

STILLWATER PUBLIC LIBRARY

BOARD OF TRUSTEES

Meeting Agenda

Tuesday, August 14, 2018

8:00 PM – NOTE TIME CHANGE BECAUSE OF ELECTION DAY

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 July 10, 2018 Minutes +
 - b. Adoption of the August 1, 2018 Special Meeting Minutes +
 - c. Acknowledgement of Bills Paid in July 2018 (7/17/18: \$32,718.36) and (7/31/18:\$10,485.00) +
 - d. 2018 June Budget Status Report +
 - e. Capital Release Request

Old Business

5. 2019 Budget Update I+
6. Special Use Permit for Events I+
7. Strategic Plan A+
8. Director Evaluation Task Force Update I+

New Business

9. Foundation Grant Request A+
10. Washington County Library/IT Services Update I+
11. Director and Other Staff reports +
12. Foundation Report +
13. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
14. Public Commentary and Communications
15. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, August 13, 2018.

A= Action Item I= Information Item D=Discussion Item += Document in Packet *= Document to be Distributed Later
#=Document Distributed Previously Attachments: 2018 Calendar, Board of Trustees Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

July 10, 2018

Minutes

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

ABSENT: None

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt the agenda. Keliher noted that agenda item 12 was listed incorrectly as an action item on the cover sheet, but item 12 is a discussion item as listed on the agenda. *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

Troendle reviewed the 2019 operating budget as outlined on the cover sheet for agenda item 5, located on page 25 of the July board packet. The board discussed the revised draft as presented on pages 26 – 30. The proposed request includes a transfer-in from the general fund is \$1,335,199.01, which is an increase of \$116,709 or 9.6%.

Menikheim noted that he liked the wording “more accurately reflecting the amount of funding needed to operate the library at its current level in a sustainable way.”

Troendle noted that one area that the budget did not address is the recent discussions with Washington County regarding charging the library for IT services. As an alternative to paying Washington County for these services, Troendle has also been meeting with City IT staff about taking on those responsibilities. Washington County Library (WCL) proposed holding a meeting at the end of June to discuss this IT change, but the meeting never materialized. Rose Holman, City IS Manager, is aware of the budget timeframe and is working to follow-up with Washington County. Board discussed budgeting options for this possible IT change.

Motion made to support the budget as proposed by the Finance Committee and staff in the July Board packet with the addition of \$10,000 for the WCL IT services change. MSP.

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

Troendle reported that the council met on July 3, 2018 and discussed the ordinance amendment pertaining to the library. The city council unanimously approved the first reading of the zoning text

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Minutes

amendment to the ordinance allowing outdoor events to occur in the Public Administration district with a special use permit. It goes back to City Council on July 17, 2018, for a second public reading.

AGENDA ITEM 7: Strategic Plan

Keliher reported that on the evenings of June 27 and 28, 2018, the Trustees interviewed the four short-listed strategic planning firms of Consensus, Encouragetech, Maverick & Boutique, and WiLS. Keliher led board members in a discussion of the firms' presentations and supporting documents. Exhibit A of the August board packet includes the documents provided to trustees at the meeting or as requested follow-up.

During the discussion of the firms, the Trustees considered the following elements:

- the firm's ability or willingness to create a customized or tailored strategic plan and approach, specific to the vision and needs of Stillwater
- the firm's ability to appropriately provide resources or staffing for the project
- the firm's experience with libraries and with other sectors
- the firm's level of engagement and interest
- the firm's cost proposal
- the firm's timeframe
- the feedback received from other organizations using the firm's services

As none of the short-listed firms generated consensus from the board, the Trustees also explored the pros and cons of modifying the current strategic plan for use for another year. Board also reviewed the list of the other firms that submitted RFPs to contact for interviews and price proposals.

Motion to invite the three firms of Aurora Consulting, Sarah Keister Armstrong & Associates, and CO2 Partners for an interview and submittal of cost proposal. MSP.

Board requested staff to send out a doodle poll to board members to determine the date of strategic planning interviews. Board asked staff to send the RFPs of the three firms to the board.

AGENDA ITEM 8: Director Evaluation Update

Bell reported that a recommendation for the proposed process for the Director Evaluation was included in the July Board packet. Based on the feedback received at the June meeting, the task force reviewed and reworked the proposed process, including:

- Form for two progress reports throughout the year
- Addition of a rating system to annual review form
- Inclusion of goal setting process
- Revised procedures to describe how the new process would work

Bell discussed that the task force did have documentation from ALA that aligns with the proposed process and the best practices suggested by City HR Manager Donna Robole. The task force noted that the goal is to begin using the new process in September.

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Menikheim expressed his concerns regarding the new process. He prefers an approach that is confidential but has a definite paper trail, includes ratings from all trustees, and addresses personal traits of the director. He noted his concern that the goal of the proposed process is to make the board's primary responsibility of evaluating the director easier and that is not what the board should be doing. He strongly advocated for the review of the proposed plan (in its latest form) by Donna Robole before adoption by the board.

Other board members expressed their support of the proposed changes. Lockyear noted that the benefits of the revised process are described in the board packet, including creating a more meaningful process for the board and director, moving the process in the direction of what the ALA recommends for performance evaluation, and helping the trustees identify, discuss, and address problems earlier through the regular reviews. Bell also noted that similar evaluation processes have been adopted by corporate entities, including GE.

Keliher noted that he believes the proposed evaluation process seeks to engage the board more fully in productive conversation with the director. He does not see the revisions as trying to make the process easier.

Menikheim made a motion to table the adoption of the director evaluation process until Donna Robole has reviewed the process. No second.

Hemer suggested that the board pilot the process for one year. Carlsen discussed that both the original and proposed processes involved evaluation. He is ok with trying this new process, but he would prefer the inclusion of a 5-tier rating system. Carlsen suggested adding a rating between E (Excellent) and S (Satisfactory) and after N (Needs Improvement).

Menikheim withdraws motion. Menikheim made a new motion to accept proposed plan as a pilot for one year, but first the plan is reviewed by city HR for final thoughts. No second.

Hemer moved to accept the adoption of the director evaluation plan as proposed. The board will use the proposed process for a year and review the plan at the end of the year. Second by Lockyear. Yes – Bell, Hemer, Howe, Keliher, Lockyear, Richie. No – Menikheim, Carlsen. Passed.

Board discussed the review of the evaluation process at the end of the first year of use and discussed obtaining input from City HR regarding evaluation plan.

Motion made that that Task Force has conversation with Donna Robole regarding the evaluation plan. MSP.

AGENDA ITEM 9: Pergola Update

Troendle reported that a structural engineering firm evaluated the structural integrity of the pergola and made recommendations for further bracing the wood beams. The report from the firm is included in the July board packet.

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BOARD OF TRUSTEES MEETING**

July 10, 2018

Minutes

Troendle would like to meet with the Facilities Committee to discuss next steps. Troendle is also working on a memo to obtain estimates from contractors who can help with pergola repairs.

AGENDA ITEM 10: Venue Coordinator Position

Based on the Board's ongoing conversations with Foundation, the Foundation has gone through process of preparing and updating the contract for the Venue Coordinator. On June 29, 2018, the Foundation approved the contract contingent on formal acceptance by Library Board.

Included in the board packet, Exhibit A outlines nature of position and relationship of position between Board, Foundation and library policies and procedures. The contract specifically indicates that the Venue Coordinator reports to the Library Director.

Motion made to accept this generous offer with gratitude to Foundation. MSP.

AGENDA ITEM 11: Board Vacancy

The nominating committee, consisting of Maureen Bell, Paula Hemer, and Doug Menikheim, met with three applicants for the open library board seat vacated by Sheri Lunn. The nominating committee noted that there was a strong pool of candidates and recommended Candidate A (application shown first in the board packet). Bell explained that this was not a unanimous recommendation.

Menikheim announced that he was the dissenting vote and preferred the experience and expertise of Candidate B (application shown second in the board packet). Hemer discussed candidate A's educational background, volunteer experience, and knowledge of the Stillwater Library. Bell cited Candidate A's involvement in forming a non-profit and serving on its board. Bell noted that the board has very good candidates but can choose only one.

Hemer moved to recommend Candidate A to the city council for appointment as a trustee. Bell seconded. Yes - Bell, Carlsen, Hemer, Howe, Keliher, Lockyear, Richie. No – Menikheim. Passed.

AGENDA ITEM 12: Update on City Council Discussion on Boards and Commissions

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.

Keliher noted that the non-voting liaison serves as a communication channel between the board and council. If a city council member is not one of the trustees on the library board, the council will appoint a council member as a liaison.

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Menikheim explained that he started as a council liaison. He then was approached to become a board member, applied and was recommended by the trustees for appointment on the board. Menikheim announced that he was resigning as trustee, effective after this meeting, and would serve as council liaison until January.

Board discussed this announcement and the possibility of Candidate B filling Menikheim's vacated seat. Board requested that staff check with Diane Ward regarding this opening and posting requirements.

AGENDA ITEM 13: Foundation Grant Request

Troendle asked for the board's approval of a funding request to the Foundation for the Youth Services Program Assistant from August – December 2018 as detailed in the July board packet.

Richie moved to approve grant request of \$6,500 to Stillwater Public Library Foundation for YS Programming Assistant. Second by Bell. MSP.

AGENDA ITEM 14: Director and Other Staff Reports

Troendle reported on damage from the June 9, 2018, incident in the parking ramp. He noted that the library is still experiencing residual issues due to this damage.

Troendle highlighted the programming opportunities provided by adult and youth services. Carlsen noted that he appreciates the work that Aurora and Angie do in compiling the reports and the work that they do for the library. Bell seconded Carlsen's comments.

Menikheim noted the importance of the pollinator group and encouraged Aurora to keep this relationship "blossoming."

Lockyear expressed her appreciation for all of the extra work that has been done dealing with building damage.

AGENDA ITEM 15: Foundation Report

Keilher reported that Light a Spark was a blast.

Howe reported that the Foundation's June board discussion included Light a Spark, venue coordinator contract, and the strategic planning process of the Foundation. The Foundation voted and agreed upon a mission and vision statement and has started the process of splitting into work groups. The new vision and mission statements are:

- Vision: The Stillwater Public Library is celebrated as a world-class library!
- Mission: To engage the community and its resources to expand the reach and impact of the Stillwater Public Library.

It was noted that the Foundation's May minutes were not included in the board packet as the minutes were amended during the June meeting and the corrections were not published yet.

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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

Richie noted the generous gifts from the Korich family in memory of Milan Korich.

AGENDA ITEM 15: Adjournment

Adjourned at 9:15 pm.

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STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING
August 1, 2018
Minutes

PRESENT: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Lockyear, Council Liaison Menikheim

ABSENT: Keliher

STAFF: Troendle

AGENDA ITEM 1: Call to Order

Meeting called to order at 6:00 pm by Bell, Vice-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 Sarah Keister Armstrong & Associates, CO₂ Partners, and Aurora Consulting 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 August meeting.

Following is a strategic planning handout provided by Sarah Keister Armstrong & Associates at the meeting.

AGENDA ITEM 5: Public Commentary and Communications

None.

AGENDA ITEM 6: Adjournment

Adjourned at 8:50 PM.

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STRATEGIC PLANNING

To remain a cornerstone of community information, recreation, and learning, today's library must strategically position itself to adapt to changes in its service area, technology, and the library industry. A successful strategic plan must reflect the thoughts of all of its key stakeholders—patrons, taxpayers, and community partners—in addition to the larger trends at play in society.

To do that, we recommend that public libraries solicit feedback and evaluate their community's needs. A community needs assessment will provide a framework for the library to define its vision and strategic organizational goals most effectively according to the needs of its community, help position it to react to changing trends in the future, and produce actionable goals to guide decision-making.

ABOUT US

Sarah Keister Armstrong & Associates, LLC specializes in community needs assessments and strategic planning and facilitation, program evaluation, and communications for libraries and nonprofit organizations. Recognizing both the dynamic nature of public library administration and the significance of public libraries to the communities they serve, we pride ourselves on our ability to facilitate data-driven and community-based strategic planning processes that lead to impactful library operations.

SCOPE OF WORK

We propose the following components of Stillwater Public Library's upcoming planning process:

- Development of a community profile through analysis of demographic and usage data;
- Community feedback regarding use (or non-use) of the library collected via a community survey;
- Focus groups with leaders of the Stillwater community;
- Planning session with library staff members; and
- Facilitation of strategic plan development with Board of Trustees and library administration.

TIMEFRAME	TASKS
August - September 2018	<ul style="list-style-type: none">▪ Conduct information gathering▪ Develop community survey
October 2018	<ul style="list-style-type: none">▪ Distribute community survey
November - December 2018	<ul style="list-style-type: none">▪ Analyze survey results▪ Conduct focus groups▪ Compile feedback and submit community needs assessment report
January – February 2019	<ul style="list-style-type: none">▪ Facilitate staff planning session▪ Facilitate discussion of goals and strategies with Board▪ Work with library management team to develop implementation plan and reporting tools▪ Submit strategic plan for review by Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in July 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 July 2018 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of July 2018:				
July 2018 (2018 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 37,324.73	\$ 1,990.86	\$ 921.56	\$ 40,237.15
Capital Expenditures	\$ 2,966.21	\$ -	\$ -	\$ 2,966.21
Total	\$ 40,290.94	\$ 1,990.86	\$ 921.56	\$ 43,203.36
<p>Explanations of large or out of the ordinary/annual payments are listed below:</p> <p><i>Bill Resolution: July 17, 2018</i></p> <ul style="list-style-type: none"> On 6/9/18, the library's parking ramp was damaged by a vehicle. \$9,757.82 for building repair supplies and services related to ramp damage was paid to Ace Hardware, John Myers Plumbing, Mercury Electric, Cummins, Grainger, and Johnson Controls. Expenses should be reimbursed from insurance claim. \$1,195.31 paid to Master Mechanical for repairs to CO₂ sensors in parking garage. These repairs were unrelated to ramp incident. \$606.90 spent on adult and children's programming and related juv equipment. These expenses are typically reimbursed by a Foundation grant, a MELSA allocation, or paid for by a supplemental fund designated for programming and equipment. \$542.00 paid to Amazon for replacement vacuum for upper level. \$2,996.21 paid to CDW Government as part of the capital project A/V upgrade in Margaret Rivers. \$775.00 paid to Pinnacle for annual interior and exterior window cleaning. <p><i>Bill Resolution: July 31, 2018</i></p> <ul style="list-style-type: none"> On 6/9/18, the library's parking ramp was damaged by a vehicle. \$1,250 for building repairs related to ramp damage was paid to Viking Auto Sprinkler. Additional expenses still expected for ramp entry repair, electrical inspection, and power surge protection. Expenses should be reimbursed from insurance claim. \$1,139 paid to Mattson Macdonald Young Inc. for inspection and report on pergola. \$359.85 reimbursed to Washington County Library for lost/damaged and processing fees collected on WCL items at Stillwater library. \$525.00 paid to City of Stillwater for special use permit application fee. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 07/17/18 Bill Resolution 07/31/18 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						
198749	6/11/2018	Ace Hardware	6/9 Ramp Incident - Bldg Repair Supplies	\$ 50.97	230-4231-2202-0000	Building Repair Supplies
198795	6/13/2018	Ace Hardware	Supplies	\$ 99.92	230-4231-2102-0000	Janitorial Supplies
198962	6/20/2018	Ace Hardware	Supplies	\$ 4.58	230-4231-2102-0000	Janitorial Supplies
198967	6/20/2018	Ace Hardware	6/9 Ramp Incident - Building Repair Supplies	\$ 18.99	230-4231-2202-0000	Building Repair Supplies
199142	6/26/2018	Ace Hardware	Supplies	\$ 74.86	230-4231-2102-0000	Janitorial Supplies
B91740120	6/5/2018	Baker and Taylor	Materials - Adult Video	\$ 24.00	230-4230-2408-0000	Film/Video
2033753911	6/21/2018	Baker and Taylor	Materials - Adult Fiction	\$ 21.73	230-4230-2401-0000	Adult Books - Fiction
2033753911	6/21/2018	Baker and Taylor	Materials - Adult Nonfiction	\$ 33.68	230-4230-2405-0000	Adult Books - Non Fiction
2033753911	6/21/2018	Baker and Taylor	Materials - Processing	\$ 18.00	230-4230-3404-0000	Processing Fee
7172018	7/17/2018	Baker and Taylor	Materials - Adult Nonfiction	\$ 184.45	230-4230-2405-0000	Adult Books - Non Fiction
7172018	7/17/2018	Baker and Taylor	Materials - Reference	\$ 24.71	230-4230-2113-0000	Reference
993380	5/4/2018	Blackstone Audio	Materials - Adult Audiobooks	\$ 23.85	230-4230-2402-0000	Audio
6262018	6/26/2018	Brennen Luanne	Lost Materials Refund	\$ 16.00	230-0000-3880-0030	Lost/Damaged Fees
6262018	6/26/2018	Brennen Luanne	Processing Fee Refund	\$ 8.00	230-0000-3880-0040	Lost/Overdue Processing Fees
7172018	7/17/2018	Brodart Co	Materials - Juv	\$ 2,641.07	230-4230-2400-0000	Childrens Books
7172018	7/17/2018	Brodart Co	Materials - Adult Nonfiction	\$ 2,764.98	230-4230-2405-0000	Adult Books - Non Fiction
7172018	7/17/2018	Brodart Co	Materials - YA	\$ 166.11	230-4230-2406-0000	Teen Books
7172018	7/17/2018	Brodart Co	Materials - Processing	\$ 756.60	230-4230-3404-0000	Processing Fee
7172018	7/17/2018	Brodart Co	Materials - Adult Fiction	\$ 1,773.73	230-4230-2401-0000	Adult Books - Fiction
7122018	7/12/2018	Country Messenger	Materials - Periodical Subscription	\$ 26.00	230-4230-2403-0000	Periodicals
306-02444792-3	6/30/2018	Culligan of Stillwater	Water	\$ 56.85	230-4230-4099-0000	Miscellaneous Charges
7022018	7/2/2018	Danielson Susie	Reimbursement Volunteer Recognition (2017-03 SPLF Vol Svcs)	\$ 49.09	232-4232-4099-0000	SPLF - Miscellaneous Charges
7022018	7/2/2018	Danielson Susie	Reimbursement Volunteer Recognition (235 Laatsch Tribute)	\$ 182.65	235-4238-4099-0000	Library Donations Miscellaneous
610046	6/22/2018	ECM Publishers	6/27 & 6/28 Special Meeting Notice	\$ 23.70	230-4230-3400-0000	Printing and Publishing
7122018	7/12/2018	Friends of the Stillwater Public Library	Friends Reimbursement: June Sales	\$ 264.50	228-4228-1990-0000	Friends of Library Pass Thru
62518	6/25/2018	John Myers Plumbing Inc	6/9 Ramp Incident - Building Repair Charges	\$ 2,300.00	230-4231-3703-0000	Building Repair Charges
9928	7/10/2018	Mercury Electric	6/9 Ramp Incident - Building Repairs	\$ 6,037.38	230-4231-3703-0000	Building Repair Charges
51151	6/28/2018	Master Mechanical Inc.	CO2 Sensor Repairs	\$ 1,195.31	230-4231-3703-0000	Building Repair Charges
7172018	7/17/2018	Midwest Tape	Materials - Video	\$ 1,245.22	230-4230-2408-0000	Film/Video
7172018	7/17/2018	Midwest Tape	Materials - Processing	\$ 88.85	230-4230-3404-0000	Processing Fee
7172018	7/12/2018	National Trust for Historic Preservation	Materials - Periodical Subscription	\$ 15.00	230-4230-2403-0000	Periodicals
W18050590	6/20/2018	Office of MN IT Services	Telephone - May	\$ 138.50	230-4231-3101-0000	Telephone
10067454	6/11/2018	Pioneer Press	Materials - Periodicals (SPLF 2017-12 Newspaper)	\$ 771.28	232-4232-2113-0000	SPLF - Materials
8233163	6/29/2018	Quill Corporation	Supplies	\$ 148.47	230-4230-2101-0000	General Supplies
75867789	6/22/2018	Recorded Books Inc	Materials - Juv Audiobooks	\$ 84.14	230-4230-2402-0000	Audio
75868093	6/22/2018	Recorded Books Inc	Materials - Juv Audiobooks	\$ 69.97	230-4230-2402-0000	Audio
75915805	6/27/2018	Recorded Books Inc	Materials - Juv Audiobooks	\$ 87.74	230-4230-2402-0000	Audio
75916468	6/27/2018	Recorded Books Inc	Materials - Juv Audiobooks	\$ 35.00	230-4230-2402-0000	Audio
75917780	6/29/2018	Recorded Books Inc	Materials - Juv Audiobooks	\$ 39.99	230-4230-2402-0000	Audio
75918415	6/29/2018	Recorded Books Inc	Materials - Adult Audiobooks	\$ 56.99	230-4230-2402-0000	Audio

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
143148	7/12/2018	Washington County Library	Q2 Notices	\$ 193.37	230-4230-3102-0000	Postage
		INVOICES SUBTOTAL		\$ 21,816.23		
CREDIT CARD						
453711	5/18/2018	45 Degrees	Programs - Adult (SPLF Adult SRP)	\$ 53.56	232-4232-2407-0000	SPLF - Programs
127934	5/18/2018	Alfresco Casual Living	Programs - Adult (SPLF Adult SRP)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
8514609	5/16/2018	Amazon.com	Vacuum	\$ 542.00	230-4231-2302-0000	Other Minor Equipment - Lib Plant
1134647	5/18/2018	Amazon.com	Supplies	\$ 132.06	230-4230-2101-0000	General Supplies
1134647	5/18/2018	Amazon.com	Adjustable Height Folding Tables - 2	\$ 82.96	230-4230-2302-0000	Other Minor Equipment
43649	5/18/2018	Candyland	Programs - Adult (SPLF Adult SRP)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
1080767	5/18/2018	Cooks of Crocus Hill	Programs - Adult (SPLF Adult SRP)	\$ 70.00	232-4232-2407-0000	SPLF - Programs
2248-3	5/28/2018	Dollar Tree Stores	Supplies	\$ 13.86	230-4230-2101-0000	General Supplies
2080386	5/11/2018	Dream Host	Web hosting	\$ 6.00	230-4230-3098-0000	Technology Support
102655	5/27/2018	Half Price Books	Equipment - YA (MELSA)	\$ 77.94	235-4237-2302-0000	Library Donations Minor Equipment
4340	5/27/2018	Lakeshore Learning Materials	Supplies	\$ 18.69	230-4230-2101-0000	General Supplies
4340	5/27/2018	Lakeshore Learning Materials	Equipment - Juv (SPLF WB)	\$ 108.41	232-4232-2302-0000	SPLF - Minor Equipment
4340	5/27/2018	Lakeshore Learning Materials	Equipment - Juv (SPLF Juv SRP)	\$ 49.68	232-4232-2407-0000	SPLF - Programs
390768	5/18/2018	River Market Co-Op	Programs - Adult (SPLF Adult SRP)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
864410	5/18/2018	Rose Floral	Programs - Adult (SPLF Adult SRP)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
2248-3	5/28/2018	Target	Programs - Juv (SPLF Juv SRP)	\$ 57.31	232-4232-2407-0000	SPLF - Programs
2248-3	5/28/2018	Target	Supplies	\$ 17.98	230-4230-2101-0000	General Supplies
2125349	5/18/2018	Tin Bins	Programs - Adult (SPLF Adult SRP)	\$ 30.00	232-4232-2407-0000	SPLF - Programs
289198	5/18/2018	Valley Bookseller	Programs - Adult (SPLF Adult SRP)	\$ 40.00	232-4232-2407-0000	SPLF - Programs
		CREDIT CARD SUBTOTAL		\$ 1,420.45		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
MXQ7041	6/5/2018	CDW Government	Capital: AV Upgrade Margaret Rivers Room	\$ 2,966.21	120-4230-5310-0000	C/O MIS Computer Equipment
E4-27055	6/12/2018	Cummins	6/9 Ramp Incident: Generator Repair	\$ 794.80	230-4231-3703-0000	Building Repair Charges
9821718278	6/18/2018	Grainger	6/9 Ramp Incident: Repair Supplies	\$ 44.68	230-4231-2202-0000	Building Repair Supplies
84891444	6/12/2018	Johnson Controls (SimplexGrinnell)	6/9 Ramp Incident: Alarm and Detection Service	\$ 511.00	230-4231-3703-0000	Building Repair Charges
7091	6/12/2018	Pinnacle Building Services	Window Cleaning	\$ 775.00	230-4231-3099-0000	Other Professional Services - Lib Plant
14591664	6/12/2018	Toshiba Business Solutions	Maintenance Contract	\$ 181.96	230-4230-3707-0000	Maintenance Agreements
51-7976594-1	6/25/2018	Xcel Energy	Energy	\$ 122.03	230-4231-3601-0000	Natural Gas
51-7976594-1	6/25/2018	Xcel Energy	Energy	\$ 4,086.00	230-4231-3600-0000	Electricity
		MANUAL PAY SUBTOTAL		\$ 9,481.68		
GRAND TOTAL				\$ 32,718.36		

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						
7060	7/19/2018	ArtStart	Programs - Adult (SPLF 2018-04 Adult SRP)	\$ 186.44	232-4232-2407-0000	SPLF - Programs
7060	7/19/2018	ArtStart	Programs - Adult (SPLF 2018-07)	\$ 335.09	232-4232-2407-0000	SPLF - Programs
7060	7/19/2018	ArtStart	Programs - Adult (Welshons)	\$ 128.47	235-4236-4099-0000	Library Donations Programs
5015092861	7/18/2018	Baker and Taylor	Materials - Adult Nonfiction	\$ 29.44	230-4230-2405-0000	Adult Books - Non Fiction
7312018	7/31/2018	Brodart Co	Materials - Juv	\$ 1,005.68	230-4230-2400-0000	Childrens Books
7312018	7/31/2018	Brodart Co	Materials - Adult Fiction	\$ 1,745.56	230-4230-2401-0000	Adult Books - Fiction
7312018	7/31/2018	Brodart Co	Materials - Adult Nonfiction	\$ 1,180.29	230-4230-2405-0000	Adult Books - Non Fiction
7312018	7/31/2018	Brodart Co	Materials - YA	\$ 19.61	230-4230-2406-0000	Teen Books
7312018	7/31/2018	Brodart Co	Materials - Processing	\$ 495.55	230-4230-3404-0000	Processing Fee
7312018	7/31/2018	Brodart Co	Materials - Juv (Friends Easy Reader)	\$ 162.73	235-4235-2101-0000	Library Donations Materials
7312018	7/31/2018	Brodart Co	Materials - Juv (Korich Tribute)	\$ 8.07	235-4235-2101-0000	Library Donations Materials
08-30763	5/25/2018	Cybrarian Corporation	Cybrarian Software 08-01-2018 to 07-31-2019	\$ 349.95	230-4230-3098-0000	Technology Support
7242018	7/24/2018	Hedin Sue	Programs - Adult (SPLF 2018 -07) Staff Reimbursement	\$ 120.00	232-4232-2407-0000	SPLF - Programs
7242018	7/24/2018	Henry Marvin	Janitorial Supplies - Pergola Staff Reimbursement	\$ 22.43	230-4231-2102-0000	Janitorial Supplies
18270.00-01	7/15/2018	Mattson Macdonald Young Inc	Pergola Review	\$ 1,139.00	230-4231-3099-0000	Other Professional Services - Lib Plant
32429	7/12/2018	Menards	Supplies	\$ 38.76	230-4231-2102-0000	Janitorial Supplies
32831	7/18/2018	Menards	Supplies	\$ 142.06	230-4231-2102-0000	Janitorial Supplies
7312018	7/31/2018	Midwest Tape	Materials - Audio	\$ 279.93	230-4230-2402-0000	Audio
7312018	7/31/2018	Midwest Tape	Materials - Video	\$ 73.45	230-4230-2408-0000	Film/Video
7312018	7/31/2018	Midwest Tape	Materials - Processing	\$ 3.25	230-4230-3404-0000	Processing Fee
75919566	7/9/2018	Recorded Books Inc	Materials - Audio (JAB)	\$ 59.17	230-4230-2402-0000	Audio
759219091	7/11/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 35.99	230-4230-2402-0000	Audio
75922982	7/12/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 19.99	230-4230-2402-0000	Audio
881204	7/10/2018	Stillwater Medical Group	Drug Screening	\$ 83.00	230-4230-4099-0000	Miscellaneous Charges
617078	7/20/2018	ECM Publishers	Special Meeting Notice	\$ 31.60	230-4230-3400-0000	Printing and Publishing
14670572	7/17/2018	Toshiba Business Solutions	Maintenance Contract	\$ 191.67	230-4230-3707-0000	Maintenance Agreements
14670571	7/17/2018	Toshiba Business Solutions	Maintenance Contract	\$ 144.25	230-4230-3707-0000	Maintenance Agreements
1025-F035425	7/13/2018	Viking Auto Sprinkler Co.	6/9 Ramp Incident - Building Repairs - Sprinkler	\$ 1,250.00	230-4231-3703-0000	Building Repair Charges
143521	7/23/2018	Washington County Library	Materials - Processing (Residual 2017 Matls - 789)	\$ 95.23	230-4230-3404-0000	Processing Fee
143206	7/23/2018	Washington County Library	Q2 Payments Collected for WCL - Processing	\$ 168.00	230-0000-3880-0040	Lost/Overdue Processing Fees
143206	7/23/2018	Washington County Library	Q2 Payments Collected for WCL - Lost/Damaged	\$ 181.85	230-0000-3880-0030	Lost/Damaged Fees
		INVOICES SUBTOTAL		\$ 9,726.51		
CREDIT CARD						
7913821	43255	Amazon.com	Programs - Juv (Friends)	\$ 28.77	235-4236-4099-0000	Library Donations Programs
7913821	43255	Amazon.com	Programs - MELSA (TEEN)	\$ 52.47	235-4236-4099-0000	Library Donations Programs
7913821	43255	Amazon.com	Programs - MELSA (STEM)	\$ 15.96	235-4236-4099-0000	Library Donations Programs
7913821	43255	Amazon.com	Supplies	\$ 12.71	230-4230-2101-0000	General Supplies
4861869	6/15/2018	Amazon.com	Supplies	\$ 28.32	230-4231-2102-0000	Janitorial Supplies
6198619	6/23/2018	Amazon.com	Supplies	\$ 95.26	230-4230-2101-0000	General Supplies
		CREDIT CARD SUBTOTAL		\$ 233.49		
MANUAL PAYOUTS (Journal Entry Transfer Between City Accounts)						
		City of Stillwater	Special Use Permit Application	\$ 525.00	230-4230-4099-0000	Miscellaneous Charges
		GRAND TOTAL		\$ 10,485.00		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 June 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 – June 30, 2018.</p> <p><u>120 Funds – Capital Projects</u></p> <ul style="list-style-type: none"> • \$2,816.80 in capital expenditures in 120-4230-5200-000 reflect payment to Les Jones Roofing for roof repairs as part of the Roof Upgrade capital line item, originally budgeted at \$4,000. • \$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. • \$9,880.00 in capital expenditures in 120-4231-5200-000 reflect payment to NAC Mechanical for upgraded HVAC/BAS interface, originally budgeted at \$12,200. <p><u>230 Funds -- Revenues:</u></p> <ul style="list-style-type: none"> • Meeting Room Rental Fees: \$8,050 in wedding/special event revenue was received in June for 9 events. • Library Card Fees: Library card fees are at 25% of budgeted revenue. The budget was decreased from \$10,212 in 2017 to \$2,000 in 2018 due to Lake Elmo change. • Lost Materials and Processing Fees: Lost materials fees are lagging behind pace with 37% of budgeted amount. Processing fees are on pace at 50% of budgeted amount. <p><u>Expenditures:</u></p> <p><u>Personnel Services:</u></p> <ul style="list-style-type: none"> • Personnel expenses reflect 2018 costs. 2017 wage and benefit expenditures have been removed from these line items. • Personnel expenditures are running at 46% of the budgeted amount through June. The Assistant Director position remains open, but the open Library Associate and Circulation Lead positions from staff retirements were promptly filled. <p><u>Materials:</u></p> <ul style="list-style-type: none"> • Acquisition processes through Brodart have been fine-tuned. Book expenditures are increasing and at 25-30% of budget. Acquisition processes are in development with audio/video vendors. First orders were placed in June with initial invoices paid in July. • Building Repair Charges: Building repair expenditures are \$385.83 over budget through June. Staff will continue to monitor charges, look for cost-effective alternatives whenever possible, and identify alternate funding options. Elevator contract has been negotiated with a new vendor in hopes of avoiding expensive, repeat service calls. Repair costs for the 6/9/18 ramp incident will be charge to building repairs beginning in July, but these expenses should eventually be offset by an insurance claim reimbursement. 	

Agenda Item Cover Sheet

BOARD MEETING DATE:
August 14, 2018

Agenda Item: 4d

Capital Building Reconfiguration (230-4900-5200-0000):

- \$9,411.27 in capital expenditures in 230-4900-5200-0000 C/O & Improvements reflect the 2017 capital project for building reconfiguration. These transferred 2017 funds are not reflected in the budget amounts.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2018 June Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?: **Finance Committee**

General Ledger

Budget Status

User: kgoeltl
 Printed: 8/3/2018 - 12:23 PM
 Period: 1 to 6, 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	23,132.08	23,132.08	-14,132.08	0.00	-14,132.08	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	23,132.08	23,132.08	41,867.92	0.00	41,867.92	64.41
	Expense Sub Totals:	65,000.00	23,132.08	23,132.08	41,867.92	0.00	41,867.92	64.41
	Dept 4230 Sub Totals:	65,000.00	23,132.08	23,132.08	41,867.92	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	25,000.00	9,880.00	9,880.00	15,120.00	0.00	15,120.00	60.48
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	9,880.00	9,880.00	15,120.00	0.00	15,120.00	60.48
	Expense Sub Totals:	25,000.00	9,880.00	9,880.00	15,120.00	0.00	15,120.00	60.48
	Dept 4231 Sub Totals:	25,000.00	9,880.00	9,880.00	15,120.00	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	33,012.08	33,012.08	56,987.92	0.00	56,987.92	63.32
	Fund 120 Sub Totals:	90,000.00	33,012.08	33,012.08	56,987.92	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	90,000.00	33,012.08	33,012.08	56,987.92	0.00	56,987.92	63.32
	Report Totals:	90,000.00	33,012.08	33,012.08	56,987.92	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 8/3/2018 - 12:37 PM
 Period: 1 to 6, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0407	Transfer In-GO CO Bonds 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0408	Transfer In-CO Bonds 2008	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0409	Transfer In-GO CO Bonds 2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	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
230-0000-3910-0480	Transfer In-Capital Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R45 Sub Totals:		1,218,490.00	0.00	0.00	1,218,490.00	0.00	1,218,490.00	100.00
Revenue Sub Totals:		1,303,990.00	50,433.80	50,433.80	1,253,556.20	0.00	1,253,556.20	96.13
Dept 0000 Sub Totals:		-1,303,990.00	-50,433.80	-50,433.80	-1,253,556.20	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	219,762.95	70,573.14	70,573.14	149,189.81	0.00	149,189.81	67.89
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	3,863.31	3,863.31	-3,863.31	0.00	-3,863.31	0.00
230-4230-1112-0000	Sick Pay	0.00	6,526.25	6,526.25	-6,526.25	0.00	-6,526.25	0.00
230-4230-1113-0000	Vacation Pay	0.00	13,260.88	13,260.88	-13,260.88	0.00	-13,260.88	0.00
230-4230-1200-0000	Part Time Salaries	484,292.98	232,812.72	232,812.72	251,480.26	0.00	251,480.26	51.93
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	22,926.14	22,926.14	29,878.41	0.00	29,878.41	56.58
230-4230-1420-0000	FICA/Medicare	53,860.80	23,850.43	23,850.43	30,010.37	0.00	30,010.37	55.72
230-4230-1500-0000	Hospital / Medical	100,779.00	41,532.54	41,532.54	59,246.46	0.00	59,246.46	58.79
230-4230-1520-0000	Dental Insurance	4,147.60	1,484.33	1,484.33	2,663.27	0.00	2,663.27	64.21
230-4230-1540-0000	Life Insurance	650.00	342.72	342.72	307.28	0.00	307.28	47.27
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	417,584.92	417,584.92	498,712.96	0.00	498,712.96	54.43
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	1,481.20	1,481.20	3,018.80	0.00	3,018.80	67.08
230-4230-2113-0000	Reference	3,000.00	1,620.46	1,620.46	1,379.54	0.00	1,379.54	45.98
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	82.96	82.96	2,917.04	0.00	2,917.04	97.23
230-4230-2400-0000	Childrens Books	16,500.00	5,003.07	5,003.07	11,496.93	0.00	11,496.93	69.68

General Ledger

Budget Status

User: kgoeltl
 Printed: 8/3/2018 - 12:37 PM
 Period: 1 to 6, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-2401-0000	Adult Books - Fiction	20,000.00	5,615.54	5,615.54	14,384.46	0.00	14,384.46	71.92
230-4230-2402-0000	Audio	14,000.00	236.20	236.20	13,763.80	0.00	13,763.80	98.31
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	5,443.72	5,443.72	14,556.28	0.00	14,556.28	72.78
230-4230-2406-0000	Teen Books - Materials	5,000.00	1,241.80	1,241.80	3,758.20	0.00	3,758.20	75.16
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
	E10 Sub Totals:	105,400.00	26,522.16	26,522.16	78,877.84	0.00	78,877.84	74.84
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	775.40	775.40	5,724.60	0.00	5,724.60	88.07
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	229.20	229.20	1,270.80	0.00	1,270.80	84.72
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	1,503.40	1,503.40	3,496.60	0.00	3,496.60	69.93
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	383.50	383.50	1,116.50	0.00	1,116.50	74.43
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	7,000.00	2,652.39	2,652.39	4,347.61	0.00	4,347.61	62.11
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	1,468.25	1,468.25	18,531.75	0.00	18,531.75	92.66
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	7,310.48	7,310.48	39,194.52	0.00	39,194.52	84.28
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	1,370.59	1,370.59	129.41	0.00	129.41	8.63
	E20 Sub Totals:	2,525.00	2,394.57	2,394.57	130.43	0.00	130.43	5.17
E25	CAPITAL OUTLAY							
230-4230-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E35	DEPRECIATION							

General Ledger

Budget Status

User: kgoeltl
 Printed: 8/3/2018 - 12:37 PM
 Period: 1 to 6, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,070,727.88	453,812.13	453,812.13	616,915.75	0.00	616,915.75	57.62
	Dept 4230 Sub Totals:	1,070,727.88	453,812.13	453,812.13	616,915.75	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	56,390.59	27,411.66	27,411.66	28,978.93	0.00	28,978.93	51.39
230-4231-1100-0000	Overtime - Full Time	0.00	17.17	17.17	-17.17	0.00	-17.17	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,150.64	1,150.64	-1,150.64	0.00	-1,150.64	0.00
230-4231-1113-0000	Vacation Pay	0.00	2,339.42	2,339.42	-2,339.42	0.00	-2,339.42	0.00
230-4231-1200-0000	Part Time Salaries	34,726.18	12,267.04	12,267.04	22,459.14	0.00	22,459.14	64.67
230-4231-1410-0000	PERA	6,833.76	2,933.31	2,933.31	3,900.45	0.00	3,900.45	57.08
230-4231-1420-0000	FICA/Medicare	6,970.43	3,033.71	3,033.71	3,936.72	0.00	3,936.72	56.48
230-4231-1500-0000	Hospital / Medical	21,183.00	8,368.65	8,368.65	12,814.35	0.00	12,814.35	60.49
230-4231-1520-0000	Dental Insurance	757.80	315.75	315.75	442.05	0.00	442.05	58.33
230-4231-1540-0000	Life Insurance	116.00	62.40	62.40	53.60	0.00	53.60	46.21
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	57,899.75	57,899.75	69,078.01	0.00	69,078.01	54.40
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	1,716.57	1,716.57	1,283.43	0.00	1,283.43	42.78
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	542.00	542.00	258.00	0.00	258.00	32.25
	E10 Sub Totals:	5,200.00	3,517.08	3,517.08	1,682.92	0.00	1,682.92	32.36
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	554.00	554.00	946.00	0.00	946.00	63.07
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	13,775.65	13,775.65	21,224.35	0.00	21,224.35	60.64
230-4231-3601-0000	Natural Gas	12,000.00	6,620.11	6,620.11	5,379.89	0.00	5,379.89	44.83
230-4231-3703-0000	Building Repair Charges	12,829.00	13,214.83	13,214.83	-385.83	0.00	-385.83	0.00
230-4231-3707-0000	Maintenance Agreements	8,995.00	6,065.40	6,065.40	2,929.60	0.00	2,929.60	32.57
	E15 Sub Totals:	99,984.00	40,229.99	40,229.99	59,754.01	0.00	59,754.01	59.76
E20	MISCELLANEOUS							

General Ledger

Budget Status

User: kgoeltl
 Printed: 8/3/2018 - 12:37 PM
 Period: 1 to 6, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-4099-0000	Miscellaneous Charges	1,100.00	498.84	498.84	601.16	0.00	601.16	54.65
	E20 Sub Totals:	1,100.00	498.84	498.84	601.16	0.00	601.16	54.65
E25	CAPITAL OUTLAY							
230-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	233,261.76	102,145.66	102,145.66	131,116.10	0.00	131,116.10	56.21
	Dept 4231 Sub Totals:	233,261.76	102,145.66	102,145.66	131,116.10	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	50,433.80	50,433.80	1,253,556.20	0.00	1,253,556.20	96.13
	Fund Expense Sub Totals:	1,303,989.64	565,369.06	565,369.06	738,620.58	0.00	738,620.58	56.64
	Fund 230 Sub Totals:	-0.36	514,935.26	514,935.26	-514,935.62	0.00		

General Ledger

Budget Status

User: kgoeltl
Printed: 8/3/2018 - 12:37 PM
Period: 1 to 6, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	1,303,990.00	50,433.80	50,433.80	1,253,556.20	0.00	1,253,556.20	96.13
	Expense Totals:	1,303,989.64	565,369.06	565,369.06	738,620.58	0.00	738,620.58	56.64
	Report Totals:	-0.36	514,935.26	514,935.26	-514,935.62	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 Capital Release Request	
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: Release \$5,000 in 2018 capital funds allocated for plaster repair of the upper level ceiling.	
BACKGROUND/CONTEXT: <p>The funds requested for release are part of the 2018 Library Capital Outlay budget. The ceiling near the rotunda area on the upper level of the library is cracking and chipping and needs repair. The library had the cracked and chipped ceiling area examined. While it was determine that there are not any structural issues, the cracks and chipping on the ceiling do pose safety concerns and need to be repaired.</p> <p>Firms experienced in this work have been identified and will be contacted for estimates.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Budget Update	
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:	
<p>BACKGROUND/CONTEXT:</p> <p>At the May board meeting, the board was presented with a preliminary capital budget request for consideration and discussion. The board moved that the Facilities Committee be given authority to approve the 2019-2023 Capital Improvement Plan and 2019 Capital Outlay Request due to the City of Stillwater on May 25, 2018. A 2019 capital request of \$136,100 was submitted to the City.</p> <p>At the July board meeting, the board approved the 2019 operating budget request as proposed by the Finance Committee and staff with the addition of \$10,000 for the WCL IT services change. The requested Transfer In – General Fund was \$1,345,199.01, which represents an increase of \$126,709 or 10.4% from 2018.</p> <p>On July 25, Mark Troendle and Mary Richie presented the 2019 capital and operating budget requests to City Administrator Tom McCarty, Finance Director Sharon Harrison, and Assistant Finance Director Alison Egger. City staff listened attentively and asked good questions throughout the hour-long presentation. Next, Tom will look at all department requests, prioritize needs for the city as a whole, and present his recommendations at a City Council budget workshop at 3:30 p.m. on Tuesday, August 21. At this step of the process, the August 21 meeting will be more informational in that city staff will present a high-level overview of the financial picture and receive guidance from the Council, allowing them to refine recommendations for a future decision.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Special Use Permit for Events	
OWNER: Mark Troendle, Director	PRESENTER: Mark 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: <p>On July 17, 2018, the City Council approved an ordinance amendment to allow outside events by Special Use Permit (SUP) in the PA, Public Administration/Institutional Zoning District, which is how the library is zoned. Rental of the library’s terrace, completed in 2006, was anticipated to generate revenue for the library; however, the zoning code did not specifically allow for outside events in the PA District. To resolve the situation, the Council approved the ordinance amendment last month and then the library submitted an application for a SUP to allow outside events to continue to be offered. Materials submitted included an application form, application fee, narrative outlining the request and justification as to how its use conforms to the Zoning Code and other lawful regulations and plans, site plan, and relevant policy and procedural documents. These application materials were considered by the Planning Commission on August 8.</p> <p>After much discussion, the Planning Commission approved the library’s SUP request (six votes in the affirmative and one opposed) with 10 conditions. Eight conditions were part of the city’s recommendation, while two new stipulations were added. There is a 10-day appeal period in which anyone who has an interest in the request may appeal the decision of the Planning Commission.</p> <p>The complete list of conditions is as follows:</p> <ol style="list-style-type: none"> 1. On Fridays and Saturdays outside events must end by 11:00 pm (outside clean-up must be completed by 12:00 midnight). Sundays through Thursdays, outside events must end by 9:00 pm (outside clean-up must be completed by 10:00 pm). The Library Board may make an exception to the Sunday through Thursday outside ending time, but in no case can the outside event run later than 10:00 pm (outside clean-up by 11:00 pm) unless the City Council grants an exception. <ol style="list-style-type: none"> a. On July 4th of each year the library will be allowed to host its “Light a Spark” event on the terrace. If the event falls on a Sunday through Thursday, amplified sound will be allowed until 10:30 pm and clean-up will be allowed until 11:30 pm. 2. The renter shall submit a noise deposit fee as set by the Library Board prior to the event. This deposit will be returned after the event only if there have been no infractions of the library noise procedures or the city nuisance ordinance related to noise. 3. DJs, musicians, and any other performer who provides amplified music/sound for the renter must be instructed by the Library Venue Coordinator of the city’s nuisance ordinance related to noise and the Library Board’s strict policy and procedures on noise. The renter must be given a copy of the City of Stillwater code that pertains to noise and instructed about the decibel levels within compliance and penalties incurred for noncompliance. 	

Agenda Item Cover Sheet

4. DJs, musicians, and any other performer must honor requests from the Library Venue Coordinator, on-site security officer, library staff, or Stillwater police for reduction of music/sound levels. The library retains the right to end the play of music at any time if a request to reduce the volume levels is not obeyed. The library retains the right to determine reasonable volume, amplification, and bass levels, but in no case may that exceed the standards established in the city nuisance ordinance.
5. DJs, musicians, and any other performer must keep the sound volume levels within the limits established in the City of Stillwater nuisance ordinance. All requests for reduction of music/sound levels from the Library Venue Coordinator, on-site security officer, library staff, or Stillwater police must be obeyed.
6. All outdoor amplified music/sound must end no later than 10:00 p.m. on Fridays and Saturdays. On Sundays through Thursdays, all outdoor amplified music/sound must end no later than 8:00 p.m. unless a special allowance has been approved by both the Library Board and City Council.
7. All vendor vehicles must be parked in the designated area for efficient loading and unloading of event materials. Noise from carts, dollies, and hauling of equipment should be done as quietly and respectfully as practical.
8. Vendor staff must be instructed by the Library Venue Coordinator or other library staff that the library is located in a residential neighborhood and they need to conduct themselves accordingly.
9. The library is annually limited to 30 outside events with DJs, musicians, or performers who provide amplified music/sound.
10. This SUP will be reviewed by the Planning Commission on an annual basis.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Plan</p>	
<p>OWNER: Mike Keliher, President Mark Troendle, Director</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: Action is requested to determine how to move forward with strategic planning. Options include but are not limited to: (1) Identify a preferred consultant from among those interviewed and negotiate a contract; (2) Start the process over with a revised RFP; or (3) Devise an internal planning process.</p>	
<p>BACKGROUND/CONTEXT: On the evenings of June 27 and 28, 2018, the Trustees interviewed the four short-listed strategic planning firms of Consensus, Encouragetech, Maverick & Boutique, and WiLS. On July 10, 2018, the trustees discussed the firms, their proposals and presentations. As none of the interviewed firms generated consensus from the board, the board moved to invite the three firms of Aurora Consulting, Sarah Keister Armstrong & Associates, and CO2 Partners for an interview and submittal of cost proposals. These three firms were interviewed on August 1, 2018.</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: Director Evaluation Task Force	
OWNER: Director Evaluation Task Force	PRESENTER: Bell, Lockyear
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: Report on meeting with Donna Robole, City of Stillwater HR Director.</p> <p>The Director Evaluation Task Force met with Donna to review the Director’s Evaluation process and forms. She made two suggestions to be considered for future changes to the process.</p> <ol style="list-style-type: none"> 1. Use the areas of competence* noted on the Annual Review Form to give more direct guidance to the Director and Trustees when developing annual SMART goals by requiring “core competences” to be demonstrated in at least two of the annual SMART goals. 2. Donna recommended a slightly different wording for the last sentence in the process document relating to salary increases. <p>After meeting with Donna, the task force recommends that the current, adopted process and forms be used for one year to determine whether or not changes should be made.</p> <p>*Areas of Competence (Core Competencies) noted on the Annual Review Form</p> <ul style="list-style-type: none"> • Relationship building - professional/peers, staff, management and board • Financial responsibility and oversight • Community relations • Facilities management 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Performance Evaluation for Director & Forms – Reviewed July 10, 2018 Library Director Evaluation Process – Adopted July 10, 2018	
PREVIOUS ACTION ON ITEM: Discussed at June 12, 2018 meeting. Director evaluation plan adopted at July 10, 2018 meeting.	
REVIEWED BY COMMITTEE?: Yes, Director Evaluation Task Force	

Performance Evaluation for the Director

Date last reviewed by board: July 10, 2018

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

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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

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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
Date amended by board: May 14, 2013, March 10, 2015, July 10, 2018
Date last reviewed: July 10, 2018

One of the duties of the Stillwater Public Library Board of Trustees under its bylaws is to evaluate the library director on a regular basis. The board may delegate the evaluation of the library director to an officer of the board, but the board is not required to do so. 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 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.
 - 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.

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- 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.
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.
3. At the 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 evaluation summary, the final 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; 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.

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: August Grant Requests</p>	
<p>OWNER: Troendle, Library Director</p>	<p>PRESENTER: Troendle, Library Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve grant request of \$2,500 for Adult Programming from the Foundation or Friends.</p>	
<p>BACKGROUND/CONTEXT: The library has been enhancing adult programming over the past few years. Staff has received positive feedback about the increased number and variety of programs offered. Applying for a grant will help us schedule programs throughout the year. The Library Board has stressed partnerships as a way to bring residents into a closer relationship with their library. For the library to work in cooperation with others and produce quality programming, a stable source of funding is helpful. For example, we are again working with AAUW (American Association of University Women) on a series of programs that may be of interest to all Stillwater residents. We are already starting to look at programming in conjunction with ArtReach for the next Big Read. We also have classes scheduled with the Loft Literary Center, which have traditionally been filled to maximum capacity. With the staffing changes happening in Public Services, the subject matter of our adult programming and new partnerships are expected to expand.</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: Washington County Library/IT Services Update	
OWNER: Mark Troendle, Director	PRESENTER: Mark 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: <p>A meeting to clarify the provision of technology-related services by Washington County to the Stillwater Public Library has been sought for some time, with City IT Manager Rose Holman leading the effort. On August 6, 2018, the first in-person meeting since last December took place. Renee Heinbuch, Director of Information Technology for Washington County, along with several of her staff, and Washington County Library Director Keith Ryskoski met with the three-person City of Stillwater IT staff, Keri Goeltl, and me.</p> <p>Currently, the city provides service for staff computers while the county has oversight of the public terminals. Washington County is suggesting future service support may need to be provided either entirely by the county or city, which is a significant change from the current arrangement and would take time to accomplish in an orderly fashion. If Washington County were to assume responsibility for both areas, they would develop a new agreement with a fee-based structure for the provision of IT services and support. The options need further investigation. The city has asked that the current level of support be maintained until the details of any possible transition can be explored, conclusions reached, and solutions implemented in phases. Additional meetings will be scheduled.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

The City Council, at its July 17 meeting, approved the appointments of two new trustees (Bethany Cox and Sharon Hollatz) to the library board to fill the unexpired terms of Sheri Lunn and Doug Menikheim. The council also unanimously approved the second reading of a zoning text amendment to an ordinance that will allow outside events to occur in the Public Administration (PA) district by Special Use Permit (SUP). Next, I applied for a SUP on behalf of the library, which involved completing an application form, drafting a narrative outlining the request, attaching a site plan, and providing relevant policy and procedural documents. The library's application will be reviewed by the Planning Commission on August 8.

I'm pleased to report that Lori Houston has a new title and position, Circulation Services Lead. Lori brings to the role years of experience in this library, a focus on customer service, and a master's degree in library science. Previously, circulation staff reported to the Assistant Director or, more recently, to the Director. When Jody Vasilakes retired as the Circulation Services Lead in July, it was an appropriate time to implement the phase of the staffing realignment plan that calls for team members with circulation and reference tasks to share and benefit from having the same supervisor, the Information Services Supervisor. By integrating the two teams more closely, communication will also be enhanced and streamlined. On a related note, work on a new job description (to fill the void of the vacant Assistant Director position) and accompanying job analysis questionnaire will be finished in August for review and scoring by the city's classification and compensation consultant.

Two meetings took place with a representative from Bibliotheca, which is the company that maintains the library's self-checkout kiosks and automated materials handling (AMH) system. Initially, Bibliotheca stated that the company planned to upgrade the AMH operating system to Windows 10, and any legacy systems, which is how they refer to our four-year-old AMH because it was manufactured by a division of 3M that was later acquired by Bibliotheca, would not have a path forward permitting such an upgrade. The library is not satisfied with this response and is working with both city IT and the company to find alternatives, which need to be identified by next spring for budget purposes.

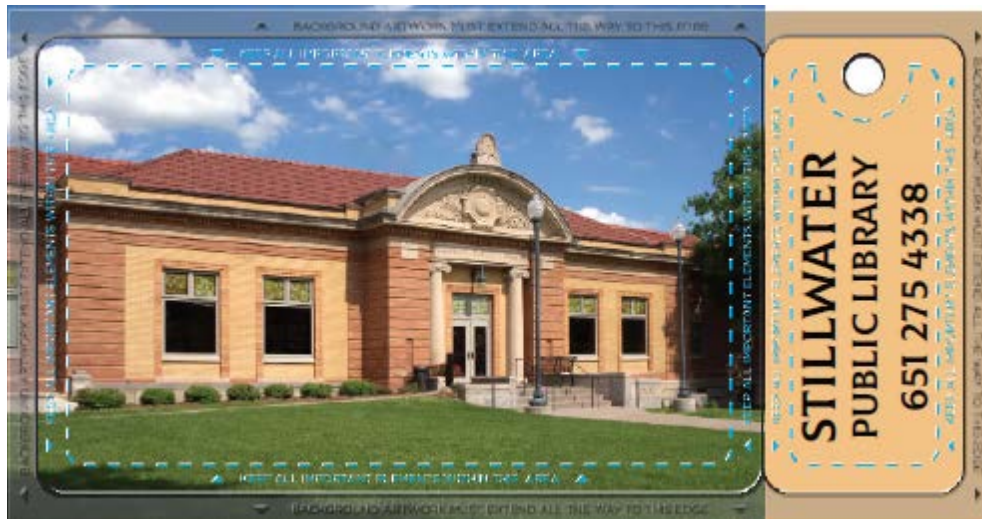
Mary Richie and I presented the library's 2019 operating and capital funding requests to City Administrator Tom McCarty, Finance Director Sharon Harrison and Assistant Finance Director Alison Egger on July 25.

I attended the July 4 Light A Spark celebration with my wife and had the pleasure of talking with a number of library supporters I hadn't yet met. The Foundation was ready with contingency plans given the unpredictability of the weather, but the skies cleared by late afternoon and it was an enjoyable evening. Unbeknownst to the guests, the library experienced some lighting glitches earlier that day as well, which stemmed from the parking ramp incident of June 9, but Maintenance Worker Marvin Henry assisted with overriding the affected relay switches so that the event could carry on as usual.

After Office Specialist Keri Goeltl determined trustee availability for another round of interviews with strategic planning consultants, I worked with the consultants on the logistics and related details of the interviews, which took place August 1.

As part of the Stillwater Public Library Foundation's strategic planning process, three committees have been formed to work on these specific areas: Leadership, Engagement and Fundraising, and Impact. I am serving on the Impact team, which met twice in July to discuss goals and objectives.

Looking ahead, September is Library Card Sign-up Month. As a tie-in to help promote the library and the many resources provided, we will unveil a newly designed library card that will come in a two-piece set featuring a traditional-sized card and a smaller keychain card. Even with this added feature, these cards cost less to purchase compared to a reorder of the existing version. Patrons who want the new design won't be able to keep their current account number because the cards come with pre-printed barcodes. Professional photographer and Foundation member Nick Gorski volunteered his time to assist the library with the design elements and layout to create an appealing image. The working template is below, though the actual card will not have visible dashed lines.



Another future item of note is that the city will be implementing a technology upgrade on Saturday, September 15 that will have ripple effects on the library. For instance, we will be without regular phone service and most staff computers for much or all of the day. Public computers, Wi-Fi, and self-checkout machines are not part of the scope of this work and will be available. Staff is coordinating with the city to minimize the impact on operations as much as possible. We also have identified an option to provide a temporary, alternate number that the public will be able to call to reach public service staff. City IT has, as always, been tremendously helpful and collaborative in their approach. The library is discussing ways to turn this into a fun opportunity as we plan how we'll inform the public.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

July Programs

- Make a Wet Felted Coaster had 15 crafters attend.
- Marvelous Mandalas on July 13 was over the anticipated attendance of 12, but the instructor gracefully accommodated 20.
- Road to Stardom: Southern Minnesota's Highway 14 and Three Great Children's Book Creators who Grew Up Along It! Brought in 20 children's book enthusiasts attend.
- Concert on the Terrace with Roe Singers on July 19 jammed out to 38 people.
- Artist Reception - Charlotte Schuld, Jamais vu: To See Anew had 30 gallery attendees.
- Suminagashi hit the max number of attendees with 12.
- Moving Target Mystery Book Club on July 25 also had 12 readers.

Collection

- At Keri's suggestion, Aurora investigated the pricing of standing orders. The library uses standing orders for items published on a yearly basis, like travel guides, computer manuals, and some "reference" items. Aurora found that Brodart charges much less than our current vendor for shipping. Future standing orders will be moved from Baker & Taylor to Brodart.

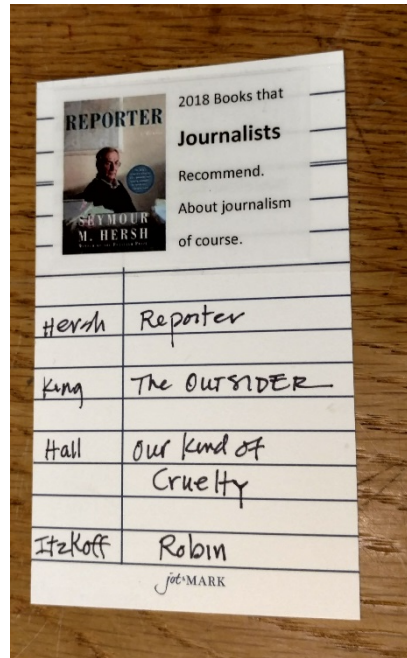
Reference

- Aurora is working on ways to simplify the ILL process for both MNLINK and OCLC (which allows patrons to borrow items from 1,000s of willing libraries worldwide). The previous process required repeated use of the physical delivery system instead of online systems, delaying the holds a few extra days.
- One of the quarterly reference surveys was conducted during the month of July. The reference survey demonstrated how the reference has evolved in addition to being required on the state report. This survey also means that for survey week, reference staff not only answers questions, but fills out a short survey about each question.
- With the Public Services Desk being the outlet for all summer reading, staff has even more interaction with patrons. Circulation staff has taken an increasing role in rewarding children as they turn in their forms.

Reader's Advisory

- Staff wanted to note a successful reader's advisory task that while provided regularly, increased during the summer: the cart of "suggested" titles that sits on the mezzanine. The cart has needed more regular staff work to be replenished. Staff finds this a compelling way to guide readers to titles that may be only a few years old, but might have fallen out of notice by media outlets and no longer appear on a bestseller list.
- Additionally this summer, a feature of the Summer Reading Program has been book bags containing three books on a theme. Staff reports they are being used much more heavily than last year.

- Booklists were created to play on traditional catalog cards got attention from visiting library staff, as shown below.



- Staff has noticed that since the combined desk is located near the Teen area, they've had an increased number of questions about what the next best teen read might be.

Partnerships/Outreach

- Aurora attended Literature Lovers' to get a chance to reach a new crowd with information about the Summer Reading Program.
- Aurora attended an Operations meeting at Washington County to learn about the number of changes they've made that may affect Stillwater patrons.
- AAUW is partnering with the library once again on programming. Karen will be taking the lead on the partnership.

Personnel

- Jody Vasilakes finished her last day at the Stillwater Public Library on July 19th.
- Aurora began supervision of the Circulation Services Lead and started working with Lori Houston and on her transition into the role.
- Lori and Aurora reviewed applications for Substitute Circulation Assistants and interviews were scheduled for the first two weeks of August.

PR

- Staff were reminded that the atmosphere they create in the building is something special when a substitute librarian from another system took some time to photograph several of the areas of the library she found compelling.
- Sue received a compliment on the bulletin boards above the self-checks and the eye catching designs of the library programming posters.

Technology

- Aurora worked on updating the domain and moving to a more secure website. This transition has proven especially convoluted and is still in process.

Upcoming

- The library is going to screen a movie adaptation of Neither Wolf Nor Dog on a September date to be determined.
- Moving Target Mystery Book Club will take place on September 26.

Report from the Youth Services Supervisor, Angela Petrie

Programming for Youth and Families

July 2018 program attendance was up 100% over July 2017. Of course, there are different reasons why that happens, but staff have commented that the library seems busier than it has been in years. At summer's end, we'll run some comparative reports. Here are the July program numbers:

- *Storytime* – 324 people attended nine storytime sessions.
- *Teens Teach STEM to Kids* – 37 kids attended eight sessions, two per week.
- *White Bear Center for the Arts Class* – 40 kids attended two classes (owl sock sculptures and sunflower circle weaving).
- *Art Cart* – 52 kids and their families attended three themed sessions.
- *Brodini Magic Show* – The show was hilarious. Reactions were over the top! The last time Graylyn performed at the library was 13 years ago, and he said he has fond memories and was glad to return.
- *Family and Friends Movie Day* – 13 viewed “*A Wrinkle in Time*” with popcorn and lemonade.
- *Paws to Read* with Bella – 9 readers came to two sessions.
- *Songwriting Camp with James Hersch* – 58 campers total over three days.
- *LEGO Build* – 18 young engineers built LEGO creations in this open build.
- *Creative Book Club* – 21 readers attended over three days. Activities were loosely based on a Jack and the Beanstalk themed graphic novel.
- “*Reading Takes You Everywhere*” *Scavenger Hunt* – 110 completions.
- *Harry Potter Day* – An estimated 300 people attended this three-hour event (more details below).
- *Teen Maker Monday* – 46 teens attended five after-school sessions where they explored working with an electric die cut machine, typewriter, button maker and circuitry software.

Programming Highlights

In celebration of the 20th anniversary of the publication of the first Harry Potter book in the U.S., we researched, planned and prepared activities that have been popular in other public libraries which see a different volume and variety of people than at a celebration such as a birthday party, for example. There are a plethora of ideas for any type of Harry Potter gathering. People started arriving early, ready for fun. Staff wore costumes to add to the festivities. Activities included:

- Wand making with Professor McGonagall
- *Hogwarts and Hippogriffs* art class with Artistry MN
- Owl presentation with Warner Nature Center naturalist
- Potion making class with Professor Snape
- Quidditch on the front lawn
- Family crest design
- Mandrake seek-n-find with Professor Sprout
- *Would You Rather?* – the Harry Potter version
- Butterbeer tasting in the gallery café
- Screening of the Sorcerer's Stone
- Display of Harry Potter LEGO collectibles (on loan from Aurora's kids)

Upcoming Stand-Alone Programs

August 8 – Marker Tie-Dye Bandana Art with White Bear Center for the Arts (fully booked)

August 9 – Songwriting Camp Concert and CD Release Party

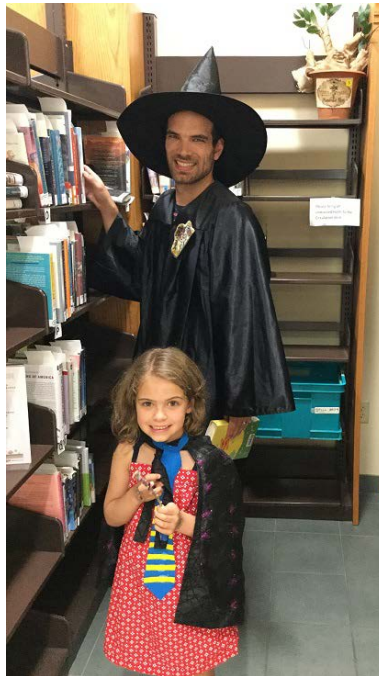
August 10-11 – Creative Book Club Mini Camp for Teens

August 16 – Play & Learn: Dino Dig and LEGO Build

August 22 – Preschool Yoga Storytime

August 29 – Rockets and Aliens: To Infinity and Beyond with The Storyman from England

Here are a few pictures from Harry Potter Day:



Claire Danielson, our volunteer greeter!



Coach Lindy leading a riotous game of Quidditch



Harry Potter Clue with a butterbeer tasting in the background

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES

May 25, 2018

Corrected June 29, 2018

MEMBERS PRESENT: Doug Blanke, Nick Gorski, Dustin Moeller, Merilee Read, Fred Rengel, Kathy Thueson, Ann Wolff, Shawn Glaser, Abby Dean, Carol Stabenow, Mark Troendle
OTHERS: Keri Goeltl

WELCOME:

Board President Fred Rengel called the meeting to order at 7:45 am. Fred announced that Mary Quickel has stepped down as a Board Member.

SECRETARY'S REPORT:

Merilee moved that the minutes for the April 2018 Board Meeting be approved as written. Ann seconded the motion, and it was unanimously approved.

FINANCE COMMITTEE & TREASURER'S REPORT:

Dustin reviewed the April 2018 Financial Reports. The Foundation continues to be on sound financial footing. The 2018 Balance Sheet remains strong in comparison to the 2016 report. He reminded the Board that 2017 was an unusually lucrative year and 2018 reflects the consistent trends of the past.

Dustin suggested that Board members continue to encourage existing and prospective donors to consider a bequest to the library as part of their estate planning.

LIBRARY DIRECTOR'S REPORT:

Mark reported on several upcoming library updates:

- 1) Building and facility
 - a. The **wooden trellis on the** terrace pergola will be replaced. Details and expenses are pending. A start date of November is being planned.
 - b. Terrace railings have been repainted
 - c. Roof repairs are completed
 - d. Parking garage has been cleaned
- 2) Summer reading program will begin June 2nd.
- 3) SPL staff member, Susan Fremming will retire on June 1st
- 4) The library will be closed May 28 in honor of Memorial Day
- 5) Please refer to the report from the Information Services Supervisor, Aurora Jacobson, in your packet, regarding Adult Programming and the Reference Desk activity
- 6) Check out the report from Angela Petrie, Youth Services Supervisor, describing the April programs, outreach and partnerships included in your May packet

TRUSTEE'S REPORT:

Mark reported for Mary Richie.

- 1) There is a vacancy on the Board of Trustees. The posting is on the website and will close June 18th at 4:30 pm.
- 2)
- 3) Please refer to the Board of Trustees meeting minutes included in your packet for detailed information.

DEVELOPMENT AND MARKETING:

- 1) Ann encouraged Board members to share the Annual Report with prospective donors.
- 2) Ann spoke to two Lakeview Hospital Board members, encouraging them to consider a Lakeview Foundation donation toward the installation of hearing loops in the children's area and the conference room of the library.
- 3) Ann met with Mayor Ted Kozlowski to explore different ideas to promote the library in the community.
- 4) Raising awareness by encouraging the community as well as contacting our local political representatives would be a positive way to increase donations.

STRATEGIC PLANNING DRAFT:

- 1) Fred thanked Keri Goeltl for all she has done to make the process flow so well.
- 2) Gary Kelsie from the St. Croix Foundation facilitated the task force process. Fred was grateful for Gary's expertise and leadership.
- 3) Please refer to your May Board packet for the breakdown of the Strategic Planning Task Force process.

LIGHT A SPARK PLANNING:

- 1) Ann reported that \$41,000 has been collected so far from donors.
- 2) Donors are recognized throughout the library.
- 3) Entertainment, Promotions, Food and Beverages, Ticket Sales, Terrace Preparation and Cakewalk donations are in progress and on schedule.
- 4) Merilee and Kathy asked all Board members to consider participating in the promotion of Light a Spark by agreeing to distribute posters and to give a small cash donation for the purchase of cakes for the cakewalk.
- 5) Set-up and take-down will be July 3rd and 5th. All are welcomed.

DONOR APPRECIATION EVENT SEPTEMBER 25TH:

- 1) Fred reported that Mark Seely will be the guest speaker.
- 2) All Board members are encouraged to be a part of this evening and to meet by 6:30 pm to welcome guests.

STYLE SPEAKS VOLUMES:

Carol reported that four authors have agreed to participate in this popular November event. More authors are being invited, and Board members can make suggestions to Carol.







































The meeting was adjourned at 9:00 am

Respectfully submitted,
Kathy Thueson

E-MAILS FOR MAY '18 MEETING

DATE	SENDER(S)	SUBJECT
5/1/18	Fred, Jean, Sandy	Donor Event, LsS Sponsors, Useful Links
5/13/18	Jean	Minutes for the Apr. '18 Board Meeting
5/23/18	Fred	Agenda for 5/25/18 Meeting

Documents on Google Drive (drive.google.com) for May, 2018

	A SPLF Board Meeting Agenda April 27, 2018 - Copy (2).docx 	Keri Goeltl	Apr 26, 2018
	A2_March '18 Minutes.pdf 	Keri Goeltl	Apr 26, 2018
	A3a Finance Copy of 2018 03 March Balance Sheet.pdf 	Keri Goeltl	Apr 26, 2018
	A3b Finance Copy of 2018 03 March P&L Prv Yr Comparison.pdf 	Keri Goeltl	Apr 26, 2018
	A3c Finance Copy of 2018 03 March P&L YTD Comparison.pdf 	Keri Goeltl	Apr 26, 2018
	A3d Finance Copy of 2018 03 March P&L Budget v Actual.pdf 	Keri Goeltl	Apr 26, 2018
	A3e Finance Copy of 990 no sch B.pdf 	Keri Goeltl	Apr 26, 2018
	A4a 2018-03 Information Services Report - mt edits.docx 	Keri Goeltl	Apr 26, 2018
	A4b March 2018 YSS Report - mt edits.docx 	Keri Goeltl	Apr 26, 2018
	A4c 05 May Calendar.pdf 	Keri Goeltl	Apr 26, 2018
	A4d Copy of A2b 2018-04 Adult SRP.pdf 	Keri Goeltl	Apr 26, 2018
	A4e List of Awards and Grants_2018.xlsx 	me	Apr 26, 2018
	A4e List of Awards and Grants_2018.xlsx 	Keri Goeltl	Apr 26, 2018
	A7 Top Fundraising Blogs.doc 	Keri Goeltl	Apr 26, 2018
	A10a Copy of LAS 2017 v 2018.docx 	Keri Goeltl	Apr 26, 2018
	A10b LAS Sponsors 2018.xlsx 	me	Apr 26, 2018
	A10b LAS Sponsors 2018.xlsx 	Keri Goeltl	Apr 26, 2018
	APRIL SPLF Board Packet.pdf 	Keri Goeltl	Apr 26, 2018
	Version 2:Corrected March '18 Minutes.pdf 	Keri Goeltl	May 2, 2018

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES

June 29, 2018

Corrected Version 7/16/18

MEMBERS PRESENT: Mark Troendle, Abby Dean, Shawn Glaser, Nick Gorski, Lisa Howe, Dustin Moeller, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Kathy Thueson, Ann Wolff OTHERS: Keri Goeltl

WELCOME & INTRODUCTIONS:

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

SECRETARY'S REPORT:

The minutes for the May 25, 2018 Board meeting were corrected to read: "Library Director's Report #1a - The wooden trellis on the terrace pergola will be replaced." The "6/18 Corrected May '18 Minutes" will be sent with the June minutes. The May minutes were approved as corrected.

FINANCE COMMITTEE & TREASURER'S REPORT:

Dustin reported that the Finance Committee is discussing the cost of adding a part-time executive director and part-time staff person for the Board and is exploring various possibilities and resources to fund the positions.

He reviewed the May, 2018 Financial Reports and indicated that the Profit & Loss Previous Year Comparison is likely to show an increase in 2018 in comparison to 2017. (See financial reports in Google Docs.)

Dustin encouraged Board members to continue to develop relationships with donors and potential donors.

LIBRARY DIRECTOR'S REPORT:

Mark reported-

- the terrace pergola is in no imminent danger - bracing options are in place until it is repaired
- the parking ramp was damaged when a mobility bus which was too tall hit the ceiling and caused damage which is being assessed
- a light pole was hit by a car
- the brick pavers in the parking lot will be replaced after Labor Day with material that is yet to be determined
- employee, Susan Fremming, has retired - a substitute is working in her position until her replacement is available
- the Trustees will interview four firms to select a finalist from those that submitted RFPs to assist with the development of the next SPL Trustees' Strategic Plan
- three individuals have applied for the vacant Trustee position which will be filled in the Fall

- the grant application to the Union Pacific was not successful - the information used in the application may be useful for future grants
- a new design for the library cards is being created
- Dean Magraw's musical program on the terrace was successful
- the SPL "Shelf Life" will be sent to Stillwater residents with the July City newsletter

VENUE COORDINATOR CONTRACT RENEWAL:

Fred shared that Sandy looks forward to continuing in her position as Venue Coordinator. At this time, all are in agreement about and are mindful of the policies/procedures of the SPL that must be followed by facility renters. The contract now reads that the Venue Coordinator reports regularly to the Library Director.

TRUSTEES' REPORT:

- Mark reported on behalf of the Trustees
- a review of the director evaluation process is underway
- the Trustee committee short-listed the consultant for the strategic planning process
- the 2019 operating budget is being developed

DEVELOPMENT & MARKETING:

Ann emphasized the importance of hospitality and greeting people in the process of developing and acknowledging donors. She explained the plan for thanking guests who attend LaS and asked that interesting anecdotal information shared at the event be sent to Keri for possible future publicity. She requested that Board members provide permission so that pictures of them could be used in publicity, also.

Nick explained that he was planning a strategy for photography of Light a Spark.

STRATEGIC PLANNING:

Fred reviewed the status of the Strategic Planning process as described on the overview chart/worksheet. The motion was made to approve the proposed Vision and Mission Statements for the Strategic Plan. Following discussion, the motion was unanimously approved.

The three areas of focus and their potential goals and objectives were explained. Then next step in the planning process is for the discussion groups to work on developing goals and objectives for their respective areas. (See links in Google Docs.)

The TED Talk "How Great Leaders Inspire Action" was viewed and discussed. (You-tube Video available for viewing on-line.)

EVENTS:

Light a Spark - Kathy and Merilee provided an update and said that details are in order for the event. They shared the timeline for preparations on July 3 & 4 and clean-up on July 5. All Board members are encouraged to participate in set-up, the evening festivities, and clean-up as they are available and able.

Donor Appreciation - Mark Seeley will be the speaker for the event which will be held in the Margaret Rivers Room on the evening of September 25.

Style Speaks Volumes - The last of the author/models are being secured and plans continue to move forward for the event.





















The meeting adjourned at 9:00 a.m.

Respectfully submitted,
Jean Morse, Secretary

E-MAILS FOR JUNE '18 MEETING

DATE	SENDER(S)	SUBJECT
6/4/18	Jean	Minutes for May '18 Meeting
6/28	Fred	Agenda for June Board Meeting

Documents on Google Drive (drive.google.com) for June

	A_SPLF Board Meeting Agenda June 29, 2018.docx 	Keri Goeltl	Jun 28, 2018 Keri Goeltl	15 KB
	A2_May '18 Minutes.pdf 	Keri Goeltl	Jun 28, 2018 Keri Goeltl	173 KB
	A3a_Copy of 2018 05 May Balance Sheet.pdf 	Keri Goeltl	Jun 28, 2018 Keri Goeltl	14 KB
	A3b_Copy of 2018 05 May P&L Prv Yr Comparison.pdf 	Keri Goeltl	Jun 28, 2018 Keri Goeltl	38 KB
	A3c_Copy of 2018 05 May P&L YTD Comparison 2.pdf 	Keri Goeltl	Jun 28, 2018 Keri Goeltl	35 KB
	A3d_Copy of 2018 05 May P&L Budget v Actual.pdf 	Keri Goeltl	Jun 28, 2018 Keri Goeltl	37 KB
	A4a1_SPLBoardMinutes_2018 05 08.docx 	Keri Goeltl	6:51 AM Keri Goeltl	34 KB
	A4b_May Information Services Report.docx 	Keri Goeltl	6:52 AM Keri Goeltl	26 KB
	A4c_May 2018 YSS Report.docx 	Keri Goeltl	6:52 AM Keri Goeltl	410 KB
	A8_Vision Mission Goals for Board Review 2018 06 29.d... 	Keri Goeltl	Jun 28, 2018 Keri Goeltl	76 KB

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Update	
OWNER: Mark Troendle, Director Facilities Committee	PRESENTER: Mark 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:	
<p>BACKGROUND/CONTEXT: The Facilities Committee met on August 1, 2018, and the following maintenance and repair-related items were discussed:</p> <ul style="list-style-type: none"> • In the past month, additional bracing of the pergola has been implemented to stabilize the glulam beams comprising the trellis. It will continue to be monitored and further action taken, if needed. A draft memo inviting the submittal of estimates from contractors to replace the pergola’s trellis was reviewed and modifications were discussed. When the revisions have been completed, the request for estimates will be released. • Painting of exterior railings is nearly complete. The painter will return by mid-August to finish work on the south side of the library and touch-up other areas. • Tim Moore, Public Works Superintendent for the City of Stillwater, examined the light pole struck by a vehicle and advised that our custodial staff should fill the gap between the base of the structure and the surrounding soil created when the pole was knocked off-center in the collision to prevent water intrusion. He did not advise that we move the entire base back into its prior position because it is anchored deep into the ground and is stable. • A list of repairs that have been completed or are in-process stemming from the June 9 parking ramp damage was reviewed. The library has had difficulty finding contractors for certain repairs, but substantial progress is being made. • Alley pavers will be replaced sometime after Labor Day weekend. No specific days have been identified. The city and library will continue to be in communication on this topic. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater



Public Library

2018 LIBRARY BOARD

Members	Date Appointed	Term Expires
Maureen Bell	9/17/2013; Unexp term of DeFord; '14 - 1st Full Term; '17 - 2nd Term	12/31/2019
Gregg "Spike" Carlsen	9/17/2013; Unexp term of Dickinson; '16 - 1st Full Term	12/31/2018
Bethany Cox	7/17/2018; Unexp term of Lunn	12/31/2019
Paula Hemer	5/6/2017; Unexp term of Otte	12/31/2018
Sharon Hollatz	7/17/2018; Unexp term of Menikheim	12/31/2020
Lisa Howe	1/1/2018; '18 - 1st Term	12/31/2020
Mike Keliher	12/20/2011; '12 - 1st Term; '15 - 2nd Term; '18 - 3rd Term	12/31/2020
Pat Lockyear	1/2/2018; Unexp term of Hansen	12/31/2019
Mary Richie	12/18/2012; Unexp term of Sandstrom; '13 - 1st Full Term; '16 - 2nd Term	12/31/2018

Council Liaison:

Doug Menikheim

Committee Rosters:

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

Director Evaluation Task Force: Lockyear, Bell

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, 8:00 pm 23: COS Boards & Commissions Picnic, 5:00 PM, Pioneer Park 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