

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, December 12, 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 November 14, 2017 Minutes +
 - b. Acknowledgement of Bills Paid in Nov 2017 (11/7/17: \$23,929.12, 11/21/17: \$4,345.32)+
 - c. October Budget Status Report +

Old Business

- | | |
|--|----|
| 5. Events/Neighbors Task Force Update | I+ |
| 6. Labor Negotiations | I |
| 7. Board Vacancy Recommendation | A+ |
| 8. Director's Six-Month Performance Evaluation Process | D |

New Business

- | | |
|--|----|
| 9. 2018 WCL/SPL Joint Powers Agreement | A+ |
| 10. Financial Reporting | I |

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, November 13, 2017.

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

Attachments: 2017 Calendar, Friends Sept 2017 Minutes

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

PRESENT: Bell, Carlsen, Lunn, Hemer, Keliher, Menikheim, Richie, Stark

ABSENT: None

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

Students from a government class at Stillwater Area High School in attendance at the meeting introduced themselves.

AGENDA ITEM 4: Consent Calendar

Motion to approve consent calendar. MSP.

Menikheim informed the Trustees of his concern regarding the performance evaluation process listed in the minutes from the October board meeting, Agenda Item 10. Menikheim was unable to attend the October meeting, but he asked the Trustees to reconsider the last bullet point that stated "After the board's discussion, the executive committee will meet with director to discuss the evaluation." Menikheim advocated two changes: 1) The full Board of Trustees meet with the director to discuss the evaluation, and 2) the discussion be facilitated by the City's Human Resources Manager.

Menikheim believes that this process can result in a fuller conversation between board and director. Review of the Director is a primary responsibility of the Board, and the Executive Committee cannot speak for individual board members.

Board decided to discuss the performance evaluation process at December meeting.

AGENDA ITEM 5: Events/Neighbors Task Force Meeting Report

Bell highlighted the summary provided in the November Board Packet. The goal of the task force is to complete the revision of policies and procedures before the next event season begins. A draft of policies and procedures is scheduled to be brought to the Task Force for review in December and to the full Board for review in February. The library is tentatively on the schedule for a March 6, 2018 presentation to City Council regarding events at the library.

Menikheim requested that the Board review and clarify the status of the Venue Coordinator as a contract employee of the Stillwater Public Library Foundation. Menikheim noted that the Venue Coordinator could instead be a contract position through the Library, directly reporting to Troendle.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
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Menikheim indicated that he would like to hear from Troendle on this issue. Menikheim then would like the Board to discuss and enter the results into the minutes.

Menikheim requested that the Board looks at the library being “in compliance” with zoning as far as the city is concerned. Menikheim would like the zoning issue resolved by the Board. Keliher noted that the zoning and compliance issue had been brought to the Stillwater City Council. On June 6, 2017, the council reviewed and discussed Library events operations. The Council requested that the Library Board, review and update review its Events Policy with input from neighbors on how the library could alleviate neighborhood concerns. The Board created the new task force out of this directive from the City.

Bell would suggest that the employment status and compliance issues be discussed at the next events task force meeting. The events task force could then bring a recommendation to the board. The task force consists of Trustees Bell, Hemer, and Menikheim. Director Troendle and Venue Coordinator Ellis also attend the meetings. The President of the Stillwater Public Library Foundation has been invited to attend the meetings as well.

AGENDA ITEM 6: Final Report on Classification and Compensation Study

The final report has been received from Flaherty & Hood. A summary of the classification study with the February, April, and Final points was included in the November packet. Troendle consulted with HR Manager Robole and informed staff of the results.

AGENDA ITEM 7: 2018 Holiday Closings

Motion to adopt 2018 holiday closing schedule for the Stillwater Public Library:

- New Year’s Day: January 1, 2018
- Martin Luther King Jr. Day: January 15, 2018
- President’s Day: February 19, 2018
- Easter: April 1, 2018
- Memorial Day: May 28, 2018
- Independence Day: July 4, 2018
- Labor Day: September 3, 2018
- Thanksgiving Day: November 22, 2018
- Christmas Eve: December 24, 2018
- Christmas Day: December 25, 2018
- New Year’s Eve Day: December 31, 2018.

MSP.

AGENDA ITEM 8: Labor Negotiations

Keliher reported that the Executive Committee has explored the use of a labor relations attorney as the board navigates proposed changes from the classification and compensation study and upcoming collective bargaining with the library’s union. The attorney was recommended by city and is held in high regard.

Motion to approve retainer agreement with labor relations attorney. MSP.

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BOARD OF TRUSTEES MEETING
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AGENDA ITEM 9: Library Trustee Reappointment

Two trustees with terms expiring at the end of this year are eligible for reappointment. Trustees seeking reappointment should send a letter to the mayor and city council requesting appointment.

AGENDA ITEM 10: Library Trustee Nominating Committee

The Library has received three applications for two vacant Board of Trustee positions. The public notice of the vacancy and acceptance of applications did cover both vacancies.

The proposed timeline is for a committee to interview candidates in November and early December and provide a recommendation to Board at the December 12th meeting. The Board's recommendation would then be sent to the mayor and council for appointment. The appointed Trustee could begin service in January. The Board questioned if they were obligated to fill both positions in December? The City will need to be contacted to confirm requirements.

Board discussed nominating committee and selected Bell, Carlsen, and Menikheim as members. Hemer is an alternate.

Board discussed qualifications and attributes that they are looking for in trustees. Board requested that candidates receive a copy of trustee job description and bylaws prior to interview.

AGENDA ITEM 11: 2018 Building Reconfiguration

Carlsen reported that the Facilities Committee met to review the 2017 capital expenditures and the status on the building reorganization projects. Carlsen summarized the "Building Reorganization Status" document that he distributed at meeting and is included as an addendum to the minutes.

Carlsen proposed that Troendle and the Board revisit the remaining Building Reconfiguration (primarily phase 2) and assess the work to be done in 2018.

AGENDA ITEM 12; Director Report

Troendle reported on his first month at the library and provided a preview of upcoming activities.

Troendle distributed a thank you note from author Melanie Heuser Hill for library collaboration with the Harvest Fest program on October 14, 2017.

Bell asked for more information about WCL's contract with Baker & Taylor for Customized Library Services. Troendle explained that WCL has sent two small carts to B&T to test the acquisition, processing and cataloging procedures. SPL staff met with Jill Smith at Bayport and will meet with Jennifer Rose, B&T, to begin defining SPL processes. Cataloguing and acquisitions are new to SPL. Troendle is exploring where to do it, how to do it, etc. Troendle is currently estimating 6-8 staff hours per week for

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cataloguing and does not have acquisition estimates yet. Troendle has spoken with McCarty about these changes, and they are exploring the possibility of meeting with County Administrator and WCL Director.

AGENDA ITEM 13: Foundation Report

Richie highlighted the Foundation minutes included in the October Board Packet. Richie discussed the success of Destination Library, the Foundation's 10th Anniversary Celebration, on September 22, 2017. It netted over \$15,000. Style Speaks Volumes was this past weekend on Friday, November 10 and Saturday, November 11, 2017. The Annual Appeal went out this past weekend.

AGENDA ITEM 14: Board Committee Reports

- **Executive Committee:** Executive Committee is working on union contract negotiations.
- **Facilities:** 2017 capital expenditures have been reviewed and are on track.
- **Finance:** Stark will be working with staff on an integrated financial piece before she leaves the Board.
- **Human Resources:** None.
- **Communications/Outreach Committee:** None
- **WCL Relationship Task Force:** The Task Force was created to help address goals from the third-year of the strategic plan. With Troendle now in place and meeting regularly with McCarty and with WCL leadership, Board determined that this task force is no longer needed.

Menikheim asked if the Board should review all committees and how the Board and committee work should function going forward. Richie agreed that this should be reviewed and recommended discussing in January.

AGENDA ITEM 15: Public Commentary and Communications

None.

AGENDA ITEM 16: Adjournment

Adjourned at 8:34 pm.

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BUILDING REORGANIZATION STATUS

Phase 1

- * Co-locate reference and circulation desks
- * New computer tables and layout
- * Furniture in new lounge area (former Reference Desk area)
- * Reconfigure and remodel Teen Library

Phase 2

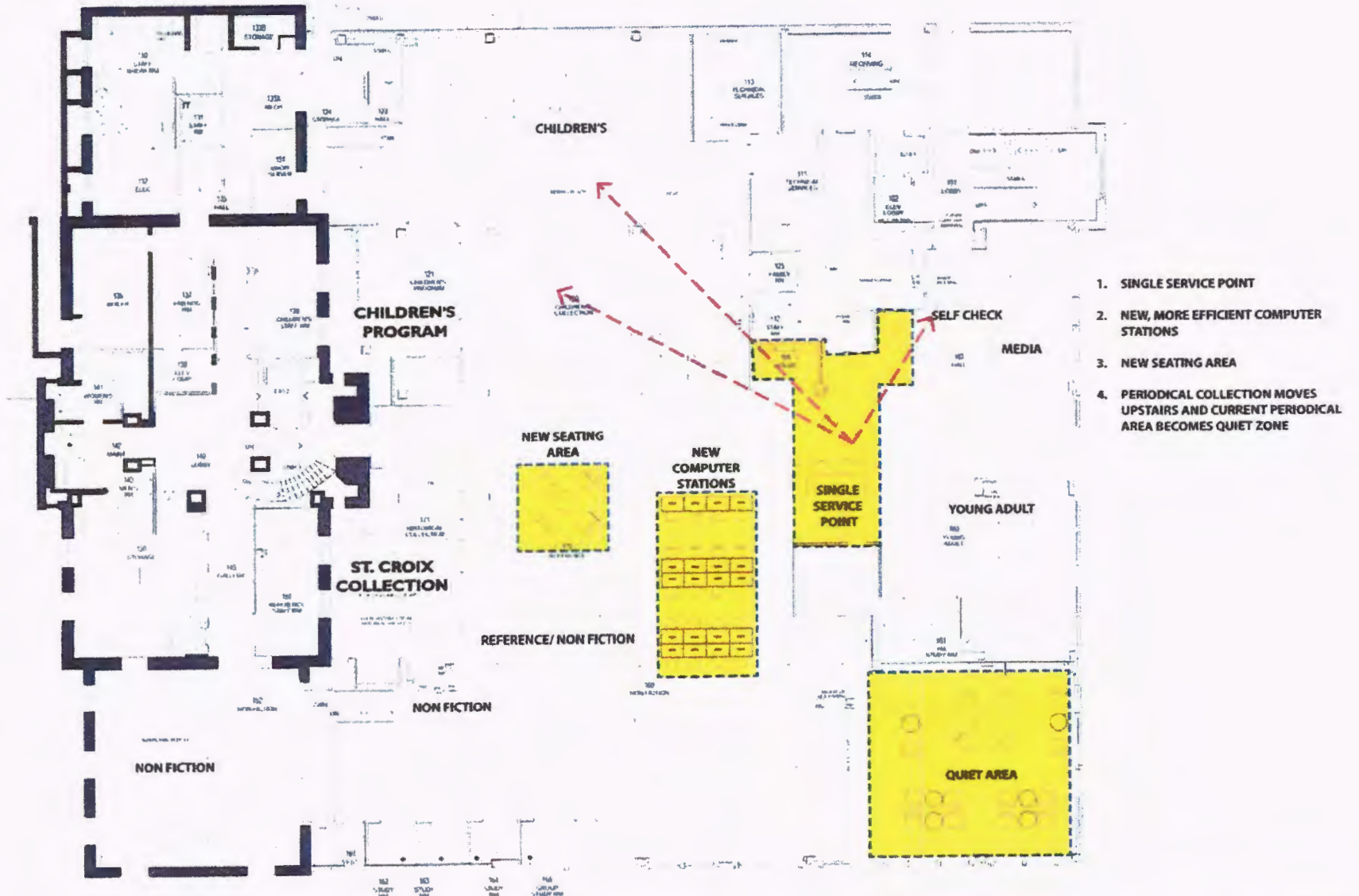
- * Relocate collection from east fiction (#251) room to Fiction Reading Room (#250) and/or large fiction area (#235); reconfiguring #235 and #250 as needed
- * Move periodicals and magazines to upper level (#251)
- * Purchase new furniture for relocated periodical room (#251)
- * New furnishings for newly created “Quiet area” formerly periodical/newspaper room

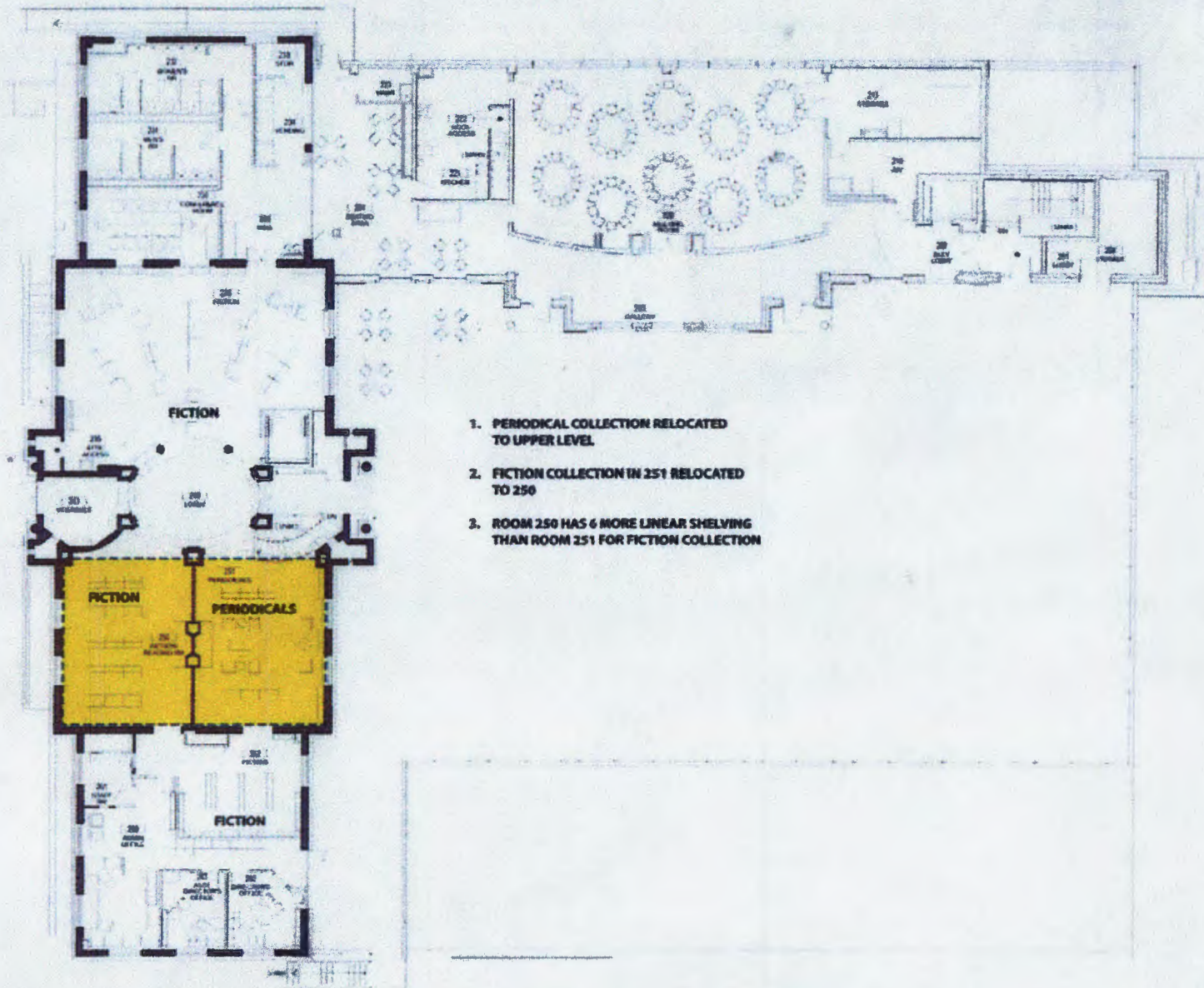
Phase 3

- * Move CDs, books on tape and media to area where reference desk and reference materials were formerly located
- * Refashion former media area into “Community Space”

To consider

- * Does relocating periodicals to upstairs area still accomplish goals of increased security, etc?
- * Best use of newly created “Community Space” (now referred to as “Welcome area”).
- * Best use of freed-up space in periodicals area.
- * Has combining circulation and reference desks freed up extra staff member for goals such as increasing community engagement as discussed?
- * Revisit the idea of relocating science fiction materials (#252) to another area in order to create additional conference room
- * Best use of “coffee shop” area; increase capacity of Margaret Rivers rooms.
- * Work with a consultant to come up with solutions/ideas





OPTION #2 - UPPER LEVEL PLAN

**STILLWATER PUBLIC LIBRARY
29 JANUARY 2016**

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						
110717	11/7/2017	Baker and Taylor	Materials - Juv	\$ 1,015.79	230-4230-2400-0000	Childrens Books
110717	11/7/2017	Baker and Taylor	Materials - YA	\$ 75.64	230-4230-2406-0000	Teen Books
110717	11/7/2017	Baker and Taylor	Materials - Processing	\$ 46.06	230-4230-3404-0000	Processing Fee
110717	11/7/2017	Baker and Taylor	Materials - Juv (Lawson)	\$ 559.59	224-4224-2404-0000	Helen Lawson Fund - Other Books
110717	11/7/2017	Baker and Taylor	Materials - YA (Stillwater Twmsp)	\$ 75.33	227-4227-2404-0000	Other Govt Gifts - Other Books
110717	11/7/2017	Baker and Taylor	Materials - Juv (SPLF)	\$ 22.44	232-4232-2113-0000	SPLF - Materials
11072017	11/7/2017	Baker and Taylor	Materials - Reference	\$ 586.17	230-4230-2113-0000	Reference
11072017	11/7/2017	Baker and Taylor	Materials - Nonfiction (SPLF)	\$ 190.52	232-4232-2113-0000	SPLF - Materials
110717	11/7/2017	Brodart Co	Materials - Adult Fiction	\$ 1,951.47	230-4230-2401-0000	Adult Books - Fiction
110717	11/7/2017	Brodart Co	Materials - Adult Nonfiction	\$ 1,323.74	230-4230-2405-0000	Adult Books - Non Fiction
110717	11/7/2017	Brodart Co	Materials - Processing	\$ 98.80	230-4230-3404-0000	Processing Fee
110717	11/7/2017	Brodart Co	Materials - Adult (Tributes)	\$ 45.94	235-4235-2101-0000	Library Donations Materials
110717	11/7/2017	Brodart Co	Materials - Adult Fiction (SPLF)	\$ 96.75	232-4232-2113-0000	SPLF - Materials
306-02444792-3	10/31/2017	Culligan of Stillwater	Water	\$ 14.55	230-4230-4099-0000	Miscellaneous Charges
6234067	10/17/2017	Demco Inc.	Processing Supplies	\$ 41.10	230-4230-3404-0000	Processing Fee
2505597	10/10/2017	Gaylord Bros Inc.	Processing Supplies	\$ 73.39	230-4230-3404-0000	Processing Fee
49143	10/27/2017	Master Mechanical Inc.	Preventative Maintenance Q4	\$ 1,126.50	230-4231-3707-0000	Maintenance Agreements - Lib Plant
15679	10/25/2017	Menards	Janitorial Supplies	\$ 19.12	230-4231-2102-0000	Janitorial Supplies
14756	10/8/2017	Menards	Janitorial Supplies	\$ 38.16	230-4231-2102-0000	Janitorial Supplies
110717	11/7/2017	Midwest Tape	Materials - Audio	\$ 1,863.76	230-4230-2402-0000	Audio
110717	11/7/2017	Midwest Tape	Materials - Video	\$ 1,203.18	230-4230-2408-0000	Film/Video
110717	11/7/2017	Midwest Tape	Materials - Processing	\$ 165.85	230-4230-3404-0000	Processing Fee
94157	10/11/2017	Minitek	Materials - Processing (RFID)	\$ 798.00	230-4230-3404-0000	Processing Fee
W17090631	10/18/2017	Office of MN IT Services	Phone - September	\$ 375.61	230-4231-3101-0000	Telephone
725358	10/26/2017	MEI Total Elevator Solutions	Elevator Repairs	\$ 264.00	230-4231-3703-0000	Building Repair Charges
10172017	10/17/2017	Petrie Angela	Mileage (MLA) - Staff Reimbursement	\$ 105.93	230-4230-3200-0000	Mileage
10172017	10/17/2017	Petrie Angela	Conference Lodging and Parking (MLA) - Staff Reimbu	\$ 354.64	230-4230-3201-0000	Seminar/Conference Fees
1594801	10/12/2017	Quill Corporation	General Supplies	\$ 543.72	230-4230-2101-0000	General Supplies
1210590	10/25/2017	Security Response Services Inc	Security Monitoring (11/25/17-2/24/18)	\$ 168.12	230-4231-3707-0000	Maintenance Agreements - Lib Plant
537799	10/13/2017	ECM Publishers	Publishing - Board Posting	\$ 28.14	230-4230-3400-0000	Printing and Publishing
14011677	10/10/2017	Toshiba Business Solutions	Maintenance Contract	\$ 47.08	230-4230-3707-0000	Maintenance Agreements
14016060	10/12/2017	Toshiba Business Solutions	Maintenance Contract	\$ 28.05	230-4230-3707-0000	Maintenance Agreements
10312017	10/31/2017	Troendle Mark J	Relocation Expense Stipend	\$ 5,000.00	230-4230-4099-0000	Miscellaneous Charges
11372601	10/2/2017	Value Line Publishing Inc.	Materials - Reference (Small & Mid-Cap)	\$ 470.00	230-4230-2113-0000	Reference
1025-F007996	10/13/2017	Viking Auto Sprinkler Co.	Annual Maintenance - Sprinkler	\$ 560.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
51-7976594-1	10/25/2017	Xcel Energy	Energy	\$ 327.86	230-4231-3601-0000	Natural Gas
51-7976594-1	10/25/2017	Xcel Energy	Energy	\$ 4,149.15	230-4231-3600-0000	Electricity
			INVOICES SUBTOTAL	\$ 23,854.15		
CREDIT CARD						
473032	9/2/2017	Amazon.com	Materials - Adult Nonfiction	32.11	230-4230-2405-0000	Adult Books - Non Fiction
337ea56bfa4c	9/2/2017	Superior Hiking Trail Assn	Materials - Adult Nonfiction	42.86	230-4230-2405-0000	Adult Books - Non Fiction
			CREDIT CARD SUBTOTAL	\$ 74.97		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 23,929.12		

Submitted for payment

Mark Troendle, Library 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						
3798_192603	10/11/2017	Ace Hardware	Supplies	14.95	230-4231-2102-0000	Janitorial Supplies
112117	11/16/2017	Baker and Taylor	Materials - YA	96.58	230-4230-2406-0000	Teen Books
112117	11/21/2017	Baker and Taylor	Materials - Processing	3.43	230-4230-3404-0000	Processing Fee
112117	11/21/2017	Baker and Taylor	Materials - Juv (Lawson)	123.96	224-4224-2404-0000	Helen Lawson Fund - Other Books
112117	11/21/2017	Baker and Taylor	Materials - YA (Stillwater Township)	48.89	227-4227-2404-0000	Other Govt Gifts - Other Books
112117	11/21/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	72.85	232-4232-2113-0000	SPLF - Materials
15-0176	11/3/2017	Barnhouse Office LLC	Teen Room (Lawson)	150.00	235-4900-3099-0000	Library Don - Improvement Projects - Othe
15-0176	11/3/2017	Barnhouse Office LLC	Building Reconfiguration	833.75	230-4900-5200-0000	C/O & Improvements
112117	11/21/2017	Brodart Co	Materials - Adult (Fiction)	648.86	230-4230-2401-0000	Adult Books - Fiction
112117	11/21/2017	Brodart Co	Materials - Adult (NonFiction)	906.67	230-4230-2405-0000	Adult Books - Non Fiction
112117	11/21/2017	Brodart Co	Materials - Processing	42.90	230-4230-3404-0000	Processing Fee
112117	11/21/2017	Brodart Co	Materials - Adult (GN - SPLF)	169.13	232-4232-2113-0000	SPLF - Materials
9369076	11/4/2017	Cole Papers	Supplies	393.30	230-4231-2102-0000	Janitorial Supplies
9371229	11/11/2017	Cole Papers	Supplies	15.56	230-4231-2102-0000	Janitorial Supplies
168019	11/16/2017	ESR Inc	Shredding Service	55.13	230-4230-4099-0000	Miscellaneous Charges
2455591_6182709499	10/4/2017	G & K Services	Towels & Rugs	83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
110217	11/2/2017	Jacobsen Aurora	MLA Conference Travel	100.58	230-4230-3200-0000	Mileage
112117	11/21/2017	Midwest Tape	Materials - Audio	254.93	230-4230-2402-0000	Audio
112117	11/21/2017	Midwest Tape	Materials - Video	161.91	230-4230-2408-0000	Film/Video
112117	11/21/2017	Midwest Tape	Materials - Processing	8.80	230-4230-3404-0000	Processing Fee
11142017	11/14/2017	Reyers Mariah E.	Programs - SPLF	160.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 4,345.32		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
10622	10/4/2017	Flaherty & Hood, P.A.	Class Comp Study Appeal	\$ 1,387.50	230-4230-3099-0000	Other Professional Services
10730	11/1/2017	Flaherty & Hood, P.A.	Class Comp Study Appeal	\$ 350.00	230-4230-3099-0000	Other Professional Services
11524576	10/10/2017	MN UI	Uemployment Compensation	\$ 2,136.00	230-4230-4099-0000	Miscellaneous Charges
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 4,345.32		

Submitted for payment

Mark Troendle, Library Director

General Ledger

Budget Status

User: kgoeldt
 Printed: 12/5/2017 - 1:57 PM
 Period: 1 to 10, 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	54,371.18	54,371.18	15,628.82	0.00	15,628.82	22.33
230-0000-3520-0100	Copier/Printer Sales	5,800.00	4,855.04	4,855.04	944.96	0.00	944.96	16.29
230-0000-3880-0200	Gallery Fees	600.00	1,242.00	1,242.00	-642.00	0.00	-642.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	117.69	117.69	182.31	0.00	182.31	60.77
	R25 Sub Totals:	76,700.00	60,585.91	60,585.91	16,114.09	0.00	16,114.09	21.01
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	900.00	900.00	4,600.00	0.00	4,600.00	83.64
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	8,238.54	8,238.54	1,973.46	0.00	1,973.46	19.32
230-0000-3880-0030	Lost Materials	3,200.00	1,965.79	1,965.79	1,234.21	0.00	1,234.21	38.57
230-0000-3880-0040	Processing Fees	8,200.00	4,029.57	4,029.57	4,170.43	0.00	4,170.43	50.86
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	23.87	23.87	276.13	0.00	276.13	92.04
230-0000-3880-0300	Cash Over/Short	0.00	4.44	4.44	-4.44	0.00	-4.44	0.00
	R40 Sub Totals:	29,412.00	16,626.11	16,626.11	12,785.89	0.00	12,785.89	43.47
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	976,354.18	976,354.18	195,270.82	0.00	195,270.82	16.67
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger

Budget Status

User: kgoeltl
 Printed: 12/5/2017 - 1:57 PM
 Period: 1 to 10, 2017



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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
230-0000-3910-0490	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	976,354.18	976,354.18	307,970.82	0.00	307,970.82	23.98
	Revenue Sub Totals:	1,390,437.00	1,053,566.20	1,053,566.20	336,870.80	0.00	336,870.80	24.23
	Dept 0000 Sub Totals:	-1,390,437.00	-1,053,566.20	-1,053,566.20	-336,870.80	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	223,923.00	67,108.08	67,108.08	156,814.92	0.00	156,814.92	70.03
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	16,953.49	16,953.49	-16,953.49	0.00	-16,953.49	0.00
230-4230-1113-0000	Vacation Pay	0.00	45,550.10	45,550.10	-45,550.10	0.00	-45,550.10	0.00
230-4230-1200-0000	Part Time Salaries	469,003.00	342,304.20	342,304.20	126,698.80	0.00	126,698.80	27.01
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	32,901.41	32,901.41	19,072.59	0.00	19,072.59	36.70
230-4230-1420-0000	FICA/Medicare	53,005.00	35,032.02	35,032.02	17,972.98	0.00	17,972.98	33.91
230-4230-1500-0000	Hospital / Medical	105,454.00	80,664.24	80,664.24	24,789.76	0.00	24,789.76	23.51
230-4230-1520-0000	Dental Insurance	4,149.00	2,586.25	2,586.25	1,562.75	0.00	1,562.75	37.67
230-4230-1540-0000	Life Insurance	650.00	465.60	465.60	184.40	0.00	184.40	28.37
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	659,997.52	659,997.52	248,160.48	0.00	248,160.48	27.33
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	2,467.81	2,467.81	2,032.19	0.00	2,032.19	45.16
230-4230-2113-0000	Reference	5,040.00	1,826.21	1,826.21	3,213.79	0.00	3,213.79	63.77
230-4230-2114-0000	Data Base Searching	1,750.00	1,615.04	1,615.04	134.96	0.00	134.96	7.71
230-4230-2302-0000	Other Minor Equipment	3,000.00	3,943.83	3,943.83	-943.83	0.00	-943.83	0.00
230-4230-2400-0000	Childrens Books	13,020.00	12,004.21	12,004.21	1,015.79	0.00	1,015.79	7.80
230-4230-2401-0000	Adult Books - Fiction	14,923.00	7,719.36	7,719.36	7,203.64	0.00	7,203.64	48.27
230-4230-2402-0000	Audio	10,920.00	4,256.96	4,256.96	6,663.04	0.00	6,663.04	61.02
230-4230-2403-0000	Periodicals	4,500.00	4,287.03	4,287.03	212.97	0.00	212.97	4.73
230-4230-2405-0000	Adult Books - Non Fiction	16,818.00	12,223.20	12,223.20	4,594.80	0.00	4,594.80	27.32
230-4230-2406-0000	Teen Books - Materials	4,620.00	4,029.04	4,029.04	590.96	0.00	590.96	12.79
230-4230-2407-0000	Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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230-4230-2408-0000	Film/Video	7,560.00	3,862.57	3,862.57	3,697.43	0.00	3,697.43	48.91
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	254.44	254.44	249.56	0.00	249.56	49.52
	E10 Sub Totals:	90,765.00	58,489.70	58,489.70	32,275.30	0.00	32,275.30	35.56
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	69,726.00	69,726.00	-68,726.00	0.00	-68,726.00	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	490.26	490.26	1,009.74	0.00	1,009.74	67.32
230-4230-3200-0000	Mileage	500.00	318.53	318.53	181.47	0.00	181.47	36.29
230-4230-3201-0000	Seminar/Conference Fees	4,500.00	1,614.79	1,614.79	2,885.21	0.00	2,885.21	64.12
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	1,029.72	1,029.72	470.28	0.00	470.28	31.35
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	3,223.45	3,223.45	3,776.55	0.00	3,776.55	53.95
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	10,094.16	10,094.16	9,905.84	0.00	9,905.84	49.53
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	353.98	353.98	46.02	0.00	46.02	11.51
	E15 Sub Totals:	44,814.00	88,117.08	88,117.08	-43,303.08	0.00	-43,303.08	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	3,896.36	3,896.36	-2,396.36	0.00	-2,396.36	0.00
	E20 Sub Totals:	2,525.00	4,631.34	4,631.34	-2,106.34	0.00	-2,106.34	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	8,974.90	8,974.90	25.10	0.00	25.10	0.28
230-4230-5310-0000	C/O MIS Computer Equipment	58,060.00	27,121.68	27,121.68	30,938.32	0.00	30,938.32	53.29
	E25 Sub Totals:	88,700.00	41,007.32	41,007.32	47,692.68	0.00	47,692.68	53.77
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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	Expense Sub Totals:	1,134,962.00	852,242.96	852,242.96	282,719.04	0.00	282,719.04	24.91
	Dept 230-4231							
	E05							
	LIBRARY PLANT							
	PERSONNEL SERVICES							
	Dept 230-4231-1000-0000	51,709.00	36,196.16	36,196.16	15,512.84	0.00	15,512.84	30.00
	Full Time Salaries							
	230-4231-1100-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Overtime - Full Time							
	230-4231-1111-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Severance Pay							
	230-4231-1112-0000	0.00	1,838.99	1,838.99	-1,838.99	0.00	-1,838.99	0.00
	Sick Pay							
	230-4231-1113-0000	0.00	4,520.05	4,520.05	-4,520.05	0.00	-4,520.05	0.00
	Vacation Pay							
	230-4231-1200-0000	33,876.00	24,817.58	24,817.58	9,058.42	0.00	9,058.42	26.74
	Part Time Salaries							
	230-4231-1410-0000	6,419.00	4,615.66	4,615.66	1,803.34	0.00	1,803.34	28.09
	PERA							
	230-4231-1420-0000	6,547.00	4,531.99	4,531.99	2,015.01	0.00	2,015.01	30.78
	FICA/Medicare							
	230-4231-1500-0000	21,178.00	15,004.93	15,004.93	6,173.07	0.00	6,173.07	29.15
	Hospital / Medical							
	230-4231-1520-0000	758.00	694.54	694.54	63.46	0.00	63.46	8.37
	Dental Insurance							
	230-4231-1540-0000	116.00	96.00	96.00	20.00	0.00	20.00	17.24
	Life Insurance							
	230-4231-1990-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Grant Pass Thru							
	E05 Sub Totals:	120,603.00	92,315.90	92,315.90	28,287.10	0.00	28,287.10	23.45
	E10							
	SUPPLIES							
	230-4231-2101-0000	2,300.00	651.15	651.15	1,648.85	0.00	1,648.85	71.69
	General Supplies							
	230-4231-2102-0000	3,800.00	2,907.79	2,907.79	892.21	0.00	892.21	23.48
	Janitorial Supplies							
	230-4231-2202-0000	300.00	1,142.29	1,142.29	-842.29	0.00	-842.29	0.00
	Building Repair Supplies							
	230-4231-2203-0000	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Furn/Air Cond Repair Supplies							
	230-4231-2302-0000	800.00	481.03	481.03	318.97	0.00	318.97	39.87
	Other Minor Equipment							
	E10 Sub Totals:	7,300.00	5,182.26	5,182.26	2,117.74	0.00	2,117.74	29.01
	E15							
	SERVICES AND CHARGES							
	230-4231-3002-0000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Contractual							
	230-4231-3099-0000	500.00	740.00	740.00	-240.00	0.00	-240.00	0.00
	Other Professional Services							
	230-4231-3101-0000	4,500.00	3,038.98	3,038.98	1,461.02	0.00	1,461.02	32.47
	Telephone							
	230-4231-3500-0000	29,741.00	0.00	0.00	29,741.00	0.00	29,741.00	100.00
	General Insurance							
	230-4231-3600-0000	40,000.00	33,575.75	33,575.75	6,424.25	0.00	6,424.25	16.06
	Electricity							
	230-4231-3601-0000	12,000.00	6,348.86	6,348.86	5,651.14	0.00	5,651.14	47.09
	Natural Gas							
	230-4231-3703-0000	10,750.00	12,514.76	12,514.76	-1,764.76	0.00	-1,764.76	0.00
	Building Repair Charges							
	230-4231-3707-0000	8,995.00	5,856.26	5,856.26	3,138.74	0.00	3,138.74	34.89
	Maintenance Agreements							
	E15 Sub Totals:	106,486.00	62,074.61	62,074.61	44,411.39	0.00	44,411.39	41.71
	E20							
	MISCELLANEOUS							
	230-4231-4099-0000	1,100.00	3,189.55	3,189.55	-2,089.55	0.00	-2,089.55	0.00
	Miscellaneous Charges							
	E20 Sub Totals:	1,100.00	3,189.55	3,189.55	-2,089.55	0.00	-2,089.55	0.00
	E25							
	CAPITAL OUTLAY							

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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	162,762.32	162,762.32	96,726.68	0.00	96,726.68	37.28
	Dept 4231 Sub Totals:	259,489.00	162,762.32	162,762.32	96,726.68	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	1,053,566.20	1,053,566.20	336,870.80	0.00	336,870.80	24.23
	Fund Expense Sub Totals:	1,394,451.00	1,026,321.80	1,026,321.80	368,129.20	0.00	368,129.20	26.40
	Fund 230 Sub Totals:	4,014.00	-27,244.40	-27,244.40	31,258.40	0.00		
	Revenue Totals:	1,390,437.00	1,053,566.20	1,053,566.20	336,870.80	0.00	336,870.80	24.23
	Expense Totals:	1,394,451.00	1,026,321.80	1,026,321.80	368,129.20	0.00	368,129.20	26.40
	Report Totals:	4,014.00	-27,244.40	-27,244.40	31,258.40	0.00		

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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. (Updated 9/26/17)

Budget Lines 230-0000-3880-0030 Lost/Damaged Materials Fees and 230-0000-3880-0040 Processing Fees: October revenue totals indicate that the library has received approximately 60% of budgeted dollars for Lost/Damaged and 50% of budgeted for Processing. A significant portion of this revenue comes from WCL reimbursement payments when a patron pays online or at another branch for a Stillwater item. The library projects to receive the following reimbursements from WCL: 1) 11/28/17 - \$472 Processing Fees for Q2 & Q3 Collection Reimbursement, 2) 12/7/17 \$353.32 for Q3 WCL Processing Reimbursement and 3) 12/7/17 \$355.81 for Q# WCL Lost/Damaged Reimbursement. Lost/Damaged will then increase to \$2,321 or 73% of budget. Processing will then increase to \$4854 or 60% of budget. Throughout November and December, additional L/D and processing fees will be received at the desk. A Q4 payment is expected from WCL in early 2018. Conversations with WCL indicate that collections for processing and lost/damaged items are pacing slower systemwide with fewer patrons moving into collections. (Updated: 12/5/2017)

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. (Updated 9/26/17)

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. (Updated 9/26/17)

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. \$46,426 was paid through September for the interim director contract. \$19,550 was paid through September to John Keister & Associates for the library director search. No additional interim director or search firm expenses are expected. Expenses projected to be offset by budget savings from the open Director and Assistant Director positions. (Updated 10/31/17)

Budget Line 230-4230-3707-0000 Maintenance Agreements: A majority of the budget is allocated to Bibliotheca for support and software maintenance of the automated materials handling equipment, self-checks, and portable workstation. \$8,229.44 was paid in December 2016 for the 1/15/17 self-check contract using the 2017 pre-pay account line. This expense was transferred to the Maintenance Agreement account in September by Finance and now is appearing in expenditure totals. Additional Bibliotheca contract expenses for December are projected at \$9,000. (Updated 10/31/17)

Capital Budget Lines 230-4230-5200-000, 230-4230-5300-000, 230-4230-5310-000: In October, the following capital expenditures were invoiced: \$249.60 in software for the mobile computer lab and \$2850 to Loffler to the new phone system. Capital Budget Line 230-4900-5200-000: No invoices in October. (Updated 12/5/17)

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. In October, \$1,37.13 was paid in building repair charges for elevators. In December, the library will be invoiced 1006.88 for boiler repair work. (Updated 12/5/17)

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Events/Neighbors Task Force Update	
OWNER: Library Events Task Force (Bell, Hemer, Menikheim)	PRESENTER: Bell
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Task Force members, Mark Troendle, and Sandy Ellis met on 12/6/17 for a detailed review of two draft documents:</p> <ul style="list-style-type: none"> • <i>Meeting and Event Policy</i>, drafted by Mark, which outlines the library’s purpose in providing meeting spaces and guides the reservations and use of the Library’s meeting rooms, conference room, and study rooms as well as rentals of library spaces for weddings and other events. • <i>Event Booking Procedures for Private Events</i>, drafted by Sandy, which covers detailed procedures for implementing the policy regarding reservations, payments, and use of library spaces for weddings and other events. <p>Both draft documents will be revised and reviewed again by the Task Force in January with a goal of having final drafts ready for Board review in February.</p> <p>The Task Force also discussed preliminary plans for a final report and presentation to the City Council in March.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
<p>PREVIOUS ACTION ON ITEM:</p> <p>8/17/17: Library Events Task Force Task Force – Listening Session with Neighbors 10/4/17: Library Events Task Force Task Force Meeting 11/1/17: Library Events Task Force Task Force Meeting</p>	
REVIEWED BY COMMITTEE?: Library Events Task Force	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Vacancy Recommendations</p>	
<p>OWNER: Nominating Committee (Bell, Carlsen, Menikheim)</p>	<p>PRESENTER: Bell</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: The Nominating Committee recommends that the Stillwater City Council appoint Lisa Howe and Pat Lockyear to fill vacancies on the Board of Trustees.</p>	
<p>BACKGROUND/CONTEXT: The Committee interviewed three applicants for the Board of Trustees. (A fourth applicant withdrew before interviews were scheduled.) In a unanimous decision, the Committee agreed to forward the applications of Lisa Howe and Pat Lockyear to the full board for consideration.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Applications for the three candidates interviewed by the committee.</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?: Nominating Committee</p>	

Resolution/Follow-Up Notes

<p>OUTCOME OF DISCUSSION:</p>
<p>NEXT STEPS:</p>

Agenda Item 7: Board Vacancy Recommendation

Trustee Candidate Applications – Candidate A

Return to City of Stillwater, 216 4th St. N.

Date: _____ BY:

**CITY OF STILLWATER
APPLICATION FOR APPOINTMENT
TO ADVISORY BOARDS AND COMMISSIONS**

Name: _____

Address: _____

Home Telephone: _____

Keep Private: Yes No

Email Address: _____

Keep Private: Yes No

Work Telephone: _____

1. How long have you lived in Stillwater? _____ Yrs/Mo. _____ Which Ward just moved to Stillwater
2. What Stillwater community activities have you been involved in?
none in Stillwater

3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee.
I have been a member of the library board for Harney Public Library in Burns, OR and a member of the Library Foundation board

4. Do you have a preferred Board/Commission that you are interested in serving on?
Yes No _____ If yes, fill in name of Board/Commission: Library Board of Trustees

5. Would you consider an alternate appointment? Yes _____ No
If yes, which one? _____

4. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like).

5. Why do you wish to be on a board/commission?
I am passionate about the importance of a public library to a community

6. Please describe any other relevant information you would like us to know.

**** Attach Additional Sheets, if necessary****
 THIS INFORMATION WILL BE DISTRIBUTED TO COUNCIL
 AND IS CLASSIFIED AS PUBLIC DATA except as noted: Keep Private

STILLWATER PUBLIC LIBRARY

224 Third St. N.
Stillwater MN 55082
651.275.4338
www.stillwaterlibrary.org

Supplemental Application/ Appointment to the Board of Trustees

The Stillwater Public Library is the governing and policy-making body for the library. The nine-member Board meets the second Tuesday of each month at 7 p.m. In addition to regular meetings, there are committee assignments which require a commitment of time. Terms are three years in length with the possibility of two reappointments. The appointment will be made by the Mayor and City Council.

For further information about the Board or the library, contact:
Lynne Bertalmio, Director, 651.275.4338 ext. 118

Name: _____

Education history:

B.A. Biology - Cornell College, Mt. Vernon, IA
B.B. Physician Assistant Studies - University of Iowa, IA City, IA
MPAS Physician Assistant Studies - Oregon Health + Sciences Univ.,
Portland, OR
MLS - University of Illinois - Champaign, IL

Brief employment history:

I have worked as a Physician Assistant for 32 years.
Recent employment with the Stillwater Medical Group

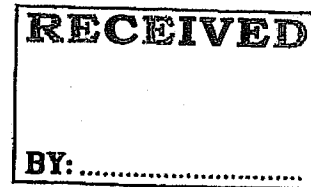
I have done extensive volunteer time at various libraries
& worked briefly as a reference librarian at a temporary position
Involvement in libraries, other library boards, or community groups and organizations:

Library Board - Harney Public Library - Burns, OR
Library Foundation Board - " "

Why are you interested in the library Board?

I am passionate about the importance of a public library in a community. Being a part of a board allows me to focus & direct that passion.

To: The City of Stillwater, MN
From:
Re: Appointment to the Library Board of Trustees



I am a veritable newcomer to the city of Stillwater, starting a new position as a Physician Assistant at the Stillwater Medical Group on April 3, 2017. However, I am not a new Physician Assistant, I am not a stranger to the state of Minnesota, and I have had experience in libraries via education, employment, volunteerism, and as supporting board structure.

I strongly believe that the public library is such an important institution in a community. It offers one of the last remaining public spaces in our communities; it provides nondiscriminatory educational and literacy opportunities for all; it is a quiet protector for civil liberties.

My grandmother helped spark my love of libraries by being directly involved in the startup of a public library building (as opposed to a bookmobile) in her small rural community in southern Missouri. I have had a library card in my name as long as I can remember.

In 2011 I completed my master's degree in Library Science. I have not worked in a full time, permanent position in a library, but remain actively involved in every other way.

I am interested in participating in the Board of Trustees for the Stillwater Library because of my love of libraries; because I believe that involvement will help me to get to know my new home and my neighbors; because I believe that being actively involved in what one is passionate about is so important for ourselves, our communities and our country.

I have enclosed two resumes-my "day job" resume and my library resume.

Thank you for your consideration.

Objective

To provide the best possible healthcare to individuals and families focusing on education, prevention, and best practice standards within the framework of a functional professional team.

Education

Bachelor of Arts, Biology
Cornell College
May 1981

Bachelor of Science, Medicine
Physician Assistant Program
University of Iowa
May 1985

Master of Physician Assistant Studies
Oregon Health and Sciences University
June 2005

Master of Science, Library and Information Science
University of Illinois-Urbana/Champaign
May 2011

Professional Experience

Physician Assistant

Stillwater Medical Group, Neurology Department, Stillwater, MN April 2017

Physician Assistant

Winding Waters Clinic, Enterprise, OR. June 2016-April, 2017

Family Medicine provider in rural health clinic. Outpatient medical management of most health issues and preventative health care administered to all ages.

Physician Assistant

Harney District Hospital-Family Care Clinic, Burns, OR. Oct. 2009-June 2016

Family Medicine provider in rural health clinic. Outpatient medical management of most

Objective

To connect people with information they need by sharing my library expertise in information literacy, organization and access.

Summary of Qualifications

Accumulated knowledge of information literacy, cataloging, reference services, resource search techniques, reader's advisory, collection development, electronic and print media, emerging technologies; Combined with a strong skill set of teaching, administrating, project and curriculum development, team problem solving, and interpersonal relations.

Skills and Experience

Instruction

- General and class specific information literacy group instruction
- Health care specific teaching at graduate level
- Individualized health education instruction
- Development, implementation and evaluation of curriculum for health professional students

User Services

- Provided general reference assistance/consultation in academic library setting in person, via email, instant messaging, and phone

Information Technology

- User of Blackboard, Eluminate, and Moodle
- Web site creation and management using SeaMonkey, Wordpress, Google Sites
- Group participation using Wiki
- Experience with Zotero, RefWorks, KnightSite, and NoodleBib;
- Familiarity with E-reader utilization
- Adept at synchronous and asynchronous distance coursework

Administration

- Developed and directed graduate level health professional program
- Successful grant applications for Physician Assistant program funding and for development of consumer health education library
- Achieved national and college level accreditation status for graduate professional program
- Designed and cultivated clinical education sites for Physician Assistant students

Education

Master of Science, Library and Information Science
University of Illinois-Urbana/Champaign
May 2011

Master of Physician Assistant Studies
Oregon Health and Sciences University
June 2005

Bachelor of Science, Medicine
Physician Assistant Program
University of Iowa
May 1985

Bachelor of Arts, Biology
Cornell College
May 1981

Professional Experience

Volunteer
Deschutes Public Library, Bend, OR June 2014-2016
Assisting with materials management in adult and children sections of the public library

Volunteer
Answerland, April 2014-2016
<https://www.answerland.org/>
Providing virtual reference service via chat, email and text messaging for library patrons in Oregon

Physician Assistant
Harney District Hospital Family Care Clinic, Burns, OR. Oct. 2009-2016
Family Medicine provider in rural health clinic. Developed consumer health library for hospital and clinic patients, as well as general county residents. Authored technology grant application to National Network of Libraries of Medicine/Pacific Northwest Region for initial funding

Academic Reference Librarian
University of Wisconsin-La Crosse, La Crosse, WI. August 2008-December 2008.
Temporary librarian covering for maternity leave. Taught literacy instruction classes for freshman and for subject specific classes. Provided user access services at the reference desk for students, staff, faculty, and general public.

Volunteer
University of Wisconsin-La Crosse, La Crosse, WI Sept 2007-August 2008
Reference, Interlibrary loan, Shelving, Cataloging including original/copy cataloging

Volunteer
Viterbo University Library, La Crosse, WI June 2006-June 2007
Shelf reading, Shelving books, book repair

Physician Assistant
Gundersen Lutheran Health System, La Crosse, WI. June 2004-Sept. 2009.
Health care provider accountable for care of patients who needed physical rehabilitation,

inpatient and outpatient.

Clinical Education Coordinator, Faculty

Physician Assistant Program, Oregon Health & Sciences University, Portland, OR
September 2000-June 2004

Faculty in charge of development, procurement, and implementation of clinical rotation sites for second year PA students. Taught and evaluated students when in clinics in Central Oregon.

Physician Assistant

Koller Clinic of Neurology, Bend, OR. August 1998-May 2001

General Neurology provider with solo neurologist. Outpatient and inpatient responsibilities.

Physician Assistant

Providence North Coast Clinic. Seaside, OR. May 1997-July 1998.

Primary care provider at rural health clinic. Assisted in start up of satellite clinic, provided medical care with remote supervision, and held position of clinic supervisor.

Clinical Education Coordinator, Faculty

Physician Assistant Program, Augsburg College, Minneapolis, MN. 1996-1997.

Faculty member charged with development, procurement, and implementation of clinical rotation sites for second year PA students.

Faculty

Mayo/ St. Cloud Hospital Family Practice Residency, St. Cloud, MN. 1995-1997.

Faculty member of residency program responsible for curriculum development, implementation instruction of family medicine residents.

Interim Director, Faculty

Physician Assistant Program, Augsburg College, Minneapolis, MN 1994-1996.

Interim director of fledgling program accountable for draft of curriculum, recruitment and employment of faculty, authoring of Title 7 training grant, development and implementation of student selection process, and preparation for accreditation process.

Physician Assistant

St. Cloud Medical Group, St. Cloud, MN. 1990-1997.

Family medicine provider in multidisciplinary private group servicing broad spectrum of patients. Last three years of employment were in rural satellite clinic.

Physician Assistant

Noran Neurological Clinic, Minneapolis, MN. 1987-1990.

Provider of health care services in a general neurology clinic, responsible for both new consults and followup visits with patients who had acute and chronic neurological illnesses.

Physician Assistant

Institute for Low Back Care, Minneapolis, MN. 1985-1987.

Senior PA provider responsible for inpatient and outpatient care, surgical first assisting, and research efforts in surgical sub specialty focused on management of spine pathology.

Legislative Aide

United States Congress, Washington, DC. 1981-1983.

Publications

Information Technology Grant

National Networks for Medical Libraries, Pacific NW Region, 2012

Professional Activity

Member, Harney Public Library Advisory Board, 2015-2016
Member, Harney Public Library Foundation Board. 2013-2016
Member, Oregon Library Association. 2010-present
Member, American Library Association. 2010-present
Member, American Academy of Physician Assistants. 1983-present
President, Minnesota Academy of Physician Assistants. 1997
President, Student PA Society, University of Iowa Physician Assistant Program. 1983-84
Member, Professional Practice Council, American Academy of Physician Assistants. 1998-2001

Honors

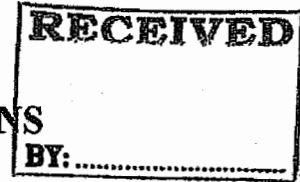
Physician Assistant Foundation/Glaxo Wellcome Leadership Fellow, 1996.
Minnesota Academy of Physician Assistant's Presidential Award, 1994.
Iowa Physician Assistant Society Student Merit Scholarship, 1984.
Tri Beta National Biology Honor Society, 1981.

Agenda Item 7: Board Vacancy Recommendation

Trustee Candidate Applications – Candidate B

Date: _____

**CITY OF STILLWATER
APPLICATION FOR APPOINTMENT
TO ADVISORY BOARDS AND COMMISSIONS**



Name: _____

Keep Private: Yes No

Address: _____

Email Address: _____

Home Telephone: _____

Keep Private: Yes No

Work Telephone: _____

1. How long have you lived in Stillwater? 38 (Yrs/Mo. 2 Which Ward

2. What Stillwater community activities have you been involved in?

Previous Library Board Member

3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee.

Served on library board 1995-1999 - Board ^{vice} chair 1999-2002
Chaired and served on committees while working at Century Community
College and at FamilyMeans

4. Do you have a preferred Board/Commission that you are interested in serving on?

Yes X No _____ If yes, fill in name of Board/Commission: Library

5. Would you consider an alternate appointment? Yes X No _____

If yes, which one? Not sure at this time

4. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like).

~~Business~~ Travel but only sporadically throughout year

5. Why do you wish to be on a board/commission?

Care deeply about the library and our community as a whole.
Feel sense of civic duty to help when/where possible.

6. Please describe any other relevant information you would like us to know.

****Attach Additional Sheets, if necessary****

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Supplemental Application/ Appointment to the Board of Trustees

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For further information about the Board or the library, contact:

Lynne Bertalmio, Director, 651.275.4338 ext. 118

Name: _____

Education history:

Psy D St Thomas University 2003
MSE UW - River Falls
BA UW - Eau Claire

Brief employment history: currently retired

Counseling Psychologist / Employee Assistance Coordinator 2004 - 2014
@ FamilyMeans
Director Continuing Education 1988 - 1998

Involvement in libraries, other library boards, or community groups and organizations:

Served on Stillwater Library Board 1995 - 2002

Why are you interested in the library Board?

I care about the future of the library and value this community resource.
~~Process~~ I would like to make a contribution through service to ensure a stable future for our library.

Agenda Item 7: Board Vacancy Recommendation

Trustee Candidate Applications – Candidate C

Return to City of Stillwater, 216 4th St. N.

BY: _____

Date: _____

CITY OF STILLWATER APPLICATION FOR APPOINTMENT TO ADVISORY BOARDS AND COMMISSIONS

Name: _____

Keep Private: Yes No

Address: _____

Email Address: _____

Home Telephone: _____

Keep Private: Yes No

Work Telephone: _____

1. How long have you lived in Stillwater? 50^y Yrs/Mo. 2 Which Ward

2. What Stillwater community activities have you been involved in?

Various City parades; button sales - Play Days; Stillwater Mid-Winter Festival; Bingo in the Park - American Legion; Various Memorial Day events; Memorial Day Speaker - 2001; Rotary events - annual rain-garden clean-up; art festival, etc; Eagles - Goodford, food raising for ELLA; Boy Scouts - Troop 1005; City clean-up; Scout programs; Annual 12 music concerts - LTD; Park rebuilding in Houston; Easter Egg Hunt; etc.

3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee.

I previously served on our local Cable Commission and the City's Water Board where I (we) as a board had a public mission and the involvement of employees and property.

4. Do you have a preferred Board/Commission that you are interested in serving on?

Yes No If yes, fill in name of Board/Commission: Library Board

5. Would you consider an alternate appointment? Yes No

If yes, which one? _____

4. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like).

None

5. Why do you wish to be on a board/commission?

By being on a board/commission you are permitted to have some direct say and deeper understanding for the entity that hopefully leads to real and lasting improvements vs. merely the nearly complaint and often complaining bystander.

6. Please describe any other relevant information you would like us to know.

I have taken on a personal collection of visiting various libraries such as universities and national libraries from all over the world including some peeks into the national libraries of Iran and North Korea which required special permissions.

****Attach Additional Sheets, if necessary****

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For further information about the Board or the library, contact:

Lynne Bertalmio, Director, 651.275.4338 ext. 118

Name: _____

Education history:

LL.M. William M. Echell College of Law
M.B.A. College of St. Thomas
J.D. Thomas M. Cooley Law School
M.A. University of Wisconsin (RF)
B.A. University of Minnesota
B.A. College of St. Thomas

Brief employment history:

Self-employed - Attorney
Soil & Water supervisor - WCD - part-time
Litigation Support, Inc. (Honeywell, Inc. contractor)
Andersen Corp

Involvement in libraries, other library boards, or community groups and organizations:

I have served on two different library boards; the Washington County Library Board and the Washington County Law Library Board. I currently serve as a commissioner on the Washington County Board of Adjustments & Appeals.

Why are you interested in the library Board?

Our library has been a very important piece of my life as a chief source for answering and discovering the unknown. In my lifetime it has been convenient, free and plentiful. I would like to continue it in such status.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 WCL/SPL Joint Powers Agreement	
OWNER: Director	PRESENTER: Troendle
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 the Joint Powers Agreement	
<p>BACKGROUND/CONTEXT: Washington County Library (WCL) has provided a contract detailing responsibilities of WCL and the Stillwater Public Library.</p> <p>Proposed new text in the agreement is bolded; text to be deleted is shown with strikethrough lines.</p> <p>The most significant change in responsibilities is in section two, under duties of the Stillwater Public Library: <i>Catalog and process City library materials that the City chooses to include in the County Library integrated library system catalog following County Library standards and instructions;</i></p> <p>Historically, such tasks were largely completed by WCL. Previous leadership at this library preferred an alternative approach. This change in course pre-dates my tenure as director, but it does reflect the reality of the situation beginning in 2018, for which we are preparing.</p> <p>Possible changes in IT service delivery are not part of this contract, but WCL will be discussing proposed changes with this library in the near future, and appropriate City of Stillwater staff have been kept apprised and will be involved in discussions.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: WCL/SPL Joint Powers Agreement	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

WASHINGTON COUNTY	
CONTRACT NO.	_____
DEPT.	Library
DIVISION	_____
TERM	_____

**JOINT POWERS AGREEMENT BETWEEN WASHINGTON COUNTY
AND THE STILLWATER PUBLIC LIBRARY**

WHEREAS, the Board of Trustees of the Stillwater Public Library (hereinafter referred to as the “City Library”) and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the “County Library”), desire to enter into a joint powers agreement pursuant to the authority granted under Minnesota Statutes section 471.59

WHEREAS, the City Library and the County Library have desire to provide public library services to each other’s cardholders, and

WHEREAS, it is desirable to efficiently coordinate the provision of the services of both libraries for the mutual benefit of all residents of the City and the County, and

WHEREAS, the City Library desires to participate in systems owned and maintained by the County Library to provide cataloging, the loaning and return of library materials, notification and collection of payments for unreturned items, a public catalog of library materials, the delivery of library materials between the City Library and County Library, the interlibrary lending of library materials with other libraries, provision of digital resources, and

WHEREAS, the City Library agrees to meet the requirements to participate fully in Melsa, the Metropolitan Library Service Agency, as an associate member through its County Library under Melsa’s -current Plan of Association (Attachment 1) which includes but is not limited to providing for the reciprocal borrowing and return of library materials, interlibrary lending and reporting,

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the parties agree as follows:

The purpose of this agreement is to maintain and improves services to city and county library cardholders while at the same time sharing and reducing the costs of providing library services through the coordination, compatibility and cooperative support of certain systems, operations, programs and activities of the City Library and County Library.

I. The County Library shall:

- a. Provide and maintain an integrated library system which includes modules supporting acquisitions, serials, cataloging, circulation of library materials and the accounts of library cardholders into which the City Library may store and maintain its bibliographic and cardholder records;
- b. Provide for the basic cataloging of City library materials by County library staff through the bibliographic utility, OCLC;

- ~~e. Provide for the basic processing of City owned library materials;~~
- d. Generate, print and post overdue and billing notices and/or email notifications for overdue and hold items to City cardholders and maintain equipment for such purposes;
- e. Provide access to system delivered integrated library system reports and statistics on the inventory and use of City Library materials and City Library cardholders and their accounts;
- f. Provide for the extraction of the City Library's bibliographic records and holdings in machine readable (MARC) format from the integrated library system if requested by the City Library with all related extraction costs paid by the City Library;
- g. Provide instruction, procedures, standards and guidelines to the City Library on the use of the integrated library systems, the bibliographic utility and services of the County Library;
- h. Provide the City Library opportunities to discuss and participate in future replacement, improvements or customizations to the integrated library system at mutually agreed upon shared costs necessary to implement and maintain such changes;
- i. Maintain a secure remote connection to the integrated library system in compliance with County Information Technology policies and standards for such connections and those of the integrated library system vendor;
- j. Provide an option for public internet connections and internet filtering;
- k. Provide a means of delivery of library materials between the City and County libraries;
- l. Provide for the interlibrary lending and delivery of library materials between the City Library and other libraries through Minitex and MnLINK;
- m. Provide for and coordinate the completion of various federal and state aid reports to Melsa by the County and City library through its Plan of Association.

II. The City Library shall:

- a. Keep up-to-date the City cardholder and City library materials holdings records in the integrated library system following the instructions, procedures, standards and guidelines set by the County Library;
- b. Provide for and maintain City Library telecommunications and technology following standards set by County Information Technology in order to securely connect to the integrated library system database and internet services including internet filtering provided by the County Library;
- c. Reimburse the County Library for any County purchased third party applications required to maintain the security and management of public internet and catalog computers based upon the number of licenses necessary at the City Library.
- e.d. Catalog and process City library materials that the City chooses to include in the County Library integrated library system catalog following County Library standards and instructions; reimburse the County Library for Minitex contract cataloging fees for any City items the City Library chooses

to send to Minitex through the County Library;

- ~~d.e.~~ Train City Library staff on all policies, procedures, standards and guidelines for the use of the integrated library system and other services and operations shared with the County Library;
 - ~~e.f.~~ Train City Library staff on Minnesota statutes regarding the data privacy of library records; provide for the destruction of any records that may contain private data after the use of such records for business purposes; and ensure that volunteers in the City Library do not have access County Library systems and services that may disclose private data on individuals;
 - ~~f.g.~~ Reimburse the County library for processing supplies used for city owned materials;
 - ~~g.h.~~ Prepare library materials for interlibrary lending and delivery to the County Library, Melsa, Minitex and other libraries following the policies, standards and procedures set for the interlibrary lending and return of library materials;
 - ~~h.i.~~ Provide information and complete reports within set timelines to ensure the completion of all required reporting to Melsa for various state and federal library related programs and grants by and through the County Library;
 - ~~i.j.~~ Reimburse the County Library for the printing, postage, mailers, and a portion of the postage meter rental used for mailing the overdue notices to City Library cardholders;
 - ~~j.k.~~ Reimburse the County Library for each City Library cardholder account sent to the County Financial Services Collections Division at the current account fee set by that Division;
 - ~~k.l.~~ Annually purchase digital resources and print and media materials for the City Library collections.
- III. Each party shall be separately responsible for its own expenditures of funds made under this agreement.
- IV. The parties; total liability under this agreement shall be governed by Minnesota Statute 471.59, subd. 1a.
- a. Each party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other parties and the results thereof. For the purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minnesota Statute 466.04, subd. 1.
- V. It is understood and agreed that the entire agreement between the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this agreement are incorporated or attached and are deemed to be part of this agreement.

- VI. Any alterations, variations, modifications, or waivers of provisions of this agreement shall only be valid when they have been reduced to writing as an amendment to this agreement and signed by the participating parties hereto.
- VII. A default in this agreement may occur when a party fails to perform any of the provisions of this agreement or so fails to administer the work as to endanger the performance of this agreement.
- VIII. The terms of Article III, V, XI, and XII shall survive the expiration, termination or withdrawal from this agreement.
- IX. To the extent required by Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), the parties agree that any party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other parties and involve transactions relating to this agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the agreement and for seven (7) years after its termination or cancellation.
- X. Each party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, the Minnesota Statutes, Chapter 13 and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.
- XI. Each participating party shall be responsible for injuries or death of its own employees to the extent required by law. Each participating party will maintain workers' compensation insurance or self-insurance coverage, covering its own employees while they are providing assistance pursuant to this agreement.
- XII. Effective Date, Termination
This agreement shall become effective upon signature of both parties, and shall continue in force until December 31, ~~2017~~**2018** unless rescinded by action of one of the parties by giving notice to the other party at least three (3) months prior to the end of a calendar year or by mutual agreement of the parties. Upon termination of this agreement, all right, title and interest in the real and personal property used in furtherance of this agreement will remain with the entity providing the property.

IN WITNESS WHEREOF, the undersigned governmental units, by action of their Governing bodies has caused this agreement to be executed in accordance with the authority of Minnesota Statute section 471.59.

STILLWATER PUBLIC LIBRARY

WASHINGTON COUNTY

By: _____
,
President, Board of Trustees

By: _____
~~Fran Miron~~ Lisa Weik, Chair
Board of County Commissioners

Date: _____

Date: _____

By: _____
Molly O'Rourke, County Administrator

Date: _____

Approved as to form:

By: _____
George Kuprian, Assistant County Attorney

Date: _____

Report from the Library Director, Mark Troendle

The Facilities Committee met in November. One of the projects outlined at that meeting has been significantly scaled back in scope after further consultation with interior designer Lynn Barnhouse. Originally, we looked at possibly replacing some or all of the rolled carpeting in that space with modular carpet tiles. Also considered was rearranging shelving to create more interactive spaces for children and their caregivers. After a thorough examination of the individual components of the plan, it was decided to address the needs in different ways. Rather than replace carpeting, I have authorized a company to professionally clean carpet throughout the building. Shelving can be rearranged and condensed at a future date, and an area for tweens is still being planned. Besides cleaning the carpet, the primary change in the Children's Room this year will be the replacement of select pieces of worn furniture with updated seating options for patrons. Focus has now turned toward the "welcome area" on the first floor, instead, where we are investigating replacing the burgundy carpet with lighter carpet tiles and additional display options for various materials. The intent is to transform that highly visible space into a much more inviting, functional area that is more befitting of its informal "welcome area" moniker.

The Huelsmann Foundation approved a 2018 grant to the Stillwater Public Library Foundation, which I contributed to earlier this fall. The generous grant provides \$10,000 to add hearing loop technology to both the Conference Room and the Storytime Room, plus another \$15,000 for the Foundation's Light a Spark fundraising event.

In other grant-related news, I participated in a teleconference with Mark Dunlap, who is a professional grant writer as well as a colleague of Stillwater Public Library Foundation board member Lisa Howe. We had a long, productive conversation that resulted in Mr. Dunlap volunteering his expertise and time to research grant opportunities on behalf of the library, which is greatly appreciated.

The Events Task Force met in November, for which I researched a variety of (mostly public) libraries and event policies they had implemented. After the meeting, I spent additional time drafting a new Meeting and Event Policy for this library, which was reviewed at the committee's December meeting and will be refined after additional input.

Staff continue to work through new internal processes that are under consideration and development as a result of the change in how new materials will be delivered, processed, invoiced and cataloged. In November, meetings with two vendors took place to determine whether and how they could help the library navigate these challenges. Several staff also met with the Bayport Public Library Director to review processes in place at that location. Brian Kraft of Washington County Library continues to provide helpful, detailed information when needed. Much work remains to be done.

Other meetings or events attended in November included the Stillwater City Council, Executive Committee, Friends of the Stillwater Public Library, Stillwater Public Library Foundation, Style Speaks Volumes, Big Read planning, and a wonderfully informative conversation with Bob Molenda of Lens Flare Stillwater.

The Wall Street Journal published an article on November 15 entitled "Google, Shmoogle. Reference Librarians Are Busier Than Ever". Reporter James R. Hagerty wrote, in part, "Though online searches are now at the fingertips of most people, many still prefer to call or visit a library. Some can't or don't use computers; others recognize librarians have search skills and access to databases that search engines can't match." How very true!

Report from the Information Services Supervisor, Aurora Jacobsen

INFORMATION SERVICES

Adult Programming and Reference

November Programs

- Gallery Opening for Diana Hatchitt, Printmaker had 45 people
- Mystery book club continued with 9 people
- Fake News with AAUW Moving Target Mystery Book Club had over 100 people and got covered in The Lowdown. http://www.presspubs.com/st_croix/news/article_1cae195e-d149-11e7-b671-83d173bb5898.html

Collection

- November was a big push for finishing up materials orders that are submitted through Washington County.
- Aurora attended meetings with Mark on the future of library cataloging, including meeting with Brodart and Baker and Taylor meetings and completing paperwork for moving forward.
- With the help of a grant from The Stillwater Library Foundation, Joan Van Norman has been back to weed. She started in the Romance section, so that the collection can once again fit on the shelves.

Reference

- Interesting tidbits for the month:
- Susan helped a woman through the process of listing a car on Craigslist, which is not intuitive for many library users. Before the patron left the library, the car had already sold.
- Sue had the opportunity to help a woman who had recently had a cochlear implant after many, many years of being impaired hearing on one side. Since her 'good' ear compensated, she was told that she had to retrain her other ear (and other half of her brain) by listening to audio books while reading along. She also needed to start with basic vocabulary. Fortunately we have so many wonderful J fiction titles in audio with corresponding books that is was easy to find engaging books for her. I was also there when she returned the first batch of audios and helped her with more titles. She informed me that this process is working! I thought this was a fascinating use of our J audio/book collection.

Partnerships

- Big Read meetings continue around the book *Into the Beautiful North*. The author, Luis Alberto Urrea, will be interviewed by On Being's Krista Tippett on May 3rd.

Upcoming

- Plans for Winter Reads continue, including a big exhibit and lecture from John Noller on the theme of his book *A Peace of My Mind*. 50 large scale images will be installed through the library, making a big visual impact prior to his presentation on February 6th.

Report from the Youth Services Supervisor, Angela Petrie

November Program Statistics

- Weekly *Storytimes* - 2 for toddlers attended by 53 and 3 for preschoolers attended by 92
- Second Saturday Family Storytime – attended by 36
- Weekly *Family Coloring Club* – 5 sessions attended by 34
- *StoryTAILS* with Bella the dog and/or Marshmallow the bunny – 4 sessions attended by 11
- Weekly *Teen Tinker Thursday* – 4 sessions attended by 18

Children’s Service Report

This is the time of year when the 2018 program schedule is drafted. Weekly emergent literacy programs will see a reformatting in 2018. Notable changes include the addition of a weekly storytime for babies. The weekly storytime for preschoolers will be renamed “Storytime for 2-6” which better reflects the attendees and the structure of the program. There will be a quarterly themed “Play & Learn” session for birth-5 to focus on the importance of play in early brain development and later school readiness. Librarians will offer outreach storytimes to area elementary schools in February in celebration of “I Love to Read Month”.

Teen Service Report from Shelby, Teen Program Assistant (made possible through a SPLF Grant)

After kicking off regular programming for teens in September, we have been expanding our activities and gaining lifetime library patrons! November has been a continuation of teen STEAM & literacy programming as well as an opportunity to enhance relationships within the teen community. At the Teen Advisory Board’s monthly meeting we looked ahead to plan our second *Library After Dark* for January, this will be a clue – inspired mystery involving the Dewey Decimal System. We welcomed the cold weather with an ugly sweater decorating program that incorporated sew-able circuitry and a lot of hot-glue. We also created digital bling at our regular teen makerspaces. As a part of expanding the programs awareness we launched a teen library Instagram account (www.instagram.com/stillwaterpubliclibrary) that follows the regular teen programming in a way that fits nicely into a teen’s daily life. I am also working with a few TAB members on maintaining a Poetry Blog for teens to post their own work (www.stillwaterpoets.weebly.com). I am looking forward to the great crafting we have ahead of us in December like DIY light-up cards, hand warmers and our monthly edition of teen zine making!

Outreach

- Head Start – The group comes monthly for a storytime – 28 attended

Partnership

- Each November the library partners with Community Thread's Holiday Hope by sponsoring a book drive for children and teens. Books are donated to families registered with Holiday Hope and Head Start. It runs through December 7.

Technology

- Instagram presence was started in October and is now up to 65 followers. We are using this platform mostly to promote images related to teen programs, services and interests.
- Staff is working with Jesse to have teen interest (graphic design, gaming, for example) software loaded on the laptops and staff computers for use with teen programming. (ongoing)

Professional Development

- Angie attended a Summer Reading Program Resource Fair in St. Cloud hosted by the Great River Regional Library System. The summer reading branding, Bookawocky, developed by MELSA four years ago is ending allowing libraries to create unique branding. This workshop gave some insight into the statewide Collaborative Summer Library Program (CSLP). Discussion continues.

Youth Spaces

- The newly designed Teen Library will soon be complete with the additional of three pieces being created by Spike! We are working with Lynn Barnhouse, the designer, to add a mobile cart that locks to the teen programming room to both secure some of the more expensive equipment and make it possible to move upstairs for offerings to larger groups. (ongoing)
- As part of the discussion with Lynne Barnhouse an effort is being made to decrease the number of picture book bins to make better use of the space and arrangement of that collection. We look forward to an upcoming professional carpet cleaning.

Upcoming Special Programs

12/6 : The Storyman from England : "Zoom, Zoom, Zoom" (Arts & Cultural Heritage Fund)

12/9 : Lost Slipper Royal Storytime with Costumed Characters (pro bono)

12/ 9 : "Birds-Eye-View Snowman Collage" (Arts & Cultural Heritage Funded partnership w/ WBCA)

12/13: "Family Dance Party!"

12/15: "Sing, Play, Learn! With MacPhail – Los Animales y la Musica!" (Arts & Cultural Heritage Fund)

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES
October 27, 2017

MEMBERS PRESENT: Lisa Howe, Dustin Moeller, Jean Morse, Merilee Read, Fred Rengel, Mary Richie, Carol Stabenow, Kathy Thueson, Eric White, Ann Wolff, Mark Troendle,
OTHERS: Keri Goeltl

WELCOME & INTRODUCTIONS: Board President, Fred Rengel, called the meeting to order at 7:35 a.m. He announced that there will be no November meeting. The next Board meeting will be on Friday, December 1, 2017.

SECRETARY'S REPORT: Merilee made the motion to accept the secretary's report for the September Board meeting as e-mailed; Mary seconded the motion. The minutes were unanimously approved as written.

FINANCE COMMITTEE & TREASURER'S REPORT: Dustin reviewed the September, 2017 Balance Sheet, Profit and Loss YTD Report, and the Profit & Loss Previous Year Comparison Report. He also referenced the Profit & Loss Budget vs. Actual Report to reinforce that we are ending the year well. (See financial reports in Google Docs.)

The 2018 Calendar Year Budget by Program by introduced and discussed. The budget highlights the projected income and expenses for the programs, fundraising events and administration functions of the Foundation. The budget projection was deemed to be a realistic proposal that was well prepared. The 2018 Budget will be presented at the December meeting for Board approval.

DESTINATION LIBRARY: Keri reported that the Destination Library event earned approximately \$15,000 when she reviewed the Destination Library Profit & Loss Detail Report.

Participants in the event will be honored in several ways:

The guest authors (Nancy Carlson, Beth Dooley, Spike Carlsen, and Lorna Landvik), emcee (Lee Valsvik), and volunteers who organized the decorations (Nancy Haugen and Carol McKinney) will be recognized with new books for the SPL collection that are relevant to each individual's area of interest. The books will each have a nameplate acknowledging the individual's contribution to Destination Library.

Emcee, Rich Sommer will be acknowledged with a framed SPL library card.

The co-chairs, (Ann Bellows, Marty Gerkey and Nancy Martin) will be honored with a \$500 contribution to the SPLF Endowment Fund. The motion to approve the Foundation donation was made by Jean, seconded by Ann, and unanimously approved.

There will be a recap/evaluation meeting of Destination Library scheduled in the future.

LIBRARY DIRECTOR'S REPORT: Mark thanked the Foundation for its support of the library. He reported that he continues to meet with many people including the Washington County Library director and is scheduled to visit with the directors of the Carver County and Dakota County Library systems in the near future to share ideas regarding internal library processes.

With regard to the SPL, Mark said that he has participated in staff meetings and was involved with the settlement of a class compensation issue. He indicated that there are openings on the SPL Board of Trustees for Craig Hansen and Kathy Stark. Application for these positions is until November 13.

Mark shared that he had a productive and positive meeting with the City Auditor in which they discussed ways to reflect in-kind donations of the SPL Foundation to the City of Stillwater. This would help keep SPLF contract position separate from City employees.

Mark concluded his remarks by sharing that he had participated at the SPL booth at the Grand Opening of the Stillwater Cub Store during which he helped to promote the SPL Winter Reading Program.

TRUSTEES REPORT: Mary reported that the Board of Trustees has approved the City portion of the SPL budget that includes a four percent increase in support for 2018 in addition to a \$90,000 capital budget for up-grades at the Library. This reflects strong support for the SPL. She also shared that the Board reports and systems are compliant with the City expectations.

Mary indicated that the positive aspects of the SPL and SPLF relationships with the City reflect the sincere effort for transparency and the clear communication/reports among the participants.

DEVELOPMENT & MARKETING: Ann reviewed the article that had been sent to Board members, "How 'Wow!' Experiences Create Lifetime Donors," that she had found on the [Nonprofit Marketing Blog](#). She emphasized the fact that we are doing a great job with the "wow" effect. Ann highlighted several ideas listed in the article and suggested that the Foundation might consider one of them: funding the SPL to create "Welcome Kits" for new community residents to promote the SPL and the Foundation.

Board members discussed several donor lists that could be generated for communicating appreciation to donors such as a list of first time donors, or one for donors who have contributed every year since the Foundation was created. It was agreed that Ann would prepare a list of Destination Library participants/donors and Board members could individually thank those whom they knew. After further discussion, the group decided that those interested in writing thank-you notes to donors would meet at 1:00 at Reve' on November 3 to work on this project.

Nick has been taking many photos for marketing purposes throughout the year that are being filed for future use. Keri said that she would post them on the Foundation Google docs.

The mailing for the Direct Mail Appeal is at the printer. It will be sent out in the near future with a saturation of our zip code - 55082. An additional mailing will be sent to donors outside of the 55082 zip code.

SPLF BOARD MEMBERSHIP: Fred announced that Andy Kass will be resigning from the SPLF Board at the end of this year. We will be recruiting new members for future three-year terms. Ann distributed a list of suggestions for Board membership. Members were reminded that there are niches that need to be filled by candidates with specific skills as they consider the list. Board members are asked to notify Ann or Fred if they have comments regarding any of the individuals listed. After further discussion and refinement of the list, it was agreed that Ann will contact a number of the individuals to ask them to consider serving on the Board.

EVENT COMMITTEE REPORTS: [Style Speaks Vol. IV](#) – Carol reported that several authors have been in for fittings and the remaining ones will finish with theirs in the near future. The program for the event will be completed soon. The Friday style show has been oversold (85); there is still plenty of room for Saturday's show. Sarah plans to do an Enchante' on-line communication blast to remind her customers about Style Speaks Vol. IV.

OTHER: Merilee suggested that we promote the SPL Sunday Hours at "Music on the River" which will be held on Sundays next summer.

Lisa shared information about a friend of hers who is a professional grant-writer who has offered to provide pro bono services for the SPLF. He is an expert in both researching and writing grants. It was agreed that this was an excellent offer that should be pursued. He could also be very valuable to Mark and the Board of Trustees.

The meeting was adjourned at 8:57 a.m.

Respectfully submitted,

Jean Morse, Secretary

REPORTS SENT TO BOARD MEMBERS BY E-MAIL FOR OCTOBER '17 MEETING

DATE	SENDER(S)	SUBJECT
10/17	Jean	September, 2017 Board Meeting Minutes
10/24	Keri	Foundation Direct Mail Appeal
10/26	Fred	Agenda for 10/27/17 Board Meeting

Documents on Google Drive (drive.google.com) in October

10 2017 How Wow Experiences Create Lifetime Donors
SPLF Board Agenda Meeting Oct. 27, 2017
DL 2017 P&L Summary
SPLF Bd. Meeting Minutes Sept.'17
Copy of 2017 Direct Mail
SSV Final Poster
Designation of Funds to Endowment 2017
SPLF Budget 10262017
Sept. 2017 P & L Prev. Year Comparison
Sept. 2017 Balance Sheet
Sept. 2017 P & L YTD Comparison
Sept. 2017 Q3 P&L Budget vs. Actual
2018 Potential Board Members

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 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

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