 8:43 AM  
 Period: 1 to 9, 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	43,014.64	43,014.64	31,985.36	0.00	31,985.36	42.65
230-0000-3520-0100	Copier/Printer Sales	6,500.00	4,595.93	4,595.93	1,904.07	0.00	1,904.07	29.29
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	105.70	105.70	94.30	0.00	94.30	47.15
	R25 Sub Totals:	82,200.00	47,716.27	47,716.27	34,483.73	0.00	34,483.73	41.95
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	561.01	561.01	938.99	0.00	938.99	62.60
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	215.98	215.98	284.02	0.00	284.02	56.80
230-0000-3880-0020	Library Card Fees	2,000.00	858.99	858.99	1,141.01	0.00	1,141.01	57.05
230-0000-3880-0030	Lost Materials	2,500.00	2,509.44	2,509.44	-9.44	0.00	-9.44	0.00
230-0000-3880-0040	Processing Fees	6,000.00	3,933.44	3,933.44	2,066.56	0.00	2,066.56	34.44
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	-8.57	-8.57	8.57	0.00	8.57	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-7.11	-7.11	7.11	0.00	7.11	0.00
	R40 Sub Totals:	13,500.00	9,859.11	9,859.11	3,640.89	0.00	3,640.89	26.97
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	57,575.38	57,575.38	1,337,766.62	0.00	1,337,766.62	95.87
	Dept 0000 Sub Totals:	-1,395,342.00	-57,575.38	-57,575.38	-1,337,766.62	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	382,589.00	123,924.62	123,924.62	258,664.38	0.00	258,664.38	67.61
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	13,286.11	13,286.11	-13,286.11	0.00	-13,286.11	0.00
230-4230-1112-0000	Sick Pay	0.00	6,895.56	6,895.56	-6,895.56	0.00	-6,895.56	0.00
230-4230-1113-0000	Vacation Pay	0.00	29,512.23	29,512.23	-29,512.23	0.00	-29,512.23	0.00
230-4230-1200-0000	Part Time Salaries	353,636.00	351,057.27	351,057.27	2,578.73	0.00	2,578.73	0.73
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	35,632.37	35,632.37	19,584.63	0.00	19,584.63	35.47
230-4230-1420-0000	FICA/Medicare	56,321.00	38,700.88	38,700.88	17,620.12	0.00	17,620.12	31.29
230-4230-1500-0000	Hospital / Medical	100,192.00	35,863.12	35,863.12	64,328.88	0.00	64,328.88	64.21
230-4230-1520-0000	Dental Insurance	3,011.00	3,090.44	3,090.44	-79.44	0.00	-79.44	0.00
230-4230-1540-0000	Life Insurance	621.00	338.88	338.88	282.12	0.00	282.12	45.43
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	638,301.48	638,301.48	313,285.52	0.00	313,285.52	32.92
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	3,278.96	3,278.96	1,221.04	0.00	1,221.04	27.13
230-4230-2113-0000	Reference	2,500.00	2,530.00	2,530.00	-30.00	0.00	-30.00	0.00
230-4230-2114-0000	Data Base Searching	2,000.00	1,811.69	1,811.69	188.31	0.00	188.31	9.42
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	13,715.21	13,715.21	5,384.79	0.00	5,384.79	28.19
230-4230-2401-0000	Adult Books - Fiction	19,500.00	14,548.31	14,548.31	4,951.69	0.00	4,951.69	25.39
230-4230-2402-0000	Audio	14,000.00	2,540.98	2,540.98	11,459.02	0.00	11,459.02	81.85
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	10,190.33	10,190.33	8,309.67	0.00	8,309.67	44.92
230-4230-2406-0000	Teen Books - Materials	5,000.00	4,060.75	4,060.75	939.25	0.00	939.25	18.79
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	4,880.92	4,880.92	2,619.08	0.00	2,619.08	34.92
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	61,969.44	61,969.44	44,889.56	0.00	44,889.56	42.01
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	17,122.00	3,985.77	3,985.77	13,136.23	0.00	13,136.23	76.72
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	1,507.77	1,507.77	-7.77	0.00	-7.77	0.00
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	7,115.44	7,115.44	6,884.56	0.00	6,884.56	49.18
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	331.71	331.71	68.29	0.00	68.29	17.07
	E15 Sub Totals:	74,368.00	40,721.53	40,721.53	33,646.47	0.00	33,646.47	45.24
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	1,200.00	665.00	665.00	535.00	0.00	535.00	44.58
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	1,305.49	1,305.49	694.51	0.00	694.51	34.73
	E20 Sub Totals:	3,825.00	2,468.03	2,468.03	1,356.97	0.00	1,356.97	35.48
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	743,460.48	743,460.48	393,178.52	0.00	393,178.52	34.59
	Dept 4230 Sub Totals:	1,136,639.00	743,460.48	743,460.48	393,178.52	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	59,653.00	32,987.07	32,987.07	26,665.93	0.00	26,665.93	44.70
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	8,483.45	8,483.45	-8,483.45	0.00	-8,483.45	0.00
230-4231-1112-0000	Sick Pay	0.00	797.73	797.73	-797.73	0.00	-797.73	0.00
230-4231-1113-0000	Vacation Pay	0.00	6,285.29	6,285.29	-6,285.29	0.00	-6,285.29	0.00
230-4231-1200-0000	Part Time Salaries	33,655.00	18,759.14	18,759.14	14,895.86	0.00	14,895.86	44.26
230-4231-1410-0000	PERA	6,678.00	4,007.55	4,007.55	2,670.45	0.00	2,670.45	39.99

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1420-0000	FICA/Medicare	7,138.00	3,924.85	3,924.85	3,213.15	0.00	3,213.15	45.01
230-4231-1500-0000	Hospital / Medical	23,793.00	17,824.47	17,824.47	5,968.53	0.00	5,968.53	25.09
230-4231-1520-0000	Dental Insurance	758.00	586.09	586.09	171.91	0.00	171.91	22.68
230-4231-1540-0000	Life Insurance	116.00	64.25	64.25	51.75	0.00	51.75	44.61
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	93,719.89	93,719.89	38,071.11	0.00	38,071.11	28.89
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	2,934.94	2,934.94	565.06	0.00	565.06	16.14
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	3,994.07	3,994.07	2,805.93	0.00	2,805.93	41.26
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	1,795.80	1,795.80	-795.80	0.00	-795.80	0.00
230-4231-3101-0000	Telephone	1,700.00	974.70	974.70	725.30	0.00	725.30	42.66
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	26,216.38	26,216.38	15,783.62	0.00	15,783.62	37.58
230-4231-3601-0000	Natural Gas	12,000.00	8,195.78	8,195.78	3,804.22	0.00	3,804.22	31.70
230-4231-3703-0000	Building Repair Charges	20,000.00	26,823.08	26,823.08	-6,823.08	0.00	-6,823.08	0.00
230-4231-3707-0000	Maintenance Agreements	10,200.00	7,504.18	7,504.18	2,695.82	0.00	2,695.82	26.43
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	71,509.92	71,509.92	47,001.08	0.00	47,001.08	39.66
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	661.36	661.36	438.64	0.00	438.64	39.88
	E20 Sub Totals:	1,100.00	661.36	661.36	438.64	0.00	438.64	39.88
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	169,885.24	169,885.24	88,316.76	0.00	88,316.76	34.20
	Dept 4231 Sub Totals:	258,202.00	169,885.24	169,885.24	88,316.76	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	57,575.38	57,575.38	1,337,766.62	0.00	1,337,766.62	95.87
	Fund Expense Sub Totals:	1,394,841.00	913,345.72	913,345.72	481,495.28	0.00	481,495.28	34.52
	Fund 230 Sub Totals:	-501.00	855,770.34	855,770.34	-856,271.34	0.00		



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee Information Sharing</b>	
OWNER: <b>Trustees</b>	PRESENTER: <b>Trustees</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>          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>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>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Library Board of Trustee Vacancies</b></p>	
<p>OWNER:  <b>Bell, President</b></p>	<p>PRESENTER:  <b>Bell, President</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:  Three trustees have terms ending this December: Bell, Cox and Lockyear. All three trustees are eligible to serve another term but must reapply online to be considered for reappointment. Per city policy, a vacancy notice has also been publicly posted with an application deadline of November 15 at 4:30 PM. The notice says in part, “The Library Board reviews the applications and interviews applicants before sending their recommendations to the City Council.”   Following the November 15 deadline, the Nominating Committee (Carlsen, Hemer, Keliher) will be provided with the list of trustees requesting reappointment and residents who have applied for recent vacancy posting or have applied for consideration within the past year. The Nominating Committee will determine the interview process and provide a recommendation for appointments to the Board of Trustees at the December meeting.</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>Library Board of Trustee Bylaws</b>	
OWNER: <b>Nominating Committee</b>	PRESENTER: <b>Keliher</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:	
BACKGROUND/CONTEXT:  The Nominating Committee prepared draft bylaws, which were then reviewed by the Executive Committee. The Executive Committee offered suggested edits and the rationale for the suggestions to the Nominating Committee. Further adjustments were made until the attached document was arrived at. Comments are welcome. No action is requested at this time.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Bylaws draft</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Nominating Committee</b> <b>Executive Committee</b>	

# STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES

## BY-LAWS

### ARTICLE I: Identification

~~This organization is the Board of Trustees of the Stillwater Public Library located in Stillwater, Minnesota. is a public library organized in accordance with Minnesota Statutes Chapter 134. It provides public library services to the city of Stillwater and, by agreement, to residents of other jurisdictions. It is governed by a Board of Trustees appointed in accordance with Minnesota Statutes.~~

### ARTICLE II: Purpose

~~The purpose of the Stillwater Library Board of Trustees has full authority over the governance is to govern the provision of services and administration of the library as representatives of the city residents and the City Council. Trustees hire and evaluate the director, set policy, serve as ambassadors in the community, and work closely with the director in developing the strategic plan, and establishing and presenting the library's budget to the City Council annually. It is the trustee's obligation to see that adequate funds are obtained for good library service; to promote the best possible use of all library resources; to improve existing library service; and to extend library service to those not previously served. Trustee duties are outlined in Minnesota Statutes Chapter 134.11.~~

### ARTICLE III: ~~Board of Directors~~Membership

#### Section 1. Number and ~~q~~Qualifications.

The Library Board shall consist of nine (9) members who are residents of Stillwater and are appointed by the Stillwater City Council. The Library Board may recommend candidates for appointment to the City Council.

#### Section 2. Term of ~~o~~Office.

A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. Sitting Board members must reapply to the City Council in order to be considered for reappointment to a second or third term. A former member may be reappointed after a lapse of one year.

#### Section 3. Disqualifications and ~~v~~Vacancies.

Any Board member who is no longer a resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

#### **Section 4 Article IV. Officers**

Section 1. ~~Officers of the Board shall be chosen for two (2) year terms at the regular annual meeting of the Board and shall be the following:~~ President, Vice President, and Secretary/ Treasurer. An officer may succeed herself or himself.

#### Section 2.

An officer nominating committee shall be appointed by the President two months before an election. The Committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

Section 3. Officers shall be elected for two (2) year terms at the annual meeting of the Board.

Section 4. The Board President shall preside at all Board meetings and Executive Committee meetings, appoint all committees, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. This officer will be a member of the Executive Committee of the Board.

Section 5. The Vice President shall perform the duties of the President in the latter's absence. If the President and Vice President are both absent, the Secretary/Treasurer will chair the meeting. If all officers are absent, the Board members present will select a Chair for the meeting.

Section 6. The Secretary/Treasurer shall ensure that keep an accurate record of all proceedings of the Board's regular and special meetings is kept and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development of short-range and long-range financial plans for the library. This officer will be a member of ~~t~~the Finance Committee of the Board.

Section 7. In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. Vacancies in other elected positions shall be filled by appointment by the board as soon as possible after the vacancy occurs.

## **ARTICLE IV: Meetings**

### **Section 1.**

Regular ~~M~~meetings. The regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law (Minnesota Statute Chapter 13D). When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

~~The annual meeting shall be held in January.~~ **Section 2. Annual Meeting.** The annual meeting, which shall include the election of officers, shall be held at the time of the regular meeting in January of each year.

**Section 3. Agenda and Notices.** Meeting agendas and notes shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting.

**Section 4. Minutes.** Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

### **Section 52.**

Special ~~M~~meetings. Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

### **Section 63. Quorum.**

Five members of the Board shall constitute a quorum for the transaction of business.

### **Section 4.**

~~The order of business at regular meetings shall be established by the Board at its first meeting of the calendar year. It shall include, but not be limited to, the approval of minutes; public commentary; the presentation of financial, staff, service, and committee reports; and business items.~~

### **Section 75. Parliamentary Authority.**

Robert's Rules of Order, latest revised edition, shall generally govern the

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parliamentary procedure of the meetings.

## ARTICLE VI: Committees & Task Forces

### Section 1. Standing Committees.

The committees of the Board with their membership and charges shall be established by the President elected at the annual meeting or at such other times as he/she may determine in order to manage the work of the Board in an efficient and effective manner. No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the Board.

### Section 2. Executive Committee.

Officers form the Executive Committee, which has general supervision over Board affairs between business meetings.

### Section ~~32~~. Task Forces.

Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. These need not be Board or staff members.

## ARTICLE VII: Duties of the Board of Trustees

~~The duties of the Board of Trustees are to:~~

Section 1. Trustee duties are outlined in Minnesota Statutes Chapter 134.11 and include the following:

- A. ~~Trustees D~~determine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.
- B. ~~Trustees S~~select, ~~and~~ appoint and supervise a properly qualified and competent library Ddirector. ~~Evaluate the Director on a regular basis and set compensation and benefits~~ and determine the compensation of all library employees.

~~As employer, set policies, negotiate contracts, and set pay for other staff.~~

- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures. Trustees Sset goals for the library's annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.

~~Exercise good public relations through communication with the Mayor and City Council, other public officials, and the general public.~~

- G. Trustees shall eEducate #selfthemselves about issues of significance to libraries.

**ARTICLE VIII: Director**

The Director is the library's executive officer and shall have sole administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except ~~those meetings or portions of meetings~~ at which his or her appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board or by law.

**ARTICLE ~~VIII~~X: Amendments**

These by-laws may be amended at any regular meeting of the Board with a quorum present, by ~~majority two-thirds~~ vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members ~~within the~~



| ~~week~~ before the meeting.

Adopted 8/3/98  
Amended 4/8/08  
Amended 2012  
Amended 3/12/13

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Labor Negotiations Strategy (Closed Session)</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</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>  <u>Request to Hold a Closed Meeting:</u> Motion to close the meeting pursuant to Minn. Stat. Section 13D.03 to discuss strategy for labor negotiations and personnel issues related to the termination of shared services with the City and how that may impact the labor contracts.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2020 Holiday Closing Schedule</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>Approval of recommended holiday closing schedule for 2020.</b>																							
BACKGROUND/CONTEXT: The Director recommends the following 2020 holiday closing schedule for the Stillwater Public Library, which would be in alignment with the library’s current personnel policy and union agreement:  <table border="0"> <tr> <td>New Year’s Day</td> <td>January 1, 2020</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>January 20, 2020</td> </tr> <tr> <td>President’s Day</td> <td>February 17, 2020</td> </tr> <tr> <td>Easter</td> <td>April 12, 2020</td> </tr> <tr> <td>Memorial Day</td> <td>May 25, 2020</td> </tr> <tr> <td>Independence Day</td> <td>July 4, 2020</td> </tr> <tr> <td>Labor Day</td> <td>September 7, 2020</td> </tr> <tr> <td>Thanksgiving Day</td> <td>November 26, 2020</td> </tr> <tr> <td>Christmas Eve</td> <td>December 24, 2020</td> </tr> <tr> <td>Christmas Day</td> <td>December 25, 2020</td> </tr> <tr> <td>New Year’s Eve Day</td> <td>December 31, 2020</td> </tr> </table>		New Year’s Day	January 1, 2020	Martin Luther King Jr. Day	January 20, 2020	President’s Day	February 17, 2020	Easter	April 12, 2020	Memorial Day	May 25, 2020	Independence Day	July 4, 2020	Labor Day	September 7, 2020	Thanksgiving Day	November 26, 2020	Christmas Eve	December 24, 2020	Christmas Day	December 25, 2020	New Year’s Eve Day	December 31, 2020
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ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:																							
PREVIOUS ACTION ON ITEM:																							
REVIEWED BY COMMITTEE?:																							

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2020 Opt-Out Health Insurance Pilot</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>Consideration of participation in city-initiated health insurance opt-out pilot program</b>	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>On October 1, 2019, the City Council approved the city’s request to pilot a 2020 health insurance opt-out program for city employees. For this option to be available to library employees, the trustees need to review and approve the opt-out. Potential costs and savings associated with this program will directly affect the library’s budget.</p> <p>The opt-out offers benefits-eligible employees \$250 per month (taxable), prorated based on hours worked, in lieu of enrolling in the SWWC Blue Cross Blue Shield group health insurance benefit. Employees interested in opt-out will be required to provide proof that they are covered by a partner’s group health insurance benefit for 2020. If proof is provided, and coverage provided through the City is waived, then the individual can become eligible for a \$250 monthly payment from the City starting in January 2020. Eligible employees who have waived coverage in prior years may receive payment for continuing to opt-out if they provide required proof of insurance.</p> <p>A decision to opt-out must be made by employees during the 2020 open enrollment period which ends on November 15, 2019. When the enrollment information is received, the city will review and determine any net savings in premiums paid for employee health insurance. This amount will be reported to the council and reduced in the operating budget.</p> <p>The program is being offered as a one year pilot by the city. The program is not without risk to the plan:</p> <ul style="list-style-type: none"> <li>• SWWC Blue Cross Blue Shield reserves the right to re-underwrite plan if eligible active contracts change by more than 10% from initial proposal (equivalent of nine (9) individuals moving off the plan).</li> <li>• Eligible required active participation by employees in group health insurance is 50%.</li> <li>• Current preferred loss ratio is 80% (actual costs paid vs. premium received); losing contracts could spread the risk among a smaller group and may make the loss ration more difficult to meet; rate increases could follow.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Finance Committee</b>	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator			
OWNER: Troendle, Director		PRESENTER: Troendle, Director	
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Consideration of adoption of One23 Events' recommendations			
BACKGROUND/CONTEXT: On October 30, library staff met with One23 to recap the year and discuss future bookings. One concern was the pace of 2020 bookings. As of October 31, nine events were booked for 2020. Three of these were booked by the former venue coordinator. One23 initially projected booking an average of three events per month. From June-October, this would be 15 events or 18 total when added to the three prior bookings. Historically, 25 events were booked for 2019 through October 2018, and 21 events were booked for 2018 through October 2017.  One23 developed several recommendations to generate increased sales. The recommendations were reviewed with the Finance Committee, and the following are brought to the board for consideration:  <b>Recommendation 1: Implement a trial price revision through January 13, 2020</b> Room rental for The Terrace was approximately doubled by the library in early 2019. This increase may have been based, in part, on the rates of another One23 venue, The Loft at Studio J. The Loft had room rentals of \$6000 for parts of 2017 and 2018. The Loft is now at \$4500. One23 feels that The Terrace room rental should be below The Loft due to the tent rental cost (~\$4000) and lack of specific bridal/groom rooms.  Current Terrace Pricing:			
Friday	4-HR: \$2000	8-HR: \$4000	12-HR: \$5000
Saturday	4-HR: \$2500	8-HR: \$5000	12-HR: \$6000
Sunday	4-HR: \$2000	8-HR: \$4000	12-HR: \$5000
Proposed Terrace Pricing (for remaining dates in 2020, new clients only):			
Monday-Thursday	\$100/hr before 5 PM, \$200/hr after 5 PM		
Friday	4-HR: \$2000	10-HR: \$2500 (Nov-Apr) \$3500 (May-Oct)	
Saturday	4-HR: \$2500	10-HR: \$2500 (Nov-Apr) \$3900 (May-Oct)	
Sunday	4-HR: \$2000	10-HR: \$2500 (Nov-Apr) \$3500 (May-Oct)	
Extra Weekend Hours	\$500/hr		
*10-hour rental typically 1–11 PM			

**Recommendation 2: Split ceremony pricing into three time segments**

Allow for the possibility of holding multiple ceremonies in one day by splitting the Saturday rental times into three periods.

Monday-Thursday	\$100/hr before 5 PM, \$200/hr after 5 PM	
Friday	4-HR: \$2000	10-HR: \$2500 (Nov-Apr) \$3500 (May-Oct)
Saturday	Ceremony Rental: 9 AM-1 PM: \$1500 2 PM-6 PM: \$2500 7 PM-10 PM: \$1500	10-HR: \$2500 (Nov-Apr) \$3900 (May-Oct)
Sunday	4-HR: \$2000	10-HR: \$2500 (Nov-Apr) \$3500 (May-Oct)
Extra Weekend Hours	\$500/hr	

\*10-hour rental typically 1–11 PM

**Recommendation 3: Winter months reduced commission**

For winter months of November 2019-April 2020, One23 will take a reduced commission of 25% instead of 50% if deposits on sales are not \$5000 for the month.

**Recommendation 4: One23 hours at library**

One23 staff will do office hours at the library to build connections with staff for referrals. This will be a trial for November 2019 with hours being 3-5 PM on Tuesdays and Thursdays. Tallies of traffic will be kept for comparison and evaluation in December 2019. Note: One23 does not staff The Loft or Riverbend. Both only allow venue tours by appointment.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Finance Committee

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Grant Requests</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:</b> <ul style="list-style-type: none"> <li>• Up to \$20,000 from Huelsmann Foundation for masonry repairs</li> <li>• Up to \$26,164 to the Stillwater Public Library Foundation for Youth Services Coordinator, One23 administrative costs, and marketing/social media assistance</li> </ul>	
BACKGROUND/CONTEXT: <b>Grant Request 1:</b> The Stillwater Public Library Foundation annually requests funding from the Huelsmann Foundation. The grant requests consists of two parts: <ul style="list-style-type: none"> <li>• Annual sponsorship of Light a Spark. Light a Spark is the Foundation’s major fundraising event and celebration and is dedicated to honor the memory and contributions of Dick Huelsmann.</li> <li>• Support of a library specific project or program. The recommended request for 2019 is funding for masonry repairs to help preserve the historic library. Building Restoration Corporation (BRC) completed initial repairs in critical areas this year, and they are in the process of developing a comprehensive proposal for the rest of the exterior. BRC has verbally suggested that it would be most efficient to contract for work to be done in \$20,000 phases over a period of years, regardless of who is hired, because of the significant cost and the workarounds required in certain locations during wedding season which can add to the total time required.</li> </ul> <b>Grant Request 2:</b> A patron who loved this library recently passed away and bequeathed a portion of his estate to the Stillwater Public Library Foundation. In October, the board approved a grant request of up to \$26,000 to the Foundation for parking ramp doors, elevator enhancements, and custodial/building equipment. The library was asked to provide an additional grant request for up to \$26,164 for the remainder of the bequest. Library staff and the Finance Committee reviewed needs and recommend the following: <ul style="list-style-type: none"> <li>• \$15,000 to continue the YS Coordinator position for 2020 at 12 hours per week</li> <li>• \$2,000 to fund marketing/social media assistance</li> <li>• \$9,164 to fund One23 administrative services in 2020</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Facilities Committee – Grant Request 1</b> <b>Finance Committee – Grant Request 2</b>	

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- Building Restoration Corporation finished this year's planned masonry repairs on October 7. The primary focus consisted of the area above the 4<sup>th</sup> Street entrance and the arch above the terrace double doors. Existing caulk sealant was removed and replaced with a combination of new sealant and mortar. Specific areas have the added protection of metal inserts to protect the sealant from UV radiation. Cracked stone was repaired with epoxy injections. Sections with missing stone were repaired with a specialty stone patching compound to restore the original profile.
- Braden Construction completed the ceiling and roof framing stabilization project in the attic on October 15. Their work was independently reviewed and verified by the structural engineering company (Mattson Macdonald Young, Inc.) who diagnosed the underlying causes behind the cracked ceiling and dome. City building inspectors also reviewed the repair upon completion. Photos are on the following page. Restoration of the ceiling and dome will be a future project.
- Completed HR and payroll paperwork for four new employees in October. We welcomed two new Shelves, one substitute Circulation Assistant, and one substitute Custodian to our team.
- City IT began deploying additional new staff computers in October. IT restored lost cataloging functionality as well.
- The Library began contracting for cataloging services, on an as-needed basis, from a Washington County Library (WCL) technical services librarian. This supplements, but doesn't replace, cataloging that was outsourced to vendors starting in 2018. The hours are separate from their regular WCL position and requires the person to conduct cataloging at Stillwater Public Library using Stillwater logins and resources, but it's a very positive development that will free up time for the Library Director and Youth Services Supervisor and help get materials in the hands of patrons more quickly.
- Circulation staff did a great job of coordinating with Friends of the Library volunteers to ensure they had the proper type and quantity of carts needed to make for a successful book drive event over the course of two recent Saturdays.
- The Library Foundation approved the \$26,000 grant request authorized by the Library Board last month.

### Heads-Up

- The City formally notified the Library that it "has reviewed and analyzed the scope of janitorial services needed throughout city facilities versus the current janitorial services provided to the City via the cost sharing arrangement found in the Agreement between the Stillwater Public Library and the City of Stillwater. Based upon the analysis, city staff recommended that the City begin contracting with a private sector vendor for provision of janitorial services in City Hall, the Public Works facility and the City parking ramp effective January 1, 2020." I have been in communication with the Library's labor attorney, the Union and affected staff, including in-person meetings, and we continue to work through the impact of this decision.
- A meeting of representatives from the Library Board, Friends of the Library, Library Foundation, and staff met on October 11 to discuss marketing and communications topics. A smaller committee comprised of representatives from all these groups, including Business and Communications Manager Keri Goeltl, is working on a proposal to potentially co-brand and streamline messaging for prospective donors, and they will bring back options at a later date to the larger group.



- The double doors leading from the parking ramp to the interior of the library will be replaced this year and the interior handicap operator button will be moved to location more convenient for the public. Time required to complete this project is estimated to be one to one-and-a-half days. Bredemus Hardware Company will complete as much work as possible before we open. At no time are we anticipating the need to close off access through this area.
- On November 5, the City Council approved the paver replacement project for the alley and surface parking area off 4<sup>th</sup> Street. Anchor Block will provide the pavers, and the City will pay for the labor. The project will likely occur in the spring of 2020. Public Works Director Shawn Sanders has kept me updated, and I've asked that it be completed prior to mid-May, as access to the catering ramp is important for wedding caterers.

#### Near-Term Future Focus

- Work with the Finance Committee and staff to propose adjustments to the 2020 operating budget.
- Continue to work through the ramifications of the City's decision to terminate the Shared Services Agreement.
- Continued effort developing a work plan related to the strategic plan's goals and strategies.
- Project management tasks related to 2020 capital projects.
- Update stenciling/signage on exterior doors.

#### Stabilization solution implemented in the attic



## Report from the Information Services Supervisor, Aurora Jacobsen

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### Public Services

#### Circulation, Adult Programming and Reference

#### September Programs

- The Artist reception for Becky Benson had 38 attendees.
- You Don't Look Like a Veteran with AAUW brought in 37.
- Homelessness and Affordable Housing with MICAHA had 90 attendees.
- New to Medicare had 4 attendees.
- Pop-Up Book Club had 13 attendees.
- Memories Squared brought in 13 crafters.
- Mystery Book Club had 7 readers.
- Celebrating Dia de Los Muertos-Wire and Clay Sculptures had 8 sculptors.

#### Collection

- Aurora has spent all of the money allocated for print materials in 2019 as of the end of October.
- The fiction shelves got cramped again, leading to the start of some weeding in that area, in addition to the ongoing nonfiction weeding.

#### Circulation

- Circulation entered 105 new library patrons in September. Demographics of the new patrons include students, Wildwood patrons, and St. Paul residents following Kim Faurot's excellent story hours! Many changes in staffing and new substitutes to add to our great staff!
- Stillwater requested a workaround for email notices to patrons that get returned as undeliverable. Washington County practice was to delete the email out of the account and then block the account from checkouts. After working on steps where we could be notified as part of the process, Washington County announced that they were going to suspend the practice of blocking the accounts. This might not solve the issue of which emails are marked undeliverable, but it should at least allow people to use their account in the interim.

#### Personnel

- There was much orientation, training, and introduction to the library as we welcomed Kim Faurot to the Public Services desk, in addition to her work in Children's. Lori worked with her, as well as with Cindy Selnes as a circulation sub and Diane Polley as a sub for shelving.

#### Reference

- Jodi attended the Homelessness and Affordable Housing with MICAHA program and collected information about local resources, which she then used to create a bulletin board near the desk. The display was fortuitous as staff then assisted a couple in connecting with the resources later that week.
- Macmillan publishing implemented restrictive rules on EBook lending that have gotten a fair amount of press, even beyond the library world. Washington County Library published this on their site: <https://www.washcolib.org/CivicAlerts.aspx?AID=551>, which Jodi then copied into a handout for patrons.

### Programming

- Staff is working on creating spring programming, including more Pop-Up Book Clubs and programming around The Big Read, which is Lab Girl by Hope Jahren.

### Partnerships

- Aurora attended the Washington County Operations Committee meeting and the MELSA Adult Programming meeting.

### Upcoming in November:

- Loft Creative Writing Sampler on November 2<sup>nd</sup>
- Just Talk About the Weather on November 11<sup>th</sup>
- Annual Medicare Update on November 13<sup>th</sup>
- Journal in a Box craft class on November 16<sup>th</sup>
- Mystery Book Club on November 20<sup>th</sup>
- Painting on Glass craft class on November 30<sup>th</sup>

## Report from the Youth Services Supervisor, Angela Petrie

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### October Programs

- *Storytimes* – 549 people attended 16 sessions
  - 185 at 5 baby/toddler sessions
  - 295 at 5 family/preschool sessions
  - 59 at 5 pajama sessions
  - 10 at 1 ECFE collaboration session
- *Drop-in Play Sessions* – 209 people attended 10 sessions
  - 80 at 5 baby/toddler sessions
  - 129 at 5 family/preschool sessions
- *Lego Build* – 15 people attended 1 session
- *Vendor programs*
  - *Mobile Sign Shop* – 30
  - *Mad Science: Radical Robots* – 17
  - *Silly Millie's Clay Art for Kids* – 21
- *Art Cart* – 88 kids and caregivers attended 5 sessions (fall trees, masks/lacing, build a bug, caramel apples, pumpkins)
- *Scavenger Hunt* – 192 hunted for “Jack-o-Lantern” graphics
- Teen Writing Group – 1
- Drop-in DIY – 8 (Pop Sockets)
- Teen ARC Book Club – 0
- Teen Advisory Board – 3
- Disney Trivia Night – 3
- Drop-in DIY – 3 (Origami)
- Bullet Journaling (Beginners Workshop) – 1

### Programming Notes

- Angie is coordinating programs for January–May 2020 in preparation for the next program guide. Our goal is to release information earlier to allow more time for marketing efforts.
- From a programming perspective, summer is sneaking up, too. A change being considered is offering a book and name recognition when the child starts the summer program instead of at the end. Those who participate will have their names posted on a “Wall of All Star Readers” display.

### Collection

- With the end of the year fast approaching, Angie has been busy evaluating how to best expend the remaining city and donor funds for children’s and teen materials.
- Nature Backpack updating with winter materials is in the final stages. Staff is handling this as each is returned to avoid disrupting their availability.

### Outreach / Community Engagement Programs and Visits

- *Head Start* – Storytime presented to 15 students
- *New Heights School* - K/1 classes visit every other Thursday afternoon; 4<sup>th</sup>/5<sup>th</sup> classes visit every other Wednesday afternoon for browsing and checkout
- *SAHS Media Center* – Media Specialist Emily Nisius has graciously agreed to post teen program flyers to help spread the word about library events and activities.

### Partnerships

- ECFE Family Educator Jenny Hanlon presented the first in a planned series of three Monday evening storytimes. Promoting a once monthly offering can be challenging but we are grateful to host an evening storytime for caregivers who work traditional daytime hours.

### Professional Development

- Kim observed two Baby Storytimes that were presented by Saint Paul librarian Heather Skye to get additional ideas and inspiration for Baby/Toddler Storytimes at Stillwater.
- She also met with Alisa Mee from Saint Paul, who presents regular Baby/Toddler Storytimes at the Saint Anthony Park Branch Library. Kim says, “We exchanged general planning ideas and music suggestions, and swapped some support materials. This meeting was very helpful as I am trying to be extremely planful and organized to maintain a high level of intentionality in both of the weekly Storytimes for which I am responsible at SPL.”
- “Watching both Natasha (evening pajama storytimes) and Jenny present programs this month was helpful as well. Seeing Jenny use a small size Hoberman sphere to help the children regulate and deepen their breathing before one of her stories was inspiring, and I plan to begin using the technique in my own programming next month. Natasha’s enthusiasm for and knowledge of the books was inspiring and encouraging as well.”

### Youth Spaces (Children’s)

- Put out a few new-to-us donated animal and insect glove puppets in the puppet stage play area.

### Youth Spaces (Teen)

- Netanya created a Paranormal Fiction display to align with all things spooky this month.
- Netanya finished a Realistic Fiction for Teens brochure this month. This brochure features a wide range of titles, including a section on diverse characters and books that were turned into movies.
- The TAB group helped add a new question to the blackboard wall in the Teen Program Room. The new question is “What is your favorite thing about fall?” We will incorporate updating this board monthly at our TAB meetings.
- Following our Post-It note Art program last month, a teen added an additional Post-it Note art piece on the windows in the evening one day. I have received a couple comments from staff and library patrons stating that the post-it note art is so creative and fun. They have stated that they like how it has brought even more color and life into the space.

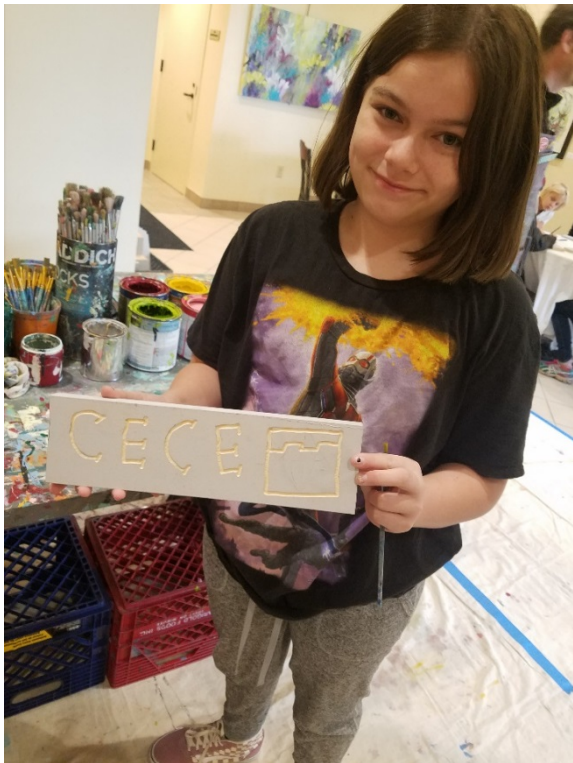
### Upcoming Single Date Programs

- Brick Party – Saturday, November 2
- Board Game Night – Thursday, November 7
- Wild Things Masks – Saturday, November 9
- Early Childhood Family Storytime – Monday, November 11
- Bingo Night – Thursday, November 14
- Bullet Journaling Advanced Workshop – Saturday, November 23





Teens showing off their creations from the design your own Pop Socket program.



Families got to make their own signs with Ready Go Art – Mobile Sign Shop (Springboard for the Arts).



Brick Party on a rainy fall day. Kids came to challenge themselves. Some creations were saved and put on display in the library. On the far left is a teen volunteer hearing about the young builder's creation.



Silly Millie's Clay Art program that was held during the MEA break



Stillwater Public Library Foundation  
Board Meeting - September 27, 2019  
Corrected 10/25/19

Members Present: Alicia Macalus, Mark Troendle, Shawn Glaser, John Gray, Dustin Moeller, Amber Dailey-Hebert, Summer Seidenkranz, Ann Brownlee, Eric White, Sandy Ellis, Doug Blanke, Carol Stabenow

Welcome - The meeting was called to order by Alicia Macalus, Foundation Manager, at 9:10 A.M. (The formal meeting was preceded by an 8:30 tour of the library for those who chose to attend.)

Alicia informed us of position changes within the Foundation. Shawn Glaser has agreed to be nominated for President in 2020, John Gray will become part of the finance committee, and Summer Seidenkranz will become part of the marketing committee. Alicia also indicated that we will try to build out the leadership plan so that additional time will allow for easier planning and transition.

Finance Committee - Dustin indicated that we have significant unrestricted funds available, including a recent \$52,000 gift, and spoke to the advisability of spending a portion of those funds prior to the end of the year; a large amount remaining in our account at year-end would send the unfortunate message that we have more money than we need and deter additional donations. Dustin also indicated that we may anticipate a very large gift after the first of the year.

During the course of conversation, Alicia noted that there was a comment about food served at LAS and that we might think about upgrading what we offer at events to meet multiple dietary needs, such as gluten-free. We currently use ~~multiple two~~ caterers - ~~Lake Elmo Inn~~, Scheel's, and Acapulco.

Library Director's Report - Mark noted Kim Faurot has succeeded Colleen Hansen as Youth Services Librarian I. There is currently a building restoration project occurring above the 4th Street entrance and the terrace double doors to repair mortar and cracked stone. Additional repairs in other areas will be needed in the future. Mark distributed copies of the first printed Shelf Life, which can be found at Valley Bookseller and Community Thread. It is also available online. He noted the I Am Not Invisible exhibit, leading up to the October 14th program celebrating women veterans. Circus Manduhai, a Mongolian circus, will perform at the library on Saturday, September 28.

Alicia addressed the coffee meetings currently being scheduled to encourage donor engagement. Ann Wolff is working on this, and multiple dates and donors have been scheduled. (October 1 @ 10 A.M.; October 3 @ 1 P.M.; October 17 @ 1:30 P.M.; and October 18 @ 10 A.M.) As these are put on the calendar and held, board members who are able to are encouraged to attend. Summer suggested the possibility of pairing a senior board member with a newer one to meet outside business hours so that working members can participate. She also thought it would be helpful to have a list of talking points. Ann Brownlee suggested a calendar overview to be included under google.drive to enable board members to see at a



glance what meetings are coming up. It was emphasized that these coffees are to thank rather than to “ask.”

Executive Committee Meeting - Mark discussed the fact that the library is working at capacity with its current staff. Additional staff hours would be welcome and would enable the library to be proactive rather than reactive in its work. There are currently three full-time employees and 41 part-time who would equal 15 full-time.

What the library receives from the city budget keeps the library “level” in what it’s able to do; Foundational support is important. It may be necessary to fund some staff through grants, and, consequently, multi-year funding commitments may be requested.

The question of using volunteer hours to offset staff needs was raised. Generally, this would be discouraged for several reasons: liability, the need for supervision by paid staff, reliability, union parameters, and the fact that actual, full costs of library operations would be masked by using volunteers. There are currently some volunteers who do some public relations and website work, and the suggestion was made that a knowledge/talent bank would be helpful to match needs and volunteer abilities.

Mark discussed the possibility of using some of the funds we have to replace the double doors from the parking ramp into the library. The current doors are not secure or energy efficient. The estimate would be about \$9500. Additionally, a decorative treatment (such as a vinyl wrap) in the elevator from the ramp would make it more attractive and cost approximately \$1000.

Marketing Committee - Summer indicated that they’d had a great meeting and will meet again on October 11. She noted the importance of the Foundation, the Friends, and the library all working together. Update to follow.

Donor Engagement - Sandy Ellis shared the value of both having a “face” to the organization and something specific to “ask” for. Summer asked if a schedule of events could be available so that board members could attend, and Alicia encouraged us to find our comfort level as we visit with donors, referring them to other members if necessary.

Alicia will download a virtual conference, Small Development Shops, and put it on google.drive.

Technology Committee - Eric reviewed the reorganization and hierarchy of google.drive and troubleshooting issues.


The meeting was adjourned at 10:30 A.M.

Respectfully submitted,  
Carol Stabenow

## E-MAILS SEPTEMBER '19 MEETING

DATE	SENDER(S)	SUBJECT
8/26	Merilee	Operation Gratitude Update
9/11	Jean	August '19 Meeting Minutes
9/24	Alicia	Board Meeting Info
9/24	Ann W.	Important for Board Meeting
9/26	Ann W.	Bring Your Calendars Tomorrow Morning

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

	2019 09 19 Donor Engagement Meeting Reca...	Sep 24, 2019 Ann Wolff	16 KB
	2019 09 20 Changing Needs of the Library an...	Sep 24, 2019 Ann Wolff	17 KB
	2019 09 27 Board Agenda.docx	Sep 23, 2019 Ann Wolff	26 KB
	Report - IS - August for Sept 2019.docx	Sep 24, 2019 Mark Troendle	31 KB
	Report - YS - August for Sept 2019.docx	Sep 24, 2019 Mark Troendle	681 KB
	2019 09 27 Board Packet.pdf	Sep 24, 2019 Alicia Gordon Macal	811 KB
	Copy of SPLF Aug 2019 P&L detail.pdf	Sep 26, 2019 Alicia Gordon Macal	54 KB
	Copy of SPLF Aug 2019 BS.pdf	Sep 26, 2019 Alicia Gordon Macal	38 KB
	Copy of SPLF Aug 2019 bud vs actual.pdf	Sep 26, 2019 Alicia Gordon Macal	40 KB
	Copy of SPLF Aug 2019 Prev Yr Comp P&L.pdf	Sep 26, 2019 Alicia Gordon Macal	34 KB
	Copy of SPLF Aug Prev Yr Comp P&L 2018 2...	Sep 26, 2019 Alicia Gordon Macal	36 KB



August '19 Meeting Minutes copy.pdf

Sep 20, 2019 me

189 KB



# Friends of the Stillwater Public Library

**Sept. 9, 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:**

Mary Ann Sandeen, Joan Philen, Tracy Salvati, Mark Troendle, Lynne LeTart, Lynden Lockrem, Susie Danielson, Jan Kilkelly, Ruth Ranum, Mary Glennon, Vik Wilson

## Agenda

**Friends of the Stillwater Public Library Meeting:**  
**Monday, Sept. 9, 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: Gemma Lockrem
5. Other: Susie Danielson will try to be at this meeting; Round Up: \$2,874.94 Picture Day; River Market Coop Annual Meeting, Tuesday, October 8 at 6 pm at the Zephyr; MALF Conference Friday, October 4th in White Bear; Keith Ryskowski, Washington County Library Director; Susan Fremming..Small Sales: All
6. Update: Mark Troendle

\*\*\*\*\*

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary's report Tracy Salvati**
  - June 10, 2019 Minutes approved
- **Treasurer's report Jan Kilkelly**
  - Balance:
    - June, 2019 \$27,632.37
    - July, 2019 \$28,055.37
    - August, 2019 \$31,381.81
- **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
  - Donation of 'flag decoration banners' to be used at the Oct. sale. (Merilee Read)
  
- **Susie Danielson: New approach to reach out to volunteers**
  - Gemma has the current email list
  - Online tool, sign up genius. Susie will create page with the shifts
  - We will send out a link for people to sign up
    - Specific sign up times/slots
  - Phone calls will also be made
  
- Tuesday, October 8th at 6 pm River Market Coop Annual Meeting at the Zephyr
  
- MALF Conference: Friday, October 4th in White Bear
  - Ed Fagerlund is driving if you want to carpool
  
- Susan Fremming was an employee at the library, now she volunteers. She has asked if she could have popup book sales. ie: teen books for \$1.00
  - Susan is at the library every Tuesday
  - **Yes to occasional sales**, and she will not sell books that would sell at regular prices or at the book sale
  
- Keith Ryskowski, Washington County Library Director has retired
  - Deputy Director will stand in until a new person is hired
  
- **River Market Co-op**
  - Roundup for June and July were donated to 'Friends of the Library'
  - River Market Coop, donation of \$2,874.94
  - Coop would like to take our picture
    - Suggested dates: Thurs.9/12 – meet at the Coop 10:30am group will work out date/time details
  
- 'Friends' will be changing the code on the Friends office door or post a sign "Staff/Employees only"

**Update: Mark Troendle:**

- Mark distributed Sept. calendars
- New Fall programming guide (11 page)
  - Distribution: Copies in the library and at several places in town
  - available electronically
- Staff changes:
  - Kim Faurot-Youth Service Librarian- Kim has been in the field for 25 years, children's librarian, skilled with puppetry and has written 5 books.
  - Shane Henry new maintenance manager. He will be provided with cell phone and #. Full time.
- Marvin retired
- Harry Potter's Birthday 7/31 great success
  - Friends were recognized at the event
- They will be expanding the backpack program friends is supporting
- New youth programs
- Maintenance – City has been working with pavers and they will be replaced. City will talk with builder to get this work done
- We need to do some tuck pointing on 4<sup>th</sup> street entrance – board will approve and work on this initiative

**Meeting Adjourn: All**

**\*\*\*Next meeting Monday, Oct. 14, 2019**

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

<b>Period:</b>	<b>9/1/2019- 9/30/2019</b>	<b>Year-to-Date 9/30/2019</b>
Opening Balance	\$31,381.81	\$ 31,831.86
<b>Receipts:</b>		
Memberships	\$215.00	\$ 1,975.00
Donations		\$ 3,479.49
Book Sales	\$423.50	\$ 8,107.85
Scanner Fees		\$ 140.00
Book Bags	\$30.00	\$ 165.00
T-Shirts		\$ -
Notes, Cards		\$ -
<b>Total Receipts</b>	<b>\$668.50</b>	<b>\$ 13,867.34</b>
<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.		\$ -
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$ 13,648.89</b>
<b>Ending Balance</b>	<b>\$32,050.31</b>	<b>\$ 32,050.31</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	
	<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>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</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:	
<p>BACKGROUND/CONTEXT: <b>SPL Facilities Committee</b> <b>October 29, 2019, 3 p.m.</b> <b>Notes</b></p> <p>Present: Carlsen, Cox, Lockyear, Troendle</p> <p>The following updates were provided:</p> <ul style="list-style-type: none"> <li>• This year’s masonry repairs were completed October 7. A proposal for future restoration has not yet been received, but total repairs may be in the six figures and will need to be phased in over a period of years.</li> <li>• Reinforcement and stabilization of the existing diagonal column and timber framing above the rotunda was completed October 15. An engineer from the firm (Mattson Macdonald Young) that diagnosed the underlying issue and proposed the solution visited the site to review the repair implemented, and he reported everything was installed properly and looked good. City building officials also inspected the finished work.</li> <li>• The Library Foundation approved the \$26,000 grant request for replacing the parking ramp double doors and enhancing the adjacent entryway, protective pads to go around concrete columns in the parking ramp, and the custodial-related expenditures.</li> <li>• The Director and Maintenance Worker met with two representatives from Bredemus Hardware on October 29 to discuss logistics and other details related to the replacement of the double doors. The project will take one to one-and-a-half days and public access will be accommodated throughout the project.</li> <li>• Replacement of brick pavers off 4th Street is tentatively scheduled to occur next spring.</li> </ul> <p>Discussion topics included:</p> <ul style="list-style-type: none"> <li>• Future ceiling repairs on the upper level. More information is needed from contractors submitting proposals.</li> <li>• A new bird deterrence option involving the repair of parking ramp insulation and spraying a liquid on it that turns into a protective hard shell was reviewed. While it has benefits, it would cost approximately \$40,000. A much less expensive approach was discussed involving repair and the reduction of roosting and nesting areas via other means, which will be tried instead.</li> <li>• Requesting board approval to seek a Huelsmann grant to fund 2020 masonry repairs.</li> <li>• How to proceed with developing options to consider for enhancing the 4<sup>th</sup> Street lawn.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Finance Committee Report</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Richie, Secretary/Treasurer</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 Finance Committee Report</b>  <b>November 5, 2019, 5:30 PM</b>  <b>Notes</b></p> <p>Present: Hemer, Howe, Richie, Troendle, Goeltl</p> <p>Discussion topics included:</p> <ul style="list-style-type: none"> <li>• <i>2019 Operating Budget Update</i>: Reviewed current ballpark projections that indicate the library will end the year in the positive without needing to go into the fund balance.</li> <li>• <i>Insurance Opt-Out Option</i>: Reviewed the \$250/month health insurance opt-out offered to city employees as a pilot program. Committee weighed the pros of aligning with options offered to city employees and possible premium savings (depending on opt-out employees) against the cons of potential short-term cost increases (again depending on opt-out employees) and possible long-term healthcare increases as a result of a smaller benefited pool.</li> <li>• <i>Shared Services Agreement</i>: Discussed impact scenarios from the city’s termination of the shared services agreement.</li> <li>• <i>Grant Requests</i>: Discussed grant request options for the remaining \$26,164 in bequest funds, including funding of the YS position for 2020, payment of all or a portion of One23 administrative costs for 2020, and hiring interns or reference substitutes to assist with the development of marketing and social media pieces for the library. Committee recommended a request of \$15,000 for YS, \$2,000 for marketing, and the remainder for One23.</li> <li>• <i>One23 Price Proposal</i>: Reviewed proposal from One23 with price scenarios and other recommendations for increasing wedding/event sales. Committee advised bringing four of the proposed recommendations to the board for consideration.</li> <li>• <i>2020 Operating Budget</i>: Revision of the 2020 operating budget is in progress. Several key areas are in flux: labor negotiations have not yet begun, the outcome of the shared services agreement termination is unknown, and One23 revenue projections may change.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# 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