

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
Meeting Agenda, Tuesday, March 14, 2017 7:30 PM

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
  - a. Adoption of the February 2017 Minutes
  - b. January Budget Status Report
  - c. Acknowledgement of Bills Paid in February, 2017
  - d. Quarterly Activity Report

**Old Business**

5. Strategic Plan Update & future activities
6. Director Search Process D + A

**New Business**

7. Library open on holidays: MLK & Presidents Day D\*
8. Interview/Nominating Committee A

**Reports**

9. Director and Other Staff Reports
10. Foundation Report
11. Board Committee Assignments and Reports
  - a. Executive
  - b. Finance
  - c. HR
  - d. Facilities
  - e. Communication/Outreach Committee
  - f. WCL/SPL Relationship Task Force
12. Public Commentary and Communications
13. Adjournment

If you are unable to attend this meeting, please leave a message for Melissa at 651.275.4338 ext. 118 before 5 P.M. on Monday, March 13, 2017.

A= Action Item I= Information Item D=Discussion Item  
+ = Document in Packet \*= Document to be Distributed Later #=Document Distributed

Previously Attachments Strategic Planning goals, Calendar, Ongoing Board Work Assignments

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 14, 2017  
Minutes**

**Present:** Bell, Carlsen, Hansen, Keliher, Lunn, Menikheim, Richie, Stark

**Absent:** Otte

**Staff Present:** Bertalmio

**Agenda Item 1: Call to Order**

The meeting was called to order at 7:01 PM by President Keliher.

**Agenda Item 2: Adoption of the Agenda**

The agenda was adopted with the exception of item 4a: January 10, 2017 minutes. Item 4a was removed from the consent calendar for special consideration. MSP

**Agenda Item 3: In-Person Public Commentary**

None.

**Agenda Item 4: Consent Calendar**

Stark requested a correction to the January 10, 2017 minutes to include that City Administrator McCarty advised that the Interim Director could be paid on a 1099 rather than on the library payroll.

Consent calendar adopted as amended. MSP

**Agenda Item 5: Interim Director Contract**

The contract for the Interim Director was received.

**Agenda Item 6: Director Search**

The Board took a straw poll with each member having four votes in an effort to select the top four search firm candidates for interviews. The firms with the highest number of votes were Cincinnatus, John Keister & associates, Library Strategies, and Springsted Waters. Keliher will contact the four firms to request pricing information and any additional information available. Interviews will be held in a special meeting, within 10-14 days if possible.

**Agenda Item 7: Strategic Plan Update**

There was discussion about the importance of outreach to seniors. Consideration was urged for moving forward with outreach to seniors in the wake of the Assistant Director's retirement as – she had responsibility for this outreach area.

**Agenda Item 8: Building Reconfiguration**

This item was moved to committee reports.

**Agenda Item 9: Revised 2017 Holidays**

The revised dates of 2017 holidays were adopted as presented. MSP

**Agenda Item 10: Meeting Room Policy**

The revised meeting room fee structure was adopted as presented. MSP

*Note: The notation MSP is used in instances of unanimous approval of a motion.  
In the event of division, the vote of each trustee voting will be recorded.*

**Agenda Item 11: 2017 Capital Fund Release Request –part 2**

The requested 2017 capital fund release request part 2 was adopted as presented. MSP

**Agenda Item 12: Updated Committee Structure**

There was discussion about the lack of a Policy and Governance Committee and how policies will be developed in the absence of the committee.

**Agenda Item 13: Classification and Compensation Study**

There was discussion about where the study stands and the work that will be needed when Flaherty Hood completes the audit of library positions.

**Agenda Item 14: Director and Other Staff Reports**

The Board acknowledged the receipt of reports from the Director and the plans submitted by staff for outreach to seniors and youth.

**Agenda Item 15: Foundation Report**

Richie provided an update on Foundation efforts with library staff to clear long-outstanding grant funds. The board was reminded of the September 22, 2017 date for Destination Library.

**Agenda Item 16: Board Committee Reports**

Executive - none

Facilities – the library will move forward to redo the teen library under Brechon. Better estimates are needed on the costs of future phases before funding sources may be decided.

WCL/SPL Relationship Task Force will strive for a meeting in February or March.

Finance - none

Governance and Policy - none

Human Resources - none

**Agenda Item 17: Public Commentary and Communications**

Keliher received a patron suggestion via the Foundation about the possibility of being open on some Monday holidays when patrons could use the library. Discussion ensued. Keliher will respond to the patron.

**Agenda Item 18: Adjournment**

The meeting was adjourned at 8:55 PM

**2016 Bill Resolutions**

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
2072017	2/7/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 21.27	232-4232-2113-0000	SPLF - Materials
306-02444792-3	2/2/2017	Culligan of Stillwater	Misc	\$ 37.95	230-4230-4099-0000	Miscellaneous Charges
2072017	2/7/2017	Midwest Tape	Materials - Audio	\$ 101.91	230-4230-2402-0000	Audio
2072017	2/7/2017	Midwest Tape	Materials - Processing	\$ 22.50	230-4230-3404-0000	Processing Fee
W16120686	1/19/2017	Office of MN IT Services	Telephone	\$ 379.41	230-4231-3101-0000	Telephone
13355638	1/6/2017	Toshiba Business Solutions	Maintenance Contract	\$ 77.51	230-4230-3707-0000	Maintenance Agreements
13375094	1/18/2017	Toshiba Business Solutions	Maintenance Contract	\$ 37.61	230-4230-3707-0000	Maintenance Agreements
51-7976594-1	1/25/2017	Xcel Energy	Energy	\$ 1,004.08	230-4231-3601-0000	Natural Gas
51-7976594-1	1/25/2017	Xcel Energy	Energy	\$ 1,477.80	230-4231-3600-0000	Electricity
		<b>INVOICES SUBTOTAL</b>		<b>\$ 3,160.04</b>		
<b>CREDIT CARD</b>						
4897027	42718	Amazon.com	Materials - Adult Nonfiction	\$ 60.61	230-4230-2405-0000	Adult Books - Non Fiction
27632	42718	Intereum Inc.	Small Equipment	\$ 860.00	230-4230-2302-0000	Other Minor Equipment
16494	42720	Pioneer Press	Public Notice - Bd Mtg Posting	\$ 95.00	230-4230-3400-0000	Printing and Publishing
20281499737	42709	Shelf Wiz Gary Frank	Small Equipment	\$ 73.50	230-4230-2302-0000	Other Minor Equipment
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 1,089.11</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
		<b>GRAND TOTAL</b>		<b>\$ 4,249.15</b>		

Submitted for payment

Lynne S. Bertalmio, Director

**2017 Bill Resolutions**

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
184322	1/3/2017	Ace Hardware	Janitorial Supplies	\$ 66.94	230-4231-2102-0000	Janitorial Supplies
184629	1/12/2017	Ace Hardware	Janitorial Supplies	\$ 11.59	230-4231-2102-0000	Janitorial Supplies
185043	1/26/2017	Ace Hardware	Janitorial Supplies	\$ 37.53	230-4231-2102-0000	Janitorial Supplies
2072017	2/7/2017	Baker and Taylor	Materials - YA	\$ 75.84	230-4230-2406-0000	Teen Books
2072017	2/7/2017	Baker and Taylor	Materials - Juv	\$ 438.73	230-4230-2400-0000	Childrens Books
2072017	2/7/2017	Baker and Taylor	Materials - Processing	\$ 13.72	230-4230-3404-0000	Processing Fee
2072017	2/7/2017	Brodart Co	Materials - Adult Fiction	\$ 99.28	230-4230-2401-0000	Adult Books - Fiction
2072017	2/7/2017	Brodart Co	Materials - Adult NonFiction	\$ 44.46	230-4230-2405-0000	Adult Books - Non Fiction
2072017	2/7/2017	Brodart Co	Materials - Processing	\$ 4.55	230-4230-3404-0000	Processing Fee
2072017	2/7/2017	Brodart Co	Materials - Adult Fiction (SPLF)	\$ 27.56	232-4232-2113-0000	SPLF - Materials
306-02444792-3	12/31/2016	Culligan of Stillwater	Misc	\$ 14.55	230-4230-4099-0000	Miscellaneous Charges
306-02444792-3	1/31/2017	Culligan of Stillwater	Misc	\$ 42.80	230-4230-4099-0000	Miscellaneous Charges
2072017	2/7/2017	Hedin Sue	Programs - Staff Reimbursement	\$ 86.73	230-4230-4099-0000	Miscellaneous Charges
46956	1/25/2017	Master Mechanical Inc.	Building Repairs	\$ 1,065.29	230-4231-3703-0000	Building Repair Charges
47022	1/30/2017	Master Mechanical Inc.	Building Repairs	\$ 660.53	230-4231-3703-0000	Building Repair Charges
47030	1/30/2017	Master Mechanical Inc.	Building Repairs	\$ 564.41	230-4231-3703-0000	Building Repair Charges
389	1/11/2017	Menards	Janitorial Supplies	\$ 13.99	230-4231-2102-0000	Janitorial Supplies
902	1/20/2017	Menards	Janitorial Supplies	\$ 58.98	230-4231-2102-0000	Janitorial Supplies
2072017	2/7/2017	Midwest Tape	Materials - Audio	\$ 89.97	230-4230-2402-0000	Audio
2072017	2/7/2017	Midwest Tape	Materials - Video	\$ 14.99	230-4230-2408-0000	Film/Video
2072017	2/7/2017	Midwest Tape	Materials - Processing	\$ 0.65	230-4230-3404-0000	Processing Fee
2072017	2/7/2017	Petrie Angela	ALA Membership - Staff Reimbursement	\$ 118.00	230-4230-4000-0000	Memberships and Dues
2072017	2/7/2017	Petrie Angela	Conference - Staff Reimbursement	\$ 300.00	230-4230-3201-0000	Seminar/Conference Fees
75461511	1/10/2017	Recorded Books Inc	Materials - Audio (Juv)	\$ 40.00	230-4230-2402-0000	Audio
1167024	1/25/2017	Security Response Services Inc	Alarm Monitoring 2/25/17-5/24/17	\$ 168.12	230-4231-3707-0000	Maintenance Agreements - Lib Plant
449555	1/15/2017	ECM Publishers	Posting	\$ 168.30	230-4230-3400-0000	Printing and Publishing
448915	1/13/2017	ECM Publishers	Posting	\$ 14.07	230-4230-3400-0000	Printing and Publishing
13375094	1/18/2017	Toshiba Business Solutions	Maintenance Contract	\$ 45.67	230-4230-3707-0000	Maintenance Agreements
011117_348.54	2/2/2017	Washington County Library	Materials - Databases	\$ 348.54	230-4230-2114-0000	Data Base Searching
011117_732.56	1/11/2017	Washington County Library	Materials - Databases	\$ 732.56	230-4230-2114-0000	Data Base Searching
51-7976594-1	1/25/2017	Xcel Energy	Energy	\$ 1,290.69	230-4231-3601-0000	Natural Gas
51-7976594-1	1/25/2017	Xcel Energy	Energy	\$ 1,970.27	230-4231-3600-0000	Electricity
		<b>INVOICES SUBTOTAL</b>		<b>\$ 8,629.31</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>				<b>\$ 8,629.31</b>		

Submitted for payment

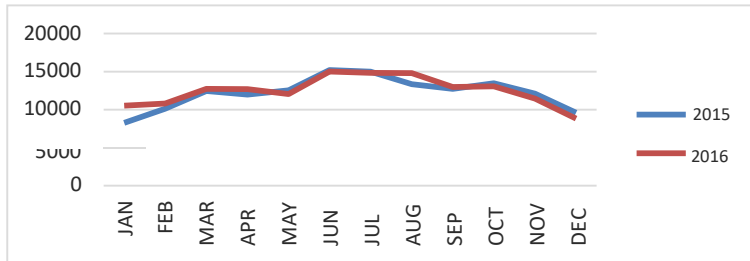
Lynne S. Bertalmio, Director



# STILLWATER PUBLIC LIBRARY QUARTERLY SCORECARD (Q4: Oct - Dec 2016)

## VISITS TO LIBRARY (Through December 2016)

	2016	2015	Trend
Q4	33,726	35,113	↓ -4.0%
YTD	149,618	146,643	↑ 2.0%



## CIRCULATION

	Q4 2016	Q3 2015	Trend	2016	2015	Trend
Physical Items	61,177	71,480	↓ -14.4%	299,892	304,894	↓ -1.6%

	Q4 2016	Q4 2015	Trend
E-Materials			
OverDrive eBooks	2,328	2,154	↑ 8.1%
Bibliotheca eBooks	1,445	1,246	↑ 16.0%
eAudiobooks	895	720	↑ 24.3%
eMagazines	1,307	1,351	↓ -3.3%



## PROGRAMMING

	Q4 2016	Q4 2015	Trend	2016	2015	Trend
<b>Children's Programs</b>						
# Programs	62	43	↑ 44.2%	233	212	↑ 9.9%
Attendance	1,655	1,087	↑ 52.3%	7,769	6,900	↑ 12.6%
<b>Teen Programs</b>						
# Programs	6	6	→ 0.0%	38	36	↑ 5.6%
Attendance	52	68	↓ -23.5%	441	421	↑ 4.8%
<b>Adults Programs (Including Gallery)</b>						
# Programs	7	10	↓ -30.0%	42	37	↑ 13.5%
Attendance	255	165	↑ 54.5%	819	828	↓ -1.1%

## COMPUTER & WI-FI USAGE

	Q4 2016	Q4 2015	Trend	2016	2015	Trend
Computer Minutes	163,419	162,441	↑ 0.6%	707,452	684,383	↑ 3.4%
WiFi Minutes	309,175	98,157	↑ 215.0%	1,209,206	855,421	↑ 41.4%



\*Does not include Nov & Dec 2015 and Jan 2016 numbers as data was not available due to WCL reporting

# STILLWATER PUBLIC LIBRARY QUARTERLY SCORECARD (Q4: Oct - Dec 2016)

## ONLINE/ E-COMMUNICATIONS

	Q4 2016	Q4 2015	Trend	2016	2015	Trend
<b>Website</b>						
# Users	9,462	10,409	↓-9.1%	42,675	50,103	↓-14.8%
# Sessions	15,767	16,428	↓-4.0%	68,460	72,418	↓-5.5%
# Pageviews	28,698	31,096	↓-7.7%	127,970	66,018	↓-22.9%
<b>SCC - MN Reflections Online Users</b>						
# Users	235	N/A	N/A	1,071		
# Sessions	276	N/A	N/A	1,279		
# Pageviews	3,590	N/A	N/A	17,817		

E-Newsletter Subscribers as of December 2016: 246

## VOLUNTEERS

	Q4 2016	Q4 2015	Trend	2016	2015	Trend
# Hours	664.75	556.75	↑19.4%	2,575	2,524	↑2.0%

Active Volunteers as of December 2016:

40 Adults  
24 Teens



## COLLECTION DEVELOPMENT

	YTD 2016	YTD 2015	Trend
Physical Items Added	6,762	6,924	↓ -2.3%
Physical Items Weeded	7,734	6,764	↑ 14.3%
Ebooks Added	105	154	↓ -31.8%



## WEDDINGS/EVENTS & MEETINGS

	Q4 2016	Q4 2015	Trend	2016	2015	Trend
# Weddings/Events	9	3	↑ 200.0%	39	32	↑ 21.9%
# Meetings	171	174	↓ -1.7%	609	550	↑ 10.7%



# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 3/7/2017 - 8:29 AM  
 Period: 1, 2017



Account Number	Description	2017 Budget Amount	Jan-17 Period Amount	YTD Amount
Fund 230	LIBRARY FUND			
Dept 230-0000				
R05	TAXES			
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00
R25	CHARGES FOR SERVICES			
230-0000-3500-0100	Meeting Room Rental Fees	70,000.00	2,580.00	2,580.00
230-0000-3520-0100	Copier/Printer Sales	5,800.00	177.00	177.00
230-0000-3880-0200	Gallery Fees	600.00	0.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	0.00	0.00
	R25 Sub Totals:	76,700.00	2,757.00	2,757.00
R40	MISCELLANEOUS			
230-0000-3810-0200	Interest Earnings-Investments	1,500.00	0.00	0.00
230-0000-3820-0100	Gifts	5,500.00	140.00	140.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00
230-0000-3880-0020	Library Card Fees	10,212.00	63.00	63.00
230-0000-3880-0030	Lost Materials	3,200.00	208.00	208.00
230-0000-3880-0040	Processing Fees	8,200.00	247.00	247.00
230-0000-3880-0050	Registration	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	300.00	0.00	0.00
	R40 Sub Totals:	29,412.00	658.00	658.00
R45	OTHER FINANCING SOURCES			
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	0.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00
	R45 Sub Totals:	1,171,625.00	0.00	0.00
	<i>Revenue Sub Totals:</i>	<i>1,277,737.00</i>	<i>3,415.00</i>	<i>3,415.00</i>

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 Period: 1, 2017



Account Number	Description	2017 Budget Amount	Jan-17 Period Amount	YTD Amount
Dept 230-4230	LIBRARY OPERATIONS			
E05	PERSONNEL SERVICES			
230-4230-1000-0000	Full Time Salaries	223,923.00	10,161.75	10,161.75
230-4230-1100-0000	Overtime - Full Time	0.00	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	1,161.35	1,161.35
230-4230-1113-0000	Vacation Pay	0.00	5,464.95	5,464.95
230-4230-1200-0000	Part Time Salaries	469,003.00	34,446.44	34,446.44
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00
230-4230-1410-0000	PERA	51,974.00	3,714.53	3,714.53
230-4230-1420-0000	FICA/Medicare	53,005.00	3,617.77	3,617.77
230-4230-1500-0000	Hospital / Medical	105,454.00	8,497.22	8,497.22
230-4230-1520-0000	Dental Insurance	4,149.00	278.49	278.49
230-4230-1540-0000	Life Insurance	650.00	53.76	53.76
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>908,158.00</b>	<b>67,396.26</b>	<b>67,396.26</b>
E10	SUPPLIES			
230-4230-2000-0000	Office Supplies	250.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	0.00	0.00
230-4230-2113-0000	Reference	5,040.00	112.00	112.00
230-4230-2114-0000	Data Base Searching	1,750.00	0.00	0.00
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00
230-4230-2400-0000	Childrens Books	13,020.00	0.00	0.00
230-4230-2401-0000	Adult Books - Fiction	14,923.00	0.00	0.00
230-4230-2402-0000	Audio	10,920.00	0.00	0.00
230-4230-2403-0000	Periodicals	4,500.00	4,162.08	4,162.08
230-4230-2405-0000	Adult Books - Non Fiction	16,818.00	0.00	0.00
230-4230-2406-0000	Teen Books - Materials	4,620.00	0.00	0.00
230-4230-2407-0000	Programs	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	7,560.00	0.00	0.00
230-4230-2409-0000	Electronic Materials	3,360.00	0.00	0.00
230-4230-2499-0000	Collection Development	504.00	28.50	28.50
	<b>E10 Sub Totals:</b>	<b>90,765.00</b>	<b>4,302.58</b>	<b>4,302.58</b>
E15	SERVICES AND CHARGES			
230-4230-3098-0000	Technology Support	6,500.00	0.00	0.00
230-4230-3099-0000	Other Professional Services	1,000.00	1,000.00	1,000.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	0.00	0.00
230-4230-3200-0000	Mileage	500.00	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	4,500.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	1,500.00	168.30	168.30
230-4230-3401-0000	Binding	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	7,000.00	0.00	0.00
230-4230-3500-0000	General Insurance	1,559.00	0.00	0.00
230-4230-3707-0000	Maintenance Agreements	20,000.00	0.00	0.00

# General Ledger

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Account Number	Description	2017 Budget Amount	Jan-17 Period Amount	YTD Amount
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	0.00	0.00
	E15 Sub Totals:	44,459.00	1,168.30	1,168.30
E20	MISCELLANEOUS			
230-4230-4000-0000	Memberships and Dues	400.00	0.00	0.00
230-4230-4001-0000	Subscriptions	625.00	616.98	616.98
230-4230-4099-0000	Miscellaneous Charges	1,500.00	0.00	0.00
	E20 Sub Totals:	2,525.00	616.98	616.98
E25	CAPITAL OUTLAY			
230-4230-5200-0000	C/O & Improvements	0.00	0.00	0.00
230-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
230-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
E35	DEPRECIATION			
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00
	<i>4230 Expense Sub Totals:</i>	<i>1,045,907.00</i>	<i>73,484.12</i>	<i>73,484.12</i>
	<i>Dept 4230 Sub Totals:</i>	<i>1,045,907.00</i>	<i>73,484.12</i>	<i>73,484.12</i>
Dept 230-4231	LIBRARY PLANT			
E05	PERSONNEL SERVICES			
230-4231-1000-0000	Full Time Salaries	51,709.00	3,898.40	3,898.40
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	267.72	267.72
230-4231-1113-0000	Vacation Pay	0.00	65.13	65.13
230-4231-1200-0000	Part Time Salaries	33,876.00	2,409.25	2,409.25
230-4231-1410-0000	PERA	6,419.00	469.34	469.34
230-4231-1420-0000	FICA/Medicare	6,547.00	430.22	430.22
230-4231-1500-0000	Hospital / Medical	21,178.00	1,765.28	1,765.28
230-4231-1520-0000	Dental Insurance	758.00	63.14	63.14
230-4231-1540-0000	Life Insurance	116.00	9.60	9.60
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	120,603.00	9,378.08	9,378.08
E10	SUPPLIES			
230-4231-2101-0000	General Supplies	2,300.00	0.00	0.00
230-4231-2102-0000	Janitorial Supplies	3,800.00	0.00	0.00
230-4231-2202-0000	Building Repair Supplies	300.00	0.00	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00
	E10 Sub Totals:	7,300.00	0.00	0.00

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 3/7/2017 - 8:29 AM  
 Period: 1, 2017



Account Number	Description	2017 Budget Amount	Jan-17 Period Amount	YTD Amount
E15	SERVICES AND CHARGES			
230-4231-3002-0000	Contractual	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	500.00	0.00	0.00
230-4231-3101-0000	Telephone	4,500.00	0.00	0.00
230-4231-3500-0000	General Insurance	31,082.00	0.00	0.00
230-4231-3600-0000	Electricity	40,000.00	0.00	0.00
230-4231-3601-0000	Natural Gas	12,000.00	0.00	0.00
230-4231-3703-0000	Building Repair Charges	10,750.00	0.00	0.00
230-4231-3707-0000	Maintenance Agreements	8,995.00	1,490.60	1,490.60
	E15 Sub Totals:	107,827.00	1,490.60	1,490.60
E20	MISCELLANEOUS			
230-4231-4099-0000	Miscellaneous Charges	1,100.00	0.00	0.00
	E20 Sub Totals:	1,100.00	0.00	0.00
E25	CAPITAL OUTLAY			
230-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00
230-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
230-4231-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
E40	OTHER FINANCING USES			
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00
	<i>Expense Sub Totals:</i>	<i>236,830.00</i>	<i>10,868.68</i>	<i>10,868.68</i>
	<i>Dept 4231 Sub Totals:</i>	<i>236,830.00</i>	<i>10,868.68</i>	<i>10,868.68</i>
Dept 230-4900	IMPROVEMENT PROJECTS			
E15	SERVICES AND CHARGES			
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00
E25	CAPITAL OUTLAY			
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
	<i>Expense Sub Totals:</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<i>Dept 4900 Sub Totals:</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Fund Revenue Sub Totals:</b>	<b>1,277,737.00</b>	<b>3,415.00</b>	<b>3,415.00</b>
	<b>Fund Expense Sub Totals:</b>	<b>1,282,737.00</b>	<b>84,352.80</b>	<b>84,352.80</b>
	<b>Fund 230 Sub Totals:</b>	<b>5,000.00</b>	<b>80,937.80</b>	<b>80,937.80</b>

## STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE agenda item 5

green = completed, orange = in progress, red= delayed

**- 2014 -**

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
<b>2.2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	Accomplished in 2015 budget	Increase of \$2,000 in professional development funds in 2015 budget; additional \$2,000 in 2016 budget request
<b>1.3.1</b>	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
<b>1.3.7</b>	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction completed
<b>2.3.1</b>	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
<b>2.3.2</b>	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
<b>2.3.3</b>	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	Accomplished	
<b>2.3.4</b>	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	January 2016	SPLF has funded Sunday hours September 2015- May 2016 and Sept – Dec 2016; Foundation has agreed to pay for half of 2017 Sundays
<b>2.3.9</b>	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	December 2015	The City Administrator thinks that the library could best help with communication of City goals, initiatives, and opportunities; He will discuss this further with us as the City's planning advances
<b>3.2.1</b>	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public

<b>3.2.2</b>	Promote the new website	Carolyn Blocher	Accomplished	Website has received kudos; staff still have some bugs to work out
<b>3.2.3</b>	Install new signs and messaging in the Library (and perhaps do PR in the community to emphasize the tech services currently available. Conduct staff training on promoting available tech services to patrons	Aurora Jacobsen	Accomplished; training continues	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
<b>1.2.1</b>	Run ILS reports on collection use and analysis for potential downsizing	Management team	First week February	Reports are supporting creation of new Collection Development Policy and collection plan
<b>1.2.6</b>	Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases	Management team	By March, 2014	Carolyn Blocher reported to the Board at March 2015 meeting
<b>2.3.5</b>	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	October 15, 2015 and ongoing	Administrator and Council will receive updates on plan progress
<b>2.3.7</b>	Plan a Library "Leadership" Summit of Library Board, Foundation Board, Friends Board, <del>City Council</del> — with specific goals and outcomes for the Summit	Board and Board Chair	To be scheduled	Keliher, Richie, and Menikheim will schedule a summit for early in 2017
<b>2.3.11</b>	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	WCL Strategic Plan has been adopted; facilities plan has been drafted and approved by the Board of Commissioners

**- 2015 -**

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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<b>2.3.6</b>	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	When the building study is completed and the library has made decisions on the issues raised, the advantages of some building changes should be presented to the Council
<b>3.2.4</b>	Review current Library PR marketing efforts for effectiveness and efficiency	Director, Foundation and possibly outside consultant, volunteers with PR expertise	By January, 2015	PR/PI needs inventory completed
<b>3.1.1</b>	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reported at April 2015 Board meeting; information for 2016 budget request has been generated
<b>1.1.1</b>	Select new service model	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
<b>1.1.1</b>	Develop a plan for implementation of the new service model	Director, Carolyn Blocher, Aurora Jacobsen, Jody Vasilakes	By August 1, 2016	A plan for staffing, facilities, equipment needed in the new model
<b>1.2.2</b>	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	Plan is to reduce by 4% in 2014 (achieved), 3% in 2015, and 3 percent in 2016
<b>1.3.2</b>	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Completed
<b>1.3.8</b>	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
<b>1.4.2</b>	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Schedule completed for September 2015 – May 2016; Funds raised; change communicated
<b>2.2.4</b>	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By January 1, 2016	Tech competencies developed; staff assessments done; continuous technology training plan in place

<b>2.3.10</b>	Actively engage and support at least one broader City goal through Library services	Director	By March 1, 2016	When appropriate in the City's schedule, we will develop a plan to aid the City in communications
<b>1.4.1</b>	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
<b>1.2.3</b>	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
<b>3.2.5</b>	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	An online newsletter – sympathetic to the website – has been created; Staff is finalizing key messages; A mailed newsletter will be distributed twice in 2016
<b>1.3.3</b>	Hire a facilities consultant	Director and Board	By April, 2015	Done
<b>2.2.3</b>	Assess current staff levels and standard competencies in technology	Management team	By October 15, 2015 Follow up on annual basis	Established for current staffing model; Was part of individual personnel evaluations
<b>1.2.4</b>	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been adopted; a collection management plan and materials buying plan was completed but did not receive funding for 2016
<b>1.3.4</b>	Facilities consultant presents findings and report to Management Team and Board	Director, Board	March 2016	Done
<b>1.3.5</b>	Budget to implement facilities recommendations	Director, Board	June, 2016	These items are included in the 2016 budget and in the proposed 2017 budgets
<b>1.4.4</b>	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	On hold
<b>1.2.5</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets are included in the graphic annual report
<b>1.2.7</b>	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	February 2016	On hold



<b>3.2.6</b>	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization have been made. Staff is examining tools and key messages.
<b>2.1.1</b>	Create a staffing plan based on the directions of the new service model	Director and management team	April 2016 to June 2016	Staff is working on parameters for off-desk time, partnership framework, staff accountability
<b>2.1.3</b>	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	<del>May – October 2016</del> March 2017	The staff has completed job questionnaires; Flaherty Hood have selected benchmark positions and completed the market study; preliminary reports are due in <del>October-December</del> January.
<b>2.2.1</b>	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	HR Director started work in April 2016
<b>2.2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014, 2015, and 2016	In budget
<b>2.3.8</b>	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Director is participating in steering committee for class/comp study
<b>2.2.5</b>	Complete a succession plan for the Director and other leaders	Board leadership	December 2016	Vicki DeFord has presented findings of her study; key staff are drafting transition plans that are due in <del>November or</del> December
<b>2.3 .12</b>	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	<del>Director sets task force.</del> Include Board members.	February 2016	Task Force is established; Members have MELSA Plan of Association, WCL contract, other associate library contracts; WCL has expressed desire to continue current contract through 2017; Committee has met with Keith Ryskoski
<b>1.4.5</b>	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
<b>1.4.6</b>	Communicate new open hours to the public	Management team	August, 2015- December, 2015	Sundays hours have been advertised by the library and the Foundation; the communications will continue for the rest of the year

<b>3.3.1</b>	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships, the Management Team has completed an inventory of current partnerships
<b>3.3.2</b>	Create methods to evaluate present and future library partnerships	Management team	February 2016	Staff is revising – and simplifying – methodology developed by Cornell University for approving new partnerships, evaluating partnerships, and determining if partnerships have been successful in reaching outreach goals
<b>2.1.2</b>	Present staffing directions to the Board	Director	By May/June 2016	Some staffing changes have been incorporated in the 2017 budget request; Additional changes may be dependent on the class/comp study

## - 2016 –

<b>1.3</b>	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Desk work began October 2016; Construction should be complete in early December
<b>2.2</b>	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Report to Board in August 2016
<b>1.4.3</b>	Create recommended change plan for additional open hours (other than Sunday) in 2017	Director and Management team, Board review and approval	May 2016	On hold
<b>3.3</b>	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	Staff is maintaining existing partnerships; exploring new partnerships, developing a process for proposing partnerships, and creating partnership agreements; we have three areas of focus for 2017: seniors, disadvantaged youth, and community library skills

<b>3.3</b>	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Thanks to Spike Carlsen, the library corner appears regularly in the Gazette; we are partnering with the City of Stillwater on a printed/mailed newsletter
<b>3.3</b>	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations; we began work with Our Community Kitchen; Adult Basic education; Valley Outreach; and Community Ed
<b>3.3</b>	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	November 2016	Library and School District partner on 2 new projects (1 each year); Youth Services staff have begun working with Lily Lake School on book tasting; Director has met with Community Ed Director, meeting of library and district staff being planned for 2017
<b>1.1</b>	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implementation of plan to extent possible in 2016, post co-location
<b>1.2</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
<b>3.1</b>	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations; in 2016, we have presented information about library services to Valley Outreach and Adult Basic Education; the library joined the discussion hosted by the St. Croix Valley Resource Center on building community; schedule is under development for meetings with senior housing staff; Sunrise Rotary was addressed in December 2016
<b>3.1</b>	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting on services to seniors starting March 2017	Staff participated in dementia-friendly service provision; Trainings schedule for seniors services under development with MAAA and U of M resources, first session scheduled for March 2017

<b>3.1</b>	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By September, 2016	WCL has purchased Civic Technologies product to provide analytics about users and nonusers; as these reports are based on check outs solely, do we want to pursue?
<b>1.1</b>	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in October 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
<b>1.3</b>	Budget to implement facilities recommendations	Director, Board	June 2016 and June 2017	Facilities changes incorporated into annual budget(s)
<b>2.1</b>	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	By June 2016	A plan for restructuring staffing, based on the service model
<b>2.1</b>	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	Class/comp study has made its initial report
<b>2.1</b>	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns
<b>2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
<b>1.2</b>	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

## -2017-

<b>1.3</b>	Reconfigure space and facilities	Director and lead staff	2016 and 2017	New co-located desk is complete; next phases and schedule to be determined.
<b>2.2</b>	Implement additional elements of tech savvy environment plan	Management team	2016 and 2017	Enhancement of tech environment of the Library for both patrons and staff
<b>3.3</b>	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations (school, government, social service agencies, arts organizations, etc.)
<b>3.3</b>	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	2016-2017	Retreat being planned for January 2017 between public library and district staff
<b>2.1</b>	Begin first phase of implementing the staffing plan (projected 3 year process)	Management team	January 1, 2017	Significant change in staffing patterns and use. Direction for future changes.
<b>1.2</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
<b>2.2</b>	Develop and determine future staffing needs addressing the changing nature of work and evolving service model, to be used to direct future hiring and professional development activities	Management team	2017 and then annual review thereafter	Written report or guidelines to be used to direct future HR directions. Review by the Board by October, 2017.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Search Firm</b>	
OWNER: <b>Library Board of Trustees</b>	PRESENTER: <b>Board Chair</b>
REQUESTED AGENDA TYPE (A, I, D):  <b>D &amp; A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Library Board members will make a decision to enter contract negotiations with one of four firms interviewed March 6-8, 2017	
BACKGROUND/CONTEXT:  Four search firms interviewed with cost proposals:  Cincinnati: \$20,400-23,550 plus expenses John Keister & Associates, LLC \$19,800 or optional \$18,300 Library Strategies: \$22,000 Springstead/Waters \$19,500 with expenses not to exceed \$2350  <ul style="list-style-type: none"> <li>per our RFP process, the firms have an opportunity to provide a revised proposal before our meeting Tuesday night.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:



BUILDING THRIVING, RESILIENT ORGANIZATIONS

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**PRICE PROPOSAL FOR**  
**STILLWATER PUBLIC LIBRARY BOARD**  
**LIBRARY DIRECTOR**

**FEBRUARY 20, 2017**

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Submitted by:

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The following outlines the Cincinnatus Price Proposal to accompany our prior proposal for executive search services to the Stillwater Public Library Board. In that prior proposal we stated the following:

“Cincinnatus has a different fee structure from most other firms that will be submitting proposals. While other firms determine their fee based on a flat rate or percentage of first year compensation for the hired executive, we price our services based solely on the work we do. Therefore, should Cincinnatus advance in the evaluation process, our pricing model will have a cost attached to each of the search phases. We structure our fees this way in the event the client wishes to handle a certain part of the search on their own given budget constraints.”

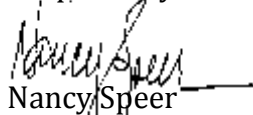
Therefore, you will notice a range for services, which is tied to the number of interviews. Furthermore, we invoice our clients at the beginning of the month for work completed in the prior month. We do not require a retainer to begin our work on any search. If clients wish to “prepay” costs up front, that is entirely their choice. Bearing all of this in mind, our fee structure is as follows:


Phase 1 – Design of the Search Process	\$2,500
Phase 2 – Announcement	\$800, plus expenses*
Phase 3 – Recruitment	\$8,000
Phase 4 – Screening Interviews (8-10 interviews)	\$5,600 - \$7,000
Phase 5 – Finalist Interviews (3-5 interviews)	\$1,500 - \$2,500
Phase 6 – Decision and Reference Checking (1-2 finalists)	\$1,000 - \$1,750
Phase 7 – Offer, Negotiation, and Background Checking	\$1,000, plus expenses*
<b>Total Fee Range:</b>	<b>\$20,400 - \$23,550, plus expenses*</b>

\*Expenses typically include posting fees and background checking fees, and are simply a pass through expense to the client.

We look forward to meeting representatives of the Library Board on March 6 to discuss both our Technical Proposal and this Price Proposal. Should you require any information from us prior to that time, please do not hesitate to get in touch.

Respectfully submitted

  
Nancy Speer  
Cincinnatus Principal

  
Brad Ballinger  
Cincinnatus Principal



**EXHIBIT "A"**  
**PROPOSAL FORM**

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY  
DIRECTOR EXECUTIVE SEARCH SERVICES**

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this proposal. By submitting this proposal, I hereby represent that the firm identified below has thoroughly examined the Request for Proposals, is familiar with the Scope of Services, and is fully qualified to perform the services described to achieve the Library Board's objectives in a professional manner.

Name of Firm John Keister & Associates LLC

Address 374 Marseilles Street

City/State/Zip Vernon Hills IL 60061-4151

Signature John Keister

Name (Print) John Keister

Title Partner

Telephone Number 847-955-0541

Fax Number \_\_\_\_\_

E-Mail Address john@johnkeister.com

# John Keister & Associates

## Executive Search for Library Directors

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374 E. Marseilles Street  
Vernon Hills, IL 60061

Phone: (847) 955-0541  
john@johnkeister.com  
www.johnkeister.com

### PRICE PROPOSAL FOR EXECUTIVE SEARCH SERVICES

Our fee for search services is \$19,800. Part of this fee (\$6,600) will be payable upfront, to help us defray our search expenses and to initiate the search. A second payment of \$6,600 will be due upon your acceptance of a slate of candidates. The balance of the fee will be billable upon selection of the new library director.

Our professional fee includes:

- Design, development and hosting of a website for the director search
- All consultant expenses, including travel, for three meetings at the library: our initial information-gathering session, a meeting to present candidate profiles, and facilitation during the final interviews
- Unlimited "virtual" access via Skype or audio calls at other meetings, as needed
- All advertising costs

Not included in our fee are costs incurred by candidates who are asked to interview in-person with the library.

#### OPTIONAL FEE PLAN:

We respect that many libraries are particularly mindful of flat or falling budgets due to economic conditions that have impacted their revenues in recent years. As an alternative to our normal fee and proposal, we offer a reduced fee plan whereby we lower the total fee by \$1,500. With this plan, we would conduct our candidate profile discussion via Skype or conference call rather than in person. Our fee for search services under this plan is \$18,300 total, payable in three installments at times as outlined above. This fee includes:

- Design, development and hosting of a website for the director search
- All consultant expenses, including travel, for *two* meetings at the library: our initial information-gathering session and facilitation during the final interviews
- Unlimited "virtual" access via Skype or audio calls at other meetings, including candidate profile discussion and other times as needed
- All advertising costs

Not included in our fee are costs incurred by candidates who are asked to interview in-person with the library.

We thank you for your interest in John Keister & Associates. Please contact us if you have any questions. We look forward to working with you.

**John Keister & Associates LLC**



**John W. Keister**  
Partner

JKA

PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR  
LIBRARY DIRECTOR EXECUTIVE SEARCH SERVICES**

Total Cost of Activities as described in Project Understanding portion of proposal (response to Section 3.0 Scope of Services). All costs related to travel, supplies, etc., are to be included.

Total Price Not-To-Exceed Cost for Executive Search for  
Replacement for Library  
Director:

\$ 19,800 or optional \$18,300 as described on page 1

**Alternate price proposals for Additional Services:**

Total Price Not-To-Exceed Cost for Candidates' Special

\$ \_\_\_\_\_

Assessment Process:

Total Price Not-To-Exceed Cost for Personnel Leadership  
"Type" Testing for Final Interview  
Candidates:

\$ \_\_\_\_\_

List other costs (If Applicable):

Description _____	\$ _____
Description _____	\$ _____
Description _____	\$ _____
Description _____	\$ _____

**TOTAL PROPOSED COST FOR THIS PROJECT:**

\$19,800 or \$18,300  
as an option

Payment is expected to be process as follows: 25% upfront, 25% after interviews are held and 50% after the project is completed.

# **EXHIBIT "A"**

## **PROPOSAL FORM**

### **STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY DIRECTOR EXECUTIVE SEARCH SERVICES**

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this proposal. By submitting this proposal, I hereby represent that the firm identified below has thoroughly examined the Request for Proposals, is familiar with the Scope of Services, and is fully qualified to perform the services described to achieve the Library Board's objectives in a professional manner.

Name of Firm  
Address:  
City/State/Zip

**Library Strategies  
1080 Montreal Avenue  
Saint Paul, MN 55116**

Signature

  
\_\_\_\_\_

Name (Print)

**Sue Hall**

Title

**Library Strategies Director**

Telephone Number

**651/287-0060**

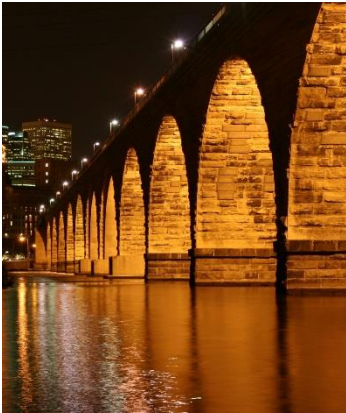
Fax Number

**651/222-1988**

E-Mail Address

**sue@thefriends.org**





## Price Proposal

**Stillwater Public Library Board**

Price Proposal to Provide Executive Search Services

February 8, 2017

### **Springsted | Waters**

380 Jackson Street, Suite 300  
Saint Paul, Minnesota 55101-2887  
[www.waters-company.com](http://www.waters-company.com)

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Sharon Klumpp, Senior Vice President  
[sklumpp@springsted.com](mailto:sklumpp@springsted.com)  
651-223-3053

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Chuck Anderson, Senior Vice President  
[canderson@springsted.com](mailto:canderson@springsted.com)  
817-965-3911

**Stillwater Public Library Board  
Price Proposal to Provide  
Executive Search Services**

**Price Proposal**

The professional fee to conduct the first recruitment in 2017 is provided below and includes the cost of professional services by the Recruitment Project Team Leader and project support staff. The not-to-exceed cost of project-related expenses such as advertising, printing and shipping, candidate background and academic verification checks and travel expenses for on-site visits is also provided. Travel expenses incurred by candidates for on-site interviews with the City are not the responsibility of S|W and are handled directly by the client organization.

The professional fee will be billed in four installments: 25% of the fee will be billed at the beginning of the recruitment; 25% when semi-finalist candidates are presented; 25% when interviews are completed; and 25% upon acceptance of an offer by the candidate. Please note that this schedule is different from what is requested by the Library. A substantial amount of our work has already been completed by the time interviews are conducted and we hope the Library is amenable to adding a fourth installment payment. If this is not acceptable, we are certainly willing to arrive at a mutually satisfactory schedule of payments.

All questions regarding the professional fees and project-related expenses should be directed to Sharon Klumpp at [sklumpp@springsted.com](mailto:sklumpp@springsted.com), 651-223-3053 or Chuck Anderson at [canderson@springsted.com](mailto:canderson@springsted.com), 817-965-3911.

PHASE	DESCRIPTION OF PROFESSIONAL SERVICES	FEES
Phase I	Task 1 – Candidate Profile Development/Advertising/Marketing (includes one day on site by Recruitment Project Team Leader) Task 2 – Identify Quality Candidates	
Phase II	Task 3 – Screening of Applications and Submission of Recommended Semi-Finalists to Client (includes one day on site by the Recruitment Project Team Leader) Task 4 – Reference Checks, Background Checks and Academic Verifications	
Phase III	Task 5 – Final Process/On-Site Interviews with Finalists (includes two days on site by Recruitment Project Team Leader)	
Conclusion	Acceptance of offer by candidate	
<b>PROFESSIONAL FEE</b>		<b>\$19,500</b>
<b>NOT-TO-EXCEED PROJECT RELATED EXPENSES</b>		<b>\$ 2,350</b>

OPTIONAL SERVICES FOR CONSIDERATION	FEES
We believe that our standard services will satisfy the Library Board’s desire to assess written, speaking, and interpersonal skills as well as candidates’ decision-making skills and abilities. However, if additional services are needed to satisfy this requirement, we are quoting \$220 per hour, not to exceed 7 hours, to provide mutually agreed upon expanded services.	<b>\$1,540</b>

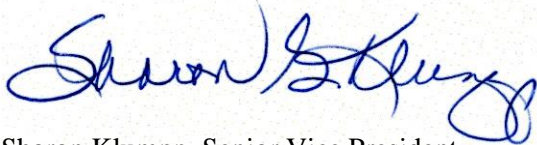
<p>We will provide a Personal Leadership/Management Assessment for candidates prior to the final interviews. The results of these assessments will be used to develop probing questions to ensure discussion on the competencies, values and behaviors that are important to the Board.</p>	<p><b>\$500</b></p>
<p>Additional work related to the search process and as specifically requested by the Library Board that is outside of the scope of this project (i.e. additional onsite meetings) is additional. The fixed professional fee for this recruitment anticipates no more than three onsite consulting days with one consultant. However, we would be pleased to provide additional onsite consulting visits for our standard daily rate of \$220/hour plus expenses.</p>	<p><b>\$220</b> per hour plus expenses</p>

### Triple Guarantee

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Our Triple Guarantee is defined as: (1) A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to make a selection from the initial group of finalists, W&C will work to identify a supplemental group until you find a candidate to hire. (2) Your executive recruitment is guaranteed for 24 months against termination or resignation. The replacement recruitment will be repeated with no additional professional fee, but only for project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws. (3) W&C will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

Respectfully submitted,



Sharon Klumpp, Senior Vice President

*Consultant*

651-223-3053

[sklumpp@springsted.com](mailto:sklumpp@springsted.com)



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Holiday open costs</b>	
OWNER: <b>Director</b>	PRESENTER: <b>Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: On the request of the Board an cost estimate has been prepared to maintain open hours during two designated holidays in 2018 ) Dr. Martin Luther King & Presidents Day), This estimate is based on 2017 adopted salary schedule and is for discussion oly.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Interview/Nominating Committee</b>	
OWNER: <b>Director</b>	PRESENTER: <b>Director</b>
REQUESTED AGENDA TYPE (A, I, D):  <b>A.</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Library Board members willing to serve on this committee will be approved by an action vote.	
BACKGROUND/CONTEXT: The City of Stillwater is accepting applications for an opening on the Stillwater Public Library Board of Trustees. If interested citizens are asked to submit an application, resume and letter of interest to the City of Stillwater by April 3, 2017 at 4:30 PM. This committee will start interviewing candidates as soon as possible to fill this position.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

Interim Library Director Report: March, 2017

**Current Issues:** Spring has a way of bringing out the community in a variety of events which will include staff from the Stillwater Library:

- Saturday, March 25<sup>th</sup> the Greater Stillwater Chamber Community Showcase plans to attract 3,000 locals from the East Metro and St. Croix Valley area. Staff from Stillwater and Bayport will have a booth providing information about library services and programs. 10 AM- 4PM
- Saturday, April 22<sup>nd</sup> S.E.E.D. and Sustainable Stillwater, MN will sponsor the second annual Earth Day celebration. It will be a day where families, community members and business owners from the area will promote and learn about ways to reduce our impact on the Earth's resources. The library will be present to display library resources and promote services and programs. 10 AM -2 PM
- Thursday, March 30<sup>th</sup> the artist Nyberg will talk at a reception at the library featuring his exhibition of Avian in acrylic from 6-8Pm.
- Mike Polehna, Stillwater City Council worked with library staff to set up an interview between KSTP and Jean DeCurtis, 98 yr. old patron who is the last man left from the A and D Company from Stillwater that formed after WW2. Melvin Kriesel (brother of retired city administrator, Nile) accompanied Jean during the interview with KSTP news. Bill Lunn also helped to discuss Jean's memories of WW2 as they honored fellow veterans. This interview will be aired on Sunday, March 12<sup>th</sup> at 10:00 PM on Channel 5.

**Staff and Personnel:** Carol Loncar, Human Resource Project Manager from Flaherty & Hood completed the last two interviews with Library staff on Tuesday evening. The final report on the compensation along with the library audit is due to the city on March 22<sup>nd</sup>. The April Board packet will include the results of this study.

A rough estimate of the cost for open hours on two holidays will be determined and presented at the Board meeting.

**Community and Professional Relationships:** The March all staff library meeting will feature Meghan Coleman from Metro State to discuss services to seniors.

**State Annual Report:** This report is currently in draft form and due to a variety of sources required for completion it will be on the April agenda. This is a complicated process due to the deadline of the report vs the timing of the city audit.

**Welcoming:** A Sincere thank you for such a warm welcome to the Library. I have been able to have one on one discussions with many of you and I will continue my meetings with city staff, Friends of the Library, Library Foundation members and Washington County staff. It is a great privilege to be part of a library that does so much good within the community.

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING

November 30, 2016

(Corrected- Jan., 2017)

MEMBERS PRESENT: Lynne Bertalmio, Steve Brady, Keri Goeltl, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Mary Ann Sandeen, **Kathy Thueson**, Ann Wolff

Guest - Doug Blanke

WELCOME: Prior to the start of the meeting, attendees enjoyed a variety of delicious treats. President Ann Wolff called the meeting to order at 7:45 a.m.

Guest, Doug Blanke was welcomed and board members introduced themselves.

Board appreciation and thanks were shared with outgoing board members Steve Brady, Jane Dickinson, and Brent Voight.

SECRETARY'S REPORT: The minutes for the October board meeting were approved as written.

FINANCE COMMITTEE & TREASURER'S REPORT: Andy presented the November financial committee details:

- PayPal is functioning at this point, thanks to Keri and Dan Gustafson
- 2017 Budget – Andy explained the projected budget for the upcoming year. Mary made a motion to adopt the “2017 Calendar Year Budget by Program”, Fred seconded the motion, and the motion was unanimously approved.
- Financial Reserve Fund – Andy presented the following motion regarding the fund, “The Finance Committee requests that the Board approve an investment of up to \$5,000 in a Reserve Fund for SPLF. The final amount and date of the check to be determined at the December 20, 2016 meeting of the Finance Committee.” Following a second to the motion by Mary, the motion passed unanimously. (The assurance was made that the finance committee would take into consideration maintaining an adequate amount of funds for upcoming grant requests.)
- CPA, David Brown, is being recommended to complete the 2016 SPLF taxes. He estimates that the job will require 4-10 hours and cost less than \$1,000. Sandy made a motion to hire David, Mary Ann seconded it, and it was unanimously adopted.
- Endowment Fund – \$25,000 was invested in the fund in June, 2017. As of the end of September, 2016, this amount had earned an income of approximately \$374.
- Grants – Keri introduced a letter that will be sent to grant applicants upon the approval of a grant request. She also explained new documentation that will be used internally to track grant requests, their use, approval, review, and evaluation.
- Approval for a \$100 grant for DR Palmer Mysteries was requested by Lynne Bertalmio. This grant request was unanimously approved.
- Mary inquired about follow-up on responses given by Stillwater Public Library grant recipients in grant applications. It was explained that these responses are tracked and periodically reported to the Board.

GRANT PROPOSALS: Lynne introduced four grant requests for the Board's consideration:

- Easy and Juvenile Fiction Collection - Collection Support – \$ 962.00
- Large Print Books - Collection Support – 3,000.00
- Newspaper Support Grant – Collection Support - 2,610.00
- Youth Services Programming – Program Support - 2,912.00
- Total Grant Funding Requested - \$9,484.00

Andy's motion to approve these grants was seconded. In discussion regarding the newspaper grant, Lynne clarified that newspapers are a basic library service and this funding request was recognizing the need to meet the increasing cost of newspaper subscriptions. The motion was unanimously approved.

DIRECT MAIL APPEAL & GIVE TO THE MAX: Ann indicated that there will be a follow-up letter sent to our donors who have not donated in 2016. We will have a better understanding of the contributions in January, 2017.

STYLE SPEAKS VOLUMES: Sandy reported that the event was very successful. The attendance was down a bit from previous years, but we had increased the price this year. One feature that both the models and attendees enjoyed was that the models/authors shared their books as they circulated throughout the room.

Fred has a questionnaire that he will ask the models/authors to complete.

One consideration for the future might be to have the event on a Saturday/Sunday, another suggestion would be to pair with Enchante'.

BEER FOR BOOKS: Fred suggested that we might revisit this event since the Lift Bridge Brewery uses the SPL meeting rooms and it would be advantageous to retain the community connection. Fred will look into a date for 2017.

COMMITTEE WORK PRIOR TO NEXT MEETING (Jan. 25, 2017):

- Development & Marketing – Marketing Plan & Ongoing
  - Sponsorships & Donations for Destination Library
- "Destination Library" - this event is under the direction of amazing, qualified organizers
  - Ann Bellows, Nancy Martin, and Marty Gerkey. This committee will meet with us in February/March.
- Board Recruitment – Ann, Fred, and Keri will meet with Eric and Lucinda White and Sarah Quickel.

FRIENDS OF THE STILLWATER PUBLIC LIBRARY: Mary Ann announced that the Friends group had raised \$2,966.47 at their November book sale. The group's next meeting will be in January.

The meeting was adjourned at 9:03 a.m.

Respectfully submitted,  
Jean Morse, Secretary

REPORTS sent to board members by e-mail for the November, 2016 meeting:

<u>Date</u>	<u>Sender</u>	<u>Title</u>
11/6	Mary Ann	Friends of Stillwater Public Library Meeting Notice
11/7	Ann	SPLF Updates – New Board Members Direct Mail, Style Speaks Volumes
11/13	Mary Ann	Friends Meeting Agenda
11/15	Jean	Minutes for the 10/16 SPLF Board Meeting Corrected Board Minutes 9/16
11/20	Ann	New Board Member Update
11/25	Ann	“Daily Good” Excerpt re: Libraries Agenda for Nov. Board Meeting
11/28	Keri	Financial Reports: Balance Sheet Oct. 31, ‘16 Profit & Loss Budget vs. Actual Jan.- Sept 2016 Profit & Loss YTD Comparison, Oct.. ‘16 Profit & Loss Previous Year Comparison, Jan. - Oct. ‘16 2017 Calendar Year Budget by Program
11/29	Keri	List of 2016 Awards & Grants Nov. Grant Requests Letter for Donor Awards

MEETING HAND-OUT

Historical Comparison by (Donation) Appeal by Month by Year - 2012-2016

## STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING

January 25, 2017

**MEMBERS PRESENT:** Lynne Bertalmio, Doug Blanke, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Kathy Thueson, Eric White, Ann Wolff - Keri Goeltl,

**WELCOME:** President Ann Wolff called the meeting to order at 7:40 a.m. She welcomed new board members, Doug Blanke and Eric White. She then invited members to introduce themselves and speak to the comment, "Money Talks versus Money Speaks."

Ann announced that Mary Ann Sandeen was retiring from her participation on the Foundation Board. She will continue leadership involvement with the Friends of the Stillwater Public Library. Brochures for the Friends group were distributed.

Thank-you cards were circulated for members to sign for Steve Brady and Mary Ann Sandeen.

**ELECTION OF 2017 OFFICERS:** Ann presented the following slate of officers for the upcoming year:

President – Fred Rengel  
Vice President – Doug Blanke  
Secretary – JeanMorse  
Treasurer – Dustin Moeller

Ann's motion to elect these officers was seconded by Merilee. These officers were elected with unanimously.

Newly elected President, Fred Rengel, continued conducting the meeting following his election.

**SECRETARY'S REPORT:** The minutes for the November board meeting were unanimously approved as corrected.

**FINANCE COMMITTEE & TREASURER'S REPORT:** Andy presented the January financial committee report:

- Dave Brown, CPA, has been hired to complete the Foundation's 2016 taxes.
- The current monthly Financial Reports were thoroughly explained: Balance Sheet (including the Reserve Savings Account), Profit & Loss Budget vs. Actual, Profit & Loss Previous Year Comparison, Profit & Loss YTD Comparison, and the 2016 Profit & Loss Budget vs. Actual Report.
- A report on the "Historical Comparison by Appeal by Year" for 2012-2016 was examined.

A motion of thanks to Keri and Andy for the work they have done for the Foundation finances as well as a motion to approve the January Finance Committee report was made by Mary, seconded by Doug and passed unanimously.

**REQUESTS FROM KERI:** Following the Stillwater Board of Trustees' December decision to have the library open on Sundays during the school year in 2017, it was necessary to approve

the Foundation's financial commitment to fund one-half of the cost of this provision. Keri suggested that for accounting purposes, it would be cleaner if the SPLF paid for the first seventeen Sundays and the Library pay for the second seventeen Sundays. Andy made a motion for the Foundation to follow this recommendation, Sandy seconded it, and the motion was unanimously approved. Keri will e-mail a "grant request" from the Board of Trustees to the SPLF to secure the Foundation funding.

Keri also reviewed the following reports:

- 2015 & 2016 Grants with Funds Remaining in 2016
- 2016 Awards & Grants as of December 2016
- 2017 Awards & Grants 2017

COMMITTEES & ROSTER: The SPLF Board Roster was circulated so that members could update it and the new members could contribute their information. Board members were asked to consider the committee(s) on which they would be interested to serve. The Conflict of Interest form was explained and members were asked to sign and return it.

EVENTS COMMITTEE: Kathy Thueson will be the chair of this committee for 2017.

Beer for Books: Kathy reported that we will continue to work on having this event this year.

Light a Spark: Committee members Kathy, Fred, and Merilee have started to work on this event.

Destination Library: Kathy will attend the committee meetings for this September, 2017 event.

Style Speaks Volumes: Sandy reported that the decision has been made to change its days to Friday and Saturday (Nov. 10 & 11, 2017).

DEVELOPMENT & MARKETING: Members of this committee are currently Ann and Nick. Nick will focus on marketing. Ann plans to strengthen donor connections by having conversations with them during the year. The question was raised as to whether the Foundation should become more involved with the Stillwater Chamber of Commerce.

HEARING LOOPS: Jean gave a brief review of the hearing loops project and said that Jane Dickinson and she were exploring additional sources of funding to match the funds contributed for this project by the Huelsmann Foundation.

OTHER: On behalf of the SPL Trustees, Mary reported on the success of the search for an interim director : Melissa Brechon will be serving in this capacity beginning on Feb. 1 so that her tenure overlaps with both Lynne and Carolyn. Mary also said that the selection of a consulting firm to assist in the search for the director is in process.

We will have a card to sign to express our thanks to Carolyn at the next meeting.

The Stillwater City Council will acknowledge Lynne for her service on February 7 or 21. We will be notified of the selected date. All SPLF board members are invited to attend this council meeting.



Prior to adjournment, Fred urged board members to continue to build on our 2015-2016 foundation in the future.

The meeting was adjourned at 9:05 a.m.

Respectfully submitted,  
Jean Morse, Secretary

REPORTS sent to board members by e-mail for the January, 2017 meeting:

<b>Date</b>	<b>Sender</b>	<b>Title</b>
<b>1/1/17</b>	Mary Ann	Friends Announcement 1/2017
<b>1/16</b>	Jean	Minutes for the 11/16 SPLF Meeting
<b>1/23</b>	Ann	2016 Roster, 2017 Jan. Exec. Committee Report, 20-17-25 Board Agenda, Conflict of Interest
<b>1/24</b>	Ann	Interim Director
<b>1/24</b>	Keri	Dec. Financials: Balance Sheet, P&L Budget vs. Actual, P&L Previous Year Comparison, P&L- YTD 2016, P& L Actual (Spreadsheet), Donations Summary, Jan.,2017 Grant Requests & Awards
<b>1/25</b>	Ann	Friends (from Mary Ann)

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Brechon	3/8/2017: In Progress
30	12/9/2015	Prioritize Facility Repairs/Work	Facilities should catalog a list of repairs needed and prioritize the work, including the leak in Bertalmio's office and the ceiling cracks throughout the building. List should be provided to board by the Spring of 2016.	Facilities Committee	3/9/17: In Progress The Facilities Committee will meet with Marvin this spring to assess the state of the facility to prepare for the 2017-2022 Capital Plan.
52	3/8/2016	Partnerships & Outreach	Provide board with a plan for what would be realistic for the library to do in outreach over the next year.	Brechon	11/28/16: In progress Management Team is working on training needs, staffing pattern, and outreach goals.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area.	Brechon	12/10/16: In Progress WCL has purchased Civic Technologies software that can be mounted on the ILS system to report on demographics for outreach and marketing. WCL is scheduled to receive reports early in 2017. Reports for Stillwater will follow. Board would like an update on when they could receive a copy of this report.
61	5/10/2016	Building Name Rights Task Force	After naming rights plan is received from staff, convene a small task force of Board, staff members and an SPLF board member to review plan and determine donor approach.	Brechon	3/9/16: In Progress Brechon will investigate.
64	5/10/2016	Teen Area	Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined.	Brechon Staff Facilities Committee	3/8/17: In Progress Met with MSR on 3/8/17 regarding project.
70	8/9/2016	Supplemental Funds	The Finance Committee will work on a process for how to manage any new endowment-type gifts received by the library and will bring proposed process to the Governance Committee.	Finance Committee	
76	8/9/2016	WCL Relations	Board asked Bertalmio to help drive relationship-building with WCL and reach out to WCL regarding a meeting with Bertalmio/McCarty.	Brechon	3/9/17: In Progress Brechon will follow-up with McCarty.
80	9/13/2016	City Council Relations	Ask McCarty to formally place library on agenda on a quarterly or monthly basis. Library Director and a Board Member will attend meeting and provide brief update.	Brechon	3/9/17: In Progress The Council was not united in how they wish to receive communications..
96	1/10/2017	Hiring of Search Firm	Complete the RFP document, to obtain review from the City Administrator and City Attorney, and to post and distribute the RFP publicly.	Executive Committee	3/9/16: In Progress RFP out, proposals received. Interviews conducted. Board to vote on 3/14/16 to select firm
98	1/10/2017	Building Reconfiguration - Phase 2	Plans and timelines for phase 2 need to be determined.	Facilities Committee	3/9/17: In Progress Finance and Facilities to review funds on 3/13.
99	1/10/2017	Building Reconfiguration - Phase 3	Plans and timelines for phase 3 need to be determined.	Facilities Committee	3/9/17: In Progress Finance and Facilities to review funds on 3/13.
101	1/10/2017	Class Compensation Study	Review class compensation information as available and determine next steps.	HR Committee	3/9/16: In Progress Flaherty Hood will report back on their review of the library on March 22, 2017.
<b>TICKLER ITEMS</b>					
ID	Board Meeting	Task	Description	Responsible	Status
TICKLER	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: The City of Stillwater lists this project in its capital project budget for 2017.No known date for paver replacement; Communicate to neighbors when date is known.
TICKLER	10/9/2018	Board Officers Nominating Committee	In October/November 2018, Board should appoint a nominating committee for officers on the Board for a two-year term beginning in 2019.	Board	TICKLER

# Stillwater Public Library 2017 Calendar

<p><b>January</b>  <b>9:</b> Friends Meeting, 6:30 pm  <b>10:</b> SPL Board Meeting, 7:00 pm  <b>25:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Begin Development of 5-Year Capital Forecast (2018-2022)</li> <li>• Board passes ratification of wages prepared by Director</li> </ul>	<p><b>February</b>  <b>13:</b> Friends Meeting, 6:30 pm  <b>14:</b> SPL Board Meeting, 7:00 pm  <b>22:</b> SPLF Board Meeting, 7:30 am</p>	<p><b>March</b>  <b>13:</b> Friends Meeting, 6:30 pm  <b>14:</b> SPL Board Meeting, 7:00 pm  <b>22:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Presentation at Stillwater Township's annual meeting</li> <li>• Grant proposals to Foundation</li> </ul>
<p><b>April</b>  <b>1:</b> Annual Report to State Due  <b>9-15:</b> National Library Week  <b>10:</b> Friends Meeting, 6:30 pm  <b>11:</b> SPL Board Meeting, 7:00 pm  <b>12-15:</b> Spring Used Book Sale  <b>26:</b> SPLF Annual Bd Meeting &amp; Gratitude Breakfast, 7:30 am</p> <ul style="list-style-type: none"> <li>• Big Read/Valley Reads w/ArtReach</li> <li>• Usual month for Club Book (MELSA)</li> </ul>	<p><b>May</b>  <b>8:</b> Friends Meeting, 6:30 pm  <b>9:</b> SPL Board Meeting, 7:00 pm  <b>24:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Begin budget request preparation</li> </ul>	<p><b>June</b>  <b>12:</b> Friends Meeting, 6:30 pm  <b>13:</b> SPL Board Meeting, 7:00 pm  <b>28:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Preliminary board budget discussion</li> </ul>
<p><b>July</b>  <b>4:</b> Light A Spark, 7:00 pm  <b>11:</b> SPL Board Meeting, 7:00 pm  <b>26:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Board adopts budget request</li> </ul>	<p><b>August</b>  <b>8:</b> SPL Board Meeting, 7:00 pm  <b>23:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>☐ City Council budget hearing</li> <li>☐ Grant proposals to Foundation</li> </ul>	<p><b>September</b>  <b>11:</b> Friends Meeting, 6:30 pm  <b>12:</b> SPL Board Meeting, 7:00 pm  <b>22:</b> Destination Library, Evening  <b>27:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>☐ Levy adopted</li> <li>☐ Assist Foundation with Huelsmann grant application if requested, application due</li> </ul>
<p><b>October</b>  <b>9:</b> Friends Meeting, 6:30 pm  <b>10:</b> SPL Board Meeting, 7:00 pm  <b>25:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Examine ending dates for Board Members, place on Board agenda</li> <li>• Usual month for Club Book (MELSA)</li> <li>• Adopt Holidays for succeeding year</li> </ul>	<p><b>November</b>  <b>10-11:</b> Style Speaks Volumes, 11:00 am, Reve Bistro  <b>13:</b> Friends Meeting, 6:30 pm  <b>14:</b> SPL Board Meeting, 7:00 pm  <b>22:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>☐ Union signifies desire to negotiate if communication has not been received earlier</li> <li>☐ Grant proposals to Foundation</li> </ul>	<p><b>December</b>  <b>12:</b> SPL Board Meeting, 7:00 pm  <b>27:</b> SPLF Board Meeting, 7:30 am  <b>31:</b> SPL Board Terms End  <b>31:</b> WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> <li>☐ Succeeding year budget adopted by Council</li> <li>☐ Set staff meeting schedule for succeeding year</li> <li>☐ Negotiate new union contract before December 31 if needed</li> <li>☐ Staff personnel evaluations</li> </ul>