

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, December 10, 2019
7:00 PM

Conference Room

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.

Regular Business (10 minutes)

4. Consent Calendar
 - a. Adoption of the November 12, 2019 Minutes +
 - b. Acknowledgement of Bills Paid in November 2019 (11/5/19: \$39,279.45 and 11/19/19:\$21,744.64)+
 - c. October 2019 Budget Status Report +

Informational (10 minutes)

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

Decisional (45 minutes)

7. Library Board of Trustee Vacancies A+
8. 2020 Operating Budget A+
9. 2020-2021 Labor Agreement A+
10. 2020-2021 Wage Ratification and Revised Benefits A+

Reports (15 minutes)

11. Director and Other Staff Reports +
12. Foundation and Friends Report +
13. Board Committee Reports +
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Nominating
 - e. Board Self-Evaluation Task Force
14. Public Commentary and Communications
15. Adjournment

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

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 12, 2019**

Minutes

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

ABSENT: Carlsen, Howe

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. Lockyear moved. Keliher second. Cox requested addition of Board Self-Evaluation Task Force as agenda item 15e. Bell requested that the task force be added as a standing agenda item under board committee reports for the near future. Yes: Bell, Cox, Hemer, Hollatz, Keliher, Lockyear, Richie; No: None.

AGENDA ITEM 3: In-Person Public Commentary

None.

REGULAR BUSINESS

AGENDA ITEM 4: Consent Calendar

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

INFORMATIONAL

AGENDA ITEM 5: Trustee Information Sharing

Lockyear asked the board to formally thank and acknowledge the Ivy Club for their work maintaining the pots on the terrace and at the library entrance. The pots have been planted with greenery for the winter. A formal thank you will be sent from the board.

Keliher noted the recent coverage about Macmillan Publishers and their restrictions of e-book sales to libraries. He discussed that these issues have seemed to come up periodically. Keliher was particularly struck by a comment in an article that the people most harmed by Macmillan's decision to limit access to libraries are those that need these resources most. Bell commented that not only is access limited but the pricing structure is much higher for libraries.

Hollatz reported that she and Bell attended Pop-Up Book Club.

AGENDA ITEM 6: Board of Trustee Vacancies

The Nominating Committee will be reviewing applications for the open board positions of three trustees with terms ending this December: Bell, Cox and Lockyear. All three trustees are eligible to serve another term but must apply online. Stillwater residents not currently serving on the board may also apply for the vacancies.

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The city manages the process for accepting applications for reappointment or appointment. The applications will be sent to the Nominating Committee for review following the November 15 deadline. The Nominating Committee then will make a recommendation to the library board at the December meeting. The library board will discuss and then make a recommendation to the council, and the council will make the actual appointment.

Collins asked if the three-term limit was in the by-laws. Keliher responded that this term limit is actually in the state statute for libraries. Hemer noted that this limit is also in the by-laws.

AGENDA ITEM 7: Library Board of Trustees By-laws

The Nominating Committee has been reviewing the by-laws in detail over the past several months. They shared it with the Executive Committee for review and discussion. The resulting draft is included in the packet for review tonight. Many edits are to better align the by-laws with Robert's Rules of Orders.

Bell asked if there were any special changes. Keliher responded that what may be of most note is what is not included in the by-laws. For example, the by-laws do not list specific standing committees (other than the Executive Committee) or task forces or definitions of the committees. These were purposely left out of the by-laws to allow flexibility. The by-laws are meant to be enduring while the work of committees may change over time. This helps separate the by-laws – a policy document – with operating and procedural elements.

Hemer noted that additions were made to Article VII, Duties of the Board of Trustees. Many of these duties come from the state handbook.

AGENDA ITEM 8: Labor Negotiations Strategy

Bell requested a motion to close the meeting pursuant to Minn. Stat. Section 13D.02 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. Keliher moved. Hemer second. Yes: Bell, Cox, Hemer, Hollatz, Keliher, Lockyear, Richie; No: None.

Meeting closed at 7:15 PM. Meeting opened to public at 7:45 PM.

AGENDA ITEM 9: Holiday Hours

Troendle requested approval of the holiday closing schedule for 2020 as found on page 27 of the board packet.

Motion to approve the 2020 holiday closing schedule. Hollatz moved. Lockyear second. Yes: Bell, Cox, Hemer, Hollatz, Keliher, Lockyear, Richie; No: None.

AGENDA ITEM 10: 2020 Opt-Out Health Insurance

Troendle reviewed the city's decision to pilot a 2020 health insurance opt-out program as outlined in the board packet. He requested the board's consideration of participation in the opt-out. Knowing if the

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Minutes

library will participate in this program may influence employee decisions for open enrollment, which ends on Friday.

Hollatz indicated her interest in the proposal, with the potential cost-savings to the library and benefits to the employee. Hemer noted that there are risks. Lockyear agreed and commented that if nine people choose to opt out, the insurance company could choose to re-underwrite the contract with a higher rate. Lockyear noted that if there were a larger employee pool, she would be less concerned about the chance of potential rate change that would trickle down to others still on the plan. As this is a city pilot. Hemer proposed tabling the decision for a year to see how this option plays out with city employees and the rates. After the pilot year, the library can look at what the city decides to do for 2021 and potentially review this again.

Keliher advocated providing library employees with the opt-out option being provided to city employees. It follows the library's efforts to collaborate with the city and ties in with the other benefits the library employees receive through the city. Hemer and Richie noted that the Finance Committee did discuss this pros of offering the library staff the same option as city staff.

Motion to table decision. Hemer moved. Lockyear second. Yes: Lockyear, Richie, Hemer, Cox; No: Hollatz, Keliher, Bell. Motion passed.

AGENDA ITEM 11: Venue Coordinator

Troendle reported that the pace of wedding and special event bookings for 2020 is slower than expected. Staff met with One23 to discuss this concern, and One23 provided a series of recommendations to generate increased sales. Staff brought the recommendations to the Finance Committee and the following are recommended for board consideration, with more detail in the board packet:

- 1) Reduced Pricing: Implement a trial price revision through January 13, 2020, with booking timeframes changing from 12 hours to 10 hours and corresponding rental rates decreasing between \$1,500-\$3,500.
- 2) Tiered Pricing for Saturdays: Implement the above trial price revision through January 13, 2020, with the addition of tiered pricing for holding multiple ceremonies on Saturdays.
- 3) Reduced Commission: One23 staff will take a reduced commission of 25% instead of 50% during November 2019-April 2020 if deposits on sales are not \$5000 for the month,
- 4) Presence in Gallery: One23 staff will hold office hours at the library as a trial in November 2019 on Tuesdays and Thursdays from 3-5 PM.

Board discussed recommendations and other issues potentially affecting revenue, such as competition, services provided, and additional fees. Trustees questioned if the reduced rates will allow the venue to be profitable. They also discussed that this was trial adjustment and new event booking totals could be reviewed at the January board meeting to help assess the impact of the rate changes.

Motion made to accept the recommendations. Hollatz moved. Keliher second. Yes: Bell, Cox, Hemer, Hollatz, Keliher, Lockyear, Richie; No: None.

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AGENDA ITEM 12: Grant Requests

Troendle asked for the board's consideration of grant requests to the Huelsmann Foundation and to the Stillwater Public Library Foundation. The library would like to seek up to \$20,000 in funding from the Huelsmann Foundation for masonry repairs. The library would also like to request up to \$26,164 from the Stillwater Public Library Foundation for the remainder of a recent bequest to continue the YS Coordinator position for 2020 at 12 hours per week (\$15,000), to fund marketing/social media assistance (\$2,000), and to fund One23 administrative services in 2020 (\$9,164).

Motion to approve grant requests. Hemer moved. Richie second. Yes: Bell, Cox, Hemer, Hollatz, Keliher, Lockyear, Richie; No: None.

REPORTS

AGENDA ITEM 13: Director and Other Staff Reports

Troendle announced that the library will be collecting new children and teen books for Community Thread's Holiday Hope and Stillwater Head Start. Donations are accepted through Sunday, December 8.

Bell asked about the new staff computers. Troendle reported that IT will be deploying new staff computers across the organization.

AGENDA ITEM 14: Foundation and Friends Reports

Troendle reported that the Friends just wrapped up another successful fall book sale.

AGENDA ITEM 11: Board Committee Reports

- **Executive Committee:** None.
- **Facilities Committee:** The Facilities Committee met and discussed masonry repairs, parking ramp doors, elevator design, bird deterrence, and pavers.
- **Finance:** The Finance Committee will be meeting in December to review the revised 2020 budget.
- **Nominating Committee:** None.
- **Board Self-Assessment Task Force:** Cox reported that the task force would like to move forward with the board self-assessment process. The task force believes this process could be beneficial for the board.

AGENDA ITEM 12: Public Commentary and Communications

None.

AGENDA ITEM 13: Adjournment

Adjourned at 8:27 PM.

Agenda Items Details

| | | | | |
|---|---------------------|--|---------------------------|---------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in November 2019 | | | | |
| OWNER: Goeltl, Business & Communications Manager | | PRESENTER: Troendle, Director | | |
| REQUESTED AGENDA TYPE (A, I, D): A | | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: | | |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of November 2019 bills paid | | | | |
| BACKGROUND/CONTEXT: Following is a bills report summary for the month of November 2019: | | | | |
| November 2019 (2019 Fiscal Year) | | | | |
| | <i>City</i> | <i>Foundation</i> | <i>Other Supplemental</i> | <i>Total</i> |
| Operating Expenditures | \$ 32,525.89 | \$ 2,645.94 | \$ 3,964.26 | \$ 39,136.09 |
| Capital Expenditures | \$ 12,674.94 | \$ - | \$ 6,213.06 | \$ 18,888.00 |
| Total | \$ 45,200.83 | \$ 2,645.94 | \$ 10,177.32 | \$ 58,024.09 |
| Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: November 5, 2019</i> | | | | |
| <ul style="list-style-type: none"> • \$13,608.00 paid to Building Restoration Corporation for masonry work. \$12,674.94 was paid out of reallocated capital from the pergola project and the remaining \$933.06 was paid from the Kilty Fund. • \$3,028.50 was paid to Master Mechanical for a RTU blower motor. | | | | |
| <i>Bill Resolution: November 19, 2019</i> | | | | |
| <ul style="list-style-type: none"> • \$5,280.00 was paid to Braden Construction for the interior roof framing of the upper level rotunda area. • \$1896.74 paid to Master Mechanical for inspection and repairs to a CO2 sensor and to the boiler. • \$2,000.00 paid to One23 Events for October monthly fee. Funded by Foundation. • \$600.00 paid to Viking Auto Sprinkler for annual inspection of sprinkler system. | | | | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 11/5/2019 Bill Resolution – 2019 Bills 11/19/2019 Bill Resolution – 2019 Bills | | | | |
| PREVIOUS ACTION ON ITEM: | | | | |
| REVIEWED BY COMMITTEE?: | | | | |

2019 Bill Resolutions

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

| INVOICE # | INVOICE DATE | VENDOR | ITEM | AMOUNT | FUND CODE | FUND NAME |
|-----------------------------|--------------|---------------------------|--|---------------------|--------------------|------------------------------------|
| INVOICES PAYABLE | | | | | | |
| 11052019 | 11/5/2019 | Brodart Co | Materials - Adult Books (Lawson) | \$ 845.37 | 224-4224-2404-0000 | Helen Lawson Fund - Other Books |
| 11052019 | 11/5/2019 | Brodart Co | Materials - Juv | \$ 1,561.73 | 230-4230-2400-0000 | Childrens Books |
| 11052019 | 11/5/2019 | Brodart Co | Materials - Adult Fiction | \$ 1,094.08 | 230-4230-2401-0000 | Adult Books - Fiction |
| 11052019 | 11/5/2019 | Brodart Co | Materials - Adult Nonfiction | \$ 3,471.09 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| 11052019 | 11/5/2019 | Brodart Co | Materials - YA | \$ 429.55 | 230-4230-2406-0000 | Teen Books |
| 11052019 | 11/5/2019 | Brodart Co | Materials - Processing | \$ 869.35 | 230-4230-3404-0000 | Processing Fee |
| 11052019 | 11/5/2019 | Brodart Co | Materials - Adult (SPLF Heuer) | \$ 39.94 | 232-4232-2113-0000 | SPLF - Materials |
| 11052019 | 11/5/2019 | Brodart Co | Materials - Juv (Friends) | \$ 2.97 | 235-4235-2101-0000 | Library Donations Materials |
| 19233 | 10/22/2019 | Building Restoration Corp | Masonry (Capital) | \$ 12,674.94 | 120-4230-5200-0000 | C/O & Improvements |
| 19233 | 10/22/2019 | Building Restoration Corp | Masonry (Capital - Kilty) | \$ 933.06 | 233-4900-5200-0000 | Kilty C/O & Improvements |
| 4033732893 | 10/30/2019 | Cintas Corporation | Towels & Rugs | \$ 72.24 | 230-4231-4099-0000 | Miscellaneous Charges - Lib Plant |
| 9597813 | 10/19/2019 | Cole Papers | Janitorial Supplies | \$ 108.58 | 230-4231-2102-0000 | Janitorial Supplies |
| 6706312 | 10/18/2019 | Demco Inc. | Processing Supplies | \$ 90.74 | 230-4230-3404-0000 | Processing Fee |
| 9331408717 | 10/22/2019 | Grainger | Janitorial Supplies | \$ 21.10 | 230-4231-2102-0000 | Janitorial Supplies |
| 27336 | 10/14/2019 | Heritage Printing Inc. | Sept City Newsletter Shelflife | \$ 448.76 | 230-4230-3400-0000 | Printing and Publishing |
| 3684 | 10/15/2019 | Mad Science of MN | Programs - Juv STEM (MELSA) | \$ 199.00 | 235-4236-4099-0000 | Library Donations Programs |
| 55029 | 10/8/2019 | Master Mechanical Inc. | RTU Blower Motor | \$ 3,028.50 | 230-4231-3703-0000 | Building Repair Charges |
| 60747 | 10/4/2019 | Menards | Janitorial Supplies | \$ 31.94 | 230-4231-2102-0000 | Janitorial Supplies |
| 61855 | 10/22/2019 | Menards | Janitorial Supplies | \$ 8.89 | 230-4231-2102-0000 | Janitorial Supplies |
| 11052019 | 11/5/2019 | Midwest Tape | Materials - Audio | \$ 19.48 | 230-4230-2402-0000 | Audio |
| 11052019 | 11/5/2019 | Midwest Tape | Materials - Video | \$ 452.77 | 230-4230-2408-0000 | Film/Video |
| 11052019 | 11/5/2019 | Midwest Tape | Materials - Processing | \$ 53.94 | 230-4230-3404-0000 | Processing Fee |
| W19090593 | 10/18/2019 | Office of MN IT Services | Phone - September | \$ 143.70 | 230-4231-3101-0000 | Telephone |
| 200004979 | 8/28/2019 | MN Library Assoc. | MLA Conf - 2 day- Petrie | \$ 275.00 | 230-4230-3201-0000 | Seminar/Conference Fees |
| 76527140 | 10/7/2019 | Recorded Books Inc | Materials - eAudio | \$ 4,410.29 | 230-4230-2409-0000 | Electronic Materials |
| 76527555 | 10/7/2019 | Recorded Books Inc | Materials - Adult Audiobook (AAB) | \$ 59.59 | 230-4230-2402-0000 | Audio |
| 76528388 | 10/9/2019 | Recorded Books Inc | Materials - Adult e-Audio (SPLF Huelsmann) | \$ 57.00 | 232-4232-2113-0000 | SPLF - Materials |
| 76541295 | 10/17/2019 | Recorded Books Inc | Materials - Adult Audiobook (AAB) | \$ 19.99 | 230-4230-2402-0000 | Audio |
| 1327655 | 10/25/2019 | Floyd Total Security | Security Monitoring | \$ 178.20 | 230-4231-3707-0000 | Maintenance Agreements - Lib Plant |
| 1066480 | 10/8/2019 | Stillwater Medical Group | Drug Screening | \$ 249.00 | 230-4230-4099-0000 | Miscellaneous Charges |
| 730951 | 10/11/2019 | ECM Publishers | Library Board Vacancy Notice | \$ 28.50 | 230-4230-3400-0000 | Printing and Publishing |
| 188442 | 10/17/2019 | Stillwater Printing Co. | Fall Program Guide | \$ 249.00 | 232-4232-2407-0000 | SPLF - Programs |
| | | | INVOICES SUBTOTAL | \$ 32,128.29 | | |
| CREDIT CARD | | | | | | |
| None | | | | | | |
| | | | CREDIT CARD SUBTOTAL | \$ - | | |
| SPECIAL BILL PAYOUTS | | | | | | |
| 659226401 | 10/25/2019 | Xcel Energy | Gas | \$ 518.14 | 230-4231-3601-0000 | Natural Gas |
| 659226401 | 10/25/2019 | Xcel Energy | Electric | \$ 3,633.02 | 230-4231-3600-0000 | Electricity |
| | | | SPECIAL BILL PAYOUT SUBTOTAL | \$ 4,151.16 | | |
| GRAND TOTAL | | | | \$ 36,279.45 | | |

Submitted for payment

Mark Troendle, Library Director

2019 Bill Resolutions

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

| INVOICE # | INVOICE DATE | VENDOR | ITEM | AMOUNT | FUND CODE | FUND NAME |
|-----------------------------|--------------|--|--|---------------------|--------------------|------------------------------------|
| INVOICES PAYABLE | | | | | | |
| 3798209488 | 10/1/2019 | Ace Hardware | Janitorial Supplies | 19.98 | 230-4231-2102-0000 | Janitorial Supplies |
| 3798209505 | 10/2/2019 | Ace Hardware | Janitorial Supplies | 10.98 | 230-4231-2102-0000 | Janitorial Supplies |
| 3798209754 | 10/15/2019 | Ace Hardware | Janitorial Supplies | 38.95 | 230-4231-2102-0000 | Janitorial Supplies |
| 3798210006 | 10/29/2019 | Ace Hardware | Janitorial Supplies | 4.83 | 230-4231-2102-0000 | Janitorial Supplies |
| 769-SF | 11/12/2019 | Braden Construction Inc. | UL Interior Roof Framing (Capital - Kilty) | 5280.00 | 233-4900-5200-0000 | Kilty C/O & Improvements |
| 11192019 | 11/19/2019 | Brodart Co | Materials - Juv | 1308.05 | 230-4230-2400-0000 | Childrens Books |
| 11192019 | 11/19/2019 | Brodart Co | Materials - Adult (Lawson) | 2533.03 | 224-4224-2404-0000 | Helen Lawson Fund - Other Books |
| 11192019 | 11/19/2019 | Brodart Co | Materials - Adult Fiction | 450.89 | 230-4230-2401-0000 | Adult Books - Fiction |
| 11192019 | 11/19/2019 | Brodart Co | Materials - Audio | 370.35 | 230-4230-2402-0000 | Audio |
| 11192019 | 11/19/2019 | Brodart Co | Materials - Adult Nonfiction | 1483.89 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| 11192019 | 11/19/2019 | Brodart Co | Materials - Adult Nonfiction (Cross Tribute) | 30.00 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| 11192019 | 11/19/2019 | Brodart Co | Materials - YA | 91.71 | 230-4230-2406-0000 | Teen Books |
| 11192019 | 11/19/2019 | Brodart Co | Materials - Processing | 764.63 | 230-4230-3404-0000 | Processing Fee |
| 30602444792-3 | 10/31/2019 | Culligan of Stillwater | Water | 14.85 | 230-4230-4099-0000 | Miscellaneous Charges |
| 11052019 | 11/5/2019 | Friends of the Stillwater Public Library | Reimbursement for Friends - October 2019 | 263.50 | 228-4228-1990-0000 | Friends of Library Pass Thru |
| 11022019 | 11/2/2019 | Hedin Sue | Programs - Adult (Friends) | 102.43 | 229-4229-2407-0000 | Friends - Programs |
| 11940 | 11/9/2019 | Mercury Electric | Heat Tape Install | 2825.00 | 230-4231-3703-0000 | Building Repair Charges |
| 9302019 | 11/7/2019 | Madden Galanter Hansen LLP | Professional Services | 85.00 | 230-4230-3099-0000 | Other Professional Services |
| 55133 | 10/24/2019 | Master Mechanical Inc. | CO2 Sensor | 167.50 | 230-4231-3703-0000 | Building Repair Charges |
| 55134 | 10/24/2019 | Master Mechanical Inc. | Boiler #4 - Gas Valve | 174.75 | 230-4231-3703-0000 | Building Repair Charges |
| 55184 | 10/30/2019 | Master Mechanical Inc. | Boiler Gas Valve & CO2 Install | 1554.49 | 230-4231-3703-0000 | Building Repair Charges |
| 62673 | 11/4/2019 | Menards | Janitorial Supplies | 60.88 | 230-4231-2102-0000 | Janitorial Supplies |
| 11192019 | 11/19/2019 | Midwest Tape | Materials - Audio | 239.41 | 230-4230-2402-0000 | Audio |
| 11192019 | 11/19/2019 | Midwest Tape | Materials - Video | 121.84 | 230-4230-2408-0000 | Film/Video |
| 11192019 | 11/19/2019 | Midwest Tape | Materials - Processing | 170.16 | 230-4230-3404-0000 | Processing Fee |
| 11142019 | 11/14/2019 | One23 Events LLC | October 2019 Monthly Fee | 2000.00 | 232-4232-4099-0000 | SPLF - Miscellaneous Charges |
| 11042019 | 11/4/2019 | Thorager Natasha | Programs - Juv (SPLF 2018-07 YS) | 300.00 | 232-4232-2407-0000 | SPLF - Programs |
| 1025-F092135 | 11/11/2019 | Viking Auto Sprinkler Co. | Annual Inspection | 600.00 | 230-4231-3707-0000 | Maintenance Agreements - Lib Plant |
| 166867 | 11/13/2019 | Washington County Library | Q3 WCL Lost/Damaged | 31.94 | 230-0000-3880-0030 | Lost/Damaged Fees |
| 166867 | 11/13/2019 | Washington County Library | Q3 WCL Processing | 104.00 | 230-0000-3880-0040 | Lost/Overdue Processing Fees |
| 166865 | 11/13/2019 | Washington County Library | Q3 Overdue Notices | 160.62 | 230-4230-3102-0000 | Postage |
| | | | | | | |
| | | | INVOICES SUBTOTAL | \$ 21,363.66 | | |
| CREDIT CARD | | | | | | |
| 2379401 | 9/6/2019 | Amazon.com | Programs - Teen (MELSA) | \$ 78.88 | 235-4236-4099-0000 | Library Donations Programs |
| 2379401 | 9/6/2019 | Amazon.com | Materials - Juv (Book Kit Replacements) | \$ 4.99 | 230-4230-2400-0000 | Childrens Books |
| 126615 | 9/8/2019 | Amazon.com | Programs - Juv (Friends 2019 - 03) | \$ 4.79 | 229-4229-2407-0000 | Friends - Programs |
| 2379401 | 9/8/2019 | Amazon.com | Materials - Juv (Book Kit Replacements) | \$ 14.80 | 230-4230-2400-0000 | Childrens Books |
| 689863 | 9/11/2019 | Amazon.com | Supplies | \$ 26.95 | 230-4230-2101-0000 | General Supplies |
| 689863 | 9/11/2019 | Amazon.com | Materials - Juv (Friends Nature Backpacks) | \$ 79.92 | 235-4235-2101-0000 | Library Donations Materials |
| 2379401 | 9/8/2019 | Amazon.com | Programs - Teen (MELSA) | \$ 15.43 | 235-4236-4099-0000 | Library Donations Programs |
| 689863 | 9/11/2019 | Amazon.com | Materials - Juv (Friends Nature Backpacks) | \$ 17.89 | 229-4229-2407-0000 | Friends - Programs |
| 689863 | 9/11/2019 | Amazon.com | Programs - Teen (MELSA) | \$ 30.62 | 235-4236-4099-0000 | Library Donations Programs |
| 2597052 | 9/19/2019 | Amazon.com | Materials - Juv | \$ 5.98 | 230-4230-2400-0000 | Childrens Books |
| 3041048 | 9/20/2019 | Amazon.com | Supplies | \$ 40.80 | 230-4230-2101-0000 | General Supplies |
| 7378662 | 9/11/2019 | Blurb Inc | Materials - Adult Nonfiction (Athena) | \$ 53.93 | 235-4235-2101-0000 | Library Donations Materials |
| 21154134 | 9/11/2019 | Dream Host | Technology Support | \$ 6.00 | 230-4230-3098-0000 | Technology Support |
| | | | | | | |
| | | | CREDIT CARD SUBTOTAL | \$ 380.98 | | |
| SPECIAL BILL PAYOUTS | | | | | | |
| None | | | | | | |
| | | | SPECIAL BILL PAYOUT SUBTOTAL | \$ - | | |
| | | | GRAND TOTAL | \$ 21,744.64 | | |

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

| | |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 October Budget Status Report | |
| OWNER: Troendle, Library Director Goeltl, Business & Communications Manager | PRESENTER: Troendle, Library Director |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| <p>BACKGROUND/CONTEXT: Attached is a budget status report for the period from January 1–October 31, 2019.</p> <p>120 Funds – Capital Projects:</p> <ul style="list-style-type: none"> • C/O & Improvements totaled \$45,405.91 through October, with \$33,725.06 for the pergola and \$11,680.85 for LED conversion. • C/O MIS Computer Equipment capital expenditures totaled \$65,838.69 through October. 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. <p>230 Funds – Revenues:</p> <ul style="list-style-type: none"> • Meeting Room Rental Fees were budgeted at \$75,000 for 2019. Revenues received through October total \$43,134.64. \$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. <p>230 Funds – Expenditures:</p> <p>Operating - Personnel Services: Personnel expenditures totaled \$707,239.39 through October. With 20.3 pay periods through this period, expenditures are running under the budgeted pace of \$742.969.85.</p> <ul style="list-style-type: none"> • <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. <p>Operating - Supplies & Materials:</p> <ul style="list-style-type: none"> • The general supplies budget is \$4,500 for 2019. \$3,346.71 was spent through October, with 25% of the budget remaining for the remainder of the year. • The total collection budget for physical, database and e-materials is \$97,900. While more than \$80,100 in materials have been ordered through October from city funds, \$65,095.93 has been paid out. The publishing industry has a lag time between ordering and invoicing for materials. <p>Operating – Services and Charges:</p> <ul style="list-style-type: none"> • Maintenance Agreement charges total \$23,160.05 for the year, over the total budget of \$22,500. Additional expenditures are projected for 2019. A majority of the added expenses are due to the maintenance agreement with Canon for copier/printers. The publication of more programming and marketing materials are increasing our copy costs. <p>Plant – Personnel Services: Personnel expenditures totaled \$101,381.49 through October. With 20.3 pay periods through this period, expenditures are on track with the budgeted pace of \$102,898.35.</p> <ul style="list-style-type: none"> • <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 <p>Plant – Services and Charges: Building Repair expenditures totaled \$28,001.94 through October, with \$20,000 budgeted for the year. Pending bills through early December bring known total expenditures to \$35,752.</p> | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019 October Budget Status Report | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

General Ledger

Budget Status

User: kgoeltd
 Printed: 12/5/2019 - 2:52 PM
 Period: 1 to 10, 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 | 65,838.69 | 65,838.69 | -24,738.69 | 0.00 | -24,738.69 | 0.00 |
| | E25 Sub Totals: | 100,000.00 | 111,244.60 | 111,244.60 | -11,244.60 | 0.00 | -11,244.60 | 0.00 |
| | Expense Sub Totals: | 100,000.00 | 111,244.60 | 111,244.60 | -11,244.60 | 0.00 | -11,244.60 | 0.00 |
| | Dept 4230 Sub Totals: | 100,000.00 | 111,244.60 | 111,244.60 | -11,244.60 | 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 | 111,244.60 | 111,244.60 | -11,244.60 | 0.00 | -11,244.60 | 0.00 |
| | Fund 120 Sub Totals: | 100,000.00 | 111,244.60 | 111,244.60 | -11,244.60 | 0.00 | | |
| | Revenue Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Expense Totals: | 100,000.00 | 111,244.60 | 111,244.60 | -11,244.60 | 0.00 | -11,244.60 | 0.00 |
| | Report Totals: | 100,000.00 | 111,244.60 | 111,244.60 | -11,244.60 | 0.00 | | |

General Ledger

Budget Status

User: kgoeltd
 Printed: 12/5/2019 - 2:49 PM
 Period: 1 to 10, 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 | 43,134.64 | 43,134.64 | 31,865.36 | 0.00 | 31,865.36 | 42.49 |
| 230-0000-3520-0100 | Copier/Printer Sales | 6,500.00 | 5,135.39 | 5,135.39 | 1,364.61 | 0.00 | 1,364.61 | 20.99 |
| 230-0000-3880-0200 | Gallery Fees | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 | 500.00 | 100.00 |
| 230-0000-3880-0500 | Book & Other Enterprise Sales | 200.00 | 119.70 | 119.70 | 80.30 | 0.00 | 80.30 | 40.15 |
| | R25 Sub Totals: | 82,200.00 | 48,389.73 | 48,389.73 | 33,810.27 | 0.00 | 33,810.27 | 41.13 |
| 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 | 801.01 | 801.01 | 698.99 | 0.00 | 698.99 | 46.60 |
| 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 | 1,033.59 | 1,033.59 | 966.41 | 0.00 | 966.41 | 48.32 |
| 230-0000-3880-0030 | Lost Materials | 2,500.00 | 2,620.49 | 2,620.49 | -120.49 | 0.00 | -120.49 | 0.00 |
| 230-0000-3880-0040 | Processing Fees | 6,000.00 | 3,971.28 | 3,971.28 | 2,028.72 | 0.00 | 2,028.72 | 33.81 |
| 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 | -7.01 | -7.01 | 7.01 | 0.00 | 7.01 | 0.00 |
| | R40 Sub Totals: | 13,500.00 | 10,422.70 | 10,422.70 | 3,077.30 | 0.00 | 3,077.30 | 22.79 |
| 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 | 58,812.43 | 58,812.43 | 1,336,529.57 | 0.00 | 1,336,529.57 | 95.79 |
| | Dept 0000 Sub Totals: | -1,395,342.00 | -58,812.43 | -58,812.43 | -1,336,529.57 | 0.00 | | |
| Dept 230-4230 E05 | LIBRARY OPERATIONS PERSONNEL SERVICES | | | | | | | |
| 230-4230-1000-0000 | Full Time Salaries | 382,589.00 | 138,408.53 | 138,408.53 | 244,180.47 | 0.00 | 244,180.47 | 63.82 |
| 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 | 7,391.60 | 7,391.60 | -7,391.60 | 0.00 | -7,391.60 | 0.00 |
| 230-4230-1113-0000 | Vacation Pay | 0.00 | 32,418.58 | 32,418.58 | -32,418.58 | 0.00 | -32,418.58 | 0.00 |
| 230-4230-1200-0000 | Part Time Salaries | 353,636.00 | 388,194.70 | 388,194.70 | -34,558.70 | 0.00 | -34,558.70 | 0.00 |
| 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 | 39,482.27 | 39,482.27 | 15,734.73 | 0.00 | 15,734.73 | 28.50 |
| 230-4230-1420-0000 | FICA/Medicare | 56,321.00 | 42,875.26 | 42,875.26 | 13,445.74 | 0.00 | 13,445.74 | 23.87 |
| 230-4230-1500-0000 | Hospital / Medical | 100,192.00 | 41,418.94 | 41,418.94 | 58,773.06 | 0.00 | 58,773.06 | 58.66 |
| 230-4230-1520-0000 | Dental Insurance | 3,011.00 | 3,389.99 | 3,389.99 | -378.99 | 0.00 | -378.99 | 0.00 |
| 230-4230-1540-0000 | Life Insurance | 621.00 | 373.41 | 373.41 | 247.59 | 0.00 | 247.59 | 39.87 |
| 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 | 707,239.39 | 707,239.39 | 244,347.61 | 0.00 | 244,347.61 | 25.68 |
| 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 | 3,346.71 | 3,346.71 | 1,153.29 | 0.00 | 1,153.29 | 25.63 |
| 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 | 15,004.99 | 15,004.99 | 4,095.01 | 0.00 | 4,095.01 | 21.44 |
| 230-4230-2401-0000 | Adult Books - Fiction | 19,500.00 | 16,668.09 | 16,668.09 | 2,831.91 | 0.00 | 2,831.91 | 14.52 |
| 230-4230-2402-0000 | Audio | 14,000.00 | 2,703.96 | 2,703.96 | 11,296.04 | 0.00 | 11,296.04 | 80.69 |
| 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 | 12,295.28 | 12,295.28 | 6,204.72 | 0.00 | 6,204.72 | 33.54 |
| 230-4230-2406-0000 | Teen Books - Materials | 5,000.00 | 4,300.32 | 4,300.32 | 699.68 | 0.00 | 699.68 | 13.99 |
| 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 | 5,538.37 | 5,538.37 | 1,961.63 | 0.00 | 1,961.63 | 26.16 |
| 230-4230-2409-0000 | Electronic Materials | 4,500.00 | 94.60 | 94.60 | 4,405.40 | 0.00 | 4,405.40 | 97.90 |
| 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 | 68,649.40 | 68,649.40 | 38,209.60 | 0.00 | 38,209.60 | 35.76 |
| E15 | SERVICES AND CHARGES | | | | | | | |
| 230-4230-3098-0000 | Technology Support | 17,122.00 | 4,499.83 | 4,499.83 | 12,622.17 | 0.00 | 12,622.17 | 73.72 |
| 230-4230-3099-0000 | Other Professional Services | 11,250.00 | 6,250.00 | 6,250.00 | 5,000.00 | 0.00 | 5,000.00 | 44.44 |
| 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 | 7,967.49 | 7,967.49 | 6,032.51 | 0.00 | 6,032.51 | 43.09 |
| 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 | 23,160.05 | 23,160.05 | -660.05 | 0.00 | -660.05 | 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 | 361.01 | 361.01 | 38.99 | 0.00 | 38.99 | 9.75 |
| | E15 Sub Totals: | 74,368.00 | 46,522.04 | 46,522.04 | 27,845.96 | 0.00 | 27,845.96 | 37.44 |
| 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 | 1,447.33 | 1,447.33 | 552.67 | 0.00 | 552.67 | 27.63 |
| | E20 Sub Totals: | 3,825.00 | 2,609.87 | 2,609.87 | 1,215.13 | 0.00 | 1,215.13 | 31.77 |
| 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 | 825,020.70 | 825,020.70 | 311,618.30 | 0.00 | 311,618.30 | 27.42 |
| | Dept 4230 Sub Totals: | 1,136,639.00 | 825,020.70 | 825,020.70 | 311,618.30 | 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 | 6,380.06 | 6,380.06 | -6,380.06 | 0.00 | -6,380.06 | 0.00 |
| 230-4231-1200-0000 | Part Time Salaries | 33,655.00 | 24,080.86 | 24,080.86 | 9,574.14 | 0.00 | 9,574.14 | 28.45 |
| 230-4231-1410-0000 | PERA | 6,678.00 | 4,397.10 | 4,397.10 | 2,280.90 | 0.00 | 2,280.90 | 34.16 |

| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available |
|--------------------|-------------------------------|---------------|---------------|------------|-----------|-------------------|-----------|-------------|
| 230-4231-1420-0000 | FICA/Medicare | 7,138.00 | 4,319.76 | 4,319.76 | 2,818.24 | 0.00 | 2,818.24 | 39.48 |
| 230-4231-1500-0000 | Hospital / Medical | 23,793.00 | 19,215.58 | 19,215.58 | 4,577.42 | 0.00 | 4,577.42 | 19.24 |
| 230-4231-1520-0000 | Dental Insurance | 758.00 | 648.55 | 648.55 | 109.45 | 0.00 | 109.45 | 14.44 |
| 230-4231-1540-0000 | Life Insurance | 116.00 | 71.33 | 71.33 | 44.67 | 0.00 | 44.67 | 38.51 |
| 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 | 101,381.49 | 101,381.49 | 30,409.51 | 0.00 | 30,409.51 | 23.07 |
| 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 | 3,493.30 | 3,493.30 | 6.70 | 0.00 | 6.70 | 0.19 |
| 230-4231-2202-0000 | Building Repair Supplies | 1,500.00 | 68.75 | 68.75 | 1,431.25 | 0.00 | 1,431.25 | 95.42 |
| 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 | 4,621.18 | 4,621.18 | 2,178.82 | 0.00 | 2,178.82 | 32.04 |
| 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 | 1,118.40 | 1,118.40 | 581.60 | 0.00 | 581.60 | 34.21 |
| 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 | 30,414.76 | 30,414.76 | 11,585.24 | 0.00 | 11,585.24 | 27.58 |
| 230-4231-3601-0000 | Natural Gas | 12,000.00 | 8,517.55 | 8,517.55 | 3,482.45 | 0.00 | 3,482.45 | 29.02 |
| 230-4231-3703-0000 | Building Repair Charges | 20,000.00 | 28,001.94 | 28,001.94 | -8,001.94 | 0.00 | -8,001.94 | 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 | 77,352.63 | 77,352.63 | 41,158.37 | 0.00 | 41,158.37 | 34.73 |
| E20 | MISCELLANEOUS | | | | | | | |
| 230-4231-4099-0000 | Miscellaneous Charges | 1,100.00 | 743.60 | 743.60 | 356.40 | 0.00 | 356.40 | 32.40 |
| | E20 Sub Totals: | 1,100.00 | 743.60 | 743.60 | 356.40 | 0.00 | 356.40 | 32.40 |
| 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 | 184,098.90 | 184,098.90 | 74,103.10 | 0.00 | 74,103.10 | 28.70 |
| | Dept 4231 Sub Totals: | 258,202.00 | 184,098.90 | 184,098.90 | 74,103.10 | 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 |

| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available |
|-----------------------|--------------------------|----------------------|----------------------|-------------------|----------------|--------------------------|------------------|--------------------|
| | 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 | 58,812.43 | 58,812.43 | 1,336,529.57 | 0.00 | 1,336,529.57 | 95.79 |
| | Fund Expense Sub Totals: | 1,394,841.00 | 1,009,119.60 | 1,009,119.60 | 385,721.40 | 0.00 | 385,721.40 | 27.65 |
| | Fund 230 Sub Totals: | -501.00 | 950,307.17 | 950,307.17 | -950,808.17 | 0.00 | | |

Agenda Items Details

| | |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing | |
| OWNER: Trustees | PRESENTER: Trustees |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news. RiverTown Multimedia featured Stillwater Public Library as a stop in the series <i>101 Things to Do</i> . https://www.rivertowns.net/community/4787123-Find-a-relaxing-retreat-at-Stillwater-Public-Library#.XeFplBdqu 4.email 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. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Agenda Items Details

| | |
|---|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator | |
| OWNER: Troendle, Director | PRESENTER: Troendle, Director |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| <p>BACKGROUND/CONTEXT:</p> <p>Since the November 12 library board meeting, One23 Events reports:</p> <ul style="list-style-type: none"> • 10 inquiries received about renting space at the library • 4 tours provided • 2 bookings scheduled (both for ceremonies only) • 1 client who had previously booked a ceremony-only event for 2020 increased their rental time to add-on a reception at the library • Only one couple attended the open house on Sunday, December 1; however, this was the same couple that decided to add a reception to their previously booked ceremony-only event in 2020. In fact, they decided to move their reception from The Loft to the library. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Agenda Items Details

| | |
|---|--|
| <p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Board of Trustee Vacancies</p> | |
| <p>OWNER: Nominating Committee</p> | <p>PRESENTER: Nominating Committee</p> |
| <p>REQUESTED AGENDA TYPE (A, I, D): A</p> | <p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p> |
| <p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: A motion to forward the nominating committee’s recommended candidates for the Library Board of Trustees’ vacancies to the City Council.</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 apply online to be considered for reappointment. Following the November 15 application deadline for the vacancies, the Nominating Committee was provided with the list of trustees requesting reappointment and a list of residents who have applied for the vacancy posting or have applied for consideration within the past year. The Nominating Committee will 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: 2020 Operating Budget | |
| OWNER: Finance Committee Troendle, Director Goeltl, Business & Communications Manager | PRESENTER: Richie, Treasurer |
| REQUESTED AGENDA TYPE (A, I, D): A | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve the revised 2020 operating budget based on the approved funding from the city council. | |
| BACKGROUND/CONTEXT: The library requested a 2020 transfer in from the general fund of \$1,381,890, a 7.2% increase. City Administrator McCarty reviewed and proposed a request of \$1,353,200 for the library, a 5.0% increase. The council approved a total budget appropriation of \$1,485,820 for the library, consisting of \$1,353,200 in a transfer in from the general fund and \$132,620 in library-generated revenue. Attached is the library’s revised 2020 operating budget. The revisions include the following changes: <ul style="list-style-type: none"> • A 5.2% decrease in personnel expenditures (still resulting in a 1.7% total increase from 2019) due to the reduction in insurance premiums, wage and benefits adjustments from staff retirements and position changes, and the removal of the proposed Youth Services Coordinator position from the city budget. Funding for the Youth Services Coordinator at 12 hours/week has been secured from the Foundation for 2020. • Additional 5% increase in collection expenditures of children’s books, teen books, adult books, audio, and video (a 10% total increase from 2019 in these areas). • Additional 5.1% increase in utility costs for potential increases in energy rates (a 10% total increase from 2019). • Additional \$12,918 increase in other professional services to offset projected venue revenues and expenses. • Additional \$2,000 increase in building repair charges for a total building repair budget of \$25,000. • A \$5,300 increase in seminar/conference fees to allow staff to participate in unique continuing education opportunities available in 2020. • A \$1,000 increase each in miscellaneous charges and janitorial supplies, and a \$3,000 increase in plant professional services. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2020 Operating Budget | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: Finance Committee | |

City of Stillwater, Minnesota
2020 Operating Budget Request

LIBRARY
Revised 12/5/19

| 2017 Actual | 2018 Actual | 2019 Adopted | 2019 YTD Account | Description | July Request | Dec Request | Change |
|--------------------|--------------------|--------------------|---------------------|---|--------------------|--------------------|------------------|
| \$66,015 | \$86,762 | \$75,000 | \$43,135 | 230-0000-3500-0100 Meeting Room Rental Fees | \$113,000.00 | \$113,000.00 | \$0.00 |
| \$6,739 | \$5,839 | \$6,500 | \$5,135 | 230-0000-3520-0100 Copier/Printer Sales | \$6,500.00 | \$6,500.00 | \$0.00 |
| \$1,836 | \$2,784 | \$1,000 | \$1,796 | 230-0000-3810-0200 Interest Earnings-Investments | \$1,000.00 | \$1,000.00 | \$0.00 |
| \$1,282 | \$2,186 | \$1,500 | \$801 | 230-0000-3820-0100 Gifts | \$1,500.00 | \$1,500.00 | \$0.00 |
| \$0 | \$107 | \$0 | \$0 | 230-0000-3830-0100 Sale of Property | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3860-0100 Lease/Rentals | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3860-0200 Parking Rental | \$0.00 | \$0.00 | \$0.00 |
| \$168 | \$963 | \$500 | \$216 | 230-0000-3870-0100 Refunds and Reimbursements | \$500.00 | \$500.00 | \$0.00 |
| \$8,334 | \$931 | \$2,000 | \$1,034 | 230-0000-3880-0020 Library Card Fees | \$420.00 | \$420.00 | \$0.00 |
| \$2,364 | \$3,633 | \$2,500 | \$2,589 | 230-0000-3880-0030 Lost Materials | \$3,000.00 | \$3,000.00 | \$0.00 |
| \$5,189 | \$7,566 | \$6,000 | \$3,867 | 230-0000-3880-0040 Processing Fees | \$6,000.00 | \$6,000.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3880-0050 Registration | \$0.00 | \$0.00 | \$0.00 |
| \$45 | -\$1 | \$0 | -\$9 | 230-0000-3880-0100 Miscellaneous Income | \$0.00 | \$0.00 | \$0.00 |
| \$1,305 | \$644 | \$500 | \$0 | 230-0000-3880-0200 Gallery Fees | \$500.00 | \$500.00 | \$0.00 |
| \$147 | \$112 | \$200 | \$120 | 230-0000-3880-0500 Book & Other Enterprise Sales | \$200.00 | \$200.00 | \$0.00 |
| \$1,208,044 | \$1,222,353 | \$1,288,770 | \$0 | 230-0000-3910-0100 Transfer In-General Fund | \$1,381,890.00 | \$1,353,200.00 | -\$28,690.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3910-0232 Transfer In-Library Fundraiser | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3910-0404 Transfer In-Co Bonds 2004 | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3910-0405 Transfer In-GO CO Bonds 2005 | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3910-0412 Transfer In-GO CO Bonds 2012 | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3910-0414 Transfer In-GO CO Bonds 2014 | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3910-0415 Transfer In-2015 GO CO Bonds | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3910-0416 Transfer In-CO Bonds 2006 | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3910-0420 Transfer In-Co Bonds | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3910-0423 Transfer In-2001 C/O Bonds | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-0000-3910-0424 Transfer In-Co Bonds 2000 | \$0.00 | \$0.00 | \$0.00 |
| \$19,608 | \$0 | \$0 | \$0 | 230-0000-3910-0426 Transfer In - CO Bonds 2016 | \$0.00 | \$0.00 | \$0.00 |
| \$66,470 | \$9,411 | \$0 | \$0 | 230-0000-3910-0427 Transfer In - CO Bonds 2017 | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$10,872 | \$0 | 230-0000-3910-0490 Transfer In-Capital Projects | \$0.00 | \$0.00 | \$0.00 |
| \$1,387,546 | \$1,343,291 | \$1,395,342 | \$58,684 | REVENUES | \$1,514,510 | \$1,485,820 | -\$28,690 |
| \$96,386 | \$150,884 | \$382,589 | \$159,031 | 230-4230-1000-0000 Full Time Salaries | \$417,684.24 | \$415,990.56 | -\$1,693.68 |
| \$13 | \$0 | \$0 | \$78 | 230-4230-1100-0000 Overtime - Full Time | \$0.00 | \$0.00 | \$0.00 |
| | | | \$13,286 | 230-4230-1111-0000 Severance Pay | \$0.00 | \$0.00 | \$0.00 |
| | | | \$8,181 | 230-4230-1112-0000 Sick Pay | \$0.00 | \$0.00 | \$0.00 |
| | | | \$37,401 | 230-4230-1113-0000 Vacation Pay | \$0.00 | \$0.00 | \$0.00 |
| \$437,351 | \$457,865 | \$353,636 | \$443,693 | 230-4230-1200-0000 Part Time Salaries | \$379,235.89 | \$350,945.44 | -\$28,290.45 |
| \$412 | \$0 | \$0 | \$0 | 230-4230-1300-0000 Overtime - Part Time | \$0.00 | \$0.00 | \$0.00 |
| \$41,905 | \$46,217 | \$55,217 | \$45,180 | 230-4230-1410-0000 PERA | \$59,769.01 | \$57,520.20 | -\$2,248.81 |
| \$44,692 | \$49,252 | \$56,321 | \$49,096 | 230-4230-1420-0000 FICA/Medicare | \$60,964.39 | \$58,108.36 | -\$2,856.03 |
| \$88,610 | \$79,289 | \$100,192 | \$49,623 | 230-4230-1500-0000 Hospital / Medical | \$101,024.13 | \$88,359.48 | -\$12,664.65 |
| \$2,836 | \$3,066 | \$3,011 | \$3,836 | 230-4230-1520-0000 Dental Insurance | \$2,631.60 | \$2,684.40 | \$52.80 |
| \$568 | \$529 | \$621 | \$427 | 230-4230-1540-0000 Life Insurance | \$620.52 | \$622.68 | \$2.16 |
| | | | -\$2,750 | 230-4230-1990-0000 Grant Pass Thru | | | \$0.00 |
| \$0 | \$293 | \$0 | \$0 | 230-4230-2000-0000 Office Supplies | \$0.00 | \$0.00 | \$0.00 |
| \$3,636 | \$8,943 | \$4,500 | \$3,347 | 230-4230-2101-0000 General Supplies | \$4,500.00 | \$4,500.00 | \$0.00 |
| \$3,487 | \$3,241 | \$2,500 | \$2,530 | 230-4230-2113-0000 Reference | \$2,500.00 | \$2,500.00 | \$0.00 |
| \$1,615 | \$1,752 | \$2,000 | \$1,812 | 230-4230-2114-0000 Data Base Searching | \$2,000.00 | \$2,000.00 | \$0.00 |
| \$6,590 | \$2,999 | \$3,000 | \$207 | 230-4230-2302-0000 Other Minor Equipment | \$3,000.00 | \$3,000.00 | \$0.00 |
| \$13,020 | \$16,194 | \$19,100 | \$17,875 | 230-4230-2400-0000 Childrens Books | \$20,055.00 | \$21,010.00 | \$955.00 |
| \$17,426 | \$21,279 | \$19,500 | \$18,213 | 230-4230-2401-0000 Adult Books - Fiction | \$20,475.00 | \$21,450.00 | \$975.00 |
| \$12,886 | \$14,266 | \$14,000 | \$3,413 | 230-4230-2402-0000 Audio | \$14,700.00 | \$15,400.00 | \$700.00 |
| \$4,287 | \$3,975 | \$4,900 | \$4,058 | 230-4230-2403-0000 Periodicals | \$4,900.00 | \$4,900.00 | \$0.00 |
| \$17,123 | \$19,335 | \$18,500 | \$17,280 | 230-4230-2405-0000 Adult Books - Non Fiction | \$19,425.00 | \$20,350.00 | \$925.00 |
| \$5,049 | \$4,746 | \$5,000 | \$4,822 | 230-4230-2406-0000 Teen Books - Materials | \$5,250.00 | \$5,500.00 | \$250.00 |
| \$0 | \$0 | \$1,459 | \$369 | 230-4230-2407-0000 Programs | \$1,650.00 | \$1,650.00 | \$0.00 |
| \$7,550 | \$9,461 | \$7,500 | \$6,113 | 230-4230-2408-0000 Film/Video | \$7,875.00 | \$8,250.00 | \$375.00 |
| \$3,623 | \$4,500 | \$4,500 | \$4,505 | 230-4230-2409-0000 Electronic Materials | \$4,500.00 | \$4,500.00 | \$0.00 |

| 2017 | 2018 | 2019 | 2019 | | | July | Dec | |
|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------------------|--------------------|--------------------|------------------|
| Actual | Actual | Adopted | YTD | Account | Description | Request | Request | Change |
| \$254 | \$384 | \$400 | \$91 | 230-4230-2499-0000 | Collection Development | \$400.00 | \$400.00 | \$0.00 |
| \$1,272 | \$5,786 | \$17,122 | \$4,688 | 230-4230-3098-0000 | Technology Support | \$10,700.00 | \$10,700.00 | \$0.00 |
| \$75,063 | \$10,946 | \$11,250 | \$6,641 | 230-4230-3099-0000 | Other Professional Services | \$40,350.00 | \$53,268.00 | \$12,918.00 |
| \$0 | \$0 | \$0 | \$0 | 230-4230-3100-0000 | Circulation System | \$6,129.12 | \$6,129.12 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-4230-3101-0000 | Telecommunications | \$0.00 | \$0.00 | \$0.00 |
| \$1,019 | \$1,414 | \$1,500 | \$1,668 | 230-4230-3102-0000 | Postage | \$1,500.00 | \$1,500.00 | \$0.00 |
| \$615 | \$28 | \$400 | \$293 | 230-4230-3200-0000 | Mileage | \$400.00 | \$400.00 | \$0.00 |
| \$1,969 | \$1,696 | \$3,000 | \$1,106 | 230-4230-3201-0000 | Seminar/Conference Fees | \$2,500.00 | \$7,800.00 | \$5,300.00 |
| \$0 | \$0 | \$0 | \$0 | 230-4230-3202-0000 | Meals | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-4230-3203-0000 | Housing | \$0.00 | \$0.00 | \$0.00 |
| \$1,294 | \$1,543 | \$2,000 | \$2,129 | 230-4230-3400-0000 | Printing and Publishing | \$2,500.00 | \$2,500.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-4230-3401-0000 | Binding | \$0.00 | \$0.00 | \$0.00 |
| \$5,406 | \$12,087 | \$14,000 | \$10,315 | 230-4230-3404-0000 | Processing Fee | \$14,000.00 | \$14,000.00 | \$0.00 |
| \$1,429 | \$1,646 | \$2,196 | \$0 | 230-4230-3500-0000 | General Insurance | \$2,300.00 | \$2,300.00 | \$0.00 |
| \$29,544 | \$2,641 | \$22,500 | \$23,160 | 230-4230-3707-0000 | Maintenance Agreements | \$23,500.00 | \$23,500.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-4230-3803-0000 | Data Base Maintenance | \$0.00 | \$0.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-4230-3804-0000 | Equipment Rental | \$0.00 | \$0.00 | \$0.00 |
| \$386 | \$369 | \$400 | \$397 | 230-4230-3900-0000 | Sales Tax | \$400.00 | \$400.00 | \$0.00 |
| \$371 | \$400 | \$1,200 | \$895 | 230-4230-4000-0000 | Memberships and Dues | \$1,200.00 | \$1,200.00 | \$0.00 |
| \$617 | \$655 | \$625 | \$498 | 230-4230-4001-0000 | Subscriptions | \$625.00 | \$625.00 | \$0.00 |
| \$13,323 | \$3,296 | \$2,000 | \$2,022 | 230-4230-4099-0000 | Miscellaneous Charges | \$2,000.00 | \$3,000.00 | \$1,000.00 |
| \$46,140 | \$56,859 | \$59,653 | \$32,987 | 230-4231-1000-0000 | Full Time Salaries | \$63,732.29 | \$83,851.58 | \$20,119.29 |
| \$0 | \$86 | \$0 | \$0 | 230-4231-1100-0000 | Overtime - Full Time | \$0.00 | \$0.00 | \$0.00 |
| | | | \$8,483 | 230-4231-1111-0000 | Severance Pay | \$0.00 | \$0.00 | \$0.00 |
| | | | \$872 | 230-4231-1112-0000 | Sick Pay | \$0.00 | \$0.00 | \$0.00 |
| | | | \$6,593 | 230-4231-1113-0000 | Vacation Pay | \$0.00 | \$0.00 | \$0.00 |
| \$29,724 | \$24,083 | \$33,655 | \$32,380 | 230-4231-1200-0000 | Part Time Salaries | \$37,590.83 | \$14,937.00 | -\$22,653.83 |
| \$5,834 | \$5,803 | \$6,678 | \$4,974 | 230-4231-1410-0000 | PERA | \$7,279.51 | \$7,089.49 | -\$190.02 |
| \$5,740 | \$6,287 | \$7,138 | \$4,954 | 230-4231-1420-0000 | FICA/Medicare | \$7,751.22 | \$7,557.33 | -\$193.89 |
| \$16,182 | \$16,590 | \$23,793 | \$21,233 | 230-4231-1500-0000 | Hospital / Medical | \$23,418.48 | \$13,077.00 | -\$10,341.48 |
| \$758 | \$632 | \$758 | \$743 | 230-4231-1520-0000 | Dental Insurance | \$757.80 | \$757.80 | \$0.00 |
| \$115 | \$93 | \$116 | \$82 | 230-4231-1540-0000 | Life Insurance | \$116.00 | \$87.00 | -\$29.00 |
| | | | -\$500 | 230-4231-1990-0000 | Grant Pass Thru | | | \$0.00 |
| \$1,260 | \$488 | \$1,000 | \$129 | 230-4231-2101-0000 | General Supplies | \$1,000.00 | \$1,000.00 | \$0.00 |
| \$3,840 | \$4,310 | \$3,500 | \$4,109 | 230-4231-2102-0000 | Janitorial Supplies | \$3,500.00 | \$4,500.00 | \$1,000.00 |
| \$1,742 | \$5,866 | \$1,500 | \$69 | 230-4231-2202-0000 | Building Repair Supplies | \$1,500.00 | \$1,500.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-4231-2203-0000 | Furn/Air Cond Repair Supplies | \$0.00 | \$0.00 | \$0.00 |
| \$481 | \$3,785 | \$800 | \$930 | 230-4231-2302-0000 | Other Minor Equipment | \$800.00 | \$800.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-4231-3002-0000 | Contractual | \$0.00 | \$0.00 | \$0.00 |
| \$1,685 | \$21,029 | \$1,000 | \$1,796 | 230-4231-3099-0000 | Other Professional Services | \$1,000.00 | \$4,000.00 | \$3,000.00 |
| \$3,773 | \$1,662 | \$1,700 | \$1,406 | 230-4231-3101-0000 | Telephone | \$1,700.00 | \$1,700.00 | \$0.00 |
| \$29,285 | \$30,610 | \$31,611 | \$0 | 230-4231-3500-0000 | General Insurance | \$32,000.00 | \$32,000.00 | \$0.00 |
| \$45,054 | \$40,292 | \$42,000 | \$35,810 | 230-4231-3600-0000 | Electricity | \$44,000.00 | \$46,200.00 | \$2,200.00 |
| \$10,373 | \$11,965 | \$12,000 | \$10,382 | 230-4231-3601-0000 | Natural Gas | \$12,500.00 | \$13,200.00 | \$700.00 |
| \$14,461 | \$20,598 | \$20,000 | \$35,752 | 230-4231-3703-0000 | Building Repair Charges | \$23,000.00 | \$25,000.00 | \$2,000.00 |
| \$7,711 | \$10,379 | \$10,200 | \$8,658 | 230-4231-3707-0000 | Maintenance Agreements | \$10,500.00 | \$10,500.00 | \$0.00 |
| \$3,522 | \$1,002 | \$1,100 | \$883 | 230-4231-4099-0000 | Miscellaneous Charges | \$1,100.00 | \$1,100.00 | \$0.00 |
| \$0 | \$0 | \$0 | \$0 | 230-4900-3099-0000 | Other Professional Services | \$0.00 | \$0.00 | \$0.00 |
| \$1,169,308 | \$1,203,397 | \$1,394,841 | \$1,158,253 | | EXPENDITURES | \$1,514,510 | \$1,485,820 | -\$28,690 |

Agenda Items Details

| | |
|---|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2020-2021 Labor Agreement | |
| OWNER: Executive Committee | PRESENTER: Bell, President |
| REQUESTED AGENDA TYPE (A, I, D): A | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2020-2021 Labor Agreement between Stillwater Public Library and AFSCME Council 5 Local 517. | |
| BACKGROUND/CONTEXT: Changes in the contract language are detailed in the attachment following this cover sheet. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Tentative Agreement on Contract Language Changes | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: Executive Committee | |

**Stillwater Public Library Board of Trustees
And
AFSCME Council 5 Local 517
TENTATIVE AGREEMENT**

1. ARTICLE XIII. WAGES

13.1 Employees shall receive raises as reflected in the attached salary schedule marked Appendix A ~~2018 2020~~ Wages (3.0% general wage adjustment) and Appendix B ~~2019 2021~~ Wages (3.0% general wage adjustment).

- ~~• Placement on New Pay Structure: Effective 1/1/18, employee placed on step in new pay structure at designated grade that provides wage rate that is equal to or greater than 12/31/17 base wage and longevity pay combined.~~
- Employees whose ~~12/31/17~~ 12/31/19 and 12/31/20 base wage and longevity pay combined exceeds ~~the new~~ Step 11 shall have their combined base wage and longevity pay increased by the negotiated general wage adjustment.
- Step Movement: Step movement occurs ~~in 2018~~ for eligible employees ~~on the first payroll period following anniversary date and occurs thereafter~~ on an annual basis effective on first day of first payroll period following anniversary date.

2. ARTICLE XIX. INSURANCE

19.1 A. ~~Effective January 1, 2018, Employer will contribute up to \$1,186.86 per month per employee for group health insurance including dependent coverage.~~ Effective January 1, ~~2019~~2020, the Employer will contribute up to \$1,196.86 per month per employee for group health insurance including dependent coverage. Effective January 1, 2021, the Employer will contribute up to \$1,216.86 per month per employee for group health insurance including dependent coverage.

The Employer shall contribute toward the Health Savings Accounts (HSA) for employees enrolled in the High Deductible Health Plan (HDHP) with an HSA in the amount of \$750 per year for employees electing single coverage HDHP and in the amount of \$1500 per year for employees electing family coverage HDHP.

B. The Employer will contribute \$42.10 per month per employee for group dental insurance including dependent coverage.

19.2 The Library shall provide a ~~twenty~~ thirty thousand dollar (~~\$20,000~~30,000) term life insurance policy for all employees regularly scheduled to work 20 hours per week or more.

19.3 The Employer shall send Union Representatives a schedule listing insurance renewal and plan design LMC meetings. If LMC meeting dates are not determined in advance, the Employer shall send to Union Representatives, in a timely manner, the next scheduled LMC meeting date. The Employer shall send a management representative to the LMC meetings.

3. ARTICLE XX. GENERAL PROVISIONS

20.11 Effective January 1, ~~2018~~ 2020 through December 31, ~~2018~~2020, the Employer will not require Employees to take unscheduled, unpaid leave as was done in 2017.

4. ARTICLE XXIV. TERMINATION

This agreement shall be effective as of January 1, ~~2018~~2020, and shall remain in full force and effect through December 31, ~~2019~~2021. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by November 1, ~~2018~~2021, that it desires to modify this Agreement. This Agreement shall remain in full force and be effective during the period of negotiations or until notice of termination of this Agreement is provided to the other party.

5. Side Letter

As part of the negotiations of the 2020-2021 collective bargaining agreement, the Stillwater Public Library Board of Trustees and AFSCME Council 5 Local 517 agreed that the Library will request the City of Stillwater to make a presentation to Library staff regarding insurance on or about October 15 or within two weeks of the City receiving the health insurance renewal information.

6. Side Letter

As part of the negotiations of the 2020-2021 collective bargaining agreement, the Stillwater Public Library Board of Trustees and AFSCME Council 5 Local 517 agreed that the Stillwater Public Library Board of Trustees will add to its annual calendar in September of the calendar year an agenda item formally requesting health insurance information from the City of Stillwater relative to changes the City is contemplating in plan design and health insurance options.

7. Housekeeping

Change Roman Numerals to Arabic Numerals.

Agenda Items Details

| | |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2020-2021 Wage Scales Ratification and Revised Benefits | |
| OWNER: Troendle, Director | PRESENTER: Bell, President |
| REQUESTED AGENDA TYPE (A, I, D): A | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <ol style="list-style-type: none"> 1. Motion to ratify the 2020 and 2021 wage scales for union and nonunion positions. 2. Motion to approve the extension of revised 2020 and 2021 employer-paid union insurance benefits to eligible nonunion professional and supervisory staff (pay grades 9-11). | |
| BACKGROUND/CONTEXT: <p>The library’s agreement with its union membership includes a wage structure for 2020 and 2021 in Appendix A and Appendix B of the union agreement. Historically, the board has also adopted a wage scale for its nonunion employees that aligns with the union pay structure. Attached are the proposed wage scales for all library positions for 2020 and 2021.</p> <p>In addition, the tentative agreement between the union and the library includes revised language pertaining to insurance. Past practice extends employer-paid union benefits to eligible nonunion professional and supervisory staff. The revised benefits include:</p> <ul style="list-style-type: none"> • Effective January 1, 2020, the Employer will contribute up to \$1,196.86 per month per eligible employee for group health insurance including dependent coverage. Effective January 1, 2021, the Employer will contribute up to \$1,216.86 per month per eligible employee for group health insurance including dependent coverage. • Employer shall provide a thirty thousand dollar (\$30,000) term life insurance policy for eligible nonunion professional and supervisory staff (pay grades 9-11) regularly scheduled to work 20 hours per week or more. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2020 Wage Scale Ratification 2021 Wage Scale Ratification | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

**Stillwater Public Library
Ratification of 2020 Wage Scales**

2020 Wage Scale (3.0% Wage Adjustment from 2019)

| Position Title | Grade | Pay Range (Hourly) | | | | | | | | | | |
|--|---------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 to 15 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| | 1 | \$ 13.733 | \$ 14.322 | \$ 14.910 | \$ 15.498 | \$ 16.088 | \$ 16.676 | \$ 17.265 | \$ 17.853 | \$ 18.442 | \$ 19.030 | \$ 19.618 |
| Aide | 2 | \$ 15.244 | \$ 15.897 | \$ 16.550 | \$ 17.204 | \$ 17.857 | \$ 18.510 | \$ 19.163 | \$ 19.817 | \$ 20.470 | \$ 21.123 | \$ 21.777 |
| Custodian I, Library Assistant I | 3 | \$ 16.921 | \$ 17.646 | \$ 18.371 | \$ 19.096 | \$ 19.821 | \$ 20.546 | \$ 21.272 | \$ 21.997 | \$ 22.722 | \$ 23.447 | \$ 24.172 |
| | 4 | \$ 18.782 | \$ 19.586 | \$ 20.392 | \$ 21.196 | \$ 22.002 | \$ 22.806 | \$ 23.612 | \$ 24.416 | \$ 25.222 | \$ 26.026 | \$ 26.832 |
| | 5 | \$ 20.848 | \$ 21.741 | \$ 22.635 | \$ 23.528 | \$ 24.421 | \$ 25.315 | \$ 26.208 | \$ 27.086 | \$ 27.995 | \$ 28.889 | \$ 29.782 |
| | 6 | \$ 23.141 | \$ 24.133 | \$ 25.125 | \$ 26.117 | \$ 27.109 | \$ 28.100 | \$ 29.091 | \$ 30.083 | \$ 31.075 | \$ 32.067 | \$ 33.059 |
| Maintenance Worker, Library Associate, Office Specialist | 7 | \$ 25.687 | \$ 26.787 | \$ 27.888 | \$ 28.989 | \$ 30.090 | \$ 31.190 | \$ 32.292 | \$ 33.393 | \$ 34.494 | \$ 35.595 | \$ 36.695 |
| Circulation Services Lead, Librarian I | 8 | \$ 28.512 | \$ 29.734 | \$ 30.956 | \$ 32.178 | \$ 33.400 | \$ 34.622 | \$ 35.844 | \$ 37.066 | \$ 38.288 | \$ 39.510 | \$ 40.731 |
| Supervisory Librarian, Business & Communications Manager | 9 | \$ 31.649 | \$ 33.005 | \$ 34.361 | \$ 35.717 | \$ 37.074 | \$ 38.430 | \$ 39.787 | \$ 41.143 | \$ 42.500 | \$ 43.855 | \$ 45.212 |
| Assistant Director | 10 | \$ 35.130 | \$ 36.635 | \$ 38.141 | \$ 39.647 | \$ 41.153 | \$ 42.657 | \$ 44.163 | \$ 45.669 | \$ 47.174 | \$ 48.680 | \$ 50.186 |
| Director (Exempt) | 11 | \$ 38.994 | \$ 40.665 | \$ 42.336 | \$ 44.008 | \$ 45.678 | \$ 47.350 | \$ 49.021 | \$ 50.692 | \$ 52.363 | \$ 54.035 | \$ 55.705 |
| | 12 | \$ 43.284 | \$ 45.139 | \$ 46.994 | \$ 48.849 | \$ 50.704 | \$ 52.559 | \$ 54.414 | \$ 56.269 | \$ 58.124 | \$ 59.979 | \$ 61.834 |
| | 13 | \$ 48.044 | \$ 50.103 | \$ 52.163 | \$ 54.222 | \$ 56.281 | \$ 58.340 | \$ 60.399 | \$ 62.458 | \$ 64.517 | \$ 66.576 | \$ 68.635 |
| | 14 | \$ 53.329 | \$ 55.615 | \$ 57.900 | \$ 60.186 | \$ 62.472 | \$ 64.757 | \$ 67.043 | \$ 69.328 | \$ 71.614 | \$ 73.899 | \$ 76.185 |
| | 15 | \$ 59.196 | \$ 61.733 | \$ 64.270 | \$ 66.807 | \$ 69.344 | \$ 71.881 | \$ 74.418 | \$ 76.954 | \$ 79.491 | \$ 82.028 | \$ 84.566 |

* Step movement occurs in 2020 for eligible employees on the first payroll period following anniversary date.

2020 Wages for Other Positions

| Position | Hourly Pay |
|---------------------------------|------------|
| Shelvers | \$ 10.452 |
| Event Prep Worker | \$ 14.210 |
| Aide Substitutes | \$ 14.481 |
| Library Assistant I Substitutes | \$ 16.410 |
| Custodian I Substitutes | \$ 17.790 |
| Library Associate Substitutes | \$ 20.809 |

Prepared 12/05/2019

**Stillwater Public Library
Ratification of 2021 Wage Scales**

2021 Wage Scale (3.0% Wage Adjustment from 2020)

| Position Title | Grade | Pay Range (Hourly) | | | | | | | | | | |
|--|---------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 1 to 15 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| | 1 | \$ 14.145 | \$ 14.752 | \$ 15.357 | \$ 15.963 | \$ 16.571 | \$ 17.176 | \$ 17.783 | \$ 18.389 | \$ 18.995 | \$ 19.601 | \$ 20.207 |
| Aide | 2 | \$ 15.701 | \$ 16.374 | \$ 17.047 | \$ 17.720 | \$ 18.393 | \$ 19.065 | \$ 19.738 | \$ 20.412 | \$ 21.084 | \$ 21.757 | \$ 22.430 |
| Custodian I, Library Assistant I | 3 | \$ 17.429 | \$ 18.175 | \$ 18.922 | \$ 19.669 | \$ 20.416 | \$ 21.162 | \$ 21.910 | \$ 22.657 | \$ 23.404 | \$ 24.150 | \$ 24.897 |
| | 4 | \$ 19.345 | \$ 20.174 | \$ 21.004 | \$ 21.832 | \$ 22.662 | \$ 23.490 | \$ 24.320 | \$ 25.148 | \$ 25.979 | \$ 26.807 | \$ 27.637 |
| | 5 | \$ 21.473 | \$ 22.393 | \$ 23.314 | \$ 24.234 | \$ 25.154 | \$ 26.074 | \$ 26.994 | \$ 27.899 | \$ 28.835 | \$ 29.756 | \$ 30.675 |
| | 6 | \$ 23.835 | \$ 24.857 | \$ 25.879 | \$ 26.901 | \$ 27.922 | \$ 28.943 | \$ 29.964 | \$ 30.985 | \$ 32.007 | \$ 33.029 | \$ 34.051 |
| Maintenance Worker, Library Associate, Office Specialist | 7 | \$ 26.458 | \$ 27.591 | \$ 28.725 | \$ 29.859 | \$ 30.993 | \$ 32.126 | \$ 33.261 | \$ 34.395 | \$ 35.529 | \$ 36.663 | \$ 37.796 |
| Circulation Services Lead, Librarian I | 8 | \$ 29.367 | \$ 30.626 | \$ 31.885 | \$ 33.143 | \$ 34.402 | \$ 35.661 | \$ 36.919 | \$ 38.178 | \$ 39.437 | \$ 40.695 | \$ 41.953 |
| Supervisory Librarian, Business & Communications Manager | 9 | \$ 32.598 | \$ 33.995 | \$ 35.392 | \$ 36.789 | \$ 38.186 | \$ 39.583 | \$ 40.981 | \$ 42.377 | \$ 43.775 | \$ 45.171 | \$ 46.568 |
| Assistant Director | 10 | \$ 36.184 | \$ 37.734 | \$ 39.285 | \$ 40.836 | \$ 42.388 | \$ 43.937 | \$ 45.488 | \$ 47.039 | \$ 48.589 | \$ 50.140 | \$ 51.692 |
| Director (Exempt) | 11 | \$ 40.164 | \$ 41.885 | \$ 43.606 | \$ 45.328 | \$ 47.048 | \$ 48.771 | \$ 50.492 | \$ 52.213 | \$ 53.934 | \$ 55.656 | \$ 57.376 |
| | 12 | \$ 44.583 | \$ 46.493 | \$ 48.404 | \$ 50.314 | \$ 52.225 | \$ 54.136 | \$ 56.046 | \$ 57.957 | \$ 59.868 | \$ 61.778 | \$ 63.689 |
| | 13 | \$ 49.485 | \$ 51.606 | \$ 53.728 | \$ 55.849 | \$ 57.969 | \$ 60.090 | \$ 62.211 | \$ 64.332 | \$ 66.453 | \$ 68.573 | \$ 70.694 |
| | 14 | \$ 54.929 | \$ 57.283 | \$ 59.637 | \$ 61.992 | \$ 64.346 | \$ 66.700 | \$ 69.054 | \$ 71.408 | \$ 73.762 | \$ 76.116 | \$ 78.471 |
| | 15 | \$ 60.972 | \$ 63.585 | \$ 66.198 | \$ 68.811 | \$ 71.424 | \$ 74.037 | \$ 76.651 | \$ 79.263 | \$ 81.876 | \$ 84.489 | \$ 87.103 |

* Step movement occurs in 2021 for eligible employees on the first payroll period following anniversary date.

2021 Wages for Other Positions

| Position | Hourly Pay |
|---------------------------------|------------|
| Shelvers | \$ 10.766 |
| Event Prep Worker | \$ 14.210 |
| Aide Substitutes | \$ 14.915 |
| Library Assistant I Substitutes | \$ 16.558 |
| Custodian I Substitutes | \$ 17.790 |
| Library Associate Substitutes | \$ 21.433 |

Prepared 12/05/2019

Report from the Library Director, Mark Troendle

Major Accomplishments

- Initial labor negotiations began with Union representatives and the Executive Committee on November 15. We arrived at a tentative agreement on wages and dental insurance at the first meeting and concluded bargaining talks December 4 after reaching an accord on remaining topics, pending ratification by Union members and approval by the Library Board.
- The Stillwater Public Library Foundation approved a grant of \$26,164 at its November 22 meeting, a request authorized by the Library Board on November 11. We are thankful to be able to continue to fund the YS Coordinator position uninterrupted, which is one component of the grant. Also, the Foundation and I will be collaborating on a grant request to the Huelsmann Foundation, as previously authorized by the Library Board as well.
- Sheila Holbrook-White is a Mobility Coordinator with Washington County Community Services, and she and I have been in communication since mid-October about transportation options available to Stillwater and Washington County residents and how she might best share her knowledge. On November 20, she presented information to a core group of staff that will be helpful in our capacity of connecting people with resources and services. Tentatively, Sheila will follow this up with a presentation geared toward the general public in the spring of 2020. In the meantime, staff have also requested that a connector loop map distributed at last month's information session be revised to include at least the library, if not also city hall and the post office.
- The Finance Committee met to review and adjust the 2020 operating budget; their recommended proposal is included in this packet for consideration and approval.
- The Friends of the Library enjoyed another successful fall book sale! Library staff provide assistance in various ways, including supplying carts to help transport materials, but the Friends are stalwarts who do the heavy lifting (literally and figuratively) to make it happen.
- HR and payroll paperwork was completed for one new employee in November as we welcomed Sarah Foslien as a Library Assistant I in Circulation.
- City IT continued to deploy new staff computers throughout November. Staff terminals on the lower level, including those at the Public Services desk, are next in line for replacement as this project enters its final phase.

Heads-Up

- Acting Director Amy Stenftenagel was named Washington County Library Director. She and I have already had an initial conversation about Lucky Day collections that is promising.
- Much time in November continued to be devoted to personnel-related matters, including developing and examining scenarios that could possibly forestall a pending layoff related to the forthcoming termination of the Shared Services Agreement. Library administration explored a number of options, but unless new information presents itself before the end of the year, we unfortunately anticipate the need to layoff one employee effective January 1, 2020.

Near-Term Future Focus

- Researching employee scheduling software.
- Continued effort developing a work plan related to the strategic plan's goals and strategies.
- Drafting a grant for Huelsmann Foundation consideration.
- Project management tasks related to 2020 capital projects.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

November Programs

- Loft Creative Writing Sampler on November 2 had 19 attendees.
- Just Talk About the Weather, a partnership with AAUW featuring Buff Grace, had 70 attendees.
- Annual Medicare Update on November 13 presented by Metropolitan Area Agency on Aging had 6 attendees, and a staff member noted the following:
 - The person was very knowledgeable, very personable and did a great job explaining the information.
- Journal in a Box craft class on November 16 had 12 aspiring artists.
- Mystery Book Club brought in 15 mystery readers.
- Painting on Glass craft class on November 30 had 10 attendees brave the weather.

Collection

- Aurora attended a webinar presented by Library Journal called *Radically Rethinking Technical Services*. One of the points the presenter, Tricia Bengel, emphasized was a need to weed frequently. Her recommendation was to weed anything that hadn't checked out in the previous 6 months or year. Stillwater is currently operating at 3 years for the same metric, so the weeding taking place at this library is far gentler than the standards of some libraries.

Circulation

- Circulation remains busy with 103 new cards and the addition of Sarah Foslien to the staff.

PR

- Selected Facebook comments from posts this month:
 - The library is an act of kindness in itself! Information and books for all!
 - Thank you for being such a bright light in our Valley💕
- Booklists created for PR this month:
 - January Resolutions
 - Women's Suffrage Centennial (to accompany a League of Women's Voters and AAUW program next month)
 - Big Read bibliography that staff will share at December's Big Read meeting with other libraries.

Reference

- After a presentation from the Mobility Manager of Washington County, Jodi added all of the transportation information into the "services" display that staff created at the beginning of the non-fiction area.

Programming

- Jodi created a display for World Kindness Day that concentrated on books emphasizing kindness and caring.
- Jodi also created a display that ties in with the December newsletter: holiday and winter projects and recipes.

- Karen and Sue worked on Winter Reads programming, coming up with the theme *Armchair Travel: Reading Around the World*. We will all be looking forward to books that let us escape a bit this long winter.
- Big Read Programming is already almost cemented. The Big Read this year is *Lab Girl* by Hope Jahren. Programs are focused on science and nature. All craft programs this winter will focus on botany-related crafts.

Partnerships

- The Elks dropped off some “care” bags that staff can distribute to people as needed. Each bag contains the type of basic hygiene and food items that people who are experiencing housing issues might need. Staff added signage about the bags to the ongoing “services” display that has been established at the beginning of the non-fiction area.
- Aurora attended the special Sunday Lit Lovers event that was sponsored by Valley Reads. The handout for the event was a booklist of other Minnesota Memoirs to tie-in with Steve Rushin’s book *Nights in White Castle*. It was by far the most humorous group of authors that have presented at a Lit Lover’s event.

Upcoming in December:

- Staff won’t be offering any adult programs in December in preparation for spring programming.

Report from the Youth Services Supervisor, Angela Petrie

November Programs

- *Storytimes* – 433 people attended 9 sessions
 - 164 at 4 baby/toddler sessions
 - 232 at 4 family/preschool sessions
 - 37 at 1 ECFE collaboration session
- *Drop-in Play Sessions* – 226 people attended 8 sessions
 - 96 at 4 baby/toddler sessions
 - 130 at 4 family/preschool sessions
- *Lego Build* – 22 people attended 1 session
- *Vendor programs*
 - *Wild Things Masks (Artistry)* – Attended by 20
- *Art Cart* – 91 kids and caregivers attended 4 themed sessions
- *Scavenger Hunt* – 146 hunted for “Outer Space” graphics
- *Teen Writing Group* – 1 person attended
- *Teen Board Game Night* – 7 people attended
- *Teen Drop-in DIY* – 10 people attended the String Art themed session
- *Teen ARC Book Club* – 0 people attended
- *Teen Bingo Night* – 0 people attended
- *Teen Advisory Board* – 2 people attended
- *Teen Bullet Journaling (Advanced Workshop)* – 2 people attended
- *Teen Drop-in DIY* – 6 people attended the water coloring themed session

Outreach / Community Engagement

- *Head Start* – Attended by 18
- *Annual Holiday Book Drive* – On behalf of families registered with Community Thread’s Holiday Hope and Stillwater Head Start, the library is collecting new books for children of all ages until December 8.

Early Literacy Program Notes

- *Baby/Toddler Storytime* – Kim has incorporated small sound effects into her presentations and the babies are very interested in these—a little bell, bird sounds, a wind whistle, ocean drum. Many participants have expressed their appreciation for the Baby/Toddler Storytime. They enjoy connecting with other families and having somewhere to take their babies without being charged a fee that is designed especially for them.
- *Family/Preschool Storytime* – Kim shared a story from a grandma, who regularly brings her grandson, Axel. Axel’s mother had said he was using the word “similar,” and she wondered where on Earth he would have been hearing that. The grandma informed her it was at storytime; we are very intentional about looking at the week’s “Letter of the Day” uppercase letter and comparing it to the lowercase letter, deciding whether it is “similar,” a little bit the same, or if they look entirely different from one another. Kim plans to build upon the idea of similarity from letters of the alphabet to broader concepts like what else is similar in shape to the letter O.
- *Drop-in Play sessions* – Baby/Toddler and Family/Preschool – These continue to be popular with families. A few caregivers have shared that they have purchased some of the favorite toys for presents. Kim reported that additional people wander in each week who weren’t at storytime

and didn't know about the playtime, and they ask if it's okay to come in and so she is able to have welcoming conversations with them as they play. We had some homeschool families who didn't previously know each other meet during the playtime, and then spend a long time playing and talking together. It's such a community-building opportunity for families, and we've seen wonderful social interactions and learning taking place.

Partnerships

- Angie is in the process of coordinating monthly STEM programming by a 3M employee, Dawn Muyres, through the company's Visiting Wizard program. These are planned to begin January 28 at 6:30 p.m.
- ECFE Family Educator Jenny Hanlon was unable to present the second in a series of three Monday evening storytimes due to an unforeseen event at the very last minute. Fortunately, Kim had planned to be present to support her and interact with attending families, and it was a good thing as it enabled her to step in and present the program with materials planned for her Preschool Storytime. We had worked hard to increase publicity for the evening, both through library channels and through Jenny's district connections. Angie shared the event on the Stillwater Moms Facebook group as well as the Stillwater Play Group, and we provided flyers for the Head Start class that visited. Kim promoted the program verbally at our storytime sessions. Jenny once again invited a number of families directly through email, and also requested the district/ECFE post the program the Thursday before as well as the Monday of the program. The turnout was good – 37 on a very cold night. Many were ECFE families, though there were also a few regular library families in the mix as well – folks that work during the day and really appreciate evening and weekend programming.
- Angie, Kim, and Jill Smith (Bayport Library Director) met to discuss a youth summer reading program partnership with the goal to develop one designed with local themes in the activities, with a digital involvement component, that cross promotes our programs, and which could be used multiple years. Additionally, during each visit, children would have the chance to vote for a new addition to the children's space such as an interactive prop. We'll continue meeting regularly to work out the details. We are intending to have a short promotional video by early May. It likely will feature puppets!

Collection Development

- Angie ran reports to identify where to focus on stack management to determine how to best spend supplemental collection funds. The process is a combination of science and art. No surprise that graphic novels have maintained their popularity. Our community also has a voracious appetite for Early Readers. Extra attention was spent on weeding specific areas of the collection that were reaching capacity. It's time consuming but vital to maintain.

Technology

- Angie created custom LibCal registration forms for different age groups to better inform parents and caregivers that some programs have specific age guidelines. Registration is only required when we need to get an idea about supply needs or when we have a vendor agreement that states a maximum number of participants and sometimes the project is intended for a specific age range outlined by the instructor.

Professional Development

- Angie viewed an ALSC Webinar, Managing Finances in the Youth Services Department.

- Angie and Kim viewed the documentary “No Small Matter” at Steppingstone Theatre in St. Paul. This film stresses how a child’s first five years of life are crucial to future development.

Youth Spaces

- To support the very popular Drop-in Play sessions, Angie purchased developmentally appropriate and structurally sound toys for both age groups, 0-2 and 3-5.
- Coming next month will be new puppets for the puppet theater to replace those that are loved beyond recognition. Kim introduced Angie to an insider program through the well-known puppetry company, *Folkmanis*, which will allow us to purchase at a 50% discount.
- To assist browsing, staff collaborated on an Early Reader divider relabeling project using indoor/outdoor letters that will hopefully endure for many months. Most of the previous letters have worn off.
- Netanya created a display in the teen area in recognition of Native American Heritage Month (American Indian and Alaska Native Heritage Month). The display features books written by native voices and stories featuring Native Americans. She consulted Dr. Debbie Reese’s (tribally enrolled, Nambe’ Pueblo) blog and the Native American Heritage Month website for details and resources.
- Netanya finished a *Must Read Graphic Novels* brochure. It features a wide range of titles, including a section of non-fiction graphic novels and superhero characters staff love.
- The TAB group helped add a new question to the blackboard wall in the Teen Program Room. The new question is, “What do you want for Christmas?”
- At our board game night we added two additional games to the teen library’s collection of games, the games are Sushi Go! and Codenames.

December Single Date Programs

- Teen Cookie Decorating Party – Saturday, December 7
- Early Childhood Family – Monday, December 9
- Storyman from England (Family/Preschool Storytime) – Wednesday, December 18



Baby Bear in his construction hat

Teens (and family) working on their String Art at our Drop-in DIY program.



Wild Things Masks! Program gave children a chance to practice sustainability by using one piece of paper to make wearable 3-D creature masks. They also practiced making different 3-D shapes. Parents were very hands-on assisting their children with projects.



Brick Party Attendees working on and showing off their creations for family. Our teen volunteer even got in on the action helping a little girl build a house.



BECAUSE CHILDREN'S LIBRARIANS ARE A SMART INVESTMENT, TRANSFORMING LIVES AND COMMUNITIES AND PASSIONATELY ADVOCATING FOR LIFELONG LEARNING.

BECAUSE CHILD READERS BECOME GROWN-UP LEADERS.

BECAUSE STORYTIME IS A KEY BUILDING BLOCK TO SCHOOL SUCCESS.

BECAUSE LIBRARIES ARE CONSTANTLY EVOLVING.

BECAUSE CHILDREN'S LIBRARIANS FOSTER COMMUNITY NETWORKS.

BECAUSE LIBRARY PLAYDATES AREN'T JUST FOR KIDS.

BECAUSE KIDS NEED TO SEE THEIR WORLD IN BOOKS.

BECAUSE HOMEWORK SHOULDN'T CAUSE HEADACHES.

BECAUSE CHILDREN'S LIBRARIANS TRANSFORM LIVES EVERY DAY.



LIBRARIES TRANSFORM

Stillwater Public Library Foundation
Board Meeting – October 25, 2019

Members Present: Ann Brownlee, Amber Dailey-Hebert, Sandy Ellis, Roger Funk, Shawn Glaser, John Gray, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Summer Seidenkranz, Mark Troendle, Eric White, Ann Wolff - Alicia Macalus, Foundation Manager – Miriam Simmons, Guest

1. Welcome & Introductions - President Ann Wolff called the meeting to order at 9:00.
Ann introduced guest Miriam Simmons, Professional Registered Parliamentarian
Board members introduced themselves and welcomed the new members.
2. Secretary's Report - Jean
Correction to September meeting minutes: In the Finance Report – “We currently use **multiple two** caterers – ~~Lake Elmo Inn~~, Scheel's, and Acapulco.”
Summer made a motion to approve the minutes as corrected. The motion was seconded by Shawn and unanimously approved.
3. Treasurer's Report - Dustin
Financial reports were not included in the October Board Packet.
Dustin reported that Foundation is in a good financial position. Currently, there are \$26,000 to be spent before the end of the year.
Ann W. suggested that there is a need for a Spending Policy.
Sandy E. suggested that there is a list of designated purposes for donations.
4. Library Director's Report – Mark
The new Youth Services Librarian, Kim Faurot, extends her thanks to the Foundation for its support of the position.
Several exterior building repairs have been completed.
Interior repair to the domed ceiling structure is being addressed.
The Library will be participating in the Elks' Club “Books & Coats” project next year.
5. Grant Requests – Mark
Parking Ramp Entrance - \$12,500 – to improve security, energy efficiency, accessibility, visual appeal and increase sustainability.
Custodial & Building Equipment & Supplies - \$13,500 – to maintain a clean, safe and comfortable environment for patrons and employees
Shawn made a motion to approve the grant requests, and Amber seconded it. The motion was unanimously approved.
6. Foundation Manager Report – Alicia
Alicia reported that her activities are following those identified in the Strategic Plan:
Participating in Donor Meetings
Meeting with the Event Committee to share ideas
She suggests arranging a meeting for the Library Trustees, Friends and Foundation members to develop a cohesive approach to fundraising
She would appreciate volunteer assistance that Board members could offer for various projects – Eric noted a need for a volunteer to help with Mail Chimp.

7. Governance Committee Report– Jean

The committee's updated "Board Member Nomination & Membership Procedures" & "Board Member Expectations" documents were introduced and discussed. The application for Board membership was also reviewed. These documents were approved for use for a year after which time they should be reviewed for revision.

8. Suggestions for Potential Board Members – Ann W.

Names possible candidates for Board membership were introduced and discussed and the procedure for contacting them was reviewed.

9. Executive Committee Report – Ann W.

The committee report was distributed in the Board Packet. Ann emphasized the importance of thinking of people who would be good candidates for Board membership.

A list of donors for 2018 was included in the report with the encouragement to "Thank them if you know them," and a reminder about the significance and impact of expressing appreciation to the donors.

10. Marketing Committee Report – (See report posted on Google Drive)

11. Events Committee Report - Ann W.

Lists of authors are being developed for future use. Members are encouraged to suggest names to add to the lists.

12. Other - None

13. Informal Presentation on Meetings & Governance -

Miriam Simmons, Professional Registered Parliamentarian

Miriam offered a variety of valuable suggestions regarding procedures for running an effective and efficient meeting. As a Board that is between being a small one (12 members) and a large one, we are at the point where we need to maintain a certain amount of formality in our meetings. Miriam also identified a number of suggestions to keep in mind as we do a revision of our by-laws.

She has generously offered to be a resource for our organization in the future.

The meeting was adjourned at 10:30.


Respectfully submitted,

Jean Morse, Secretary

E-Mails For October '19


| Date | Sender | Title |
|-------|--------|---------------------------------|
| 10/2/ | Jean | Sept. '19 Board Minutes |
| 10/24 | Alicia | Board Meeting Reminder & Packet |


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


-  Copy of SPLF Aug Prev Yr Comp P&L 2018 2019.pdf

-  Copy of SPLF Aug 2019 Prev Yr Comp P&L.pdf

-  Copy of SPLF Aug 2019 bud vs actual.pdf

-  Copy of SPLF Aug 2019 BS.pdf

-  Copy of SPLF Aug 2019 P&L detail.pdf

-  2019 09 27 Board Packet.pdf

Meeting Minutes:



Sept. '19 SPLF Minutes.pdf



Friends of the Stillwater Public Library

October 14, 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, Tracy Salvati, Mark Troendle, Lynne LeTart, Lyndon Lockrem, Gemma Lockrem, Jan Kilkelly, Mary Glennon, Nancy Wilson, Vik Wilson, Janet Skeie

Agenda

Friends of the Stillwater Public Library Meeting:
Monday, Oct. 14, 2019
Location: Conference Room
Time: 6:30 p.m.

Friends of the Stillwater Public Library Agenda

1. Call meeting to order: Mary Ann Sandeen
2. Secretary’s Report: Tracy Salvati
3. Treasurer’s Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other:
 - Note from Susan Fremming: Mary Ann
 - 2 meetings: Mary Ann;
 - Booksale: All
 - Shain, signs, collection carts, lunch, notes/guidelines for Staff
 - We will benefit from rounding up at River Market Coop for one month in 2020
6. Update: Mark Troendle
7. Adjourn Meeting: All

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary’s report Tracy Salvati**
 - Sept. 9, 2019 Minutes approved
- **Treasurer’s report Jan Kilkelly**
 - Balance:
 - Sept. 2019 \$32,050.31
- **Membership report Gemma Lockrem**
 - 86 memberships

Topics:

- **Book Sale – Fall dates / STS**
 - Booksale dates
 - Collection: Oct. 19th and 26th
 - Setup and preview Nov. 6th: 8:15am daily the doors need to be opened (Mark)
 - Sale is Nov. 7, 8, 9
 - STS pickup on Nov. 10th – STS has been contacted and they will be bringing 6-7 bins
 - Collection carts, lunch, notes/guidelines for Staff
 - Mark will move the carts downstairs on Fri. for the collection in the garage on Sat. Oct. 19
 - Mary Ann will also bring lunch on Saturday 10/19 and 10/26
 - Gemma passed out Book Flyers
 - Lynne reviewed the booksale floor plan, will pass on to Shain for setup
 - Lynne created new book signs 'category' – animals, history, religion, art etc. & NEW box tags we will adhere to the boxes with postal tape
 - New labels for sales shelves in the library
- **Signs: Shain and Lyndon will manage the large sale signs outside on sale days**
- **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
 - Susie continues to make phone calls
- **Meetings: Mary Ann Sandeen:**
 - Ann Wolff, Maureen Bell and Mary Ann Sandeen met on recognition
 - We will create a logo including the library, foundation and the friends. Keri Goeltl, Summer Seidenkranz and Tracy Salvati will meet and propose some fun ideas.
 - This will provide clarity for information and donations
 - Paper products/napkins will be ordered
 - Coffee is a possible future enhancement to the library, but nothing has been decided. More investigation is needed. Ie: self-service coffee machines
- **Note from Susan Fremming :** Suggested we bring the books from downstairs sale to include in the book sale
- **River Market Co-op**
 - We will be part of the roundup for one month in 2020
 - Co-op owners voted on selections for roundup groups, there will be 12 different groups, including Friends!

Update: Mark Troendle:

- New ShelfLife 'Fall 2019' distributed – hopefully this will be published 3 times a year. Very nice.
- 4th Street entrance was renovated, completed repairs on masonry
- City is looking into repairs on the pavers

Meeting Adjourn: All

- **Monday, November 11, 2019**

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

| Period: | 10/1/2019 - 10/31/2019 | Year-to-Date 10/31/2019 |
|----------------------------|-----------------------------------|------------------------------------|
| Opening Balance | \$32,050.31 | \$ 31,831.86 |
| Receipts: | | |
| Memberships | \$20.00 | \$ 1,995.00 |
| Donations | \$550.00 | \$ 4,029.49 |
| Book Sales | \$296.50 | \$ 8,404.35 |
| Scanner Fees | | \$ 140.00 |
| Book Bags | \$15.00 | \$ 180.00 |
| T-Shirts | | \$ - |
| Notes, Cards | | \$ - |
| Total Receipts | \$881.50 | \$ 14,748.84 |
| Disbursements: | | |
| Grants to Library | | \$ 12,000.00 |
| Sponsorships | | \$ 500.00 |
| Memberships | | \$ 25.00 |
| Postage | \$90.00 | \$ 180.00 |
| Printing & Supplies | | \$ 373.89 |
| Sales Tax | | \$ 660.00 |
| Fees | | \$ - |
| Misc. | | \$ - |
| Total Disbursements | \$90.00 | \$ 13,738.89 |
| Ending Balance | \$32,841.81 | \$ 32,841.81 |

Outstanding Grants Due to Library:

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

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 |
| | \$15,036.45 |

Agenda Items Details

| | |
|---|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report | |
| OWNER: Executive Committee | PRESENTER: Bell, President |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| <p>BACKGROUND/CONTEXT: Labor Negotiations The Executive Committee and Director Troendle met twice with AFSCME business agents and SPL’s union stewards to negotiate a new contract. Attorney Susan Hansen represented management at the second meeting. We reached a tentative agreement on 12/4/19. The agreement will be presented to the membership for ratification.</p> <p>Key changes are outlined in the attachment following this cover sheet.</p> <p>SPL Executive Committee Notes November 19, 2019, 10 a.m. Present: Bell, Lockyear, Richie, Troendle</p> <p>Discussion Topics Bylaws Follow-up Agreed with the Nominating Committee’s recommendations as follows:</p> <ul style="list-style-type: none"> • Confirm the ongoing role of the Nominating Committee as detailed in Article IV, Section 2, of the proposed bylaws: “An officer nominating committee shall be appointed by the President two months before an election. The Committee will present a slate of officers as the Annual Meeting. Additional nominations may be made from the floor.” • Establish a new standing committee, with a distinct name and charge, to address tasks such as developing a trustee profile/job description, documenting the procedure by which trustees are appointed/reappointed, and interviewing applicants. • Suggested name for new standing committee: Board Governance. Establish committee in January 2020. <p>Director Evaluation</p> <ul style="list-style-type: none"> • Revisions still needed. • Pat and Maureen will develop draft for discussion/action at January meeting. • Revision needs to be ready for the 6-month progress report in March 2020. <p>Meeting with SPL Foundation A small joint committee (administration, trustees, SPL Foundation) will meet on 12/11/19 for a preliminary discussion to:</p> <ul style="list-style-type: none"> • Brainstorm a list of long-range library needs • Consider strategy for developing and prioritizing needs | |

**Stillwater Public Library Board of Trustees
And
AFSCME Council 5 Local 517
TENTATIVE AGREEMENT**

1. ARTICLE XIII. WAGES

13.1 Employees shall receive raises as reflected in the attached salary schedule marked Appendix A ~~2018 2020~~ Wages (3.0% general wage adjustment) and Appendix B ~~2019 2021~~ Wages (3.0% general wage adjustment).

- ~~• Placement on New Pay Structure: Effective 1/1/18, employee placed on step in new pay structure at designated grade that provides wage rate that is equal to or greater than 12/31/17 base wage and longevity pay combined.~~
- Employees whose ~~12/31/17~~ 12/31/19 and 12/31/20 base wage and longevity pay combined exceeds ~~the new~~ Step 11 shall have their combined base wage and longevity pay increased by the negotiated general wage adjustment.
- Step Movement: Step movement occurs ~~in 2018~~ for eligible employees ~~on the first payroll period following anniversary date and occurs thereafter~~ on an annual basis effective on first day of first payroll period following anniversary date.

2. ARTICLE XIX. INSURANCE

19.1 A. ~~Effective January 1, 2018, Employer will contribute up to \$1,186.86 per month per employee for group health insurance including dependent coverage.~~ Effective January 1, ~~2019~~2020, the Employer will contribute up to \$1,196.86 per month per employee for group health insurance including dependent coverage. Effective January 1, 2021, the Employer will contribute up to \$1,216.86 per month per employee for group health insurance including dependent coverage.

The Employer shall contribute toward the Health Savings Accounts (HSA) for employees enrolled in the High Deductible Health Plan (HDHP) with an HSA in the amount of \$750 per year for employees electing single coverage HDHP and in the amount of \$1500 per year for employees electing family coverage HDHP.

B. The Employer will contribute \$42.10 per month per employee for group dental insurance including dependent coverage.

19.2 The Library shall provide a ~~twenty~~ thirty thousand dollar (~~\$20,000~~30,000) term life insurance policy for all employees regularly scheduled to work 20 hours per week or more.

19.3 The Employer shall send Union Representatives a schedule listing insurance renewal and plan design LMC meetings. If LMC meeting dates are not determined in advance, the Employer shall send to Union Representatives, in a timely manner, the next scheduled LMC meeting date. The Employer shall send a management representative to the LMC meetings.

3. ARTICLE XX. GENERAL PROVISIONS

20.11 Effective January 1, ~~2018~~ 2020 through December 31, ~~2018~~2020, the Employer will not require Employees to take unscheduled, unpaid leave as was done in 2017.

4. ARTICLE XXIV. TERMINATION

This agreement shall be effective as of January 1, ~~2018~~2020, and shall remain in full force and effect through December 31, ~~2019~~2021. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by November 1, ~~2018~~2021, that it desires to modify this Agreement. This Agreement shall remain in full force and be effective during the period of negotiations or until notice of termination of this Agreement is provided to the other party.

5. Side Letter

As part of the negotiations of the 2020-2021 collective bargaining agreement, the Stillwater Public Library Board of Trustees and AFSCME Council 5 Local 517 agreed that the Library will request the City of Stillwater to make a presentation to Library staff regarding insurance on or about October 15 or within two weeks of the City receiving the health insurance renewal information.

6. Side Letter

As part of the negotiations of the 2020-2021 collective bargaining agreement, the Stillwater Public Library Board of Trustees and AFSCME Council 5 Local 517 agreed that the Stillwater Public Library Board of Trustees will add to its annual calendar in September of the calendar year an agenda item formally requesting health insurance information from the City of Stillwater relative to changes the City is contemplating in plan design and health insurance options.

7. Housekeeping

Change Roman Numerals to Arabic Numerals.

Agenda Items Details

| | |
|---|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report | |
| OWNER: Finance Committee | PRESENTER: Richie, Secretary/Treasurer |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| BACKGROUND/CONTEXT: SPL Finance Committee Report December 4, 2019, 6:00 PM Notes Present: Hemer, Howe, Richie, Troendle, Goeltl Discussion topics included: <ul style="list-style-type: none"> • <i>2020 Operating Budget:</i> The committee discussed the council’s adoption of the 2020 budget appropriation for the library and reviewed 2020 operating budget changes to align the library’s proposed expenditures with the adopted library revenues. Staff provided revised numbers that incorporated 2020 labor agreement wage adjustments, health insurance changes, shared service agreement changes, and other budgetary modifications. • <i>Library Fund Balance:</i> The library’s general fund balance is \$178,931.19 and the compensated absences fund balance is \$18,353.46. • <i>Lawson Fund:</i> The Lawson Fund is a donor-advised endowment fund held by the St. Croix Valley Foundation (SCVF). The library is the beneficiary and receives annual interest-only distributions from the fund at a rate determined by the investment and distribution policies of the SCVF. As of January 2019, the endowment fund held \$199,696. The last distribution from the fund was \$9,772 in August 2019. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Stillwater Public Library 2019 Calendar

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

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

Stillwater

Public Library

2019 LIBRARY BOARD

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

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

Updated: 5/10/19