

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, July 10, 2018, 7:00 PM
Margaret Rivers A

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.
4. Consent Calendar
 - a. Adoption of the June 12, 2018 Minutes +
 - b. Adoption of the June 27, 2018 Special Meeting Minutes +
 - c. Adoption of the June 28, 2018 Special Meeting Minutes +
 - d. Acknowledgement of Bills Paid in June 2018 (6/5/18: \$29,894.72) and (6/19/18:\$6,619.64) +
 - e. 2018 May Budget Status Report +
 - f. Acceptance of Q2 2018 Gifts and Grants

Old Business

5. 2019 Budget Request A+
6. Ordinance Amendment and Special Use Permit for Events I+
7. Strategic Plan A+
8. Director Evaluation Task Force Update A+
9. Pergola Update I+
10. Venue Coordinator Position A+
11. Board Vacancy A+
12. Update on City Council Discussion on Boards and Commissions D+

New Business

13. Foundation Grant Request A+
14. Director and Other Staff reports +
15. Foundation Report +
16. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
17. Public Commentary and Communications
18. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, July 9, 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 2018 Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 12, 2018
Minutes**

PRESENT: Bell, Carlsen, Hemer, Keliher, Lockyear, Menikheim, Richie

ABSENT: Howe

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: 2019 Budget Request Planning

Troendle reported that he met with the Finance Committee to plan for the 2019 operating budget request. The group determined that the library needs a 5.4% increase in operating funds from 2018 to 2019 to maintain the library's baseline level of operations.

Troendle presented the Finance Committee's recommendation for an additional increase of \$39,600, beyond the 5.4% increase, to fill gaps in staffing:

- Add a Youth Services Associate position as a library employee. The position is a core service of libraries. The position was funded through Foundation grants in the past. The committee would like to see this position paid for by the library.
- Increase hours for the Information Service Supervisor. This position will be assuming increased responsibilities through the anticipated staffing structure changes and will need additional hours. Hours would increase from 30 to 36.
- Increase shelver and sub pay rate. The shelver and sub pay rates were held flat in 2018 and would increase for 2019.

Menikheim recommended adding a catch up line item to make up for the gap between the funds that the library needs to operate and the city allocation. The Foundation has been covering the library's regular operating expenses. He believes that the library can and should be aggressive in its ask to the city. While the gap may not be solved in one year, the library could request increased funding to reduce the difference over time.

Richie noted that the initial projection plus the proposed staffing changes would be an increase of almost 9% or \$100,000. Both Lockyear and Richie commented that this level of request seems aggressive compared to prior years.

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BOARD OF TRUSTEES MEETING**

June 12, 2018

Minutes

Bell agreed that the library is underfunded, particularly in the areas of materials, Sunday Hours, and programming. However, Bell understands the need for increased staffing and respects this approach for 2019.

Menikheim advocated that as the library currently has the city's attention in a positive way, the board should consider an additional request of approximately \$25,000 for Sunday Hours, materials and programming in the budget.

The board discussed this concept and considered an increase of approximately \$8,000 to fund the other half of Sundays, an additional \$10,000 in materials, and a \$7,000 programming budget. The board discussed that the future funding requests listed in the last paragraph on the June cover sheet (page 21) would be better for 2020. The board also weighed the disadvantages of a request perceived as "too high" by the city against the desire to provide the city with a request that shows a more complete funding picture of the library and its operations.

Richie explained that the Finance Committee will take the recommendations into consideration and come back to the Board with a more detailed budget in July, including the proposed revenue and expenditures of supplemental funds.

Troendle brought up one other piece that may affect the budget. Washington County is looking at charging the library for IT services provided by the county. The library is alternately exploring if city IT could provide these services if given appropriate access by the county. The library is waiting to hear from Washington County regarding the additional costs.

Menikheim recommended that the request describe how the library would be improved if the funding were received.

AGENDA ITEM 6: Ordinance Amendment and Special Use Permit for Events

Troendle discussed that a planning commission meeting is scheduled for Wednesday, June 13 at 7:00 p.m. Troendle will be attending this meeting. The revised text for the SUP conditions (page 24 of the June board packet) was submitted to city planning staff based on comment from the last board meeting.

After the planning commission meeting, the amendment will be brought before the council on July 3. Neighbors were mailed notifications of the public meeting.

AGENDA ITEM 7: Director Evaluation Task Force Update

Lockyear updated the board on the work of the Director Evaluation Task Force. She noted that the group (Lockyear, Bell, and originally Lunn) met 3 – 4 times. Keliher, Director Troendle, and HR Manager Robole have also attended meetings and/or been consulted for information and feedback. The group has researched the performance evaluations systems of various organizations and library systems, including Anoka County, Dakota County and Bayport.

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Lockyear explained that the proposed performance evaluation process is goal-focused, aligning performance measurements with strategic goals. The director and the board collaboratively develop the director's annual performance goals, timelines and measurements. The director and the board discuss goal progress quarterly and conduct an annual performance evaluation. Lockyear shared examples of the goal review and goal development process as provided on pages 26-28 of the June board packet.

Menikheim expressed the following concerns about the proposed evaluation process:

- The proposed process does not contain a rating system. The rating system provides a measurable and documented assessment of the director by the individual trustees and collectively as a group. It provides a legal basis for the evaluation.
- The proposed process is led by the director, the person being evaluated. The evaluation process should be led by the trustees, the group charged with managing the performance of the director. The director should not set the performance goal and then tell the board how to measure his/her performance.
- The evaluation should be based on performance and measured by behavior. The proposed system does not document and measure behavior.
- Has the proposed evaluation process been widely used outside of libraries? Is there data-based research to show that this system works?

Lockyear discussed that a performance evaluation process based on goals is more measurable and documentable than the current system.

Bell noted that the board has the responsibility to work effectively with the director. If the board has concerns regarding performance, these concerns should be based on outcomes and actions instead of behaviors.

Keliher commented that the proposed process may evoke a more meaningful discussion with the director regarding performance and provide opportunities for substantial and meaty conversations more than once per year.

AGENDA ITEM 8: Strategic Plan

Troendle updated the board that RFP submittals were received from nine firms. All submittals were included in the June board packet.

The board reviewed the potential consultants to interview. Board discussed that price proposals will be obtained from the shortlist of consultants selected to be interviewed.

Motion made to invite to include Consensus, Encouragetech, Karen Dash Consulting, Maverick & Boutique, and WiLS on the shortlist of consultants to interview. MSP.

The board determined that the process for interviewing the consultants would be:

- A special meeting of the full board, open to the public.

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Minutes

- A 45-minute interview with the board (10-15 minutes presentation, 30-35 minutes of discussion). The interview may be via Skype or in-person.

AGENDA ITEM 9: Pergola Update

Troendle reported that two quotes were received to replace the wood trellis portion of the pergola. One quote is for cedar. The other quote is for Trex, a low-maintenance, composite product. The Trex quote only included the cost of the product and did not include delivery, installation or possible painting.

Troendle also reported that he has been actively pursuing a structural engineer to examine and provide a report on the pergola.

AGENDA ITEM 10: 2018 Building Projects

The Facilities Committee met with Lynn Barnhouse on May 15, 2018. Ideas from the meeting are outlined on page 224 of the June board packet.

Carlsen provided more information on the community corner idea. For example, there could be community organizations that could set up for a week, such as Canvas Health, a food shelf, the police or fire. The tables could be manned by the groups and provide information and services to the public.

Bell noted that the library would need to discuss policy regarding this.

AGENDA ITEM 11: Discussing Venue Coordinator Position with Foundation

Keliher updated board on the venue coordinator position. As the board discussed in the budget request for 2019, change in ownership of contract for funding is not part of the request. Keliher discussed working with the Foundation to review and strengthen language in the contract regarding policies and procedures and to have the Trustees formally accept the gift of Venue and Volunteer Coordinator from the Foundation. To Keliher, these items seem to be suitable first steps to addressing the venue coordinator position.

Lockyear noted that the current funding of the venue coordinator position is transparent and has an audit trail. The current funding arrangement has been approved by city finance, the city administrator, and the auditor.

AGENDA ITEM 12: Board Vacancy

Board discussed the process to fill the empty board seat.

Motion made for Bell, Hemer, Menikheim to serve as interviewing task force to fill vacant seat. Carlsen is alternate. MSP.

AGENDA ITEM 13: Event Variance – Light a Spark

Motion made to approve the event rental for Light a Spark until 11:30 pm on Wednesday, July 4, 2018. MSP.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

June 12, 2018

Minutes

AGENDA ITEM 14: Employee Life Insurance and Employee Benefits

Troendle updated the Board on the city's review of ancillary employee benefit plans as presented on page 228 of the June board packet. In conjunction with the voluntary benefit plans, the city is able to work with an insurer to provide a \$30,000 benefit level for life insurance for less than the current plan at the \$20,000 benefit level. Under the union contract, the library is required to provide a \$20,000 benefit level for life insurance. The \$30,000 benefit level is over the required provision.

AGENDA ITEM 15: Director and Other Staff Reports

Menikheim reported that the city council is reviewing council representation on boards and commissions. The city administration booklet shows a council member as a liaison to the library board; however, currently a council member serves as a voting trustee on the library board. Menikheim approached the council about formalizing this new relationship and making a council member a standing trustee on the library board. State statute permits allows the library board to have one and only one council member. The council will discuss this on Tuesday, June 19, 2018.

Menikheim advocated for formalizing a council member on the board. Instead of the library operating as an island unto itself, the library is more connected with the city with a council representative. He also believes that the library should have a council member as a voting member of the board so there is not taxation without representation.

Keliher noted that there is not taxation without representation because the library board does not have any taxing authority. The library board does not levy taxes. The council appoints the library board who manages the money but does not approve the budget amount received from the city. Keliher does not personally feel the need to change the structure. If a council member would like to serve a trustee, the member could be appointed through the normal process.

Lockyear would like to look at who is most appropriate and qualified candidate for the opening. If there is a board vacancy and a council member chooses to apply, the member could serve on the board because of interest and not as a requirement.

Bell agreed that a designated seat is the best way to go. It can work, and it cannot work. If there is no current council member interested in sitting on the board, it may not work. Other things may need to be considered as well. For example, would the bylaws be amended so the city council member could not serve as President?

Hemer also expressed concern about always having a council member with the time and interest in serving on the library board.

Keliher encouraged board members to directly contact the city council with their opinions on this matter.

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AGENDA ITEM 15: Director and Other Staff Reports

The board reviewed the reports provided by the Director, Information Services Supervisor and Youth Services Supervisor included in the board packet.

Thanks was given to Stillwater Township for their generous donation and support of the library.

Troendle reported that the Friends of the Stillwater Public Library will be the recipient of rounding up donations in June and July at River Market Co-op.

Troendle also updated the board on an incident with a mobility vehicle in the library parking ramp on Saturday, June 9, 2018.

AGENDA ITEM 18: Foundation Report

The minutes from the June board meeting were included in the packet.

AGENDA ITEM 19: Board Committee Reports

- **Executive Committee:** No additional updates.
- **Facilities:** No additional updates.
- **Finance:** No additional updates.

AGENDA ITEM 20: Public Commentary and Communications

None.

AGENDA ITEM 15: Adjournment

Adjourned at 9:57 pm.

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STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
June 27, 2018
Minutes

PRESENT: Bell, Carlsen, Howe, Keliher, Lockyear, Menikheim

ABSENT: Hemer, Richie

STAFF: Troendle

AGENDA ITEM 1: Call to Order

Meeting called to order at 6:00 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: Strategic Planning Consultant Interview

Board interviewed Maverick & Boutique as a potential vendor to supply strategic planning services to the library. Deliberation and a potential selection of a vendor is planned for the board's regular July meeting.

AGENDA ITEM 5: Public Commentary and Communications

None.

AGENDA ITEM 6: Adjournment

Adjourned at 6:48 PM.

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STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
June 28, 2018
Minutes

PRESENT: Bell, Carlsen (at 5:55 pm), Howe, Keliher, Lockyear, Menikheim

ABSENT: Hemer, Richie

STAFF: Troendle

AGENDA ITEM 1: Call to Order

Meeting called to order at 5:00 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: Strategic Planning Consultant Interview

Board interviewed WiLS, Consensus, and Encouragetechnology as potential vendors to supply strategic planning services to the library. Deliberation and a potential selection of a vendor is planned for the board's regular July meeting.

AGENDA ITEM 5: Public Commentary and Communications

None.

AGENDA ITEM 6: Adjournment

Adjourned at 7:45 PM.

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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in June for 2018				
OWNER: Keri Goeltl, Office Specialist		PRESENTER: Mark 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 June 2018 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of June 2018:				
June 2018 (2018 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 19,177.15	\$ 2,580.80	\$ 2,059.61	\$ 23,817.56
Capital Expenditures	\$ 12,696.80	\$ -	\$ -	\$ 12,696.80
Total	\$ 31,873.95	\$ 2,580.80	\$ 2,059.61	\$ 36,514.36
<p>Explanations of large or out of the ordinary/annual payments are listed below:</p> <p><i>Bill Resolution: June 5, 2018</i></p> <ul style="list-style-type: none"> • \$3,016.12 in invoices received for adult and children’s programming. These expenses are typically reimbursed by a Foundation grant, a MELSA allocation, or paid for by a supplemental fund designated for programming. • \$609.50 paid to Heritage Printing for the library’s Shelf Life insert into the city newsletter. Expense paid for with Alice O’Brien Fund. \$1,800 was allocated in March 2016 to production of Shelf Life newsletter. This allocation is now spent. • \$2,816.00 paid to Les Jones Roofing for roof repairs as part of the Roof Upgrade capital line item, originally budgeted at \$4,000. • \$9,880.00 paid to NAC Mechanical and Electrical for the HVAC/BAS Interface capital project. \$12,200 was originally budgeted for upgrade. City IT identified cost savings by integrating with Alerton system at the Fire Station, and project cost was revised to \$9,880. <p><i>Bill Resolution: June 19, 2018</i></p> <ul style="list-style-type: none"> • Invoices from Brodart for collection purchases are increasing as library staff fine-tune processes for acquisitions. • \$200.00 paid to State of MN for annual elevator permits. • \$300.00 refunded to Dia Sorin for cancelled meeting room reservation due to change in their corporate meeting schedule. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 06/05/18 Bill Resolution 06/19/18 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?: Finance				

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						
70718	5/29/2018	A Touch of Magic	Programs - Juv SRP (MELSA)	\$ 295.00	235-4236-4099-0000	Library Donations Programs
60518	6/5/2018	Baker and Taylor	Materials - Adult Nonfiction	\$ 33.73	230-4230-2405-0000	Adult Books - Non Fiction
60518	6/5/2018	Baker and Taylor	Materials - Ref	\$ 130.20	230-4230-2113-0000	Reference
5162018	5/16/2018	Blacklock Photography Books	Materials - Adult Nonfiction	\$ 90.00	230-4230-2405-0000	Adult Books - Non Fiction
60518	6/5/2018	Brodart Co	Materials - Juv	\$ 1,596.46	230-4230-2400-0000	Childrens Books
60518	6/5/2018	Brodart Co	Materials - Adult Fiction	\$ 1,314.73	230-4230-2401-0000	Adult Books - Fiction
60518	6/5/2018	Brodart Co	Materials - Adult Nonfiction	\$ 1,970.03	230-4230-2405-0000	Adult Books - Non Fiction
60518	6/5/2018	Brodart Co	Materials - YA	\$ 208.90	230-4230-2406-0000	Teen Books
60518	6/5/2018	Brodart Co	Materials - Processing	\$ 637.25	230-4230-3404-0000	Processing Fee
902159	5/23/2018	Brodini Comedy Magic Show	Programs - Juv SRP (MELSA)	\$ 225.00	235-4236-4099-0000	Library Donations Programs
4005948420	5/16/2018	Cintas Corporation	Mat & towel cleaning service	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
50418	5/4/2018	Fremming Susan E	Programs - Adult (Welshons) - Staff Reimbursement	\$ 35.81	235-4236-4099-0000	Library Donations Programs
5312018	5/31/2018	Friends of the Stillwater Public Library	Friends Reimbursement: April Sales	\$ 194.50	228-4228-1990-0000	Friends of Library Pass Thru
12059	5/22/2018	Grain Studio Inc	Programs - Juv SRP (SPLF)	\$ 317.50	232-4232-2407-0000	SPLF - Programs
50318	7/19/2018	Grassroots Culture	Programs - Adult SRP (SPLF)	\$ 600.00	232-4232-2407-0000	SPLF - Programs
50518	5/5/2018	Hannah Karen	Postage - Staff Reimbursement	\$ 23.50	230-4230-3102-0000	Postage
5132018	5/13/2018	Hedin Sue	Programs - Adult (Welshons) - Staff Reimbursement	\$ 100.41	235-4236-4099-0000	Library Donations Programs
26078	4/18/2018	Heritage Printing Inc.	Shelf Life Newsletter (AOB Fund)	\$ 609.50	235-4238-4099-0000	Library Donations Miscellaneous
148785	4/30/2018	Illinois Library Association	Programs - Juv SRP (SPLF)	\$ 223.35	232-4232-2407-0000	SPLF - Programs
814	5/22/2018	Learning Tree Yoga	Programs - Juv (SPLF)	\$ 75.00	232-4232-2407-0000	SPLF - Programs
6338	5/18/2018	Les Jones Roofing Inc	Capital Project - Roof	\$ 2,816.80	120-4230-5200-0000	C/O & Improvements
2589	5/21/2018	Markir/Clean Midwest	Parking Garage Cleaning	\$ 1,599.00	230-4231-3703-0000	Building Repair Charges
27842	5/4/2018	Menards	Janitorial Supplies	\$ 49.81	230-4231-2102-0000	Janitorial Supplies
28839	5/18/2018	Menards	Janitorial Supplies	\$ 64.28	230-4231-2102-0000	Janitorial Supplies
95525	5/22/2018	Minitex	RFID Tags	\$ 798.00	230-4230-3404-0000	Processing Fee
W18040581	5/16/2018	Office of MN IT Services	Phone - April	\$ 138.50	230-4231-3101-0000	Telephone
A1267-01	5/18/2018	NAC Mechanical and Electrical Services	HVAC/BAS Interface	\$ 9,880.00	120-4231-5300-0000	C/O Machinery & Equipment
5162018	5/16/2018	Petrie Angela	PLA Conference Expenses - Staff Reimbursement	\$ 132.79	230-4230-3201-0000	Seminar/Conference Fees
53018	5/30/2018	Poulton Brian	Programs - Juv (SPLF 235)	\$ 225.00	235-4236-4099-0000	Library Donations Programs
7102327	5/14/2018	Quill Corporation	Supplies	\$ 249.24	230-4230-2101-0000	General Supplies
9014460001	5/14/2018	Penguin Random House Inc.	Materials - Adult Audio Books	\$ 30.00	230-4230-2402-0000	Audio
75784556	5/7/2018	Recorded Books Inc	Materials - Adult Audio Books	\$ 58.27	230-4230-2402-0000	Audio
75791372	5/21/2018	Recorded Books Inc	Materials - Adult Audio Books	\$ 19.99	230-4230-2402-0000	Audio
75791397	5/21/2018	Recorded Books Inc	Materials - Adult Audio Books	\$ 19.99	230-4230-2402-0000	Audio
518	5/7/2018	Scholastic Book Fairs	Programs - Juv SRP (SPLF)	\$ 319.66	232-4232-2407-0000	SPLF - Programs
599700	5/18/2018	ECM Publishers	Gazette Board Vacancy Posting	\$ 28.50	230-4230-3400-0000	Printing and Publishing
53018	5/30/2018	Thorager Natasha	Programs - Juv (SPLF 12-17)	\$ 540.00	232-4232-2407-0000	SPLF - Programs
14515547	5/8/2018	Toshiba Business Solutions	Maintenance Contract	\$ 110.81	230-4230-3707-0000	Maintenance Agreements
14523222	5/11/2018	Toshiba Business Solutions	Maintenance Contract	\$ 50.38	230-4230-3707-0000	Maintenance Agreements
51-7976594-1	5/25/2018	Xcel Energy	Energy	\$ 368.44	230-4231-3601-0000	Natural Gas
51-7976594-1	5/25/2018	Xcel Energy	Energy	\$ 3,358.14	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		\$ 29,621.61		
CREDIT CARD						
61821	4/12/2018	Amazon.com	Supplies	\$ 26.10	230-4230-2101-0000	General Supplies
5243424	4/15/2018	Amazon.com	Supplies	\$ 170.65	230-4230-2101-0000	General Supplies
5243424	4/15/2018	Amazon.com	Programs - YS (Friends 17)	\$ 59.39	235-4236-4099-0000	Library Donations Programs
5243424	4/15/2018	Amazon.com	Materials - Juv (SPLF 2015-11 Book Club Kit)	\$ 5.29	232-4232-2113-0000	SPLF - Materials
1619443	4/17/2018	Amazon.com	Supplies	\$ 11.68	230-4230-2101-0000	General Supplies
		CREDIT CARD SUBTOTAL		\$ 273.11		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None				\$ -		
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 29,894.72		

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						
3798_197680	5/2/2018	Ace Hardware	Janitorial Supplies	\$ 6.80	230-4231-2102-0000	Janitorial Supplies
3798_197988	5/14/2018	Ace Hardware	Janitorial Supplies	\$ 50.21	230-4231-2102-0000	Janitorial Supplies
6192018	6/19/2018	Baker and Taylor	Materials - Adult Fiction	\$ 75.94	230-4230-2405-0000	Adult Books - Non Fiction
6192018	6/19/2018	Brodart Co	Materials - Juv	\$ 1,307.66	230-4230-2400-0000	Childrens Books
6192018	6/19/2018	Brodart Co	Materials - Adult Fiction	\$ 1,532.02	230-4230-2401-0000	Adult Books - Fiction
6192018	6/19/2018	Brodart Co	Materials - Adult Nonfiction	\$ 1,103.93	230-4230-2405-0000	Adult Books - Non Fiction
6192018	6/19/2018	Brodart Co	Materials - YA	\$ 193.55	230-4230-2406-0000	Teen Books
6192018	6/19/2018	Brodart Co	Materials - Processing	\$ 490.55	230-4230-3404-0000	Processing Fee
4005254089	4/18/2018	Cintas Corporation	Mat & towel cleaning service	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
4006708213	6/13/2018	Cintas Corporation	Mat & towel cleaning service	\$ 83.14	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
306-02444792-3	5/31/2018	Culligan of Stillwater	Misc	\$ 92.85	230-4230-4099-0000	Miscellaneous Charges
6142018	6/14/2018	Dia Sorin	Meeting Room Cancellation Refund for 6/26/18	\$ 300.00	230-0000-3500-0100	Meeting Room Rental (Refund)
6142018	6/14/2018	Friends of the Stillwater Public Library	Friends Reimbursement: May Sales	\$ 315.00	228-4228-1990-0000	Friends of Library Pass Thru
1	6/13/2018	Magraw Dean	Programs - Adult (SPLF Adult SRP)	\$ 500.00	232-4232-2407-0000	SPLF - Programs
29177	5/23/2018	Menards	Janitorial Supplies - Return	\$ (17.94)	230-4231-2102-0000	Janitorial Supplies
29178	5/23/2018	Menards	Janitorial Supplies	\$ 19.94	230-4231-2102-0000	Janitorial Supplies
29625	5/30/2018	Menards	Janitorial Supplies	\$ 28.76	230-4231-2102-0000	Janitorial Supplies
ALR00849011	6/1/2018	MN Dept of Labor and Industry	Elevator 12976 and 12977 Annual Op	\$ 200.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
14566335	6/4/2018	Toshiba Business Solutions	Maintenance Contract	\$ 79.09	230-4230-3707-0000	Maintenance Agreements
2018-0396	6/3/2018	Water Works Irrigation LLC	Irrigation Start 2018	\$ 175.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
			INVOICES SUBTOTAL	\$ 6,619.64		
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	\$ 6,619.64		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 May Budget Status Report	
OWNER: Finance Committee Mark Troendle, Library Director Keri Goeltl, Office Specialist	PRESENTER: Mary 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: Attached is a budget status report for the period from January 1 – May 31, 2018.</p> <p><u>120 Funds – Capital Projects</u></p> <ul style="list-style-type: none"> • \$7,857.50 in capital expenditures in 120-4230-5200-0000 C/O & Improvements reflect the 2017 capital project to replace carpeting in the conference room and welcome area. These transferred 2017 funds are not reflected in the budget amounts. • \$12,497.78 in capital expenditures in 120-4230-5200-0000 C/O & Improvements are for the LED Retrofit Capital Project. These expenditures will be moved by journal entry to account 120-4230-5300-0000 C/O Machinery & Equipment against the \$34,600 budgeted line item. \$12,500 of this budget is for the LED conversion. <p><u>230 Funds -- Revenues:</u></p> <ul style="list-style-type: none"> • Meeting Room Rental Fees: \$13,645 in wedding/special event revenue was received in May for 15 events. • Library Card Fees: Library card fees are at 15% of budgeted revenue. The budget was decreased from \$10,212 in 2017 to \$2,000 in 2018 due to Lake Elmo change. • Processing Fees: First quarter reimbursements from WCL were received in May. Processing fees are now at 44% of budget. <p><u>Expenditures:</u></p> <p>Personnel Services:</p> <ul style="list-style-type: none"> • Personnel expenses continue to reflect payroll from December 2017, overstating 2018 expenses by \$46,264 to date. Health and dental expenses for 2018 pre-paid in December 2017 are not appearing on the report, understating 2018 expenses by \$7,507. Both areas will be adjusted by City Finance upon completion of the 2017 audit. • We continue to see personnel cost savings due to the open Assistant Director position. <p>Materials:</p> <ul style="list-style-type: none"> • Expenditures on books are gradually increasing as acquisition and cataloging processes are established with Brodart. Work continues with audio and video vendors to establish acquisition processes in these areas for future ordering. <p>Plant Services and Charges:</p> <ul style="list-style-type: none"> • Building Repair Charges: Building repair expenditures are at \$11,615.83 through May, over 90% of the budget. The building repair budget will be overspent by June. Staff will continue to monitor charges, look for cost-effective alternatives whenever possible, and identify alternate funding options. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 May Budget Status Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

General Ledger

Budget Status

User: kgoeltl
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 Period: 1 to 5, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 120	CAPITAL OUTLAY							
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	9,000.00	20,315.28	20,315.28	-11,315.28	0.00	-11,315.28	0.00
120-4230-5300-0000	C/O Machinery & Equipment	34,600.00	0.00	0.00	34,600.00	0.00	34,600.00	100.00
120-4230-5310-0000	C/O MIS Computer Equipment	21,400.00	0.00	0.00	21,400.00	0.00	21,400.00	100.00
	E25 Sub Totals:	65,000.00	20,315.28	20,315.28	44,684.72	0.00	44,684.72	68.75
	Expense Sub Totals:	65,000.00	20,315.28	20,315.28	44,684.72	0.00	44,684.72	68.75
	Dept 4230 Sub Totals:	65,000.00	20,315.28	20,315.28	44,684.72	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
	Expense Sub Totals:	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
	Dept 4231 Sub Totals:	25,000.00	0.00	0.00	25,000.00	0.00		
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	90,000.00	20,315.28	20,315.28	69,684.72	0.00	69,684.72	77.43
	Fund 120 Sub Totals:	90,000.00	20,315.28	20,315.28	69,684.72	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	90,000.00	20,315.28	20,315.28	69,684.72	0.00	69,684.72	77.43
	Report Totals:	90,000.00	20,315.28	20,315.28	69,684.72	0.00		

General Ledger

Budget Status

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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	60,000.00	32,260.00	32,260.00	27,740.00	0.00	27,740.00	46.23
230-0000-3520-0100	Copier/Printer Sales	5,500.00	2,465.86	2,465.86	3,034.14	0.00	3,034.14	55.17
230-0000-3880-0200	Gallery Fees	500.00	247.00	247.00	253.00	0.00	253.00	50.60
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	31.00	31.00	269.00	0.00	269.00	89.67
	R25 Sub Totals:	66,300.00	35,003.86	35,003.86	31,296.14	0.00	31,296.14	47.20
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-0000-3820-0100	Gifts	4,500.00	823.50	823.50	3,676.50	0.00	3,676.50	81.70
230-0000-3830-0100	Sale of Property	0.00	46.50	46.50	-46.50	0.00	-46.50	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	108.00	108.00	392.00	0.00	392.00	78.40
230-0000-3880-0020	Library Card Fees	2,000.00	311.00	311.00	1,689.00	0.00	1,689.00	84.45
230-0000-3880-0030	Lost Materials	3,000.00	934.38	934.38	2,065.62	0.00	2,065.62	68.85
230-0000-3880-0040	Processing Fees	8,200.00	3,601.87	3,601.87	4,598.13	0.00	4,598.13	56.07
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-16.06	-16.06	16.06	0.00	16.06	0.00
	R40 Sub Totals:	19,200.00	5,809.19	5,809.19	13,390.81	0.00	13,390.81	69.74
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,218,490.00	0.00	0.00	1,218,490.00	0.00	1,218,490.00	100.00
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
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

General Ledger

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,218,490.00	0.00	0.00	1,218,490.00	0.00	1,218,490.00	100.00
	Revenue Sub Totals:	1,303,990.00	40,813.05	40,813.05	1,263,176.95	0.00	1,263,176.95	96.87
	Dept 0000 Sub Totals:	-1,303,990.00	-40,813.05	-40,813.05	-1,263,176.95	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	219,762.95	59,716.68	59,716.68	160,046.27	0.00	160,046.27	72.83
230-4230-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	5,466.05	5,466.05	-5,466.05	0.00	-5,466.05	0.00
230-4230-1113-0000	Vacation Pay	0.00	9,184.42	9,184.42	-9,184.42	0.00	-9,184.42	0.00
230-4230-1200-0000	Part Time Salaries	484,292.98	196,108.00	196,108.00	288,184.98	0.00	288,184.98	59.51
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	52,804.55	19,335.14	19,335.14	33,469.41	0.00	33,469.41	63.38
230-4230-1420-0000	FICA/Medicare	53,860.80	19,898.45	19,898.45	33,962.35	0.00	33,962.35	63.06
230-4230-1500-0000	Hospital / Medical	100,779.00	33,047.18	33,047.18	67,731.82	0.00	67,731.82	67.21
230-4230-1520-0000	Dental Insurance	4,147.60	1,234.07	1,234.07	2,913.53	0.00	2,913.53	70.25
230-4230-1540-0000	Life Insurance	650.00	244.80	244.80	405.20	0.00	405.20	62.34
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	916,297.88	344,647.25	344,647.25	571,650.63	0.00	571,650.63	62.39
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	293.03	293.03	-293.03	0.00	-293.03	0.00
230-4230-2101-0000	General Supplies	4,500.00	1,049.37	1,049.37	3,450.63	0.00	3,450.63	76.68
230-4230-2113-0000	Reference	3,000.00	1,490.26	1,490.26	1,509.74	0.00	1,509.74	50.32
230-4230-2114-0000	Data Base Searching	2,000.00	1,195.80	1,195.80	804.20	0.00	804.20	40.21
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
230-4230-2400-0000	Childrens Books	16,500.00	2,098.95	2,098.95	14,401.05	0.00	14,401.05	87.28
230-4230-2401-0000	Adult Books - Fiction	20,000.00	2,768.79	2,768.79	17,231.21	0.00	17,231.21	86.16
230-4230-2402-0000	Audio	14,000.00	107.95	107.95	13,892.05	0.00	13,892.05	99.23
230-4230-2403-0000	Periodicals	5,000.00	3,934.48	3,934.48	1,065.52	0.00	1,065.52	21.31
230-4230-2405-0000	Adult Books - Non Fiction	20,000.00	2,170.09	2,170.09	17,829.91	0.00	17,829.91	89.15
230-4230-2406-0000	Teen Books - Materials	5,000.00	839.35	839.35	4,160.65	0.00	4,160.65	83.21
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	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00	100.00
230-4230-2409-0000	Electronic Materials	4,500.00	345.40	345.40	4,154.60	0.00	4,154.60	92.32
230-4230-2499-0000	Collection Development	400.00	28.50	28.50	371.50	0.00	371.50	92.88

General Ledger

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E10 Sub Totals:	105,400.00	16,321.97	16,321.97	89,078.03	0.00	89,078.03	84.51
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	769.40	769.40	5,730.60	0.00	5,730.60	88.16
230-4230-3099-0000	Other Professional Services	2,500.00	270.00	270.00	2,230.00	0.00	2,230.00	89.20
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	214.09	214.09	1,285.91	0.00	1,285.91	85.73
230-4230-3200-0000	Mileage	400.00	28.34	28.34	371.66	0.00	371.66	92.92
230-4230-3201-0000	Seminar/Conference Fees	5,000.00	1,370.61	1,370.61	3,629.39	0.00	3,629.39	72.59
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	355.00	355.00	1,145.00	0.00	1,145.00	76.33
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	726.59	726.59	6,273.41	0.00	6,273.41	89.62
230-4230-3500-0000	General Insurance	1,705.00	0.00	0.00	1,705.00	0.00	1,705.00	100.00
230-4230-3707-0000	Maintenance Agreements	20,000.00	1,227.97	1,227.97	18,772.03	0.00	18,772.03	93.86
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	0.00	0.00	400.00	0.00	400.00	100.00
	E15 Sub Totals:	46,505.00	4,962.00	4,962.00	41,543.00	0.00	41,543.00	89.33
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	400.00	400.00	400.00	0.00	0.00	0.00	0.00
230-4230-4001-0000	Subscriptions	625.00	623.98	623.98	1.02	0.00	1.02	0.16
230-4230-4099-0000	Miscellaneous Charges	1,500.00	1,163.39	1,163.39	336.61	0.00	336.61	22.44
	E20 Sub Totals:	2,525.00	2,187.37	2,187.37	337.63	0.00	337.63	13.37
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:	1,070,727.88	368,118.59	368,118.59	702,609.29	0.00	702,609.29	65.62
	Dept 230-4231							
	Dept 4230 Sub Totals:	1,070,727.88	368,118.59	368,118.59	702,609.29	0.00		
E05	LIBRARY PLANT							
	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	56,390.59	21,858.20	21,858.20	34,532.39	0.00	34,532.39	61.24
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,093.41	1,093.41	-1,093.41	0.00	-1,093.41	0.00
230-4231-1113-0000	Vacation Pay	0.00	1,893.87	1,893.87	-1,893.87	0.00	-1,893.87	0.00
230-4231-1200-0000	Part Time Salaries	34,726.18	10,919.76	10,919.76	23,806.42	0.00	23,806.42	68.55
230-4231-1410-0000	PERA	6,833.76	2,477.82	2,477.82	4,355.94	0.00	4,355.94	63.74
230-4231-1420-0000	FICA/Medicare	6,970.43	2,511.30	2,511.30	4,459.13	0.00	4,459.13	63.97
230-4231-1500-0000	Hospital / Medical	21,183.00	6,811.79	6,811.79	14,371.21	0.00	14,371.21	67.84
230-4231-1520-0000	Dental Insurance	757.80	252.61	252.61	505.19	0.00	505.19	66.67
230-4231-1540-0000	Life Insurance	116.00	48.00	48.00	68.00	0.00	68.00	58.62
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	126,977.76	47,866.76	47,866.76	79,111.00	0.00	79,111.00	62.30
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	336.13	336.13	663.87	0.00	663.87	66.39
230-4231-2102-0000	Janitorial Supplies	3,000.00	1,514.71	1,514.71	1,485.29	0.00	1,485.29	49.51
230-4231-2202-0000	Building Repair Supplies	300.00	922.38	922.38	-622.38	0.00	-622.38	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	0.00	0.00	800.00	0.00	800.00	100.00
	E10 Sub Totals:	5,200.00	2,773.22	2,773.22	2,426.78	0.00	2,426.78	46.67
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-4231-3101-0000	Telephone	1,500.00	415.50	415.50	1,084.50	0.00	1,084.50	72.30
230-4231-3500-0000	General Insurance	29,160.00	0.00	0.00	29,160.00	0.00	29,160.00	100.00
230-4231-3600-0000	Electricity	35,000.00	10,417.51	10,417.51	24,582.49	0.00	24,582.49	70.24
230-4231-3601-0000	Natural Gas	12,000.00	6,251.67	6,251.67	5,748.33	0.00	5,748.33	47.90
230-4231-3703-0000	Building Repair Charges	12,829.00	11,615.83	11,615.83	1,213.17	0.00	1,213.17	9.46
230-4231-3707-0000	Maintenance Agreements	8,995.00	5,690.40	5,690.40	3,304.60	0.00	3,304.60	36.74

General Ledger

Budget Status

User: kgoeltl
 Printed: 7/2/2018 - 10:34 PM
 Period: 1 to 5, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E15 Sub Totals:	99,984.00	34,390.91	34,390.91	65,593.09	0.00	65,593.09	65.60
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	249.42	249.42	850.58	0.00	850.58	77.33
	E20 Sub Totals:	1,100.00	249.42	249.42	850.58	0.00	850.58	77.33
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:	233,261.76	85,280.31	85,280.31	147,981.45	0.00	147,981.45	63.44
	Dept 4231 Sub Totals:	233,261.76	85,280.31	85,280.31	147,981.45	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	9,411.27	9,411.27	-9,411.27	0.00	-9,411.27	0.00
	E25 Sub Totals:	0.00	9,411.27	9,411.27	-9,411.27	0.00	-9,411.27	0.00
	Expense Sub Totals:	0.00	9,411.27	9,411.27	-9,411.27	0.00	-9,411.27	0.00
	Dept 4900 Sub Totals:	0.00	9,411.27	9,411.27	-9,411.27	0.00		
	Fund Revenue Sub Totals:	1,303,990.00	40,813.05	40,813.05	1,263,176.95	0.00	1,263,176.95	96.87
	Fund Expense Sub Totals:	1,303,989.64	462,810.17	462,810.17	841,179.47	0.00	841,179.47	64.51
	Fund 230 Sub Totals:	-0.36	421,997.12	421,997.12	-421,997.48	0.00		
	Revenue Totals:	1,303,990.00	40,813.05	40,813.05	1,263,176.95	0.00	1,263,176.95	96.87
	Expense Totals:	1,303,989.64	462,810.17	462,810.17	841,179.47	0.00	841,179.47	64.51
	Report Totals:	-0.36	421,997.12	421,997.12	-421,997.48	0.00		

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received</p>	
<p>OWNER: Goeltl, Office Specialist</p>	<p>PRESENTER: Troendle, 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 following supplemental gifts and grants received by the library in Quarter 2 of 2018.</p>	
<p>BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1, 2018 – June 30, 2018. Included on this report are Foundation payments of the venue coordinator and volunteer coordinator contracts. Official acceptance of the gifts and grants received is requested.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2018 Gifts & Grants Received Through 6/30/2018</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 6/30/18

Prepared 07/03/18

2018: GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/10/2018	\$50 tribute gift in memory of Marjorie Hannon	\$50	Use for purchase of tribute books	230-0000-3820-0100	Expend in 2018	For Bd review and approval 4/10/18
G2	1/17/2018	In-Kind donation of Jo Lutz Rollins original painting of Stillwater Home (Est value \$400)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G3	1/17/2018	In-Kind donation of Curran original painting of Lowell park (Est value \$70)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G4	1/18/2018	In-Kind donation of Ersland print of library (Est value \$20)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G5	1/29/2018	In-Kind donation of animal figurines in vehicles for children's area (Est value \$40)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G6	1/29/2018	In-Kind donation of teen artwork (Est value \$20)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G7	1/31/2018	\$30 tribute gift in memory of Houston	\$30.00	Place with Lori Houston's mom funds; Use tbd by Troendle/Houston	235		For Bd review and approval 4/10/18
G8	2/1/2018	In-Kind donation of subscription to Air & Space (Est value \$22)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G9	2/7/2018	In-kind donation of The Lavendar Lane Lothario by David Handler, last title in series (est value \$25.99)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G10	2/13/2018	\$30 tribute gift in memory of Elaine Thomsen	\$30.00	Use for purchase of tribute books	230-0000-3820-0100	Expend in 2018	For Bd review and approval 4/10/18
G11	2/20/2018	In-kind donation of Topaz HD Low Vision Reader (est value \$2681.25)	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G12	2/27/2018	In-kind donation of two scrapbooks created by Jo Lutz Rollins	In-Kind	N/A	N/A	N/A	For Bd review and approval 4/10/18
G13	3/8/2018	\$1 unrestricted donation	\$1.00	None	230-0000-3820-0100	Used to offset 2018 general operating	For Bd review and approval 4/10/18
G14	3/26/2018	\$50 tribute donation in memory of Marjorie Hannon	\$50.00	Use for purchase of adult fiction tribute books	230-0000-3820-0100	Expend in 2018	For Bd review and approval 4/10/18
G15	3/28/2018	\$30 tribute donation in memory of Dorothy Parkhurst	\$30.00	Use for purchase of adult fiction tribute books	230-0000-3820-0100	Expend in 2018	For Bd review and approval 4/10/18
G16	4/4/2018	Donation of framed 36" x 36" painting "Old Fort Snelling" by Edward V. Brewer.	In-Kind	N/A	N/A	N/A	For Bd review and approval 7/10/18
G17	4/10/2018	Unrestricted donation of \$70	\$70.00	None	230-0000-3820-0100	Used to offset 2018 general operating	For Bd review and approval 7/10/18
G18	5/1/2018	In-Kind donation of Jo Lutz Rollins original painting of Stillwater Home at 414 S Harriet St (Est value \$400)	In-Kind	N/A	N/A	N/A	For Bd review and approval 7/10/18
G19	5/3/2018	Unrestricted donation of \$500	\$500.00	None	230-0000-3820-0100	Used to offset 2018 general operating	For Bd review and approval 7/10/18
G20	5/11/2018	Unrestricted donation of \$47.50	\$47.50	None	230-0000-3820-0100	Used to offset 2018 general operating	For Bd review and approval 7/10/18
G21	5/11/2018	\$25.00 Tribute Gift in memory of Lora Neumeier	\$25.00	Use for purchase of adult tribute materials	230-0000-3820-0100	Expend in 2018	For Bd review and approval 7/10/18
G22	5/18/2015	In-Kind Donation of \$30 gift card from Wedge & Wheel	\$30.00	Adult Summer Reading Program Prize	N/A	N/A	For Bd review and approval 7/10/18
G23	5/25/2018	Unrestricted donation of \$20.00	\$20.00	None	230-0000-3820-0100	Used to offset 2018 general operating	For Bd review and approval 7/10/18
G24	5/25/2018	Stillwater Township 2018 Gift	\$5,000.00	None	227-0000-3820-0100	TBD	For Bd review and approval 7/10/18

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 6/30/18

Prepared 07/03/18

G25	6/1/2018	\$45 Tribute donation in honor of Sydney Nelson	\$45.00	Use for purchase of ya tribute books	230-0000-3820-0100	Expend in 2018	<i>For Bd review and approval 7/10/18</i>
G26	6/11/2018	\$25 Korich Tribute	\$25.00	Children's nonfiction science books - natural world	230-0000-3820-0100	Expend in 2018	<i>For Bd review and approval 7/10/18</i>
G27	6/15/2018	\$0.05 Donation	\$0.05	None	230-0000-3820-0100	Used to offset 2018 general operating	<i>For Bd review and approval 7/10/18</i>
G28	6/25/2018	\$1285 Athena Fund Distribution (from grant funds available from 7/1/2017-6/30/18)	\$1,285.00	Non-fiction materials of lasting value	235-3235-3820-0100	Expend in 2018-2019	<i>For Bd review and approval 7/10/18</i>
G29	6/25/2018	\$200 Korich Tribute	\$200.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	<i>For Bd review and approval 7/10/18</i>
G30	6/25/2018	\$300 Korich Tribute	\$300.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	<i>For Bd review and approval 7/10/18</i>
G31	6/25/2018	\$20 Korich Tribute	\$20.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	<i>For Bd review and approval 7/10/18</i>
G32	6/25/2018	\$70 Korich Tribute	\$70.00	Children's nonfiction science books - natural world	235-3235-3820-0100	Expend in 2018	<i>For Bd review and approval 7/10/18</i>
G33	6/29/2018	Virginia Lovness Tribute for	\$50.00	Use for purchase of adult nonfiction	230-0000-3820-0100	Expend in 2018	<i>For Bd review and approval 7/10/18</i>
			\$7,878.55				

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 6/30/18

Prepared 07/03/18

2018: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
FR1	1/31/2018	Q4 2017 Audio Book	\$1,200	Use for the purchase of audio books	235-3235-3820-0100		For Bd review and approval 4/10/18
FR1	6/18/2018	EZ Reader Grant	\$600	Use for the purchase of children's easy readers	235-3235-3820-0100		<i>For Bd review and approval 7/10/18</i>
			\$1,800				

LIBRARY SUPPLEMENTAL FUNDS: 2018 GIFTS & GRANTS RECEIVED THROUGH 6/30/18

Prepared 07/03/18

2018: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/26/2018	2018-01 Big Read	\$1,000	Big Read in St. Croix Valley			For Bd review and approval 4/10/18
SPLF2	1/26/2018	2018-01 Sunday Hours	\$7,391	Sunday Hours			For Bd review and approval 4/10/18
SPLF3	1/26/2018	2018-01 DR Luckner - Juv	\$100	Children's Materials and Programs			For Bd review and approval 4/10/18
SPLF4	2/23/2018	2018-02 DR Heuer Tribute - Adult Books	\$1,890	Adult Books			For Bd review and approval 4/10/18
SPLF5	3/23/2018	2018-03 Juv SRP	\$5,200	2018 Children's Summer Reading Program			For Bd review and approval 4/10/18
SPLF6	4/27/2018	2018-04 Adult SRP	\$2,500	2018 Adult Summer Reading Program			<i>For Bd review and approval 7/10/18</i>
SPLF7	4/27/2018	2018-04 DR Huelsmann Hearing Loop	\$10,000	Donor-Restricted Grant by Huelsmann Foundation of \$10,000 for Hearing Loops in Conference Room and Storytime Room			<i>For Bd review and approval 7/10/18</i>
			\$28,081				

2018: SPLF IN KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 2	1/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 3	1/31/2018	Volunteer Center - Annual Affiliation Fee	\$55	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 4	2/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 5	2/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 6	3/8/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 7	3/24/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	For Bd review and approval 4/10/18
SPLF In Kind 8	4/8/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	<i>For Bd review and approval 7/10/18</i>
SPLF In Kind 9	4/24/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 7/10/18</i>
SPLF In Kind 10	5/8/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	<i>For Bd review and approval 7/10/18</i>
SPLF In Kind 11	5/24/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 7/10/18</i>
SPLF In Kind 12	6/8/2018	Volunteer Coordinator Contract	\$1,560	N/A	N/A	N/A	<i>For Bd review and approval 7/10/18</i>
SPLF In Kind 13	6/24/2018	Venue Coordinator Contract	\$2,000	N/A	N/A	N/A	<i>For Bd review and approval 7/10/18</i>
			\$21,415				

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Budget Request</p>	
<p>OWNER: Finance Committee Mark Troendle, Library Director Keri Goeltl, Office Specialist</p>	<p>PRESENTER: Troendle, 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: Action is requested to approve the 2019 Operating Budget.</p>	
<p>BACKGROUND/CONTEXT: The 2019 draft operating budget was crafted in three phases. Initially, fixed costs and realistic projections of building maintenance costs were determined as a baseline. Secondly, areas of need were identified and prioritized. These include the need to increase a supervisory position’s hours from 30 per week to 36 because this position has taken on significant new tasks such as selecting materials for the entire adult collection and supervising the Circulation Services division; moving a position that essentially functions as the Teen Librarian from a Foundation-funded position to one that is funded by the City; and providing a small pay increase for Shelver and Substitute positions as these positions did not receive a wage adjustment in 2018. Next, these proposals and other needs were reviewed and discussed at the June board meeting. The Finance Committee and library staff took the feedback received and further honed the draft. The revised budget also includes a request for Sunday hours to be fully funded by the City, and an increase in collection materials and programming from supplemental funding sources. This budget is a significant step toward more accurately reflecting the amount of funding needed to operate the library at its current level in a sustainable way. It is designed to be the first step in a multi-year plan to better fund this valued City asset so that it may continue to properly serve the community to the best of its ability. In future years, we will consider the need for additional personnel hours in key areas once the staffing realignment model is fully in place, more collection funding, and City funds for programming. The total Transfer-In General Fund request for operations and plant in 2019 would be \$1,335,199.01. This is an increase of \$116,709 or 9.6%.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019 Operating Budget Planning Spreadsheet</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

General Ledger

Budget Status

Updated 7/2/2018

2016 Actuals	2017 Actuals	2018 Budget Amount	Account Number	Description	2019 CITY	% Change from PY	\$ Change from PY	Notes	2019 FOUNDATION	Notes	2019 FRIENDS	Notes	2019 OTHER SUPP	Notes
			Fund 230	LIBRARY FUND										
			Dept 230-0000											
			R05	TAXES										
0.00	0.00	0.00	230-0000-3010-0100	Current Property Taxes					0.00					
0.00	0.00	0.00		R05 Sub Totals:	0.00									
			R25	CHARGES FOR SERVICES										
64,806.06	66,015.21	60,000.00	230-0000-3500-0100	Meeting Room Rental Fees	75,000.00									
6,700.45	6,739.34	5,500.00	230-0000-3520-0100	Copier/Printer Sales	6,500.00									
275.60	1,304.50	500.00	230-0000-3880-0200	Gallery Fees	500.00									
581.00	146.69	300.00	230-0000-3880-0500	Book & Other Enterprise Sales	200.00									
72,363.11	74,205.74	66,300.00		R25 Sub Totals:	82,200.00	24%	\$ 15,900							
			R40	MISCELLANEOUS										
559.51	1,835.58	1,000.00	230-0000-3810-0200	Interest Earnings-Investments	1,000.00									
4,604.91	1,282.00	4,500.00	230-0000-3820-0100	Gifts	1,500.00					Request Friends fund for specific purpose rather than offsetting general operating.	Projected 2019 Grants: In-Kind: \$45,220 Grants: \$25,000	Projected 2019 Grants: \$10,000	Projected 2019 Income: \$5,000: Still Twmsp \$10,000: Lawson \$1,500: Athena \$200: Est Int Income from Minerva, Murdock, Van Meier, McCluer Webster	
0.00	0.00	0.00	230-0000-3830-0100	Sale of Property	0.00									
0.00	0.00	0.00	230-0000-3860-0100	Lease/Rentals	0.00									
0.00	0.00	0.00	230-0000-3860-0200	Parking Rental	0.00									
3,547.75	168.30	500.00	230-0000-3870-0100	Refunds and Reimbursements	500.00									
12,377.27	8,333.54	2,000.00	230-0000-3880-0020	Library Card Fees	2,000.00									
3,734.91	2,363.60	3,000.00	230-0000-3880-0030	Lost Materials	2,500.00									
7,636.13	5,189.20	8,200.00	230-0000-3880-0040	Processing Fees	6,000.00									
0.00	0.00	0.00	230-0000-3880-0050	Registration	0.00									
140.36	44.87	0.00	230-0000-3880-0100	Miscellaneous Income	0.00									
	-1.55	0.00	230-0000-3880-0300	Cash Over/Short	0.00									
32,600.84	19,215.54	19,200.00		R40 Sub Totals:	13,500.00	-30%	\$ (5,700)							
			R45	OTHER FINANCING SOURCES										
1,171,625.00	1,208,044.14	1,218,490.00	230-0000-3910-0100	Transfer In-General Fund	1,335,199.01				1,283,855.91					
0.00	0.00	0.00	230-0000-3910-0202	Transfer In-Sport Complexes										
0.00	0.00	0.00	230-0000-3910-0232	Transfer In-Library Fundraiser										
0.00	0.00	0.00	230-0000-3910-0404	Transfer In-Co Bonds 2004										
0.00	0.00	0.00	230-0000-3910-0405	Transfer In-GO CO Bonds 2005										
0.00	0.00	0.00	230-0000-3910-0406	Transfer In - CO Bonds 2006										
0.00	0.00	0.00	230-0000-3910-0407	Transfer In-GO CO Bonds 2007										
0.00	0.00	0.00	230-0000-3910-0408	Transfer In-CO Bonds 2008										
0.00	0.00	0.00	230-0000-3910-0409	Transfer In-GO CO Bonds 2009										
0.00	0.00	0.00	230-0000-3910-0412	Transfer In-GO CO Bonds 2012										
0.00	0.00	0.00	230-0000-3910-0414	Transfer In-GO CO Bonds 2014										
0.00	0.00	0.00	230-0000-3910-0415	Transfer In-2015 GO CO Bonds										
0.00	0.00	0.00	230-0000-3910-0416	Transfer In-CO Bonds 2006										
0.00	0.00	0.00	230-0000-3910-0420	Transfer In-Co Bonds										
0.00	0.00	0.00	230-0000-3910-0423	Transfer In-2001 C/O Bonds										
0.00	0.00	0.00	230-0000-3910-0424	Transfer In-Co Bonds 2000										
81,754.13	19,608.17	0.00	230-0000-3910-0426	Transfer In - CO Bonds 2016										
0.00	66,470.43	0.00	230-0000-3910-0427	Transfer In - CO Bonds 2017										
0.00	0.00	0.00	230-0000-3910-0480	Transfer In-Capital Proj Fund										
0.00	0.00	0.00	230-0000-3910-0490	Transfer In-Capital Projects										

General Ledger

Budget Status

Updated 7/2/2018

2016 Actuals	2017 Actuals	2018 Budget Amount	Account Number	Description	2019 CITY	% Change from PY	\$ Change from PY	Notes	2019 FOUNDATION	Notes	2019 FRIENDS	Notes	2019 OTHER SUPP	Notes
1,253,379.13	1,294,122.74	1,218,490.00		R45 Sub Totals:	1,335,199.01	9.6%	\$ 116,709							
1,358,343.08	1,387,544.02	1,303,990.00		Revenue Sub Totals:	1,430,899.01	10%	\$ 126,909							
-1,358,343.08	-1,387,544.02	-1,303,990.00		Dept 0000 Sub Totals:										
			Dept 230-4230	LIBRARY OPERATIONS										
			E05	PERSONNEL SERVICES										
132,360.59	96,385.94	219,762.95	230-4230-1000-0000	Full Time Salaries	292,128.25				24,000.00	Venue Coordinator				
20.51	12.99	0.00	230-4230-1100-0000	Overtime - Full Time					18,720.00	Volunteer Coordinator				
0.00	36,419.14	0.00	230-4230-1111-0000	Severance Pay					1,500.00	Colln. Weeding Support				
14,642.86	18,263.71	0.00	230-4230-1112-0000	Sick Pay					24,000.00	YS Assoc - Moved to City				
47,868.42	50,125.20	0.00	230-4230-1113-0000	Vacation Pay					8,435.47	SPLF 1/2 Sun - Move to City				
480,455.76	437,350.77	484,292.98	230-4230-1200-0000	Part Time Salaries	483,729.30									
0.00	412.46	0.00	230-4230-1300-0000	Overtime - Part Time										
49,439.12	41,904.97	52,804.55	230-4230-1410-0000	PERA	58,189.32									
48,116.11	44,691.91	53,860.80	230-4230-1420-0000	FICA/Medicare	59,353.10									
103,725.88	88,610.00	100,779.00	230-4230-1500-0000	Hospital / Medical	103,946.58									
3,401.56	2,836.47	4,147.60	230-4230-1520-0000	Dental Insurance	2,757.90									
645.12	568.32	650.00	230-4230-1540-0000	Life Insurance	649.52									
0.00	0.00	0.00	230-4230-1990-0000	Grant Pass Thru										
880,675.93	817,581.88	916,297.88		E05 Sub Totals:	1,000,753.97	9%	\$ 84,456		44,220.00					
			E10	SUPPLIES					5,000.00	General Materials	5,000.00	General Materials		
0.00	0.00	0.00	230-4230-2000-0000	Office Supplies	0.00		\$ -							
4,244.36	3,635.95	4,500.00	230-4230-2101-0000	General Supplies	4,500.00	0%	\$ -							
5,358.86	3,486.55	3,000.00	230-4230-2113-0000	Reference	2,500.00	-17%	\$ (500)							
1,542.96	1,615.04	2,000.00	230-4230-2114-0000	Data Base Searching	2,000.00	0%	\$ -							
2,509.51	6,589.67	3,000.00	230-4230-2302-0000	Other Minor Equipment	3,000.00	0%	\$ -							
15,369.12	13,020.00	16,500.00	230-4230-2400-0000	Childrens Books	19,100.00	16%	\$ 2,600						2,430.00	Lawson
17,571.80	17,425.58	20,000.00	230-4230-2401-0000	Adult Books - Fiction	19,500.00	-3%	\$ (500)						2,480.00	Lawson
12,700.00	12,886.06	14,000.00	230-4230-2402-0000	Audio	14,000.00	0%	\$ -						1,781.00	Lawson
6,962.06	4,287.03	5,000.00	230-4230-2403-0000	Periodicals	4,900.00	-2%	\$ (100)		3,100.00	Newspaper Grant				
22,490.45	17,122.73	20,000.00	230-4230-2405-0000	Adult Books - Non Fiction	18,500.00	-8%	\$ (1,500)						2,354.00	\$1,200 Athena, \$200 Minerva, \$954 Lawson
5,512.86	5,049.08	5,000.00	230-4230-2406-0000	Teen Books - Materials	5,000.00	0%	\$ -							
0.00	0.00	0.00	230-4230-2407-0000	Programs	0.00		\$ -		5,000.00	Programs	5,000.00	Programs	5,600.00	4,000 Legacy, 1,100 MELSA Lawson
8,587.22	7,549.78	7,500.00	230-4230-2408-0000	Film/Video	7,500.00	0%	\$ -						955.00	
4,000.00	3,623.23	4,500.00	230-4230-2409-0000	Electronic Materials	4,500.00	0%	\$ -							
271.68	254.44	400.00	230-4230-2499-0000	Collection Development	400.00	0%	\$ -							
107,120.88	96,545.14	105,400.00		E10 Sub Totals:	105,400.00	0%	\$ -		13,100.00		10,000.00		15,600.00	
			E15	SERVICES AND CHARGES										
7,939.67	1,272.19	6,500.00	230-4230-3098-0000	Technology Support	10,000.00									
0.00	75,063.25	2,500.00	230-4230-3099-0000	Other Professional Services	7,500.00								8,000.00	Strategic Planning: 5,000 Stillwater Township + \$3,000 Alice O'Brien

General Ledger

Budget Status

Updated 7/2/2018

2016 Actuals	2017 Actuals	2018 Budget Amount	Account Number	Description	2019 CITY	% Change from PY	\$ Change from PY	Notes	2019 FOUNDATION	Notes	2019 FRIENDS	Notes	2019 OTHER SUPP	Notes
0.00	0.00	0.00	230-4230-3100-0000	Circulation System	0.00			Dependent on WCL; if 2019 implementation, work should already been underway and SPL included. No news.						
0.00	0.00	0.00	230-4230-3101-0000	Telecommunications	0.00									
1,104.99	1,018.97	1,500.00	230-4230-3102-0000	Postage	1,500.00									
169.87	614.92	400.00	230-4230-3200-0000	Mileage	400.00									
3,030.59	1,969.43	5,000.00	230-4230-3201-0000	Seminar/Conference Fees	2,500.00			Non-PLA year						
0.00	0.00	0.00	230-4230-3202-0000	Meals	0.00									
0.00	0.00	0.00	230-4230-3203-0000	Housing	0.00									
1,034.16	1,294.06	1,500.00	230-4230-3400-0000	Printing and Publishing	2,000.00			3 newsletters + board notices	2,500.00	Wedding Venue Promotion				
0.00	0.00	0.00	230-4230-3401-0000	Binding	0.00									
8,706.21	5,405.95	7,000.00	230-4230-3404-0000	Processing Fee	14,000.00			Processing fees still unknown. Est double.						
1,338.00	1,429.00	1,705.00	230-4230-3500-0000	General Insurance	2,196.00			# Provided by City						
19,922.74	29,544.46	20,000.00	230-4230-3707-0000	Maintenance Agreements	22,500.00			Biblio: 20,034 for + 2500 Copier/Printer and Other						
0.00	0.00	0.00	230-4230-3803-0000	Data Base Maintenance	0.00									
0.00	0.00	0.00	230-4230-3804-0000	Equipment Rental	0.00									
416.86	386.12	400.00	230-4230-3900-0000	Sales Tax	400.00									
43,663.09	117,998.35	46,505.00		E15 Sub Totals:	62,996.00	35%	\$ 16,491		2,500.00		0.00		8,000.00	
			E20	MISCELLANEOUS										
209.00	371.00	400.00	230-4230-4000-0000	Memberships and Dues	400.00									
625.00	616.98	625.00	230-4230-4001-0000	Subscriptions	625.00									
1,907.98	13,323.14	1,500.00	230-4230-4099-0000	Miscellaneous Charges	2,000.00			Terrace Plants, Water						
2,741.98	14,311.12	2,525.00		E20 Sub Totals:	3,025.00	20%	\$ 500							
			E25	CAPITAL OUTLAY										
0.00	13,388.18	Tracked in 120	230-4230-5200-0000	C/O & Improvements				Entered as part of Capital Request						
0.00	8,974.90	for 2018 +	230-4230-5300-0000	C/O Machinery & Equipment										
1,940.17	48,337.72		230-4230-5310-0000	C/O MIS Computer Equipment										
1,940.17	70,700.80			E25 Sub Totals:										
			E35	DEPRECIATION										
0.00	0.00	0.00	230-4230-7010-0000	Depreciation-Purchased	0.00									
0.00	0.00	0.00	230-4230-7020-0000	Depreciation-Contributed	0.00									
0.00	0.00	0.00		E35 Sub Totals:	0.00		\$ -							
1,036,142.05	1,117,137.29	1,070,727.88		Expense Sub Totals:	1,172,174.97	9%	\$ 101,447							
1,036,142.05	1,117,137.29	1,070,727.88		Dept 4230 Sub Totals:	1,172,174.97	9%	\$ 101,447							
			Dept 230-4231	LIBRARY PLANT										
			E05	PERSONNEL SERVICES										
45,836.56	46,140.16	56,390.59	230-4231-1000-0000	Full Time Salaries	59,652.93									
0.00	0.00	0.00	230-4231-1100-0000	Overtime - Full Time										
0.00	0.00	0.00	230-4231-1111-0000	Severance Pay										
482.60	3,350.34	0.00	230-4231-1112-0000	Sick Pay										
5,508.52	5,430.94	0.00	230-4231-1113-0000	Vacation Pay										
35,056.93	29,724.14	34,726.18	230-4231-1200-0000	Part Time Salaries	37,962.55									
5,994.26	5,833.56	6,833.76	230-4231-1410-0000	PERA	7,321.16									

General Ledger

Budget Status

Updated 7/2/2018

2016 Actuals	2017 Actuals	2018 Budget Amount	Account Number	Description	2019 CITY	% Change from PY	\$ Change from PY	Notes	2019 FOUNDATION	Notes	2019 FRIENDS	Notes	2019 OTHER SUPP	Notes	
6,049.93	5,740.06	6,970.43	230-4231-1420-0000	FICA/Medicare	7,467.58										
21,183.36	16,181.79	21,183.00	230-4231-1500-0000	Hospital / Medical	21,190.32										
757.68	757.68	757.80	230-4231-1520-0000	Dental Insurance	631.50										
115.20	115.20	116.00	230-4231-1540-0000	Life Insurance	87.00										
0.00	0.00	0.00	230-4231-1990-0000	Grant Pass Thru											
120,985.04	113,273.87	126,977.76		E05 Sub Totals:	134,313.04	6%	\$ 7,335								
			E10	SUPPLIES											
3,266.37	1,260.10	1,000.00	230-4231-2101-0000	General Supplies	1,000.00			Lighting							
1,871.54	3,839.60	3,000.00	230-4231-2102-0000	Janitorial Supplies	3,500.00										
99.00	1,742.07	300.00	230-4231-2202-0000	Building Repair Supplies	1,500.00			Grainger/Toilets							
0.00	0.00	100.00	230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00			Move to BR Supplies							
1,042.09	481.03	800.00	230-4231-2302-0000	Other Minor Equipment	800.00										
6,279.00	7,322.80	5,200.00		E10 Sub Totals:	6,800.00	31%	\$ 1,600								
			E15	SERVICES AND CHARGES											
0.00	0.00	0.00	230-4231-3002-0000	Contractual	0.00										
0.00	1,685.00	500.00	230-4231-3099-0000	Other Professional Services	1,000.00			Painting, Window Washing							
4,317.07	3,773.32	1,500.00	230-4231-3101-0000	Telephone	1,700.00			\$140 X 12							
29,084.00	29,285.00	29,160.00	230-4231-3500-0000	General Insurance	31,611.00			# Provided by City							
45,793.99	45,053.79	35,000.00	230-4231-3600-0000	Electricity	42,000.00			Projecting 2018 at 40,500; Rate Incr in 2019 for resid of 1.9%							
9,423.51	10,373.19	12,000.00	230-4231-3601-0000	Natural Gas	12,000.00										
11,779.13	14,460.64	12,829.00	230-4231-3703-0000	Building Repair Charges	18,000.00			June 2019 - Already at budget for yr 3% Inc							
8,987.99	7,710.88	8,995.00	230-4231-3707-0000	Maintenance Agreements	10,200.00										
109,385.69	112,341.82	99,984.00		E15 Sub Totals:	116,511.00	17%	\$ 16,527								
			E20	MISCELLANEOUS											
1,313.82	3,522.11	1,100.00	230-4231-4099-0000	Miscellaneous Charges	1,100.00			Cintas;							
1,313.82	3,522.11	1,100.00		E20 Sub Totals:	1,100.00	0%	\$ -								
			E25	CAPITAL OUTLAY	Entered as part of Capital Request									10,000.00	Kilty Fund: Possible use to supplement capital request
0.00	0.00	Tracked in 120	230-4231-5200-0000	C/O & Improvements											
0.00	0.00	for 2018+	230-4231-5300-0000	C/O Machinery & Equipment											
0.00	0.00		230-4231-5310-0000	C/O MIS Comupter Equipment											
0.00	0.00			E25 Sub Totals:											
			E40	OTHER FINANCING USES											
0.00	0.00	0.00	230-4231-9490-0000	Transfer Out-Cap Proj Fund											
0.00	0.00	0.00		E40 Sub Totals:											
237,963.55	236,460.60	233,261.76		Expense Sub Totals:	258,724.04	11%	\$ 25,462								
237,963.55	236,460.60	233,261.76		Dept 4231 Sub Totals:	258,724.04	11%	\$ 25,462								
			Dept 230-4900	IMPROVEMENT PROJECTS	Entered as part of Capital Request										
			E15	SERVICES AND CHARGES											
8,000.00	0.00	0.00	230-4900-3099-0000	Other Professional Services											
8,000.00	0.00	0.00		E15 Sub Totals:											

General Ledger

Budget Status

Updated 7/2/2018

2016 Actuals	2017 Actuals	2018 Budget Amount	Account Number	Description	2019 CITY	% Change from PY	\$ Change from PY	Notes	2019 FOUNDATION	Notes	2019 FRIENDS	Notes	2019 OTHER SUPP	Notes
			E25	CAPITAL OUTLAY										
79,813.96	15,377.80	0.00	230-4900-5200-0000	C/O & Improvements										
79,813.96	15,377.80	0.00		E25 Sub Totals:										
87,813.96	15,377.80	0.00		Expense Sub Totals:										
87,813.96	15,377.80	0.00		Dept 4900 Sub Totals:										
1,358,343.08	1,387,544.02	1,303,990.00		Fund Revenue Sub Totals:	1,430,899.01									
1,361,919.56	1,368,975.69	1,303,989.64		Fund Expense Sub Totals:	1,430,899.01									
3,576.48	-18,568.33	-0.36		Fund 230 Sub Totals:	0.00									

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Ordinance Amendment and Special Use Permit for Events	
OWNER: Mark Troendle, Library Director	PRESENTER: Troendle, Director
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:	
BACKGROUND/CONTEXT: The Planning Commission had a regular meeting on June 13, 2018. On the agenda was the following item: “Consideration of a Zoning Text Amendment to allow special events in the PA Zoning district and a Special Use Permit for the Stillwater Public Library”. The focus was on the first half of that agenda item. City Planner Abbi Wittman made the initial presentation to commission members and answered questions. Maureen Bell and Mark Troendle addressed the commission, as well as two neighbors. After hearing the presentation and discussion, the Planning Commission unanimously voted that the zoning amendment process should continue. The consensus seemed to be that by allowing events in the PA zone, events can be better regulated. The next step is discussion at the July 3 City Council meeting.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Plan	
OWNER: Mike Keliher, President Mark Troendle, Director	PRESENTER: Mike Keliher
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Action is requested to: (1) Identify a preferred proposal from among the shortlisted strategic planning consultants; (2) Modify any terms of the proposal or contract; and (3) Award the contract for services.	
BACKGROUND/CONTEXT: <p>Shortlisted consulting firms remaining under consideration to assist in the development of the library’s next strategic plan were all interviewed on either June 27 or 28. One of the five shortlisted firms withdrew from the process before the interviews took place. The City was most helpful in sharing a meeting space, videoconferencing equipment, and expertise of staff to facilitate these interviews.</p> <p>The four firms under consideration are: Consensus Encouragetech Maverick & Boutique WILS</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Task Force	
OWNER: Director Evaluation Task Force	PRESENTER: Bell, Lockyear
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: 2nd-Read/Final Approval
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: The Task Force recommends adoption of the proposed new director evaluation process, procedures, and forms.	
BACKGROUND/CONTEXT: Objectives of Revising the Library Director Evaluation Process: <ul style="list-style-type: none"> • Create a more meaningful process for the board and director, one that works well for advancing the strategic plan of the library. • Streamline the amount of time required for the board and director to prepare, process, and finalize the annual evaluation. • Incorporate best practices related to library directors’ evaluations as recommended by <u>United for Libraries</u>, a division of the American Library Association. • Incorporate best practices as recommended by the City of Stillwater’s HR Director: <ul style="list-style-type: none"> ✓ Ask director to set SMART goals ✓ Use a narrative, goal-oriented evaluation process ✓ Strategic plan goals can be incorporated ✓ Ask director for quarterly progress reports during the year ✓ Review and evaluate director’s performance annually <p>Additional Background: Additional background information from the <u>United for Libraries</u> document and the <u>Mid-Hudson (NY) Library System</u> director evaluation process informed our discussion.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Stillwater Public Library Performance Evaluation for the Director Director Evaluation Process Changes (Proposed)	
PREVIOUS ACTION ON ITEM: Discussed at June 12, 2018 meeting.	
REVIEWED BY COMMITTEE?: Yes, Director Evaluation Task Force	

Performance Evaluation for the Director

One of the most important roles the Board of Trustees has is to work with the Director to ensure that performance goals are achieved and consistently well met. The board's bylaws specify that the board is to evaluate the library director on a regular basis.

The evaluation process will begin and end with an annual review. Additionally, two progress reports will be presented at specific intervals during the year.

During the annual review two tasks will be accomplished: review of current year goal progress and development of goals for the coming year. The annual review is meant to include the full board and the director to review and discuss goal accomplishment during the year and goal development for the coming year. The Annual Review Form and Goal Development Worksheet are designed to facilitate discussion and provide documentation of the annual review which may occur during a closed session.

The progress reports are meant to update the board on progress toward goals during the year. The Progress Report Form is designed to allow the board to keep abreast of progress and to facilitate an ongoing conversation with the director about progress.

Annual Review, Goal Development Worksheet, and Progress Report forms are below.

Annual Review Form

(To be completed jointly with Board of Trustees and Director)

Review and update position description (attached):

Changes needed:

Position description accepted as accurate. _____

(director & board president initials)

To be completed by the Director and submitted in the board packet of the month in which the annual review occurs:

Annual SMART Goal Review:	List the goals established for the year and describe the accomplishment/ outcome/product of those goals. If goals were not met, indicate why and what actions were taken as a result of not accomplishing goals.
Goal #1	
Goal #2	
Goal #3	

1. What goal or accomplishment has been the most satisfying for you?
2. What is going well with the job and accomplishment of goals and why?
3. What areas are/were particularly challenging and why?

To be completed by Trustees:

Please prepare for discussion using the following points and questions as guides to the discussion.

- A. How did the outcome of the goals move the library closer to the objectives of the strategic plan? If there is a significant lack of progress, identify what action can be taken to correct the situation.
- B. How did the outcome of the goals demonstrate the following areas of competence?
 - Relationship building - professional/peers, staff, management and board
 - Financial responsibility and oversight
 - Community Relations
 - Facilities management

C. To be completed at the annual review:

Annual SMART Goal	Please rate the accomplishment/outcome/product of the goal.
Goal #1	
Goal #2	
Goal #3	
	E=Excellent S= Satisfactory N= Needs Improvement

Summary of board discussion during closed session as entered by the board president to address points above:

- A.
- B.
- C.

Discussion and planning for next year to be conducted after the summary is completed:

What goals and performance measures are proposed for the coming year? (Use the goal development worksheet to discuss future goal development.)

How might the board be more supportive in the successful achievement of the goals for the coming year?

This performance evaluation has been discussed with the board and the director. The director understands an addendum may be added should the director choose to do so.

Director's Signature:

_____ Date: _____

Board President's Signature:

_____ Date: _____

Annual Review - Goal Development Worksheet
 (To be completed jointly with Board of Trustees and Director)

Director's SMART GOAL Proposal	Trustee comments/suggestions/ideas	Goal to be used in Performance Evaluation
Director's SMART GOAL Proposal	Trustee comments/suggestions/ideas	Goal to be used in Performance Evaluation
Director's SMART GOAL Proposal		Goal to be used in Performance Evaluation

S.M.A.R.T. goals are defined as specific, measurable & meaningful, achievable, results-focused, and time-bound.

Specific: Goals should be simplistically written and clearly define what you are going to do.

Measurable: Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. Additionally, goals should have meaning and value for the Director.

Achievable: Goals should be achievable; they should stretch you slightly so you feel challenged, but defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

Results-focused: Goals should measure outcomes, not activities.

Time-bound: Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

S.M.A.R.T. Goals should demonstrate the following areas of competence:

- Relationship building - professional/peers, staff, management and board
- Financial responsibility and oversight
- Community Relations
- Facilities management
- Accomplishment of objectives outlined in library strategic plan

Progress Report Form

(To be completed by the Director and included in the board packet for the fourth and eighth month following the anniversary date)

For the Director

Review current year's goals and your progress in obtaining them. The Director should submit a brief description of progress for each goal including specific measurable milestones in achieving the annual goals.

Goal #1

Goal #2

Goal #3

Provide responses to the following questions in advance as preparation for discussion.

1. What areas are/were particularly challenging and why?
2. How might the board have been more supportive in the achievement of the goals?
3. What goal or accomplishment has been the most satisfying for you?
4. What is going well with the job and accomplishment of goals and why?

For the Trustees to consider as preparation for discussion.

1. Are there ways the trustees can better support the accomplishment of the goals?
2. Is the progress satisfactory?
3. If there is a significant lack of progress, identify what action can be taken to correct the situation.

A copy of the completed report should be included in the board minutes.

Title: Library Director Evaluation Process (PROPOSED)
Date amended by board: May 14, 2013, March 10, 2015, xx/xx/xxxx
Date last reviewed: July 10, 2018 ~~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 begin and end with an annual review. Additionally, two progress reports will be presented at specific intervals during the year.

During the annual review two tasks will be accomplished: review of current year goal progress and development of goals for the coming year. The annual review is meant to include the full board and the director to review and discuss goal accomplishment during the year and goal development for the coming year. The Annual Review Form and Goal Development Worksheet are designed to facilitate discussion and provide documentation of the annual review which may occur during a closed session.

The progress reports are meant to update the board on progress toward goals during the year. The Progress Report Form is designed to allow the board to keep abreast of progress and to facilitate an ongoing conversation with the director about progress.

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

Process for ~~current~~ library director evaluation

Annual Review

1. The annual review will occur during the library director's anniversary month at the normally scheduled board meeting.
 - a. To prepare for this review, each trustee individually should consider the director's performance by reviewing progress on annual goals, strategic plan goals, usage statistics, program results, or other sources of information from the year and then complete the trustee's section of the Annual Review Form.

~~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.~~
 - b. The library director will provide a written report (using the director's section of the Annual Review Form) of progress on the identified annual goals as listed on the current year's Goal Development Worksheet.
 - c. In compliance with Minnesota's Open Meeting Law, (1) the portion of this board meeting where accomplishment of goals is 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 the written report and to discuss goal accomplishment with the director. The secretary will document 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, if the discussion is closed to the public, an audio recording of the session will be made.

- d. At the end of the discussion, the board president will summarize the discussion, entering this summary on an electronic version of the Annual Review Form to be printed at the earliest possible date following the annual review.

~~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.~~

2. As soon after the annual review as is practicable, the board president and the vice-president, or the designee of the president, will deliver a printed version of the summary of the annual review to the library director in person for his/her signature. The library director may provide an addendum response to the evaluation summary.

~~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.~~

3. At the ~~regular March~~ next regularly scheduled board meeting, in compliance with Minnesota's open Meeting Law, (1) the board president will provide a summary of the conclusions of the evaluation of the library director, and (2) this portion of the regularly scheduled meeting must be open to the public.
4. The board president will provide a copy of the ~~self-assessment~~ evaluation summary, the final ~~composite evaluation~~ conclusions of the 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.

Progress Reports

1. A brief progress report to review goals should occur four months and eight months following the anniversary date of hire at a full board meeting. The two progress reports preceding the annual review will be updates by the library director to inform the board of issues, barriers and progress toward goals. These two progress reports may be conducted in a discussion format at a regularly held board meeting. A Progress Report Form should be provided in the board packet for trustees to review prior to the meeting at which the progress report occurs.
2. These two progress reports will be noted in Board minutes with barriers and successes identified. The meeting may or may not be a closed session to be decided at the discretion of the board. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law. These two reports will be recorded by the board secretary

documenting board members present and the discussion of the board and director, noting barriers and/or progress toward goal accomplishment.

3. Should issues of discipline or serious (egregious) lack of progress on identified goals arise during these two progress reports, a special closed board meeting should be scheduled to address concerns and present a Performance Improvement Plan (PIP). A special task force may be assigned by the board president to develop the PIP or the board president and vice-president may elect to complete the PIP. The PIP will be presented to board members and the library director at this special closed board meeting. This closed meeting will comply with Minnesota's Open Meeting Law.

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.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Pergola Update	
OWNER: Facilities Committee Troendle, Director	PRESENTER: Troendle, Director
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:	
BACKGROUND/CONTEXT: A structural engineering firm has evaluated the structural integrity of the pergola, specifically the wood trellis, and made recommendations for further bracing the wood beams.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Structural condition review of the pergola from Mattson Macdonald Young, Inc.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Mattson
Macdonald
Young**
structural
engineers

Bassett Creek Business Center
901 North 3rd Street, #100
Minneapolis, MN 55401

612-827-7825 voice
612-827-0805 fax

July 02, 2018

Stillwater Public Library
Attn: Mark Troendle
Library Director
224 North Third Street
Stillwater, MN 55082

Re: Structural Condition Review of the Pergola
MMY Project #18270

Dear Mark:

I have had the opportunity to observe the condition of the existing pergola at the Stillwater Library. It's my understanding that the pergola will eventually be replaced within the next year or two and the intent of my visit was to verify the existing structure is acceptable to withstand the elements until it's replaced.

Existing Structure

The existing pergola is approximately 16' x 40' overall at the cantilevered ends. The pergola is constructed with (8) - 16" tapered poly cast columns 12' long, (4) columns per side and spaced at 12'-0" on center. The columns are connected with a DFS female epoxied anchor and (4) mounting clips to the existing roof structure. There is a full height 1/2" diameter threaded rod thru the entire column attached at the female anchor and thru the cap. Running over the (4) columns is a continuous 6 3/4 wide x 21" deep doug fir glu lam girder that cantilevers 2'-0" on each end of the structure. The girder is attached to each column with (4) Simpson H2.5A anchors. Between the girders are glu lam purlins spaced at 16" oc. The purlins are 3 1/8" wide x 12" deep and notched at the girders. The ends of the purlins have a decorative cut and cantilever 2'-0" past the main girder.

The entire pergola was stained 7 years ago with a self-priming, fade resistant acrylic white stain. The stained structure is showing signs of wear and tear.

In 2015, a continuous steel angle was thru bolted to the north girder to support an awning.

Main Girder.

The existing 6 3/4 x 21" girder continuous over the columns is showing signs of delamination of the plies at the top of the girder. In some areas the stain has worn off and the top of the girder is exposed to the elements. In these areas the girder is susceptible to water infiltration and further damage. In a few areas, the top plies of the girder have large holes and the plies seem to be splitting apart. In other areas, the exterior plies are rotting and peeling away.

Purlins.

The existing purlins are 3 1/8" wide x 12" deep and spaced at 16" on center typically. They are notched 6 3/4" wide and 5" deep and bear directly on the main girder. They cantilever 2'-0" and have a decorative cut on the ends. The bottom plies at a few purlins, have rot and have pulled away. In some cases the wood is quite soft and the bottom plies could fall off at some point.

Recommendations.

At the notched purlins bearing on the girders, I recommend adding a Simpson HUS46TF hanger to the inside face, not the cantilevered side.

If the bottom or top ply of the glulams are completely rotted and the hanger is not able to bear on solid wood, I recommend removing the ply and replacing with a treated 2 X member ripped to match the width of the purlin. It should be attached to a solid ply with #10 wood screws spaced at 6" oc. Remove plies as necessary for a solid connection. See detail 1/S1 included in this report for illustration.

After all of the replacement wood and hangers are in place, I would seal the structure with stain/paint for additional water damage protection.

Limiting Conditions:

The opinions and recommendations contained in this report are based on a visual observation of the building. No attempt was made to perform an exhaustive investigation of all conditions and building elements. It is possible that conditions exist that cannot be discovered or judged as a result of this limited nature of investigation. The work provided in the preparation of the report concerns the structural system only and is not intended to address mechanical, electrical or plumbing systems, fire protection or handicap accessibility. The owner is encouraged to discuss these items with a building official and other design professionals for guidance and recommendations.

If you have any questions concerning the above, please do not hesitate to contact me.

Sincerely
Mattson Macdonald Young, Inc.



I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.



Kenneth J. Green P.E.

7/02/18

MN Reg. No. 26449









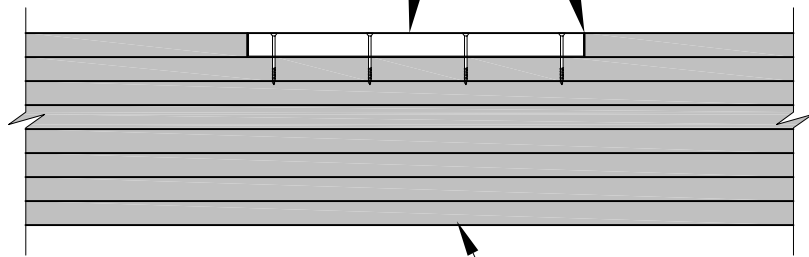




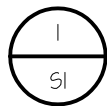


NEW TREATED BOARD,
ATTACH w/STRUCTURAL
EPOXY ADHESIVE & #10
WOOD SCREWS AT 6" OC.

CUT AND REMOVE
DAMAGED PLY(S)



EXISTING GLU LAM



DETAIL

1" = 1'-0"



Mattson Macdonald Young
structural engineers
Bassett Creek Business Center
901 North 3rd Street, Suite 100
Minneapolis, MN 55401
612-827-7825 voice
612-827-0805 fax

STILLWATER LIBRARY
PERGOLA REPAIR
STILLWATER, MN

PURLIN REPAIR

I hereby certify that this plan,
specification, or report was prepared
by me or under my direct supervision
and that I am a duly Licensed
Professional Engineer under the laws
of the State of Minnesota.

Kenneth J. Green
Date: 7/02/18 License No: 26449

Proj. No. 18270
Date 7/02/18
Drawn By DLH

SI

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Acceptance of Venue Coordinator In-Kind Gift</p>	
<p>OWNER: Executive Committee</p>	<p>PRESENTER: Keliher, President</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: Acknowledge and accept the in-kind contribution to fund the venue coordinator position.</p>	
<p>BACKGROUND/CONTEXT: The Stillwater Public Library Foundation board of directors has approved a new/extended contract for the venue coordinator position contingent upon formal acknowledgement and acceptance of this in-kind contribution by the board of trustees. This new contract is similar in nature to the previous but further strengthens language about the venue coordinator's relation to the board and the director, including explicitly declaring that the venue coordinator must follow the policies and procedures set forth by the board and staff and reports to the library director.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Stillwater Public Library Foundation
INDEPENDENT CONTRACTOR AGREEMENT
Venue Coordinator - 2018

EXHIBIT A

SERVICES OF VENUE COORDINATOR

The Venue Coordinator promotes, organizes, coordinates, and facilitates special events that utilize the Stillwater Public Library facilities.

This individual:

- conducts his/her work in accordance with the policies established by the Stillwater Public Library Board of Trustees and the Library Director
- is the primary source of promotion for the venue,
 - does all marketing and advertising,
 - gives library tours for prospective clients,
 - strives to increase revenue;
- maintains communication with clients and vendors,
 - coordinates and monitors event timelines,
 - reviews Library policies and City of Stillwater Code requirements,
 - maintains accurate financial reports and collects fees and payments from clients;
- performs on-site supervision during special events,
 - assists clients with venue issues,
 - enforces library policies and City ordinances,
 - coordinates parking and vendor arrivals and departures,
 - responds to all requests and complaints from local community members before, during, and after events;
- hires, trains, schedules, and oversees event set-up and take-down staff;
- works with the Stillwater Police Department and Washington County Sheriff's Department to schedule security for events,
 - ensures that all security officers know Library rules and the expectations for library security;
- represents the Library's interests during various meetings, including City Council meetings, other public meetings, internal staff meetings, and meetings with members of the community,
 - promotes goodwill with neighbors and the community;

- communicates with the Stillwater Public Library Foundation Executive Committee, as requested,
 - Prepares a presentation for the Foundation’s annual Gratitude Breakfast that shares the status and impact of the Venue Coordinator’s program;

- reports to the Library Director,
 - maintains communication about the use of library spaces,
 - provides up-to-date revenue projections,
 - understands and works within all library policies and schedules;

- works with Library staff,
 - collaborates with Library webmaster to keep information about holding events up-to-date,
 - coordinates with Library scheduler for events, set-up and clean-up,
 - maintains communication with Library maintenance staff regarding venue space, maintenance and post-event clean-up.

COMPENSATION

Compensation will be paid according to a schedule which is mutually agreed-upon by Venue Space Coordinator Contractor and the Stillwater Public Library Foundation Board of Directors.

The Contractor will be paid \$12,000 for the term of July 1, 2018 - Dec. 31, 2018 (6 months).

For the year of January 1-December 31, 2018, the Foundation has budgeted up to \$2,000 for advertising and a maximum of \$2,000 for temporary staffing for Venues. These expenses are to be invoiced by January 31, 2019.

Foundation Representative Initial: _____

Contractor Initial_____

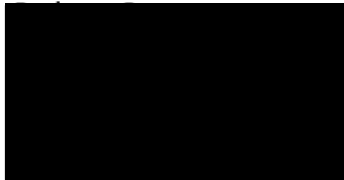
Date _____

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Vacancy Recommendations	
OWNER: Nominating Committee (Bell, Hemer, Menikheim)	PRESENTER: Bell
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: A motion to forward the nominating committee’s recommended candidate for the Library Board of Trustee vacancy to the City Council.	
BACKGROUND/CONTEXT: The Committee interviewed three applicants for the vacancy on the Board of Trustees. The nominating committee will meet on Friday, July 6, 2018, to discuss the candidates and prepare a recommendation to the Board on July 10, 2018.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Applications for the three candidates interviewed by the committee.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Nominating Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



May 30, 2018

Dear City of Stillwater,

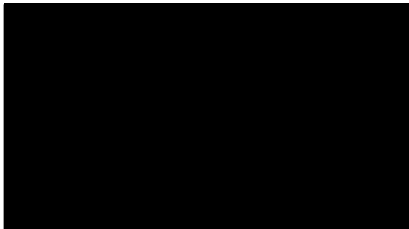
My name is [REDACTED] and I am writing to you today to submit my application for consideration on the Library Board.

One of my favorite childhood memories is going to our local library's story time and being able to bring books home to read. Now, as a mom myself the Stillwater Library is a weekly stop for us. My children enjoy story time and they cannot be laid down in their beds without having a library book read to them first.

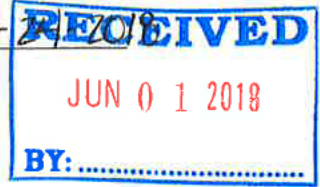
As a newcomer to the Stillwater community, I am looking for a big way to get involved. I am hopeful that my prior board experience, as well as my current nonprofit employment will lend me as a good fit for this role.

I look forward to talking with you about the Library Board position. I am including my resume and application forms. If you have questions please do not hesitate to reach me at [REDACTED] or [REDACTED]. Thank you for your time and consideration.

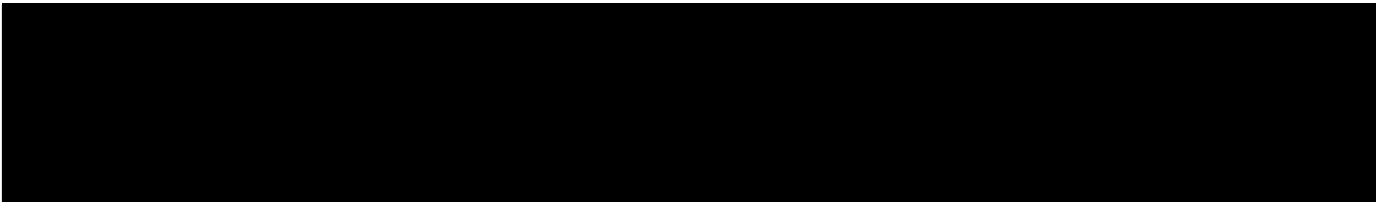
Kind regards,



Date: 5-27-2018



CITY OF STILLWATER
APPLICATION FOR APPOINTMENT
TO ADVISORY BOARDS AND COMMISSIONS



- 1. How long have you lived in Stillwater? 5 Yrs (Mo) 3 Which Ward
2. What Stillwater community activities have you been involved in? AS A NEW COMER TO STILLWATER & MINNESOTA, MY INVOLVEMENT HAS BEEN LIMITED. MY FAMILY & I ARE WEEKLY VISITORS TO THE LIBRARY & TO ONE OF STILLWATER'S MANY PARKS. AS THE SUMMER GETS STARTED WE LOOK FORWARD TO PARTICIPATING IN MANY OF STILLWATER'S EVENTS.
3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee. IN MY CURRENT ROLE, WORKING IN A NONPROFIT, I HAVE FREQUENT INTERACTION WITH OUR BOARD OF DIRECTORS, INCLUDING YEARLY PRESENTATIONS. PREVIOUSLY I SERVED ON THE BOARD OF DIRECTORS FOR A NEW NONPROFIT BREW IN NORTHERN COLORADO.
4. Do you have a preferred Board/Commission that you are interested in serving on? Yes [X] No [] If yes, fill in name of Board/Commission: STILLWATER PUBLIC LIBRARY
5. Would you consider an alternate appointment? Yes [] No [X] If yes, which one?
4. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like). TUESDAYS AT 7:00 PM ARE A TIME MY SCHEDULE IS OPEN, NO CONFLICTS.
5. Why do you wish to be on a board/commission? WANT TO BE INVOLVED & GIVE BACK TO MY COMMUNITY.
6. Please describe any other relevant information you would like us to know.

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

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

Supplemental Application for Appointment to the Board of Trustees

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

For more information about the Board or the library, contact Mark Troendle, Director, at 651.430.8753.

Name _____

Educational history:

2017 - University of St. Thomas, Minneapolis, Minnesota
Mini MBA for Nonprofit Organizations, and Fundraising Certificate Series
2009 - Logan College of Chiropractic, Chesterfield, Missouri
Doctor of Chiropractic, and Bachelors of Science in Life Sciences
2003 - Colorado State University, Fort Collins, Colorado
Bachelors of Science in Health and Exercise Science, and Bachelors of Science in Human Nutrition

Brief employment history:

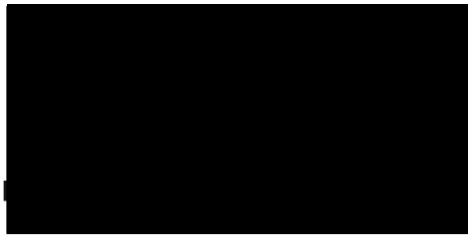
National Council on Family Relations - Saint Paul, Minnesota; 2017 - present
Member Relations Manager
Mountain Wellness - Fort Collins, Colorado; 2011- 2016
Chiropractor, Business Owner
Abbey Chiropractic and Wellness Centre - Dublin, Ireland; 2010 - 2011
Senior Chiropractor

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

Fort Collins Chamber of Commerce - Fort Collins, Colorado: 2012 - 2015
Red Carpet Committee Chair, Membership Retention Committee, and Total Resource Campaign Fort Collins
Kiwanis Club - Fort Collins, Colorado; 2013 - 2014
Leadership Fort Collins - Fort Collins, Colorado; 2013 - 2014
Realties for Children - Fort Collins, Colorado; 2012-2015
Northern Colorado Legislative Alliance - Loveland, Colorado; 2014 - 2015

Why are you interested in the Library Board?

The Stillwater Library Board is of interest to me for several reasons. First, as a new member of the Stillwater community it is important to me to get involved and give back. My time in our last community was enhanced by the different ways I was able to support our community. Working in a nonprofit, I understand the importance of an effective and efficient board. I believe my experience with our Board of Directors will be helpful to me in a board role. Finally, early in my career I was able to sit on the board of a family-focused nonprofit. This board was instrumental in my desire to work with my local community groups, as well as eventually change my career to the field of nonprofits.



CAREER PROFILE

Customer-service oriented with over 7 years extensive experience in community and member relations with nonprofit organizations, as well as the Chamber of Commerce. In addition, over 5 years as a business manager and chiropractor. *Recognized skills in the areas of:*

- Strategic fundraising
- Relationship building and development
- Member and donor communications
- Group presentations
- Team leadership / team building
- Program management
- Interpersonal communications
- Report development
- Community partnership
- Resource person / key contact
- Phone, verbal, written communications
- Member and staff training
- Microsoft Office / AMS databases
- Maintaining confidentiality

RELATED ACHIEVEMENTS

- Slowed loss of NCFR members with retention techniques including hand written cards, phone calls, and email automation. Reduced yearly number of terminated members to pre 2011 levels, and Implemented membership drives and terminated member recruitment.
- Main point of contact for a comprehensive research study with consulting firm Avenue M Group. Seven-month project to answer the primary guiding question: How can NCFR ensure it not only remains relevant to its members today but is best positioned to meet the future needs of those in the profession?
- Managed *Total Resource Campaign* for the Fort Collins Chamber of Commerce. Led 5-10 team members, and together with 12 other teams, charged with a goal of raising \$500,000 and acquiring 100 new members, in a 10 week period. Achieved fundraising goal through membership sales, sponsorship sales, advertising and budget reduction trades. (2012 - 2014)
- Completed fundraising community project, "*Empowered Parenting*", for parents of local high school students through the Leadership Fort Collins Program. Project was designed to provide information to parents on alcohol and substance use and prevention. (2013 - 2014)

PROFESSIONAL WORK EXPERIENCE

NATIONAL COUNCIL ON FAMILY RELATIONS (NCFR) – Saint Paul, Minnesota; 2017 – present

Member Relations Manager

- Managing the complete member experience of our almost 3,000 members.
- Analysis and ongoing improvement of membership program. Contracting with an outside association consultant starting in March of 2018 for a complete membership audit.
- Administer Student Honors program, and NCFR's over 40 awards.
- Liaison and main contact for state / regional chapters, student chapters, special interest sections and focus groups, and the student / new professional group.
- Delivered presentations to the Board of Directors.
- Developed with our finance team a budget for membership department.

MOUNTAIN WELLNESS – Fort Collins, Colorado; 2011 – 2016

Business Manager - Chiropractor

- Grew chiropractic business from a start up in 2011, to a successful business with a repeat client rate of over 90%, and strong customer service testimonials.
- Excelled in networking and marketing for new clientele through Chamber of Commerce, local Kiwanis Club, and other networking groups.
- Delivered presentations to the Chamber of Commerce and other community groups.
- Managed office operations effectively, including customer service and staff supervision.

ABBEY CHIROPRACTIC AND WELLNESS CENTRE- Dublin, Ireland; 2010 – 2011

Senior Chiropractor

- Provided chiropractic treatment for over 100 patients routinely in a high volume environment.
- Resource to other chiropractors and owners on treatment and marketing ideas.

COMMUNITY INVOLVEMENT

FORT COLLINS CHAMBER OF COMMERCE- Fort Collins, Colorado; 2012 – 2015

Red Carpet Committee Chair

- Ambassador and Member Liaison providing outreach and support for the business community.
- Coordinated 'Business of the Month' Awards.

Founding Member – Membership Retention Committee

- Worked closely with Chamber staff on member concerns and resolutions.
- Committee was designed to retain over 1200 members through member outreach.

Team Leader – Total Resource Campaign

- Successfully led 5-10 team members, and together with 12 other teams, charged with a goal of raising \$500,000 and acquiring 100 new members, in a 10 week period.

FORT COLLINS KIWANIS CLUB – Fort Collins, Colorado; 2012 – 2015

- Supported local high school Kiwanis clubs, including fundraising efforts.

LEADERSHIP FORT COLLINS PROGRAM – Fort Collins, Colorado; 2013 – 2014

- Member of a highly selective group of 30 business community leaders.

NORTHERN COLORADO LEGISLATIVE ALLIANCE – Loveland, Colorado; 2014 – 2015

Board Member

- Member of a group of sixteen business leaders with lobbyist liaison.
- Collaborated on a large transportation bill in state. Communicated with legislators and assisted on various committees to help with bill passage.

EDUCATION

UNIVERSITY OF ST. THOMAS – St. Paul, Minnesota; 2017

Mini-MBA for Non-Profit Organizations

Fundraising Certificate Series (completed ten out of 13)

LOGAN COLLEGE OF CHIROPRACTIC – Chesterfield, Missouri; Graduated 2009

Doctor of Chiropractic

Bachelor of Science in Life Sciences

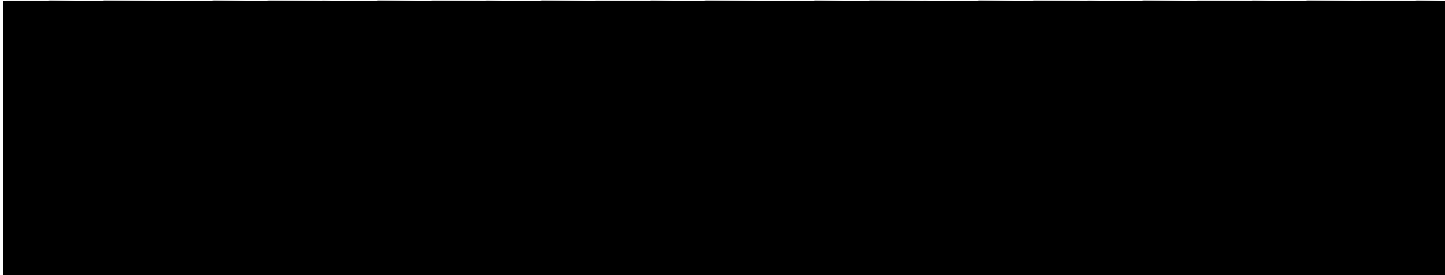
COLORADO STATE UNIVERSITY – Fort Collins, Colorado; Graduated 2003

Bachelor of Science in Health and Exercise Science

Bachelor of Science in Human Nutrition

Date: June 8, 2018

CITY OF STILLWATER APPLICATION FOR APPOINTMENT



1. How long have you lived in Stillwater? 1 Yrs/Mo. 1 Which Ward
2. What Stillwater community activities have you been involved in?
Stillwater Rotary - 10 months
Stillwater PEO - 10 months
First Presbyterian
3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee.
Served as Redwood County Commissioner for 6 years
a. Mand county committees
MN Investors Congress in Redwood Falls 1997-2007
4. Do you have a preferred Board/Commission that you are interested in serving on?
 Yes No If yes, fill in name of Board/Commission: _____
5. Would you consider an alternate appointment? Yes No
 If yes, which one? _____
4. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like).

5. Why do you wish to be on a board/commission?
I enjoy serving my community and I like
to vision for the future.
6. Please describe any other relevant information you would like us to know.

****Attach Additional Sheets, if necessary****
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Supplemental Application for Appointment to the Board of Trustees

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For more information about the Board or the library, contact Mark Troendle, Director, at [REDACTED].8753.

[REDACTED]

Educational history:

See enclosed resume

Brief employment history:

See enclosed resume

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

Plum Creek Library System (6 years)

Why are you interested in the Library Board?

Libraries are the "gems" in communities. Citizens have access to resources at no cost. Life is enhanced for those who use libraries.



PROFESSIONAL MILESTONES

CEO of Girl Scouts Peacepipe Council for sixteen years
Ten years as acting President for five community organizations
Six years in Maryland and Minnesota elementary public school system
Received Master of Science in Business Administration in 2000

PROFESSIONAL ORGANIZATIONS

Minnesota Girl Scout Council Legislative Liaison	2001-2003
National Society of Fundraising Executives	1983-1985
Maryland State Teachers Association	1963-1965 1974-1976
White Bear Lake and Minnesota Teachers Association	1961-1963

COMMUNITY ORGANIZATIONS

Minnesota Inventors Congress Board of Directors (President '79,'95,02)	1977-Current
Mondale Fellow	1990-Current
Woman's Club of Redwood Falls (President '80,'92,'05)	1977-Current
Redwood Falls Rotary (President '93,'07)	1987-Current
Nest Lake Camp Corporation Officer	1986-Current
P.E.O.	2003-Current
River Valleys GS Council Gold Award Committee	2008-Current
Prairie Investment Club (President '03)	1997-2006
Southwest Minnesota Initiative Fund Advisory Council	1991-1993
Peacepipe Girl Scout Troop Leader	1979-1982 1989-1994
Gloria Dei Lutheran Church Council (President '90)	1989-1991
Juliette Gordon Lowe Society Member	1985
Redwood Falls Welcome Sign	1983-1984
Columbia, Maryland Democratic Club	1968-1974

PROFESSIONAL EXPERIENCE

Executive Director of Redwood Area Hospital Foundation	2002-2005
CEO Girl Scouts Peacepipe Council	1986-2002
Executive staff member of Girl Scouts Peacepipe Council	1977-1986
Elementary Teacher, Howard County, Maryland Public Schools	1974-1976
Elementary Teacher, Anne Arundel County, Maryland Public Schools	1963-1965
Elementary Teacher, White Bear Lake Public Schools in MN	1961-1963

RECOGNITION

Girl Scouts Thanks I and II Badge
Redwood Falls Pride in Our People Recognition
Outstanding Service Award for Minnesota Inventors Congress

EDUCATION

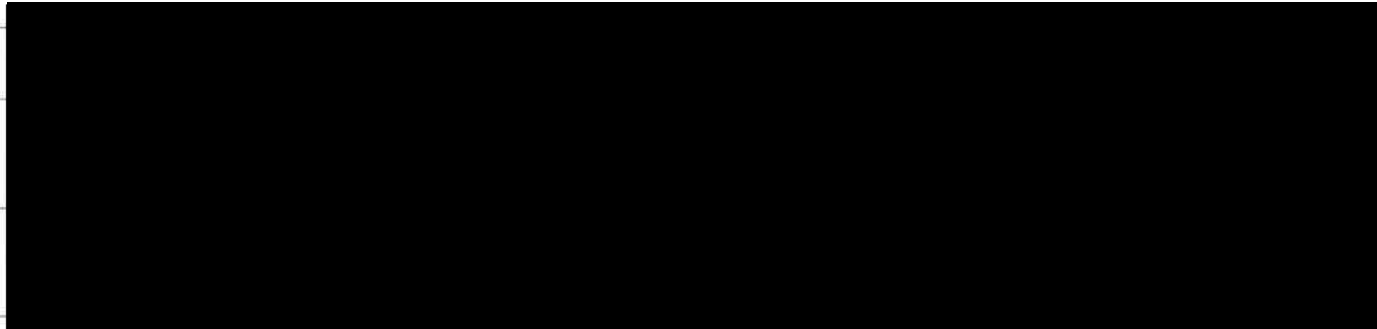
Hubert Humphrey Institute of Public Affairs	2005-2006
Master of Science Business Administration Southwest State University	2000
Elementary Education Major, Mankato State University	1961
Business Administration Minor, Mankato State University	1985



216 4th Street N, Stillwater, MN 55082
651-430-8800
www.ci.stillwater.mn.us



APPLICATION FOR APPOINTMENT TO ADVISORY BOARDS AND COMMISSIONS



1. How long have you lived in Stillwater? yrs/mo. Over 50 years Which Ward 2nd

2. What Stillwater community activities have you been involved in?
I have been involved with many community events for a very long time. Most recently with the School Patrol Picnic and helping the Eagles Club move back into the City.

3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee.
I previously served on our local Cable Commission and the City's Water Board where I (we) as boards had a public mission and the involvement of employees and property.

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

5. Would you consider an alternate appointment? Yes No
If yes, which one(s)? Heritage Preservation

6. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (*i.e.*, routine travel, work schedules, etc.).
None

7. Why do you wish to be on a board/commission?
By being on a board/commission you are permitted to have some direct say and deeper understanding for the entity that hopefully leads to real and lasting improvements vs. that of the nearly complaisant and often complaining bystander.

8. Please describe any other relevant information you would like us to know.
I have taken on a personal collection of visiting various libraries such as universities and national libraries from all over the world. The most recent one was Columbia University in New York City and the National Library of France (Francois Metterrand) in Paris.

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

STILLWATER PUBLIC LIBRARY

224 Third St. N.

Stillwater MN 55082

651.275.4338

www.stillwaterlibrary.org

Supplemental Application/ Appointment to the Board of Trustees

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

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

Lynne Bertalmio, Director, 651.275.4338 ext. 118

Education history:

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

Brief employment history:

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

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

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

Why are you interested in the library Board?

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

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Update on City Council Discussion on Boards and Commissions</p>	
<p>OWNER: Mike Keliher, President</p>	<p>PRESENTER: Mike Keliher</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:</p>	
<p>BACKGROUND/CONTEXT: On June 19, 2018, the City Council discussed whether and how to standardize and streamline Chapter 22 City Administration ordinance language and processes regarding appointments to boards and commissions. After discussion, the Council voted in the affirmative to appoint a non-voting liaison to the library board, though that person, if interested, could also apply to be a trustee following the process available to any other resident of Stillwater.</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: July 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 grant request to Stillwater Public Library Foundation for \$6,500.	
<p>BACKGROUND/CONTEXT:</p> <p>Youth Services Programming Assistant: <i>The library seeks approval from the Trustees to request funding of approximately \$6,500 from the Foundation for a youth services programming assistant.</i></p> <p>The \$6500 would fund 300 hours for a programming assistant from August - December, 2018. The programming assistant position has been funded by the Foundation through past grants. This position is primarily responsible for teen programming which includes developing and leading after school specialized STEM workshops, maker spaces, and creative book clubs. Additionally, the assistant creates regular engaging book displays and responds to the needs and wants of the library’s teenage patronage with recommendations and ideas.</p> <p>A Youth Services Programming Assistant is an age level specialist trained to work with teens. The position has expertise in the field of young adult literature and stays current with teen trends in reading, technology, education and popular culture. The position provides reference services that help young adults find and use information and promotes activities that build and strengthen information literacy skills. By having an active presence in the library, this position also builds positive relationships with teens, encouraging volunteerism through service on an advisory board, and providing opportunities for teens to help others in the community, such as our popular “Teens Teach STEM to Kids” program. In the summer, when school is out, the programs and resources fostered by this position eliminate or reduce the learning atrophy that can occur when learning is not pursued.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

After the June board meeting, I informed the firms no longer under consideration of the status of the process and contacted shortlisted consultants with preliminary information about the next steps. I surveyed the trustees to determine preferred interview days and times. Once times were identified, Office Specialist Keri Goeltl worked with city staff to determine the optimal location while I navigated specific interview times with those on the shortlist. I then received training from IT Technician Jesse Pereboom on how to use the city's video teleconferencing equipment, and I scheduled and conducted test calls with three of the four firms (the fourth being in-person) prior to their actual interviews, which took place June 27-28.

Circulation Services Lead Jody Vasilakes announced she will retire on July 19. We are appreciative of her service to the library and its customers. This position is part of the staffing realignment that is unfolding. While not unexpected, this piece will happen slightly sooner than originally envisioned. In other HR-related news, Information Services Supervisor Aurora Jacobsen and I finished interviewing candidates for a vacant Associate position due to another retirement. The position was offered to and accepted by Colleen Hansen, who has a MLIS and experience in several libraries, including ours.

A structural engineer from the firm Mattson Macdonald Young, Inc., visited the library on June 15 to assess the pergola and gather information for a report as to its condition. The report is attached as a separate item in this packet.

At least a portion of the brick alley is scheduled to be reconstructed sometime after Labor Day. Shawn Sanders and I are in communication regarding this project, with many details to be determined.

Library staff is working on a new design for patron library cards. The cards will not only feature a new graphic, they will also come in a two-piece set – the traditional size and a much smaller keychain card. We're collaborating with photojournalist Nick Gorski on technical and design elements.

Three paintings were hung in the library's Conference Room by Marvin Henry, giving the room a more finished and appealing look.

Unfortunately, the library was not successful in its application for a grant from the Union Pacific Foundation; however, much of the information gathered can be repurposed for future grant opportunities so it was a productive collaboration that will continue and be refined.

As previously reported, on Saturday, June 9, a mobility bus bringing a wedding guest to the library entered the parking ramp even though it was taller than the maximum allowable height. As it was too tall, the vehicle damaged the top of the entrance opening, hit two lights, and struck two pipes, including a fire suppression sprinkler pipe, before stopping. Electrical damage in other areas was another result. Venue Coordinator Sandy Ellis put the emergency response into motion. Kudos to Sandy, Maintenance Worker Marvin Henry, City of Stillwater Fire and Police, Viking Sprinkler, and Stillwater Towing for all their assistance that night. The wedding reception went on, the sprinkler system was again operational by 11 p.m., and Sandy, Marvin, and I locked up around 11:30 p.m. Repairs are continuing, and I've contacted the state electrical inspector for this area to inquire about the library's electrical system.

On June 13, a driver struck a light pole by the library's small surface lot off Fourth Street, sufficient to move the pole's concrete base off-center and cause other damage. Public Works Director/City Engineer Shawn Sanders has been asked to review the incident in terms of repair options.

Report from the Information Services Supervisor, Aurora Jacobsen

INFORMATION SERVICES

Adult Programming and Reference

June Programs

- Printmaking 101 by the Textile Center drew 8 of the 12 people who had registered to attend.
- The Concert on the Terrace with Dean Magraw drew 63 people on a hot, humid evening with many comments about how it was the best concert the library has hosted.
- Moving Target Book Club had 14 attendees and might be outgrowing its meeting space.
- The Summer Reading Club started rapidly, with slips for 260 books in the first three weeks.

Collection

- Aurora worked with Keri on getting the ordering and processing procedures for the last few major collections squared away. Early July should see staff resuming ordering audiobooks, DVDs and music CDs.
- The Honey Bee Club of Stillwater has asked about working with the library to get a collection of pollinator and bee keeping materials at the library, instead of the club starting an independent library. Aurora is working with them on getting a process for those materials established. Pollinator materials are part of the homesteading interests that seem to be particularly in demand at Stillwater Public Library.

Reference

- In a surprising move, Washington County will begin allowing patrons to use MNLINK for “fiction” DVD items on July 9th. Staff were finding it increasingly hard to explain to the public why mass market paperbacks and nonfiction films could be requested, but foreign films could not. Allowing access to all materials is a win for our community.
- Erica Ross, a substitute Library Associate, created a guide to review sources for consumers. Increasingly, consumer reviews are published on websites, often behind paywalls. People will be able to find information about a wider variety of products for free with this guide.

Partnerships/Outreach

- Aurora attended the Washington County Operations Committee meeting, which provided a number of updates that Stillwater had not received otherwise.

Technology

- Sometimes the most needed technology isn't the most bleeding edge. A local business hired an intern to work with their microfilm archives and asked her to contact the library about using the microfilm reader.

Personnel

- Colleen Hansen will begin her position as Information Services Associate on August 2nd.

PR

- After several weeks of trying more technological methods, Google sent a postcard so the library could change the email address associated with the library. Now, staff can edit business hours on the sidebar of Google search results.

Upcoming

- July 7: Make a Wet Felted Coaster
- July 13: Marvelous Mandalas
- July 18: Road to Stardom: Southern Minnesota's Highway 14 and Three Great Children's Book Creators who Grew Up Along It!
- July 19: Concert on the Terrace with Roe Singers
- July 19: Artist Reception - Charlotte Schuld, Jamais vu: To See Anew
- July 20: Suminagashi
- July 25: Moving Target Mystery Book Club

Programming for Youth and Families

The library has been abuzz with activity in terms of attendance and circulation! It's a bonus to reconnect with kids we haven't seen much during the school year. On June 7, 167 came to the Summer Kick-Off with the "Mixed Nuts" Comedy Team. Response was over-the-top! We are offering summer activity cards for each of three age groups. Readers track activities to earn a free reward book and an entry into drawings for tickets to the MN State Fair, MN Twins, Sea Life at MOA, or Crayola Experience. The tickets are made possible through organization donations coordinated by MELSA, the Metro Library Services Agency.

- *Storytime* – 489 people attended nine storytime sessions. A mom said that her kids had the choice to go any place and chose the library enthusiastically. 169 of these folks attended the sessions for babies which have remained popular.
- *Teens Teach STEM to Kids* – 88 kids in grades 3-5 attended eight sessions (two per week).
- *White Bear Center for the Arts Class* – 23 kids attended a Felt Collage Class.
- *Video Game Design* – 6 kids attended a three-part class. Kids and parents were complimentary about this unique program.
- *Art Cart* – 78 kids and their families attended four themed sessions.
- *Family and Friends Movie Day* – 35 viewed "Black Panther" with popcorn and lemonade.
- *Paws to Read* with Bella – 10 readers came to two sessions.
- *LEGO Build* – 24 young engineers built structures. Some of the creations are on display.
- "Reading Takes You Everywhere" Scavenger Hunt – 246 completions.
- *Teen Maker Monday* – 38 teens attended four sessions. Shelby is noticing more repeat visitors.
- *Circuitry Creations* – 6 teens attended this two-part program.

Partnerships

- Stillwater Community Education Adventure Club – Angie is working with the teacher at the ECFC location to support their weekly summer storytime themes by building curated book bundles. She offered librarian visits and card registrations.
- The Friends have donated \$600 toward the purchase of the popular Easy Reader format for beginning readers. We recently doubled the number of bins to build this collection as it's the one that circulates most. The Friends were also supportive of reallocating remaining 2017 donated funds for children's audiobooks, which have reached full capacity in their current space, to the purchase of materials to build a circulating nature backpack collection.
- In addition to the nature backpacks, Angie will work with Washington County Parks to add a "Story Stroll" to the new trail along the river. Basically, families can read large pages of a picture book as they enjoy nature.
- A Main Street Alphabet Scavenger Hunt is in its final stages of planning and will be posted to the website soon!

Website

- Angie is building new pages for the website to include an expanded early literacy presence that will include some customized storytime plans from YS staff and resources for families in different languages and more. The teen page is also getting a facelift.

Collection

- Angie has been talking with staff about the demand for materials in different languages. Many languages are spoken and taught in our community including Spanish, German, Mandarin, Russian, French, and Amharic, with Spanish being the most requested. Additional materials in Spanish are being added to the collection with picture books located in a dedicated bin per patron and staff requests. All Spanish materials are marked with clear yellow spine labels.

Upcoming Single Date Programs

July 9: Owl Sock Sculptures with White Bear Center for the Arts (full)

July 13: Family & Friends Movie Day – “A Wrinkle in Time”

July 16-19: Songwriting Camp with James Hersch (full)

July 23, 25, 27: Creative Book Club Mini Camp (activities based around “Mighty Jack”, a graphic novel loosely based on “Jack and the Beanstalk”)

July 30: Sunflower Circle Weaving with White Bear Center for the Arts

July 31: Harry Potter Day from 1-4 with “Hogwarts and Hippogriffs” art class with Artistry at 1 p.m., an owl visit at 3 p.m., potion making class for older kids at 3 p.m., Quidditch on the front lawn, and more!



Mixed Nuts Comedy Team



The Wall of Fame for kids to display their names



Having a blast at the library!



Friends of the Stillwater Public Library

May 14, 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	Tracy Salvati

Attendees:

Mary Ann Sandeen, Jan Kilkelly, Tracy Salvati, Mark Troendle, Nancy Prince, Gemma and Lyndon Lockrem, Bill Fredell, Mary Glennon, Vik Wilson

Agenda

1. Call meeting to order: Mary Ann
2. Approval of April minutes; Secretary's Report: Tracy
3. Treasurer Report: Jan
4. Membership Report: Gemma
5. Booksale Wrap up: All ; Pay Nissa for Update of Sale flyers and postcards; Fall Booksale dates are set...Mary Ann will confirm with Keri before meeting; Large book donation received, Council Meeting
6. Other: All
7. Update: Mark
8. Adjourn

- **Meeting called to order by Mary Ann Sandeen**
- **Secretary's report Tracy Salvati**
 - April 9, 2018 Minutes approved
- **Treasurer's report Jan Kilkelly**
 - Balance \$25,590.95
- **Membership report Mary Ann Sandeen**
 - 99 memberships

Update from ALL

- Co-op Purchases will be rounding up June and July and donating to the library.
- Paying Nissa \$250.00 for the book fliers, postcards etc.
- Fall Booksale Dates:
 - Collection Sat. Oct. 27th and Nov. 3rd
 - Set-up for booksale and booksale preview Wed. Nov. 7th
 - Booksale Nov. 8th, 9th and 10th
 - Sunday Nov. 11th – pack up
 - Monday Nov. 12th – STS
- We received a large book donation
 - Books are in great condition
- City Council meeting went well.

Update from Mark Troendle

- Presented at City Council.

Meeting Adjourned – Next meeting Monday, Sept. 10, 2018 – Have a great summer!!

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

Period:	5/1/2018 - 5/31/2018	Year-to-Date 5/31/2018
Opening Balance	\$25,590.95	\$21,291.22
Receipts:		
Memberships	\$330.00	\$1,600.00
Donations		\$1,000.00
Book Sales	\$40.00	\$4,592.35
Scanner Fees		\$35.00
Book Bags		\$150.00
T-Shirts		\$0.00
Notes, Cards		\$0.00
Total Receipts	\$370.00	\$7,377.35
Disbursements:		
Grants to Library		\$1,200.00
Sponsorships		\$500.00
Memberships		\$25.00
Postage		\$85.00
Printing & Supplies	\$250.00	\$545.62
Sales Tax		\$602.00
Fees		\$0.00
Misc.		\$0.00
Total Disbursements	\$250.00	\$2,957.62
Ending Balance	\$25,710.95	\$25,710.95

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

\$10,182.07

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	\$2,807.00
Book Sale Apr. 2018	\$3,765.85
	<u>\$12,616.85</u>

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 May 25 • 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; Budget Due to City on July 11 	<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