

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, March 13, 2018
7:30 PM
(Note time change from 7:00 PM to 7:30 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 February 13, 2018 Minutes +
 - b. Acknowledgement of Bills Paid in Feb 2018 for 2017 (2/20/18: \$21,406.93) and for 2018 (2/20/18: \$24,403.03) +
 - c. 2017 Budget Status Report +
 - d. 2018 January Budget Status Report +

Old Business

5. Library Events Task Force Update D+
6. Director's Six-Month Performance Evaluation Process I+
7. Strategic Plan Discussion D+
8. Ratification of Revised 2018 & 2019 Wage Scales A+

New Business

9. Custodial Services Position D+
10. Grant Requests A+
11. Director and Other Staff reports +
12. Foundation Report +
13. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
14. Public Commentary and Communications
15. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, March 12, 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 Jan 2018 Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 13, 2018
Minutes**

PRESENT: Bell, Hemer, Howe, Keliher, Lunn, Menikheim, Richie

ABSENT: Carlsen, Lockyear

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt the agenda as amended. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. MSP.

AGENDA ITEM 5: 2018 Committee Assignments

Keliher noted that the 2018 Committee Assignments were shared in the February board packet.

- Executive: Keliher, Bell, Richie
- Finance: Richie, Hemer, Howe
- Facilities: Carlsen, Lockyear, Menikheim

A task force to review and refresh the board's director evaluation process will be formed in 2018. The task force member are Lockyear, Lunn, and Bell.

AGENDA ITEM 6: Library Events Task Force Update

Bell recapped the recent history of the Library Events Task Force and the charge by Tom McCarty in June 2017. Over the past seven months, the task force has worked to both review and revise the library's overall events policy and to clarify and streamline the library's event procedures. The committee is arranging for a presentation of this work to the city council, possibly in April.

Troendle reviewed the meeting and event policy with the board and highlighted the following changes:

- Inclusion of the statement that says the Board of Trustees subscribe to the *Library Bill of Rights*
- Inclusion of the statement that says the Board of Trustees subscribe to the *Meeting Rooms: An Interpretation of the Library Bill of Rights*
- Review and revision of the purpose section
- Inclusion of the non-endorsement statement
- Revision of the fee section that allows Director to make changes in the fee schedule on a case-by-case basis, generally to allow the library to accommodate smaller events

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Neighbor Tim Paskavan attended the February board meeting. He asked how the task force addressed outreach to the neighbors. Paskavan noted the importance of neighborliness, and that the library should comply with both the letter and spirit of the law.

Keliher responded the library has been operating within the letter of the law. The library has also been working to operate within the spirit of the law and trying to be more responsive to neighbors with the revisions in the policy and procedures. Keliher noted that he like the increased specifics of the catering and noise procedures and the imposition of the \$500 noise deposit.

Bell discussed that the revisions make the procedures clear not only to staff but to renters and vendors using the facility. Bell noted that neighborliness was infused into the policies and procedures. The library's work in providing space for meetings and events provides a valuable service to the community.

Motion to approve events policy. Hemer moved. Richie seconded. MSP.

AGENDA ITEM 7: Director's Six-Month Performance Evaluation Process

Keliher continued conversation with Tom McCarty regarding HR Manager Donna Robole involvement in the director evaluation process. Keliher confirmed that:

- Robole will facilitate the board's six-month evaluation discussion.
- Robole will serve as a consultant as the Board revises the annual review process.
- Robole will not manage administrative tasks such as tabulate the evaluation scores.

The three members of the board's director evaluation task force will reassess the annual evaluation process and engage Robole when appropriate.

AGENDA ITEM 8: Strategic Plan Discussion

Keliher recapped that the board discussed moving forward with a strategic planning process during the January meeting. To help define the board's eventual request for proposal, Keliher asked for feedback on the "Discussion starter to inform strategic planning" document in the February board packet, specifically on defining scope of service, proposal requirements, and evaluation criteria.

The Board discussed the following items:

- Menikheim said that he would change the phrase "looking for a partner" with "looking for a consultant."
- Menikheim inquired if the board considered contacting the St. Croix Valley Foundation (SCVF) for consulting services at a reduced or free rate. Keliher indicated that he would contact SCVF.
- Timeframe of Plan: Troendle was asked his thoughts regarding the length of a strategic plan. Troendle indicated that he felt that a strategic plan should be flexible enough to be reexamined and adjusted. Troendle believes that two years is too short. Three to five years may work well if the plan can be adjusted as the library moves forward.
- Level of Detail: Board discussed the level of detail required of a plan. Keliher noted that the board might be pushed to develop a plan that is at a higher level. He would like to see clearer objectives, outcomes and accountability. Menikheim noted that the city's plan is 2-3 pages. The

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first page is high-level, and the next pages provide a bit more detail. The City is in constant review of plan and adjusting it as needed.

- Strategic Planning Capacity Building: Troendle asked if the Board is interested in the consultant building capacity among staff and trustees so the library could make plans and revisions in the future instead of hiring a consultant again.
- Background for Consultant: Keliher discussed providing context and background about the library, including the change in staff and the current strategic plan, to prospective consultants.
- Foundation Strategic Planning: Richie noted that the trustees should keep apprised of the Foundation's strategic planning efforts. Several trustees are serving on the Foundation's strategic planning task force.

Keliher and Troendle will work to turn this starter discussion into an RFP template to help guide the board through consultant selection phase.

AGENDA ITEM 9: 2018 Building Reconfiguration

Troendle, Menikheim and Carlsen met on January 31, 2018 to discuss progress to date and the monies set aside for capital projects in 2018. The committee asked for the board's thoughts regarding next steps for the building reconfiguration.

The board discussed if the library should proceed with phase 3 as MSR outlined. Board members expressed hesitation to follow the plans as written. Since a number of items have changed since the MSR plan was created, the board indicated interest to reassess the plan and reprioritize options.

The board also discussed if the library should engage a consultant to look at MSR's recommendations and to determine future options. Board discussed using Barnhouse or another consultant, asking staff for options, or reassessing the plan at the board level.

Troendle was asked for his thoughts on using a consultant or not. Troendle responded that staff and a consultant may provide very different ideas on the space and likely with very different project costs. One question to consider would be if the library should deal with problem areas on a case-by-case basis or through an overarching plan.

The board discussed incorporating the reconfiguration discussion into the strategic plan and keeping flexibility in mind. If the space in the library is designed too specifically for today's users, it will be less likely to change with needs.

The board discussed that there was not a specific timeframe or urgency for phase three. The Facilities Committee will meet with Troendle to discuss next steps.

AGENDA ITEM 10: Staffing Plan Realignment

Troendle reported to the board on his preferred plan for realigning the vacant Assistant Director position's hours with library needs. Troendle indicated that while he sees value in an assistant director position, he also sees other staffing needs as well and doesn't view the existing staffing model as

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sustainable. Instead of an assistant director position, he would like to create a supervisory position at a level comparable to the Information Services Supervisor and Youth Services Supervisor positions, but with a focus on business and finance that might include certain communications-related oversight.

Troendle would like to work toward a comprehensive staffing model that enhances hours allocated to the business side of operations, builds in cross-training and redundancy across critical areas, streamlines the internal reporting and communications structure, devotes additional resources to communicating what the library offers, and taps into staff creativity by creating several new internal committees. Once the initial phase is implemented, Troendle indicated he would like to examine adding hours to youth services and custodial staff.

Menikheim indicated that he believes that the library needs to make a case to city for staffing at a higher level.

Troendle indicated that the next steps include writing the job description for the position, working with Donna Robole, City HR Manager, and Flaherty & Hood to assign points to the position, and then advertise, interview and hire for the new position. The estimated timeframe for having the position filled is April or May.

AGENDA ITEM 11: Director and Other Staff Reports

Troendle indicated that reports are included in board packet. Troendle thanked Spike Carlsen, Lynn Barnhouse and Facilities committee for work in teen room.

Troendle discussed Library Legislative Day on March 6, 2018 and the importance of having connection with legislators and other libraries. Troendle is planning on attending and invited trustees to attend with him. Lunn and Richie expressed interest if they could attend for part of the day.

Board also discussed inviting legislators to the library before session begins next year.

AGENDA ITEM 12: Foundation Report

Richie noted that the minutes from the January board meeting were included in the packet. She invited the Board to attend the Gratitude Breakfast, the Foundation's annual meeting, on Friday, April 13 at 7:30 am.

AGENDA ITEM 13: Board Committee Reports

- **Executive Committee:** No additional updates.
 - Keliher announced that the library received the annual invitation to deliver presentation to Stillwater Township in March. The start time of the library's board meeting will be moved from 7:00 to 7:30 pm. In the past, the library director and board chair attended the meeting. As Keliher is not be available to attend, Lunn offered to attend the Township meeting with Troendle.
 - Keliher will be gone for the March meeting. Bell will plan to chair meeting.

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- **Facilities:** No additional updates.

- **Finance:** Will convene with larger group and start work.

AGENDA ITEM 14: Public Commentary and Communications

Menikheim discussed that he would like to bring up the issue of the library's compliance with zoning for events at a March city council meeting. He believes that the library is not in compliance and wants the library to take official action to be in compliance. One way to do this would be to pursue a special use permit with the council.

Keliher discussed that he believes that it is the council's role, not the library's role, to take action on compliance. The council could change the ordinance, change zoning or request that the library apply for a special use permit. He believes that the council, in the letter from McCarty in June 2017, directed the library to meet with neighbors, review and revise policies and procedures, and the report back to the council on results. Following this discussion with the council, tentatively planned for April, compliance issues could be addressed. Bell indicated that she also believed that the work of the task force should first be presented to the council.

Menikheim advocated that the library board needs to proactively deal with the issue of compliance, not the city. Menikheim would like to discuss what a special use permit would entail at the March board meeting. Menikheim would like the board to vote on going to the council for a permit and handling the issue of compliance. He also noted that the board needs to look at events to determine if they are cost-effective and if it is advantageous to hold events at the library.

AGENDA ITEM 15: Adjournment

Adjourned at 9:06 pm.

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Agenda Items Details

| | | | | |
|---|---------------------|--|---------------------------|---------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in February for 2017 and for 2018 | | | | |
| OWNER: Goeltl, Office Specialist | | PRESENTER: Troendle, Library Director | | |
| REQUESTED AGENDA TYPE (A, I, D): A | | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: | | |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of February 2018 bills paid | | | | |
| BACKGROUND/CONTEXT: Following is a bills report summary for the month of February 2018: | | | | |
| February 2018 (2017 Fiscal Year) | | | | |
| | <i>City</i> | <i>Foundation</i> | <i>Other Supplemental</i> | <i>Total</i> |
| Operating Expenditures | \$ 3,623.23 | \$ - | \$ 28.91 | \$ 3,652.14 |
| Capital Expenditures | \$ 17,754.79 | \$ - | \$ - | \$ 17,754.79 |
| Total | \$ 21,378.02 | \$ - | \$ 28.91 | \$ 21,406.93 |
| February 2018 (2018 Fiscal Year) | | | | |
| | <i>City</i> | <i>Foundation</i> | <i>Other Supplemental</i> | <i>Total</i> |
| Operating Expenditures | \$ 12,430.43 | \$ 1,017.43 | \$ 231.40 | \$ 13,679.26 |
| Capital Expenditures | \$ 10,723.77 | \$ - | \$ - | \$ 10,723.77 |
| Total | \$ 23,154.20 | \$ 1,017.43 | \$ 231.40 | \$ 24,403.03 |
| Explanations of large or out of the ordinary/annual payments are listed below: | | | | |
| <i>Bill Resolution: February 20, 2018 (2017 Purchases)</i> | | | | |
| <ul style="list-style-type: none"> • \$17,754.70 paid to Pro-Tech Design for the upgrade of the security camera system at the library. • \$3,623.23 paid to WCL for e-books purchased on the Overdrive platform in December 2017. | | | | |
| <i>Bill Resolution: February 20, 2018 (2018 Purchases)</i> | | | | |
| <ul style="list-style-type: none"> • \$3,047.50 paid to Barnhouse for consultation and design services for welcome area, conference room area and general building reconfiguration. • \$1,160.00 paid to Install This Sign & Awning Company for new signage in teen area. • \$6,516.27 paid to Intereum for Conference Room furnishings. The Barnhouse, Install This and Intereum purchases close out the building reconfiguration and carpeting funds in the 2017 capital budget. • \$4,668.00 paid to Star Equipment Inc. for repair of the lift from the loading area to the lower level. • \$1,195.80 paid to WCL for annual renewals of databases for patron use. • \$695.00 paid to Mid-America Business Systems for annual maintenance renewal for St. Croix Collection scanpro equipment. | | | | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 02/20/18 Bill Resolution for 2017 Purchases 02/20/18 Bill Resolution for 2018 Purchases | | | | |
| PREVIOUS ACTION ON ITEM: | | | | |
| REVIEWED BY COMMITTEE?: Finance | | | | |

2017 Bill Resolutions

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

| Invoice # | Invoice Date | VENDOR | ITEM | AMOUNT | FUND CODE | FUND NAME |
|---|--------------|-------------------------------|-------------------------------|---------------------|--------------------|--------------------------------|
| INVOICES PAYABLE | | | | | | |
| | | | | | | |
| 22018 | 2/20/2018 | Baker and Taylor | Materials - YA (Still Twnshp) | \$ 28.91 | 227-4227-2404-0000 | Other Govt Gifts - Other Books |
| 83675 | 12/29/2017 | Pro-Tec Design | Security Camera Upgrade | \$ 7,708.00 | 230-4230-5310-0000 | C/O MIS Computer Equipment |
| 83510 | 12/28/2017 | Pro-Tec Design | Security Camera Upgrade | \$ 10,046.79 | 230-4230-5310-0000 | C/O MIS Computer Equipment |
| 121817_3623.23 | 12/18/2017 | Washington County Library | Materials - Ebooks | \$ 3,623.23 | 230-4230-2409-0000 | Electronic Materials |
| | | | | | | |
| | | INVOICES SUBTOTAL | | \$ 21,406.93 | | |
| CREDIT CARD | | | | | | |
| None | | | | | | |
| | | CREDIT CARD SUBTOTAL | | \$ - | | |
| MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms) | | | | | | |
| None | | | | | | |
| | | MANUAL PAYOUT SUBTOTAL | | \$ - | | |
| | | GRAND TOTAL | | \$ 21,406.93 | | |

Submitted for payment

Mark Troendle, Library Director

2018 Bill Resolutions

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

| Invoice # | Invoice Date | VENDOR | ITEM | AMOUNT | FUND CODE | FUND NAME |
|---|--------------|------------------------------------|---|---------------------|--------------------|------------------------------------|
| INVOICES PAYABLE | | | | | | |
| 195065 | 1/16/2018 | Ace Hardware | Janitorial Supplies | \$ 74.57 | 230-4231-2102-0000 | Janitorial Supplies |
| 195179 | 1/19/2018 | Ace Hardware | Janitorial Supplies | \$ 47.03 | 230-4231-2102-0000 | Janitorial Supplies |
| 21018 | 2/10/2018 | A Touch of Magic | Programs - Juv (SPLF 17-12) | \$ 270.00 | 232-4232-2407-0000 | SPLF - Programs |
| 22018 | 2/20/2018 | Baker and Taylor | Materials - Reference | \$ 77.94 | 230-4230-2113-0000 | Reference |
| 15-0201 | 2/14/2018 | Barnhouse Office LLC | Capital - Carpeting Project 17 | \$ 1,312.50 | 120-4230-5200-0000 | C/O & Improvements |
| 15-0201 | 2/14/2018 | Barnhouse Office LLC | Capital - Building Reconfiguration 17 | \$ 1,735.00 | 230-4900-5200-0000 | C/O & Improvements |
| 306-02444792-3 | 1/31/2018 | Culligan of Stillwater | Water | \$ 51.30 | 230-4230-4099-0000 | Miscellaneous Charges |
| 63000294 | 1/30/2018 | Demco Inc. | General Supplies | \$ 27.54 | 230-4230-2101-0000 | General Supplies |
| 63000294 | 1/30/2018 | Demco Inc. | Processing Supplies | \$ 21.20 | 230-4230-3404-0000 | Processing Fee |
| 12918 | 1/29/2018 | Fremming Susan E | Programs - Adult (SPLF 2017-08) Staff Reimbursement | \$ 98.29 | 232-4232-2407-0000 | SPLF - Programs |
| 21518 | 2/15/2018 | Friends@ Stillwater Public Lib | Friends Reimbursement: January Sales | \$ 231.40 | 228-4228-1990-0000 | Friends of Library Pass Thru |
| 2455591_6182888050 | 1/24/2018 | G & K Services | Towels & Rugs | \$ 83.14 | 230-4231-4099-0000 | Miscellaneous Charges - Lib Plant |
| 12118 | 1/21/2018 | Hedin Sue | Programs - Adult (SPLF 2017-08) Staff Reimbursement | \$ 88.14 | 232-4232-2407-0000 | SPLF - Programs |
| 11218 | 1/12/2018 | Hedin Sue | Supplies - Staff Reimbursement | \$ 7.98 | 230-4230-2101-0000 | General Supplies |
| 12786 | 2/9/2018 | Install This Sign & Awning Company | Capital - Building Reconfiguration 17 | \$ 1,160.00 | 230-4900-5200-0000 | C/O & Improvements |
| 140850 | 2/13/2018 | Intereum Inc. | Capital - Building Reconfiguration 17 | \$ 6,516.27 | 230-4900-5200-0000 | C/O & Improvements |
| 2796 | 2/1/2018 | Mad Science of MN | Programs - Juv (SPLF 2016-11) | \$ 161.00 | 232-4232-2407-0000 | SPLF - Programs |
| 13118 | 1/31/2018 | Madden Galanter Hansen LLP | Legal Services | \$ 270.00 | 230-4230-3099-0000 | Other Professional Services |
| 20818 | 2/8/2018 | Mayer Peter | Programs - Adult (SPLF 2017-08) | \$ 150.00 | 232-4232-2407-0000 | SPLF - Programs |
| 21902 | 2/1/2018 | Menards | Janitorial Supplies | \$ 114.60 | 230-4231-2102-0000 | Janitorial Supplies |
| 743048 | 2/12/2018 | Mid-America Business Systems | SCC Scanpro | \$ 695.00 | 230-4230-3707-0000 | Maintenance Agreements |
| 12418 | 1/24/2018 | Petrie Angela | Mileage Reimbursement | \$ 28.34 | 230-4230-3200-0000 | Mileage |
| 43591 | 2/16/2018 | Premier Lighting Inc | Lighting | \$ 272.69 | 230-4231-2101-0000 | General Supplies - Lib Plant |
| 75634291 | 1/26/2018 | Recorded Books Inc | Materials - Audio (Juv Bk on CD) | \$ 27.96 | 230-4230-2402-0000 | Audio |
| 1192018 | 1/19/2018 | Reyers Mariah E. | Programs - Juv (SPLF 16) | \$ 100.00 | 232-4232-2407-0000 | SPLF - Programs |
| 1225111 | 1/25/2018 | Security Response Services Inc | Security Monitoring | \$ 168.12 | 230-4231-3707-0000 | Maintenance Agreements - Lib Plant |
| 3091 | 11/15/2017 | Snake Discovery LLC | Programs - Juv (SPLF 17-12 66.37 16-11 83.63) | \$ 150.00 | 232-4232-2407-0000 | SPLF - Programs |
| 752932 | 1/25/2018 | Star Equipment Inc. | Building Repairs - Lift | \$ 4,668.00 | 230-4231-3703-0000 | Building Repair Charges |
| 020218_802.43 | 2/2/2018 | Washington County Library | Materials - Databases | \$ 802.43 | 230-4230-2114-0000 | Data Base Searching |
| 020218_393.37 | 2/2/2018 | Washington County Library | Materials - Databases | \$ 393.37 | 230-4230-2114-0000 | Data Base Searching |
| | | | INVOICES SUBTOTAL | \$ 19,803.81 | | |
| CREDIT CARD | | | | | | |
| None | | | | | | |
| | | | CREDIT CARD SUBTOTAL | \$ - | | |
| MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms) | | | | | | |
| 51-7976594-1 | 12/26/2017 | Xcel Energy | Energy | \$ 1,632.73 | 230-4231-3601-0000 | Natural Gas |
| 51-7976594-1 | 12/26/2017 | Xcel Energy | Energy | \$ 2,966.49 | 230-4231-3600-0000 | Electricity |
| | | | MANUAL PAYOUT SUBTOTAL | \$ 4,599.22 | | |
| | | | GRAND TOTAL | \$ 24,403.03 | | |

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

| | |
|---|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Budget Status Report | |
| OWNER: Finance Committee Troendle, Library Director Goeltl, Office Specialist | PRESENTER: Richie, Secretary/Treasurer |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| <p>BACKGROUND/CONTEXT: <u>2017 Budget Status Report:</u> Attached is a budget status report for 2017. These initial numbers include bill resolutions processed through February 2018 for 2017 purchases. These numbers also include the 2017 salaries, wages, medical and dental payments incurred in 2018. These numbers do not reflect the year-end payables, receivables, and adjustments still being processed by City Finance, including:</p> <ul style="list-style-type: none"> • Transfer In - CO Bonds: Capital bond funds are not transferred in until all city capital projects have been reconciled for 2017. This work is in progress. • Personnel Services - Severance & Vacation Pay: \$36,419.14 in severance compensation and \$13,685.63 in vacation was paid out to the retiring director and assistant director in 2017. Funds still to be transferred from the reserve fund balance for compensated absences to cover these expenses. • General Insurance - Plant & Operating • Interest <p>Initial projections indicate that the library will underspend the budget by approximately \$50,000. The cost savings primarily are due to savings from the vacant director position and assistant director positions.</p> <p>A preliminary year-end financial report will be available in April. Final year-end numbers will be available when the City audit is complete.</p> <p><u>Financial Reporting Update:</u> The Finance Committee met on February 23, 2018 to review 2017 financials and the 2018 operating and capital budgets. The Finance Committee also began discussions regarding short-term and long-term improvements in financial reporting.</p> <ul style="list-style-type: none"> • A cover sheet will now accompany the Acknowledgement of Bills paid to summarize bill payments for the prior month and to detail large or out of the ordinary payments. • A cover sheet will also accompany the Budget Status report to summarize the library's budget position for the most recently completed period. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2017 Budget Status Report | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: Finance Committee | |

General Ledger

Budget Status

User: kgoeltl
 Printed: 3/7/2018 - 9:49 AM
 Period: 1 to 12, 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 | 66,015.21 | 66,015.21 | 3,984.79 | 0.00 | 3,984.79 | 5.69 |
| 230-0000-3520-0100 | Copier/Printer Sales | 5,800.00 | 6,739.34 | 6,739.34 | -939.34 | 0.00 | -939.34 | 0.00 |
| 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 | 146.69 | 146.69 | 153.31 | 0.00 | 153.31 | 51.10 |
| | R25 Sub Totals: | 76,700.00 | 74,205.74 | 74,205.74 | 2,494.26 | 0.00 | 2,494.26 | 3.25 |
| 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 | 1,282.00 | 1,282.00 | 4,218.00 | 0.00 | 4,218.00 | 76.69 |
| 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 | 8,333.54 | 8,333.54 | 1,878.46 | 0.00 | 1,878.46 | 18.39 |
| 230-0000-3880-0030 | Lost Materials | 3,200.00 | 2,363.60 | 2,363.60 | 836.40 | 0.00 | 836.40 | 26.14 |
| 230-0000-3880-0040 | Processing Fees | 8,200.00 | 5,189.20 | 5,189.20 | 3,010.80 | 0.00 | 3,010.80 | 36.72 |
| 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 | 44.87 | 44.87 | 255.13 | 0.00 | 255.13 | 85.04 |
| 230-0000-3880-0300 | Cash Over/Short | 0.00 | -331.55 | -331.55 | 331.55 | 0.00 | 331.55 | 0.00 |
| | R40 Sub Totals: | 29,412.00 | 18,345.56 | 18,345.56 | 11,066.44 | 0.00 | 11,066.44 | 37.63 |
| R45 | OTHER FINANCING SOURCES | | | | | | | |
| 230-0000-3910-0100 | Transfer In-General Fund | 1,171,625.00 | 1,171,625.00 | 1,171,625.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0232 | Transfer In-Library Fundraiser | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0404 | Transfer In-Co Bonds 2004 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0405 | Transfer In-GO CO Bonds 2005 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0412 | Transfer In-GO CO Bonds 2012 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0414 | Transfer In-GO CO Bonds 2014 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0415 | Transfer In-2015 GO CO Bonds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0416 | Transfer In-CO Bonds 2006 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available |
|--------------------|------------------------------|---------------|---------------|---------------|-------------|-------------------|------------|-------------|
| 230-0000-3910-0420 | Transfer In-Co Bonds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0423 | Transfer In-2001 C/O Bonds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0424 | Transfer In-Co Bonds 2000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0426 | Transfer In - CO Bonds 2016 | 22,700.00 | 0.00 | 0.00 | 22,700.00 | 0.00 | 22,700.00 | 100.00 |
| 230-0000-3910-0427 | Transfer In - CO Bonds 2017 | 90,000.00 | 0.00 | 0.00 | 90,000.00 | 0.00 | 90,000.00 | 100.00 |
| 230-0000-3910-0490 | Transfer In-Capital Projects | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | R45 Sub Totals: | 1,284,325.00 | 1,171,625.00 | 1,171,625.00 | 112,700.00 | 0.00 | 112,700.00 | 8.78 |
| | Revenue Sub Totals: | 1,390,437.00 | 1,264,176.30 | 1,264,176.30 | 126,260.70 | 0.00 | 126,260.70 | 9.08 |
| | Dept 0000 Sub Totals: | -1,390,437.00 | -1,264,176.30 | -1,264,176.30 | -126,260.70 | 0.00 | | |
| Dept 230-4230 | LIBRARY OPERATIONS | | | | | | | |
| E05 | PERSONNEL SERVICES | | | | | | | |
| 230-4230-1000-0000 | Full Time Salaries | 223,923.00 | 96,385.94 | 96,385.94 | 127,537.06 | 0.00 | 127,537.06 | 56.96 |
| 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 | 18,263.71 | 18,263.71 | -18,263.71 | 0.00 | -18,263.71 | 0.00 |
| 230-4230-1113-0000 | Vacation Pay | 0.00 | 50,125.20 | 50,125.20 | -50,125.20 | 0.00 | -50,125.20 | 0.00 |
| 230-4230-1200-0000 | Part Time Salaries | 469,003.00 | 437,895.49 | 437,895.49 | 31,107.51 | 0.00 | 31,107.51 | 6.63 |
| 230-4230-1300-0000 | Overtime - Part Time | 0.00 | 412.46 | 412.46 | -412.46 | 0.00 | -412.46 | 0.00 |
| 230-4230-1410-0000 | PERA | 51,974.00 | 41,904.97 | 41,904.97 | 10,069.03 | 0.00 | 10,069.03 | 19.37 |
| 230-4230-1420-0000 | FICA/Medicare | 53,005.00 | 44,691.91 | 44,691.91 | 8,313.09 | 0.00 | 8,313.09 | 15.68 |
| 230-4230-1500-0000 | Hospital / Medical | 105,454.00 | 88,610.00 | 88,610.00 | 16,844.00 | 0.00 | 16,844.00 | 15.97 |
| 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 | 568.32 | 568.32 | 81.68 | 0.00 | 81.68 | 12.57 |
| 230-4230-1990-0000 | Grant Pass Thru | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | E05 Sub Totals: | 908,158.00 | 818,126.60 | 818,126.60 | 90,031.40 | 0.00 | 90,031.40 | 9.91 |
| E10 | SUPPLIES | | | | | | | |
| 230-4230-2000-0000 | Office Supplies | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 | 250.00 | 100.00 |
| 230-4230-2101-0000 | General Supplies | 4,500.00 | 3,635.95 | 3,635.95 | 864.05 | 0.00 | 864.05 | 19.20 |
| 230-4230-2113-0000 | Reference | 5,040.00 | 3,486.55 | 3,486.55 | 1,553.45 | 0.00 | 1,553.45 | 30.82 |
| 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 | 6,589.67 | 6,589.67 | -3,589.67 | 0.00 | -3,589.67 | 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 | 17,425.58 | 17,425.58 | -2,502.58 | 0.00 | -2,502.58 | 0.00 |
| 230-4230-2402-0000 | Audio | 10,920.00 | 12,886.06 | 12,886.06 | -1,966.06 | 0.00 | -1,966.06 | 0.00 |
| 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 | 17,122.73 | 17,122.73 | -304.73 | 0.00 | -304.73 | 0.00 |

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| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available |
|--------------------|-----------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| 230-4230-2406-0000 | Teen Books - Materials | 4,620.00 | 5,049.08 | 5,049.08 | -429.08 | 0.00 | -429.08 | 0.00 |
| 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 | 7,549.78 | 7,549.78 | 10.22 | 0.00 | 10.22 | 0.14 |
| 230-4230-2409-0000 | Electronic Materials | 3,360.00 | 3,623.23 | 3,623.23 | -263.23 | 0.00 | -263.23 | 0.00 |
| 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 | 96,545.14 | 96,545.14 | -5,780.14 | 0.00 | -5,780.14 | 0.00 |
| E15 | SERVICES AND CHARGES | | | | | | | |
| 230-4230-3098-0000 | Technology Support | 6,500.00 | 1,272.19 | 1,272.19 | 5,227.81 | 0.00 | 5,227.81 | 80.43 |
| 230-4230-3099-0000 | Other Professional Services | 1,000.00 | 75,063.25 | 75,063.25 | -74,063.25 | 0.00 | -74,063.25 | 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 | 1,018.97 | 1,018.97 | 481.03 | 0.00 | 481.03 | 32.07 |
| 230-4230-3200-0000 | Mileage | 500.00 | 614.92 | 614.92 | -114.92 | 0.00 | -114.92 | 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 | 1,294.06 | 1,294.06 | 205.94 | 0.00 | 205.94 | 13.73 |
| 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 | 5,405.95 | 5,405.95 | 1,594.05 | 0.00 | 1,594.05 | 22.77 |
| 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 | 29,544.46 | 29,544.46 | -9,544.46 | 0.00 | -9,544.46 | 0.00 |
| 230-4230-3803-0000 | Data Base Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-4230-3804-0000 | Equipment Rental | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-4230-3900-0000 | Sales Tax | 400.00 | 386.12 | 386.12 | 13.88 | 0.00 | 13.88 | 3.47 |
| | E15 Sub Totals: | 44,814.00 | 116,569.35 | 116,569.35 | -71,755.35 | 0.00 | -71,755.35 | 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 | 13,323.14 | 13,323.14 | -11,823.14 | 0.00 | -11,823.14 | 0.00 |
| | E20 Sub Totals: | 2,525.00 | 14,311.12 | 14,311.12 | -11,786.12 | 0.00 | -11,786.12 | 0.00 |
| E25 | CAPITAL OUTLAY | | | | | | | |
| 230-4230-5200-0000 | C/O & Improvements | 21,640.00 | 13,388.18 | 13,388.18 | 8,251.82 | 0.00 | 8,251.82 | 38.13 |
| 230-4230-5300-0000 | C/O Machinery & Equipment | 9,000.00 | 8,974.90 | 8,974.90 | 25.10 | 0.00 | 25.10 | 0.28 |
| 230-4230-5310-0000 | C/O MIS Computer Equipment | 58,060.00 | 48,337.72 | 48,337.72 | 9,722.28 | 0.00 | 9,722.28 | 16.75 |
| | E25 Sub Totals: | 88,700.00 | 70,700.80 | 70,700.80 | 17,999.20 | 0.00 | 17,999.20 | 20.29 |

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| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available |
|--------------------|-------------------------------|---------------|---------------|--------------|-----------|-------------------|-----------|-------------|
| 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 | 1,116,253.01 | 1,116,253.01 | 18,708.99 | 0.00 | 18,708.99 | 1.65 |
| | Dept 4230 Sub Totals: | 1,134,962.00 | 1,116,253.01 | 1,116,253.01 | 18,708.99 | 0.00 | | |
| Dept 230-4231 | LIBRARY PLANT | | | | | | | |
| E05 | PERSONNEL SERVICES | | | | | | | |
| 230-4231-1000-0000 | Full Time Salaries | 51,709.00 | 46,140.16 | 46,140.16 | 5,568.84 | 0.00 | 5,568.84 | 10.77 |
| 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 | 3,350.34 | 3,350.34 | -3,350.34 | 0.00 | -3,350.34 | 0.00 |
| 230-4231-1113-0000 | Vacation Pay | 0.00 | 5,430.94 | 5,430.94 | -5,430.94 | 0.00 | -5,430.94 | 0.00 |
| 230-4231-1200-0000 | Part Time Salaries | 33,876.00 | 29,724.14 | 29,724.14 | 4,151.86 | 0.00 | 4,151.86 | 12.26 |
| 230-4231-1410-0000 | PERA | 6,419.00 | 5,833.56 | 5,833.56 | 585.44 | 0.00 | 585.44 | 9.12 |
| 230-4231-1420-0000 | FICA/Medicare | 6,547.00 | 5,740.06 | 5,740.06 | 806.94 | 0.00 | 806.94 | 12.33 |
| 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 | 115.20 | 115.20 | 0.80 | 0.00 | 0.80 | 0.69 |
| 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 | 113,273.87 | 113,273.87 | 7,329.13 | 0.00 | 7,329.13 | 6.08 |
| E10 | SUPPLIES | | | | | | | |
| 230-4231-2101-0000 | General Supplies | 2,300.00 | 1,260.10 | 1,260.10 | 1,039.90 | 0.00 | 1,039.90 | 45.21 |
| 230-4231-2102-0000 | Janitorial Supplies | 3,800.00 | 3,839.60 | 3,839.60 | -39.60 | 0.00 | -39.60 | 0.00 |
| 230-4231-2202-0000 | Building Repair Supplies | 300.00 | 1,742.07 | 1,742.07 | -1,442.07 | 0.00 | -1,442.07 | 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 | 7,322.80 | 7,322.80 | -22.80 | 0.00 | -22.80 | 0.00 |
| E15 | SERVICES AND CHARGES | | | | | | | |
| 230-4231-3002-0000 | Contractual | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-4231-3099-0000 | Other Professional Services | 500.00 | 1,685.00 | 1,685.00 | -1,185.00 | 0.00 | -1,185.00 | 0.00 |
| 230-4231-3101-0000 | Telephone | 4,500.00 | 3,773.32 | 3,773.32 | 726.68 | 0.00 | 726.68 | 16.15 |
| 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 | 45,053.79 | 45,053.79 | -5,053.79 | 0.00 | -5,053.79 | 0.00 |

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|--------------------|-----------------------------|---------------|---------------|--------------|------------|-------------------|------------|-------------|
| 230-4231-3601-0000 | Natural Gas | 12,000.00 | 10,373.19 | 10,373.19 | 1,626.81 | 0.00 | 1,626.81 | 13.56 |
| 230-4231-3703-0000 | Building Repair Charges | 10,750.00 | 14,460.64 | 14,460.64 | -3,710.64 | 0.00 | -3,710.64 | 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 | 83,056.82 | 83,056.82 | 23,429.18 | 0.00 | 23,429.18 | 22.00 |
| E20 | MISCELLANEOUS | | | | | | | |
| 230-4231-4099-0000 | Miscellaneous Charges | 1,100.00 | 3,522.11 | 3,522.11 | -2,422.11 | 0.00 | -2,422.11 | 0.00 |
| | E20 Sub Totals: | 1,100.00 | 3,522.11 | 3,522.11 | -2,422.11 | 0.00 | -2,422.11 | 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 Compupter 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 | 207,175.60 | 207,175.60 | 52,313.40 | 0.00 | 52,313.40 | 20.16 |
| | Dept 4231 Sub Totals: | 259,489.00 | 207,175.60 | 207,175.60 | 52,313.40 | 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 | 15,377.80 | 15,377.80 | -15,377.80 | 0.00 | -15,377.80 | 0.00 |
| | E25 Sub Totals: | 0.00 | 15,377.80 | 15,377.80 | -15,377.80 | 0.00 | -15,377.80 | 0.00 |
| | Expense Sub Totals: | 0.00 | 15,377.80 | 15,377.80 | -15,377.80 | 0.00 | -15,377.80 | 0.00 |
| | Dept 4900 Sub Totals: | 0.00 | 15,377.80 | 15,377.80 | -15,377.80 | 0.00 | | |
| | Fund Revenue Sub Totals: | 1,390,437.00 | 1,264,176.30 | 1,264,176.30 | 126,260.70 | 0.00 | 126,260.70 | 9.08 |

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|----------------|--------------------------|---------------|---------------|--------------|------------|-------------------|------------|-------------|
| | Fund Expense Sub Totals: | 1,394,451.00 | 1,338,806.41 | 1,338,806.41 | 55,644.59 | 0.00 | 55,644.59 | 3.99 |
| | Fund 230 Sub Totals: | 4,014.00 | 74,630.11 | 74,630.11 | -70,616.11 | 0.00 | | |
| | Revenue Totals: | 1,390,437.00 | 1,264,176.30 | 1,264,176.30 | 126,260.70 | 0.00 | 126,260.70 | 9.08 |
| | Expense Totals: | 1,394,451.00 | 1,338,806.41 | 1,338,806.41 | 55,644.59 | 0.00 | 55,644.59 | 3.99 |
| | Report Totals: | 4,014.00 | 74,630.11 | 74,630.11 | -70,616.11 | 0.00 | | |

Agenda Items Details

| | |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 January Budget Status Report | |
| OWNER: Finance Committee Troendle, Library Director Goeltl, Office Specialist | PRESENTER: Richie, Secretary/Treasurer |
| REQUESTED AGENDA TYPE (A, I, D): I | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| <p>BACKGROUND/CONTEXT: <u>2018 Budget Status Report:</u> Attached is a budget status report for the period from January 1 - January 31, 2018.</p> <p><u>Revenues:</u> Meeting Room Rental Fees: \$11,515.00 generated in booking fees for 10 events scheduled in 2018 and 2019.</p> <p><u>Expenditures:</u> Personnel Services:</p> <ul style="list-style-type: none"> • January personnel expenses are reflecting 22 days of pay from December 2017 and thus overstating 2018 expenses to date. These expenses will be adjusted out by City Finance during the audit process. • January personnel expenses were based on the 2017 Union Contract and Wage Ratification. Adjustments and retro pay for the 2018 union contract and wage ratification were made in February. • We are projecting personnel cost savings in the first quarter due to the open Assistant Director position. <p>Materials:</p> <ul style="list-style-type: none"> • Periodicals: Per past history, 80% of the periodicals budget is spent in January for the annual renewal of library magazine subscriptions through EBSCO. • Expenditures on books, audio, and video will lag behind past trends as staff develop, learn and implement new cataloging and acquisitions processes. <p>Capital (120-4230):</p> <ul style="list-style-type: none"> • January expense of \$6,545.00 for carpeting in the welcome area and Conference Room was sourced from 2017 capital funds. The library received permission from the city to use these funds in early 2018 for the continuation of a 2017 project. The 2018 budget amount does not reflect this 2017 capital allocation. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 Budget Status Report | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: Finance Committee | |

General Ledger

Budget Status

User: kgoe1l
Printed: 3/7/2018 - 2:54 PM
Period: 1, 2018



| Account Number | Description | Budget Amount | Period Amount |
|-----------------------|----------------------------|----------------------|----------------------|
| Fund 120 | CAPITAL OUTLAY | | |
| Dept 120-4230 | LIBRARY | | |
| E25 | CAPITAL OUTLAY | | |
| 120-4230-5200-0000 | C/O & Improvements | 21,500.00 | 6,545.00 |
| 120-4230-5300-0000 | C/O Machinery & Equipment | 22,100.00 | 0.00 |
| 120-4230-5310-0000 | C/O MIS Computer Equipment | 21,400.00 | 0.00 |
| | E25 Sub Totals: | 65,000.00 | 6,545.00 |
| | Expense Sub Totals: | 65,000.00 | 6,545.00 |
| | Dept 4230 Sub Totals: | 65,000.00 | 6,545.00 |

* NOTE: City Finance created new account 120-4230 in 2018 to track new library capital expenditures. Capital projects, with the exception of the \$25,000 Building Reconfiguration project, will run through 120-4230.

The library's 2017 Building Reconfiguration project was processed against account 230-4900-5200. Depending on the planned use of the building reconfiguration funds, the 2018 building reconfiguration capital expenses may also be processed through this account.

General Ledger

Budget Status

User: kgoeltl
 Printed: 3/7/2018 - 1:11 PM
 Period: 1, 2018



| Account Number | Description | Budget Amount | Jan-18 Amount |
|--------------------|--------------------------------|---------------|---------------|
| Fund 230 | LIBRARY FUND | | |
| Dept 230-0000 | | | |
| R05 | TAXES | | |
| 230-0000-3010-0100 | Current Property Taxes | 0.00 | 0.00 |
| | R05 Sub Totals: | 0.00 | 0.00 |
| R25 | CHARGES FOR SERVICES | | |
| 230-0000-3500-0100 | Meeting Room Rental Fees | 60,000.00 | 11,515.00 |
| 230-0000-3520-0100 | Copier/Printer Sales | 5,500.00 | 484.85 |
| 230-0000-3880-0200 | Gallery Fees | 500.00 | 247.00 |
| 230-0000-3880-0500 | Book & Other Enterprise Sales | 300.00 | 11.00 |
| | R25 Sub Totals: | 66,300.00 | 12,257.85 |
| R40 | MISCELLANEOUS | | |
| 230-0000-3810-0200 | Interest Earnings-Investments | 1,000.00 | 0.00 |
| 230-0000-3820-0100 | Gifts | 4,500.00 | 50.00 |
| 230-0000-3830-0100 | Sale of Property | 0.00 | 0.00 |
| 230-0000-3860-0100 | Lease/Rentals | 0.00 | 0.00 |
| 230-0000-3860-0200 | Parking Rental | 0.00 | 0.00 |
| 230-0000-3870-0100 | Refunds and Reimbursements | 500.00 | 0.00 |
| 230-0000-3880-0020 | Library Card Fees | 2,000.00 | 135.00 |
| 230-0000-3880-0030 | Lost Materials | 3,000.00 | 278.97 |
| 230-0000-3880-0040 | Processing Fees | 8,200.00 | 458.00 |
| 230-0000-3880-0050 | Registration | 0.00 | 0.00 |
| 230-0000-3880-0100 | Miscellaneous Income | 0.00 | 0.00 |
| 230-0000-3880-0300 | Cash Short/Over | 0.00 | 0.02 |
| | R40 Sub Totals: | 19,200.00 | 921.99 |
| R45 | OTHER FINANCING SOURCES | | |
| 230-0000-3910-0100 | Transfer In-General Fund | 1,218,490.00 | 0.00 |
| 230-0000-3910-0232 | Transfer In-Library Fundraiser | 0.00 | 0.00 |
| 230-0000-3910-0404 | Transfer In-Co Bonds 2004 | 0.00 | 0.00 |
| 230-0000-3910-0405 | Transfer In-GO CO Bonds 2005 | 0.00 | 0.00 |
| 230-0000-3910-0412 | Transfer In-GO CO Bonds 2012 | 0.00 | 0.00 |
| 230-0000-3910-0414 | Transfer In-GO CO Bonds 2014 | 0.00 | 0.00 |
| 230-0000-3910-0415 | Transfer In-2015 GO CO Bonds | 0.00 | 0.00 |
| 230-0000-3910-0416 | Transfer In-CO Bonds 2006 | 0.00 | 0.00 |
| 230-0000-3910-0420 | Transfer In-Co Bonds | 0.00 | 0.00 |
| 230-0000-3910-0423 | Transfer In-2001 C/O Bonds | 0.00 | 0.00 |
| 230-0000-3910-0424 | Transfer In-Co Bonds 2000 | 0.00 | 0.00 |
| 230-0000-3910-0426 | Transfer In - CO Bonds 2016 | 0.00 | 0.00 |
| 230-0000-3910-0427 | Transfer In - CO Bonds 2017 | 0.00 | 0.00 |
| 230-0000-3910-0490 | Transfer In-Capital Projects | 0.00 | 0.00 |

General Ledger

Budget Status



User: kgoeltl
 Printed: 3/7/2018 - 1:11 PM
 Period: 1, 2018

| Account Number | Description | Budget Amount | Jan-18 Amount |
|--------------------|---------------------------|---------------|---------------|
| | R45 Sub Totals: | 1,218,490.00 | 0.00 |
| | Revenue Sub Totals: | 1,303,990.00 | 13,179.84 |
| | Dept 0000 Sub Totals: | -1,303,990.00 | -13,179.84 |
| Dept 230-4230 | LIBRARY OPERATIONS | | |
| E05 | PERSONNEL SERVICES | | |
| 230-4230-1000-0000 | Full Time Salaries | 219,762.95 | 15,990.96 |
| 230-4230-1100-0000 | Overtime - Full Time | 0.00 | 0.00 |
| 230-4230-1111-0000 | Severance Pay | 0.00 | 0.00 |
| 230-4230-1112-0000 | Sick Pay | 0.00 | 1,122.86 |
| 230-4230-1113-0000 | Vacation Pay | 0.00 | 1,772.72 |
| 230-4230-1200-0000 | Part Time Salaries | 484,292.98 | 53,251.96 |
| 230-4230-1300-0000 | Overtime - Part Time | 0.00 | 412.46 |
| 230-4230-1410-0000 | PERA | 52,804.55 | 5,143.01 |
| 230-4230-1420-0000 | FICA/Medicare | 53,860.80 | 5,335.98 |
| 230-4230-1500-0000 | Hospital / Medical | 100,779.00 | 6,626.94 |
| 230-4230-1520-0000 | Dental Insurance | 4,147.60 | 250.24 |
| 230-4230-1540-0000 | Life Insurance | 650.00 | 97.92 |
| 230-4230-1990-0000 | Grant Pass Thru | 0.00 | 0.00 |
| | E05 Sub Totals: | 916,297.88 | 90,005.05 |
| E10 | SUPPLIES | | |
| 230-4230-2000-0000 | Office Supplies | 0.00 | 293.03 |
| 230-4230-2101-0000 | General Supplies | 4,500.00 | 0.00 |
| 230-4230-2113-0000 | Reference | 3,000.00 | 1,111.50 |
| 230-4230-2114-0000 | Data Base Searching | 2,000.00 | 0.00 |
| 230-4230-2302-0000 | Other Minor Equipment | 3,000.00 | 0.00 |
| 230-4230-2400-0000 | Childrens Books | 16,500.00 | 0.00 |
| 230-4230-2401-0000 | Adult Books - Fiction | 20,000.00 | 0.00 |
| 230-4230-2402-0000 | Audio | 14,000.00 | 0.00 |
| 230-4230-2403-0000 | Periodicals | 5,000.00 | 3,934.48 |
| 230-4230-2405-0000 | Adult Books - Non Fiction | 20,000.00 | 0.00 |
| 230-4230-2406-0000 | Teen Books - Materials | 5,000.00 | 0.00 |
| 230-4230-2407-0000 | Programs | 0.00 | 0.00 |
| 230-4230-2408-0000 | Film/Video | 7,500.00 | 0.00 |
| 230-4230-2409-0000 | Electronic Materials | 4,500.00 | 0.00 |
| 230-4230-2499-0000 | Collection Development | 400.00 | 28.50 |
| | E10 Sub Totals: | 105,400.00 | 5,367.51 |
| E15 | SERVICES AND CHARGES | | |
| 230-4230-3098-0000 | Technology Support | 6,500.00 | 0.00 |

General Ledger

Budget Status



User: kgoeltl
 Printed: 3/7/2018 - 1:11 PM
 Period: 1, 2018

| Account Number | Description | Budget Amount | Jan-18 Amount |
|--------------------|-----------------------------|---------------|---------------|
| 230-4230-3099-0000 | Other Professional Services | 2,500.00 | 0.00 |
| 230-4230-3100-0000 | Circulation System | 0.00 | 0.00 |
| 230-4230-3101-0000 | Telecommunications | 0.00 | 0.00 |
| 230-4230-3102-0000 | Postage | 1,500.00 | 0.00 |
| 230-4230-3200-0000 | Mileage | 400.00 | 0.00 |
| 230-4230-3201-0000 | Seminar/Conference Fees | 5,000.00 | 0.00 |
| 230-4230-3202-0000 | Meals | 0.00 | 0.00 |
| 230-4230-3203-0000 | Housing | 0.00 | 0.00 |
| 230-4230-3400-0000 | Printing and Publishing | 1,500.00 | 0.00 |
| 230-4230-3401-0000 | Binding | 0.00 | 0.00 |
| 230-4230-3404-0000 | Processing Fee | 7,000.00 | 0.00 |
| 230-4230-3500-0000 | General Insurance | 1,705.00 | 0.00 |
| 230-4230-3707-0000 | Maintenance Agreements | 20,000.00 | 22.36 |
| 230-4230-3803-0000 | Data Base Maintenance | 0.00 | 0.00 |
| 230-4230-3804-0000 | Equipment Rental | 0.00 | 0.00 |
| 230-4230-3900-0000 | Sales Tax | 400.00 | 0.00 |
| | E15 Sub Totals: | 46,505.00 | 22.36 |
| E20 | MISCELLANEOUS | | |
| 230-4230-4000-0000 | Memberships and Dues | 400.00 | 0.00 |
| 230-4230-4001-0000 | Subscriptions | 625.00 | 623.98 |
| 230-4230-4099-0000 | Miscellaneous Charges | 1,500.00 | 0.00 |
| | E20 Sub Totals: | 2,525.00 | 623.98 |
| E35 | DEPRECIATION | | |
| 230-4230-7010-0000 | Depreciation-Purchased | 0.00 | 0.00 |
| 230-4230-7020-0000 | Depreciation-Contributed | 0.00 | 0.00 |
| | E35 Sub Totals: | 0.00 | 0.00 |
| | Expense Sub Totals: | 1,070,727.88 | 96,018.90 |
| | Dept 4230 Sub Totals: | 1,070,727.88 | 96,018.90 |
| Dept 230-4231 | LIBRARY PLANT | | |
| E05 | PERSONNEL SERVICES | | |
| 230-4231-1000-0000 | Full Time Salaries | 56,390.59 | 5,966.40 |
| 230-4231-1100-0000 | Overtime - Full Time | 0.00 | 0.00 |
| 230-4231-1111-0000 | Severance Pay | 0.00 | 0.00 |
| 230-4231-1112-0000 | Sick Pay | 0.00 | 446.20 |
| 230-4231-1113-0000 | Vacation Pay | 0.00 | 267.72 |
| 230-4231-1200-0000 | Part Time Salaries | 34,726.18 | 2,552.85 |
| 230-4231-1410-0000 | PERA | 6,833.76 | 648.46 |
| 230-4231-1420-0000 | FICA/Medicare | 6,970.43 | 651.35 |

General Ledger

Budget Status



User: kgoeltl
 Printed: 3/7/2018 - 1:11 PM
 Period: 1, 2018

| Account Number | Description | Budget Amount | Jan-18 Amount |
|--------------------|-------------------------------|---------------|---------------|
| 230-4231-1500-0000 | Hospital / Medical | 21,183.00 | 1,176.86 |
| 230-4231-1520-0000 | Dental Insurance | 757.80 | 42.10 |
| 230-4231-1540-0000 | Life Insurance | 116.00 | 19.20 |
| 230-4231-1990-0000 | Grant Pass Thru | 0.00 | 0.00 |
| | E05 Sub Totals: | 126,977.76 | 11,771.14 |
| E10 | SUPPLIES | | |
| 230-4231-2101-0000 | General Supplies | 1,000.00 | 0.00 |
| 230-4231-2102-0000 | Janitorial Supplies | 3,000.00 | 71.22 |
| 230-4231-2202-0000 | Building Repair Supplies | 300.00 | 0.00 |
| 230-4231-2203-0000 | Furn/Air Cond Repair Supplies | 100.00 | 0.00 |
| 230-4231-2302-0000 | Other Minor Equipment | 800.00 | 0.00 |
| | E10 Sub Totals: | 5,200.00 | 71.22 |
| E15 | SERVICES AND CHARGES | | |
| 230-4231-3002-0000 | Contractual | 0.00 | 0.00 |
| 230-4231-3099-0000 | Other Professional Services | 500.00 | 0.00 |
| 230-4231-3101-0000 | Telephone | 1,500.00 | 0.00 |
| 230-4231-3500-0000 | General Insurance | 29,160.00 | 0.00 |
| 230-4231-3600-0000 | Electricity | 35,000.00 | 0.00 |
| 230-4231-3601-0000 | Natural Gas | 12,000.00 | 0.00 |
| 230-4231-3703-0000 | Building Repair Charges | 12,829.00 | 1,069.36 |
| 230-4231-3707-0000 | Maintenance Agreements | 8,995.00 | 1,685.66 |
| | E15 Sub Totals: | 99,984.00 | 2,755.02 |
| E20 | MISCELLANEOUS | | |
| 230-4231-4099-0000 | Miscellaneous Charges | 1,100.00 | 0.00 |
| | E20 Sub Totals: | 1,100.00 | 0.00 |
| E40 | OTHER FINANCING USES | | |
| 230-4231-9490-0000 | Transfer Out-Cap Proj Fund | 0.00 | 0.00 |
| | E40 Sub Totals: | 0.00 | 0.00 |
| | Expense Sub Totals: | 233,261.76 | 14,597.38 |
| | Dept 4231 Sub Totals: | 233,261.76 | 14,597.38 |
| Dept 230-4900 | IMPROVEMENT PROJECTS | | |
| E15 | SERVICES AND CHARGES | | |
| 230-4900-3099-0000 | Other Professional Services | 0.00 | 0.00 |
| | E15 Sub Totals: | 0.00 | 0.00 |
| E25 | CAPITAL OUTLAY | | |

General Ledger

Budget Status

User: kgoeltl
Printed: 3/7/2018 - 1:11 PM
Period: 1, 2018



| Account Number | Description | Budget Amount | Jan-18 Amount |
|-----------------------|--------------------------|----------------------|----------------------|
| 230-4900-5200-0000 | C/O & Improvements | 0.00 | 0.00 |
| | E25 Sub Totals: | 0.00 | 0.00 |
| | Expense Sub Totals: | 0.00 | 0.00 |
| | Dept 4900 Sub Totals: | 0.00 | 0.00 |
| | Fund Revenue Sub Totals: | 1,303,990.00 | 13,179.84 |
| | Fund Expense Sub Totals: | 1,303,989.64 | 110,616.28 |
| | Fund 230 Sub Totals: | -0.36 | 97,436.44 |

Agenda Items Details

| | |
|---|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Events Task Force Update | |
| OWNER: Library Events Task Force | PRESENTER: Bell |
| REQUESTED AGENDA TYPE (A, I, D): D | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| BACKGROUND/CONTEXT: <p>As outlined in Tom McCarty’s June 2017 letter, the final step in the board’s work on the Meeting and Events Policy is to share the updated policy with the City Council for review and discussion at a City Council work session. That session likely will be scheduled in April.</p> <p>Since the Council’s request was addressed to the board, the president will make the presentation on behalf of the board with the Director, Library Events Task Force members, and trustees on hand to assist.</p> <p>Because of the history and significance of this topic, board discussion on how to approach the presentation is important and desired. The presentation could include:</p> <ul style="list-style-type: none"> • Brief description of the work of the Library Events Task Force, including listening session with neighbors • Presentation of the revised and newly-adopted Meeting and Events Policy, including a summary of changes • Presentation of revised Procedures for Event Revenue Rental, including a summary of changes • Discussion of questions or comments from the City Council | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: June 8, 2017 letter from City Administrator Tom McCarty | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |



June 8, 2017

Mike Keliher, President
Stillwater Public Library Board of Trustees
224 North 3rd Street
Stillwater, MN 55082

SUBJECT: Summary of June 6, 2017 City Council Discussion Regarding Stillwater Public Library Events Operations – Land Use Controls

Dear President Keliher,

The Stillwater City Council, at its work session meeting on June 6, 2017, reviewed and discussed the Public Library's events operations. City Council discussion acknowledged that the Library has been conducting/hosting events at the facility since completion of the Library addition/renovation over 10 years ago, and that the City Council at that time had approved the Library project plans assuming that the Library would be raising revenue by conducting events at the facility, though no specific permit or conditions of approval were issued. More recently, concerns regarding noise, traffic, etc. related to events at the Library have been brought to the attention of the Library Board and City Council. The Council also reviewed with City staff potential Zoning Ordinance implications for use of the Library for events. In addition, the Council noted that the Library Board has been working on the development of guidelines for events held at the Library.

Based upon background information and discussion by the City Council and staff, the City Council requested that the Library Board, acting within its authority to govern the operations and control the grounds of the Library, review and update its Events Policy with input from neighbors in order to address concerns that have been expressed regarding hours of operation, noise, loading zones, number of events, etc. The Council further requested that the Library Board share the updated Events Policy with the City Council for review and discussion at a future City Council work session.

Sincerely,

A handwritten signature in blue ink that reads "J. Thomas McCarty".

J. Thomas McCarty,
City Administrator

cc: Stillwater Mayor and City Council
Diane Ward, City Clerk
Dave Magnuson, City Attorney
Bill Turnblad, Community Development Director
Melissa Brechon, Interim Library Director

Agenda Items Details

| | |
|---|---|
| <p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director's Six-Month Performance Evaluation</p> | |
| <p>OWNER: Keliher, President</p> | <p>PRESENTER: Bell, Vice President</p> |
| <p>REQUESTED AGENDA TYPE (A, I, D): I</p> | <p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p> |
| <p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p> | |
| <p>BACKGROUND/CONTEXT: <p>At our March board meeting, we'll kick off the process of conducting our six-month director evaluation.</p> <p>Attached is the document that outlines the process, as well as the director's self-evaluation form and the trustees' evaluation form.</p> <ul style="list-style-type: none"> • Trustees should submit their evaluation forms to Keliher by March 27, two weeks prior to the April board meeting. • The director should submit the self-evaluation form to Keliher by April 3, one week prior to the April board meeting. <p>The board will have a closed session at the April 10 board meeting to discuss the evaluation. At that point, the evaluation itself would be considered completed. At the May meeting, the board will have a closed session with Mark, and with City HR Manager Donna Robole facilitating, to discuss the board's six-month evaluation as a full group.</p> </p> | |
| <p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Director Evaluation Process Trustees' Evaluation Document Director Self-Assessment Document</p> | |
| <p>PREVIOUS ACTION ON ITEM:</p> | |
| <p>REVIEWED BY COMMITTEE?:</p> | |

Library director evaluation process

March 10, 2015

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, each board member will receive the Evaluation of Library Director form attached here as Exhibit A (the “evaluation form”). Board members will complete the evaluation form and provide it to the president on or before January 28.
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.
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 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 the 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 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 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.

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> |
|-------------------------------|--|
| 5 – Outstanding | Far exceeding performance criteria |
| 4 – Above average | Exceeds normal expectations |
| 3 – Satisfactory | Meets expectations |
| 2 – Improvement needed | Inconsistent performance, falls short of normal expectations requires remedial action |
| 1 – Unsatisfactory | Unacceptable performance which must improve immediately or may lead to termination |

Rating **A. Relationship with Board**

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

COMMENTS:

Rating **C. Community and Professional Relationships**

- | | |
|-------|---|
| _____ | 8. Actively works to gains the respect and support of the community on the operation of the library |
| _____ | 9. Maintains an effective public relations and marketing campaign |
| _____ | 10. Keeps abreast of local, state and national library issues |
| _____ | 11. Participates in local, state and national library associations |
| _____ | 12. Develops and maintains a collaborative working relationship with the Library Foundation and Friends@SPL |

COMMENTS:

Rating

D. Staff and Personnel

- _____ 13. Develops and executes sound personnel procedures and practices
- _____ 14. Develops good staff morale and loyalty to the organization
- _____ 15. Delegates authority appropriate to the position each staff member holds
- _____ 16. Recruits and assigns the best available personnel in terms of their competencies
- _____ 17. Develops and supports professional development plans for all staff members

COMMENTS:

Rating

E. Business and Finance

- _____ 18. Keeps informed on needs of the library – building, equipment and supplies
- _____ 19. Evaluates financial needs and makes recommendations for adequate financing
- _____ 20. Determines that funds are wisely spent and within budget limitations
- _____ 21. Provides clear budget guidance and appropriate administration of the Library budget

COMMENTS:

Rating

F. Personal Qualities

- _____ 22. Maintains high standards of ethics, honesty and integrity in all professional matters
- _____ 23. Meets deadlines
- _____ 24. Ability to prioritize multiple responsibilities and/or assignments
- _____ 25. Ability to analyze complex problems and develop solutions
- _____ 26. Makes data driven decisions
- _____ 27. Seeks out professional development opportunities in order to stay current
on evolving library trends both at the national and local levels

COMMENTS:

Rating

G. Technology

- _____ 28. Keeps abreast of technology trends in libraries
- _____ 29. Implements new technologies that meet the needs of public library customers

COMMENTS:

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 six months, what challenges has the Library faced and how did the Director help bring them to resolution?

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

Overall Performance Rating

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

- Outstanding
- Above Average
- Satisfactory
- Improvement Needed
- Unsatisfactory

Adopted by the Board of Trustees: May 14, 2013

Modified for new director's six-month evaluation and adopted: October 10, 2017

**Performance Self-Assessment
Library Director
Stillwater Public Library**

Employee Name: _____ Date: _____
Job Title: Library Director Performance Review Period: _____
Return Self-Assessment form to _____ By: _____

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review.

1. List your most significant accomplishments or contributions since last year. How do these achievements align with the goals/objectives outlined in your 2012 review?
2. Since the last appraisal period, what new or innovative projects or programs have you undertaken to advance and enhance the performance of the Library?
3. What activities have you initiated or actively participated in, in an effort to encourage employee development, teamwork and engagement within the library? What was the result?
4. What professional development activities did you personally participate in this past year to keep abreast of library trends on the national and local levels? How did you use that knowledge to enhance library services and/or activities?
5. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and the resources you need to accomplish this.
6. Studies have shown that high customer satisfaction and employee satisfaction are closely linked. Name two significant ideas that you have implemented to improve the Library's customer and employee satisfaction.
7. State two career goals for the coming year and indicate how you plan to accomplish them.

8. Evaluate yourself on all the following factors that apply to you since your last performance appraisal. If a category does not apply to you indicate N/A. **On another sheet of paper, please include a short statement that supports your self-rating for each factor.**

Rating Scale:

5 – Outstanding 4 – Above average 3 – Average 2 – Weak 1 – Unsatisfactory

| <u>Category</u> | <u>Self Rating</u> |
|--|---------------------------|
| a. Knowledge of current Library trends Evidence that supports self -rating: | _____ |
| b. Quality of Work Product (comprehensive, accurate, timely, etc.) Evidence that supports self-rating: | _____ |
| c. Daily productivity (utilization of time) Evidence that supports self-rating: | _____ |
| d. Business Development Evidence that supports self-rating: | _____ |
| e. Project Management Skills Evidence that supports self-rating: | _____ |
| f. Knowledge of operating systems and data bases used by the Library Evidence that supports self-rating: | _____ |
| g. Time Management & Organizational Skills Evidence that supports self-rating: | _____ |
| h. Interpersonal Skills (positive attitude, ability to get along well with co-workers, patrons, vendors, community, Board, etc.) Evidence that supports self-rating: | _____ |
| i. Communications Skills – Verbal and Written Evidence that supports self-rating: | _____ |

- j. Innovation or Creativity _____
Evidence that supports self-rating:
- k. Collaboration/Teamwork/Mentoring Skills _____
Evidence that supports self-rating:
- l. Employee Policies (development and implementation) _____
Evidence that supports self-rating:
- m. Leadership Skills _____
Evidence that supports self-rating:
- n. Professionalism (punctuality, attendance, conduct, responsiveness, Follow-through) _____
Evidence that supports self-rating:
- o. Professional Development (stays current on trends in libraries on both the national and local levels) _____
Evidence that supports self-rating:
- p. **Overall rating for this performance review period** _____

9. In order to actualize your goals for the upcoming year, what type of support would you seek from the Board? (please be specific)

Thank you for taking the time to complete the Employee Self-Assessment.

Adopted by the Board of Trustees: May 14, 2013
Updated: April 9, 2015

Agenda Items Details

| | |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Plan Discussion | |
| OWNER: Keliher, President | PRESENTER: Troendle, Library Director |
| REQUESTED AGENDA TYPE (A, I, D): D | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: | |
| BACKGROUND/CONTEXT: Following the board's discussion in February, Mike reached out to Angie Pilgrim, who manages the Consultants In Service program at the St Croix Valley Foundation. Angie asked a few questions about our planning project -- timeline, goals, approach, etc. -- and will discuss the project with a prospective consultant. Angie's on vacation until March 12, but we should hear more after her return. In the meantime, all necessary materials are gathered for the purposes of preparing a formal RFP to find a planning consultant. We'll begin that process, if needed, after we hear more from SCVF. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Agenda Items Details

| | |
|--|--|
| <p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Ratification of Revised 2018 and 2019 Wage Scales</p> | |
| <p>OWNER: Troendle, Library Director</p> | <p>PRESENTER: Troendle, Library Director</p> |
| <p>REQUESTED AGENDA TYPE (A, I, D): A</p> | <p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p> |
| <p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the revised 2018 and 2019 wage scale for the addition of the library aide substitute and event prep worker positions.</p> | |
| <p>BACKGROUND/CONTEXT: The 2018 and 2019 wage scales were ratified by the board on January 9, 2018. The wage scales included pay rates for positions not on the pay grid. At the time of ratification, two positions were inadvertently left off of the list of non-grid positions – the library aide substitute position and the event prep worker substitute position. The attached 2018 and 2019 wage scales now include the library aid substitute and event prep worker positions. Pay rates for both positions remain at the same levels as in 2017. The additions are highlighted in yellow on the attached document. The board’s adoption of the additions to the wage scales for 2018 and 2019 is requested.</p> | |
| <p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Revised 2018 & 2019 Wage Scale</p> | |
| <p>PREVIOUS ACTION ON ITEM:</p> | |
| <p>REVIEWED BY COMMITTEE?:</p> | |

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

| 2018 Wage Scale (Includes 2.5% Wage Adjustment from 2017) | | | | | | | | | | | | | | |
|---|----------------------------|---------|-------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Position Title | Job Evaluation Point Range | | Grade | Pay Range (Hourly) | | | | | | | | | | |
| | Min Pts | Max Pts | | 1 to 15 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
| | 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 | Hourly Pay |
|--------------------------|------------|
| Shelvers | \$ 9.900 |
| Library Aide Substitutes | \$ 13.950 |
| Event Prep Worker | \$ 14.210 |
| 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) | | | | | | | | | | |
| | Min Pts | Max Pts | | 1 to 15 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
| | 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 | Hourly Pay |
|--------------------------|------------|
| Shelvers | \$ 9.900 |
| Library Aide Substitutes | \$ 13.950 |
| Event Prep Worker | \$ 14.210 |
| Circulation Substitutes | \$ 16.410 |
| Custodial Substitutes | \$ 17.790 |
| Reference Substitutes | \$ 19.710 |

Prepared 3/7/2018

Agenda Items Details

| | |
|---|--|
| <p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Custodial Services Position – Potential for Contracting for Shared Services Between the Library and City Hall & Public Works</p> | |
| <p>OWNER: Troendle, Library Director</p> | <p>PRESENTER: Troendle, Library Director</p> |
| <p>REQUESTED AGENDA TYPE (A, I, D): D</p> | <p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p> |
| <p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p> | |
| <p>BACKGROUND/CONTEXT: The City of Stillwater currently contracts with a private vendor for housekeeping services at City Hall and the Public Works facility. The Stillwater Public Library employs a part-time position (20 hours/week) to provide similar services for the library facility. Over the past several months the City Administrator and Library Director have discussed the potential to increase the Library position to full time (40 hours/week) and share the position by contracting with the Library for 20 hour/week for the provision of housekeeping services for City Hall and the Public Work facility. The City would then pay 50% of the cost for the full time position; overtime costs would be paid by the entity incurring the overtime work. Contracting with a Library employee for housekeeping services provides efficiencies by having a trained, uniformed person (equipment and background) to provide housekeeping services to City Hall and the Public Works facility.</p> <p>Pending Library Board agreement with the concept, the City Administrator will seek formal approval at a future Council meeting with an appropriate resolution and documentation as necessary. If the Board requires additional information or analysis regarding the proposal, please provide direction to staff for further review and analysis of the proposed concept.</p> | |
| <p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p> | |
| <p>PREVIOUS ACTION ON ITEM:</p> | |
| <p>REVIEWED BY COMMITTEE?:</p> | |

Agenda Items Details

| | |
|--|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Grant Requests | |
| OWNER: Troendle, Library Director | PRESENTER: Troendle, Library Director |
| REQUESTED AGENDA TYPE (A, I, D): A | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve: <ul style="list-style-type: none"> Grant request to Union Pacific Foundation for capacity building Grant request to Stillwater Public Library Foundation for Children’s Summer Reading Program | |
| <p>BACKGROUND/CONTEXT:</p> <p>Union Pacific Foundation: <i>The library seeks approval from the Trustees to request up to \$7,500 in a capacity building grant from the Union Pacific Foundation for strategic planning.</i></p> <p>Director Troendle has been working with Mark Dunlap, a professional grant writer who is generously giving his time and expertise to help the library identify and secure grant funding. This connection was made possible thanks to trustee Lisa Howe. Dunlap and Troendle have identified possible grant opportunities to pursue. The first one is a capacity building grant through the Union Pacific Foundation. The grant request would be for up to \$7,500 for strategic planning for the library. The grant application would be submitted in March or April.</p> <p>Children’s Summer Reading Program: <i>The library seeks approval from the Trustees to request funding of approximately \$5,200 from the Foundation for the 2018 Children’s Summer Reading Programs.</i></p> <p>The library’s summer reading program is an annual high point in the calendar, bringing in children, teens, parents, grandparents, and other caregivers from across the community. In 2017, the library offered 57 children’s programs attended by 1,980 participants. Children also submitted nearly 800 Read, Write, Draw forms about a book they read. More than 45,500 juvenile and teen materials were checked-out, and 143 new library cards were issued to children and teens during the summer of 2017.</p> <p>This request would help the library continue its strong summer reading program in 2018 and provide funding for:</p> <ul style="list-style-type: none"> professional printing of Read, Write, Draw forms and literacy activity game boards reward books and prizes for summer reading program participants summer programming staff for 13 hours/week for 10 weeks <p>The Foundation’s typical cycle for receiving funding requests is April, August, and November. Due to the timing of the children’s summer reading program needs, the library will ask the Foundation to review the request in March. The library will seek approval from the Trustees at the April board meeting to request funding for the 2018 Adult Summer Reading program and other possible programs, materials and services in preparation for the Foundation’s April request timeframe.</p> | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Report from the Library Director, Mark Troendle

I participated in a meeting with City Administrator Tom McCarty, Washington County Administrator Molly O'Rourke, and Washington County Library Director Keith Ryskoski to discuss the interrelationship between the two libraries. This marked the first time the four of us have met as a group.

The month-long "A Peace of My Mind" exhibit concluded on February 6 with a multi-media presentation by author and photographer John Noltner, with live music and singing by Peter Mayer. It was a privilege to be able to introduce our two honored guests that evening. Library Associate Karen Hannah was instrumental in bringing the exhibit to our library and made heartfelt comments at the end of John and Peter's presentation.

Office Specialist Keri Goeltl and I met with one of the auditors on February 6 for 90 minutes. Keri described for the auditor, in detail, each step of the library's internal controls for cash management developed and implemented over the past six months, provided written documentation of the procedures, demonstrated examples of various processes, and answered questions. At the end of the meeting, I asked if his firm could provide examples of best practices related to the types of reports we want to generate, and he indicated he would pass this request along to senior staff who could assist.

I continued to have conversations with the city, union representatives, and appropriate staff to discuss the potential for adding hours to a part-time library custodial position in order to share the provision of housekeeping services between the library and city. This is one example of how both entities are exploring ways of collaborating.

Certified grant writer Mark Dunlap provided me with an updated list of possible grant opportunities in 2018, which we later discussed at-length during a conference call. As appropriate, I will bring to the board requests to pursue grants that align with the mission and needs of the library. The first such request identified is part of this month's board packet.

Washington County IT, with my permission, took the library's guest Wi-Fi service off-line starting at closing on Friday, February 16, for unscheduled maintenance issues. The library was closed on Monday, February 19 for Presidents' Day. County IT restored Wi-Fi service at approximately 3:15 p.m., Tuesday, February 20. I kept City IT staff apprised of developments. Staff discussed the desire to have a backup plan in the future should this happen again and we'll be exploring options.

The city sponsored an annual safety training available to all staff. Topics covered included a general safety review, emergency action plans, bloodborne pathogens, fire extinguishers, and workstation ergonomics. The instructor applied elements of game playing to the workshop to encourage participation and enhance retention of the material.

The hiring process (interviewing, preplacement screening, new hire paperwork and orientation) for one new substitute employee was fully completed, and we are mid-way through the process for three additional candidates.

We were reminded of the importance of our custodial and maintenance staff when, in a very short period of time on February 28, one elevator, two restrooms, and the hydraulic platform lift were all out of commission at the same time due to various problems. The restrooms were restored to service in short order and the lift was operational by the following day, but the east elevator has experienced ongoing, intermittent problems that Maintenance Worker Marvin Henry is actively working to address.

Report from the Information Services Supervisor, Aurora Jacobsen

INFORMATION SERVICES

Adult Programming and Reference

February Programs

- John Noltner's talk on his peace exhibit had 50 attendees. Outside of the main event and casual walkthroughs, 36 people commented, filled out a form or otherwise provided feedback on the exhibit.
- Video Editing On the Cheap was sponsored by MELSA and presented by the Twin Cities Media Alliance. One person attended.
- February 13 was Race to the Finish, a play presented by the Science Museum of Minnesota and cosponsored by the AAUW had 42 participants.
- Introduction to Screenwriting had nine participants.
- Mystery Book Club was held February 28 and there were 12 mystery readers.

Collection

- Work continued on configuration of Stillwater's cataloging and ordering. Test orders were submitted successfully and staff submitted a few big orders. Regular ordering should commence soon.
- Library staff had a new experience this month. A publisher submitted an errata for a cookbook. Many of the temperatures listed hadn't been converted from Celsius correctly and the book needed to be withdrawn or have a sheet of corrections pasted inside.
- Staff had a request for Arabic items. This is the third or fourth language staff has had to navigate requesting through MNLINK. Most recently, French and Chinese language items were the focus. Since requests come from just one or two people and the languages have varied, finding a variety of options in other libraries often serves patrons more completely than could be done just in house.
- To the delight of Stillwater staff, Washington County has reversed its policy of not allowing requests on DVDs for the previous year. All DVDs are now requestable. This policy will meet the needs of more patrons, including those whom have more difficulty visiting the library.

Reference

- Tax forms arrived. Requests for forms continue to be most common questions this month. The IRS also issued a statement that with The Bipartisan Budget Act of February 9, 2018 some tax forms may be affected and that patrons should check IRS.gov before submitting forms.

Partnerships/Outreach

- Susan is working with local coffee shops on outreach for the month of April, National Library Month. She will visit them as the Espresso Librarian, offering information about the library and answering questions for anyone unfamiliar with library services. .
- The first iteration of the Library Literati ended this month. Karen is working on creating a second group of literati, improving the group with suggestions from previous participants.

PR and Marketing

- Sue and Karen are working on a piece for the City Newsletter to promote the new summer reading club. The new adult summer reading theme is Be Novel: Read.
- Sue is composing six Library Corner articles for the Stillwater Gazette while Spike Carlsen is traveling, and Angie Petrie and Mark Troendle are proofing the drafts.

Personnel

- For the first time in several years, there will be two new substitutes in Information Services. Erica Ross has subbed with the Stillwater Library before and now works at Bethel full time. Jennifer Dietrich will have her orientation later in March. She currently works full time for the Ramsey County Library system.

Technology

- It's been a challenging month for library users and technology. Wi-Fi, public computers, and authentication (which is required for eBooks, MNLINK, and databases) have all been unavailable at times.
- MELSA, after user feedback, decided to drop Chilton and return to AllData, which is an unusual decision to make between contract periods. The decision speaks loudly of patron's opinions on car repair resources and their persistence.

Upcoming

- On March 18 at 2:00 p.m., there will be an artist reception in the gallery, The Secret Camino by Ann Gregory.
- Loft Literary Center, sponsored by the Stillwater Library Foundation, will provide Creative Writing Beginnings at 10:30 am on March 24.
- March 28 at 6:30 p.m. will be the monthly meeting of the Mystery Book Club.

Report from the Youth Services Supervisor, Angela Petrie

February Programs

- Weekly Storytimes – 4 sessions for babies attended by 115 & 4 sessions for 2-6 attended by 158
- Maker Mondays for TEENS – 3 sessions attended by 18
- Monthly TAB Meeting attended by 5 teens
- Art Cart – 5 themed sessions attended by 64 – families love this time to create together!
- 2nd Saturday, “Take Your Child to the Library Day” – 2 programs attended by 254
- Build It! LEGO + More attended by 15
- “Play & Learn Storytime : Car & Truck Tape Town” attended by 12
- Paws to Read with Bella – 2 sessions attended by 10
- “A Kids Guide to Writing Short Stories” Loft writing class attended by 7 4-7th graders
- “I Love Libraries” Scavenger Hunt – 143 completions

Outreach

To celebrate February as “I Love to Read” Month YS Librarian, Lindy Howe, visited two area schools, St. Croix Catholic and New Heights, to share some of her favorite books with 100 kids in K-2nd grades. She promoted the library’s annual “Take Your Child to the Library Day” which featured a reptile show and a dinosaur storytime. Kid comments included, "Wow! I'm going to beg my mom to take me to the reptile program!" "I LOVE to read" and "I read e-books all the time." 95% of K-2nd graders have a library card. 75% have been to the Stillwater library. (These are guesses based on raised hands.)

On February 10th the library visitors celebrated National “Take Your Child to the Library Day”. The morning’s “Dinosaurs Galore Storytime” and the “Snake, Rattle, and Roll” reptile program were attended by 89 and 165, respectively. Staff connected with some 1st time visitors who heard about the event from the library website, friends, family, and Facebook. One mom said they heard about it from the library program calendar emailed from *PeachJar* (a tool used by the Stillwater Area School District to send e-flyers to schools and parents).

Activities throughout the morning also included a special scavenger hunt, gift bags for new card holders, face painting, spin the wheel, and book mark crafts. This year was the 4th year of celebrating with attendance higher than ever. Last year’s reptile show was attended by 92 compared to 165 this year.

Since the first year, TAB members volunteered making the day extra special!

Special Programs in March

3/1 Pajama Storytime – Thursdays in March and April

3/3 Makey-Makey (block coding) for ages 8-12

3/6 Video Game Design with Stencyl (teen)

3/10 Second Saturday – Family Storytime and a creative writing class, “The Alternate Universe” for teens

3/22 Video Game Design with Stencyl (ages 8-12) (full registration + waiting list)

Coming in April -> Teen Job Fair on April 7 and Harry Potter Escape Room on April 29

News Bulletin

One of our TAB Members, Sydney Nelson, who also volunteers at the library and at Community Thread has been selected to receive a Washington County Community Involvement Award. She will be recognized at two events on Tuesday, April 17.



"Maker Monday" Book Pillows



Emily from Snake Discovery giving kids an up close look!



Sydney Nelson



The Completed Teen Space!



TAB Member Alex Nelson mans the "Spin-the-Wheel"



Face Painting at Take Your Child to the Library Day!

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES

January 26,2018

MEMBERS PRESENT: Mark Troendle, Doug Blanke, Amber Dailey-Hebert, Abby Dean, Nick Gorski, Lisa Howe, Dustin Moeller, Jean Morse, Mary Quickel, Merilee Read, Fred Rengel, Mary Richie, Carol Stabenow, Eric White OTHERS: Keri Goeltl

WELCOME & INTRODUCTIONS: The meeting was held in Margaret Rivers Room B in order to utilize the computer/projection technology for sharing reports.

President, Fred Rengel welcomed members and called the meeting to order at 7:35 a.m.

SECRETARY'S REPORT: The minutes for the December 1, 2017 meeting were corrected to read "move \$11,000" to the Endowment Fund at the St. Croix Valley Foundation. The minutes were approved unanimously as corrected.

FINANCE COMMITTEE & TREASURER'S REPORT: Dustin reviewed the December 2017 Balance Sheet and the Profit & Loss Previous Year Comparison Report. He commented that 2017 was an exceptional year for the Foundation and noted that donations were up at the end of the year, perhaps as a result of current tax incentives. (See financial reports in Google Docs.) He also acknowledged that there had been a good team working on finances during 2017. Dustin said that the finance team wants to develop a good arrangement for donor gifting.

LIBRARY DIRECTOR'S REPORT: Mark shared that the SPL Board of Trustees has two newly appointed trustees - Lisa Howe and Pat Lockyear. Fred commented that it is an asset for the Foundation to have Lisa join Mary as a second SPLF Board liaison to the trustees.

Other details Mark shared:

- Labor contract negotiations with staff has been concluded and was approved in January.
- Carpet was replaced in the "Welcoming Area" and the conference room.
 - Hearing loop wiring was installed in the conference room before the new carpet was installed.
- Washington County Library is no longer ordering, cataloguing, and processing SPL collection materials. SPL is working to create its own procedures for these functions.
- Keri will include the the SPL Information Services & Youth Services documents and the monthly programming calendar in the SPLF monthly board packets for information and promotional purposes.

TRUSTEES' REPORT: Mary reported that the SPL Board of Trustees is involved in a strategic planning process. They will coordinate their efforts in this process with the SPLF Board strategic planning process as it develops.

DEVELOPMENT & MARKETING: Keri provided preliminary year-end results for 2017 - there were 249 donations which totaled about \$80,000. She said that donor retention is a significant issue that will be examined in 2018. It is challenging to expand into new markets as well as to retain current donors. The Development & Marketing Committee is looking for additional members to support this function that is critical to meet the Foundation's purpose.

LIBRARY GRANT REQUESTS: Mark presented the following grant requests:

- 2018 Sunday Hours (Winter/Spring, First 17 Open Sundays) \$7,750
- Big Read Event in the St. Croix Valley - Culminating Event \$1,000

A motion was made by Doug and seconded by Merilee to approve these grant requests. This motion was unanimously approved.

- Donor Restricted Grant Requests:

- Children's Materials & Programming \$ 100
- Heuer Tribute - for Newspapers & Materials \$5,000

The motion to approve these grants was unanimously approved

The total for the grants requested = \$13,850

Keri shared that there was a follow-up report prepared by Angie for Youth Services that described how a past Foundation grant had been utilized. Responses of this sort are a part of grant evaluation and are appreciated; they are very useful for thanking donors and Foundation publicity.

TECH TALK: Eric and Keri reviewed access to drive.google.com and the section "Shared with me" where Board members are able to access to SPLF documents and files. They will continue to provide guidance and instruction for the utilization of this resource.

STRATEGIC PLANNING: Fred stated that strategic planning meetings for the SPLF will be held from March - May. Committee members for this process will include the Foundation's executive committee, key past SPLF board members, the library director, Keri, and an SPL trustee. The process, which will be under the guidance and direction of Gary Kelsey of the St. Croix Valley Foundation, should include three/four meetings.

SPLF BOARD:

Committees - All Board members are asked to sign up to participate on committees of their choice:

Marketing & Development, Finance, and Events. Fred will e-mail committee descriptions to Board members and request they volunteer accordingly.

Bylaws

- Term Limits - As addressed in the SPLF By-laws 4.2, “directors shall serve for a term of three (3) years.” Doug researched the question regarding the number of consecutive terms or years a director can remain on the Board with the MN Attorney General’s Office and the MN Charities Review Council. Based on the answers to this inquiry, he reported that there are no restrictions on the number of years a director may serve. Ann Wolff, who has served nine plus years on the SPLF would like to remain on the Board. Carol presented a motion, seconded by Amber, for Ann to continue SPLF Board membership. This motion was unanimously approved.

- Membership Alignment - “members shall be so elected that approximately one-third (1/3) of the directors within each group of directors is elected each year.” This should be a goal for the Board.

- Library Director’s Membership - Doug will seek clarification for the role of the Library Director as a Board member - ex officio or voting.

2018 Officer Election - The slate of the 2017 Officers was nominated to continue in the upcoming year:

President - Fred Rengel

Vice President - Doug Blanke

Secretary - Jean Morse

Treasurer - Dustin Moeller

Past President - Ann Wolff

A motion to approve and elect the slate as presented was made by Mary, seconded by Lisa, and approved unanimously.

OTHER:

2018 Events

- Gratitude Breakfast (Annual Meeting) -Friday, April 13 - 7:30 a.m.

Open to the Community

Annual Impact Report

Will be coordinated by the Events Committee

- Light a Spark - July 4

- Donor Appreciation Event - Late September/Early October

Suggestions for speaker - Mark Seeley, Maureen Bausch, Dennis McDonough

- Style Speaks Volumes - Thursday/Friday, November 8 & 9

Carol stated that the next committee meeting for this event is scheduled for March 15 - They are looking for suggestions for author/models. (The authors must have books published by regular publishers, not be self-published.)

Nick requested ideas for opportunities for him to take publicity photos to add to the collection he is creating.

The meeting adjourned at 9:05 a.m.

Respectfully submitted,
Jean Morse, Secretary

E-MAILS FOR JANUARY '18 MEETING

| DATE | SENDER(S) | SUBJECT |
|----------|-----------|-----------------------------------|
| 12/20/18 | Jean | Minutes for 12/1/17 Board Meeting |
| 1/16/18 | Carol | Style Speaks Volumes Meeting |
| 1/17/18 | Keri | “A Peace of My Mind” |
| 1/23/18 | Fred | SPLF Jan. Board Meeting Notice |
| 1/26/18 | Keri | January Board Documents |

Documents on Google Drive (drive.google.com) in January 2018

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- [PDF A9_SPLF BOARD_Term Limits.pdf !\[\]\(71ac35c616fd8bfda805d579390e24d8_img.jpg\)](#)

 - [PDF A7j_GRANT REPORT SPLF 2017-03 Juv SRP... !\[\]\(b10a8b91056068472be58f587e00cb47_img.jpg\)](#)

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 - [PDF A7c_GRANTS_2018-01 Sunday Hours.pdf !\[\]\(77cc4955267260b8e40fe850d4fd81f6_img.jpg\)](#)

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 A4c_DIR RPT_02 February Calendar.pdf 

 A4b_DIR RPT_Youth Services Report.pdf 

 A4a_DIR RPT_ Information Services Report.p... 

 A3_FINANCE4_December 2017 Q4 P&L Budg... 

 A3_FINANCE3_December 2017 P&L YTD Co... 

 A3_FINANCE2_December 2017 P&L Prev Yr ... 

 A3_FINANCE1_Dec 2017 Balance Sheet.pdf 

 A2_Dec. '17 SPLF Board Minutes Final.pdf 

 A1_SPLF Board Meeting Agenda January 26,... 

Friends of the Stillwater Public Library



January 8, 2018 | 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, Tracy Salvati, Gemma Lockrem, Lyndon Lockrem, Ruth Ranum, Mark Troendle, Vic Wilson, Nancy Prince, Mary Glennon, Linda Whitehouse

11/2017 Minutes: Approved as presented.

Agenda topics

Treasurer Report | *Jan Kilkelly*

Ending balance Nov. 2017 \$20,419.10

Ending balance Dec. 2017 \$21,291.22

Membership Report | *Gemma Lockrem*

Current Memberships: ~103

Decorator Conversations | *Nancy Prince / Mark Troendle / Mary Ann Sandeen*

Lynn Barnhouse is the decorator hired by the Stillwater Public Library. There is \$17k in the budget allocated to different decorating projects by the end of 2017.

- Lynn B. replaced some children's chairs.
- \$12,000.00 allocated for carpet; replacing carpet due to hearing loop installation and also replacing some carpet near the main lobby desk that needs to be updated/replaced.
- Replacing a table in the teen program room.
- Replacing a table and chairs in the conference room, the table will have electrical and USB outlets on top.

Book sale area may be a good place to update, Friends would like to have a discussion with Lynn Barnhouse. Hopefully there will be a budget to update in 2018.

Friends would like to communicate with the decorator, inviting her to the Feb. meeting. We would like to discuss signage in the entrance, we are looking for a sign, with text "Friends of the Library".

Everyone should bring sign ideas to the next meeting.

Specially Priced Books – book sale | *Mary Ann Sandeen*

Inserts (bookmark) with the book title and price for the "Specially Priced Books" section is needed for the next sale. Bookmark with title, price and our logo. Tracy will create samples.

Renew Membership with MALF/ Quarterly checks to the Library | ALL

Friends will renew MALF membership - \$25.00 a year to support MALF.

Friends issues a check for \$1200.00 quarterly, this was given to Mark T. at the meeting today.

Mark suggested a new process for the payment from "Friends of the Library" vs the process today. Currently the Friends of the Library issue a check to the Library Quarterly for \$1,200.00.

New Process:

- The Library's Management team will present a list of projects and costs to the Friends of the Library at our monthly meeting and we approve and issue a check accordingly.

Mark accepted the \$1,200.00 check on 1/8/2018 and we will start a new process at the next meeting.

Other | All

- Hearing Loop: Working on installing in Conference room and Children's Room
 - 1/15 the wiring in the conference room will be installed
- Hydraulic lift burned out, cost to the library will be \$5,000.00 to fix
- Union staff voted on tentative agreement for wages and benefits - 2 year contract
- Mark will look into posting signs in the Library letting people know that the rooms have "Hearing Loops"

Reminder to all regarding Event on Feb. 6th:

John Noltner, A Peace of My Mind: Multi-Media Presentation

When: Tuesday, February 06, 2018 6:30 PM

Where: Stillwater Public Library at Margaret Rivers A & B

Explore the meaning of peace one story at a time!

Join us on February 6, 2018 at 6:30 pm for a special 40-minute multi-media presentation followed by Q&A by artist John Noltner.

John will discuss his exhibit, **A Peace of My Mind**, displayed throughout the Stillwater Public Library from January 8 - February 6, 2018. **A Peace of My Mind** explores the simple (or not so simple) question -What does peace mean to you? This thought-provoking exhibit features a stunning collection of 52 portraits and personal stories of diverse Minnesotans.

Update | Mark Troendle

Mark has been working with an individual or group that will help raise money for the library.

- Bill resolution in February:
 - City of Stillwater will cut a check to FRIENDS and we can pick up from City Hall when we get mail. Someone will let Jan Kilkelly know when the check arrives.

Meeting Adjourned – Next meeting Monday, Feb. 12, 2018

**Friends of the Stillwater Public Library
2018 Financial Reports**

| Period: | 1/1/2018 - <u>1/31/2018</u> | Year-to-Date <u>1/31/2018</u> |
|----------------------------|--------------------------------|----------------------------------|
| Opening Balance | \$ 21,291.22 | \$ 21,291.22 |
| Receipts: | | |
| Memberships | \$ 120.00 | \$ 120.00 |
| Donations | | |
| Book Sales | \$ 133.00 | \$ 133.00 |
| Scanner Fees | | |
| Book Bags | \$15.00 | \$ 15.00 |
| T-Shirts | | |
| Notes, Cards | | |
| Total Receipts | \$ 268.00 | \$ 268.00 |
| Disbursements: | | |
| Grants to Library | \$ 1,200.00 | \$ 1,200.00 |
| Sponsorships | | |
| Memberships | \$ 25.00 | \$ 25.00 |
| Postage | | |
| Printing & Supplies | | |
| Sales Tax | \$ 602.00 | \$ 602.00 |
| Fees | | |
| Misc. | | |
| Total Disbursements | \$ 1,827.00 | \$ 1,827.00 |
| Ending Balance | \$ 19,732.22 | \$ 19,732.22 |

Outstanding Grants Due to Library:

| | |
|---------------------|--------------------|
| Book Sale Nov. 2014 | \$1,000.00 |
| Book Sale Nov. 2015 | \$2,018.60 |
| Book Sale Nov. 2016 | \$2,966.47 |
| Book Sale Nov. 2017 | \$4,197.00 |
| Monthly Grants: | \$400.00 |
| | <u>\$10,582.07</u> |

Other:

| | |
|---------------------|-------------------|
| Book Sale Apr. 2014 | \$469.50 |
| Book Sale Apr. 2015 | \$2,592.00 |
| Book Sale Apr. 2016 | \$2,982.50 |
| Book Sale Apr. 2017 | <u>\$2,807.00</u> |
| | \$8,851.00 |

Stillwater Public Library 2018 Calendar

| | | |
|--|---|---|
| <p>January 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2019-2023) • Board passes ratification of wages prepared by Director | <p>February 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 7:30 am</p> | <p>March 12: Friends Meeting, 6:30 pm 13: Presentation at Stillwater Township, 7:0 pm 13: SPL Board Meeting, 7:30 pm 23: SPLF Board Meeting, 7:30 am</p> |
| <p>April 1: Annual Report to State Due 8-14: National Library Week 13: SPLF Gratitude Breakfast 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 18-21: Spring Used Book Sale 27: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Grant proposals to Foundation • Big Read/Valley Reads w/ArtReach | <p>May 14: Friends Meeting, 6:30 pm 15: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • 2019 Capital Outlay Request and 2019-2023 CIP Plan due • Begin operating budget prep | <p>June 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Preliminary board budget discussion |
| <p>July 4: Light A Spark, 7:00 pm 10: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Board adopts budget request | <p>August 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Grant proposals to Foundation | <p>September 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Levy adopted • Assist Foundation with Huelsmann grant application, application due |
| <p>October 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Examine ending dates for Board Members, place on Board agenda • Adopt Holidays for succeeding year | <p>November 8-9: SPLF Style Speaks Volumes 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 30: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Union signifies desire to negotiate if communication has not been received earlier • Grant proposals to Foundation | <p>December 11: SPL Board Meeting, 7:00 pm 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Set staff meeting schedule for succeeding year • Negotiate new union contract before December 31 if needed • Staff personnel evaluations |

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