

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, January 9, 2018  
7:00 PM  
Margaret Rivers A**

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary  
*This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.*
4. Consent Calendar
  - a. Adoption of the December 12, 2017 Minutes +
  - b. Acknowledgement of Bills Paid in Dec 2017 (12/5/17: \$15,611.27, 12/19/17: \$22,692.02)+
  - c. November Budget Status Report +
  - d. Library Supplemental Funds: Gifts & Grants Received Through 12/31/17 +
  - e. 2018 Capital Funds Release +

Old Business

- |   |    |
|---|----|
| 5. Foundation Strategic Planning with Fred Rengel                   | I  |
| 6. Board Vacancy – Trustee Seats                                    | A+ |
| 7. Labor Agreement  | A+ |
| 8. Ratification of 2018 & 2019 Wage Scales and New/Revised Benefits | A+ |
| 9. Director’s Six-Month Performance Evaluation Process              | D  |

New Business

- |  |                    |
|--|--------------------|
| 10. Foundation Grants                    | A+                 |
| 11. Strategic Plan Discussion            | D+                 |
| 12. 2018 Building Reconfiguration        | I+                 |
| 13. Director and Other Staff reports +   |                    |
| 14. Foundation Report +                  |                    |
| 15. Board Committee Reports              |                    |
| a. Executive                             | c. Finance         |
| b. Facilities                            | d. Human resources |
| 16. Public Commentary and Communications |                    |
| 17. Adjournment                          |                    |

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, January 8, 2018.

A= Action Item I= Information Item D=Discussion Item += Document in Packet \*= Document to be Distributed Later  
#=Document Distributed Previously Attachments: 2018 Calendar, Friends Oct 2017 Minutes, City of Stillwater Strategic Plan Summary, 2018  
City of Stillwater Meeting Calendar

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 12, 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**

Menikheim requested the addition of agenda item 10 A. Discussion about Board Meeting Attendees.

*Motion to adopt the agenda as amended. MSP.*

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

None.

**AGENDA ITEM 4: Consent Calendar**

Menikheim requested that item A – November Minutes be removed from Consent Calendar for discussion.

*Motion to approve items B and C on consent calendar. MSP.*

Menikheim discussed that at November's meeting he requested that the review and clarification of the status of the Venue Coordinator as a contract employee of the Stillwater Public Library Foundation. Menikheim will follow-up on this issue at the next Events Task Force meeting and then bring back to the Board.

*Motion to adopt Item A on consent calendar. MSP.*

**AGENDA ITEM 5: Events/Neighbors Task Force Meeting Report**

Bell provided an events task force update to the Board. On December 6, 2017, the members of the events task force, Director Troendle, and Venue Coordinator Ellis met. The group reviewed the Meeting and Event Policy document drafted by Troendle and the Event Booking Procedure document drafted by Ellis. Both draft documents will be revised and reviewed in January by the task force with the goal of having final documents ready for Board review in February.

The library is planning to present to council on progress in March. Stark recommended that the library should include revenue and expense information for events in the report to the council.

Bell is working on a communication plan with both the neighbors and the community more broadly. Richie asked if there is a vehicle for public feedback about the library. Keliher reported that there is a

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board email address and library contact information available to the public. There is a paper suggestion form as well.

**AGENDA ITEM 6: Labor Negotiations**

Since the last board meeting, Troendle and the Executive Committee have been working with labor attorney Susan Hansen. The meeting with the union is scheduled for December 22, 2017.

Menikheim requested that next year the Board have a chance to go into closed session and provide guidance for negotiations. Bell suggested that the timeframe for board guidance may be best around budget time.

**AGENDA ITEM 7: Board Vacancy Recommendation**

Carlsen reported that the Nominating Committee interviewed three candidates for the two open Board positions. All candidates had valuable skill sets and prior board experience. In a unanimous decision, the Committee recommends Lisa Howe and Pat Lockyear to the Board for consideration.

*Motion made to recommend that the Stillwater City Council appoint Lisa How and Pat Lockyear to fill the vacancies on the Board of Trustees. MSP.*

**AGENDA ITEM 8: Director's Six-Month Performance Evaluation Process**

In October, the Board approved a six-month performance evaluation process. The last bullet point of the process stated "After the Board's discussion, the executive committee will meet with the director to discuss the evaluation." In November, Menikheim advocated for two changes: 1) The full board of trustees meet with director to facilitate discussion, and 2) the discussion be facilitated by the City's HR Manager.

Keliher shared City HR Manager Donna Robole's initial response to inquiry about the evaluation process and facilitation. Menikheim then provided background on the evaluation process used by the city. Menikheim noted that he thinks it is beneficial for the library to use HR and collaborate with city. Stark advocated for full Board discussion with Director. Stark also commented on the benefit of having our process dovetail with city. Bell indicated preference for keeping the six-month review as adopted and making changes at the annual review time. This would give the Board ample time to determine a new process.

Keliher asked Board about their interest in HR facilitation. Richie would be in favor. Bell would like to learn more about how this is done. Keliher will follow-up with Robole and McCarty for additional information

Stark asked Troendle about the director evaluation processes he had seen used. Troendle reported that he had seen a process where the full Board provided evaluation and feedback.

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**AGENDA ITEM 9: 2018 WCL/SPL Joint Powers Agreement**

Troendle reported that Library received the Joint Powers Agreement between Washington County and the Stillwater Public Library. Included in the Board packet, the document shows proposed new text in bold and text to be deleted with strikethrough lines.

Troendle highlighted that the most significant change in the agreement was in section two, under duties of the Stillwater Public Library: “Catalog and process City library materials that the City chooses to include in the County integrated library system catalog following County library standards and instructions.”

Troendle explained that historically cataloging and processing of both Stillwater materials and WCL materials were largely completed by WCL staff. WCL recently contracted with a vendor to catalog and process much of its print book collection and will no longer be cataloging or processing Stillwater’s materials. Troendle noted that SPL is exploring both external and in-house options to assume these new responsibilities.

Troendle and Trustees discussed the significance of this change and the impact on the budget.

*Motion to approve agreement. MSP.*

**AGENDA ITEM 10: Financial Reporting**

Stark provided the Trustees with a behind-the-scenes review of the Finance Committee’s work to provide the Trustees with easily understood and complete financial reporting. Stark explained that while process improvements have been implemented and progress has been made, more work remains to be done to provide the Trustees and Council with a full picture of the library’s revenues and expenditures.

Stark provided examples of financial reports depicting different components of the library’s revenue and expenditures from city and supplemental funds. She demonstrated how looking at individual reports does not always provide a complete picture of the library and advocated the development of more comprehensive reporting. She noted that the library should explore software or services to develop a tracking system that facilitates comprehensive reporting.

Board discussed need for comprehensive reporting and tracking. Richie indicated that the Finance Committee would assume responsibility for this item and explore options to improve systems.

**AGENDA ITEM 10a: Discussion about Board Meeting Attendees**

The Board discussed the best process for welcoming and engaging guest attendees at a Board meeting. Keliher noted that the Trustees are inclined to greet and welcome guests; however, attendees are not required to disclose who they are and reasons for attending the meeting.

Board members noted there is a section for public commentary on the agenda. The public has the opportunity to address the Board at this time. Board suggested reviewing the city’s language for the open forum section of council meetings and adapting this for use at library Board meetings.

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**AGENDA ITEM 11: Director and Other Staff Reports**

Troendle shared the Director and staff reports as found in the December Board Packet. Troendle highlighted that staff are excited that the library will be hoisting a month-long multi-media exhibit, "A Peace of My Mind," from January 8 – February 6, 2018.

**AGENDA ITEM 12: Foundation Report**

Richie reviewed the Foundation minutes included in the Board Packet. The library requested two grants from the Foundation in December, one for newspaper subscriptions and one for teen programming support. The Foundation is soliciting year-end donations through its annual direct mail appeal.

**AGENDA ITEM 13: Board Committee Reports**

- **Executive Committee:** Executive Committee is focused on labor negotiations. The next project for the Exec. Committee will be looking at committee structures.
- **Facilities:** At the November meeting, Facilities reported on the status of the building reorganization. Next, Facilities would like to review and formalize 2018 building reorganization plans.
- **Finance:** None.
- **Human Resources:** The recommendation came from Donna Robole that the Library inform trustee candidates that have not been forwarded to the Council for nomination in writing. Keliher recommends sending a letter from the Board or nominating committee of the Board. Bell and Troendle will discuss and work out process.

**AGENDA ITEM 15: Public Commentary and Communications**

Kathy Stark, ending her final term as a trustee, shared her reflections about her nine years of service on the Board. Stark gave a copy of the book **What now?** by Ann Patchett to each board member.

**AGENDA ITEM 16: Adjournment**

Adjourned at 9:10 pm.

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**2017 Bill Resolutions**

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
12052017	12/5/2017	Baker and Taylor	Materials - YA	16.93	230-4230-2406-0000	Teen Books
12052017	12/5/2017	Baker and Taylor	Materials - Processing	17.64	230-4230-3404-0000	Processing Fee
12052017	12/5/2017	Baker and Taylor	Materials - Juv (Lawson)	561.67	224-4224-2404-0000	Helen Lawson Fund - Other Books
12052017	12/5/2017	Baker and Taylor	Materials - YA (St Twnshp)	10.14	227-4227-2404-0000	Other Govt Gifts - Other Books
120517	12/5/2017	Baker and Taylor	Materials - Adult Nonfiction	30.70	230-4230-2405-0000	Adult Books - Non Fiction
120517	12/5/2017	Baker and Taylor	Materials - Ref	357.56	230-4230-2113-0000	Reference
120517	12/5/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	84.63	232-4232-2113-0000	SPLF - Materials
120517	12/5/2017	Brodart Co	Materials - Adult Fiction	1768.50	230-4230-2401-0000	Adult Books - Fiction
120517	12/5/2017	Brodart Co	Materials - Adult NonFiction	2333.69	230-4230-2405-0000	Adult Books - Non Fiction
120517	12/5/2017	Brodart Co	Materials - Processing	101.40	230-4230-3404-0000	Processing Fee
120517	12/5/2017	Brodart Co	Materials - Adult (SPLF - GN)	131.01	232-4232-2113-0000	SPLF - Materials
120517	12/5/2017	Brodart Co	Materials - Adult (235 Tribute)	38.16	235-4235-2101-0000	Library Donations Materials
120517	12/5/2017	Brodart Co	Materials - Adult Nonfiction (Lawson)	503.06	224-4224-2404-0000	Helen Lawson Fund - Other Books
62218315	11/8/2017	Cengage Learning	Materials - Adult Fiction	7.71	230-4230-2401-0000	Adult Books - Fiction
112017	11/20/2017	Hedin Sue	Programs - Adult (SPLF); Staff Reimbursement for Gal	82.54	232-4232-2407-0000	SPLF - Programs
25688	11/17/2017	Heritage Printing Inc.	Library Insert for City Newsletter (A O'B)	2280.00	235-4238-4099-0000	Library Donations Miscellaneous
5286	11/22/2017	Kjelshus Frame Design	Frames	237.00	230-4230-2101-0000	General Supplies
23733	11/27/2017	Master Framers Inc	Teen Room (Lawson)	1123.55	235-4900-5200-0000	Library Don - Improvement Projects - C/O
49330	11/14/2017	Master Mechanical Inc.	Boiler Repair	1006.88	230-4231-3703-0000	Building Repair Charges
120517	12/5/2017	Midwest Tape	Materials - Audio	229.94	230-4230-2402-0000	Audio
120517	12/5/2017	Midwest Tape	Materials - Video	435.34	230-4230-2408-0000	Film/Video
120517	12/5/2017	Midwest Tape	Materials - Processing	27.95	230-4230-3404-0000	Processing Fee
M63206	11/29/2017	Minnesota Supply Company	Teen Room (Lawson)	1119.00	235-4900-5200-0000	Library Don - Improvement Projects - C/O
42624	11/22/2017	Premier Lighting Inc	LED Retrofit	2149.52	230-4230-5200-0000	C/O & Improvements
75627351	11/13/2017	Recorded Books Inc	Materials - Audio Juv Books	12.87	230-4230-2402-0000	Audio
14088730	11/13/2017	Toshiba Business Solutions	Maintenance Contract	15.10	230-4230-3707-0000	Maintenance Agreements
14094963	11/15/2017	Toshiba Business Solutions	Maintenance Contract	58.39	230-4230-3707-0000	Maintenance Agreements
		<b>INVOICES SUBTOTAL</b>		<b>\$ 14,740.88</b>		
<b>CREDIT CARD</b>						
631454	11/30/2017	Amazon.com	Programs - STEM (MELSA)	\$ 295.72	235-4236-4099-0000	Library Donations Programs
631454	10/18/2017	Amazon.com	Programs - TEEN (MELSA)	\$ 151.73	235-4236-4099-0000	Library Donations Programs
631454	10/18/2017	Amazon.com	Programs - TEEN (SPLF)	\$ 44.80	232-4232-2407-0000	SPLF - Programs
631454	10/18/2017	Amazon.com	Equipment - Juv (SPLF DR)	\$ 42.98	232-4232-2302-0000	SPLF - Minor Equipment
631454	10/18/2017	Amazon.com	Supplies	\$ 33.66	230-4230-2101-0000	General Supplies
51564-1047995	10/23/2017	American Library Association	Mermberships - PLA	\$ 253.00	230-4230-4000-0000	Memberships and Dues
410092	10/13/2017	Dominos Pizza	Programs - YA - LAD (Friends)	\$ 18.50	235-4236-4099-0000	Library Donations Programs
272650	10/30/2017	Valley Bookseller	Programs - YA (Friends - Teen Read Month)	\$ 30.00	235-4236-4099-0000	Library Donations Programs
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 870.39</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
		<b>GRAND TOTAL</b>		<b>\$ 15,611.27</b>		

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
<b>INVOICES PAYABLE</b>						
3798_193670	11/16/2017	Ace Hardware	Supplies	\$ 69.68	230-4231-2102-0000	Janitorial Supplies
3798_193821	11/22/2017	Ace Hardware	Supplies	\$ 29.97	230-4231-2102-0000	Janitorial Supplies
12192017	12/19/2017	Baker and Taylor	Materials - YA	\$ 32.13	230-4230-2406-0000	Teen Books
12192017	12/19/2017	Baker and Taylor	Materials - Processing	\$ 10.78	230-4230-3404-0000	Processing Fee
12192017	12/19/2017	Baker and Taylor	Materials - Juv (Lawson)	\$ 404.21	224-4224-2404-0000	Helen Lawson Fund - Other Books
12192017	12/19/2017	Baker and Taylor	Materials - YA (Still Twmsp)	\$ 209.14	227-4227-2404-0000	Other Govt Gifts - Other Books
5014784302	12/19/2017	Baker and Taylor	Materials - Ref	\$ 83.14	230-4230-2113-0000	Reference
5014784302	12/19/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 44.23	232-4232-2113-0000	SPLF - Materials
15-0185	12/7/2017	Barnhouse Office LLC	Building Reconfig	\$ 2,400.00	230-4900-5200-0000	C/O & Improvements
15-0165	9/27/2017	Barnhouse Office LLC	Building Reconfig	\$ 227.56	230-4900-5200-0000	C/O & Improvements
15-0165	9/27/2017	Barnhouse Office LLC	Teen Room (Lawson)	\$ 1,197.44	235-4900-3099-0000	Library Don - Improvement Projects - Other
12192017	12/19/2017	Brodart Co	Materials - Adult Fiction	\$ 545.66	230-4230-2401-0000	Adult Books - Fiction
12192017	12/19/2017	Brodart Co	Materials - Processing	\$ 14.30	230-4230-3404-0000	Processing Fee
12192017	12/19/2017	Brodart Co	Materials - Adult Fiction (235 Tribute)	\$ 6.84	235-4235-2101-0000	Library Donations Materials
34637	12/5/2017	Cartridge World Hudson	Supplies	\$ 114.98	230-4230-2101-0000	General Supplies
306-024444792-3	11/30/2017	Culligan of Stillwater	Misc	\$ 14.55	230-4230-4099-0000	Miscellaneous Charges
2455591_61282753674	11/1/2017	G & K Services	Towels & Rugs	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
2455591_6182798142	11/29/2017	G & K Services	Towels & Rugs	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
12192017	12/19/2017	Midwest Tape	Materials - Audio	\$ 611.17	230-4230-2402-0000	Audio
12192017	12/19/2017	Midwest Tape	Materials - Video	\$ 28.47	230-4230-2408-0000	Film/Video
12192017	12/19/2017	Midwest Tape	Materials - Video	\$ 134.45	230-4230-3404-0000	Processing Fee
12192017	12/19/2017	Midwest Tape	Materials - Audio Books (YA - Friends)	\$ 49.99	235-4235-2101-0000	Library Donations Materials
11302017	11/30/2017	Petrie Angela	Mileage to Summer Resource Workshop (Staff Reimb)	\$ 89.88	230-4230-3200-0000	Mileage
42625	11/22/2017	Premier Lighting Inc	LED Retrofit	\$ 933.74	230-4230-5200-0000	C/O & Improvements
75634292	11/29/2017	Recorded Books Inc	Materials - Audio (Juv)	\$ 151.61	230-4230-2402-0000	Audio
75637741	12/5/2017	Recorded Books Inc	Materials - Audio (Juv)	\$ 6.09	230-4230-2402-0000	Audio
111517_COP	11/15/2017	Recorded Books Inc	Materials - Audio Books (Adult)	\$ 4,921.90	230-4230-2402-0000	Audio
75637741	12/5/2017	Recorded Books Inc	Materials - Audio (Juv - SRI)	\$ 20.61	235-4235-2101-0000	Library Donations Materials
111517_COP	11/15/2017	Recorded Books Inc	Materials - Audio Books (Adult - Lawson)	\$ 2,078.00	224-4224-2404-0000	Helen Lawson Fund - Other Books
111517_COP	11/15/2017	Recorded Books Inc	Materials - Audio Books (Adult - Friends)	\$ 2,126.10	235-4235-2101-0000	Library Donations Materials
111517_COP	11/15/2017	Recorded Books Inc	Materials - Audio Books (Adult - SRI)	\$ 50.00	235-4235-2101-0000	Library Donations Materials
111517_COP	11/15/2017	Recorded Books Inc	Materials - Audio Books (Adult - SPLF DR)	\$ 1,000.00	232-4232-2113-0000	SPLF - Materials
12052017	12/5/2017	Thorager Natasha	Programs - Juv (SPLF)	\$ 420.00	232-4232-2407-0000	SPLF - Programs
111517_227.91	11/15/2017	Washington County Library	Q3: Postage for Overdue Notices	\$ 227.91	230-4230-3102-0000	Postage
111517_149.34	11/15/2017	Washington County Library	Q3: Processing Supplies	\$ 149.34	230-4230-3404-0000	Processing Fee
17	12/6/2017	White Bear Center for the Arts	Programs - YA (SPLF)	\$ 190.00	232-4232-2407-0000	SPLF - Programs
			<b>INVOICES SUBTOTAL</b>	<b>\$ 18,760.15</b>		
<b>CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	<b>\$ -</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
51-7976594-1	11/27/2017	Xcel Energy	Energy	\$ 957.51	230-4231-3601-0000	Natural Gas
51-7976594-1	11/27/2017	Xcel Energy	Energy	\$ 2,974.36	230-4231-3600-0000	Electricity
			<b>MANUAL PAYOUT SUBTOTAL</b>	<b>\$ 3,931.87</b>		
			<b>GRAND TOTAL</b>	<b>\$ 22,692.02</b>		

Submitted for payment

Mark Troendle, Library Director

# General Ledger

## Budget Status



User: kgoeltl  
 Printed: 1/4/2018 - 8:33 AM  
 Period: 1 to 11, 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	58,171.18	58,171.18	11,828.82	0.00	11,828.82	16.90
230-0000-3520-0100	Copier/Printer Sales	5,800.00	5,208.14	5,208.14	591.86	0.00	591.86	10.20
230-0000-3880-0200	Gallery Fees	600.00	1,304.50	1,304.50	-704.50	0.00	-704.50	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	139.69	139.69	160.31	0.00	160.31	53.44
	R25 Sub Totals:	76,700.00	64,823.51	64,823.51	11,876.49	0.00	11,876.49	15.48
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	1,067.00	1,067.00	4,433.00	0.00	4,433.00	80.60
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	168.30	168.30	331.70	0.00	331.70	66.34
230-0000-3880-0020	Library Card Fees	10,212.00	8,265.54	8,265.54	1,946.46	0.00	1,946.46	19.06
230-0000-3880-0030	Lost Materials	3,200.00	2,111.77	2,111.77	1,088.23	0.00	1,088.23	34.01
230-0000-3880-0040	Processing Fees	8,200.00	4,829.62	4,829.62	3,370.38	0.00	3,370.38	41.10
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	-333.55	-333.55	333.55	0.00	333.55	0.00
	R40 Sub Totals:	29,412.00	17,428.15	17,428.15	11,983.85	0.00	11,983.85	40.74
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	1,073,989.59	1,073,989.59	97,635.41	0.00	97,635.41	8.33
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: 1/4/2018 - 8:33 AM  
 Period: 1 to 11, 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
	<b>R45 Sub Totals:</b>	<b>1,284,325.00</b>	<b>1,073,989.59</b>	<b>1,073,989.59</b>	<b>210,335.41</b>	<b>0.00</b>	<b>210,335.41</b>	<b>16.38</b>
	<b>Revenue Sub Totals:</b>	<b>1,390,437.00</b>	<b>1,156,241.25</b>	<b>1,156,241.25</b>	<b>234,195.75</b>	<b>0.00</b>	<b>234,195.75</b>	<b>16.84</b>
	<b>Dept 0000 Sub Totals:</b>	<b>-1,390,437.00</b>	<b>-1,156,241.25</b>	<b>-1,156,241.25</b>	<b>-234,195.75</b>	<b>0.00</b>		
Dept 230-4230 E05	<b>LIBRARY OPERATIONS PERSONNEL SERVICES</b>							
230-4230-1000-0000	Full Time Salaries	223,923.00	77,738.32	77,738.32	146,184.68	0.00	146,184.68	65.28
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	17,262.87	17,262.87	-17,262.87	0.00	-17,262.87	0.00
230-4230-1113-0000	Vacation Pay	0.00	47,434.50	47,434.50	-47,434.50	0.00	-47,434.50	0.00
230-4230-1200-0000	Part Time Salaries	469,003.00	376,904.54	376,904.54	92,098.46	0.00	92,098.46	19.64
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	36,241.45	36,241.45	15,732.55	0.00	15,732.55	30.27
230-4230-1420-0000	FICA/Medicare	53,005.00	38,427.60	38,427.60	14,577.40	0.00	14,577.40	27.50
230-4230-1500-0000	Hospital / Medical	105,454.00	88,021.56	88,021.56	17,432.44	0.00	17,432.44	16.53
230-4230-1520-0000	Dental Insurance	4,149.00	2,836.47	2,836.47	1,312.53	0.00	1,312.53	31.63
230-4230-1540-0000	Life Insurance	650.00	519.36	519.36	130.64	0.00	130.64	20.10
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>908,158.00</b>	<b>721,818.80</b>	<b>721,818.80</b>	<b>186,339.20</b>	<b>0.00</b>	<b>186,339.20</b>	<b>20.52</b>
E10	<b>SUPPLIES</b>							
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	3,045.19	3,045.19	1,454.81	0.00	1,454.81	32.33
230-4230-2113-0000	Reference	5,040.00	2,882.38	2,882.38	2,157.62	0.00	2,157.62	42.81
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	13,020.00	13,020.00	0.00	0.00	0.00	0.00
230-4230-2401-0000	Adult Books - Fiction	14,923.00	10,319.69	10,319.69	4,603.31	0.00	4,603.31	30.85

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230-4230-2402-0000	Audio	10,920.00	6,375.65	6,375.65	4,544.35	0.00	4,544.35	41.61
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	14,453.61	14,453.61	2,364.39	0.00	2,364.39	14.06
230-4230-2406-0000	Teen Books - Materials	4,620.00	4,201.26	4,201.26	418.74	0.00	418.74	9.06
230-4230-2407-0000	Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	7,560.00	5,227.66	5,227.66	2,332.34	0.00	2,332.34	30.85
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	69,625.78	69,625.78	21,139.22	0.00	21,139.22	23.29
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	71,463.50	71,463.50	-70,463.50	0.00	-70,463.50	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	525.04	525.04	-25.04	0.00	-25.04	0.00
230-4230-3201-0000	Seminar/Conference Fees	4,500.00	1,969.43	1,969.43	2,530.57	0.00	2,530.57	56.23
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	1,057.86	1,057.86	442.14	0.00	442.14	29.48
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	4,501.78	4,501.78	2,498.22	0.00	2,498.22	35.69
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	10,169.29	10,169.29	9,830.71	0.00	9,830.71	49.15
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	385.12	385.12	14.88	0.00	14.88	3.72
	E15 Sub Totals:	44,814.00	91,828.47	91,828.47	-47,014.47	0.00	-47,014.47	0.00
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	400.00	371.00	371.00	29.00	0.00	29.00	7.25
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	11,102.04	11,102.04	-9,602.04	0.00	-9,602.04	0.00
	E20 Sub Totals:	2,525.00	12,090.02	12,090.02	-9,565.02	0.00	-9,565.02	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

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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
	Expense Sub Totals:	1,134,962.00	936,370.39	936,370.39	198,591.61	0.00	198,591.61	17.50
	Dept 4230 Sub Totals:	1,134,962.00	936,370.39	936,370.39	198,591.61	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	51,709.00	39,776.00	39,776.00	11,933.00	0.00	11,933.00	23.08
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	2,149.42	2,149.42	-2,149.42	0.00	-2,149.42	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,718.93	4,718.93	-4,718.93	0.00	-4,718.93	0.00
230-4231-1200-0000	Part Time Salaries	33,876.00	26,935.58	26,935.58	6,940.42	0.00	6,940.42	20.49
230-4231-1410-0000	PERA	6,419.00	5,047.84	5,047.84	1,371.16	0.00	1,371.16	21.36
230-4231-1420-0000	FICA/Medicare	6,547.00	4,948.55	4,948.55	1,598.45	0.00	1,598.45	24.41
230-4231-1500-0000	Hospital / Medical	21,178.00	16,181.79	16,181.79	4,996.21	0.00	4,996.21	23.59
230-4231-1520-0000	Dental Insurance	758.00	757.68	757.68	0.32	0.00	0.32	0.04
230-4231-1540-0000	Life Insurance	116.00	105.60	105.60	10.40	0.00	10.40	8.97
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	120,603.00	100,621.39	100,621.39	19,981.61	0.00	19,981.61	16.57
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	2,300.00	651.15	651.15	1,648.85	0.00	1,648.85	71.69
230-4231-2102-0000	Janitorial Supplies	3,800.00	3,388.88	3,388.88	411.12	0.00	411.12	10.82
230-4231-2202-0000	Building Repair Supplies	300.00	1,142.29	1,142.29	-842.29	0.00	-842.29	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
230-4231-2302-0000	Other Minor Equipment	800.00	481.03	481.03	318.97	0.00	318.97	39.87
	E10 Sub Totals:	7,300.00	5,663.35	5,663.35	1,636.65	0.00	1,636.65	22.42
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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230-4231-3099-0000	Other Professional Services	500.00	740.00	740.00	-240.00	0.00	-240.00	0.00
230-4231-3101-0000	Telephone	4,500.00	3,414.59	3,414.59	1,085.41	0.00	1,085.41	24.12
230-4231-3500-0000	General Insurance	29,741.00	0.00	0.00	29,741.00	0.00	29,741.00	100.00
230-4231-3600-0000	Electricity	40,000.00	37,724.90	37,724.90	2,275.10	0.00	2,275.10	5.69
230-4231-3601-0000	Natural Gas	12,000.00	6,676.72	6,676.72	5,323.28	0.00	5,323.28	44.36
230-4231-3703-0000	Building Repair Charges	10,750.00	12,778.76	12,778.76	-2,028.76	0.00	-2,028.76	0.00
230-4231-3707-0000	Maintenance Agreements	8,995.00	7,710.88	7,710.88	1,284.12	0.00	1,284.12	14.28
	E15 Sub Totals:	106,486.00	69,045.85	69,045.85	37,440.15	0.00	37,440.15	35.16
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	3,272.69	3,272.69	-2,172.69	0.00	-2,172.69	0.00
	E20 Sub Totals:	1,100.00	3,272.69	3,272.69	-2,172.69	0.00	-2,172.69	0.00
E25	CAPITAL OUTLAY							
230-4231-5200-0000	C/O & Improvements	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
230-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	259,489.00	178,603.28	178,603.28	80,885.72	0.00	80,885.72	31.17
	Dept 231 Sub Totals:	259,489.00	178,603.28	178,603.28	80,885.72	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	12,150.27	12,150.27	-12,150.27	0.00	-12,150.27	0.00
	E25 Sub Totals:	0.00	12,150.27	12,150.27	-12,150.27	0.00	-12,150.27	0.00
	Expense Sub Totals:	0.00	12,150.27	12,150.27	-12,150.27	0.00	-12,150.27	0.00

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	Dept 4900 Sub Totals:	0.00	12,150.27	12,150.27	-12,150.27	0.00		
	Fund Revenue Sub Totals:	1,390,437.00	1,156,241.25	1,156,241.25	234,195.75	0.00	234,195.75	16.84
	Fund Expense Sub Totals:	1,394,451.00	1,127,123.94	1,127,123.94	267,327.06	0.00	267,327.06	19.17
	Fund 230 Sub Totals:	4,014.00	-29,117.31	-29,117.31	33,131.31	0.00		
	Revenue Totals:	1,390,437.00	1,156,241.25	1,156,241.25	234,195.75	0.00	234,195.75	16.84
	Expense Totals:	1,394,451.00	1,127,123.94	1,127,123.94	267,327.06	0.00	267,327.06	19.17
	Report Totals:	4,014.00	-29,117.31	-29,117.31	33,131.31	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. The Bibliotheca contracts are now all aligned to run Dec 2017 - Dec 2018. \$19,080.31 will appear in December's report. (Updated 1/4/18)

Capital Budget Lines 230-4230-5200-000, 230-4230-5300-000, 230-4230-5310-000: No capital expenditures invoiced in October. Expenditures for LED Retrofit will appear in December's report.  
 Capital Budget Line 230-4900-5200-000: \$833.75 was paid to Barnhouse Office LLC in November and additional Barnhouse Office LLC invoices will appear in December's Report. (Updated 1/4/18)

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)

**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 12/31/17)**

Prepared 1/4/2018

2017: GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
Lib 1	1/2/2017	Unrestricted donation of \$100	\$100	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 4/11/17
Lib 2	1/6/2017	In Kind Donation of book in memory of Mike Diem	In Kind	N/A	N/A	N/A	Accepted by Bd 4/11/17
Lib 3	1/11/2017	Tribute Donation of \$40.00 for purchase of hard cover book in memory of Mike Diem	\$40	Purchase of book	230-0000-3820-0100	Expend in 2017	Accepted by Bd 4/11/17
Lib 4	3/2/2017	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 4/11/17
Lib 5	3/16/2017	Full disbursement of the Helen Lawson Fund	\$23,315.66	Renovating the Teen Library to make it more attractive and more flexible for serving our young adults.	235-0000-3820-0100	Expend in 2017	Accepted by Bd 4/11/17
Lib 6	5/2/2017	Unrestricted donation of \$70	\$70.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 7/11/17
Lib 7	5/3/2017	Donation of \$50 in appreciation of Angie Petrie and SPL children's programming	\$50.00	Books/Supplies	230-0000-3820-0100	Expend in 2017	Accepted by Bd 7/11/17
Lib 8	5/10/2017	Tribute donation of \$50 in memory of Helen Carlson	\$50.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 7/11/17
Lib 9	6/16/2017	Donation of \$20 for St. Croix Collection	\$20.00	St. Croix Collection	230-0000-3820-0100	Expend in 2017	Accepted by Bd 7/11/17
Lib 10	6/15/2017	Donation of \$50,000 to the City of Stillwater from Kilty Estate for the upkeep of the Stillwater Public Library	\$50,000.00	For the upkeep of the Stillwater Public Library	233-0000-3820-0200		Accepted by Bd 10/10/17
Lib 11	8/2/2017	Stillwater Township Donation of \$5,000	\$5,000.00	None	227-0000-3820-0100	TBD BY BOARD	Accepted by Bd 10/10/17
Lib 12	8/14/2017	In-Kind Donation of 5 lbs Lego Bricks and 40 Finger Puppets for Children's Area (estimated value \$45)	In Kind	N/A	N/A	N/A	Accepted by Bd 10/10/17
Lib 13	8/14/2017	Helen Lawson Library Fund - 2017 Distribution from St. Croix Valley Foundation	\$9,705.00	Funds in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund.	224-0000-3820-0100	TBD BY BOARD	Accepted by Bd 10/10/17
Lib 14	8/31/2017	Tribute Donation of \$100 in memory of Bell	\$100.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 10/10/17
Lib 15	8/31/2017	Tribute Donation of \$100 in memory of Bell	\$100.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 10/10/17

**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 12/31/17)**

Prepared 1/4/2018

Lib 16	8/31/2017	Tribute Donation of \$50 in honor of Jim & Marilyn Meier Anniversary	\$50.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Accepted by Bd 10/10/17
Lib 17	8/31/2017	Tribute Donation of \$50 in memory of Heuer	\$50.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Accepted by Bd 10/10/17
Lib 18	8/31/2017	Tribute Donation of \$25 in memory of Heuer	\$25.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Accepted by Bd 10/10/17
Lib 19	8/31/2017	In-Kind donation of 5 bins of LEGO bricks, approximately 7lbs (value estimated at \$35)	In Kind	N/A	N/A	N/A	Accepted by Bd 10/10/17
Lib 20	9/13/2017	Tribute Donation of \$25 in memory of Nicholas George Haase	\$25.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Accepted by Bd 10/10/17
Lib 21	10/28/2017	Unrestricted Donation of \$200	\$200.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 1/9/18
Lib 22	10/30/2017	Tribute Donation of \$25 in memory of Suzy Kennedy	\$25.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Review and Accept 1/9/18
Lib 23	10/30/2017	Tribute Donation of \$20 in memory of Suzy Kennedy	\$20.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Review and Accept 1/9/18
Lib 24	10/30/2017	Tribute Donation of \$50 in memory of Connie Koepf	\$50.00	Book Purchase	235-3235-3820-0100	Expend in 2017 & 2018	Review and Accept 1/9/18
Lib 25	10/30/2017	Tribute Donation of \$100 in memory of Connie Koepf	\$100.00	Book Purchase	235-3235-3820-0100	Expend in 2017 & 2018	Review and Accept 1/9/18
Lib 26	10/30/2017	Tribute Donation of \$50 in memory of Connie Koepf	\$50.00	Book Purchase	235-3235-3820-0100	Expend in 2017 & 2018	Review and Accept 1/9/18
Lib 27	10/30/2017	Tribute Donation of \$100 in memory of Connie Koepf	\$100.00	Book Purchase	235-3235-3820-0100	Expend in 2017 & 2018	Review and Accept 1/9/18
Lib 28	10/30/2017	In Kind Gift Subscription to Opera News	In Kind	N/A	N/A	N/A	
Lib 29	11/9/2017	Tribute Donation of \$25 in memory of Don Irwin	\$25.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Review and Accept 1/9/18
Lib 30	11/9/2017	Tribute Donation of \$25 in memory of Don Irwin	\$25.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Review and Accept 1/9/18



**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 12/31/17)**

Prepared 1/4/2018

Lib 31	11/22/2017	Donation of \$12	\$12.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 1/9/18
Lib 32	11/30/2017	Tribute Donation of \$30 in memory of Wilma Edhlund	\$30.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Review and Accept 1/9/18
Lib 33	11/30/2017	AAUW Speaker Honorarium from Lindsay-Matts Benson	\$75.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 1/9/18
Lib 34	12/15/2018	Company Match Donation of \$200	\$200.00	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 1/9/18
Lib 35	12/15/2018	Tribute Donation of \$15 in memory of Anita Buck	\$15.00	Book Purchase	230-0000-3820-0100	Expend in 2017	Review and Accept 1/9/18
Lib 36	12/19/2018	In Kind Donation of 14 puppets	\$50.00	In Kind	N/A	N/A	
			<b>\$88,946</b>				

**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 12/31/17)**

Prepared 1/4/2018

2017: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
FR1	1/9/2017	Q4 2016 Audio Book	\$1,200	Audio Books	235-3235-3820-0100		Accepted by Bd 4/11/17
FR2	4/10/2017	Q1 2017 Audio Books	\$1,200	Audio Books	235-3235-3820-0100		Accepted by Bd 7/11/17
FR3	5/9/2017	Teen Programming	\$850	Teen Programming	235-3235-3820-0100		Accepted by Bd 7/11/17
FR4	8/2/2017	Q2 2017 Audio Books	\$1,200	Audio Books	235-3235-3820-0100		Accepted by Bd 10/10/17
FR5	10/9/2017	Q3 2017 Audio Books	\$1,200	Audio Books	235-3235-3820-0100		Review and Accept 1/9/18
			<b>\$5,650</b>				

**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 12/31/17)**

Prepared 1/4/2018

2017: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant. )							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/25/2017	Award to cover 1/2 of Sunday Hours in 2017	\$7,391	Winter/Spring 2017 Sunday Hours - First 17 Open Sundays	223-0000-3870-0100	Expend in 2017	Accepted by Bd 4/11/17
SPLF2	1/25/2017	Donor-Restricted Tribute Gift	\$25	Purchase of book in Catharine Bell's memory	232-0000-3820-0310	Expend in 2017	Accepted by Bd 4/11/17
SPLF3	2/22/2017	Donor-Restricted Gift to Children's Area	\$520	Purchase of props and décor for Imagination Station	232-0000-3820-0305	Expend in 2017	Accepted by Bd 4/11/17
SPLF4	3/22/2017	Popular Nonfiction Books in Series	\$1,500	Purchase of non-fiction	232-0000-3820-0310	Expend in 2017	Accepted by Bd 4/11/17
SPLF5	3/22/2017	Adult Summer Reading Program Grant	\$2,500	Adult Summer Reading Program Support	232-0000-3820-2407	Expend in 2017	Accepted by Bd 4/11/17
SPLF6	3/22/2017	Youth Services Summer Reading Program Grant	\$1,500	Youth Services Summer Reading Program Support	232-0000-3820-2407/ 223-0000-3870-0100	Expend in 2017	Accepted by Bd 4/11/17
SPLF7	3/22/2017	Volunteer Services Support Budget	\$400	Volunteer Services Support	232-4232-4099-0000	Expend in 2017 & 2018	Accepted by Bd 4/11/17
SPLF8	5/24/2017	Trimming of Trees on Terrace; Soil and Flowers for Pots	\$625	Terrace Trees and Pots	232-4232-4099-0000	Expend in 2017	Accepted by Bd 7/11/17
SPLF9	6/28/2017	Design and Feasibility Consultation for Tent Tie-Downs on Terrace	\$3,990	Terrace Tent-Downs Consultation	232-4232-4099-0000	Expend in 2017	Accepted by Bd 7/11/17
SPLF10	8/25/2017	Teen programming assistance support and teen programming equipment and materials	\$5,000	Teen Programming	232-0000-3820-2407/ 223-0000-3870-0100	Expend in 2017	Accepted by Bd 10/10/17
SPLF11	8/25/2017	Weeding support for library's collection	\$1,500	Weeding Support	223-0000-3870-0100	Expend in 2017 & 2018	Accepted by Bd 10/10/17
SPLF12	8/25/2017	Adult Programming	\$2,000	Adult Programming	232-0000-3820-2407	Expend in 2017 & 2018	Accepted by Bd 10/10/17
SPLF13	8/25/2017	Donor-Restricted Award to Children's Area	\$500	Children's Area	232-0000-3820-0305	Expend in 2017	Accepted by Bd 10/10/17
SPLF14	8/25/2017	Donor-Restricted Award for Audio Books	\$1,000	Audio Books	232-0000-3820-0310	Expend in 2017 & 2018.	Accepted by Bd 10/10/17
SPLF15	12/1/2017	Newspaper subscription support	\$3,110	Periodical Subscriptions	232-0000-3820-0310	Expend in 2018	Review and Accept 1/9/18
SPLF16	12/1/2017	Youth services programming support	\$2,875	Teen Programming	232-0000-3820-2407/ 223-0000-3870-0100	Expend in 2018	Review and Accept 1/9/18
			<b>\$34,436</b>				

**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 12/31/17)**

Prepared 1/4/2018

2017: SPLF IN KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library )							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	
SPLF In Kind 1	1/6/2017	Venue Coordinator Contract	\$6,000	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 2	1/24/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 3	1/25/2017	Volunteer Center - Annual Affiliation Fee	\$55	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 4	2/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 5	3/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 6	4/7/2017	Venue Coordinator Contract	\$6,000	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 7	4/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 8	5/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 9	6/5/2017	Advertising expenses for promoting library as a wedding venue	\$1,954	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 10	6/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 11	7/8/2017	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 12	7/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18

**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 12/31/17)**

Prepared 1/4/2018

SPLF In Kind 13	8/8/2017	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 14	8/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 15	9/8/2017	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 16	9/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 17	10/8/2017	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 18	10/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 19	11/8/2017	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 20	11/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 21	12/8/2017	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	Review and Accept 1/9/18
SPLF In Kind 22	12/21/2017	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	Review and Accept 1/9/18
			<b>\$44,729</b>				

**LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 12/31/17)**

Prepared 1/4/2018

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

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2018 Capital Release Requests</b>	
OWNER: <b>Mark Troendle, Library Director</b>	PRESENTER: <b>Troendle</b>
REQUESTED AGENDA TYPE (A, I, D):  <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Release 2018 capital funds for the following:</b> <ul style="list-style-type: none"> <li>• Release \$12,500 allocated for the LED light conversion.</li> </ul>	
BACKGROUND/CONTEXT: <b>The funds requested for release are part of the 2018 Library Capital Outlay budget.</b>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Foundation Strategic Planning</b>	
OWNER: <b>Fred Rengel</b> <b>President, Stillwater Public Library Foundation</b>	PRESENTER: <b>Fred Rengel</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The Stillwater Public Library Foundation is interested in developing a formal strategic plan to help guide the organization as it matures. The planning process is tentatively scheduled to begin this spring. As part of this process, the Foundation would like to obtain the input of the Trustees regarding their vision and goals for the library and how the Foundation can help achieve the library’s mission and objectives.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Vacancy – Trustee Seats</b>	
OWNER: <b>Library Director</b>	PRESENTER: <b>Troendle</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Ratification of the Nominating Committee’s recommendations for filling trustee vacancies</b>	
BACKGROUND/CONTEXT:  MN Stat. Sec. 134.09 provides that the Mayor appoints, with the approval of the Council. Both Lisa Howe and Pat Lockyear were appointed at the 1/2/2018 Council meeting.  Kathy Stark recently completed three consecutive terms in December. It is the Nominating Committee’s recommendation that newly-appointed trustee Lisa Howe fill this vacancy for a full three-year term.  Craig Hansen resigned his seat on 10/11/2017. It is the Nominating Committee’s recommendation that newly-appointed trustee Pat Lockyear fill this vacancy for the remainder of Dr. Hansen’s term, which would end on 12/31/2019. Per the Board’s by-laws, this would be considered a full term of office.  Regarding term of office, the Stillwater Public Library Board of Trustees By-Laws state that “a Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. A former member may be reappointed after a lapse of one year.”	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>2018-2019 Labor Agreement</b></p>	
<p>OWNER:  <b>Executive Committee/Library Director</b></p>	<p>PRESENTER:  <b>Keliher/Troendle</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>A</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:  <b>Approval is recommended for the 2018-2019 Labor Agreement between Stillwater Public Library and Library Employees Local 517.</b></p>	
<p>BACKGROUND/CONTEXT:  <b>The revisions of note are as follows:</b></p> <ol style="list-style-type: none"> <li>1. A two-year agreement from 1/1/2018 – 12/31/2019.</li> <li>2. Adoption of a new pay grid structure, as recommended by the classification and compensation study consultants.</li> <li>3. A 2.5% general wage adjustment applied to the grid for each year of the contract.</li> <li>4. Step increases will be based on anniversary dates.</li> <li>5. Employees will not be required to take unscheduled, unpaid leave as was done in 2017.</li> <li>6. Agreement to move to new insurance plans, with modifications to employer contributions.</li> <li>7. Titles for three positions were modified.</li> </ol>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Labor Agreement</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

~~2016-2018~~ and ~~2017~~2019  
Agreement

Between the

Stillwater Public Library Board of Trustees

and

Local 517 Council 5  
of the American Federation of State, County,  
and Municipal Employees, AFL-CIO

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## ARTICLE 1. PREAMBLE

1.1 This AGREEMENT entered into by the Stillwater Public Library Board hereinafter referred to as the Employer, and Local 517 affiliated with Council No. 5 and the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose, the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

1.2 All personnel policies unless otherwise stated shall be applied uniformly across the entire bargaining unit.

## ARTICLE II. RECOGNITION

2.1 The Employer recognizes the Union as the exclusive representative in a unit defined as:

All employees of the Stillwater Public Library who are public employees within the meaning of Minnesota Statutes 179A.03, Subd. 14, excluding supervisory and confidential employees and essential employees.

## ARTICLE III. UNION SECURITY

3.1 The Employer agrees to deduct the Union dues from the pay of those employees who individually request, in writing, that such deductions be made. The amounts to be deducted shall be certified to the Employer by a designated representative of the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement, to the designated representative by the first of the succeeding month after such deductions are made.

Any fair share fee collected shall be processed in accordance with Minnesota Statutes, Section 179A.06, Subd. 3.

3.2 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

## ARTICLE IV. HOURS OF WORK

4.1 The normal work week shall be five (5) eight (8) hours days. This article is intended only to define the normal hours of work to provide the basis for the calculation of overtime pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

4.2 Schedules. Work schedules showing the work shifts, work days and hours and employee assignment shall be posted on a personnel board at each work site at least two (2) weeks prior to the start of each scheduling period.

4.3 All employees shall be scheduled a one-half (1/2) hour lunch break.

4.4 All employees' work schedules shall provide for at least one (1) fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift, whenever possible. Employees who are authorized to work beyond their regular quitting time shall receive a fifteen (15) minute rest period before they start to work on each shift. In addition, they shall be granted the regular rest periods that occur during the shift.

4.5 It is the employer's responsibility to arrange for substitutes for time off requested at least two weeks in advance.

4.6 Flexible Daily Work Hours: Notwithstanding the normally established and observed daily work hours for employees, employees may, with the express written approval of their supervisor, establish and observe individual flexible daily work hours.

## ARTICLE V. PART-TIME EMPLOYEES

5.1 Part-time employees shall be eligible to earn employee benefits, as pro-rated below, provided that such employees work regularly scheduled hours in each pay period, as opposed to being subject to call or to work when available.

<u>Average Hours Worked Per Week</u>	<u>Percent of Benefits</u>
20 to 25.99 hours per week	50%
26 to 35.99 hours per week	75%
36 or more hours per week	100%

Employees whose average hours total between 14 and 19.99 worked per week shall be eligible for a 50% prorated share of vacation, sick leave, and holiday benefits only. They are not eligible for any other benefits.

5.2 Part-time employees shall be paid an hourly rate computed by dividing the full-time annual rate for which they would be eligible by two thousand eighty (2080) hours.

5.3 Temporary Appointments. When positions are temporary, this is clearly stated at the time of appointment.

## ARTICLE VI. PROBATIONARY PERIODS

6.1 All newly hired or rehired employees will serve a probationary period. The probationary period shall end upon the employee completing 1,040 work hours or,



provided the employee has been in the position for at least twelve (12) months, 780 work hours (the "Probationary Period"). The Probationary Period is the period during which time the employee's ability to perform the work will be determined.

6.2 All employees will serve a Probationary Period in any job classification in which the employee has not served a previous Probationary Period.

6.3 At any time during the Probationary Period, a newly hired or rehired employee may be terminated at the sole discretion of the Employer.

6.4 At any time during the Probationary Period, a promoted or reassigned Employee may be demoted or reassigned to the Employee's previous position at the sole discretion of the Employer.

## ARTICLE VII. HOLIDAYS

7.1 Holidays with pay are defined as:

New Years Day	January 1
Martin Luther King Birthday	The third Monday in January
President's Day	The third Monday in February
Easter	Easter Sunday
Memorial Day	The last Monday in May
Independence Day	July 4
Labor Day	The first Monday in September
Thanksgiving Day	The fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25
New Year's Eve Day	December 31
Floating Holidays	Two (2) per year

Employees shall be eligible for holiday pay provided they are on paid status on the day before and the day after the holiday.

7.2 Employees scheduled to work on any of the above listed holidays shall be given an alternate day off.

7.3 Floating holidays shall accrue at the rate of 1/6 day per month during the employees first calendar year of employment and at the rate of two (2) days per year thereafter.

## ARTICLE VIII. SICK LEAVE

8.1 Full time employees will earn sick leave at the rate of eight (8) hours per full month worked. Sick leave may be accumulated to a maximum of nine hundred and sixty (960) hours. Employees do not earn eight (8) hours of sick leave in months in which they will miss twenty-one (21) working days due to illness.

8.2 Sick leave may be authorized for the following reasons with limits as specified:

(a) For illness or injury, dental or medical treatment for the employee. Sick leave may be used for a sick or injured child in accordance with Minnesota Statutes. Sick leave usage by the employee may be subject to approval by the department head. The Employer may require verification for an absence of three (3) days or more, from a recognized medical authority attesting to the necessity of the leave, ability to return to duty, or other information deemed necessary.

(b) Employees shall be able to use up to 160 hours of accrued personal sick leave per year to care for an adult child, spouse, sibling, parent, grandparent, or step-parent. "Spouse" does not include unmarried domestic partners. Family care leave uses a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Family care leave cannot be carried over to a subsequent year and Employees shall not be eligible for pay for any unused family care leave. Proof of sickness or disability will need to be provided for any family member.

(c) A male employee shall be granted five (5) days of sick leave for the birth or adoption of his child.

8.3 An employee unable to work because of illness or accident whose paid sick leave is exhausted, shall be granted a leave of absence for a period not to exceed nine (9) months. Employees will return at the same seniority in the salary schedule, will retain promotion rights and will earn vacation schedule seniority for sick leave under this paragraph. Existence and extent of illness or disability must be verified by a written statement from a medical doctor when requested by the department head or his or her designee.

8.4 Should illness occur while an employee is on vacation, the period of illness may be charged to sick leave and the charge to vacation reduced accordingly. An employee requesting such a change may be required to submit a written statement from a physician attesting to illness and the period of disability.

8.5 Employees injured during the performance of their duties for the Employer and thereby rendered unable to work for the Employer will be paid the difference between the employee's regular pay and Workers Compensation insurance payments for a period not to exceed ninety (90) working days per injury not charged to the employee's vacation, sick leave, or other accumulated benefits, after a five (5) working day initial waiting period per injury. The five (5) working day waiting period shall be charged to the employee's sick leave account less Worker's Compensation insurance payments.

If recovery is not complete, an additional recovery period not in excess of thirty (30) sick leave days may be granted. Sick leave shall then be deducted on a prorated basis with no deduction of sick leave being made for that portion of the employee's absence which is covered by Workers Compensation insurance. No employee can receive more than the

employee's normal take home pay as a result of any library pay supplement to Worker's Compensation insurance benefits.

8.6 Sick leave will be suspended after the benefits specified in sections 8.1, 8.2, and 8.5 have been exhausted. However, an employee who has fulfilled all of the requirements for a vacation which has not been taken may request vacation during disability.

8.7 The Employer provides for Family Medical Leave Act leave in accordance with applicable laws. See the website of the U.S. Department of Labor ([www.labor.gov](http://www.labor.gov)) and the State of Minnesota Department of Labor ([www.labor.mn.us](http://www.labor.mn.us)) for details.

8.8 Use of Vacation and Sick Leave:

- A. During the first 40 hours for full-time employees, an employee may choose to take FMLA as unpaid. For part-time employees and those who work variable hours, a weekly average of the hours worked shall be used to determine the amount of time allowed as initial unpaid leave for FMLA purposes.

After the initial period of unpaid leave for FMLA purposes, an employee must substitute accrued paid vacation time for any part of a family/medical-leave taken for any reason. Accrued sick leave may only be used in the case of the illness or medical disability of the employee or the employee's child.

- B. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

## ARTICLE IX. VACATION

9.1 Vacation is accrued to full time employees in accordance with the following schedule:

<u>Years</u>	<u>Days</u>	<u>Hours</u>
0 – 1	5/6 day per month	
1 – 4	10 days/year	80 hours/year
5 – 9	15 days/year	120 hours/year
10 – 15	20 days/year	160 hours/year
After 15	1 additional day for each year up to twenty years	

9.2 Vacation shall be granted at the time requested by the employee upon approval of department head. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater departmental seniority shall be given his/her choice of vacation period.

9.3 If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation used shall be reduced by one work day.

9.4 Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason, prior to taking his/her vacation, shall be compensated in cash for the unused vacation he/she has accumulated at the time of separation.

9.5 Vacation may be used in units of fifteen (15) minutes with the approval of the department supervisor.

9.6 Inclement Weather. In cases where the library has been closed due to inclement weather or building conditions, those staff members who are scheduled to work will be paid for the hours missed, not to exceed eight (8) hours.

If the library remains open and a staff member is unable to be present when scheduled because of weather conditions, he/she will not receive payment, unless the employee requests that such time be counted as vacation and his/her vacation benefits have not been exhausted.

9.7 Employees may carry over a maximum of 80 hours of unused vacation to the next year.

## ARTICLE X. SEVERANCE PAY

10.1 Permanent employees shall be eligible for severance compensation upon retirement, death or resignation in accordance with the following conditions:

- (a) Employee shall have been employed by the Library for ten (10) years or more.
- (b) Compensation will be one-half (1/2) of employee's unused sick leave.
- (c) Death benefits shall be paid to the surviving spouse or the employee's estate.

10.2 The Employer will sponsor a Post Employment Health Care Savings Plan that allows employees to save money to pay medical expenses and/or insurance premiums after termination of public service.

- A. All funds collected by the Stillwater Library on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan account administered by the MN Post Employment Health Care Savings Plan established under MN Stat. 352.98 and as outlined in the MN State Retirement System's (MSRS) Trust Plan and Documents.
- B. All employees shall be eligible to participate, including those employees that are covered under City Ordinance No. 844 who qualify for the City's Hospital/Medical Insurance for Retired Employees.
- C. Employees shall contribute 100% of their accrued severance in the Post Employment Health Care Savings Plan.

## ARTICLE XI. LEAVES

### 11.1 Funeral Leave

(a) An employee shall be granted a paid funeral leave of up to three (3) working days in case of death in the immediate family. Immediate family shall be defined as the employee's spouse, children, parents, siblings, grandparents, grandchildren and shall include parents and siblings of the employee's spouse. Such leave shall not be deducted from any other accumulated leave.

(b) Time off with pay, not to exceed one (1) day, shall be allowed in the event an employee is selected to be a pallbearer in a funeral and/or is required to perform Color Guard activities as an active member of the United States Armed Forces, including reserve forces. Additional time off may be taken from personal or vacation leave with the approval of the Director.

11.2 Employees shall be granted a leave of absence with pay any time they are required to report to jury duty or jury service. All fees shall be returned to the Employer except those paid for duty on the employee's normal day off and those paid for meals and mileage. Any hours not on jury duty shall be worked.

11 -3 Notice. An employee using jury duty or funeral leave shall notify the Employer of such intent as soon as the necessity for such leave is known.

11.4 Unpaid leave for a limited period, not to exceed six (6) months, may be granted for any reasonable purpose, and such leaves may be extended or renewed for any reasonable period. Employees shall submit a written request for personal leave to the Library Director, who may approve or disapprove such leave with the consent of the President of the Library Board. All personal leaves shall be without compensation.

(a) Application for Leave. Any request for a leave of absence without pay shall be submitted, in writing, by the employee to the Director or his or her designee. The request shall state the reason the leave of absence is being requested and the length of time off the employee desires. Authorization for a leave of absence shall be furnished to the employee by the Director or his or her designee, and it shall be in writing.

(b) A request for a leave not exceeding one (1) month shall be answered within five (5) work days. A request for a leave of absence exceeding one (1) month shall be answered within ten (10) work days.

(c) Employees shall be returned to the position in their department if the leave is for sixty (60) calendar days or less and to their classification in their department if the leave is in excess of sixty (60) calendar days.

(d) Union Business. Employees elected to a local union office or selected by the local union to work which takes them from their employment with the Employer, shall, at the

written request of the Union, be granted a leave of absence not to exceed six (6) months. Such leaves may be extended or renewed for any reasonable period.

(e) Parental Leaves. Parental leaves not to exceed six (6) months shall be granted at the request of the employee for the birth or adoption of the employee's child. Such leaves may be extended or renewed for any reasonable period.

(f) Educational Leaves. Educational leaves of absence shall be granted in accordance with the personnel regulations.

## ARTICLE XII. RESPONSIBILITY OF EMPLOYMENT.

### 12.1 Prohibitions

No person shall knowingly make any false statement, certificate, mark, rating or report in regard to any test, certificate, or appointment held under the library's personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this resolution. No person seeking employment or promotion in the library's service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person for or on account of or in connection with his/her test, proposed appointment, promotion or proposed promotion.

### 12.2 Conflict of Interest

It is expected that every employee shall exercise good judgment in avoiding involvement with conflicting outside business interests. These include, but are not limited to:

- (a) Those in which an employee has financial interest in, or receives benefit from, a business in which he/she occupies a position which may enable him/her to influence the placing of library business.
- (b) Those in which he/she accepts full or part-time work elsewhere, where such activity interferes with his/her duties and job performance.

## ARTICLE XIII. WAGES

13.1 Employees shall receive raises as reflected in the attached salary schedule marked Appendix A ~~1 2014-2018 Wages and Appendix B 2019 Wages; and Appendix B-1 (Longevity).~~

- Placement on New Pay Structure: Effective 1/1/18, employee placed on step in new pay structure at designated grade that provides wage rate that is equal to or greater than 12/31/17 base wage and longevity pay combined.

- Employees whose 12/31/17 base wage and longevity pay combined exceeds the new Step 11 shall have their combined base wage and longevity pay increased by the negotiated general wage adjustment.
- Step Movement: Step movement occurs in 2018 for eligible employees on the first payroll period following anniversary date and occurs thereafter on an annual basis effective on first day of first payroll period following anniversary date.

13.2 Call Time. Any full-time employee called to return back to work after his/her regularly scheduled shift shall be paid for a minimum of four (4) hours.

13.3 The following educational reimbursement pay shall be established beginning with the signing of the contract: Employees may be reimbursed for tuition and other expenses as approved for courses in library science and other related fields when such courses are required or approved by the Library Director and the Employer.

13.4 Employees shall receive an additional \$0.50 per hour for all hours worked on any Sunday.

13.5 Employees promoted ~~in classification to a higher classification, will be placed on the step that is at least a 5% increase in the employee's current salary. shall receive a minimum 5% increase to the closest step and will be eligible for longevity pay based on total Library seniority.~~

#### ARTICLE XIV. OVERTIME

14.1 Time and one-half (1 1/2) the employee's regular hourly rate of pay shall be paid for work performed in excess of the normal work week of forty (40) hours. Compensated leave shall be considered worked hours for the purpose of determining eligibility for overtime compensation.

14.2 Overtime work shall be distributed as equally as practicable to qualified employees.

14.3 Employees have an obligation to work overtime at the request of the Employer.

14.4 Overtime shall be calculated to the nearest fifteen (15) minutes.

#### ARTICLE XV. GRIEVANCE PROCEDURE

15.1 Definition of Grievance. A grievance is defined as a dispute or disagreement as to the interpretation of application of the specific terms and conditions of this Agreement. An employee has the right to have Union representation.

15.2 Organization Representatives. The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article.

15.3 Processing of Grievance. If the employee and the employee representative have notified the designated supervisor, the employee and the aggrieved employee's representative shall be allowed a reasonable amount of time without loss in pay, if the grievance is investigated and presented to the Employer during the normal working hours.

15.4 Grievance Procedure. Grievances shall be processed in the following manner:

STEP 1. The Union Steward with or without the employee, shall take up the grievance or dispute with the employee's immediate supervisor within ten (10) working days of the employee's knowledge of its occurrence. The supervisor shall respond within five (5) work days.

STEP 2. If the grievance is not settled in Step 1, it shall be referred, in writing, to the Library Director or his/her designee within ten (10) working days after the designated supervisors answer in Step 1. The department head or his designee shall discuss the grievance within ten (10) working days with the employee and the Union representative at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the Library Director or his/her designee and the Union. If no settlement is reached, the Library Director or his/her designee shall give written answer to the Union within ten (10) days following their meeting.

STEP 3. If the grievance is not settled in Step 2 and the Union desires to appeal, it shall be referred by the Union, in writing, to the Employer or its designee within ten (10) working days after the department head or his/her designees answer in Step 2. A meeting between the Employer or its designee and the Union shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the President of the Library Board or his/her designee and the Union. If no settlement is reached, the Employer or its designee shall give written answer to the Union within ten (10) working days following the meeting.

STEP 4. Choice of Remedy. If after Step 3, the grievance remains unresolved, an employee must choose, in writing, an avenue of remedy as follows:

If an employee pursues a dispute arising from any provision covered in this Agreement through any available appeal procedure other than the grievance procedure, the employee shall be prohibited from making any further appeal under the remaining steps of this grievance procedure unless precluded by law.



STEP 5. If the grievance is not settled in Step 3, it may be submitted to the Minnesota Bureau of Mediation Services by mutual consent.

STEP 6. Arbitration. If the grievance is not settled in accordance with the foregoing procedure, either party may refer the grievance to arbitration within ten (10) working days after the Union's receipt of the Employees written answer in Step 3, as provided in Minnesota's Statutes, Section 179A.21. The selection of an arbitrator shall be made in accordance with the *Rules Governing the Arbitration of Grievances* as established by the Public Employment Relations Board.

(a) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the contract. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer or its designee and the employee and the Union, and shall have no authority to make a decision on any other issue not so submitted.

(b) The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing of the submission of briefs, by the parties, whichever be later, unless the parties agree to an extension. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the application of laws, ordinances, or rules and relations having the force and effect of law. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The parties may, by mutual written agreement, agree to submit more than one grievance to the arbitrator provided that each grievance will be considered as a separate issue and each on its own merit.

(c) The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for such a record. If both parties desire a verbatim record of the proceedings, the costs shall be shared equally.

15.5 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits or any agreed to extension, the employee and the Union may elect to treat the grievance as denied at that step and appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step. The term "working days" as used in this Article shall mean the days Monday through Friday, exclusive of holidays.

15.6 Grievance Representative. Employees presenting a grievance under Step 2 shall be represented by a representative of the Union.

15.7 Record. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the involved employee(s).

## ARTICLE XVI. DISCIPLINE

16.1 The Employer will discipline employees for just cause only. Discipline will be in one of the following forms:

- a. oral reprimand
- b. written reprimand
- c. suspension
- d. demotion
- e. discharge

16.2 Suspensions, demotions and discharges will be in written form.

16.3 Written reprimands, notices of suspension, notices of demotion and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.

16.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Library Director or his or her designee.

16.5 An employee receiving such discipline may submit the disciplinary action to the grievance procedure beginning at Step 2.

16.6 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such a questioning.

## ARTICLE XVII. SENIORITY/LAYOFF

17.1 Library seniority means an employee's length of continuous service with the Employer as measured by cumulative hours worked.

17.2 Classification seniority means the length of continuous service in a particular classification.

17.3 On January 1 and July 1, the Employer or its designee shall establish a seniority list. The list shall contain the name of each Employee in the order of classification seniority and shall also reflect each employee's date of classification and library seniority.

17.4 A reduction of the work force will be accomplished by classification in reverse order of classification seniority provided all probationary and temporary employees in the classification(s) where the layoff occurs are laid off first. In the event of layoffs or a reduction of the work force employees may exercise their library seniority rights to a job classification of a higher, the same, or lower pay within the bargaining unit provided that all job relevant qualifications between employees are equal.

17.5 Employees shall be recalled from layoff according to seniority and job classification. No new employee shall be hired for a job classification in which a layoff has occurred until all employees on layoff status within that job classification have been given ample opportunity to return to work within twenty-four (24) months of said layoff. The Library Director will notify employees on layoff to return to work by registered mail at the employee's last recorded address. The employee must return to work within three (3) weeks of receipt of this notice to be eligible for reemployment.

17.6 An employee being laid off retains seniority in the bargaining unit for two (2) years. Employees shall be recalled from layoff according to their seniority. Notice of recall shall be sent to employees at their last known address by registered mail. The employee must return to work within three (3) weeks of receipt of this notice in order to be eligible for re-employment. No new employee shall be hired, in a classification where employees are on layoff status until all employees on layoff status in the classification desiring to return to work have been recalled.

#### 17.7 Breaks in Continuous Service

An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause or retirement.

### ARTICLE XVIII. WORK FORCE

18.1 Any vacancy or newly created position in a department will be posted in a conspicuous place in all departments where employees within the bargaining unit work. Such notice shall be posted for at least five (5) work days prior to filling such vacancy or newly created position. Whenever practicable, vacancies shall be filled from among the present employees in the department, giving first consideration to seniority and qualifications. If it becomes necessary in filling a vacancy to bypass an employee's seniority, reasons for said denial shall be given, in writing, to such employee. The Employer or its designee agrees to meet and confer with the Union over a reduction in classification prior to reducing the classification for a vacancy which has not been posted.

### ARTICLE XIX. INSURANCE

19.1 A. Effective January 1, 2018, Employer will contribute up to ~~\$1,176.86~~ \$1,186.86 per month per employee for group health insurance including dependent coverage. Effective January 1, 2019, the Employer will contribute up

to \$1,196.86 per month per employee for group health insurance including dependent coverage.

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

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

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

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

19.4 Affordable Care Act: In the event that the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax, or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes, or fines for the Employer.

## ARTICLE XX. GENERAL PROVISIONS

20.1 Neither the Union nor the Employer shall discriminate against any employee because of Union membership or non-membership, nor because of age, race, creed, gender, color, religious belief or political belief, sexual or affectional preference.

20.2 Union Use Of Bulletin Boards. The Employer agrees to furnish and maintain suitable bulletin boards in convenient places. The Union shall limit its posting to official notices and bulletins of the Union to such bulletin boards.

20.3 The Employee agrees to recognize stewards and alternates as certified by the Union subject to the following stipulations:

(1) Employee Union officers shall be granted a reasonable amount of time off without pay during work hours for Union business, provided they notify their designated supervisor.

(2) Non-employee representatives of the Union shall be permitted to come on the premises of the Employer for the purpose of investigating and discussing

grievances if they first notify the Employer's designee and provided the Union representative does not interfere with the work of the employees.

(3) The Union will notify the Employer, in writing, of the designated steward and alternate and of the other designated representative of the Union. The Union will notify the Employer of any changes in designation within ten (10) working days of the change.

20.4 Contract Negotiations. Up to two members of the Union will be allowed time with pay for the purposes of contract negotiations whenever negotiations are scheduled during regular working hours.

20.5 Work Rules. The Employer shall have the right to establish reasonable work rules and personnel policies which shall be equitably and uniformly applied. Prior to the effective date, any work rule or policy shall be posted on all bulletin boards for a period of ten (10) consecutive work days. In addition, copies shall be furnished to the Union and when effective, all existing rules and policies shall be furnished to all employees. New employees shall be furnished a copy of all work rules when hired.

20.6 The Employer will provide all in-service training required by the Employer at the Employer's expense.

20.7 Any subject matter placed in the employee's personnel file which could be detrimental to the employee's future promotion, transfer, present or future employment, shall be served upon the employee in writing. Such matters shall be a proper subject for the grievance procedure. All materials in an employee's file shall be available for the employee's inspection.

20.8 Mileage. The library will reimburse employees for the use of personal automobiles for authorized library business at the rate set by the Internal Revenue Service. The increase will become effective on the date the new rate is announced by the IRS.

20.9 Work Out of Classification. An employee who is specifically assigned to perform work which is in a higher classification for ten (10) consecutive days or more shall be paid at the higher classification retroactive to the first day of working at the higher classification.

20.10 Adding New or Existing Job Classifications. If new classifications or existing classifications are added, the Employer or its designee agrees to meet and negotiate over the wages with the Union.

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

## ARTICLE XXI. SAVINGS CLAUSE

Should any Article, Section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the Article, Section or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.

## ARTICLE XXII. EMPLOYER AUTHORITY/EMPLOYEE RIGHTS

### 22.1 Employer Authority

(a) The Employer retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

(b) Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

(c) Prior to contracting or subcontracting any work performed by employees covered by this Agreement, the Employer or its designee agrees to meet and confer with the Union to discuss possible ways and means to minimize the elimination of positions covered by this Agreement.

### 22.2 Employee Rights

(a) Employees shall have the right, freely and without fear of penalty or reprisal by the Employer to join and participate in the Union.

(b) Employees choosing to participate in the internal affairs of the Union as an officer, steward or other capacity, may do so without fear of reprisal by the Employer for such participation consistent with the employee's job duties and responsibilities and the provisions of this Agreement.

## ARTICLE XXIII. WAIVER

This Agreement shall present the complete agreement between the Union and the Employer.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the term of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to

bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

**ARTICLE XXIV. TERMINATION**

This agreement shall be effective as of January 1, ~~2016~~2018, and shall remain in full force and effect through December 31, ~~2017~~2019. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by November 1, ~~2017~~2018, that it desires to modify this Agreement. This Agreement shall remain in full force and be effective during the period of negotiations or until notice of termination of this Agreement is provided to the other party.

IN WITNESS THEREOF, the parties hereto have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, ~~2016~~2018.

**EMPLOYER**

**UNION**

By: \_\_\_\_\_  
Mike Keliher, President  
Board of Trustees

By: \_\_\_\_\_  
\_\_\_\_\_  
*Printed name*

By: \_\_\_\_\_  
~~Lynne S. Bertalmio~~, Director  
Mark Troendle

Its: \_\_\_\_\_  
\_\_\_\_\_  
*Printed name*

By: \_\_\_\_\_

Its: \_\_\_\_\_  
\_\_\_\_\_  
*Printed name*

By: \_\_\_\_\_





**2018 Pay Structure (2.5% General Wage Adjustment Increase from 2017)**

<u>Position Title</u>	<u>Grade</u>	<u>Pay Range (Hourly)</u>										
	<u>1 to 10</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>
	<u>1</u>	<u>\$13.01</u>	<u>\$13.57</u>	<u>\$14.12</u>	<u>\$14.68</u>	<u>\$15.24</u>	<u>\$15.80</u>	<u>\$16.35</u>	<u>\$16.91</u>	<u>\$17.47</u>	<u>\$18.03</u>	<u>\$18.58</u>
<u>Aide</u>	<u>2</u>	<u>\$14.44</u>	<u>\$15.06</u>	<u>\$15.68</u>	<u>\$16.30</u>	<u>\$16.91</u>	<u>\$17.53</u>	<u>\$18.15</u>	<u>\$18.77</u>	<u>\$19.39</u>	<u>\$20.01</u>	<u>\$20.63</u>
<u>Custodian I, Library Assistant I</u>	<u>3</u>	<u>\$16.03</u>	<u>\$16.71</u>	<u>\$17.40</u>	<u>\$18.09</u>	<u>\$18.77</u>	<u>\$19.46</u>	<u>\$20.15</u>	<u>\$20.84</u>	<u>\$21.52</u>	<u>\$22.21</u>	<u>\$22.90</u>
	<u>4</u>	<u>\$17.79</u>	<u>\$18.55</u>	<u>\$19.31</u>	<u>\$20.08</u>	<u>\$20.84</u>	<u>\$21.60</u>	<u>\$22.36</u>	<u>\$23.13</u>	<u>\$23.89</u>	<u>\$24.65</u>	<u>\$25.41</u>
	<u>5</u>	<u>\$19.75</u>	<u>\$20.59</u>	<u>\$21.44</u>	<u>\$22.29</u>	<u>\$23.13</u>	<u>\$23.98</u>	<u>\$24.82</u>	<u>\$25.66</u>	<u>\$26.52</u>	<u>\$27.36</u>	<u>\$28.21</u>
	<u>6</u>	<u>\$21.92</u>	<u>\$22.86</u>	<u>\$23.80</u>	<u>\$24.74</u>	<u>\$25.68</u>	<u>\$26.62</u>	<u>\$27.56</u>	<u>\$28.49</u>	<u>\$29.43</u>	<u>\$30.37</u>	<u>\$31.31</u>
<u>Maintenance Worker, Library Associate, Office Specialist</u>	<u>7</u>	<u>\$24.33</u>	<u>\$25.37</u>	<u>\$26.42</u>	<u>\$27.46</u>	<u>\$28.50</u>	<u>\$29.54</u>	<u>\$30.59</u>	<u>\$31.63</u>	<u>\$32.67</u>	<u>\$33.71</u>	<u>\$34.76</u>
<u>Circulation Services Lead, Librarian I</u>	<u>8</u>	<u>\$27.01</u>	<u>\$28.16</u>	<u>\$29.32</u>	<u>\$30.48</u>	<u>\$31.64</u>	<u>\$32.79</u>	<u>\$33.95</u>	<u>\$35.11</u>	<u>\$36.27</u>	<u>\$37.42</u>	<u>\$38.58</u>
	<u>9</u>	<u>\$29.98</u>	<u>\$31.26</u>	<u>\$32.55</u>	<u>\$33.83</u>	<u>\$35.12</u>	<u>\$36.40</u>	<u>\$37.69</u>	<u>\$38.97</u>	<u>\$40.26</u>	<u>\$41.54</u>	<u>\$42.82</u>
	<u>10</u>	<u>\$33.27</u>	<u>\$34.70</u>	<u>\$36.13</u>	<u>\$37.55</u>	<u>\$38.98</u>	<u>\$40.41</u>	<u>\$41.83</u>	<u>\$43.26</u>	<u>\$44.68</u>	<u>\$46.11</u>	<u>\$47.54</u>

**2019 Pay Structure (2.5% General Wage Adjustment Increase from 2018)**

Position Title	Grade	Pay Range (Hourly)										
	1 to 10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
-	1	\$13.33	\$13.90	\$14.48	\$15.05	\$15.62	\$16.19	\$16.76	\$17.33	\$17.90	\$18.48	\$19.05
Aide	2	\$14.80	\$15.43	\$16.07	\$16.70	\$17.34	\$17.97	\$18.61	\$19.24	\$19.87	\$20.51	\$21.14
Custodian I, Library Assistant I	3	\$16.43	\$17.13	\$17.84	\$18.54	\$19.24	\$19.95	\$20.65	\$21.36	\$22.06	\$22.76	\$23.47
-	4	\$18.23	\$19.02	\$19.80	\$20.58	\$21.36	\$22.14	\$22.92	\$23.71	\$24.49	\$25.27	\$26.05
-	5	\$20.24	\$21.11	\$21.98	\$22.84	\$23.71	\$24.58	\$25.45	\$26.30	\$27.18	\$28.05	\$28.92
-	6	\$22.47	\$23.43	\$24.39	\$25.36	\$26.32	\$27.28	\$28.24	\$29.21	\$30.17	\$31.13	\$32.10
Maintenance Worker, Library Associate, Office Specialist	7	\$24.94	\$26.01	\$27.08	\$28.14	\$29.21	\$30.28	\$31.35	\$32.42	\$33.49	\$34.56	\$35.63
Circulation Services Lead, Librarian I	8	\$27.68	\$28.87	\$30.05	\$31.24	\$32.43	\$33.61	\$34.80	\$35.99	\$37.17	\$38.36	\$39.55
-	9	\$30.73	\$32.04	\$33.36	\$34.68	\$35.99	\$37.31	\$38.63	\$39.94	\$41.26	\$42.58	\$43.90
-	10	\$34.11	\$35.57	\$37.03	\$38.49	\$39.95	\$41.42	\$42.88	\$44.34	\$45.80	\$47.26	\$48.72

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: Ratification of 2018 and 2019 Wage Scales and New or Revised Benefits	
OWNER: Library Director	PRESENTER: Troendle
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Consideration of approval for the following items: <ol style="list-style-type: none"> <li>The attached proposed 2018 and 2019 wage scales show wage rates for all library staff. It is recommended the Library Board approve these because they also include staff not represented by the Union, specifically professional and supervisory staff (grades 9-11), shelvers, and substitutes.</li> <li>The extension of new or revised benefits in the proposed Union agreement to eligible non-Union professional and supervisory staff (grades 9-11).</li> </ol>	
BACKGROUND/CONTEXT: The attached proposed 2018 pay grid showing wage rates represent a 2.5% increase over 2017. The attached proposed 2019 pay grid showing wage rates represent a 2.5% increase over 2018. Wage rates for shelvers and substitutes remain at the same levels as in 2017.  The percentage increases are the same increases tentatively negotiated with and agreed to by Union Local 517. By approving the wage scales as presented, the basis and integrity of the pay grid formulation is preserved and retained. Staff at grades 9-10 would be placed on the grid using the same methodology as Union staff. The Director (grade 11) has a contract currently in effect and would be placed at the appropriate step using the same methodology as with other staff beginning with the Director’s one-year anniversary date. Wage rates for staff not on the pay grid (i.e., shelvers and substitutes) could be revised in the future without affecting the pay grid.  In addition, the tentative agreement between the Union and the Library includes the following new or revised language pertaining to insurance. Past practice suggests that such benefits also are extended to eligible non-Union professional and supervisory staff. <ol style="list-style-type: none"> <li>Effective January 1, 2018, Employer will contribute up to \$1,186.86 per month per employee for group health insurance including dependent coverage. Effective January 1, 2019, the Employer will contribute up to \$1,196.86 per month per employee for group health insurance including dependent coverage.</li> <li>The Employer shall contribute toward the Health Savings Accounts (HSA) for employees enrolled in the High Deductible Health Plan (HDHP) with an HSA in the amount of \$750 per year for employees electing single coverage HDHP and in the amount of \$1500 per year for employees electing family coverage HDHP.</li> </ol>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 & 2019 Wage Scale	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Stillwater Public Library  
Ratification of 2018 & 2019 Wage Scales**

**2018 Wage Scale (Includes 2.5% Wage Adjustment from 2017)**

Position Title	Job Evaluation		Grade	Pay Range (Hourly)											
	Point Range			1 to 15	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	Min Pts	Max Pts													
	281	304	1	\$ 13.008	\$ 13.565	\$ 14.123	\$ 14.680	\$ 15.238	\$ 15.795	\$ 16.353	\$ 16.910	\$ 17.468	\$ 18.025	\$ 18.583	
Aide	305	331	2	\$ 14.439	\$ 15.058	\$ 15.676	\$ 16.295	\$ 16.914	\$ 17.533	\$ 18.152	\$ 18.770	\$ 19.389	\$ 20.008	\$ 20.627	
Custodian I, Library Assistant I	332	361	3	\$ 16.027	\$ 16.714	\$ 17.401	\$ 18.088	\$ 18.775	\$ 19.462	\$ 20.148	\$ 20.835	\$ 21.522	\$ 22.209	\$ 22.896	
	362	394	4	\$ 17.790	\$ 18.553	\$ 19.315	\$ 20.077	\$ 20.840	\$ 21.602	\$ 22.365	\$ 23.127	\$ 23.890	\$ 24.652	\$ 25.414	
	395	431	5	\$ 19.747	\$ 20.593	\$ 21.440	\$ 22.286	\$ 23.132	\$ 23.978	\$ 24.825	\$ 25.656	\$ 26.517	\$ 27.364	\$ 28.210	
	432	472	6	\$ 21.919	\$ 22.859	\$ 23.798	\$ 24.737	\$ 25.677	\$ 26.616	\$ 27.556	\$ 28.495	\$ 29.434	\$ 30.374	\$ 31.313	
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 24.330	\$ 25.373	\$ 26.416	\$ 27.458	\$ 28.501	\$ 29.544	\$ 30.587	\$ 31.629	\$ 32.672	\$ 33.715	\$ 34.758	
Circulation Services Lead, Librarian I	519	569	8	\$ 27.007	\$ 28.164	\$ 29.321	\$ 30.479	\$ 31.636	\$ 32.794	\$ 33.951	\$ 35.109	\$ 36.266	\$ 37.423	\$ 38.581	
Supervisory Librarian	570	625	9	\$ 29.977	\$ 31.262	\$ 32.547	\$ 33.832	\$ 35.116	\$ 36.401	\$ 37.686	\$ 38.971	\$ 40.255	\$ 41.540	\$ 42.825	
Assistant Director	626	687	10	\$ 33.275	\$ 34.701	\$ 36.127	\$ 37.553	\$ 38.979	\$ 40.405	\$ 41.831	\$ 43.257	\$ 44.683	\$ 46.109	\$ 47.535	
Director (Exempt)	688	756	11	\$ 36.935	\$ 38.518	\$ 40.101	\$ 41.684	\$ 43.267	\$ 44.850	\$ 46.433	\$ 48.016	\$ 49.598	\$ 51.181	\$ 52.764	
	757	833	12	\$ 40.998	\$ 42.755	\$ 44.512	\$ 46.269	\$ 48.026	\$ 49.783	\$ 51.540	\$ 53.297	\$ 55.054	\$ 56.811	\$ 58.568	
	834	918	13	\$ 45.508	\$ 47.458	\$ 49.408	\$ 51.359	\$ 53.309	\$ 55.259	\$ 57.210	\$ 59.160	\$ 61.110	\$ 63.061	\$ 65.011	
	919	1012	14	\$ 50.514	\$ 52.678	\$ 54.843	\$ 57.008	\$ 59.173	\$ 61.338	\$ 63.503	\$ 65.668	\$ 67.832	\$ 69.997	\$ 72.162	
	1013	1117	15	\$ 56.070	\$ 58.473	\$ 60.876	\$ 63.279	\$ 65.682	\$ 68.085	\$ 70.488	\$ 72.891	\$ 75.294	\$ 77.697	\$ 80.100	

\* Step movement occurs in 2018 for eligible employees on the first payroll period following anniversary date.

Position	Total Wage
Shelvers	\$ 9,900
Circulation Substitutes	\$ 16,410
Custodial Substitutes	\$ 17,790
Reference Substitutes	\$ 19,710

**2019 Wage Scale (2.5% Wage Adjustment from 2018)**

Position Title	Job Evaluation		Grade	Pay Range (Hourly)											
	Point Range			1 to 15	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	Min Pts	Max Pts													
	281	304	1	\$ 13.33	\$ 13.90	\$ 14.48	\$ 15.05	\$ 15.62	\$ 16.19	\$ 16.76	\$ 17.33	\$ 17.90	\$ 18.48	\$ 19.05	
Aide	305	331	2	\$ 14.80	\$ 15.43	\$ 16.07	\$ 16.70	\$ 17.34	\$ 17.97	\$ 18.61	\$ 19.24	\$ 19.87	\$ 20.51	\$ 21.14	
Custodian I, Library Assistant I	332	361	3	\$ 16.43	\$ 17.13	\$ 17.84	\$ 18.54	\$ 19.24	\$ 19.95	\$ 20.65	\$ 21.36	\$ 22.06	\$ 22.76	\$ 23.47	
	362	394	4	\$ 18.23	\$ 19.02	\$ 19.80	\$ 20.58	\$ 21.36	\$ 22.14	\$ 22.92	\$ 23.71	\$ 24.49	\$ 25.27	\$ 26.05	
	395	431	5	\$ 20.24	\$ 21.11	\$ 21.98	\$ 22.84	\$ 23.71	\$ 24.58	\$ 25.45	\$ 26.30	\$ 27.18	\$ 28.05	\$ 28.92	
	432	472	6	\$ 22.47	\$ 23.43	\$ 24.39	\$ 25.36	\$ 26.32	\$ 27.28	\$ 28.24	\$ 29.21	\$ 30.17	\$ 31.13	\$ 32.10	
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 24.94	\$ 26.01	\$ 27.08	\$ 28.14	\$ 29.21	\$ 30.28	\$ 31.35	\$ 32.42	\$ 33.49	\$ 34.56	\$ 35.63	
Circulation Services Lead, Librarian I	519	569	8	\$ 27.68	\$ 28.87	\$ 30.05	\$ 31.24	\$ 32.43	\$ 33.61	\$ 34.80	\$ 35.99	\$ 37.17	\$ 38.36	\$ 39.55	
Supervisory Librarian	570	625	9	\$ 30.73	\$ 32.04	\$ 33.36	\$ 34.68	\$ 35.99	\$ 37.31	\$ 38.63	\$ 39.94	\$ 41.26	\$ 42.58	\$ 43.90	
Assistant Director	626	687	10	\$ 34.11	\$ 35.57	\$ 37.03	\$ 38.49	\$ 39.95	\$ 41.42	\$ 42.88	\$ 44.34	\$ 45.80	\$ 47.26	\$ 48.72	
Director (Exempt)	688	756	11	\$ 37.86	\$ 39.48	\$ 41.10	\$ 42.73	\$ 44.35	\$ 45.97	\$ 47.59	\$ 49.22	\$ 50.84	\$ 52.46	\$ 54.08	
	757	833	12	\$ 42.02	\$ 43.82	\$ 45.62	\$ 47.43	\$ 49.23	\$ 51.03	\$ 52.83	\$ 54.63	\$ 56.43	\$ 58.23	\$ 60.03	
	834	918	13	\$ 46.65	\$ 48.64	\$ 50.64	\$ 52.64	\$ 54.64	\$ 56.64	\$ 58.64	\$ 60.64	\$ 62.64	\$ 64.64	\$ 66.64	
	919	1012	14	\$ 51.78	\$ 54.00	\$ 56.21	\$ 58.43	\$ 60.65	\$ 62.87	\$ 65.09	\$ 67.31	\$ 69.53	\$ 71.75	\$ 73.97	
	1013	1117	15	\$ 57.47	\$ 59.93	\$ 62.40	\$ 64.86	\$ 67.32	\$ 69.79	\$ 72.25	\$ 74.71	\$ 77.18	\$ 79.64	\$ 82.10	

\* Step movement occurs in 2019 for eligible employees on the first payroll period following anniversary date.

Position	Total Wage
Shelvers	\$ 9,900
Circulation Substitutes	\$ 16,410
Custodial Substitutes	\$ 17,790
Reference Substitutes	\$ 19,710

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Evaluation Process</b>	
OWNER: <b>Keliher, President</b>	PRESENTER: <b>Keliher</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>The following documents outline proposed edits to our director evaluation process, an effort prompted by the board's recent discussions about making some changes, particularly with an interest in having the full board participate in discussing the evaluation with the director. Note that, for now, the focus is on revising the "master" process document for the regular annual reviews. When/if changes are adopted, we can also adopted similar changes to the process for Mark's six-month review in/around March.</p> <p>These documents show red-lined edits based on the board's expressed interested and some feedback from the city's HR manager. You'll also see a couple of comments that warrant further board discussion, after which we'll re-engage the city's HR manager for further input as needed.</p> <p>One other important consideration, while this whole subject is on the table: Are there items in the "Evaluation of Library Director" questionnaire we would like to add/remove/change? There are a few items -- such as some under Staff and Personnel and under Technology -- for which board members have expressed in the past that they have little knowledge or information on which to base an evaluation. Do we want or need to change that very fact so we do have more information to that effect, or are these questions in need of changing?</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Evaluation of Library Director Director Evaluation Process</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## Library director evaluation process

DRAFT Jan. 4, 2018

One of the duties of the Stillwater Public Library Board of Trustees under its bylaws is to evaluate the library director on a regular basis. The board may delegate the evaluation of the library director to an officer of the board, but the board is not required to do so. Beginning in 2016, any annual wage increases for the library director shall take into consideration the annual performance evaluation process established by the board of trustees.

The evaluation process will be conducted as follows, with any deviation permissible upon board approval:

### A. Process for current library director evaluation

1. At the regular ~~January~~ board meeting in the month that includes the anniversary of the director's start date, each board member will receive the Evaluation of Library Director form attached here as Exhibit A (the "evaluation form"). Each Board members will complete the evaluation form and provide it to the president ~~on or before January 28~~before the end of that month.
2. The library director will complete the Performance Self-Assessment attached here as Exhibit B (the "self-assessment form") and provide it to the president ~~on or before February 4~~before the end of that same month.
3. The president, or his or her board member designee, will compile a composite Evaluation of Library Director (the "composite evaluation"), which summarizes and reflects, on an aggregate and anonymous basis, the input board members provided on the individual evaluation forms. After the composite evaluation has been completed, the individual evaluation forms will be destroyed.
4. At the next regular ~~February~~ board meeting ~~(but not prior)~~, the president, or his or her board member designee, will provide hard copies of the self-assessment form and the composite evaluation to the board. In compliance with Minnesota's Open Meeting Law, (1) the portion of ~~this February~~ board meeting where the self-assessment form and the composite evaluation form are provided, reviewed and discussed may be closed to the public, and (2) a meeting must be open at the request of the individual who is the subject of the meeting. The board will have sufficient time at this meeting to review these documents and to discuss them. The secretary will record minutes of the closed session, documenting board members present and the times at which the closed session is called to order and adjourned. To comply with Minnesota's Open Meeting Law, an audio recording of this session will be made. At the end of this discussion, the president will collect all hard copies of the composite evaluation and the self-assessment as well as the audio recording. After

Comment [MK1]: This part presents logistical challenges. Do we have other, easier options?

this Board meeting, the president may amend the composite evaluation to reflect the discussion at the meeting.

5. As soon after the regular February board meeting as practicable, the president and the vice president, or the vice president's board member designee, will deliver the composite evaluation to the library director in person. The library director may provide an addendum response to the composite evaluation.
6. At the next regular ~~March~~ board meeting, in compliance with Minnesota's Open Meeting Law, (1) the president will provide a summary of the conclusions of the evaluation of the library director, and (2) this portion of the regular March board meeting must be open to the public.
7. The president will provide a copy of the self-assessment, the final composite evaluation, the library director's addendum (if any), and the audio recording of the closed session to the city clerk for filing in the library director's personnel file. The president and vice president may access the library director's personnel file; no other board member may access the library director's personnel file without the consent of the board.

**Comment [MK2]:** The board seems to have an interest in this step taking place with the full board rather than 2-3 members. How should that best unfold? Does this have to be a three-month process (one to start the paperwork, two to discuss among board members, three to discuss with director)? Or can we simplify and streamline somehow?

#### **B. Process for future library directors**

The process will be the same as set forth in Section A, on the following timeline:

- ~~Board members will receive the evaluation form at the first regular board meeting after the anniversary of the date of hire of the library director. Board members will complete the evaluation form and provide it to the president at least two weeks prior to the next regular board meeting.~~
- ~~The library director will complete the self-assessment form and provide it to the president at least one week prior to that meeting.~~
- ~~With respect to Sections A.4 and A.5 above, the second regular board meeting after the anniversary of the date of hire of the library director (rather than February) will apply.~~
- ~~With respect to Sections A.6, the third regular board meeting after the anniversary of the date of hire of the library director (rather than March) will apply.~~

Adopted by the board of trustees: May 14, 2013

Revised version approved by board: March 10, 2015

**Evaluation of Library Director  
Stillwater Public Library**

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

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

**Rating**                      **A. Relationship with Board**

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

COMMENTS:

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

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

COMMENTS:



**Rating**

**C. Community and Professional Relationships**

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

COMMENTS:

**Rating**

**D. Staff and Personnel**

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

COMMENTS:

**Rating**

**E. Business and Finance**

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

COMMENTS:

**Rating**

**F. Personal Qualities**

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

COMMENTS:

**Rating**

**G. Technology**

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

## COMMENT AND DISCUSSION

What are the three major strengths of the Director?

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

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

What goals (organizational and personal development) would you want the Director to work towards in the coming year?

### Overall Performance Rating

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

- Outstanding
- ~~Above Average~~ Exceeds Expectation
- ~~Average~~ Satisfactory
- ~~Weak~~ Improvement Needed
- Unsatisfactory

Adopted by the Board of Trustees: May 14, 2013

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: Foundation Grants	
OWNER: Mark Troendle, Library Director	PRESENTER: Mark Troendle
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve: <ul style="list-style-type: none"> <li>• Grant request to Foundation for Big Read Programming Support</li> <li>• Approval of installation of Hearing Loops in the Conference Room and Children’s Storytime Room</li> <li>• Grant request to Foundation for funding ½ of 2018 Sunday Hours</li> </ul>	
<p><b>BACKGROUND/CONTEXT:</b></p> <p><b>Big Read:</b> <i>The library seeks approval from the Trustees to request a grant for Big Read programming support. This year’s Big Read in the St. Croix Valley will be <b>Into the Beautiful North</b> by Luis Alberto Urrea. On May 3, Urrea will be in Stillwater as part of the Big Read event. The evening with the author will be the culminating event after a month of multi-disciplinary programs coordinated by ArtReach St. Croix and regional library and community partners. Luis Alberto Urrea’s visit is made even more special (and high profile) as Krista Tippett from NPR’s On Being will be conducting the interview and her staff will be taping the evening for possible national broadcast. Plans for a VIP dinner before the event are also being explored. NEA’s grant for the Big Read in the St. Croix Valley requires a 1-to-1 match of funds. A grant from the Foundation will help meet this match.</i></p> <p><b>Hearing Loops:</b> <i>The library seeks approval from the Trustees to install Hearing Loops in the Conference Room and Storytime Room.</i></p> <p>In September 2017, Director Troendle collaborated with the Stillwater Public Library Foundation to submit a grant request to the Huelsmann Foundation. At this time, Troendle was only recently hired as the director and the grant deadline was 9/31/17 for 2018 requests. Troendle and the Foundation discussed possible grant options. After a review, Troendle believed it was in the best interests of the library to collaborate with the Foundation on this grant opportunity. A request was submitted for \$10,000 towards the installation Hearing Loops in the Conference Room and the Children’s Storytime Room. The Huelsmann Foundation approved this request. The Foundation has secured additional funding in support of the project and continues work to secure the remaining funds needed.</p> <p>The installation of a loop in the Conference Room requires carpeting to be removed so the loop can be installed on the floor. Carpet is then installed on top of the loop. Carpet installers are scheduled to be on-site in January to replace the carpeting in the welcome area. While on-site, the company could also remove the carpeting, prep the floors of the Conference Room, and then reinstall after the loop is put in place. Schedules of the carpet and loop installers have been checked to coordinate this project.</p> <p><b>Sunday Hours:</b> <i>The library seeks approval from the Trustees to formally request a grant of approximately \$8,000 from the Foundation to fund half of 2018 Sunday Hours.</i></p> <p>The 2018 approved operating budget includes the cost of staffing to keep the library open on half of the Sundays during the school year (January – May 2018 and September – December 2018). Director Troendle provided input on the Foundation’s 2018 budgeting process and asked them to include funding for the other half of Sundays in 2018.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Strategic Plan Discussion</b>	
OWNER: <b>Keliher, President</b>	PRESENTER: <b>Keliher</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>As we begin 2018, and now that our new director has established himself in the position, it's time to look ahead to developing a new strategic plan for the library. To start that process, let's have a discussion about how we might approach things.</p> <p>As a starting point, let's consider:</p> <ul style="list-style-type: none"> <li>• In what ways was the current (just completed) strategic plan successful? In what ways could it have been more effective?</li> <li>• What about that previous planning process did you like, and what could we improve?</li> <li>• For this next planning process, might we consider going it alone (the board, director, and other stakeholders as appropriate), or would we prefer to enlist a strategic planning consultant?</li> <li>• If we hire a consultant, would we prefer someone with library expertise or not?</li> <li>• What other considerations should we make before embarking on this process?</li> <li>• If we'd be issuing an RFP for consulting services, what other guidance might the board offer to inform that process?</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2014-2017 Strategic Plan</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

2014 - 2017

# Strategic Plan

Stillwater  
Public Library



# Stillwater Public Library

STRATEGIC PLAN 2014-2017

## MISSION

The mission of the Stillwater Public Library is to promote the power of knowledge, encourage the discovery of ideas, and instill the joy of reading.

## VISION

The Stillwater Public Library is recognized throughout the community as the center for advancing literacy, enriching lifelong learning, and empowering civic engagement.



Maximize Use of the Building Space and Collections to Better Address Community Needs



Foster a Culture of Organizational Innovation and Effectiveness



Broaden Communication, Outreach and Services Throughout the Community





- 1. Develop a service model to allow the library to increase community engagement**
- 2. Restructure and right-size collections to better meet future community needs**
  - Increase virtual collections and decrease hard copy materials over time
  - Explore options for the St. Croix collection
- 3. Assess and improve current and projected space use**
  - Contract with a consultant to conduct a space and facilities study for implementation by the Library to maximize efficient service and patron/staff security
  - Partner with the Foundation to assess and address the various terrace issues
- 4. Restructure open hours to include Sundays and later hours**



- 1. Implement a staffing plan based on the new service model and changes in the facility**
- 2. Maximize human resources**
  - Improve human resource management support
  - Restore funding for staff training and professional development, especially for technology and community outreach
  - Create a tech-savvy environment and culture where all staff keep pace with technology
  - Create a succession plan for staff leadership positions
  - Project future staff position requirements and descriptions, addressing the changing nature of the work environment
- 3. Advance and improve the relationships with critical public partners**
  - Enhance City/Library collaboration and understanding
  - Review, monitor and enhance the relationship with the Washington County Library System to improve SPL patron services and efficiency





Stillwater  
Public Library

224 Third Street North  
Stillwater, MN 55082

(651) 275-4338  
www.stillwaterlibrary.org

Lynne Bertalmio  
Library Director

1. **Expand outreach to underserved communities**
  - Expand programs and service offerings for teens
  - Ensure that the Library is a welcoming place, in all service areas, for seniors and people with physical challenges
  - Increase service to, education about, and the celebration of, ethnically diverse populations to foster greater understanding in the community
2. **Increase public awareness of Library services**
  - Coordinate internal staff marketing activities and train staff to support promotional efforts
  - Create and implement a marketing plan to increase awareness of the broad array of services at the Library
  - Redesign the website to improve usability, simplify access, and increase patron interaction with social media
3. **Build new and sharpen existing partnerships, based on the Library's future directions, to enhance Library resources, services, and programs**
  - Enhance Library support for, and collaboration with, the Foundation and Friends to advance marketing and fundraising efforts
  - Review existing community partnerships and maintain/expand effective relationships
  - Develop new partnerships that support the future directions for the Library in marketing, fundraising, programs, and outreach
  - Explore a mutually collaborative partnership with the school district and/or community education

## BOARD OF TRUSTEES 2014

**Tom Corbett**  
*President*

**Maureen Bell**

**Mike Keliher**

**Michele Cassavante**  
*Vice President*

**Spike Carlsen**

**Doug Menikheim**

**Mary Richie**  
*Secretary/Treasurer*

**Ned Gordon**

**Kathy Stark**

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>2018 Building Reconfiguration</b></p>	
<p>OWNER:  <b>Carlsen, Facilities Committee</b></p>	<p>PRESENTER:  <b>Carlsen</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?           IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:          As we start to consider building reconfiguration options for 2018, background information on the building study and proposed phase approach is included for your review.</p> <p>In August 2015, the Library engaged MSR to identify potential alterations to the building to help facilitate the realization of the Library’s Strategic Plan, specifically around efficient service and security. MSR was also asked to provide suggestions of what the library might do to reallocate space to meet the changing nature of library service. A Building Study Task Force was appointed by the Board of Trustees to work with MSR on this project. In March 2016, the Building Study Task Force provided their recommendations to the full board for approval. The recommendation and minutes from the meeting are attached.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:  <b>Minutes/Handouts from March 28, 2016 Special Board of Trustees Meeting with MSR</b></p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Stillwater Public Library  
Minutes of the Special Board of Trustees Meeting  
March 28, 2016

Present: Bell, Carlsen, Cassavante, Hansen, Keliher, Meikheim, Otte, Richie, Stark  
Staff: Bertalmio  
Other: Jack Poling, MSR

The meeting was called to order by President Keliher at 7:02 PM.

Director Bertalmio gave an overview of the Building Study Task Force's charge and process. She stated that the Task Force members were in favor of Option 2 of the January 29, 2016, plan with support for some of the features that had been discussed although they did not appear on the design presented on that date. All of the Task Force's recommendations were distributed to Board members and consultants before the meeting and are attached here.

Jack Poling reviewed the nature of the study, remarking on the difficulty of maintaining service on two floors. However, he said that efforts to move all library operations to the lower level created significant problems for the collections, for seating, and for the security of spaces on the upper level. Moving additional functions from the lower level to the upper level would bring more traffic to the upper level and allow some lower level functions to be rearranged. The single desk, identified in the most recent plans, increases staffing efficiency. With the added value of staff hours redirected from desk to aspects of the strategic plan quickly, the library will quickly recoup the \$42,000 estimate for the co-location of desks and subsequent clean up.

MSR will develop the documents needed for bidding and construction. Jack estimated that it would take 4 to 8 weeks to complete the elements of Phase One as outlined in the Task Force's recommendation. He will seek confirmation of this schedule with a construction firm.

MSR will also put together estimates for the furnishings projects that are identified in both Phase One and Phase Two, including a plan to enhance the teen library.

Jack was asked if he could see a need for a Phase Three in the future. He responded that this study has taken a thorough look at the library's facility and its possibilities. He is of the opinion that changes in the future would be in the nature of rearranging furnishings to accommodate new materials or offerings rather than structural work.

A question was raised as to whether the new staffing model could be implemented now or if it had to wait until the new desk was in place. For the sake of public acceptance of the changes and to allow adequate staff training and scheduling, the new staffing pattern should be implemented when the new desk is in place to support the operation.

The Board of Trustees decided that the design for the co-located desk and staff work room should be completed and that further, MSR should work with the staff to complete the other projects in the plan. Jack stated that it is advisable to get the project ready for the bidding process so actual cost may be ascertained.

Bell moved approval of the Building Study Recommendation as presented with implementation of Phase One and other projects as costs become available and are approved. Hansen seconded. The motion was passed unanimously.

There was further discussion on how to handle the impacts of the planned changes on features that were named by donors to the 2005-06 capital campaign. This issue will be added to the April 2016 Board agenda.

The meeting was adjourned at 8:19 PM.

# BUILDING STUDY RECOMMENDATION

## TO THE SPL BOARD OF TRUSTEES FROM THE BUILDING STUDY TASK FORCE

The Building Study Task Force has met several times with the consultants from MSR Jack Poling and Traci Lesneski autumn 2015 through January 2016. They have examined a number of possible building reconfigurations designed to achieve greater staffing efficiencies, improved security, and additional amenities for the public. The Task Force met on Thursday, March 24, to make the following recommendation to the Board of Trustees.

The last plan that the task force addressed was Option 2 presented on January 29, 2016. The Task Force recommends that the Board implement the changes outlined in this plan with some of the additional features that were identified in discussion.

In its deliberations, the Task Force identified that the changes could be accomplished in two phases. This could allow the library to minimize disruptions in library services and ease funding. The Phased approach is described below:

### Phase One

1. Create the co-located service desk and staff workroom
2. Create the featured seating area where the Information Desk now sits
3. Make changes to computer stations necessitated by the new configuration
4. Additional Idea: Reconfigure the teen library with new seating and additional features

### Phase One Rationale

Co-location of the circulation and information desks (1) was suggested in the library' strategic plan as a way to increase staff efficiency without additional staffing costs. If instead of two people at two desks whenever the library is open we have three people at one desk, we could free an estimated 54 hours of staff time from desk duty. This translates into 1.35 FTE of staff time which could be redirected toward the objectives outlined in the strategic plan: improved PR, increased outreach, and a focus on partnerships.

The featured seating area and the reconfiguration of computer stations (2 and 3) are required because of the placement of the co-located desk.

The placement of the co-located desk will have an impact on the teen library (4). New furniture, new features, and a new layout might make these changes more palatable to teens.

### Phase One Schedule and Funding

With an estimate of \$42,000, the structural portion of Phase One must be bid. The City Administrator is considering how bidding may best be done.

If the library wishes to use any capital dollars beyond the \$25,000 earmarked for the project, the Board will need to do a presentation on the project and its benefits to the City Council. The Council may agree to redirect funds. As Rod Lawson indicated an interest in services to teens, Lawson funds may be used to refurbish the teen room mentioned above (4).

With the necessity to present the project to the City Council and to take bids, the Task Force determined that there may not be time to complete Phase One before the busy summer reading programs. The last two weeks of August or the fall of 2016 are suggested as the time to accomplish Phase One.

### Phase Two

1. Shelve adult fiction more efficiently.
2. Move periodicals upstairs to the current romance/large print room.
3. Furnish the new quiet lounge area on the lower level.
4. Interfile reference works into the nonfiction collection and move media to the reference shelves.
5. Refurbish the current media area into a welcoming entrance to the library.
6. Additional Idea: Turn the current sci-fi room into a small conference room.

### Phase Two Rationale

Adult fiction could be housed more efficiently (1). This would give the library the opportunity to reconfigure the services and consolidate collections on the upper level. If periodicals are moved to the upper level (2), periodical readers would provide additional presence and security on this floor. With the move of periodicals, the southeast corner of the lower level could become a quiet lounge area (3) at some distance from the noise of the desk and youth areas. Moving media (4) (the materials at the highest risk of theft) further from an exit door would be a good idea. With media moved further in the building, the current media area could be reconfigured to provide a warmer welcome to the library and a focal point for enhanced displays, seating, and marketing materials.

### Phase Two Schedule and Funding

The timing of Phase Two is dependent on completion of Phase One and on the availability of funding. Most of Phase Two changes involve the purchase of shelving or furniture rather than construction costs. If Phase Two were scheduled for 2017, it would allow the library to include some or all aspects of the phase into its 2017 budget. However, if all 2016 funds available are not exhausted by Phase One, some Phase Two steps could be accomplished in 2016.

### **Further Information That the Board Will Need**

#### Phase One

MSR received an estimate of \$42,000 for co-locating the desks and the clean-up of what this action leaves behind. However, cost estimates for new computer stations and the teen room refurbishment are needed.

#### Phase Two

Some additional information is required to ascertain whether all of the steps in Phase Two are possible. The collections need to be measured to see how much fiction can be consolidated. The additional conference room (6) is very dependent on this information as the Task Force thought that moving periodicals (2) to the upper level was more important than an additional conference room.

The library should secure cost estimates for all of the steps in Phase Two to prepare its operating and capital budgets.

### **Additional Recommendations**

- In the development of a public relations plan for the project, please include presentations to Friends and Foundation.
- Donors to the 2005/06 capital campaign were offered naming rights for their gifts. These people need special attention as changes to the building are made. Many of them are current donors to the Foundation and Friends.
- With this recommendation, the Task Force is ready to stand down if the Board of Trustees so wishes. However, members would be willing to be called back if needed at any juncture in the of the project.

## Report from the Library Director, Mark Troendle

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Much of December was devoted to planning and research, in one form or another. Work related to bargaining talks with the union representing library staff involved a significant time commitment. Collaborating with interior designer Lynn Barnhouse on unfinished projects was also time intensive. Gearing up to implement new workflow processes for the acquisition and cataloging of new materials was the third major endeavor, which included me taking on online course in cataloging to help with the transition. I have also continued to examine the organizational structure of this library and am seeking ways to bolster under-resourced areas; more on this at a future meeting.

Washington County Library Director Keith Ryskoski, Washington County Director of Information Technology Renee Heinbuch IT, Bayport Public Library Director Jill Smith, City of Stillwater IT Manager Rose Holman, City of Stillwater IT Specialist Rich Bornt, and I met to discuss the existing IT relationships between the entities and start a conversation as to how service could possibly evolve and what that might mean. Talks are in preliminary stages.

Stillwater Public Library will be replacing its Cybrarian software with a new computer access and reservation control system from EnvisionWare. After consultation with our staff and city IT staff, I concluded that moving to this new platform would be a benefit to our patrons. Washington County Library will be implementing this new package as well, and by joining early, we will realize lower costs than if we were to wait. EnvisionWare will provide print management services, handle computer reservations, and allow for wireless printing from within the library or remotely. To that last point, once the system is up and running, patrons will have the option to queue up documents from home, work or anywhere outside of the library where they have an Internet connection, and then come to the library at a later time to actually complete the print job and retrieve the documents. This change will not affect the library catalog.

Leadership of the Stillwater Public Library Foundation has expressed interest in developing a formal strategic plan in 2018 to be able to better fulfill its mission as it grows and matures as an organization. Foundation board members, Keri Goeltl, and I met with Gary Kelsey, Ed.D., in December to begin discussing what this process might look like and ascertain whether Dr. Kelsey's consulting services would add a helpful dimension to the planning component. Dr. Kelsey has provided non-profit board development, program development, strategic planning, fundraising, collaboration, team-building, qualitative research, leadership coaching and other organizational development assistance and training to over 200 non-profit, philanthropic, education and government organizations. As part of this process, the Foundation also expressed a desire to enhance communication and cooperation with the Library Board in service to the library's mission and goals.

The Events Task Force met in December. I presented a draft Meeting and Event policy for review and guidance on how to refine to meet goals and objectives. Other meetings attended in December included the Stillwater City Council, Stillwater Public Library Foundation, and Big Read planning.

The carpet was professionally cleaned throughout most of the building on December 16. Staff recall this is the first such cleaning since at least 2006. New paint was also applied to various walls throughout the library to freshen up interior spaces. Unexpectedly, the library's hydraulic platform lift became inoperable during the last week of December and we are waiting for a part to arrive before it can be fixed. The lift is the mechanism by which incoming and outgoing bins of library materials are transferred into and out of the building. Circulation Specialist Jody Vasilakes has coordinated alternate access options with our delivery service until the lift is repaired.



## Report from the Information Services Supervisor, Aurora Jacobsen

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### INFORMATION SERVICES

#### Adult Programming and Reference

##### December Programs

- December was a programming-free month for adults.

##### Collection

- Weeding continued to happen in a few adult nonfiction areas. Aurora Jacobsen has started to work on some weeding in addition to the hours Joan Van Norman has been doing. (through a Foundation grant), in order to better determine what areas need updated and which titles need replacing.
- The Brodart and Baker & Taylor paperwork was submitted. (These are two large library vendors who offer collection materials and services.) The process continues to move along slowly, with such details as “how do we order barcodes from Minitex now?” being discovered along the way.
- With the end of the year, all of the details of a year of collection management and ordering need to get straightened out, including going through all of the materials that were ordered but, for one reason or another, did not arrive.
- Renewal of standing orders in large print books and audiobooks were submitted so that the most popular titles will continue to be delivered without staff needing to submit an order.
- The City of Stillwater contacted the library to ask if we wanted to house additional Building Permit Notebooks they had in storage. House histories continue to be one of our most popular uses for the Saint Croix Collection, so the library was happy to accept the donation.

##### Partnerships

- Sue Hedin is working on bringing to the library a program with the Refugee Programs Office, Department of Human Services, a topic that fits in with Big Reads and with national dialogue right now.
- Mark and Aurora Jacobsen with Art Reach to discuss further sponsorship of Big Reads.

##### Personnel

- Movement is being made at hiring a few subs for Information Services. These will be the first new hires for Information Services in over 24 months.

##### Technology

- Aurora updated the website with a new “suggest a title” form that is different from the County’s form. The new form allows the results to be put in a spreadsheet and to be more easily tracked.
- Aurora is also working on a suggest a Program form that will allow for streamlining patron suggestions for programming and help manage the number of requests we get from self-published authors that would like the library to sponsor programming. The library receives more requests than it can accommodate, so some additional information (like local relevance) is helpful.
- The library’s teen Instagram account has been added to the social media bars on the top and bottom of the library website.

### Upcoming

- Winter Reads starts this month. Sue Hedin and Karen Hannah are using paper cranes as the library's signature promotional piece, tying in with the Peace of My Mind exhibit.
- Intense effort has been made to promote the exhibit and lecture from John Noltner on the theme of his book A Peace of My Mind. Karen Hannah has been the lead staff member, working with Keri and the Foundation to give this particular piece as much publicity as possible. The Foundation printed over 60 posters to be distributed around town and Karen has been contacting a number of community organizations to promote the piece.
- Tying in with the peace theme, Meditation for New Beginnings will be offered on January 20<sup>th</sup> at 11:00 a.m.

## Report from the Youth Services Supervisor, Angela Petrie

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December Program Statistics – Weekly *Storytimes* were on hiatus for the month to make room for several special programs and to give facilitators a break.

- The Second Saturday offering of a “Royal Princess Storytime” presented by *Occasions with Character* was attended by 99.
- Special Storytime with the “*Story Man from England – Zoom, Zoom, Zoom*” was attended by 51.
- *Weekly Family Coloring Club* – 4 sessions were attended by 38.
- *StoryTAILS* with Bella the dog and/or Marshmallow the bunny – 2 sessions were attended by 6.
- *Snowman Art* was attended by 16 kids ages 8-12.
- *Dance Party* was attended by 30 (this was our first and it was a hoot!).
- *MacPhail Center for Music – Sing, Play, Learn in Spanish* attended by 19 caregivers and very young children. Participants offered glowing feedback with requests for more classes.
- *Teen Advisory Board* was treated to a *winter party* attended by 8 with one returning member from the original core group. It was held in the teen area and the group didn’t want to leave because they were having so much fun.
- *Weekly Teen Tinker Thursday* - 2 sessions attended by 7. These are being reformatted for 2018 and will be on a new day (Mondays), with the first month having a focus on creating and publishing ‘Zines.
- Monthly *Build It* + two stealth LEGO sessions were offered and attended by 36.

### Outreach

- A visiting Girl Scout troop from Mahtomedi was treated to a tour including the backroom and St. Croix Collection. They were intrigued by the microfilm and how inexpensive things were in the 1930s!

### Professional Development

- Youth Services Librarians attended the annual *Storytime-Palooza* workshop sponsored by MELSA. This year’s content included a session titled, “Theatrical Techniques for Library Storytellers” by Aaron Fiskradatz, a theatrical instructor and actor with Lakeshore Players. He observed several area library storytimes ‘undercover’ with his young niece and was impressed by how often he recognized the theatrical elements he teaches.

### Coming Soon

1/2 NEW Storytime for Babies on Tuesdays and Storytime for 2s-6s on Wednesdays, both at 10:15 a.m.  
1/3 NEW Art Cart for family activity time on Wednesdays from 3-6 p.m.  
1/8 NEW Maker Mondays for Teens, weekly at 4:00 p.m.  
1/10 Finals Cram Session for Teens, 4-7 p.m.  
1/13 Second Saturday: Family Storytime at 10:30 a.m. & Rubber Band Powered Cars at 1:00 p.m.  
1/18 Build It! at 4:30 p.m.  
1/19 Library After Dark for Teens! CLUE Party at 6:00 p.m.  
1/20 Winter Tree Landscape Art at 10:00 a.m.  
1/27 Mad Science : Planets & Moons – NASA Workshop at 10:30 a.m.

Overhead in the Children’s Room : A little girl said she was going to color her snowman purple, because “he probably gets tired of being just white”.



Next week...  
December 14th, 4-6 pm  
Teen Tinker Thursday

DIY Hand warmers 

 Hot Coco

 "wire" your own light-up card





# Friends of the Stillwater Public Library



**October 9, 2017 | 6:30 pm CT | Meeting location:** Margaret Rivers Room-Stillwater Public Library

Meeting Friends of the Library  
Meeting called by Mary Ann Sandeen  
Facilitator Mary Ann Sandeen  
Secretary - minutes Tracy Salvati

## Attendees:

Mary Ann Sandeen, Jan Kilkelly, Ruth Jones, Lynne LeTart, Tracy Salvati, Gemma Lockrem, Lyndon Lockrem, Ruth Ranum, John Baird, Mark Troendle, Ed Fagerland, Leslie Jones

9/11/2017 Minutes: Approved as presented.

## Agenda topics

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### Treasurer Report | *Jan Kilkelly*

Ending balance \$15,304.59

Quarterly check will be dispersed to the Library \$1,200.00

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### Membership Report | *Gemma Lockrem*

Current Memberships: ~103

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### MALF Event | *Mary Ann Sandeen*

Thank you to Lynn, Jim, Keri and Jan. Meeting went well.

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### Flowers to **Melissa Brechon** | *Mary Ann Sandeen*

Mary Ann sent flowers to thank Melissa for her great contributions to the SPL.

---

### Book Sale | *All*

The room is reserved. Susie Danielson will coordinate volunteers. Collections dates Sat. Nov. 4<sup>th</sup> and Sat. Nov. 11<sup>th</sup>. Sentence to serve will be helping, Mary Ann will make the phone calls to get everyone onboard. Friday Nov. 10<sup>th</sup> the Library is closed for Veteran's Day.

Gemma has the fliers from the last book sale, she will print and leave in the Friends office. Gemma will print more donation receipts to hand out to people who donate books.

---

### Cash Management | *Mark Trondle, Mary Ann Sandeen. ALL*

**Cash Process:** We will keep doing what we are doing for now. Moving forward, the auditor's will want the checks written to the city; the city will then issue a check to Friends of the Library. Auditor said NO to the drop box idea. We will not be required to accept credit cards.

**Jan Kilkelly Question?** Why would the city have control of the SPL money?

- **Mark Troendle** said we can leave thing alone for now.

---

**Signage** | *All*

Friends have been trying to get signage, vendor fell through. We will continue working on this project.

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**Phone** | *Mary Ann Sandeen*

Friends WILL NOT get an additional land-line or phone # – Mary Ann will continue to take calls.

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**Other** | *All*

**BOOK BAGS:** Gemma has a flyer with different colored bags that we will order. Ordering 12-off white, 12-charcoal and 12-athletic gold.

**BOOK SALE SIGNS:** Tracy printed new signs and displayed in the book sale area.

We donate a lot of books to the Good Will and Dorothy Day.

**POST CARDS:** Historic photos on them, we will consider having Heritage Printing create a new postcard for us. Proposing some new pictures, restoring old.

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**Update** | *Mark Troendle*

Question: Acknowledgement for donors, logo is old and needs to be updated. Gemma will update. Mike Kelleher introduced Mark at the City Council meeting, Mark did a great job representing the SPL.

Mid Sept. phone system switched over. Phone # to the library is 651-275-4338. Mark will send us a copy of all phone numbers.

Destination Library went well. Auction went well, food was good, great entertainment.

**Meeting Adjourned - Next meeting is Nov. 13, 2017**

# Stillwater Public Library 2018 Calendar

<p><b>January</b>  <b>8:</b> Friends Meeting, 6:30 pm  <b>9:</b> SPL Board Meeting, 7:00 pm  <b>26:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• <b>Begin Development of 5-Year Capital Forecast (2019-2023)</b></li> <li>• Board passes ratification of wages prepared by Director</li> </ul>	<p><b>February</b>  <b>12:</b> Friends Meeting, 6:30 pm  <b>13:</b> SPL Board Meeting, 7:00 pm  <b>23:</b> SPLF Board Meeting, 7:30 am</p>	<p><b>March</b>  <b>12:</b> Friends Meeting, 6:30 pm  <b>13:</b> SPL Board Meeting, 7:30 pm  <b>23:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Presentation at Stillwater Township - Generally in March</li> </ul>
<p><b>April</b>  <b>1:</b> Annual Report to State Due  <b>8-14:</b> National Library Week  <b>9:</b> Friends Meeting, 6:30 pm  <b>10:</b> SPL Board Meeting, 7:00 pm  <b>18-21:</b> Spring Used Book Sale  <b>TBD:</b> SPLF Gratitude Breakfast</p> <ul style="list-style-type: none"> <li>• Grant proposals to Foundation</li> <li>• Big Read/Valley Reads w/ArtReach</li> <li>• Usual month for Club Book</li> </ul>	<p><b>May</b>  <b>14:</b> Friends Meeting, 6:30 pm  <b>15:</b> SPL Board Meeting, 7:00 pm  <b>25:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• <b>2019 Capital Outlay Request and 2019-2023 CIP Plan due</b></li> <li>• <b>Begin operating budget prep</b></li> </ul>	<p><b>June</b>  <b>11:</b> Friends Meeting, 6:30 pm  <b>12:</b> SPL Board Meeting, 7:00 pm  <b>22:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• <b>Preliminary board budget discussion</b></li> </ul>
<p><b>July</b>  <b>4:</b> Light A Spark, 7:00 pm  <b>10:</b> SPL Board Meeting, 7:00 pm  <b>27:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• <b>Board adopts budget request</b></li> </ul>	<p><b>August</b>  <b>14:</b> SPL Board Meeting, 7:00 pm  <b>24:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• <b>City Council budget hearing</b></li> <li>• Grant proposals to Foundation</li> </ul>	<p><b>September</b>  <b>10:</b> Friends Meeting, 6:30 pm  <b>11:</b> SPL Board Meeting, 7:00 pm  <b>28:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• <b>Levy adopted</b></li> <li>• <b>Assist Foundation with Huelsmann grant application, application due</b></li> </ul>
<p><b>October</b>  <b>8:</b> Friends Meeting, 6:30 pm  <b>9:</b> SPL Board Meeting, 7:00 pm  <b>26:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Examine ending dates for Board Members, place on Board agenda</li> <li>• Usual month for Club Book</li> <li>• Adopt Holidays for succeeding year</li> </ul>	<p><b>November</b>  <b>12:</b> Friends Meeting, 6:30 pm  <b>13:</b> SPL Board Meeting, 7:00 pm  <b>30:</b> SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> <li>• Union signifies desire to negotiate if communication has not been received earlier</li> <li>• <b>Grant proposals to Foundation</b></li> </ul>	<p><b>December</b>  <b>11:</b> SPL Board Meeting, 7:00 pm  <b>31:</b> SPL Board Terms End  <b>31:</b> WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> <li>• <b>Succeeding year budget adopted by Council</b></li> <li>• Set staff meeting schedule for succeeding year</li> <li>• Negotiate new union contract before December 31 if needed</li> <li>• Staff personnel evaluations</li> </ul>

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

# 2018 Meeting Schedule

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24*	25	26	27	28	29
30	31*					

- Charter Commission
- City Council Meeting  
(Workshop 1st Tues. 4:30 pm; 3rd Tues. 7 pm)
- Caucus/Primary/General Elections
- Downtown Parking Comm. Mtg (8:30 am)
- Heritage Preservation Comm. Mtg (7 pm)
- Night to Unite

- Holiday - Office Closed
- \* 1/2 day holidays (closed at noon)
- Human Rights Commission Meeting (7 pm)
- Park Commission Meeting (7 pm)
- PC and HPC Submittal Deadline (4:30 pm)
- Planning Commission Meeting (7 pm)

**August 17, 2018 - Primary Election Canvassing Board - 8:00 a.m. & CPC & HPC Submittal Deadline**

**2019 - First Meeting - January 2, 2019 (in lieu of January 1 - Holiday)**



## **MISSION STATEMENT**

To provide the community with a quality living environment, quality public services and facilities while protecting cultural, historical and natural resources through fair and open government, careful planning, effective management and efficient fiscal policy

## **CORE VALUES**

### **\*Respect\***

Honor the diverse contributions of all to the betterment of the organization and community; treat all parties equitably.

### **\*Integrity\***

Ethical and principled approach dealing with issues, individuals and community; Earns others' trust and respect through consistent honesty and professionalism in all interactions.

### **\*Trust\***

Truthful, open and accountable in all interactions

### **\*Quality\***

Excellence, pride and stewardship in delivery of best possible customer service with effective and efficient outcomes.

### **\*Competence\***

Strives for continuous improvement in self, community assets and management of resources

# **Strategic Plan Summary**

## **2015-2020**

*Revised 12/2017*



*How can the City of Stillwater.....*

## **Develop Organization Excellence**

- *Engage & Develop City Council*
- *Maintain High Community Standards*
- *Increase Organization Excellence*

## **Develop Our Community**

- *Create an Economic Development Strategy and Promote Economic Development*
- *Update City Comprehensive Plan*
- *Review Events Strategy and Policies*
- *Foster an Active and Engaged Community*

## **Sustain Strategic Planning and Implementation**

- *Commit to Strategic Planning*
- *Implement and Launch Capital Improvement Plan*
- *Develop a Legislative Agenda*

***Develop Organization  
Excellence***

- **Implement State Performance Management Plan**
- **Create City Council Manual**
- **Update Council Code of Ethics Policy**
- **Develop Staff Performance Evaluation System**
- **Create Community Communication Strategy and Branding Initiative**
- **Value City Employees**

***Develop Community***

- **Create Economic Development Strategy**
- **Update Economic Development Chapter of City Comprehensive Plan**
- **Update Comprehensive Plan**
- **Complete City Park Plan for Community**
- **Review City Events Strategy and Update Event Policies**

***Strategic Planning  
&  
Implementation***

- **Conduct regular Strategic Planning Sessions with Council and Staff**
- **Review Department Vision and Goals**
- **Remodel Police Department and Upgrade City Hall**
- **Develop CIP Funding Plan within City's Debt Service Standards**
- **Develop a Legislative Agenda**