

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, October 10, 2017
7:00 PM
Margaret Rivers A**

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the September 12, 2017 Minutes +
 - b. Acknowledgement of Bills Paid in September 2017 (09/05/17: \$30,772.41, 09/19/17: \$12,106.61) +
 - c. August Budget Status Report +

Old Business

5. Events/Neighbors Task Force Meeting Report D
6. Kilty Fund Update/Library Supplemental Funds Report A+
7. 2018 Operating Budget A+
8. 2018 CIP Budget A+
9. Classification and Compensation Appeal I

New Business

10. Preparing for Director's Six-Month Performance Evaluation A+
11. Director and Other Staff reports +
12. Foundation Report +
13. Board Committee Reports

a. Executive	d. Human resources
b. Facilities	e. WCL Task Force
c. Finance	
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, October 9, 2017.

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

Attachments: 2017 Calendar

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 12, 2017
Minutes**

PRESENT: Carlsen, Hansen, Keliher, Lunn (Arrived at 7:37 pm during Agenda Item 7), Menikheim, Richie, Stark

ABSENT: Hemer, Bell

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:00 pm by Keliher, President

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Board requested the following changes to the August minutes:

- Agenda Item 8: Change year from 2017 to 2018 for the motion in the 3rd paragraph: “Motion made to approve special exception to hold event until 12:00 midnight on Sunday, May 27, 2018 with music inside by 10:00 pm with two conditions.”
- Agenda Item 9: Replace “It was noted that” with “Keliher noted that it is his understanding that” at the beginning of the 5th paragraph to clarify that it is Keliher’s understanding of the auditor’s commentary.

Menikheim expressed interested in the meeting with the auditor as mentioned under Agenda Item 9. Stark explained that the auditor was unavailable to attend a board meeting in September but may be available for a future meeting.

Motion to adopt consent calendar with revisions to August minutes. MSP.

AGENDA ITEM 5: Kilty Fund

Keliher reviewed the history of the Kilty Fund and discussed City Attorney Magnuson’s direction that the gift needs to be directly held by City of Stillwater. The City’s finance department is setting up a separate account to track the income and expenditures.

At the October board meeting, the trustees will receive the “Library Supplemental Funds: 2017 Gifts & Grants Received Through 9/30/2017” report to review and accept the placement of the gift.

AGENDA ITEM 6: 2018 City Budget Process Update

Troendle reported that the Council approved the budget presented by City Administrator McCarty at the council meeting on August 15, 2017. The levy for the library increased 4%/\$55,392 from 2017 to 2018.

*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.*

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 12, 2017
Minutes**

The library received \$90,000 in capital for 2018. The library will submit a revised budget to the city by October 15.

AGENDA ITEM 7: Events/Neighbors Task Force Meeting Report

Keliher reported on the events task force meeting with neighbors on August 17, 2017. Notes from the meeting were included in the September Board Packet. The task force will continue to meet and provide recommendations on changes that could be made to address neighbor concerns.

Menikheim requested that Sandy Ellis, the venue coordinator, be invited to the next event task force meeting.

AGENDA ITEM 8: Classification and Compensation Appeal

At the July meeting, the Library Board approved the process of the staff appeal of the classification and compensation study results contingent on the costs of the Flaherty & Hood review. The appeal process was modeled after the city appeal process. The costs for the appeal process will be incurred by the Library but was not a foreseen or budgeted expense.

Flaherty & Hood has provided estimates on the review process. The cost is estimated at \$1,750-\$2,000 if Carol Loncar, Human Resources Analyst with Flaherty & Hood, reviews written appeals but does not participate in each meeting with employees. The cost is estimated at \$3,250 - \$3,500 if Ms. Loncar reviews written appeals and participates in each meeting with employees. Director Troendle spoke with Donna Robole, City HR Director, regarding the process. Robole suggested that basing the review on written appeals with no employee meeting participation would be adequate. Director Troendle recommended using this option.

Motion made by Richie: Approve the \$1,750 - \$2,000 expenditure for the review of written appeals by Flaherty & Hood without their participation in meetings with employees. The director will determine the source of funds for this expenditure. Yes – Carlsen, Keliher, Lunn, Menikheim, Richie, Stark. No – None. Abstain – Hansen.

AGENDA ITEM 9: Proposed 2018 Holidays

The library board needs to adopt an official calendar of holidays for 2018. In preparation for this discussion, a list of proposed closed holidays based on the 2016-2017 union contract was included in the September Board Packet.

Richie asked if the proposed holidays are aligned with Washington County holidays. Board also discussed opening/closing on other federal holidays, such as Martin Luther King Jr. Day. Troendle noted that other libraries have used federal holidays as training days for staff.

Board requested cost information for opening on a federal holiday or budgetary savings from closing on an unpaid holiday.

AGENDA ITEM 10: Director and Other Staff Reports

Director Troendle reported on his first week at the library.

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.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 12, 2017
Minutes**

AGENDA ITEM 11: Foundation Report

Richie highlighted the Foundation minutes included in the September Board Packet. Richie encouraged the Board to attend Destination Library on September 22, 2017. She also reported that Style Speaks Volumes IV is scheduled for November 10 and 11, 2017. Richie noted that Beer for Books, featuring trustee Craig Hansen and his band, occurred on August 22, 2017.

AGENDA ITEM 12: Board Committee Reports

- **Executive Committee:**

Keliher reported that there will be a trustee vacancy at the end of the year as Kathy Stark completes her third three-year term. The Executive Committee asked the Director to work with the city to get this opening posted as soon as possible.

Board discussed different options for members of the nominating committee. They discussed using an appointed or voted committee of volunteers or using members of the HR committee or other standing committee. Troendle noted that his past experience has been a nominating committee. Menikheim noted that city commissions using the commission chair and city council liaison for interviews.

The Board also discussed possibilities for posting the opening to encourage applications.

Keliher reported that that he and Bell attended a staff meeting on August 22 to provide updates on director transition, address questions, and talk with staff. Key discussion topics were board/staff communication and relationship with WCL. Menikheim discussed following up with McCarty on status of talks with WCL.

- **Facilities:** Carlsen reported that work on the Teen Room is progressing, including new furniture, carpeting, and other accessories. Facilities plans to meet before next board meeting.
- **Finance:** A Finance Committee update is included in the September Board Packet.
- **Human Resources:** None
- **Communications/Outreach Committee:** None
- **WCL Relationship Task Force:** None

AGENDA ITEM 12: Public Commentary and Communications

The Trustees received a letter from Beth Sorenson, who was a candidate for the library director position, thanking them for inviting her to participate in the director search process.

AGENDA ITEM 13: Adjournment

Adjourned at 8:49 pm.

*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.*

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
INVOICES PAYABLE						
852960	8/22/2017	Abbott Paint	Paint (Gallery/Kitchen)	\$ 65.48	230-4231-2102-0000	Janitorial Supplies
90517	8/30/2017	Baker and Taylor	Materials - Juv	\$ 942.96	230-4230-2400-0000	Childrens Books
90517	9/5/2017	Baker and Taylor	Materials - YA	\$ 889.22	230-4230-2406-0000	Teen Books
90517	9/5/2017	Baker and Taylor	Materials - Processing	\$ 49.98	230-4230-3404-0000	Processing Fee
90517	9/5/2017	Baker and Taylor	Materials - YA NF (St Twsp)	\$ 99.45	227-4227-2404-0000	Other Govt Gifts - Other Books
90517	9/5/2017	Baker and Taylor	Materials - Adult NonFiction (SPLF)	\$ 147.50	232-4232-2113-0000	SPLF - Materials
15-0151	7/18/2017	Barnhouse Office LLC	Teen Room	\$ 2,977.50	235-4900-3099-0000	Library Don - Improvement Projects - Othe
15-0161	8/29/2017	Barnhouse Office LLC	Teen Room	\$ 795.10	235-4900-3099-0000	Library Don - Improvement Projects - Othe
8302017	8/30/2017	Brechon Melissa J.	Interim Director - August/Sept 5&6	\$ 7,730.00	230-4230-3099-0000	Other Professional Services
8222017	8/22/2017	Brechon Melissa J.	Postage - Reimbursement	\$ 1.40	230-4230-3102-0000	Postage
8222017	8/22/2017	Brechon Melissa J.	Board/Staff Meeting Expense Reimbursement	\$ 30.00	230-4230-4099-0000	Miscellaneous Charges
8222017	8/22/2017	Brechon Melissa J.	Supplies - Reimbursement	\$ 40.69	230-4230-2101-0000	General Supplies
90517	9/5/2017	Brodart Co	Materials - Adult Fiction	\$ 919.29	230-4230-2401-0000	Adult Books - Fiction
90517	9/5/2017	Brodart Co	Materials - Adult NonFiction	\$ 1,269.68	230-4230-2405-0000	Adult Books - Non Fiction
90517	9/5/2017	Brodart Co	Materials - Processing	\$ 64.35	230-4230-3404-0000	Processing Fee
33710	8/4/2017	Cartridge World Hudson	Supplies	\$ 64.99	230-4230-2101-0000	General Supplies
2203	8/16/2017	Danforth Systems	Cash Drawer	\$ 232.00	230-4230-2302-0000	Other Minor Equipment
8152017	8/15/2017	Fremming Susan E	Programs - Adult (SPLF - SRP)	\$ 48.24	232-4232-2407-0000	SPLF - Programs
11851	8/21/2017	Grain Studio Inc	Programs - Juv (SPLF - SRP)	\$ 340.00	232-4232-2407-0000	SPLF - Programs
1.00003E+11	8/30/2017	Infogroup	Materials - Ref	\$ 620.00	230-4230-2113-0000	Reference
JKA0809	8/9/2017	John Keister & Associates	Library Director Search	\$ 6,100.00	230-4230-3099-0000	Other Professional Services
11697	8/7/2017	Menards	Supplies	\$ 69.96	230-4231-2102-0000	Janitorial Supplies
12142	8/16/2017	Menards	Supplies	\$ 35.62	230-4231-2102-0000	Janitorial Supplies
12354	8/21/2017	Menards	Lighting	\$ 54.94	230-4231-2101-0000	General Supplies - Lib Plant
90517	9/5/2017	Midwest Tape	Materials - Audio	\$ 280.38	230-4230-2402-0000	Audio
90517	9/5/2017	Midwest Tape	Materials - Video	\$ 113.18	230-4230-2408-0000	Film/Video
90517	9/5/2017	Midwest Tape	Materials - Processing	\$ 75.00	230-4230-3404-0000	Processing Fee
717847	8/28/2017	MEI Total Elevator Solutions	Elevator Repairs	\$ 718.08	230-4231-3703-0000	Building Repair Charges
1327069	8/24/2017	Sico America Inc	Meeting Room Tables	\$ 3,925.00	230-4230-5300-0000	C/O Machinery & Equipment
1387669	8/15/2017	Toshiba Business Solutions	Maintenance Contract	\$ 78.98	230-4230-3707-0000	Maintenance Agreements
13878670	8/15/2017	Toshiba Business Solutions	Maintenance Contract	\$ 140.77	230-4230-3707-0000	Maintenance Agreements
		INVOICES SUBTOTAL		\$ 28,919.74		
CREDIT CARD						
CO-299037	7/27/2017	3form	Teen Room (Lawson)	\$ 370.39	235-4900-5200-0000	Library Don - Improvement Projects - C/O
3192239	7/24/2017	Amazon.com	Materials - St. Croix Collection	\$ 45.98	230-4230-2499-0000	Collection Development
5055413	7/21/2017	Amazon.com	Mobile Computer Lab - Charging Cart	\$ 579.13	230-4230-5310-0000	C/O MIS Computer Equipment
16913505	7/11/2017	Dream Host	Website Support	\$ 9.00	230-4230-3098-0000	Technology Support
JRNL#M29875	7/12/2017	Gertens Wholesale	Building Reconfiguration	\$ 139.23	230-4900-5200-0000	C/O & Improvements
E12117	7/10/2017	Kowalski's Market	Director Search Interviews - Catering	\$ 425.29	230-4230-4099-0000	Miscellaneous Charges
	7/11/2017	Office Max	Supplies	\$ 11.76	230-4230-2101-0000	General Supplies
46007	7/20/2017	River Market Co-Op	Programs - Adult (Gallery-SPLF)	\$ 117.89	232-4232-2407-0000	SPLF - Programs
750259641	9/25/2017	Target	Gift Card	\$ 30.00	230-4230-4099-0000	Miscellaneous Charges
263648	8/21/2017	Valley Bookseller	Gift Cards	\$ 50.00	230-4230-4099-0000	Miscellaneous Charges
2	7/6/2017	Washington County Public Works	Materials - Reference	\$ 74.00	230-4230-2113-0000	Reference
		CREDIT CARD SUBTOTAL		\$ 1,852.67		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None				\$ -		
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 30,772.41		

Submitted for payment

Melissa J. Brechon, Interim 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
INVOICES PAYABLE						
91917	9/19/2017	Baker and Taylor	Materials - Juv	\$ 46.39	230-4230-2400-0000	Childrens Books
91917	9/19/2017	Baker and Taylor	Materials - YA	\$ 17.97	230-4230-2113-0000	Reference
91917	9/19/2017	Baker and Taylor	Materials - Processing	\$ 0.98	230-4230-3404-0000	Processing Fee
91917	9/19/2017	Baker and Taylor	Materials - YA (ST Govt)	\$ 19.27	227-4227-2404-0000	Other Govt Gifts - Other Books
91917	9/19/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 190.51	232-4232-2113-0000	SPLF - Materials
90517	9/5/2017	Brechon Melissa J.	New Director Reception - Reimbursement	\$ 30.00	230-4230-4099-0000	Miscellaneous Charges
91917	9/19/2017	Brodart Co	Materials - Adult Fiction	\$ 344.62	230-4230-2401-0000	Adult Books - Fiction
91917	9/19/2017	Brodart Co	Materials - Adult Nonfiction	\$ 374.40	230-4230-2405-0000	Adult Books - Non Fiction
91917	9/19/2017	Brodart Co	Materials - Processing	\$ 14.95	230-4230-3404-0000	Processing Fee
306-02444792-3	8/31/2017	Culligan of Stillwater	Misc	\$ 14.55	230-4230-4099-0000	Miscellaneous Charges
2455591-6182621524	8/9/2017	G & K Services	Towels & Rugs	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
91417	9/14/2017	Howe Linnea	Programs - Teen (MELSA) Staff Reimbursement	\$ 14.99	235-4236-4099-0000	Library Donations Programs
133567	7/21/2017	Intereum Inc.	Teen Room (Lawson) - 2nd half of Intereum Pmt	\$ 2,435.33	235-4900-5200-0000	Library Don - Improvement Projects - C/O
91017	9/10/2017	Kerschbaum Renovation	Interior Painting	\$ 740.00	230-4231-3099-0000	Other Professional Services - Lib Plant
20078	8/25/2017	Mercury Technologies of MN	Bulb/Battery/Electronics Recycling	\$ 988.10	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
91917	9/19/2017	Midwest Tape	Materials - Audio	\$ 660.95	230-4230-2402-0000	Audio
91917	9/19/2017	Midwest Tape	Materials - Video	\$ 280.29	230-4230-2408-0000	Film/Video
91917	9/19/2017	Midwest Tape	Materials - Processing	\$ 56.25	230-4230-3404-0000	Processing Fee
W17070631	8/30/2017	Office of MN IT Services	Phone - July	\$ 379.45	230-4231-3101-0000	Telephone
ABR0170711L	9/1/2017	MN Dept of Labor and Industry	Boiler License	\$ 10.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
200003244	9/5/2017	MN Library Association	MLA Conference (Angie)	\$ 209.00	230-4230-3201-0000	Seminar/Conference Fees
200003192	8/31/2017	MN Library Association	MLA Conference (Aurora)	\$ 314.00	230-4230-3201-0000	Seminar/Conference Fees
4786 LF	8/30/2017	Performance Plus LLC	Drug Screen	\$ 45.00	230-4230-4099-0000	Miscellaneous Charges
90717	9/7/2017	Petrie Angela	Programs - Juv SRP (MELSA) - Staff Reimbursement	\$ 14.98	235-4236-4099-0000	Library Donations Programs
90717	9/7/2017	Petrie Angela	Mileage - Staff Reimbursement	\$ 51.03	230-4230-3200-0000	Mileage
8302017	8/30/2017	Reyers Mariah Elizabeth	Programs - Juv (SPLF)	\$ 240.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 7,576.15		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
51-7976594-1	8/25/2017	Xcel Energy	Energy	\$ 136.89	230-4231-3601-0000	Natural Gas
51-7976594-1	8/25/2017	Xcel Energy	Energy	\$ 4,393.57	230-4231-3600-0000	Electricity
		MANUAL PAYOUT SUBTOTAL		\$ 4,530.46		
		GRAND TOTAL		\$ 12,106.61		

Submitted for payment

Mark Troendle, Library Director

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/26/2017 - 7:23 AM
 Period: 1 to 8, 2017



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	70,000.00	47,045.55	47,045.55	22,954.45	0.00	22,954.45	32.79
230-0000-3520-0100	Copier/Printer Sales	5,800.00	3,720.02	3,720.02	2,079.98	0.00	2,079.98	35.86
230-0000-3880-0200	Gallery Fees	600.00	0.00	0.00	600.00	0.00	600.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	111.34	111.34	188.66	0.00	188.66	62.89
	R25 Sub Totals:	76,700.00	50,876.91	50,876.91	25,823.09	0.00	25,823.09	33.67
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,500.00	1,295.60	1,295.60	204.40	0.00	204.40	13.63
230-0000-3820-0100	Gifts	5,500.00	675.00	675.00	4,825.00	0.00	4,825.00	87.73
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	168.30	168.30	331.70	0.00	331.70	66.34
230-0000-3880-0020	Library Card Fees	10,212.00	8,129.13	8,129.13	2,082.87	0.00	2,082.87	20.40
230-0000-3880-0030	Lost Materials	3,200.00	1,270.27	1,270.27	1,929.73	0.00	1,929.73	60.30
230-0000-3880-0040	Processing Fees	8,200.00	2,800.42	2,800.42	5,399.58	0.00	5,399.58	65.85
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	300.00	23.91	23.91	276.09	0.00	276.09	92.03
230-0000-3880-0300	Cash Over/Short	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	29,412.00	14,362.63	14,362.63	15,049.37	0.00	15,049.37	51.17
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	781,083.36	781,083.36	390,541.64	0.00	390,541.64	33.33
230-0000-3910-0202	Transfer In-Sport Complexes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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
230-0000-3910-0406	Transfer In - CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/26/2017 - 7:23 AM
 Period: 1 to 8, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0407	Transfer In-GO CO Bonds 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0408	Transfer In-CO Bonds 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0409	Transfer In-GO CO Bonds 2009	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
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	22,700.00	0.00	0.00	22,700.00	0.00	22,700.00	100.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	90,000.00	0.00	0.00	90,000.00	0.00	90,000.00	100.00
230-0000-3910-0480	Transfer In-Capital Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R45 Sub Totals:		1,284,325.00	781,083.36	781,083.36	503,241.64	0.00	503,241.64	39.18
Revenue Sub Totals:		1,390,437.00	846,322.90	846,322.90	544,114.10	0.00	544,114.10	39.13
Dept 0000 Sub Totals:		-1,390,437.00	-846,322.90	-846,322.90	-544,114.10	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	223,923.00	48,597.62	48,597.62	175,325.38	0.00	175,325.38	78.30
230-4230-1100-0000	Overtime - Full Time	0.00	12.99	12.99	-12.99	0.00	-12.99	0.00
230-4230-1111-0000	Severance Pay	0.00	36,419.14	36,419.14	-36,419.14	0.00	-36,419.14	0.00
230-4230-1112-0000	Sick Pay	0.00	15,397.52	15,397.52	-15,397.52	0.00	-15,397.52	0.00
230-4230-1113-0000	Vacation Pay	0.00	41,869.11	41,869.11	-41,869.11	0.00	-41,869.11	0.00
230-4230-1200-0000	Part Time Salaries	469,003.00	273,975.12	273,975.12	195,027.88	0.00	195,027.88	41.58
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	51,974.00	26,432.30	26,432.30	25,541.70	0.00	25,541.70	49.14
230-4230-1420-0000	FICA/Medicare	53,005.00	28,452.28	28,452.28	24,552.72	0.00	24,552.72	46.32
230-4230-1500-0000	Hospital / Medical	105,454.00	65,200.60	65,200.60	40,253.40	0.00	40,253.40	38.17
230-4230-1520-0000	Dental Insurance	4,149.00	2,085.80	2,085.80	2,063.20	0.00	2,063.20	49.73
230-4230-1540-0000	Life Insurance	650.00	377.28	377.28	272.72	0.00	272.72	41.96
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E05 Sub Totals:		908,158.00	538,819.76	538,819.76	369,338.24	0.00	369,338.24	40.67
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	250.00	0.00	0.00	250.00	0.00	250.00	100.00
230-4230-2101-0000	General Supplies	4,500.00	2,362.13	2,362.13	2,137.87	0.00	2,137.87	47.51
230-4230-2113-0000	Reference	5,040.00	1,206.21	1,206.21	3,833.79	0.00	3,833.79	76.07
230-4230-2114-0000	Data Base Searching	1,750.00	1,081.10	1,081.10	668.90	0.00	668.90	38.22
230-4230-2302-0000	Other Minor Equipment	3,000.00	3,711.83	3,711.83	-711.83	0.00	-711.83	0.00
230-4230-2400-0000	Childrens Books	13,020.00	9,143.54	9,143.54	3,876.46	0.00	3,876.46	29.77

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/26/2017 - 7:23 AM
 Period: 1 to 8, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-2401-0000	Adult Books - Fiction	14,923.00	6,086.02	6,086.02	8,836.98	0.00	8,836.98	59.22
230-4230-2402-0000	Audio	10,920.00	3,100.21	3,100.21	7,819.79	0.00	7,819.79	71.61
230-4230-2403-0000	Periodicals	4,500.00	4,253.03	4,253.03	246.97	0.00	246.97	5.49
230-4230-2405-0000	Adult Books - Non Fiction	16,818.00	9,771.65	9,771.65	7,046.35	0.00	7,046.35	41.90
230-4230-2406-0000	Teen Books - Materials	4,620.00	2,401.73	2,401.73	2,218.27	0.00	2,218.27	48.01
230-4230-2407-0000	Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	7,560.00	2,915.93	2,915.93	4,644.07	0.00	4,644.07	61.43
230-4230-2409-0000	Electronic Materials	3,360.00	0.00	0.00	3,360.00	0.00	3,360.00	100.00
230-4230-2499-0000	Collection Development	504.00	219.51	219.51	284.49	0.00	284.49	56.45
	E10 Sub Totals:	90,765.00	46,252.89	46,252.89	44,512.11	0.00	44,512.11	49.04
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	1,266.19	1,266.19	5,233.81	0.00	5,233.81	80.52
230-4230-3099-0000	Other Professional Services	1,000.00	55,896.00	55,896.00	-54,896.00	0.00	-54,896.00	0.00
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	437.57	437.57	1,062.43	0.00	1,062.43	70.83
230-4230-3200-0000	Mileage	500.00	267.50	267.50	232.50	0.00	232.50	46.50
230-4230-3201-0000	Seminar/Conference Fees	4,500.00	1,091.79	1,091.79	3,408.21	0.00	3,408.21	75.74
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	1,500.00	730.82	730.82	769.18	0.00	769.18	51.28
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	7,000.00	2,707.84	2,707.84	4,292.16	0.00	4,292.16	61.32
230-4230-3500-0000	General Insurance	1,914.00	0.00	0.00	1,914.00	0.00	1,914.00	100.00
230-4230-3707-0000	Maintenance Agreements	20,000.00	1,515.57	1,515.57	18,484.43	0.00	18,484.43	92.42
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	227.32	227.32	172.68	0.00	172.68	43.17
	E15 Sub Totals:	44,814.00	64,140.60	64,140.60	-19,326.60	0.00	-19,326.60	0.00
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	400.00	118.00	118.00	282.00	0.00	282.00	70.50
230-4230-4001-0000	Subscriptions	625.00	616.98	616.98	8.02	0.00	8.02	1.28
230-4230-4099-0000	Miscellaneous Charges	1,500.00	3,377.16	3,377.16	-1,877.16	0.00	-1,877.16	0.00
	E20 Sub Totals:	2,525.00	4,112.14	4,112.14	-1,587.14	0.00	-1,587.14	0.00
E25	CAPITAL OUTLAY							
230-4230-5200-0000	C/O & Improvements	21,640.00	4,910.74	4,910.74	16,729.26	0.00	16,729.26	77.31
230-4230-5300-0000	C/O Machinery & Equipment	9,000.00	5,049.90	5,049.90	3,950.10	0.00	3,950.10	43.89
230-4230-5310-0000	C/O MIS Computer Equipment	58,060.00	24,022.08	24,022.08	34,037.92	0.00	34,037.92	58.63
	E25 Sub Totals:	88,700.00	33,982.72	33,982.72	54,717.28	0.00	54,717.28	61.69
E35	DEPRECIATION							

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/26/2017 - 7:23 AM
 Period: 1 to 8, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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:	1,134,962.00	687,308.11	687,308.11	447,653.89	0.00	447,653.89	39.44
	Dept 4230 Sub Totals:	1,134,962.00	687,308.11	687,308.11	447,653.89	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	51,709.00	29,434.24	29,434.24	22,274.76	0.00	22,274.76	43.08
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,528.56	1,528.56	-1,528.56	0.00	-1,528.56	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,302.55	3,302.55	-3,302.55	0.00	-3,302.55	0.00
230-4231-1200-0000	Part Time Salaries	33,876.00	19,564.32	19,564.32	14,311.68	0.00	14,311.68	42.25
230-4231-1410-0000	PERA	6,419.00	3,730.33	3,730.33	2,688.67	0.00	2,688.67	41.89
230-4231-1420-0000	FICA/Medicare	6,547.00	3,612.52	3,612.52	2,934.48	0.00	2,934.48	44.82
230-4231-1500-0000	Hospital / Medical	21,178.00	12,651.21	12,651.21	8,526.79	0.00	8,526.79	40.26
230-4231-1520-0000	Dental Insurance	758.00	568.26	568.26	189.74	0.00	189.74	25.03
230-4231-1540-0000	Life Insurance	116.00	76.80	76.80	39.20	0.00	39.20	33.79
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	120,603.00	74,468.79	74,468.79	46,134.21	0.00	46,134.21	38.25
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	2,300.00	596.21	596.21	1,703.79	0.00	1,703.79	74.08
230-4231-2102-0000	Janitorial Supplies	3,800.00	2,288.62	2,288.62	1,511.38	0.00	1,511.38	39.77
230-4231-2202-0000	Building Repair Supplies	300.00	1,142.29	1,142.29	-842.29	0.00	-842.29	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
230-4231-2302-0000	Other Minor Equipment	800.00	481.03	481.03	318.97	0.00	318.97	39.87
	E10 Sub Totals:	7,300.00	4,508.15	4,508.15	2,791.85	0.00	2,791.85	38.24
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	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-4231-3101-0000	Telephone	4,500.00	2,280.06	2,280.06	2,219.94	0.00	2,219.94	49.33
230-4231-3500-0000	General Insurance	29,741.00	0.00	0.00	29,741.00	0.00	29,741.00	100.00
230-4231-3600-0000	Electricity	40,000.00	24,912.26	24,912.26	15,087.74	0.00	15,087.74	37.72
230-4231-3601-0000	Natural Gas	12,000.00	5,959.22	5,959.22	6,040.78	0.00	6,040.78	50.34
230-4231-3703-0000	Building Repair Charges	10,750.00	10,659.55	10,659.55	90.45	0.00	90.45	0.84
230-4231-3707-0000	Maintenance Agreements	8,995.00	5,573.95	5,573.95	3,421.05	0.00	3,421.05	38.03
	E15 Sub Totals:	106,486.00	49,385.04	49,385.04	57,100.96	0.00	57,100.96	53.62
E20	MISCELLANEOUS							

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/26/2017 - 7:23 AM
 Period: 1 to 8, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-4099-0000	Miscellaneous Charges	1,100.00	2,025.17	2,025.17	-925.17	0.00	-925.17	0.00
	E20 Sub Totals:	1,100.00	2,025.17	2,025.17	-925.17	0.00	-925.17	0.00
E25	CAPITAL OUTLAY							
230-4231-5200-0000	C/O & Improvements	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
230-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
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:	259,489.00	130,387.15	130,387.15	129,101.85	0.00	129,101.85	49.75
	Dept 4231 Sub Totals:	259,489.00	130,387.15	130,387.15	129,101.85	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	11,316.52	11,316.52	-11,316.52	0.00	-11,316.52	0.00
	E25 Sub Totals:	0.00	11,316.52	11,316.52	-11,316.52	0.00	-11,316.52	0.00
	Expense Sub Totals:	0.00	11,316.52	11,316.52	-11,316.52	0.00	-11,316.52	0.00
	Dept 4900 Sub Totals:	0.00	11,316.52	11,316.52	-11,316.52	0.00		
	Fund Revenue Sub Totals:	1,390,437.00	846,322.90	846,322.90	544,114.10	0.00	544,114.10	39.13
	Fund Expense Sub Totals:	1,394,451.00	829,011.78	829,011.78	565,439.22	0.00	565,439.22	40.55
	Fund 230 Sub Totals:	4,014.00	-17,311.12	-17,311.12	21,325.12	0.00		

General Ledger

Budget Status

User: kgoeltd
 Printed: 9/26/2017 - 7:23 AM
 Period: 1 to 8, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	1,390,437.00	846,322.90	846,322.90	544,114.10	0.00	544,114.10	39.13
	Expense Totals:	1,394,451.00	829,011.78	829,011.78	565,439.22	0.00	565,439.22	40.55
	Report Totals:	4,014.00	-17,311.12	-17,311.12	21,325.12	0.00		

NOTES:

Budget line 230-0000-3880-0020 Library Card Fees: The Library initially budgeted \$10,212 in library card fees with a majority of revenue raised from library cards sold to Lake Elmo residents. Since Lake Elmo is rejoining WCL, library card fees may no longer be charged to its residents beginning on July 1. In August, the library did receive one final payment for the sale of Lake Elmo cards in June. \$8,129.13 represents the total received through August with no additional fees expected from Lake Elmo. Minimal additional revenue is projected for 2017.

Budget line 230-4230-1111-0000 Severance Pay: This reflects severance compensation of \$22,477.62 paid out to retiring director and \$13,941.52 to the retiring assistant director. This expense is covered under the reserved fund balance for compensated absences. At year-end, monies will be transferred from 230-0000-2610-1000 Fund Balance-Comp Absences account (at \$67,248.39) to offset expense.

Budget line 230-4230-1113-0000 Vacation Pay: \$13,182.19 of this line item reflects a Vacation Payout out to the retiring director and a \$503.44 payout to the retiring assistant director. This expense is covered under the reserved fund balance for compensated absences. At year-end, monies will be transferred from 230-0000-2610-1000 Fund Balance-Comp Absences account (at \$67,248.39) to offset expense. The other vacation paid represents vacation time taken by staff, including time taken by the assistant director at the end of her employment, and is budgeted under regular salaries.

Budget Line 230-4230-3099-0000 Other Professional Services: This reflects expenditures for the interim director search, interim director contract, and library director search. \$3,750 was paid to Library Strategies for the interim director search. \$31,696 was paid through July for the interim director contract. \$13,450 was paid through July to John Keister & Associates for the library director search. Expenses projected to be offset by budget savings from the open Director and Assistant Director positions. Projected payments for August and September include \$6,100 to John Keister & Associates and \$7,730 to Interim Director.

Budget Line 230-4231-3703-0000 Building Repair Charges: Building repairs are running higher in 2017. A full servicing of the upper level and north street stairwell floors plus increased elevator maintenance repairs have been the major expenditures.

Capital Budget Lines 230-4230-5200-000, 230-4230-5300-000, 230-4230-5310-000: In August, the following capital expenditures were invoiced: \$4,373.56 for the retrofit of exterior lights to LED, \$5,049 for the reupholstery of library furniture, \$7,263.91 for the mobile computer lab, and \$16,758.17 for the new phone system.

Capital Budget Line 230-4900-5200-000: In August, \$239.23 was spent on the building reconfiguration project.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Events/Neighbors Task Force Report	
OWNER: Events Task Force	PRESENTER: Bell
REQUESTED AGENDA TYPE (A, I, D): D	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: The Library Events Task Force plus Mark Troendle and Sandy Ellis met on 10/4/17. This brief summary of the meeting is intended as an update and interim report for the board. No action is required at this time.</p> <p>After discussion, the Task Force identified next steps:</p> <ul style="list-style-type: none"> • The current Events Policy includes a brief policy statement and detailed procedures for managing library events. The policy statement will be reviewed and revised to provide a more robust policy statement outlining the library’s intent, purpose, and goals for providing space for community meetings and events, including weddings. Procedures also will be reviewed, revised if needed, and linked to the policy. • The Task Force reviewed all suggestions made during a listening session with neighbors in August. The suggestions focused on the following areas: communication, guest behavior, hours, noise, parking/driveway, and vendor issues. The Task Force will gather more information before the next meeting. • Mark will coordinate with city staff on details related to the driveway. • The next Task Force meeting is scheduled for November 1, 9 a.m. 	
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: Kilty Fund Update and Acceptance of Q3 2017 Gifts and Grants	
OWNER: Finance Committee, Director, Office Specialist	PRESENTER: Finance Committee
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: Finance Committee recommends acceptance of the third quarter of 2017 gifts and grants per report dated October 4, 2017, including the Kilty gift from June 15, 2017.	
BACKGROUND/CONTEXT: Per the gift and grant management process established by the Finance Committee and reviewed by the Board, a report of gifts and grants is reviewed quarterly and approved by the trustees. Gifts from 7/1/2017 – 9/30/2017 are highlighted on the attached report for board review and approval. The Kilty gift is also highlighted on the report for board review. As directed and facilitated by the city's finance department, the Kilty gift has been received and deposited. A separate fund has been established to hold this unrestricted gift at the city for the library under Fund 233 – Kilty Fund. Allocation requests from this fund are to be approved by the board.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2017 Gifts & Grants Received Through 9/30/2017	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 9/30/17)

Prepared 10/4/17

2017: GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
Lib 1	1/2/2017	Unrestricted donation of \$100	\$100	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 4/11/17
Lib 2	1/6/2017	In Kind Donation of book in memory of Mike Diem	In Kind	N/A	N/A	N/A	Accepted by Bd 4/11/17
Lib 3	1/11/2017	Tribute Donation of \$40.00 for purchase of hard cover book in memory of Mike Diem	\$40	Purchase of book	230-0000-3820-0100	Expend in 2017	Accepted by Bd 4/11/17
Lib 4	3/2/2017	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 4/11/17
Lib 5	3/16/2017	Full disbursement of the Helen Lawson Fund	\$23,315.66	Renovating the Teen Library to make it more attractive and more flexible for serving our young adults.	235-0000-3820-0100	Expend in 2017	Accepted by Bd 4/11/17
Lib 6	5/2/2017	Unrestricted donation of \$70	\$70.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 7/11/17
Lib 7	5/3/2017	Donation of \$50 in appreciation of Angie Petrie and SPL children's programming	\$50.00	Books/Supplies	230-0000-3820-0100	Expend in 2017	Accepted by Bd 7/11/17
Lib 8	5/10/2017	Tribute donation of \$50 in memory of Helen Carlson	\$50.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 7/11/17
Lib 9	6/16/2017	Donation of \$20 for St. Croix Collection	\$20.00	St. Croix Collection	230-0000-3820-0100	Expend in 2017	Accepted by Bd 7/11/17
Lib 10	6/15/2017	Donation of \$50,000 to the City of Stillwater from Kilty Estate for the upkeep of the Stillwater Public Library	\$50,000.00	For the upkeep of the Stillwater Public Library	233-0000-3820-0200	TBD BY BOARD	Accepted by Bd 7/11/17; Fund acct review & accept 10/10/17
Lib 11	8/2/2017	Stillwater Township Donation of \$5,000	\$5,000.00	None	227-0000-3820-0100	TBD BY BOARD	Review and Accept 10/10/17
Lib 12	8/14/2017	In-Kind Donation of 5 lbs Lego Bricks and 40 Finger Puppets for Children's Area (estimated value \$45)	In Kind	N/A	N/A	N/A	Review and Accept 10/10/17

LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 9/30/17)

Prepared 10/4/17

Lib 13	8/14/2017	Helen Lawson Library Fund - 2017 Distribution from St. Croix Valley Foundation	\$9,705.00	Funds in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund.	224-0000-3820-0100	TBD BY BOARD	Review and Accept 10/10/17
Lib 14	8/31/2017	Tribute Donation of \$100 in memory of Bell	\$100.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 10/10/17
Lib 15	8/31/2017	Tribute Donation of \$100 in memory of Bell	\$100.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 10/10/17
Lib 16	8/31/2017	Tribute Donation of \$50 in memory of Meier	\$50.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 10/10/17
Lib 17	8/31/2017	Tribute Donation of \$50 in memory of Heuer	\$50.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Review and Accept 10/10/17
Lib 18	8/31/2017	Tribute Donation of \$25 in memory of Heuer	\$25.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Review and Accept 10/10/17
Lib 19	8/31/2017	In-Kind donation of 5 bins of LEGO bricks, approximately 7lbs (value estimated at \$35)	In Kind	N/A	N/A	N/A	Review and Accept 10/10/17
Lib 20	9/13/2017	Tribute Donation of \$25 in memory of George	\$25.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Review and Accept 10/10/17
			\$88,721				

LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 9/30/17)

Prepared 10/4/17

2017: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
FR1	1/9/2017	Q4 2016 Audio Book	\$1,200	Audio Books	235-3235-3820-0100		Accepted by Bd 4/11/17
FR2	4/10/2017	Q1 2017 Audio Books	\$1,200	Audio Books	235-3235-3820-0100		Accepted by Bd 7/11/17
FR3	5/9/2017	Teen Programming	\$850	Teen Programming	235-3235-3820-0100		Accepted by Bd 7/11/17
FR4	8/2/2017	Q2 2017 Audio Books	\$1,200	Audio Books	235-3235-3820-0100		Review and Accept 10/10/17
			\$4,450				

LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 9/30/17)

Prepared 10/4/17

2017: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Weeding support for library's collection	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/25/2017	Award to cover 1/2 of Sunday Hours in 2017	\$7,391	Winter/Spring 2017 Sunday Hours - First 17 Open Sundays	223-0000-3870-0100	Expend in 2017	Accepted by Bd 4/11/17
SPLF2	1/25/2017	Donor-Restricted Tribute Gift	\$25	Purchase of book in Catharine Bell's memory	232-0000-3820-0310	Expend in 2017	Accepted by Bd 4/11/17
SPLF3	2/22/2017	Donor-Restricted Gift to Children's Area	\$520	Purchase of props and décor for Imagination Station	232-0000-3820-0305	Expend in 2017	Accepted by Bd 4/11/17
SPLF4	3/22/2017	Popular Nonfiction Books in Series	\$1,500	Purchase of non-fiction	232-0000-3820-0310	Expend in 2017	Accepted by Bd 4/11/17
SPLF5	3/22/2017	Adult Summer Reading Program Grant	\$2,500	Adult Summer Reading Program Support	232-0000-3820-2407	Expend in 2017	Accepted by Bd 4/11/17
SPLF6	3/22/2017	Youth Services Summer Reading Program Grant	\$1,500	Youth Services Summer Reading Program Support	232-0000-3820-2407/ 223-0000-3870-0100	Expend in 2017	Accepted by Bd 4/11/17
SPLF7	3/22/2017	Volunteer Services Support Budget	\$400	Volunteer Services Support	232-4232-4099-0000	Expend in 2017 & 2018	Accepted by Bd 4/11/17
SPLF8	5/24/2017	Trimming of Trees on Terrace; Soil and Flowers for Pots	\$625	Terrace Trees and Pots	232-4232-4099-0000	Expend in 2017	Accepted by Bd 7/11/17
SPLF9	6/28/2017	Design and Feasibility Consultation for Tent Tie-Downs on Terrace	\$3,990	Terrace Tent-Downs Consultation	232-4232-4099-0000	Expend in 2017	Accepted by Bd 7/11/17
SPLF10	8/25/2017	Teen programming assistance support and teen programming equipment and materials	\$5,000	Teen Programming	232-0000-3820-2407/ 223-0000-3870-0100	Expend in 2017	Review and Accept 10/10/17
SPLF11	8/25/2017	Weeding support for library's collection	\$1,500	Weeding Support	223-0000-3870-0100	Expend in 2017 & 2018	Review and Accept 10/10/17
SPLF12	8/25/2017	Adult Programming	\$2,000	Adult Programming	232-0000-3820-2407	Expend in 2017 & 2018	Review and Accept 10/10/17
SPLF13	8/25/2017	Donor-Restricted Award to Children's Area	\$500	Children's Area	232-0000-3820-0305	Expend in 2017	Review and Accept 10/10/17
SPLF14	8/25/2017	Donor-Restricted Award for Audio Books	\$1,000	Audio Books	232-0000-3820-0310	Expend in 2017 & 2018.	Review and Accept 10/10/17
			\$28,451				

LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 9/30/17)

Prepared 10/4/17

ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
<p>2017: LEGACY GIFTS This is a list of legacy gifts (bequests/wills) that the library has been notified in 2017 that it is a recipient or designee. These are notifications only. The library has NOT received actual funds. Length of time between notification and receipt may be months to years. Donor may also change intentions from initial notification. This may mean that the Library will receive no \$, a change in funds, or different restrictions.</p>							
Leg1	3/23/2017	Estate of James E. Johnson: 2.5% of the residue of estate to the Stillwater Public Library	Unknown Amount	For the acquisition of adult non-fiction. The gift is to be utilized in such as fashion that it does not lessen any, or substitute for, monetary support from the state, county, city or any other source of public funds.			Info Only

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Revised 2018 Operating Budget	
OWNER: Finance Committee, Director, Office Specialist	PRESENTER: Finance Committee
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 Revised 2018 Operating Budget	
BACKGROUND/CONTEXT: On September 5, 2017, the City Council approved \$1,251,866 for the 2018 operating levy for the library, a 4% increase from 2017. The City has requested a revised budget by October 15, 2017. To align the library’s draft budget with the city’s approved levy, the following key changes were made:	
<ul style="list-style-type: none"> • <i>\$20,155 Reduction in Personnel Costs:</i> Revision includes adjustments to wages for director and assistant director and adjustments of insurance benefits to reflect 2018 rates. • <i>\$5,000 Reduction in Electricity:</i> With the recent 2017 retrofit of exterior lights to LED, proposed 2018 retrofit of interior lights, and projected flat energy rates for 2018, an anticipated savings of \$5,000 is estimated. • <i>\$3,000 Reduction in Telephone:</i> The September 2017 switch from landlines with the State of Minnesota to VoIP with the city is estimated to have a cost savings of \$3,000. • <i>\$2,921 Reduction to Building Repair Charges:</i> As the building ages, more repair work is needed. An increase is still budgeted for 2018, but some repairs will be managed in the 2018 capital budget. • <i>\$1,300 Reduction in Plant General Supplies:</i> Revision includes anticipated reduced light bulb replacement costs for 2018 as switch to LED is made. • <i>\$1,000 Reduction in Reference Materials:</i> The use of reference materials is changing. In 2017, many reference materials were shifted into the circulating adult nonfiction collection. Other reference materials are now purchased as databases. Both the adult nonfiction and databases budgets increased from 2017. • <i>Total savings: \$33,376</i> 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 Revised Operating Budget	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

2018 Revised Budget - Operating
Prepared 10/3/17



2015 Actual	2016 Actual	2017 Adopted	2018 Account	Description	2018 Requested	2018 Revised	2018 \$ Change b/w Request & Revise	2018 % Change b/w '17 Adopt & '18 Revise	Notes
			230	LIBRARY FUND					
			R25	CHARGES FOR SERVICES					
64,196	64,806	70,000.00	3500-0100	Meeting Room Rental Fees	60,000.00	60,000.00	0.00		Anticipated wedd/event revenue down
5,533	6,700	5,800.00	3520-0100	Copier/Printer Sales	5,500.00	5,500.00	0.00		
490	276	600.00	3880-0200	Gallery Fees	500.00	500.00	0.00		
99	581	300.00	3880-0500	Book & Other Enterprise Sales	300.00	300.00	0.00		
70,318	72,363	76,700		CHARGES FOR SERVICES Totals:	66,300	66,300	0	-13.56%	
			R40	MISCELLANEOUS					
1,559	560	1,500.00	3810-0200	Interest Earnings-Investments	1,000.00	1,000.00	0.00		
5,344	4,605	5,500.00	3820-0100	Gifts	4,500.00	4,500.00	0.00		
0	0	0.00	3830-0100	Sale of Property	0.00	0.00	0.00		
0	0	0.00	3860-0100	Lease/Rentals	0.00	0.00	0.00		
0	0	0.00	3860-0200	Parking Rental	0.00	0.00	0.00		
20	3,548	500.00	3870-0100	Refunds and Reimbursements	500.00	500.00	0.00		
8,152	12,377	10,212.00	3880-0020	Library Card Fees	2,000.00	2,000.00	0.00		No Lake Elmo Library Cards in 2018
2,644	3,735	3,200.00	3880-0030	Lost Materials	3,000.00	3,000.00	0.00		
7,638	7,636	8,200.00	3880-0040	Processing Fees	8,200.00	8,200.00	0.00		
7,546	0	0.00	3880-0050	Registration	0.00	0.00	0.00		
(20)	140	300.00	3880-0100	Miscellaneous Income	0.00	0.00	0.00		
32,882	32,601	29,412		MISCELLANEOUS Totals:	19,200	19,200	0	-34.72%	
			R45	OTHER FINANCING SOURCES					
1,125,957	1,171,625	1,171,625.00	3910-0100	Transfer In-General Fund	1,251,866.00	1,218,490.00	-33,376.00	4.00%	
0	0	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00		
0	0	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00		
0	0	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00		
0	0	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00		
0	0	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00		
0	0	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00		
0	0	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00		

2018 Revised Budget - Operating
Prepared 10/3/17



2015 Actual	2016 Actual	2017 Adopted	2017 Account	Description	2018 Requested	2018 Revised	\$ Change b/w Request & Revise	% Change b/w '17 Adopt & '18 Revise	Notes
0	0	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00		
0	0	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00		
0	0	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00		
22,628	81,754	22,700.00	3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00		
0	0	90,000.00	3910-0427	Transfer In - CO Bonds 2017	111,600.00	90,000.00	-21,600.00	0.0%	NOT ENTERING 2018 CAPITAL DETAIL; JUST LOOKING AT OPERATING FOR THIS BUDGET
0	0	0.00	3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00		
1,148,585	1,253,379	1,284,325		OTHER FINANCING SOURCES Totals:	1,363,466	1,308,490	-54,976.00	1.9%	
1,251,785	1,358,343	1,390,437		REVENUES TOTALS:	1,448,966	1,393,990	(54,976)	0.3%	
			4230	LIBRARY OPERATIONS					
			E05	PERSONNEL SERVICES					
139,045	132,361	223,923.00	1000-0000	Full Time Salaries	224,792.80	219,762.95	-5,029.85		
279	21	0.00	1100-0000	Overtime - Full Time	0.00	0.00	0.00		
0	0	0.00	1111-0000	Severance Pay	0.00	0.00	0.00		
14,255	14,643	0.00	1112-0000	Sick Pay	0.00	0.00	0.00		
42,974	47,868	0.00	1113-0000	Vacation Pay	0.00	0.00	0.00		
458,942	480,456	469,003.00	1200-0000	Part Time Salaries	492,089.22	484,292.98	-7,796.24		
0	0	0.00	1300-0000	Overtime - Part Time	0.00	0.00	0.00		
48,064	49,439	51,974.00	1410-0000	PERA	53,766.15	52,804.55	-961.60		
47,030	48,116	53,005.00	1420-0000	FICA/Medicare	54,841.47	53,860.80	-980.67		
88,076	103,726	105,454.00	1500-0000	Hospital / Medical	105,502.00	100,779.00	-4,723.00		
2,991	3,402	4,149.00	1520-0000	Dental Insurance	4,148.96	4,147.60	-1.36		
645	645	650.00	1540-0000	Life Insurance	650.00	650.00	0.00		
842,301	880,676	908,158		PERSONNEL SERVICES Totals:	935,791	916,298	(19,493)	3.04%	Revised projection adjusts salary for director and assistant director. All other staff positions moved to proposed compensation grid adjusted for 2017 wages with anticipated steps and COLA. Insurance projections adjusted based on 2018 rates.

2018 Revised Budget - Operating
Prepared 10/3/17



2015 Actual	2016 Actual	2017 Adopted	2018 Account	Description	2018 Requested	2018 Revised	2018 \$ Change b/w Request & Revise	2018 % Change b/w '17 Adopt & '18 Revise	Notes
			E10	SUPPLIES					
0	0	250.00	2000-0000	Office Supplies	0.00	0.00	0.00		
4,354	4,244	4,500.00	2101-0000	General Supplies	4,500.00	4,500.00	0.00		
4,718	5,359	5,040.00	2113-0000	Reference	4,000.00	3,000.00	-1,000.00		
1,470	1,543	1,750.00	2114-0000	Data Base Searching	2,000.00	2,000.00	0.00		Shared cost with WCL
3,254	2,510	3,000.00	2302-0000	Other Minor Equipment	3,000.00	3,000.00	0.00		
14,857	15,369	13,020.00	2400-0000	Childrens Books	16,500.00	16,500.00	0.00		
18,339	17,572	14,923.00	2401-0000	Adult Books - Fiction	20,000.00	20,000.00	0.00		
13,199	12,700	10,920.00	2402-0000	Audio	14,000.00	14,000.00	0.00		Includes Audio Books and Music
7,100	6,962	4,500.00	2403-0000	Periodicals	5,000.00	5,000.00	0.00		Assumes request to SPLF for 2018 grant to supplement rising cost of newspapers; SPLF funded this in 2017
21,409	22,490	16,818.00	2405-0000	Adult Books - Non Fiction	20,000.00	20,000.00	0.00		
0	5,513	4,620.00	2406-0000	Teen Books - Materials	5,000.00	5,000.00	0.00		
0	0	0.00	2407-0000	Programs	0.00	0.00	0.00		Assumes request to Foundation and possibly Friends for programming funds
8,693	8,587	7,560.00	2408-0000	Film/Video	7,500.00	7,500.00	0.00		
2,500	4,000	3,360.00	2409-0000	Electronic Materials	4,500.00	4,500.00	0.00		E-Books , E-Audio, Zinio
402	272	504.00	2499-0000	Collection Development	400.00	400.00	0.00		
100,293	107,121	90,765		SUPPLIES Totals:	106,400	105,400	-1,000.00	16.12%	
			E15	SERVICES AND CHARGES					
4,907	7,940	6,500.00	3098-0000	Technology Support	6,500.00	6,500.00	0.00		
10,809	0	1,000.00	3099-0000	Other Professional Services	2,500.00	2,500.00	0.00		
0	0	0.00	3100-0000	Circulation System	0.00	0.00	0.00		
0	0	0.00	3101-0000	Telecommunications	0.00	0.00	0.00		
1,109	1,105	1,500.00	3102-0000	Postage	1,500.00	1,500.00	0.00		
456	170	500.00	3200-0000	Mileage	400.00	400.00	0.00		
2,071	3,031	4,500.00	3201-0000	Seminar/Conference Fees	5,000.00	5,000.00	0.00		2018 is PLA Conference. Budget for staff attendance.
0	0	0.00	3202-0000	Meals	0.00	0.00	0.00		
0	0	0.00	3203-0000	Housing	0.00	0.00	0.00		
1,235	1,034	1,500.00	3400-0000	Printing and Publishing	1,500.00	1,500.00	0.00		

2018 Revised Budget - Operating
Prepared 10/3/17



2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Requested	2018 Revised	2018 \$ Change b/w Request & Revise	2018 % Change b/w '17 Adopt & '18 Revise	Notes
0	0	0.00	3401-0000	Binding	0.00	0.00	0.00		
6,555	8,706	7,000.00	3404-0000	Processing Fee	7,000.00	7,000.00	0.00		
1,569	1,338	1,914.00	3500-0000	General Insurance	1,705.00	1,705.00	0.00		2018 requested supplied by City Finance.
18,745	19,923	20,000.00	3707-0000	Maintenance Agreements	20,000.00	20,000.00	0.00		
0	0	0.00	3803-0000	Data Base Maintenance	0.00	0.00	0.00		
0	0	0.00	3804-0000	Equipment Rental	0.00	0.00	0.00		
358	417	400.00	3900-0000	Sales Tax	400.00	400.00	0.00		
47,814	43,663	44,814		SERVICES AND CHARGES Totals:	46,505	46,505	0	3.77%	
			E20	MISCELLANEOUS					
365	209	400.00	4000-0000	Memberships and Dues	400.00	400.00	0.00		
596	625	625.00	4001-0000	Subscriptions	625.00	625.00	0.00		
1,497	1,908	1,500.00	4099-0000	Miscellaneous Charges	1,500.00	1,500.00	0.00		
2,458	2,742	2,525		MISCELLANEOUS Totals:	2,525	2,525	0.00	0.00%	
992,867	1,034,202	1,046,262		EXPENDITURES TOTALS:	1,091,221	1,070,728	-20,492.72	2.34%	
0	0	0		DEPT REVENUES	0				
992,867	1,034,202	1,046,262		DEPT EXPENSES	1,091,221	1,070,728	(20,493)	2.34%	
(992,867)	(1,034,202)	(1,046,262)		LIBRARY OPERATIONS Totals:	(1,091,221)	(1,070,728)	20,493	-2.34%	

2018 Revised Budget - Operating
Prepared 10/3/17



2015 Actual	2016 Actual	2017 Adopted	2017 Account	Description	2018 Requested	2018 Revised	2018 \$ Change b/w Request & Revise	2018 % Change b/w '17 Adopt & '18 Revise	Notes
			4231	LIBRARY PLANT					
			E05	PERSONNEL SERVICES					
44,369	45,837	51,709.00	1000-0000	Full Time Salaries	56,390.59	56,390.59	0.00		
35	0	0.00	1100-0000	Overtime - Full Time	0.00	0.00	0.00		
0	0	0.00	1111-0000	Severance Pay	0.00	0.00	0.00		
2,985	483	0.00	1112-0000	Sick Pay	0.00	0.00	0.00		
4,538	5,509	0.00	1113-0000	Vacation Pay	0.00	0.00	0.00		
34,004	35,057	33,876.00	1200-0000	Part Time Salaries	34,993.03	34,726.18	-266.85		
5,862	5,994	6,419.00	1410-0000	PERA	6,853.77	6,833.76	-20.01		
6,229	6,050	6,547.00	1420-0000	FICA/Medicare	6,990.85	6,970.43	-20.42		
20,522	21,183	21,178.00	1500-0000	Hospital / Medical	21,538.00	21,183.00	-355.00		
757	758	758.00	1520-0000	Dental Insurance	758.00	757.80	-0.20		
115	115	116.00	1540-0000	Life Insurance	116.00	116.00	0.00		
119,417	120,985	120,603		PERSONNEL SERVICES Totals:	127,640	126,978	(662)	5.84%	Staff positions moved to proposed compensation grid adjusted for 2017 wages with anticipated steps. COLA and medical adjustments included.
			E10	SUPPLIES					
2,147	3,266	2,300.00	2101-0000	General Supplies	2,300.00	1,000.00	-1,300.00		
3,654	1,872	3,800.00	2102-0000	Janitorial Supplies	3,000.00	3,000.00	0.00		
685	99	300.00	2202-0000	Building Repair Supplies	300.00	300.00	0.00		
0	0	100.00	2203-0000	Furn/Air Cond Repair Supplies	100.00	100.00	0.00		
960	1,042	800.00	2302-0000	Other Minor Equipment	800.00	800.00	0.00		
7,447	6,279	7,300		SUPPLIES Totals:	6,500	5,200	(1,300)	-28.77%	
			E15	SERVICES AND CHARGES					
0	0	0.00	3002-0000	Contractual	0.00	0.00	0.00		
0	0	500.00	3099-0000	Other Professional Services	500.00	500.00	0.00		
4,257	4,317	4,500.00	3101-0000	Telephone	4,500.00	1,500.00	-3,000.00		Reduced cost from switch from landlines to VOIP
30,301	29,084	29,741.00	3500-0000	General Insurance	29,160.00	29,160.00	0.00		2018 requested supplied by City Finance.
41,854	45,794	40,000.00	3600-0000	Electricity	40,000.00	35,000.00	-5,000.00		Projected energy savings with LED retrofit and projected flat energy rates
10,820	9,424	12,000.00	3601-0000	Natural Gas	12,000.00	12,000.00	0.00		

2018 Revised Budget - Operating
Prepared 10/3/17



2015 Actual	2016 Actual	2017 Adopted	Account	Description	2018 Requested	2018 Revised	2018 \$ Change b/w Request & Revise	2018 % Change b/w '17 Adopt & '18 Revise	Notes
10,198	11,779	10,750.00	3703-0000	Building Repair Charges	15,750.00	12,829.00	-2,921.00		As building ages, more repair work is needed. Almost spent full 2017 budget by June/July
8,844	8,988	8,995.00	3707-0000	Maintenance Agreements	8,995.00	8,995.00	0.00		
106,274	109,386	106,486		SERVICES AND CHARGES Totals:	110,905	99,984	(10,921)	-6.11%	
			E20	MISCELLANEOUS					
1,083	1,314	1,100.00	4099-0000	Miscellaneous Charges	1,100.00	1,100.00	0.00		
1,083	1,314	1,100		MISCELLANEOUS Totals:	1,100	1,100	0	0.00%	
234,221	237,964	235,489		EXPENDITURES TOTALS:	246,145	233,262	(12,883)	-0.95%	
0	0	0		DEPT REVENUES	0				
234,221	237,964	235,489		DEPT EXPENSES	246,145	233,262	(12,883)	-0.95%	
(234,221)	(237,964)	(235,489)		LIBRARY PLANT Totals:	(246,145)	(233,262)	12,883	0.95%	
			4900	IMPROVEMENT PROJECTS					CAPITAL LINE ITEMS ... DO NOT ENTER
			E15	SERVICES AND CHARGES					
0	8,000	0.00	3099-0000	Other Professional Services	0.00	0.00	0.00		
0	8,000	0		SERVICES AND CHARGES Totals:	0				
0	8,000	0		EXPENDITURES TOTALS:	0				
0	0	0		DEPT REVENUES	0				
0	8,000	0		DEPT EXPENSES	0				
0	(8,000)	0		IMPROVEMENT PROJECTS Totals:	0				
1,251,785	1,358,343	1,390,437		FUND REVENUES	1,448,966	1,393,990			
1,227,088	1,280,165	1,281,751		FUND EXPENSES	1,337,366	1,303,990			
24,697	78,178	108,686		LIBRARY FUND Totals:	111,600	90,000			

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Revised 2018 Capital Budget	
OWNER: Director	PRESENTER: 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 Revised 2018 Capital Budget	
BACKGROUND/CONTEXT: On September 5, 2017, the City Council approved a \$90,000 for the 2018 capital budget for the library. The City has requested a revised budget by October 15, 2017. To align the library's draft budget with the approved capital, the following key changes were made: <ul style="list-style-type: none"> • <i>\$7,000 Reduction – Removed Digital Signage:</i> Grants and other funding for signage will be sought for this item. • <i>\$5,000 Reduction in Data Projector/ AV Solution for Meeting Rooms:</i> In review of the 2017 capital funds already allocated to the data projector project and in consultation with IT, a revised capital amount of \$9,000 is budgeted for data projection in 2018. • <i>\$4,500 Reduction – Removed New Computers for the Public:</i> Additional new public computers are not needed for 2018. Upgrade and replacement of existing public computers planned for 2019. Work must be coordinated with WCL. • <i>\$4,000 Reduction – Removed Disc Repair Machine:</i> Additional options should be explored before purchasing a disc repair machine, including outsourcing repairs to a vendor. Vendor pricing for libraries may be available at a reduced or free rate. • <i>\$1,500 Reduction – Remove RFID pads:</i> Two RFID pads were recently replaced prior to the anticipated 2018 timeframes. Additional replacements are not scheduled to be needed prior to 2019. • <i>\$400 Increase – Charging Station:</i> Charging stations for phones, tablets and other electronic devices are needed at the library. Budget was increased to meet changes in technology. • <i>Total savings: \$21,600</i> 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 Revised CIP	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

City of Stillwater, Minnesota
Capital Improvement Plan

2018

LIBRARY

Revised 10/4/17

Item	Orig. Priority	2018 Requested	2018 Revised	Change	Notes
New Computers - Public	1	4,500	-	(4,500)	Additional new public computers are not needed for 2018. Upgrade/replacement of existing public computers planned for 2019.
Data Projector/ AV Solution	3	14,000	9,000	(5,000)	
Software Licenses	1	5,000	5,000	-	
Upgrade Computers - Staff	2	6,300	6,300	-	
RFID Pads	1	1,500	-	(1,500)	Two RFID pads were recently replaced prior to the estimated 2018 timeframe.
Charging Station	2	700	1,100	400	
Digital Signage	1	7,000	-	(7,000)	Seek grant or other funding for signage.
LED Light Conversion - Interior	1	12,500	12,500	-	
Disc Repair Machine	1	4,000	-	(4,000)	Additional options should be explored before the purchase of a disc repair machine, including outsourcing repairs to a vendor. Pricing for libraries may be at a reduced or free rate.
Upgrade of 1972 Roof	1	4,000	4,000	-	
Ceiling Plaster Repair, Upper Level	1	5,000	5,000	-	
Upgrade Operator Interface to HVAC System	1	12,200	12,200	-	
Furniture Replacement	1	9,900	9,900	-	
Building Reconfiguration - Upper Level	2	25,000	25,000	-	
Total		111,600	90,000	(21,600)	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Preparing for director's six-month performance evaluation	
OWNER: Executive Committee	PRESENTER: Keliher
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 executive committee's proposed evaluation process	
BACKGROUND/CONTEXT: The director's job offer included the opportunity for a "salary increase of \$2,000 upon satisfactory performance review after completion of six months of employment." As a precursor to that six-month evaluation, the board should identify a process it will follow so everyone -- the director included -- is clear on expectations. The executive committee met recently to discuss this evaluation process and recommends the following:	
<ul style="list-style-type: none"> • Start the evaluation process in early March, after six full months. • Use the existing director evaluation document, with a few minor adjustments to account for the relatively short period of time that will have passed. This document -- with proposed edits shown in red -- is included in the board packet. • After each board member completes the evaluation form, the board chair will compile into a single composite evaluation -- according to the board's established director evaluation process. • The board will enter a closed session during the regular April meeting to discuss the composite evaluation and any necessary follow-ups or other outcomes. • After the board's discussion, the executive committee will meet with the director to discuss the evaluation. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Director Evaluation Document	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Evaluation of Library Director
Stillwater Public Library**

Use the numerical scale below to evaluate the performance of the Library Director this past year. Select the number that best indicates your perception of the Director’s performance for each of the criteria listed.

<u>Points</u>	<u>Description</u>
5 – Outstanding	Far exceeding performance criteria
4 – Above average	Exceeds normal expectations
3 – Average	Meets expectations
2 – Weak	Inconsistent performance, falls short of normal expectations requires remedial action
1 – Unsatisfactory	Unacceptable performance which must improve immediately or may lead to termination

Rating **A. Relationship with Board**

- _____ 1. Keeps the Board informed on issues, needs and operations of library and keeps the Board informed on national and local library trends
- _____ 2. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis
- _____ 3. Supports and executes Board policy and intent to public and staff
- _____ 4. Seeks and accepts constructive criticism of work
- _____ 5. Seriously considers, and/or acts on Board requests
- _____ 6. Prepares complete and accurate information packets for Board meetings
- _____ 7. Responds to Board requests for information in a timely and complete fashion

COMMENTS:

~~**Rating**~~ ~~**B. Goals and Objectives**~~

- ~~_____ 8. Provides leadership in developing long and short term goals that address national and local evolving trends in libraries to accomplish the mission of the library~~
- ~~_____ 9. Provides leadership in implementing long and short term goals that address national and local evolving trends in libraries to accomplish the mission of the library~~
- ~~_____ 10. Keeps the Board updated on implementation of library goals and objectives~~

COMMENTS:

Rating

C. Community and Professional Relationships

- 11. Actively works to gains the respect and support of the community on the operation of the library
- 12. Maintains an effective public relations and marketing campaign
- 13. Keeps abreast of local, state and national library issues
- 14. Participates in local, state and national library associations
- 15. Develops and maintains a collaborative working relationship with the Library Foundation and Friends@SPL

COMMENTS:

Rating

D. Staff and Personnel

~~_____~~
~~_____~~

- 16. Develops and executes sound personnel procedures and practices
- 17. Develops good staff morale and loyalty to the organization
- 18. Delegates authority appropriate to the position each staff member holds
- 19. Recruits and assigns the best available personnel in terms of their competencies
- ~~20. Evaluates performance of staff members, giving commendation for good work as well as constructive feedback and specific recommendations for improvement~~
- 21. Develops and supports professional development plans for all staff members

COMMENTS:

Rating

E. Business and Finance

~~_____~~
~~_____~~

- ~~22. Coordinates revenue generation with fundraising, gift management and grant writing~~
- 23. Keeps informed on needs of the library – building, equipment and supplies
- 24. Evaluates financial needs and makes recommendations for adequate financing
- 25. Determines that funds are wisely spent and within budget limitations
- 26. Provides clear budget guidance and appropriate administration of the Library budget

COMMENTS:

Rating

F. Personal Qualities

- | | |
|-------|---|
| _____ | 27. Maintains high standards of ethics, honesty and integrity in all professional matters |
| _____ | 28. Meets deadlines |
| _____ | 29. Ability to prioritize multiple responsibilities and/or assignments |
| _____ | 30. Ability to analyze complex problems and develop solutions |
| _____ | 31. Makes data driven decisions |
| _____ | 32. Seeks out professional development opportunities in order to stay current
on evolving library trends both at the national and local levels |

COMMENTS:

Rating

G. Technology

- | | |
|-------|---|
| _____ | 33. Keeps abreast of technology trends in libraries |
| _____ | 34. Implements new technologies that meet the needs of public library customers |

COMMENT AND DISCUSSION

What are the three major strengths of the Director?

What areas might you suggest to the Director as opportunities for growth?

In the past ~~year~~ **six months**, what challenges has the Library faced and how did the Director help bring them to resolution?

What goals (organizational and personal development) would you want the Director to work towards in the coming ~~year~~ **six months, in advance of his first annual review?**

Overall Performance Rating

Based upon the preceding comments and evaluations, check the term which best describes the Director's overall performance for the evaluation period. This may not necessarily be an "average" of your criteria ratings, since some criteria are more important than others.

- Outstanding
- Above Average
- Average
- Weak
- Unsatisfactory

Adopted by the Board of Trustees: May 14, 2013

Report from the Library Director, Mark Troendle

September was a time of transition, not only of the seasons, but for the library. Last month, I submitted a board report that touched on my first few days as director. Starting with this report and going forward, I will review the previous month's activities and offer a look ahead, as appropriate.

Congresswoman Betty McCollum sent a note of congratulations and welcome as I began my directorship. She noted how libraries are "one of our community's most deeply valued and respected institutions". Another note of thanks was sent by the Stillwater Lions Club to Interim Director Melissa Brechon and me after a visit and presentation to their members on September 5.

Board President Mike Keliher introduced me to the Stillwater City Council on September 19. After mentioning some of the valuable programming opportunities offered by the library and thanking city staff for various assistance provided, I acknowledged and thanked the council for their support.

On September 19, the library began to implement new cash management procedures based on an independent audit report. Staff effectively coordinated with each other, the city and Washington County Library to develop new procedures before the implementation date and resolve issues after the 19th. I'd like to acknowledge Circulation Specialist Jody Vasilakes and Office Specialist Keri Goeltl for their pre-planning efforts that minimized potential inefficiencies. The library would also like to extend a special thank you to Finance Director Sharon Harrison and Assistant Finance Director Alison Egger for their assistance with this project.

In mid-September, the library switched from landline telephones to voice over Internet protocol (VoIP) phones, which have advantages such as lower monthly costs, portability and accessibility to voice messages via email. City IT staff were most helpful throughout this process.

After clarifying a question regarding the classification and compensation appeals process with Human Resources Manager Donna Robole, I uploaded the necessary documents to a secure FTP site as instructed by Flaherty & Hood, then confirmed receipt.

Additionally, I collaborated with the Stillwater Public Library Foundation to prepare a grant request, met with Bayport Library Director Jill Smith, participated in a meeting with Youth Services staff and area educators to learn about possible partnership opportunities next summer, attended Friends and Foundation meetings, worked with Keri Goeltl and the city to initiate the process to make Stillwater residents aware of an upcoming opportunity to serve on the library board due to a planned vacancy, and met with the Finance Committee to continue work on the 2018 budget.

Destination Library, held September 22, was not only a fundraiser but a celebration of the Stillwater Public Library Foundation's 10th anniversary. And what a well-organized, fun and memorable celebration it was! The repartee between Lee Valsvik and Rich Sommer was sparkling, Lorna Landvik was uproarious, the food and beverages delectable, and the conversations enlightening. As you may know, one item in the auction was a toy chest crafted by Library Board Trustee Spike Carlsen, which also featured the illustrations of Nancy Carlson.

Report from the Information Services Supervisor, Aurora Jacobsen

September Programs

- The writing class with Greg Breining had 57 attendees across three sessions.
- The meditation class with Arvind Naik, scheduled for September 8, had 17 people.
- The TPT screening of clips from *THE VIETNAM WAR* on September 13th evolved into a full on program, with a listening station and refreshments with 80 people attending.
- Club Book with Susan Elizabeth Phillips had 70 people on September 19th. Staff fielded more questions about this Club Book than other iterations of the program, indicating that this presentation brought more people from outside of Stillwater than previous editions.
- The opening of the Digital Vision Quests, the current gallery show, was September 27 with 27 attendees.
- Mystery Book Club met September 27th with 13 attendees.

Reference

- Information Staff continues to work on ways to display our New Nonfiction books and to find places to create displays for themed titles at other points in the library. With Destination Library and Style Speaks Volumes, staff has been using the seating area where the Information Desk used to be.
- Staff is getting used to the changed workflows that a new phone system and the cash management system has created.

Technology

- Aurora continues to work with Jesse from city IT on getting the new laptop cart set up in time for Fall Programming.
- The former Zinio app has been rolled into the RB Digital app. Zinio joins One Click Digital and both services are now served with the one app, RB Digital.
- Reading History will now be available through OverDrive. Users will find it convenient, but it is a policy that differs from the library's policy to not store reading history of physical items and might change expectations.

Partnerships

- After the success of TPT's *THE VIETNAM WAR* viewing, the library has requested to be included on traveling panel of speakers that MELSA is organizing.

- The library has started the brainstorming that is part of the Saint Croix Valley Big Reads. The program will continue to be the month of April and this year will focus on the book *Into the Beautiful North*.
- The first partner program between the library and AAUW will be on October 9 with the theme *Challenges Facing Women in Politics*.

Upcoming

- David Page, the author of *F. Scott Fitzgerald in Minnesota: The Writer & His Friends at Home*, will present at the library on October 5.
- The library's two fall MELSA tech classes are at the beginning of this month, Branding Your Business or Organization for Success (October 11^t) and the Free Online Classroom (October 12).
- One session rescheduled from the summer, String Art Stationary, from the Minnesota Textile Center, will be October 20.
- Mystery Book Club will meet on October 25th with the theme of books that include “a novel of suspense” in the subtitle.

Report from the Youth Services Supervisor, Angela Petrie

We are enjoying the regenerative calm that comes after the adrenaline rush of summer reading. The summer statistics for youth programming and circulation have been compiled and, we're pleased to see, that traffic and use is as high as usual. It was another spectacular year of learning, celebrating and enjoying new discoveries in our library.

Approximately 950 "summer learning experience" game cards were distributed, both at the library and out in the community. This is the 2nd year we've been able to have the full color version professionally printed, made possible by a SPL Foundation Grant. The fact that they look amazing may have contributed to the lower than expected return rate on completed game cards! We offered a reward book prize both halfway and upon completion. Children were encouraged to place a die cut on our "out of this world reader" columns. We counted 165 full completions and 144 half-way. Another component of the program is the Read, Write, Draw! form which allows kids to turn in a short book review or drawing to enter for a chance to win donated tickets to the MN State Fair, MN Twins, or the Crayola Experience at the Mall of America. For these drawings, we received a new high of 789 forms! Many forms display the wonderful artistic talent of our community's youth.

There were 57 children's programs attended by 1980. A plethora of program types were offered to engage school aged readers - artistic, cultural, STEM, mentoring, volunteership, etc.

Teen visitors enjoyed 5 scheduled programs. Informally, many are enjoying and complementing the newly redesigned teen space. In addition to more flexible and accommodating seating, the look has been updated to be more in line with the teen aesthetic including the additional of vibrant carpet squares, striking quote and word art created by Spike and, of course, the reorganization of the book shelves to create more dedicated and welcoming spaces for groups of differing sizes. Please, if you haven't had a chance to take a look, do. Teens now have small laptop tables to do homework, they can relax in seats that beg for readers. I've included a picture of three Teen Advisory Board members inaugurating the new bouncy computer stools.



STILLWATER SUMMER READING PROGRAM STATS

	2017	2016	2015	2014	2013	2012
JUVENILE ITEM TYPE						
AUDIOBK_JN	31	22	20		22	5
AUDIOBOOKJ	1,104	1,070	1,013		1,035	797
BOARDBOOK	1,837	1,604	1,515		1,722	1,454
EASYREADER	5,816	5,970	5,846	5,283	4,293	3,212
EASY_NF	2,248	2,296	2,575	2,273	2,624	1,373
J_FICTION	11,779	11,449	11,105	10,449	11,110	10,221
J_NONFIC	3,992	4,191	4,717	4,326	3,854	3,992
PICTURE_BK	11,963	12,624	12,578	11,968	12,198	11,741
PLAYAWAYJ	245	172	245		180	
TOTAL JUV CHECKOUTS	39,510	39,891	40,050	34,299	37,503	32,795
TEEN ITEM TYPE						
TEEN FIC	2,540	2,435	2,556	2,692	2,684	2,484
TEEN NF	267	256	344	371		
AUDIOBK_YA	116	113	113	110		
PLAYAWAYT	33	29	15	16		
TOTAL TEEN CHECKOUTS	3,028	2,833	3,028	3,189	2,684	2,484
NEW JUV CARDS ISSUED:	108	105	150	153	179	148
NEW TEEN CARDS ISSUED:	35	33	29	23	29	27

What's next?

Onward to fall programming. September's line up included a MN Opera Storytime by a male opera singer. It was recorded for the MN Opera's Annual Gala to hopefully be shared in a future report.

Programs planned for October and November include October 14th's Harvest Fest / "Pumpkin Suite" Book Release Party with Valley Book Seller!

- Weekly after-school Teen Tinker Thursday activities in the newly remodeled teen library!
- ADL – After Dark Library for teens on Friday, October 13th
- October 14th's Harvest Fest / "Pumpkin Suite" Book Release Party with Valley Book Seller!
- Family Fort Night on October 19th

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES
August 25, 2017

MEMBERS PRESENT: Fred Rengel, Ann Wolff, Lisa Howe, Kathy Thueson, Merilee Read, Dustin Moeller, Carol Stabenow, Mary Richie, Melissa Brechon, Andy Kass, Eric White, Nick Gorski. OTHERS: Keri Goeltl

WELCOME: Board President, Fred Rengel, called the meeting to order at 7:30 a.m. Fred recognized Melissa Brechon for her excellent work as the interim Library Director and presented her with a bouquet of flowers. All members shared their thanks.

SECRETARY'S REPORT: Ann moved that the minutes for the July, 2017 Board meeting be accepted as written. Andy seconded the motion that was unanimously approved.

FINANCE COMMITTEE & TREASURER'S REPORT: Dustin reviewed the Balance Sheet, Profit and Loss, Net Income, St. Croix Foundation reports, and The Dick Kilty agreement. All reports are available to the committee members in Google Docs. Dustin concluded by reporting that the Foundation is in good standing and following the budget guidelines for 2017.

A motion was made by Andy to accept the "Fiscal Agency Agreement" for the bequest from the estate of Richard S. Kilty, as written. Nick seconded the motion that was unanimously approved.

LIBRARY DIRECTOR'S REPORT: Melissa announced that Mark Troendle has been offered and accepted the position of Library Director and will begin September 6th. Mr. Troendle will be invited and introduced to the Foundation at the September Board meeting.

Fall Grant requests review: All written grant requests are available to members in Google Docs. Youth Services Grant: Teen area, \$5000. Additional funds are needed to provide an additional program assistant. Adult Programming: \$2000. The funds will be used to continue adult programming. "Weeding" Books: \$1500. An assistant is needed to sort through old or books in disrepair.

Carol moved that the grant requests be accepted, Andy seconded the motion that was unanimously approved.

Keri reported that there were several restricted and unrestricted donations made to the Library:
\$500 given for Children's Activities
\$1000 given for additional audio book offerings
\$5,000 given as an unrestricted gift

TRUSTEES REPORT: Mary reported on several areas:
The New Director hiring process was seen as an efficient and professional method to recruit interested candidates.

The Trustees have been involved in the planning of the budget cycle with the City Council. The Trustees will endeavor to provide a greater exchange of Library information with Library staff.

The Trustees would like to encourage the City Council to develop a pay grade scale for Library employees.

PRESIDENT'S REPORT: Fred reported on the meeting with the neighbors surrounding the Library. Fred, Sandy Ellis, Event Coordinator, the Trustees, Ann Wolff and Melissa met with the neighbors to discuss the noise and parking issues created by Library events. The discussion led to an agreement that ongoing communication and awareness of the impact of Library activities on the surrounding neighborhood will continue in a positive and collaborative manner.

DEVELOPMENT & MARKETING REPORT: Ann Wolff reported that she has been visiting with donors and emphasizing that their donations make a significant difference for the library and the community. Stories or comments made by library patrons are a powerful tool to increase donor awareness of the impact of their donations for all.

On Tuesday, September 5th, a video about the Hearing Loops installation will be made by the company that installed the loops. The video will be available to the library for marketing and development purposes. The video can be used to promote further donation requests to add hearing loops to the children's area and the Conference room.

On September 13th, Twin Cities Public Television will have a public preview for the new Ken Burns/ Lynn Novick show in the Margaret Rivers Room spotlighting the Hearing Loops technology available in the Library.

On September 15, the statewide Friends of the Library will be having their annual meeting at the library from 10-3. Again, the opportunity to use the Hearing Loop technology is attracting events for the Library. Mary Ann Sandeen will host this event.

The Foundation and Library will be promoting the Hearing Loop advantage on their websites.

EVENT COMMITTEE REPORTS:

Beer for Books: Held August 22nd at Lift Bridge Beer, Stillwater.

- Fred reported a big "Thank You" was given to the Band and Lift Bridge Brewery. They did an excellent job in making the event accessible and fun for the attendees.
- The future of the event was discussed and it was concluded that either a Spring date (March) or moving summer events to downtown may offer a larger promotional opportunity to include more families.

Destination Library: September 22nd at SPL.

- Ann reported that the committee is looking for Board member participation as evening greeters and bartenders. Carol, Nick and Lisa offered their assistance.
- The committee is hoping to attract 175-200 attendees.

- Local book clubs were approached for donations. As of this date, \$1000 dollars has been donated by book clubs.
- Advertisements have been started through brochures designed for the event, posters, e-mails, social media displays in the library and local newspapers.
- Ann provided posters and brochures to Board Members to distribute

Style Speaks Vol. IV: November 10th & 11th, Reve Restaurant

- Carol reported that posters announcing this event will be ready for distribution in September.
- Fred is gathering biographical information about the authors for flyers and the program.
- Enchante, a local dress shop, will be providing additional clothing for the style show along with the ever popular styles from Sash.

The Event Committee suggests that a marketing stylesheet be developed to clarify future design and library information.

Thanks was given to Fred, Merilee, Jean and Kathy for cleaning and painting the Library kitchen. It was suggested that a Catering Checksheet be developed to encourage anyone who uses the kitchen to leave the kitchen in a clean and sanitary manner.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Kathy Thueson for Jean Morse, Secretary

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

8/3/17	Fred	
--------	------	--

8/1/17		
8/5/17	Jean	July '17 Board Meeting Minutes
7/17/17	Fred	Hearing Loops Launch
7/24/17	Fred	Meeting Reminder
7/27/17	Fred	SPLF Board Agenda 7-28-2017
7/27/17/	Keri	Board Handbook
7/27/17	Keri	Foundation Meeting Tomorrow & Links to Documents

Documents on Google Drive (drive.google.com) in August Folder (07 August):

2017 At a Glance 2017 Dev. Tip – Why?

Board Roster 2017 Council Letter to Library Board

Agenda SPLF Board Meeting Neighbor Letter to Library Board

June'17 Meeting Minutes Weddings & Events Policies – Oct. '16

Catering Lists & Guidelines

Kilty 1, 2, & 3

June 2017 Balance Sheet LAS 2017 P&L Preliminary

June 2017 P&L Budget Actual LAS 2016 P&L

June 2017 P & L Prev. Year Comparison

June 2017 P & L YTD Comparison

Stillwater Public Library 2017 Calendar

<p>January 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2018-2022) • Board passes ratification of wages prepared by Director 	<p>February 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 7:30 am</p>	<p>March 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:30 pm 22: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Presentation at Stillwater Township at 7:00 pm on March 14 • Grant proposals to Foundation
<p>April 1: Annual Report to State Due 9-15: National Library Week 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 12-15: Spring Used Book Sale 26: SPLF Annual Bd Meeting & Gratitude Breakfast, 7:30 am</p> <ul style="list-style-type: none"> • Big Read/Valley Reads w/ArtReach • Usual month for Club Book (MELSA) 	<p>May 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • 2018 Capital Outlay Request and 2018-2022 CIP Plan due May 19 • Begin operating budget prep 	<p>June 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Preliminary board budget discussion
<p>July 4: Light A Spark, 7:00 pm 11: SPL Board Meeting, 7:00 pm 19: Hear, Here! Loop Launch 7:00 pm 28: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Board adopts budget request 	<p>August 8: SPL Board Meeting, 7:00 pm 22: SPLF Beer for Books, 6:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Grant proposals to Foundation 	<p>September 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: Destination Library, Evening 29: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Levy adopted • Assist Foundation with Huelsmann grant application if requested, application due
<p>October 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Examine ending dates for Board Members, place on Board agenda • Usual month for Club Book (MELSA) • Adopt Holidays for succeeding year 	<p>November 10-11: Style Speaks Volumes, 11:00 am, Reve Bistro 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm</p> <ul style="list-style-type: none"> • Union signifies desire to negotiate if communication has not been received earlier • Grant proposals to Foundation 	<p>December 1: SPLF Board Meeting, 7:30 am 12: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 7:30 am 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 • Staff personnel evaluations