

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, September 11, 2018**

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 August 14, 2018 Minutes +
 - b. Acknowledgement of Bills Paid in August 2018 (8/21/18: \$15,967.51) +
 - c. 2018 July Budget Status Report +
 - d. Capital Release Request: Charging Station
 - e. Wage Ratification

Old Business

5. Special Use Permit for Events I+
6. Washington County Library/IT Services Update I+
7. Strategic Planning Consultant Contract A+
8. 2019 Budget Update A+

New Business

9. Foundation Grant Request: Huelsmann A+
10. Director's Performance Evaluation (Closed Session) D+
11. Director's Placement on Grid A+

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

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, September 10, 2018.

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

#=Document Distributed Previously Attachments: 2018 Calendar

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 14, 2018
Minutes**

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

ABSENT:

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 8:00 pm by Keliher, President

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt the agenda as amended.

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 reported that new information was received from the city that afternoon regarding the 2019 budget requests. For the capital budget, the City Administrator will propose a request of \$100,000 for the library. The library's original request was \$136,600. For the operating budget, the City Administrator will propose a transfer in to the general fund of \$1,288,700, which represents a 5.8% increase. The library's original request was a 10.4% increase. The operating budget will be adjusted by approximately \$56,000.

Troendle discussed that the operating budget was planned in stages. Initially, fixed costs and realistic projections of building maintenance costs were determined as baseline, resulting in a 5.4% increase. The proposed increase of 5.8% is slightly over this baseline. This means that the costs of adding the Youth Services Associate position, increasing the Information Services Supervisor to full-time, WCL/IT funding, and fully funding Sunday Hours are not included within the proposed city budget. The library will need to determine which items to keep in the budget, which items to cut, the anticipated use of existing supplemental funds, and requests to the Friends and Foundation for support.

Troendle reported that the largest item in the capital budget is the pergola. Bids are anticipated by August 31, 2018. There are also some possibilities in delaying other capital projects until 2020, including self-checks or the replacement of the copier/printer.

The city has requested a revised capital budget by Friday, August 17. The library has not been informed of the deadline for operating adjustments, but revisions are likely needed prior to the city council budget work session on Tuesday, August 21, 2018.

*Note: The notation MSP is used in instances of unanimous approval of a motion.
In the event of division, the vote of each trustee voting will be recorded.*

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
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Minutes**

Troendle asked if the Finance Committee would like to meet to review the adjusted budgets. Richie requested that staff prepare a draft of the proposed changes and share with Finance Committee by email.

AGENDA ITEM 6: Special Use Permit for Events

The Special Use Permit was approved on August 8, 2018, at the Planning Commission meeting. Eight conditions were part of the city's recommendation, while two new stipulations were added:

- #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.

The SUP was passed by a vote of 6:1. The dissenting vote preferred a limit of 20 outside events. The decision may be appealed within 10 days, by August 19, 2018.

The limit of 30 events includes Light a Spark as well as library programs, such as concerts on the terrace. Troendle noted that he is seeking clarification on amplification to determine if the limit of 30 events includes wedding officiants that use microphones. The Planning Commission's rationale on a limit for the number of events appeared to be in response to noise concerns and striking a balance between the neighbors and the library.

Menikheim reported that he consulted with the new city attorney regarding the Planning Commission's authority to place a limit on the number of events. This seemed to be in contradiction with the trustee's authority by state statute to set policies and govern the library. In this case, zoning regulations take precedence. The decision could be appealed based on the premise that the commission's limitation on the number of events is not reasonable. The appeal goes to the city council, not the Planning Commission. The decision to appeal rests with the board.

The trustees discussed that the purpose of events is to generate revenue for the library. To place a cap on the number of events is limiting the library's revenue potential and the library's ability to provide services to the public. Richie noted that library has already budgeted a 2019 budget based on no restrictions on the number of events. She proposed appealing the ninth condition and striking it. Lockyear and Carlsen agreed.

The trustees also discussed that events not only benefit the library but the Stillwater community. Weddings at the library align with Visit Stillwater goals and create partnerships with private business.

The Executive Committee will pursue the appeal process.

AGENDA ITEM 7: Strategic Plan

On August 1, 2018, the board interviewed three firms for strategic planning services: Aurora Consulting, Sarah Keister Armstrong & Associates, and CO2 Partners. The board had previously interviewed four other firms of Consensus, Encouragetech, Maverick & Boutique, and WiLS on the evenings on June 27

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

August 14, 2018

Minutes

and 28, 2018. To aid in the discussion of the seven firms, Hemer prepared and distributed a grid listing the firms and some of the key evaluation criteria. The grid is included as an attachment to the minutes.

Trustees discussed firms, focusing on the three firms most recently interviewed. After reviewing the firms, board consensus solidified around Sarah Keister Armstrong. Board also discussed the ability to negotiate pricing with her by holding some virtual meetings. Keliher also noted that the board could work with Keister to identify other process adjustments that may lower the cost.

Board discussed funding of the strategic planning process and identified that the two main options would be supplemental funds or the use of the fund balance.

Bell moved for Troendle and Keliher to pursue contract negotiations with Sarah Keister Armstrong & Associates. Lockyear seconded. MSP.

AGENDA ITEM 8: Director Evaluation Update

Lockyear reported on the meeting with Donna Robole, City HR Manager. Robole made two primary comments regarding the documents. Robole preferred the use of the terminology “core competencies” instead of “major competencies” and suggested the specific inclusion of the competencies within at least two goal areas. For the Evaluation Process document, Robole suggested replacing the use of annual wage increase with use of terminology such as “annual step movement is determined by a satisfactory performance review.”

Bell and Lockyear recommended that no changes be made to the director evaluation process or documents at this time. Robole’s recommendations will be considered for inclusion next year when the process is reviewed.

AGENDA ITEM 9: Foundation Grant Request

Troendle requested approval of \$2,500 in adult programming funds from Foundation or Friends for adult programming. Troendle clarified that this was for paying external presenters or for programming supplies. This is not funding internal staff.

Richie indicated a preference for asking the Friends for support.

Richie made a motion to approve a grant request of \$2,500 for adult programming from the Foundation or Friends. Bell seconded. MSP.

AGENDA ITEM 10: WCL IT

Troendle reported on the recent meeting regarding the provision of technology-related services by Washington County to the Stillwater Public Library. The library had been seeking a meeting with Washington County IT for some time. On August 6, 2018, the first in-person meeting since last December took place.

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At this meeting, Washington County IT proposed that services for the library's staff and public computers be provided entirely by the county or entirely by the city. Currently, the county provides services for the public side, and the city provides services for the staff side. If the county assumed responsibility for both areas, they would develop a new agreement with a fee-based structure for services and support. The county cited security as one reason that the county cannot continue the current arrangement. City IT questioned security concerns as staff computers are not on the county's public network and should not pose a security concern. City IT also noted that the county's lack of regular updates on the public computers is a security risk.

City IT requested cost information from the county and requested that the current level of support be maintained until details of any possible transition can be explored and solutions implemented. Washington County IT's proposal has been discussed with City Administrator McCarty.

Richie asked if the library and city have the resources to take on this work. Troendle reported that this depends on what the final plans and costs would be. If the city is willing to support both the public and staff side of library technology, this would be a tremendous benefit to staff and patrons. Troendle noted that City IS Manager Rose Holman indicated that this transition would need to be phased in over 1.5 years.

The board asked if these changes would alter the library's associate status with Washington County Library. Troendle said that it would not change the status. He explained that there is a joint powers agreement with Washington County Library. County IT would like to pull out the services related to IT in the agreement and create a separate IT agreement between County IT and the library/city.

AGENDA ITEM 11: Director and Other Staff Reports

Troendle discussed the director report as presented in the board packet. Hemer requested a revised organizational chart once the restructuring has occurred.

AGENDA ITEM 12: Foundation Report

Richie reported that minutes from the Foundation meetings were included in board packet. She noted the Foundation's work on Light a Spark and the upcoming donor appreciation event and Style Speaks Volumes. She reported that small groups are working in the goal areas of Leadership, Engagement and Fundraising, and Impact.

Howe announced that she has resigned from the Foundation board. While she has enjoyed her time a on the Foundation board, her commitments to her work and to the trustees do not allow her to participate at the level she would like on the Foundation board.

AGENDA ITEM 13: Board Committee Reports

- **Executive Committee:** No additional updates.
- **Facilities:** Troendle reviewed the updates provided in the cover sheet from the Facilities Committee in the August Board Packet.
- **Finance:** No additional updates.

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AGENDA ITEM 14: Public Commentary and Communications

AGENDA ITEM 15: Adjournment

Adjourned at 9:42 pm.

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FIRM	CUSTOMIZE	SUPPORT	EXP. W/LIB.	INTEREST	COST	TIMEFRAME	FEEDBACK
Consensus Kansas			substantial		\$43,700 + \$14,000 for survey	7 months	
WILS Madison, WI			exclusive		\$13,045 up to \$15,695 for survey	about 11 months	
Encouragetechn			none		\$24,600	about 5 months	
Maverick & Boutique			"a special interest"		\$29,500	5 months	
Aurora			none		\$37,000	10 months	
Sarah Keister			substantial		\$24,000	6 months	
CO2Partners			none		\$30,000 to \$40,000	6 weeks	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in August for 2018				
OWNER: Keri Goettl, 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 August 2018 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of August 2018:				
August 2018 (2018 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 13,159.63	\$ 150.00	\$ 1,244.28	\$ 14,553.91
Capital Expenditures	\$ 1,413.60	\$ -	\$ -	\$ 1,413.60
Total	\$ 14,573.23	\$ 150.00	\$ 1,244.28	\$ 15,967.51
Explanations of large or out of the ordinary/annual payments are listed below: <i>Bill Resolution: August 21, 2018</i>				
<ul style="list-style-type: none"> • \$855.78 paid to Brodart for the purchase of tribute books in the area of children’s nonfiction. Funds were donated to the library in memory of Milan Korich for the purchase of these materials. • \$471.30 paid to Brodart for the cataloging and processing of selected materials. Processing and cataloging is requested from the vendor for unique Stillwater items and, on average, add approximately 22% to the material costs. • \$1,413.60, in capital funds, paid to CDW Government for equipment for the AV upgrade to the Conference Room and Margaret Rivers. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 8/21/2018 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						
199322	7/2/2018	Ace Hardware	Janitorial Supplies	\$ 19.98	230-4231-2102-0000	Janitorial Supplies
199621	7/14/2018	Ace Hardware	Janitorial Supplies	\$ 53.74	230-4231-2102-0000	Janitorial Supplies
199935	7/25/2018	Ace Hardware	Janitorial Supplies	\$ 41.12	230-4231-2102-0000	Janitorial Supplies
8212018	8/21/2018	Brodart Co	Materials - Juv	\$ 445.87	230-4230-2400-0000	Childrens Books
8212018	8/21/2018	Brodart Co	Materials - Adult Fiction	\$ 2,355.66	230-4230-2401-0000	Adult Books - Fiction
8212018	8/21/2018	Brodart Co	Materials - Adult Nonfiction	\$ 685.04	230-4230-2405-0000	Adult Books - Non Fiction
8212018	8/21/2018	Brodart Co	Materials - Processing	\$ 471.30	230-4230-3404-0000	Processing Fee
8212018	8/21/2018	Brodart Co	Materials - Juv (235 Korich Trib)	\$ 855.78	235-4235-2101-0000	Library Donations Materials
NPX0172	8/2/2018	CDW Government Inc.	AV Upgrade Capital Project	\$ 1,413.60	120-4230-5310-0000	C/O MIS Computer Equipment
4008431581	8/8/2018	Cintas Corporation	Mat & towel cleaning service	\$ 69.84	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
83518813	7/30/2018	Infogroup	Materials - Ref (City Directory)	\$ 390.00	230-4230-2113-0000	Reference
9452289	8/2/2018	Cole Papers	Janitorial Supplies	\$ 343.46	230-4231-2102-0000	Janitorial Supplies
306-02444792-3	7/31/2018	Culligan of Stillwater	Water	\$ 41.85	230-4230-4099-0000	Miscellaneous Charges
6423921	8/6/2018	Demco Inc.	Library Supplies	\$ 152.00	230-4231-2101-0000	General Supplies - Lib Plant
8142018	8/14/2018	Friends of the Stillwater Public Library	June Friends Sale Reimbursements	\$ 388.50	228-4228-1990-0000	Friends of Library Pass Thru
10003393454	8/18/2018	Infogroup	Materials - Reference (Reference USA)	\$ 620.00	230-4230-2113-0000	Reference
33729	7/31/2018	Menards	Janitorial Supplies	\$ 17.12	230-4231-2102-0000	Janitorial Supplies
8212018	8/21/2018	Midwest Tape	Materials - Audio	\$ 1,344.63	230-4230-2402-0000	Audio
8212018	8/21/2018	Midwest Tape	Materials - Video	\$ 805.11	230-4230-2408-0000	Film/Video
8212018	8/21/2018	Midwest Tape	Materials - Processing	\$ 96.85	230-4230-3404-0000	Processing Fee
W18060587	7/26/2018	Office of MN IT Services	June Phone	\$ 138.50	230-4231-3101-0000	Telephone
761529	8/1/2018	MEI Total Elevator Solutions	Monthly Service	\$ 126.26	230-4231-3707-0000	Maintenance Agreements - Lib Plant
75932684	8/2/2018	Recorded Books Inc	Materials - Audio AAB	\$ 19.98	230-4230-2402-0000	Audio
8142018	8/14/2018	Reyers Mariah E.	Programs - Juv (SPLF 2018-07)	\$ 90.00	232-4232-2407-0000	SPLF - Programs
1254554	7/25/2018	Floyd Total Security	Security Monitoring 8/25/18-11/24/18	\$ 168.12	230-4231-3707-0000	Maintenance Agreements - Lib Plant
7302018	7/30/2018	Thorager Natasha	Programs - Juv (2018-07)	\$ 60.00	232-4232-2407-0000	SPLF - Programs
14724942	8/8/2018	Toshiba Business Solutions	Maintenance Contract	\$ 121.28	230-4230-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL	\$ 11,335.59		
CREDIT CARD						
			CREDIT CARD SUBTOTAL	\$0		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
51-7976594-1	7/25/2018	Xcel Energy	Energy	\$ 61.50	230-4231-3601-0000	Natural Gas
51-7976594-1	7/25/2018	Xcel Energy	Energy	\$ 4,570.42	230-4231-3600-0000	Electricity
			MANUAL PAYOUT SUBTOTAL	\$ 4,631.92		
			GRAND TOTAL	\$ 15,967.51		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 July 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 – July 31, 2018.</p> <p><u>120 Funds – Capital Projects</u></p> <ul style="list-style-type: none"> \$2,966.21 in capital expenditures in 120-4230-5310-000 reflect payment to CDW Government Inc. for the AV upgrade to the Conference Room and Margaret Rivers. <p><i>Pending Journal Entries:</i></p> <ul style="list-style-type: none"> Jan-Feb 2018: \$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. April 2018: \$12,497.78 in capital expenditures in 120-4230-5200-0000 C/O & Improvements are for the LED Retrofit Capital Project. These expenditures will be moved by journal entry to account 120-4230-5300-0000 C/O Machinery & Equipment against the \$34,600 budgeted line item. \$12,500 of this budget is for the LED conversion. <p><u>230 Funds -- Revenues:</u></p> <ul style="list-style-type: none"> Meeting Room Rental Fees: \$9,950 in wedding/special event revenue was received in July for 12 events. Library Card Fees: Library card fees are at 32% 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: \$6,032.98 in lost materials and processing fees has been received through July, which is 53.9% of the budgeted amount. This is slightly behind pace for 2018. <p><u>Expenditures:</u></p> <p>Personnel Services:</p> <ul style="list-style-type: none"> Total personnel expenditures are budgeted at \$1,043,276. Personnel expenditures through July are \$510,814.78 or 49% of budget. The Assistant Director position remains open which has resulted in a cost savings of approximately \$44,000 to date; however, this savings will be partially offset by sub costs for summer staffing of programs, event prep staffing costs for weddings, extra sub expenses to cover a staff out on FMLA, payout of vacation hours for retiring staff, and additional hours for the Information Services Supervisor. <i>Pending Journal Entry:</i> \$3,863.31 was paid in severance compensation to the retiring library associate. At the close of 2018, City Finance will transfer additional monies from the general fund to offset this expense. <p>Materials:</p> <ul style="list-style-type: none"> Book expenditures are increasing and are at 47% of budget. Acquisition processes are being finalized with audio/video vendors and increased ordering is expected in early fall. 	

Services and Charges:

- Processing fees are at \$4,109.87 or 58.71% of budget. Processing fees are projected to exceed the 2018 budgeted amount of \$7,000. Due to Washington County Library's discontinuation of processing and cataloging services, Stillwater has assumed these responsibilities. To accomplish this work without adding staff, the library has contracted with vendors to provide part of the processing and cataloging services. For books needing custom processing from the vendors, an average cost of approximately 22% is added to the materials. As orders are now occurring more regularly through Brodart and will soon begin through Midwest Tape, we can expect to see processing expenditures increase through the end of the year.
- Building repair expenditures are \$12,474.32 over budget through July. \$10,893.18 of the expenditures are as a result of the 6/9/18 ramp incident and will be submitted to insurance for reimbursement. Staff will continue to monitor charges and look for cost-effective alternatives whenever possible. A service contract has been negotiated with a new elevator vendor and will go into effect September 1, 2018.

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

- *Pending Journal Entry:* Feb 2018 - \$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 July Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?: Finance Committee

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/6/2018 - 10:57 AM
 Period: 1 to 7, 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	2,966.21	2,966.21	18,433.79	0.00	18,433.79	86.14
	E25 Sub Totals:	65,000.00	26,098.29	26,098.29	38,901.71	0.00	38,901.71	59.85
	Expense Sub Totals:	65,000.00	26,098.29	26,098.29	38,901.71	0.00	38,901.71	59.85
	Dept 4230 Sub Totals:	65,000.00	26,098.29	26,098.29	38,901.71	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	35,978.29	35,978.29	54,021.71	0.00	54,021.71	60.02
	Fund 120 Sub Totals:	90,000.00	35,978.29	35,978.29	54,021.71	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	90,000.00	35,978.29	35,978.29	54,021.71	0.00	54,021.71	60.02
	Report Totals:	90,000.00	35,978.29	35,978.29	54,021.71	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 9/6/2018 - 10:59 AM
 Period: 1 to 7, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	60,000.00	50,260.00	50,260.00	9,740.00	0.00	9,740.00	16.23
230-0000-3520-0100	Copier/Printer Sales	5,500.00	3,602.33	3,602.33	1,897.67	0.00	1,897.67	34.50
230-0000-3880-0200	Gallery Fees	500.00	247.00	247.00	253.00	0.00	253.00	50.60
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	56.00	56.00	244.00	0.00	244.00	81.33
	R25 Sub Totals:	66,300.00	54,165.33	54,165.33	12,134.67	0.00	12,134.67	18.30
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-0000-3820-0100	Gifts	4,500.00	986.55	986.55	3,513.45	0.00	3,513.45	78.08
230-0000-3830-0100	Sale of Property	0.00	46.50	46.50	-46.50	0.00	-46.50	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	108.00	108.00	392.00	0.00	392.00	78.40
230-0000-3880-0020	Library Card Fees	2,000.00	632.00	632.00	1,368.00	0.00	1,368.00	68.40
230-0000-3880-0030	Lost Materials	3,000.00	1,035.17	1,035.17	1,964.83	0.00	1,964.83	65.49
230-0000-3880-0040	Processing Fees	8,200.00	4,997.81	4,997.81	3,202.19	0.00	3,202.19	39.05
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-14.05	-14.05	14.05	0.00	14.05	0.00
	R40 Sub Totals:	19,200.00	7,791.98	7,791.98	11,408.02	0.00	11,408.02	59.42
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,218,490.00	0.00	0.00	1,218,490.00	0.00	1,218,490.00	100.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,218,490.00	0.00	0.00	1,218,490.00	0.00	1,218,490.00	100.00
	Revenue Sub Totals:	1,303,990.00	61,957.31	61,957.31	1,242,032.69	0.00	1,242,032.69	95.25
	Dept 0000 Sub Totals:	-1,303,990.00	-61,957.31	-61,957.31	-1,242,032.69	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	219,762.95	73,545.86	73,545.86	146,217.09	0.00	146,217.09	66.53
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	7,350.81	7,350.81	-7,350.81	0.00	-7,350.81	0.00
230-4230-1113-0000	Vacation Pay	0.00	17,580.05	17,580.05	-17,580.05	0.00	-17,580.05	0.00
230-4230-1200-0000	Part Time Salaries	484,292.98	240,841.26	240,841.26	243,451.72	0.00	243,451.72	50.27
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	52,804.55	24,101.99	24,101.99	28,702.56	0.00	28,702.56	54.36
230-4230-1420-0000	FICA/Medicare	53,860.80	24,934.91	24,934.91	28,925.89	0.00	28,925.89	53.70
230-4230-1500-0000	Hospital / Medical	100,779.00	52,708.20	52,708.20	48,070.80	0.00	48,070.80	47.70
230-4230-1520-0000	Dental Insurance	4,147.60	1,984.84	1,984.84	2,162.76	0.00	2,162.76	52.14
230-4230-1540-0000	Life Insurance	650.00	391.68	391.68	258.32	0.00	258.32	39.74
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	447,302.91	447,302.91	468,994.97	0.00	468,994.97	51.18
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	1,737.64	1,737.64	2,762.36	0.00	2,762.36	61.39
230-4230-2113-0000	Reference	3,000.00	1,645.17	1,645.17	1,354.83	0.00	1,354.83	45.16
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	8,649.82	8,649.82	7,850.18	0.00	7,850.18	47.58
230-4230-2401-0000	Adult Books - Fiction	20,000.00	9,156.56	9,156.56	10,843.44	0.00	10,843.44	54.22
230-4230-2402-0000	Audio	14,000.00	1,028.96	1,028.96	12,971.04	0.00	12,971.04	92.65
230-4230-2403-0000	Periodicals	5,000.00	3,975.48	3,975.48	1,024.52	0.00	1,024.52	20.49
230-4230-2405-0000	Adult Books - Non Fiction	20,000.00	9,636.56	9,636.56	10,363.44	0.00	10,363.44	51.82
230-4230-2406-0000	Teen Books - Materials	5,000.00	1,427.52	1,427.52	3,572.48	0.00	3,572.48	71.45
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	1,342.67	1,342.67	6,157.33	0.00	6,157.33	82.10
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

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	E10 Sub Totals:	105,400.00	40,546.07	40,546.07	64,853.93	0.00	64,853.93	61.53
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	1,125.35	1,125.35	5,374.65	0.00	5,374.65	82.69
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	451.08	451.08	1,048.92	0.00	1,048.92	69.93
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	438.80	438.80	1,061.20	0.00	1,061.20	70.75
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	7,000.00	4,109.87	4,109.87	2,890.13	0.00	2,890.13	41.29
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	1,986.13	1,986.13	18,013.87	0.00	18,013.87	90.07
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	9,912.97	9,912.97	36,592.03	0.00	36,592.03	78.68
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	1,510.44	1,510.44	-10.44	0.00	-10.44	0.00
	E20 Sub Totals:	2,525.00	2,534.42	2,534.42	-9.42	0.00	-9.42	0.00
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,070,727.88	500,296.37	500,296.37	570,431.51	0.00	570,431.51	53.28
	Dept 230-4231							
	Dept 230 Sub Totals:	1,070,727.88	500,296.37	500,296.37	570,431.51	0.00		
E05	LIBRARY PLANT							
	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	56,390.59	28,939.38	28,939.38	27,451.21	0.00	27,451.21	48.68
230-4231-1100-0000	Overtime - Full Time	0.00	17.17	17.17	-17.17	0.00	-17.17	0.00

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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	1,379.83	1,379.83	-1,379.83	0.00	-1,379.83	0.00
230-4231-1113-0000	Vacation Pay	0.00	2,946.10	2,946.10	-2,946.10	0.00	-2,946.10	0.00
230-4231-1200-0000	Part Time Salaries	34,726.18	12,420.86	12,420.86	22,305.32	0.00	22,305.32	64.23
230-4231-1410-0000	PERA	6,833.76	3,034.52	3,034.52	3,799.24	0.00	3,799.24	55.60
230-4231-1420-0000	FICA/Medicare	6,970.43	3,181.07	3,181.07	3,789.36	0.00	3,789.36	54.36
230-4231-1500-0000	Hospital / Medical	21,183.00	11,102.34	11,102.34	10,080.66	0.00	10,080.66	47.59
230-4231-1520-0000	Dental Insurance	757.80	421.00	421.00	336.80	0.00	336.80	44.44
230-4231-1540-0000	Life Insurance	116.00	69.60	69.60	46.40	0.00	46.40	40.00
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	63,511.87	63,511.87	63,465.89	0.00	63,465.89	49.98
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	2,127.50	2,127.50	872.50	0.00	872.50	29.08
230-4231-2202-0000	Building Repair Supplies	300.00	1,037.02	1,037.02	-737.02	0.00	-737.02	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	4,042.65	4,042.65	1,157.35	0.00	1,157.35	22.26
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	500.00	1,914.00	1,914.00	-1,414.00	0.00	-1,414.00	0.00
230-4231-3101-0000	Telephone	1,500.00	692.50	692.50	807.50	0.00	807.50	53.83
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	17,861.65	17,861.65	17,138.35	0.00	17,138.35	48.97
230-4231-3601-0000	Natural Gas	12,000.00	6,742.14	6,742.14	5,257.86	0.00	5,257.86	43.82
230-4231-3703-0000	Building Repair Charges	12,829.00	25,303.32	25,303.32	-12,474.32	0.00	-12,474.32	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

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Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E15 Sub Totals:	99,984.00	58,579.01	58,579.01	41,404.99	0.00	41,404.99	41.41
E20	MISCELLANEOUS							
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
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	126,632.37	126,632.37	106,629.39	0.00	106,629.39	45.71
	Dept 4231 Sub Totals:	233,261.76	126,632.37	126,632.37	106,629.39	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	61,957.31	61,957.31	1,242,032.69	0.00	1,242,032.69	95.25
	Fund Expense Sub Totals:	1,303,989.64	636,340.01	636,340.01	667,649.63	0.00	667,649.63	51.20
	Fund 230 Sub Totals:	-0.36	574,382.70	574,382.70	-574,383.06	0.00		
	Revenue Totals:	1,303,990.00	61,957.31	61,957.31	1,242,032.69	0.00	1,242,032.69	95.25
	Expense Totals:	1,303,989.64	636,340.01	636,340.01	667,649.63	0.00	667,649.63	51.20
	Report Totals:	-0.36	574,382.70	574,382.70	-574,383.06	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 \$1,100 in 2018 capital funds allocated for the purchase of charging stations.	
BACKGROUND/CONTEXT: The funds requested for release are part of the 2018 Library Capital Outlay budget. Charging stations would allow patrons coming to the library a convenient place to plug in and charge their mobile devices. The charging stations contain power outlets and USB ports that allows users to charge a variety of different devices.	
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: Wage Ratification	
OWNER: Mark Troendle	PRESENTER: Mark Troendle
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve the placement of new position of Business and Communications Manager at grade 9 on the 2018 and 2019 wage scales and remove the position of Assistant Director from the 2018 and 2019 wage scales.	
BACKGROUND/CONTEXT: The new position of Business and Communications Manager was submitted to Flaherty and Hood for placement on the class compensation wage scale. Flaherty and Hood classified this position as grade 9, the same level as the two supervisory librarian positions. The board is asked to approve the placement of the position on the wage scale. Once approved, the position can be posted for hiring. As the position of Assistant Director is being eliminated for the library’s organizational structure, the board is asked to approve the removal of this position from the wage scale.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018 and 2019 Wage Scale	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library
 Ratification of 2018 & 2019 Wage Scales

9/11/2018 Proposed Modification: Addition of Business & Communications Manager; Removal of Assistant Director Position

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

Position Title	Job Evaluation Point Range		Grade	Pay Range (Hourly)											
	Min Pts	Max Pts		1 to 15	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Aide	281	304	1	\$ 13.008	\$ 13.565	\$ 14.123	\$ 14.680	\$ 15.238	\$ 15.795	\$ 16.353	\$ 16.910	\$ 17.468	\$ 18.025	\$ 18.583	
Custodian I, Library Assistant I	305	331	2	\$ 14.439	\$ 15.058	\$ 15.676	\$ 16.295	\$ 16.914	\$ 17.533	\$ 18.152	\$ 18.770	\$ 19.389	\$ 20.008	\$ 20.627	
	332	361	3	\$ 16.027	\$ 16.714	\$ 17.401	\$ 18.088	\$ 18.775	\$ 19.461	\$ 20.148	\$ 20.835	\$ 21.522	\$ 22.209	\$ 22.896	
	362	394	4	\$ 17.790	\$ 18.553	\$ 19.315	\$ 20.077	\$ 20.840	\$ 21.602	\$ 22.365	\$ 23.127	\$ 23.890	\$ 24.652	\$ 25.414	
	395	431	5	\$ 19.747	\$ 20.593	\$ 21.440	\$ 22.286	\$ 23.132	\$ 23.978	\$ 24.825	\$ 25.656	\$ 26.517	\$ 27.364	\$ 28.210	
	432	472	6	\$ 21.919	\$ 22.859	\$ 23.798	\$ 24.737	\$ 25.677	\$ 26.616	\$ 27.556	\$ 28.495	\$ 29.434	\$ 30.374	\$ 31.313	
Maintenance Worker, Library Associate, Office Specialist	473	518	7	\$ 24.330	\$ 25.373	\$ 26.416	\$ 27.458	\$ 28.501	\$ 29.544	\$ 30.587	\$ 31.629	\$ 32.672	\$ 33.715	\$ 34.758	
Circulation Services Lead, Librarian I	519	569	8	\$ 27.007	\$ 28.164	\$ 29.321	\$ 30.479	\$ 31.636	\$ 32.794	\$ 33.951	\$ 35.109	\$ 36.266	\$ 37.423	\$ 38.581	
Supervisory Librarian, Business & Communications Manager	570	625	9	\$ 29.977	\$ 31.262	\$ 32.547	\$ 33.832	\$ 35.116	\$ 36.401	\$ 37.686	\$ 38.971	\$ 40.255	\$ 41.540	\$ 42.825	
Assistant Director	626	687	10	\$ 33.275	\$ 34.701	\$ 36.127	\$ 37.553	\$ 38.979	\$ 40.405	\$ 41.831	\$ 43.257	\$ 44.683	\$ 46.109	\$ 47.535	
Director (Exempt)	688	756	11	\$ 36.935	\$ 38.518	\$ 40.101	\$ 41.684	\$ 43.267	\$ 44.850	\$ 46.433	\$ 48.016	\$ 49.598	\$ 51.181	\$ 52.764	
	757	833	12	\$ 40.998	\$ 42.755	\$ 44.512	\$ 46.269	\$ 48.026	\$ 49.783	\$ 51.540	\$ 53.297	\$ 55.054	\$ 56.811	\$ 58.568	
	834	918	13	\$ 45.508	\$ 47.458	\$ 49.408	\$ 51.359	\$ 53.309	\$ 55.259	\$ 57.210	\$ 59.160	\$ 61.110	\$ 63.061	\$ 65.011	
	919	1012	14	\$ 50.514	\$ 52.678	\$ 54.843	\$ 57.008	\$ 59.173	\$ 61.338	\$ 63.503	\$ 65.668	\$ 67.832	\$ 69.997	\$ 72.162	
	1013	1117	15	\$ 56.070	\$ 58.473	\$ 60.876	\$ 63.279	\$ 65.682	\$ 68.085	\$ 70.488	\$ 72.891	\$ 75.294	\$ 77.697	\$ 80.100	

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

Position	Hourly Pay
Shelvers	\$ 9.900
Library Aide Substitutes	\$ 13.950
Event Prep Worker	\$ 14.210
Circulation Substitutes	\$ 16.410
Custodial Substitutes	\$ 17.790
Reference Substitutes	\$ 19.710

2019 Wage Scale (2.5% Wage Adjustment from 2018)

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

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

Position	Hourly Pay
Shelvers	\$ 9.900
Library Aide Substitutes	\$ 13.950
Event Prep Worker	\$ 14.210
Circulation Substitutes	\$ 16.410
Custodial Substitutes	\$ 17.790
Reference Substitutes	\$ 19.710

Prepared 9/4/2018

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Special Use Permit for Events	
OWNER: Keliher, President	PRESENTER: Keliher, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The Board President filed a letter of appeal with the Community Development department to contest the ninth of ten conditions attached to the special use permit sought by the library to hold outdoor events. The conditions were approved by the Planning Commission at its August meeting. The city has scheduled the appeal to be heard by the city council on September 18, 2018.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: SUP appeal letter Letter of support	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

STILLWATER

PUBLIC LIBRARY

224 North 3rd Street
Stillwater, MN 55082

August 20, 2018

Stillwater City Council
216 North 4th Street
Stillwater, MN 55082

Mayor and councilmembers,

This letter is to inform you of the Stillwater Public Library board of trustees' desire to appeal the planning commission's recent action with regard to the special use permit we have applied for. To be clear, we're glad this long-running effort is nearing its completion, and we appreciate the input and collaboration offered by the city council, city staff and planning commission. Our concern is with one very specific inclusion. The piece for which we'd appreciate further consideration is the ninth of the ten conditions put on the SUP.

In general, the library and board have little concern about most of the conditions put on our outdoor events. But the ninth condition hinders our ability to host crucial (and enjoyable!) revenue-generating events at the library.

The language of this ninth condition is as follows: *9. The library is annually limited to 30 outside events with DJs, musicians, or performers who provide amplified music/sound.*

During our board meeting on August 14, library trustees expressed significant concern over a numerical limit. To offer some context, we have approximately 40 outdoor event space rentals booked for 2018, nearly all of which include some sort of amplified sound. That's in addition to several of the library's own events (approximately 3-4 concerts on the terrace each summer, none of which would run later than the library's 8 p.m. closing time) and the library foundation's annual July 4th fund-raiser. We already have 25 events booked for 2019, and our proposed 2019 budget includes a strong forecasted increase in event revenue – and this limit puts the library's budget in jeopardy.

The 10th condition on the SUP states “This SUP will be reviewed by the Planning Commission on an annual basis.” With that provision in place, is the problematic 30-event limit even necessary or helpful? Simply put: If the library's event policies and procedures and the other conditions on this SUP are effective, what meaningful difference is made by limiting the number of events?

Again, I offer a reminder that the library offers its beautiful terrace space not just so people from Stillwater and elsewhere can enjoy this lovely amenity but also to raise

crucial supplemental revenue for the library. Wedding guests and attendees at other library events often bring an economic benefit to our city when they patronize local restaurants, shops, hotels and other accommodations during their time in Stillwater.

The library and board are aware that nearby neighbors have ongoing concerns about noise from some events at the library. We believe recent changes to the library's event policy and procedures strengthen our ability to manage events to minimize noise issues. When issues do arise, library staff will continue to act promptly to resolve the issue. We believe our policy, combined with our commitment to ongoing collaboration with the neighbors, will have positive results.

We welcome your questions and thank you for your consideration.

Thank you,

A handwritten signature in black ink, appearing to read 'MKeliher', with a long, sweeping underline.

Michael Keliher
President, Stillwater Public Library Board of Trustees
651-324-0213
mjkelihher@gmail.com

From: Ruth Levy [REDACTED]
Date: September 6, 2018 at 11:28:53 AM CDT
To: jsundberg@ci.stillwater.mn.us
Subject: Stillwater Library

Dear Ms Sunberg,

As a direct neighbor of the library, I just wanted to weigh in on the Stillwater Library's events issue.

My husband David and I live at 306 4th St N, kitty corner from the library, and we feel so fortunate to live in this Historic town and love living across from its library. We very much value all the history of this town and want to see that history survive and thrive.

We understand, appreciate, and very much support the Library in their efforts to fundraise in order to preserve and keep the library alive and active.

Never, and I do mean never, have we ever been bothered or inconvenienced by any of the events the library has hosted. We enjoy seeing and feeling apart of the action of every event held there and actually feel disappointed when the weekend is lifeless with an empty library. Sometimes we can here the celebrations, and the neighborhood is filled with cars-but we have not been adversely affected in any way.

With the recent demise of the Pillsbury Mansion in Minnetonka, I feel even more determined to support our towns Preservation of History and historic sites such as our beautiful library! We are NOT opposed to unlimited events at the Library!

Our only concern would be trespassing or damage to neighboring properties during these events, but so far, other than many cars, we barely notice these events and enjoy watching brides and grooms taking pictures on the front lawn and happily celebrating their new beginning!

We haven't felt we needed to be at these meetings since it doesn't bother us, but realize you need to hear that point of view as well.

We hope to make it to the next meeting on this subject!

Thank you,

Sincerely

Ruth Levy

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Washington County Library/IT Services Update</p>	
<p>OWNER: Mark Troendle, Director</p>	<p>PRESENTER: Mark Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): I</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: Washington County is restructuring the way it provides IT services. As a result, there will be a significant impact to the library.</p> <p>First, the county has said all IT services for this library need to be provided either by the county or the city. Currently, it's a hybrid. I would rather the city assume responsibility because the service will be more cost effective and responsive, both of which benefit Stillwater residents. City IT agrees with this assessment.</p> <p>Second, the county will start charging the library for access to the ILS (integrated library system), which is comprised of the public catalog and all the backend functions that are needed to circulate, search, process, and inventory items in the library.</p> <p>Both of these items have costs attached. City IT and the library are working to provide additional information for the board to review at its September 11 meeting.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Planning Consultant Contract</p>	
<p>OWNER: Keliher, President</p>	<p>PRESENTER: Keliher, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Recommend approval of the contract for strategic planning services with Sarah Keister Armstrong & Associates, LLC.</p>	
<p>BACKGROUND/CONTEXT: The contract amount is for a total not-to-exceed cost of \$20,000.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Contract documents</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	



STANDARD CONTRACT AGREEMENT

THIS AGREEMENT, is made this 11th day of September, 2018, by and between the City of Stillwater Public Library Board of Trustees, 224 3rd Street N, Stillwater, Washington County, Minnesota and Sarah Keister Armstrong & Associates, LLC (hereinafter called "Consultant").

1. The Work. The Consultant agrees to perform services to complete a Strategic Plan Development for the Stillwater Public Library as indicated in Exhibit "A" – Proposal Form for a total not-to-exceed cost of \$20,000 as submitted by the Consultant:

A. Other Services

The Consultant shall, upon request and without additional compensation, furnish such explanation as may be necessary to clarify and interpret the plans, specifications or report, as the case may be.

B. Additional Services

The Consultant shall provide additional products and/or services provided by this Agreement if such additional products and/or services are requested in writing by the Library Board’s Project Manager or other authorized employee of the Library Board. Such additional costs may not be incurred prior to receipt of written approval by the Library Board. Costs for additional products and services not covered under this Agreement shall be negotiated and set forth in a written amendment to this Agreement executed by both parties. The amendment shall be executed by both parties prior to proceeding with the work covered under subject amendment.

All work will be done in a workman-like manner and materials will be fit for the purpose. Work must be completed according to the Stillwater Public Library Board’s Request for Proposals dated June 7, 2018.

2. Project Manager: The Consultant shall assign the following individual to management the project described in this contract (a resume of this individual is attached)

Sarah Keister Armstrong Email: sarah@skaassociates.com 224-305-2701
Name and Contact Information

3. Changes in Project Manager: The Library Board has the right to approve or disapprove any proposed change from the individual named above. The Library Board shall be provided with a resume for any proposed substitute and shall be given the opportunity to interview that person prior to its decision to approve or disapprove.

4. Responsibility of the Library Board. At its own expense, the Library Board will have the following responsibilities regarding the execution of the contract by the Consultant.

a. **Library Board’s Project Officer.** The Library Board will appoint a project officer to function as project officer to act as the Library Board’s representative with respect to the work performed under this contract.

- b. **Prompt Response.** To prevent an unreasonable delay in the consultant's work, the Library Board will examine all reports, drawings, specifications and other documents and will make authorizations in writing to the Consultant to proceed with work within a reasonable time period.
 - c. **Project Requirements.** The Library Board will furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from Library records.
3. **Payment.** This work, including all labor, materials and equipment needed to accomplish the Strategic Plan Development shall be completed by the Consultant as shown on the attached proposal form (Exhibit "A") to be paid to the Consultant to be processed as follows: 25% upfront, 25% when a working draft of the Strategic Plan has been submitted to the Library Board, and 50% upon satisfactory completion of the process.
 4. **Waiver of Liability.** It is further agreed that this work is undertaken at the sole risk of the Consultant. The Consultant does expressly forever release the City of Stillwater from any claims, demands, injuries, damage actions or caused of action whatsoever, arising out of or connected with the work according to the Request for Proposals for the project.
 4. **Indemnification.** Any and all claims that arise or may arise against the Consultant, its agents, servants or employees, as a consequence of any action or omission on the part of the Consultant while engaged in the performance of this work shall in no way be the obligation or responsibility of the Library Board. The Consultant shall indemnify, hold harmless and defend the city, its officers and employees, against any and all liability, loss cost damages, expenses, claims or actions, including attorneys fee which the Library Board, its officers or employees may hereinafter sustain, incur or be required to pay, arising out of or by any reason of any act or omission of the Consultant, its agents, servants or employees in the execution, performance or failure to adequately perform their obligations under this contract.
 5. **Insurance.** Consultant agrees that in order to protect itself and the Library Board under indemnity provisions set forth above, it will at all times during the term of this contract, keep in force policies of insurance as indicated in this contract. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved and a Notice to Proceed is issued by the Library Board of Trustee's President.

5.1. PROFESSIONAL LIABILITY

- A. Limits
 - (a) \$500,000 each claim/\$1,000,000 annual aggregate
- B. Coverage not required after final payment for service/job

5.2. GENERAL LIABILITY COVERAGE

- A. Commercial General Liability
 - (a) \$2,000,000 general aggregate
 - (b) \$1,000,000 products - completed operations aggregate
 - (c) \$1,000,000 Personal injury and advertising injury
 - (d) \$1,000,000 each occurrence limit

- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
 - (a) Premises and Operations Liability
 - (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Stillwater, its officers, council members, agents, employees, authorized volunteers and the named insured
 - (c) Personal Injury
 - (d) Explosion, Collapse and Underground Coverage
 - (e) Products/Completed Operations
 - (f) The general aggregate must apply separately to this project/location

5.3 BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

5.4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Minnesota State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:

- \$500,000 Each Accident
- \$500,000 Disease Policy Limit
- \$500,000 Disease - Each Employee

5.5 ADDITIONAL PROVISIONS

*Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Stillwater, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

*Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

*Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Clerk.

*Notice - City of Stillwater requires 30-day written notice of cancellation, non-renewal or material change in the insurance coverage.

*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.

6. Contract Documents include:

- a. Notice to Proceed (Library Board to Complete)
- b. Copy of Accepted Resolution (approved by the Library Board)
- c. Standard Contract Agreement
- d. Library Board's Request for Proposals (22 Pages)
- e. Sarah Keister Armstrong & Associates, LLC proposal dated June 7, 2018 (13 Pages)
- f. Sarah Keister Armstrong & Associates, LLC interview handout dated August 2018 (1 Page)
- g. Exhibit "A" of Sarah Keister Armstrong & Associates, LLC Cost Proposal (2 Pages)

7. Termination. –

A. For Cause

If, through any cause not beyond the control of the Consultant, the Consultant shall fail to fulfill in timely and proper manner the obligations under this agreement, the Library Board shall have the right to terminate this contract by written notice to the Consultant. In this event, the Consultant shall be entitled to compensation for any satisfactory, usable work completed.

B. For Convenience

The Library Board may terminate this contract by giving written notice to the Consultant no later than 10 calendar days before the termination date. If the Library Board terminates the contract under this clause, the Consultant shall be entitled to just and equitable compensation for any satisfactory work completed.

8. Conflict of Interest. No elected/appointed official or employee of the Library, Library Board or City of Stillwater who exercises any responsibilities in the review, approval, or carrying out of this contract shall participate in any decision relating to this contract which affects his or her direct or indirect personal or financial interest.

9. Assignability. The Consultant shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the Library Board.

10. Title Transfer. The products of this contract shall be the sole and exclusive property of the Library Board. Upon completion or other termination of this contract, and at the request of the Library Board, the Consultant shall deliver to the Library Board machine-reproducible copies of any and all materials pertaining to this contract. Future use of these products (plans, specifications, and all other materials produced under this contract) by the Library Board for different facilities without specific adaptation by the Consultant, will be at the risk of the owner.

11. Public Record Contract Clause. Both parties understand that the Library Board is bound by the public records law, and as such, all of the terms of this agreement are subject to and conditioned on the provisions of MN. Statutes 13.05. Contractor acknowledges that it is obligated to assist the city in retaining and producing records that are subject to the Minnesota Data Practices law, and that the failure to so shall constitute a material breach of this agreement, and that the contractor must defend and hold harmless from liability under that law in regard to records maintained or that should have been maintained by the contractor. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this

agreement.

12. Confidentiality. No reports, information, and/or data given to or prepared or assembled by the Consultant under this contract shall be made available to any individual or organization by the Consultant without the prior written approval of the Library Board of Trustees.

13. Controversies. Any controversy or claim arising out of this contract shall be constructed in accordance with the laws of the State of Minnesota. Any litigation between the parties arising out of, or in connection with the contract shall be brought exclusively in Washington County Court.

14. Errors or Deficiencies. The Consultant shall without additional compensation revise any materials prepared under this contract if it is determined that the Consultant is responsible for any errors or deficiencies.

Further, the Consultant shall be responsible for costs incurred by the Library Board, which are over and above the costs that would have been incurred, had the error, omission or deficiency not occurred.

15. Contract Period. This agreement shall, unless otherwise stated elsewhere herein, terminate upon final payment to the Consultant. Both parties' obligations under this agreement, which by their nature are intended to continue beyond termination or expiration of this Agreement, shall survive the termination or expiration of this agreement.

16. Completeness of the Contract, This document and any specified attachments contain all terms and conditions of this contract and any alteration shall be invalid unless made in writing, signed by both parties, and incorporated as an amendment to this contract. There are no understandings, representations or agreements, written or oral, other than those incorporated herein.

17. Completion Date. Completion of work related to the Strategic Plan Development shall be done according to the terms of the project's proposal submitted on June 7, 2018, with an amended timeline communicated on August 1, 2018 (both stating a completion date in its entirety within 7 months).

IN WITNESS WHEREOF, the parties have set their hands this 11th day of September, 2018.

STILLWATER PUBLIC LIBRARY BOARD By: _____
Michael Keliher, President

By: _____
Maureen Bell, Vice President

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this ____ of _____, 2018 by Michael Keliher, President and Maureen Bell, Vice President, on behalf of the Stillwater Library

Board of Trustees.

Notary Public
Commission Expires: ___/___/___
Commissioned At: _____

CONSULTANT

By: _____

By (Please Print): Sarah Keister Armstrong

Title (Please Print): Principal & Owner

STATE OF MINNESOTA

)

) **ss.**

COUNTY OF _____

)

The foregoing instrument was acknowledged before me this ___ of _____, 2018 by Sarah Keister Armstrong, its Principal & Owner, for Sarah Keister Armstrong & Associates, LLC.

Notary Public
Commission Expires: ___/___/___
Commissioned At: _____

EXHIBIT "A"

PROPOSAL FORM


STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY STRATEGIC PLAN DEVELOPMENT

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this proposal. By submitting this proposal, I hereby represent that the firm identified below has thoroughly examined the Request for Proposals, is familiar with the Scope of Services, and is fully qualified to perform the services described to achieve the Library Board's objectives in a professional manner.

Name of Firm Sarah Keister Armstrong & Associates, LLC

Address 218 Greentree Parkway

City/State/Zip Libertyville, IL 60048

Signature 

Name (Print) Sarah Keister Armstrong

Title Principal & Owner

Telephone Number (224) 305-2701

Fax Number n/a

E-Mail Address sarah@skaassociates.com

PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR
STRATEGIC PLAN DEVELOPMENT**

Total Cost of Activities as described in Project Understanding portion of proposal (response to Section 3.0 Scope of Services). All costs related to travel, supplies, etc., are to be included.

Total Price Not-To-Exceed Cost for Strategic Plan Development: \$ 20,000

Alternate price proposals for Additional Services:

Total Price Not-To-Exceed Cost for Review of the library’s job descriptions and organizational structure to assess ability to meet strategic objectives may be included as an option for additional cost. \$ _____

List other costs (If Applicable):

Description _____	\$ _____
Description _____	\$ _____
Description _____	\$ _____
Description _____	\$ _____

Negotiated changes to the scope of the original proposal:

1. The third meeting, originally outlined as an in-person meeting, will be done via videoconference or phone instead.
2. Incorporate staff input into the larger planning session with staff members, rather than schedule two separate meetings. Staff will be encouraged to provide feedback on the draft of the survey, too.

TOTAL PROPOSED COST FOR THIS PROJECT: \$ 20,000

Payment is expected to be processed as follows: 25% upfront, 25% when a working draft of the Strategic Plan has been submitted to the Library Board, and 50% after the project is completed to the Library Board’s satisfaction.

**STILLWATER PUBLIC LIBRARY BOARD STILLWATER,
MINNESOTA**

REQUEST FOR PROPOSALS

Strategic Plan Development

Proposal Due Date: June 7, 2018

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REQUEST FOR PROPOSALS

STRATEGIC PLAN DEVELOPMENT

SECTION 1. INTRODUCTION & BACKGROUND

The City of Stillwater Public Library Board of Trustees, hereinafter referred to as the Library Board, is seeking consultant services to assist the Library Board in developing a comprehensive 3-4 year strategic plan.

In 2014, the Library Board established a strategic plan that included a refined mission and vision statement as well as three primary strategic goals. Each of those strategic goals was elaborated upon with a handful of related and supporting accomplishments. And further, the board at the time asked its consultant to prepare a much more detailed, step-by-step implementation plan that would chart a course for the full extent of the strategic plan's three-year run.

As we look ahead to the process of creating a new strategic plan, the Library Board and the library are in a very different place – all for the better – and therefore seek a different kind of strategic plan. One that's truly strategic, without getting the board caught up in the weeds of implementation. One that leans on evolving trends and best practices but stays true to what our community needs. One that includes meaningful goals and objectives, not only for accountability but for celebrating our successes. We're looking for a consultant who can help us get there.

Stillwater Public Library is an independent municipal library that operates as an associate of the Washington County Library system. The Library Board, consisting of nine (9) members, is responsible for all Library actions, determining community needs, establishing priorities and policies, and presenting an annual budget to the Stillwater City Council.

Detailed information about the Stillwater Public Library can viewed on the website located at <http://stillwaterlibrary.org/>

SECTION 2. INSTRUCTIONS TO PROPOSERS

2.1 Request for Proposal Information

It is the responsibility of the Consultant to carefully read the entire Request for Proposal (RFP), which contains provisions applicable to successful completion, and submission of an RFP. If any ambiguity, inconsistencies or errors are discovered in the RFP, the board president will issue a clarification or correction. Only interpretations or corrections of the RFP made in writing through addenda by the board president will be considered binding. The board president must receive all requests for interpretations or corrections no later than the date specified in the RFP timetable. The RFP consists of all documents identified in the Scope of Work section of this RFP.

2.2 Timetable

The anticipated timetable for the RFP process including the selection of the top

ranked firm is as follows:

- | | |
|--|------------------|
| ➤ RFP available for distribution | May 7, 2018 |
| ➤ Deadline for receipt of questions | May 15, 2018 |
| ➤ Deadline for submittal of RFP | June 7, 2018 |
| ➤ Short list notification | June 14, 2018 |
| ➤ Deadline for PRICE submittal | June 21, 2018 |
| ➤ Consultant interviews (in person or conference call) | by June 29, 2018 |
| ➤ Final proposal | July 5, 2018 |
| ➤ Approval of selected consultant | July 10, 2018 |

2.3 Proposal Submission

2.3.1 A multi-step selection process will be used for this search.

- a. Step one will consist of submittal and evaluation of a Request for Proposals (RFP).
- b. The evaluation team will rate and shortlist between approximately three (3) and five (5) of the consultants.
- c. The shortlisted consultants will be invited to participate in an oral interview and final scoping meeting.
- d. Following the oral interview the shortlisted consultants will be requested to submit a Final Proposal by the time and date included in Section 2.02 in the form describe below.

2.3.2 All proposals should be submitted via email to:

Mark Troendle
Library Director
mtroendle@ci.stillwater.mn.us
651-430-8753
224 Third Street North
Stillwater, MN 55082

2.4 RFP Submittal

2.4.1 Part A – Technical Proposal (consisting of the firm’s qualification, scope of work, schedule, etc.). All proposals must be submitted electronically and shall be able to print on 8 ½” x 11” paper, except for any drawings, charts, diagrams, or similar information. The library director will confirm via email when proposals are received. Firms having difficulties sending (emailing) their proposals may call the library director at 651-430-8753.

2.4.2 Part B – Price Proposal

After being notified of being on the “short-list” these firm(s) shall submit their price via email. The Price Proposal – Part B shall be submitted electronically to the library director at mtroendle@ci.stillwater.mn.us. All submittals by electronic, mail, or in person must be received by no later than the time and date indicated in Section 2.2.

Part B – Price Proposal, must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Proposer.

2.4.3 Part C -Final Proposal

After the interview, the short-listed proposer shall submit any changes to the original proposal along with a cover letter clarifying why the changes were made. Any changes to the proposed cost must be also submitted.

The submittal of a Proposal will be considered by the Library Board as constituting an offer by the Proposer to perform the required services at the stated prices.

2.5 Additional Information/Addenda

- 2.5.1 Requests for additional information or clarification must be made no later than the date specified in the RFP Timetable. Requests should contain the Proposer's name, address, phone number or e-mail address. Email should be addressed to Mark Troendle, Library Director, mtroendle@ci.stillwater.mn.us.
- 2.5.2 The Library Board's Designee will issue responses to inquiries and any other corrections or amendments in written addenda issued prior to the Proposal due date. Proposers should not rely on any representations, statements or explanations other than those made in this RFP or addenda issued subsequent to the issuance of this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addenda issued will prevail.
- 2.5.3 It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the Library Board President prior to submitting a proposal that all addenda have been received.

2.6 Modified Proposals

A Proposer may submit a modified proposal to replace all or any portion, of a previously submitted proposal up until the Proposal due date. The Evaluation Committee will only consider the latest version of the proposal as part of its deliberations.

2.7 Withdrawal of Proposals

Proposals shall be irrevocable until contract award, unless the proposal is withdrawn. A proposal may be withdrawn in writing upon the expiration of ninety days after the due date of the proposals, if the written request is received by the board president prior to the award of a contract.

2.8 Late Proposals, Late Modifications, and Late Withdrawals

Proposals received after the Proposal due date and time will not be considered. Modifications received after the Proposal due date are also late and will not be considered. Letters of withdrawal received after the expiration of ninety days from the Proposal due date or after the award of contract, whichever comes first, are late and will not be considered.

2.9 RFP Postponement or Cancellation

The Library Board may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals, re-advertise this RFP, postpone or cancel at any time this RFP process, or waive any irregularities in this RFP

and to award a contract in the best interest of the Stillwater Public Library.

2.10 Proposal Preparation Costs

All expenses involved with the preparation and submission of proposals to the Library Board, or any work performed in connection therewith shall be borne by the Proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the Proposer(s) prior to the award of a contract.

2.11 Oral Presentations

The Library Board will require the shortlisted Proposers to give oral presentations in support of their proposals or to exhibit and otherwise demonstrate the information contained therein. The interview will also serve as a basis to clarify the scope of work for the search. The presentations are tentatively scheduled for the dates indicated in Section 2.2.

2.12 Exceptions to RFP

Proposers may take exceptions to any of the terms of this RFP unless the RFP specifically states that exceptions may not be taken. Should a Proposer take exception where none is permitted, the proposal will be rejected as non-responsive. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the Library Board a meaningful opportunity to evaluate and rank the proposals.

Where exceptions are permitted, the Library Board shall determine the acceptability of the proposed exceptions and the proposals will be evaluated based on the proposals as submitted. The Library Board, after completing the evaluations, may accept or reject the exceptions.

It is the intent of the Library Board to entertain alternative proposals that may provide the same or similar services as called for in the RFP.

2.13 Confidential Information

Confidential information submitted as part of a proposal must be clearly marked as such. However, such information will be kept confidential only to the extent that the Minnesota Data Practices Law permits.

2.14 Negotiations

The Library Board may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposers best terms and conditions. The Library Board reserves the right to enter into limited contract negotiations with the selected Proposer. If the Library Board and the selected Proposer cannot negotiate a successful contract, the Library Board may terminate said negotiations and begin negotiations with another selected Proposer. This process will continue until a contract acceptable to the Library Board has been executed or all proposals are rejected. No proposer shall have any rights against the Library Board arising from such negotiations or termination thereof.

2.15 Rules, Regulations and Licensing Requirements

All Proposers shall comply with all laws, ordinances and regulations applicable to the services contemplated by the RFP. Proposers are presumed to be familiar with all Federal, State, and Local laws ordinances, codes and regulations that may affect the services to be offered.

2.16 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. A responsive proposal is one that follows the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP, is a timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem a proposal as non-responsive.

2.17 Litigation

The contract resulting from this RFP shall be constructed in accordance with the laws of the State of Minnesota. Any litigation between the parties arising out of, or in connection with the contract shall be brought exclusively in Washington County Court.

2.18 Assignment, Transfer or Subcontracting

The Consultant shall not assign any interest in the contract resulting from this RFP and shall not transfer any interest in the same (whether by assignment, or notation) without the prior written consent of the Library Board. Consent will not be given to any proposed assignment which would release the Consultant of responsibilities under this contract. The Consultant must obtain prior written consent from the Library Board to delegate, assign, transfer, or subcontract any functions or responsibilities required to fulfill the obligations under the contract resulting from this RFP.

2.19 Termination for Cause

If the Consultant fails to fulfill any of the obligations under the contract resulting from this RFP in a timely manner, or otherwise violates any of the covenants, agreements or stipulations material to the contract, the Library Board shall thereupon have the right to in a written notice to the firm at least seven (7) days before the termination date to the Consultant of such termination.

SECTION 3. SCOPE OF SERVICES

The successful Proposer is directly responsible for and shall provide all personnel, materials, supplies, and work product to complete the development of a strategic plan for the Stillwater Public Library. The Library Board is looking for a consultant who will help the board:

3.1 Services and Tasks

- a. Establish a strategic planning process that will result in a suitably ambitious but achievable multi-year plan for the library.

- b. Inform the board about issues, trends, opportunities, challenges, etc., affecting libraries both similar to and different from Stillwater's.
- c. Gather input from key stakeholders to guide the board's planning.
- d. Communicate with key stakeholders throughout the planning process.
- e. Develop a thoughtful, clear and purposeful strategic plan.
- f. Gauge the success of the plan's implementation, with tangible goals and objectives.
- g. Proposals should include recommendations for community assessment that will inform a strategic planning process.
- h. The proposals must include a facilitated staff session of least 4 hours with all library staff to be conducted in Stillwater.
- i. Completed strategic plan to be delivered to the Library Board on a timeline consistent with and guided by the strategic planning process.
- j. Examination of current mission, vision, and values should be included.
- k. Review of the library's job descriptions and organizational structure to assess ability to meet strategic objectives may be included as an option for additional cost.

3.3 Tasks Performed by the Library Board

The Library Board proposes to complete the following tasks.

- i. Arrange for and prepare the facilities necessary to facilitate the staff session.

SECTION 4. PREPARING AND SUBMITTING PROPOSAL

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposals must contain each of the documents described, fully completed and signed as required. Proposers shall provide documentation that demonstrates their ability to satisfy the qualifications needed to successfully complete the search. Proposals submitted which do not include the items described or which do not meet the qualification requirements or which fail to provide the necessary supporting documentation may be considered non-responsive and may not be considered for award.

4.1 Request for Proposals (RFP)

- a. The Proposal must contain the following sections:

Cover Page: The Cover Page should include the following information:

Proposer's Name
 Contact Person for RFP
 Business Address
 Business Phone
 Facsimile Phone

E-mail Address – Primary Contact

Web Site Address

Title of RFP: Strategic Plan Development

- b. Table of Contents: The Table of Contents should outline in sequential order the major areas of the Proposal. All pages of the Proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.
- c. Organizational Structure: The Proposer shall describe the organizational structure (corporation, partnership, individual sole proprietor, etc.) by providing the following information.
- Services or activities engaged in by the corporation/organization. The Proposer shall include branches or other subordinate units or divisions that will perform or assist in performing any work resulting from this RFP.
- Number of years the firm has been in existence. Date incorporated/organized & State of incorporation/organization
- Size of the corporation, partnership, or individual sole proprietor.
- Primary markets and services provided.
- d. Technical Qualifications: The Proposal should address how the Proposer will accomplish the Scope of Service, as described in Section 3 of this RFP. The Proposal should be structured and presented in a format and in such a manner that the Selection Committee can easily rate the submittal based on the evaluation criteria outlined in Section 5 of this RFP. This submittal should include the following minimum information.
1. Introduction to the consultant – Provide an introductory statement of why you're interested in this project.
 2. General Qualifications – Summarize the general qualifications of the firm.
 3. Special Qualifications – Describe any special or unique qualifications of the firm as it relates to this search. (State why your firm should be chosen.)
 4. Staff Qualifications – Include resumes demonstrating relevant experience of key personnel involved in the process.
 5. Previous Experience – Provide a list of clients, including name, address, contact person, and telephone number, for whom similar or related services have been provided in the past 5 years.
 6. Work Plan – Describe how the Proposer will develop a process for formulating the strategic plan and, once complete, how it will be implemented, monitored and evaluated, updated, and replicated.
 7. Understanding of the Process – Describe the firms understanding of the scope and the planned approach to achieve the objectives of the strategic planning process. This may be submitted in any format that the Proposer feels is appropriate.

8. Time Schedule – Include a time schedule to complete the Scope of Services contemplated.

4.3 Final Proposal (RFP)

The final RFP to be submitted after the interview. –The technical data should be amended and modified as appropriate to address the issues and reflect the scope of services discussed during the oral interviews and outlined in any addendum for the search which may have been issued.

4.4. Part B – Price Proposal

The Proposer must fully complete the Price Proposal Form:

Price: A proposed “lump sum” not to exceed fee for the base services as outlined in the technical proposal submitted. The total lump sum price will be used for determining the price component of the Proposal rating.

Additional Services: A proposed “lump sum” not to exceed fee for the various supplemental services requested.

SECTION 5. EVALUATION/SELECTION PROCESS

The proposals will be evaluated by the Library Board, which will evaluate the technical aspects of the proposal and participate in the oral interviews.

5.1 Part A – Technical Qualifications (subject to change)

The Board will first evaluate and rate all responsive proposals on the six (6) technical and qualification criteria listed below. The maximum possible point total for Part A is 100 points. A proposer must attain a minimum of 75% (75 points) of the possible available Part A points to be considered qualified.

Process for Developing the Strategic Plan (20 points)

(Include a description of the methodology and tasks needed to develop an outcome-driven strategic plan to serve the community.)

Process for Implementing the Strategic Plan (20 points)

(Include processes for implementing the plan, as well as monitoring progress and updating the plan. As part of updating the plan, describe how you will instill in the Library Board and staff the skills to replicate this strategic planning process in the future.)

Previous Experience, Firm (20 points)

(The successful firm and their subcontractors will have demonstrated expertise in library operations, services, trends, and functions as well as strategic planning experience.)

Staff Qualifications, Key Personnel & Roles (15 points)

(Qualifications and professional skills of the key individuals involved in the process.)

Time Schedule (15 points)

(Time estimated to complete the scope of work)

Demonstrated Understanding of the Objective of this Strategic Planning Process (10 points)

5.2 Part B – Price Proposal

The price proposal submission will be assigned a maximum total of 30 points.

The responsive proposal with the lowest total cost will be given the maximum points.

Every other responsive proposal will be given points proportionately in relation to the lowest total price proposed. This point total will be calculated by dividing the lowest total price proposed by the price proposed for the Proposal being evaluated, with the result then being multiplied by the weight (30 points) to arrive at a cost score of less than the maximum total points for price.

Example: $(LPP / PPP) \times TP = \text{Points assigned for price}$

LPP = Lowest Price Proposed

PPP = Proposer's Price Proposal

TP = Total Points Available (30)

5.3 Overall Ranking

The Library Board will then determine the overall ranking by adding the Technical Qualification score (Part A) with the Price Proposal score (Part B) to determine the overall ranking, which will inform the Library Board's deliberations regarding contract award.

5.4 Contract Award

The Library Board reserves the right to award a contract to the Proposer whose Proposal is deemed to be in the best interest of the Stillwater Public Library.

5.5 Terms of Agreement

Upon mutually agreeing to the terms of the contract, a written agreement will be prepared by the Library Board utilizing the City of Stillwater's contract agreements (amended to the specific terms of this contract). It is important to note that the Library Board will not indemnify the Consultant.

5.6 Failure to Reach Agreement

If an agreement cannot be reached with the top rated firm, negotiations will be terminated and the Library Board will open negotiations with another of the short-listed firms. The negotiation process will continue until an agreement is reached with one of the short-listed firms. If no agreement is reached with the short-listed firms the negotiation process may be terminated at the Library Board's discretion.

SECTION 6. STANDARD TERMS & CONDITIONS

6.1 Acceptance-Rejection: Library Board reserves the right to accept or reject any or all quotes and to waive technicalities in any quotation or part thereof deemed to be in the best interest of Stillwater Public Library.

6.2 Non-Discrimination/Affirmative Action: Stillwater Public Library is committed

to equal employment opportunity and is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or physical or mental handicap in regard to any position for which qualified. Further you are advised that as a contractor, subcontractor, vendor or lessee of Library, you may be subject to Executive Order 11246, as amended, and Section 503 of the Rehabilitation Act, as amended. If covered, acceptance of this contract or purchase order shall constitute your agreement that you will not discriminate against any employee or applicant for national origin, age or physical or mental handicap in regard to any position for which qualified; and that you will comply with other specific requirements of these laws. In the event of noncompliance with the nondiscrimination clause, this purchase order or contract may be canceled, terminated, or suspended in whole or in part and you may be declared ineligible for further contracts or purchase orders.

- 6.3 Applicable Law:** This contract shall be governed under the laws of the State of Minnesota and is made at Stillwater, MN, and venue for any legal action to enforce the terms of the agreement shall be in Washington County District Court.
- 6.4 Assignment:** No right or duty in whole or in part by the contractor under this contract may be assigned or delegated without the written consent of Library Board.
- 6.5 Cancellation:** Library Board reserves the right to cancel this contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.
- 6.6 Delivery:** Delivery shall be F.O.B. destination unless otherwise specified.
- 6.7 Deviation and Exceptions:** Deviations and exceptions from terms, conditions, or specifications shall be described fully under the proposer's letterhead, signed, and attached to the request for proposal. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the proposer shall be held liable.
- 6.8 Entire Agreement:** These standard terms and conditions shall apply to any contract order awarded as a result of this request for proposal except where special requirements are stated elsewhere in the request. In such the contract order with reference to parts and attachments shall constitute the entire agreement with previous communications pertaining to the subject of this request for proposal being hereby superseded.
- 6.9 Guaranteed Delivery:** Failure of the contractor to adhere to the delivery schedule that is specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price if alternate procurement is necessary. Excess costs shall include administrative costs.
- 6.10 Invoicing:** shall be individually invoiced in accordance with the instructions contained on the purchase order or contract.

The Library Board is subject to payment provisions outlined by the City of Stillwater's Purchasing Policy. The Library Board, after receipt of a properly completed invoice or receipt and acceptance of the property or service whichever is later, will make payment within thirty (45) days as long as the properly

completed invoice or receipt is received on or before the second Tuesday of the month. If a properly completed invoice or receipt is not received by the second Tuesday of the month, the contractor waives the right to collect interest if payment is not made within thirty (45) days.

- 6.11 Quantities:** Quantities shown on this request for proposal are based on estimated needs. Library Board reserves the right to increase/decrease quantities to meet actual needs or availability of funds.
- 6.12 Taxes:** Library Board and its departments are exempt from payment of all federal taxes and Minnesota State and local taxes on its purchases except Minnesota excise tax as described below:

The Stillwater Public Library is exempt from state sales tax per Minnesota Statute 297a.70, but the sales tax exemption does not apply to building materials purchased by a contractor as part of a lump sum contract, construction materials purchased to fund facilities that will not be used for tax exempt purposes, the leasing of motor vehicles, and the purchase of lodging and drinks.

SECTION 7. RESPONSIBILITY OF THE LIBRARY BOARD

- 7.1 Library Board's Project Officer.** The Library Board will appoint a project officer to function as project officer to act as the Library Board's representative with respect to the work performed under this contract. That project officer must defer to the full Library Board for final authority on any decisions not specifically assigned to the project officer.
- 7.2 Prompt Response.** To prevent an unreasonable delay in the Consultant's work, the Library Board will examine all reports, drawings, specifications and other documents and will make authorizations in writing to the Consultant to proceed with work within a reasonable time period.
- 7.3 Project Requirements.** The Library Board will furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from Library Board records.

SECTION 8. INSURANCE.

Consultant agrees that in order to protect itself and the Library Board under indemnity provisions set forth above, it will at all times during the term of this contract, keep in force policies of insurance as indicated in this contract. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved and a Notice to Proceed is issued by the Library Board of Trustee's President.

PROFESSIONAL LIABILITY

- A. Limits
 - (a) \$500,000 each claim/\$1,000,000 annual aggregate
- B. Must continue coverage for 2 years after final payment for service/job

GENERAL LIABILITY COVERAGE

- A. Commercial General Liability
 - (a) \$2,000,000 general aggregate
 - (b) \$1,000,000 products - completed operations aggregate
 - (c) \$1,000,000 Personal injury and advertising injury
 - (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
 - (a) Premises and Operations Liability
 - (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Stillwater, its officers, council members, agents, employees, authorized volunteers and the named insured
 - (c) Personal Injury
 - (d) Explosion, Collapse and Underground Coverage
 - (e) Products/Completed Operations
 - (f) The general aggregate must apply separately to this project/location

BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Minnesota State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers

Liability limit of:

\$500,000 Each Accident

\$500,000 Disease Policy Limit

\$500,000 Disease - Each Employee

ADDITIONAL PROVISIONS

* Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Stillwater, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

* Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

* Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Clerk.

* Notice - NOTE: City of Stillwater requires 30-day written notice of cancellation, non-renewal or material change in the insurance coverage.

* The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.



SAMPLE STANDARD CONTRACT AGREEMENT

THIS AGREEMENT, is made this ____ day of _____, _____ by and between the City of Stillwater Public Library Board of Trustees, 224 3rd Street N, Stillwater, Washington County, Minnesota and _____ (hereinafter called "Consultant").

1. The Work. The Consultant agrees to perform services to complete a Strategic Plan Development for the Stillwater Public Library as indicated in Exhibit "A" – Proposal Form:

A. Other Services

The Consultant shall, upon request and without additional compensation, furnish such explanation as may be necessary to clarify and interpret the plans, specifications or report, as the case may be.

B. Additional Services

The Consultant shall provide additional products and/or services provided by this Agreement if such additional products and/or services are requested in writing by the Library Board’s Project Manager or other authorized employee of the Library Board. Such additional costs may not be incurred prior to receipt of written approval by the Library Board. Compensation for services provided by this Agreement shall be as specified in _____. Costs for additional products and services not covered under this Agreement shall be negotiated and set forth in a written amendment to this Agreement executed by both parties. The amendment shall be executed by both parties prior to proceeding with the work covered under subject amendment.

All work will be done in a workman-like manner and materials will be fit for the purpose. Work must be completed according to the Stillwater Public Library Board’s Request for Proposals dated _____.

2. Project Manager: The Consultant shall assign the following individual to management the project described in this contract (a resume of this individual is attached)

Name Contact Numbers

3. Changes in Project Manager: The Library Board has the right to approve or disapprove any proposed change from the individual named above. The Library Board shall be provided with a resume for any proposed substitute and shall be given the opportunity to interview that person prior to its decision to approve or disapprove.

4. Responsibility of the Library Board. At its own expense, the Library Board will have the following responsibilities regarding the execution of the contract by the Consultant.

a. Library Board’s Project Officer. The Library Board will appoint a project officer to function as project officer to act as the Library Board’s representative with respect to

the work performed under this contract.

- b. **Prompt Response.** To prevent an unreasonable delay in the consultant's work, the Library Board will examine all reports, drawings, specifications and other documents and will make authorizations in writing to the Consultant to proceed with work within a reasonable time period.
 - c. **Project Requirements.** The Library Board will furnish, at the Consultant's request, such information as is needed by the Consultant to aid in the progress of the project, providing it is reasonably obtainable from Library records.
3. **Payment.** This work, including all labor, materials and equipment needed to accomplish the Strategic Plan Development shall be completed by the Consultant as shown on the attached proposal form (Exhibit "A") to be paid to the Consultant to be processed as follows: 25% upfront, 25% when a working draft of the Strategic Plan has been submitted to the Library Board, and 50% upon satisfactory completion of the process.
4. **Waiver of Liability.** It is further agreed that this work is undertaken at the sole risk of the Consultant. The Consultant does expressly forever release the City of Stillwater from any claims, demands, injuries, damage actions or caused of action whatsoever, arising out of or connected with the work according to the Request for Proposals for the project.
4. **Indemnification.** Any and all claims that arise or may arise against the Consultant, its agents, servants or employees, as a consequence of any action or omission on the part of the Consultant while engaged in the performance of this work shall in no way be the obligation or responsibility of the Library Board. The Consultant shall indemnify, hold harmless and defend the city, its officers and employees, against any and all liability, loss cost damages, expenses, claims or actions, including attorneys fee which the Library Board, its officers or employees may hereinafter sustain, incur or be required to pay, arising out of or by any reason of any act or omission of the Consultant, its agents, servants or employees in the execution, performance or failure to adequately perform their obligations under this contract.
5. **Insurance.** Consultant agrees that in order to protect itself and the Library Board under indemnity provisions set forth above, it will at all times during the term of this contract, keep in force policies of insurance as indicated in this contract. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved and a Notice to Proceed is issued by the Library Board of Trustee's President.

5.1. PROFESSIONAL LIABILITY

A. Limits

(a) \$500,000 each claim/\$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final payment for service/job

5.2. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

(a) \$2,000,000 general aggregate

(b) \$1,000,000 products - completed operations aggregate

(c) \$1,000,000 Personal injury and advertising injury

- (d) \$1,000,000 each occurrence limit
- B. Claims made form of coverage is not acceptable.
- C. Insurance must include:
 - (a) Premises and Operations Liability
 - (b) Blanket Contractual Liability including coverage for the joint negligence of the City of Stillwater, its officers, council members, agents, employees, authorized volunteers and the named insured
 - (c) Personal Injury
 - (d) Explosion, Collapse and Underground Coverage
 - (e) Products/Completed Operations
 - (f) The general aggregate must apply separately to this project/location

5.3 BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

5.4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Minnesota State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:

- \$500,000 Each Accident
- \$500,000 Disease Policy Limit
- \$500,000 Disease - Each Employee

5.5 ADDITIONAL PROVISIONS

*Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Stillwater, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

*Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

*Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Clerk.

*Notice - City of Stillwater requires 30-day written notice of cancellation, non-renewal or material change in the insurance coverage.

*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.

6. Contract Documents include:

- a. Notice to Proceed
- b. Copy of Accepted Resolution
- c. Small Contract Agreement (Pages 1-3)
- d. Library Board's Request for Proposals (_____ Pages)
- e. _____ proposal dated _____ (_____ Pages)
- f. Exhibit "A" of _____ Cost Proposal (3 Pages)

7. Termination. -

A. For Cause

If, through any cause not beyond the control of the Consultant, the Consultant shall fail to fulfill in timely and proper manner the obligations under this agreement, the Library Board shall have the right to terminate this contract by written notice to the Consultant. In this event, the Consultant shall be entitled to compensation for any satisfactory, usable work completed.

B. For Convenience

The Library Board may terminate this contract by giving written notice to the Consultant no later than 10 calendar days before the termination date. If the Library Board terminates the contract under this clause, the Consultant shall be entitled to just and equitable compensation for any satisfactory work completed.

8. Conflict of Interest. No elected/appointed official or employee of the Library, Library Board or City of Stillwater who exercises any responsibilities in the review, approval, or carrying out of this contract shall participate in any decision relating to this contract which affects his or her direct or indirect personal or financial interest.

9. Assignability. The Consultant shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the Library Board.

10. Title Transfer. The products of this contract shall be the sole and exclusive property of the Library Board. Upon completion or other termination of this contract, and at the request of the Library Board, the Consultant shall deliver to the Library Board machine-reproducible copies of any and all materials pertaining to this contract. Future use of these products (plans, specifications, and all other materials produced under this contract) by the Library Board for different facilities without specific adaptation by the Consultant, will be at the risk of the owner.

11. Public Record Contract Clause. Both parties understand that the Library Board is bound by the public records law, and as such, all of the terms of this agreement are subject to and conditioned on the provisions of MN. Statutes 13.05. Contractor acknowledges that it is obligated to assist the city in retaining and producing records that are subject to the Minnesota Data Practices law, and that the failure to do so shall constitute a material breach of this agreement, and that the contractor must defend and hold harmless from liability under that law in regard to records maintained or that should have been maintained by the contractor. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this agreement.

12. Confidentiality. No reports, information, and/or data given to or prepared or assembled by the Consultant under this contract shall be made available to any individual or organization by the Consultant without the prior written approval of the Library Board of Trustees.

13. Controversies. Any controversy or claim arising out of this contract shall be constructed in accordance with the laws of the State of Minnesota. Any litigation between the parties arising out of, or in connection with the contract shall be brought exclusively in Washington County Court.

14. Errors or Deficiencies. The Consultant shall without additional compensation revise any materials prepared under this contract if it is determined that the Consultant is responsible for any errors or deficiencies.

Further, the Consultant shall be responsible for costs incurred by the Library Board, which are over and above the costs that would have been incurred, had the error, omission or deficiency not occurred.

15. Contract Period. This agreement shall, unless otherwise stated elsewhere herein, terminate upon final payment to the Consultant. Both parties' obligations under this agreement, which by their nature are intended to continue beyond termination or expiration of this Agreement, shall survive the termination or expiration of this agreement.

16. Completeness of the Contract, This document and any specified attachments contain all terms and conditions of this contract and any alteration shall be invalid unless made in writing, signed by both parties, and incorporated as an amendment to this contract. There are no understandings, representations or agreements, written or oral, other than those incorporated herein.

17. Completion Date. Completion of work related to the Strategic Plan Development shall be done according to the terms of the project's proposal submitted on _____.

IN WITNESS WHEREOF, the parties have set their hands this ___ day of _____, 2018.

STILLWATER PUBLIC LIBRARY BOARD

By: _____
Michael Keliher, President

By: _____
Its:

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

The foregoing instrument was acknowledged before me this ____ of _____, 2018 by Michael Keliher, President and _____ on behalf of the Stillwater Library Board of Trustees.

Notary Public
Commission Expires: ___/___/___

Commissioned At: _____

CONSULTANT

By: _____

By (Please Print): _____

Title (Please Print): _____

STATE OF MINNESOTA

)

) ss.

COUNTY OF _____

)

The foregoing instrument was acknowledged before me this ____ of _____, 2018 by
_____, its _____,
for _____.

Notary Public

Commission Expires: ___/___/___

Commissioned At: _____

EXHIBIT "A"
PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY
STRATEGIC PLAN DEVELOPMENT**

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this proposal. By submitting this proposal, I hereby represent that the firm identified below has thoroughly examined the Request for Proposals, is familiar with the Scope of Services, and is fully qualified to perform the services described to achieve the Library Board's objectives in a professional manner.

Name of Firm _____

Address _____

City/State/Zip _____

Signature _____

Name (Print) _____

Title _____

Telephone Number _____

Fax Number _____

E-Mail Address _____

PROPOSAL FORM

**STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR
STRATEGIC PLAN DEVELOPMENT**

Total Cost of Activities as described in Project Understanding portion of proposal (response to Section 3.0 Scope of Services). All costs related to travel, supplies, etc., are to be included.

Total Price Not-To-Exceed Cost for Strategic Plan Development: \$ _____

Alternate price proposals for Additional Services:

Total Price Not-To-Exceed Cost for Review of the library’s job descriptions and organizational structure to assess ability to meet strategic objectives may be included as an option for additional cost. \$ _____

List other costs (If Applicable):

Description _____	\$ _____
Description _____	\$ _____
Description _____	\$ _____
Description _____	\$ _____

TOTAL PROPOSED COST FOR THIS PROJECT: \$ _____

Payment is expected to be processed as follows: 25% upfront, 25% when a working draft of the Strategic Plan has been submitted to the Library Board, and 50% after the project is completed to the Library Board’s satisfaction.

STILLWATER PUBLIC LIBRARY

ADDENDUM NO. 1

Date: 5/25/2018

RE: RFP – Strategic Plan Development

This addendum is issued to modify, clarify or supplement the original Request for Proposals (RFP) for the referenced project and is hereby included in and made a part thereof.

QUESTIONS & ANSWERS

Q1. Can you verify that the price proposal should not be submitted until notification of being on the "short list" and that technical proposals should not contain a proposed project fee?

A1. Yes, that is correct on both counts. The price proposal should not be submitted until notification of being on the short list, and technical proposals should not contain a proposed fee.

Q2. Do you have a deadline in mind for having the strategic plan completed?

A2. We do not have a specific deadline in mind. Our 2019 budget planning has to be largely complete by this Sept. and it seems unrealistic to have pinpointed specific items arising out of strategic planning by that date, so next year's budget is not a driving force. The board and I would like the process to be driven by the plan rather than impose an artificial deadline on it. However, it's also true that planning can get bogged down over an extended period of time and momentum is lost.

Q3. Is it your expectation that the consultant will continue to work with the Library Board and staff over the following three years to monitor progress and update the plan? It appears from 5.1 - Process for Implementing the Strategic Plan that the consultant would continue to work with the client through the three-year implementation cycle, then train staff and board members to replicate.

A3. I've been part of three strategic planning processes and haven't experienced that level of assistance, though it would be nice if it were affordable. The closest example I can relate to is that, in one experience, after the initial strategic plan document was finalized, a set number of hours were available to the library to work with the consultant for the duration of the plan at no charge. If we went beyond those hours, then we would incur a per hour charge. Ideally, the processes developed and ingrained in staff/trustees would be relatively straightforward and replicable. I'm hoping that the consultant we work with will give us the tools we need to be relatively self-sufficient after the process is complete, though the option for some consultation after the fact may be helpful.

Q4. Typical methods for engaging the community in a library's strategic plan are a survey and focus groups. When you think about engaging your community, would you see benefits in conducting more extensive engagement?

A4. Surveys and focus groups are what we were thinking of as well. What we're looking for are the details of how you'd do each. Is surveying done via web, mail, or both? Would it be a statistically valid sampling? Who writes the questions? Similarly, how would you propose to conduct focus groups, how many, etc.? The city has a survey tool called Polco -- <https://polco.us/groups/city/stillwater-mn> -- which may or may not be available by this fall because they're trying to decide whether to renew their subscription. That may be a survey option available to the consultant. We're not thinking of anything beyond that, but we're open to any ideas you've had success with.

Q5. Item 3.1.k. calls for reviewing job descriptions and organizational structure related to ability to meet strategic objectives. If the library would like the consultant to recommend staff re-organization, it would take more staff involvement than the four-hour session. Would the library make additional staff time available, as needed?

A5. As you alluded to, this "may be included as an option for additional cost". Yes, we would make additional staff time available if this option were to be pursued.

Acknowledgement:

Company Name

Signature

Name Typed or Printed

Date

SARAH KEISTER ARMSTRONG & ASSOCIATES, LLC

June 7, 2018

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

Dear Mr. Troendle:

Thank you for considering our enclosed proposal to provide strategic plan development consulting services to Stillwater Public Library. Your vision for a strategic plan that is responsive to community needs and input from key stakeholders reflects the way I believe today's library must plan for the future. It is the same approach Sarah Keister Armstrong & Associates has advocated in our many successful strategic planning projects with public library clients. Our backgrounds in data and statistical analysis, quantitative and qualitative evaluation, and planning for public libraries provide us with the expertise to lead successful community needs assessment and strategic planning projects.

These community-based final products have greater potential to make a true impact both within library operations and in how the library serves its community. However, to gather valid input, analyze available data, lead thoughtful reflection on the library's place in the community, and synthesize this information into an action-oriented plan requires diligent, end-to-end service from a skilled consultant. As an intentionally small company that brings a wealth of experience in such projects, Sarah Keister Armstrong & Associates holds a distinct position in the library industry to be able to provide these services.

I look forward to speaking more about our process and vision for data analysis as it relates to the strategic planning process with you and the Board of Trustees. We would relish the opportunity to help your library better understand and serve its outstanding community. Please see our detailed proposal on how we plan to facilitate this process. Thank you for your consideration.

Sincerely,



Sarah Keister Armstrong
Principal & Owner
Sarah Keister Armstrong & Associates, LLC



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ORGANIZATIONAL INFORMATION

Sarah Keister Armstrong & Associates, LLC specializes in community needs assessments and strategic planning, program evaluation, and communications for libraries and nonprofit organizations. Our organizational structure is a limited liability company incorporated in Illinois.

Why Us?

We're library people. We understand the challenges facing today's libraries and the changes in how communities interact with them. We also know that every library is different, and our intentionally small size allows us to provide our clients with customized services and solutions.

Our team is well versed in statistical methods and evaluation processes, including both quantitative and qualitative analyses. This comprehensive background has enabled us to complete actionable projects in a variety of fields, including evaluations of nonprofit program management, library service delivery, and educational and training capacity and learning outcomes. The success of our work stems from our ability to design customized evaluation tools, effectively implement them, and analyze results intended to inform decision-making. This end-to-end servicing of client needs reflects our philosophy of working with clients to meet their needs rather than for clients using pre-packaged evaluation tools and methods.

Key Personnel

Sarah Keister Armstrong has worked in a variety of private, state, and federal government offices and nonprofit organizations. She is experienced in statistical analysis, data collection, and using quantitative and qualitative measures to evaluate public policies and programs. Sarah holds a Master of Public Policy and Administration degree and a Bachelor of Arts degree in Political Science and Sociology and was a recipient of the federal government's prestigious Presidential Management Fellowship. Sarah previously served on the Board of Directors of the Reaching Across Illinois Library System (RAILS) and has presented and published the following:

- Engaging Your Board, Staff and Community in Strategic Planning
Presented during Directors University professional development seminar, June 2018
Presented during the Wisconsin Library Association *Trustee Training Week* webinar series, August 2017
- Advocacy From the Top: Spring Your Board to Action
Presentation at the *Wisconsin Association of Public Libraries Conference*, April 2017
Presentation at the *Illinois Library Association Annual Conference*, October 2017
Presentation at the *Michigan Library Association Annual Conference*, October 2017
- Survey Says: Writing Questionnaires and Avoiding Common Pitfalls
Presentation at Madison Nonprofit Day, October 2017
Presentation at the *Wisconsin Library Association Annual Conference*, October 2016
- From Quantity to Quality: How Libraries Can Unearth the Meaning of Their Data

Panel Presentation at *A Library State of Mind: 2015 Illinois Academic, Public, School & Special Libraries Conference*

- Trustee Voices
Published in the *Illinois Library Association Reporter*
- Are We There Yet? Five Stops Along a Nonprofit's Journey Through Strategic Planning
Published in *Nonprofit Information*

Sarah served on the Fremont Public Library District Board of Trustees (Illinois) from 2013 to 2017, most recently as vice president, and serves in the following leadership roles within her community:

- Director-at-Large, Illinois Library Association
- Co-Chair of the Lake County Youth Empowerment for Success Coalition

Beth Keister also brings a mix of technical expertise and library consulting experience to the firm. After earning a Bachelor of Science degree in Mathematics and a Master of Science degree in Statistics, Beth worked in various technical positions for commercial and non-profit organizations, taught university level mathematics, and consulted with major educational publishers. She has trained the staffs of several libraries and organizations on a variety of software packages and consulted with libraries on creating programs and reports that support daily operations. She also is experienced in using survey design and research methodologies for evaluation purposes.

Dan Armstrong is a skilled information professional with experience working in educational and nonprofit organizations. He is experienced in developing and implementing public relations, community engagement, and social media strategies. Dan holds a Master of Library and Information Science degree and a Bachelor of Arts degree in English-writing and Sociology and has been recognized for his accomplishments in writing and media relations.

Our Philosophy

Our approach to project management actively engages those meaningfully influenced by the project, includes regular communication with project leads, and results in high-quality products that help organizations chart meaningful progress for the future. Our philosophy as a firm is to be lean, results-focused, efficient, and effective for our clients. In working with public institutions, we maintain a strong commitment to fiscal responsibility and accountability to the residents of the communities we assist.

Our approach goes beyond basic transparency to the public and strives to engage all parts of the community as active participants in the process. To do so, we advocate using modern communications tools and innovative strategies, rather than top-heavy and expensive methods often recommended by larger and less nimble firms. In projects such as these, we work not only for the library but also on behalf of the community, facilitating a process that truly serves all. In working with libraries, we tailor our services to the needs, desires, and philosophies of each organization.

QUALIFICATIONS AND EXPERIENCE

We're proud to have led a number of successful strategic planning projects for public libraries with the belief that when their operations are aligned with community needs, libraries can be transformational institutions. Our fresh perspectives and multidisciplinary backgrounds position us to help organizations chart meaningful progress for the future. From initial consultation to design of the planning process and analysis of community feedback, this service reduces the additional responsibilities often assigned to staff during planning processes.

Recent Library Projects

Our modern perspectives on community needs assessments and strategic planning result in straightforward, dynamic documents that will be regularly referenced and updated rather than put away on a high shelf. In all projects, Sarah Keister Armstrong serves as project lead, and Beth Keister and Dan Armstrong provide project support. Some of our past and current clients include:

- Addison Public Library, Addison, Illinois
- American Library Association, Chicago, Illinois
- Arlington Heights Memorial Library, Arlington Heights, Illinois
- Bartlett Public Library District, Bartlett, Illinois
- Bensenville Community Public Library, Bensenville, Illinois
- Delafield Public Library, Delafield, Wisconsin
- Ella Johnson Memorial Public Library, Hampshire, Illinois
- Forest Park Public Library, Forest Park, Illinois
- Fox River Valley Public Library District, East Dundee, Illinois
- Glencoe Public Library, Glencoe, Illinois
- Glenwood-Lynwood Public Library District, Lynwood, Illinois
- Green Hills Public Library District, Palos Hills, Illinois
- Hillside Public Library, Hillside, Illinois
- Itasca Community Library, Itasca, Illinois
- Lake Forest Library, Lake Forest, Illinois
- Lake Geneva Public Library, Lake Geneva, Wisconsin
- Lansing Public Library, Lansing, Illinois
- Morton Grove Public Library, Morton Grove, Illinois
- Mukwonago Community Library, Mukwonago, Wisconsin
- Round Lake Area Public Library, Round Lake, Illinois
- Warren-Newport Public Library District, Gurnee, Illinois
- Wheaton Public Library, Wheaton, Illinois

References

Kathy Parker
Director
Glenwood-Lynwood Public Library District
19901 Stony Island Avenue
Lynwood, IL 60411
Phone: (708) 758-0090
Email: parkerk@glpld.org

Catherine Lemmer
Library Director
Lake Forest Library
360 East Deerpath Rd.
Lake Forest, IL 60045
Phone: (847) 810-4602
Email: clemmer@lakeforestlibrary.org

Jim DiDonato
Executive Director
Round Lake Area Public Library District
906 Hart Rd.
Round Lake, IL 60073
Phone: (847) 546-7060, ext. 127
Email: jdidonato@rlalibrary.org

PROJECT APPROACH

To collect input from the community served by Stillwater Public Library during its strategic planning process, we propose conducting a community survey, facilitating focus groups, and leading discussions with library staff members, the management team, and board of trustees. This information will be analyzed and used to inform development of long- and short-term goals for inclusion in the strategic plan. A proposed, flexible timeline is included following the narrative below.

The community needs assessment will include several components:

- Community feedback regarding use (and non-use) of the library;
- Analysis of demographic changes;
- Review of circulation trends and other available organizational data; and
- Comparison of the library's operations with current public library trends.

Together, these components paint a picture of how patrons currently use the library, barriers potentially resulting in non-use or limited use, and what the community desires out of future public library service.

Develop community profile.

A trend analysis of library usage will be conducted using patron counts and circulation statistics and any other available and relevant library usage data. This information, in addition to demographic data, will be used to create a community profile of the library's service area. Secondary data will be collected from external data sources, such as the U.S. Census Bureau. The collected data will include commonly referenced demographic characteristics, such as age, income, school lunch data, language, educational attainment, and employment. Longitudinal trends will be analyzed to evaluate whether any significant demographic change exists.

Conduct survey of residents.

A community survey will be designed to not only gauge residents' current use of the library, but also what is desired in future library service. The survey will include questions including, but not limited to, those regarding use (and non-use) of the library; barriers to increased use of the building, services, and programs; use of technology; and the library's collection. Demographic questions such as age, household size, and educational attainment will allow for more detailed analysis of the community needs and usage of different segments of the population, and open-ended questions will provide respondents with opportunities to provide their own unrestricted feedback.

Surveys will be administered via email using the library's existing email distribution list and also can be posted on the library's website and social media networks. Each survey will take respondents approximately five to 15 minutes to complete. We can provide recommendations regarding marketing and communications strategies to achieve an optimal level of engagement, as well as options for reaching non-library users in the community served by the library. It is recommended that a nominal

prize, such as a gift card, be offered by the library to attract attention to the survey and increase the response rate.

In addition, physical copies of the questionnaire can be distributed to avoid alienation of residents who do not use computers or who would prefer to fill out a paper questionnaire rather than an online version. While this method likely will increase the number of responses received, it is important to note that surveys answered within the physical space of the library are generally answered by regular users of the library, diminishing the input of less frequent users and virtual users who primarily use electronic resources. Physical copies of the survey may also be made available to local schools and community organizations for increased outreach. In respect to maintaining fiscal responsibility to taxpayers, we recommend this combination of modern electronic-based survey distribution methods and targeted outreach over time-consuming and costly printed mailers.

Conduct focus groups with key library stakeholders.

We propose conducting a series of five focus groups to solicit feedback from a diverse base of stakeholders:

- One focus group with staff members;
- Two focus groups with residents, including adults, seniors, and teens, depending on community interest and availability;
- One focus group with community leaders, including representatives of local government agencies, schools, businesses, and community organizations; and
- One focus group with the Friends of the Stillwater Public Library and/or library volunteers.

The focus groups will gather information regarding patterns of usage, use of space, and need for library programs among various stakeholders, as well as serving as a gap analysis to identify circumstances within the community in which the library can fulfill a need. Each focus group will be conducted in a group discussion format and last for up to one hour. When possible, the focus groups will be held at the library and will take place during a variety of hours, depending upon the availability of participants. The library may be asked to lend support in contacting stakeholder groups to participate.

Conduct planning session with staff members.

With the belief that staff are critical to the success of any strategic plan and should be engaged in the strategic planning process, learning about the strengths and weaknesses of the existing strategic plan as it relates to library operations today will provide context to adjust goals and objectives as needed. This session will include conversations with library staff that will lead into discussion of available data, community feedback, and the implications this information has on the development of the new strategic plan.

Develop strategic plan.

We will engage trustees and the library management team in a collaborative process to develop a written strategic plan. To ensure that the plan aligns with identified needs and leads the library forward, we will facilitate conversations that build upon the data collection and analysis completed during the first phase of the strategic planning process.

To facilitate the second phase of the library's strategic planning process, we propose the following tasks:

1. Facilitate working session with the Board of Trustees and key library staff to determine overarching goals and objectives of strategic plan. The goal of this meeting will be to reach consensus on revised goals and objectives of the new strategic plan. Following the working session, a summary of the discussion will be provided, as well as a draft outline of the strategic plan. This conversation also is an ideal opportunity for the board and the library management team to discuss the library's mission, vision, and values and whether a revision to its current mission statement is warranted based on the community feedback and data available.
2. Meet with the library management team to develop specific action steps and measurable outcomes that will communicate the degree of progress toward the new plan's goals and objectives. We recommend that, prior to this meeting, the management team solicit input from their respective staff teams and use this management team meeting as an opportunity to share promising next steps, discuss potential challenges, and develop concrete actions that will begin implementing the new strategic plan.
3. Following these conversations, a full draft of the strategic plan will be submitted to library administration and the Board of Trustees for review and approval. Following approval of the plan, we will work with the library management team to determine an implementation plan as well as to suggest options for ongoing reporting of progress towards the goals included in the strategic plan. Going forward, after participating in this process, the board and management team should have a clear understanding of a participatory strategic planning process and be capable of duplicating many components of it independently. Materials developed during this process, in addition to raw data, will be made available to the library.

Please note: Library staff may be asked to provide existing data on library usage, including circulation statistics, patron counts, numbers of cardholders, and programming statistics. Staff with regular marketing responsibilities may be asked to assist in document formatting to align with style standards determined by the library. In addition, staff may be encouraged to distribute written copies of the survey to relevant community organizations, particularly to seek input from underrepresented groups.

PROJECT TIMELINE

The following timeline is flexible and dependent upon the determined needs of the library.

Month	Tasks
July – August 2018	<ul style="list-style-type: none"> Information gathering, including review of past planning materials, demographic information, circulation data, and other library usage statistics Discuss goals of process with library management team Develop community survey
September 2018	<ul style="list-style-type: none"> Distribute community survey
October – November 2018	<ul style="list-style-type: none"> Analyze survey results Conduct focus groups Compile feedback and submit community needs assessment report to library administration and Board
December 2018 – January 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

For more information, please contact:

Sarah Keister Armstrong
 Principal & Owner
 Sarah Keister Armstrong & Associates, LLC
 218 Greentree Parkway
 Libertyville, IL 60048

Phone: (224) 305-2701
 Email: sarah@skaassociates.com
 Website: www.skaassociates.com

EXHIBIT "A"

PROPOSAL FORM

STILLWATER PUBLIC LIBRARY BOARD REQUEST FOR PROPOSALS FOR LIBRARY STRATEGIC PLAN DEVELOPMENT

I hereby certify that I am authorized to make this offer on behalf of the named company and to bind said company to all conditions of this proposal. By submitting this proposal, I hereby represent that the firm identified below has thoroughly examined the Request for Proposals, is familiar with the Scope of Services, and is fully qualified to perform the services described to achieve the Library Board's objectives in a professional manner.

Name of Firm Sarah Keister Armstrong & Associates, LLC

Address 218 Greentree Parkway

City/State/Zip Libertyville, IL 60048

Signature 

Name (Print) Sarah Keister Armstrong

Title Principal & Owner

Telephone Number (224) 305-2701

Fax Number n/a

E-Mail Address sarah@skaassociates.com

CORE SERVICE VALUES



Ella Johnson Memorial Public Library will be a first-class library that responds to the needs of our rapidly growing population and serves as a community hub for our service area by:

- Uniting and strengthening the communities we serve by providing access to resources and programming that enriches the lives of library users,
- Implementing visionary innovation that responds to the changing information and learning landscape, and
- Fostering community engagement that supports the advancement of services and the growth of the economy of our District.

VISION STATEMENT



Make the library a destination.

- Identify priorities for future library space usage
- Analyze options using scoring system designed around community needs
- Communicate plans to the community and elicit feedback
- Pursue expansion project that responds to the needs of the community and meets the facility standards for public library buildings set in *Serving Our Public 3.0*

Increase learning and growth opportunities for all community members.

- Expand and strengthen library's role in literacy skill building and digital fluency
- Foster community partnerships that enhance library and partner resources
- Expand cultural arts programming for community
- Create spaces and programming to facilitate opportunities for civic engagement

Ignite interest in the library through engaging and responsive communication techniques.

- Develop marketing and branding plan
- Develop targeted communication
- Proactively respond to emerging cultural trends that affect information gathering habits

Develop an organizational culture that empowers staff and maximizes the library's effectiveness.

- Build staff and organizational capacity to innovate
- Use outcomes-based evaluation to drive planning
- Strive for collaboration between departments, teams and individuals
- Provide ongoing development opportunities for staff and trustees regarding trends in library administration

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

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 Budget Update</p>	
<p>OWNER: Mark Troendle, Director</p>	<p>PRESENTER: Mark Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve a recommendation requesting additional funding to support IT transition costs</p>	
<p>BACKGROUND/CONTEXT: In addition to the 5.8% increase to the library’s operating budget recommended by the city administrator to the city council, there have been discussions at two council budget work sessions around the idea of increasing that amount slightly. At the September 4 council meeting, the library was asked to provide the council with a specific recommendation from the board for consideration. It is recommended that the additional request be linked to the IT transition costs the library will absorb due to changes in how Washington County provides services. City IT and library staff are developing a proposal for the board to review. The next budget meeting will take place at 4:30 p.m. on September 18, 2018.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Additional information, including costs, will be provided as a handout at the September library board meeting.</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Foundation Grant Request: Huelsmann Foundation</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 up to \$9,000 from the Huelsmann Foundation through the Stillwater Public Library Foundation for the funding of half of Sundays in 2019.</p>	
<p>BACKGROUND/CONTEXT: The Stillwater Public Library Foundation annually requests funding from the Huelsmann Foundation. The grant requests consists of two parts:</p> <ul style="list-style-type: none"> • Annual sponsorship of Light a Spark. Light a Spark is the Foundation’s major fundraising event and celebration and is dedicated to honor the memory and contributions of Dick Huelsmann. • Support of a library specific project or program. The recommended request for 2019 is funding for half of the Sundays that the library is open in 2019. The remaining Sundays would be paid for with City funds. Sundays are an important and popular day of library service. Frequently requested by patrons, Sunday hours provide the community with the valuable resources of the library every day of the week. For some families, students, and people who work, Sunday is the day that they need the library most. 	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director's Performance Evaluation (Closed Session)</p>	
<p>OWNER: Keliher, President</p>	<p>PRESENTER: Keliher, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): D</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT: The September meeting will include the board's first application of the recently revised director performance evaluation process. The following pages include the full detail of that process, but in short:</p> <ul style="list-style-type: none"> • The director will have completed the section labeled for him on the second of these eight pages. • Trustees are to prepare for a discussion about the topics outlined in the section labeled for trustees on pages 2-3. • This discussion will take place in a closed session that includes trustees and the director, and we'll also work through the goal-setting discussion for the year ahead. • The closed session will conclude with a brief discussion among the trustees only. <p>Afterward, at the October meeting, we'll report in an open session on the general conclusions of the evaluation for the permanent record.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Performance Evaluation for Director Process and Forms – Adopted/Reviewed on July 10, 2018</p> <p>The following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> • Library Director position description • Annual SMART goal review completed by Director Troendle • Goal development worksheet completed by Director Troendle • Director's placement on compensation grid scenarios 	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

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

C. To be completed at the annual review:

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

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

- A.
- B.
- C.

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

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

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

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

Director's Signature:

_____ Date: _____

Board President's Signature:

_____ Date: _____

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

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

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

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

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

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

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

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

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

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

Progress Report Form

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

For the Director

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

Goal #1

Goal #2

Goal #3

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

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

For the Trustees to consider as preparation for discussion.

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

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

Title: Library Director Evaluation Process
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.

- 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

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director's Placement on Grid	
OWNER: Mike Keliher, President	PRESENTER: Mike Keliher, President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to place director on class compensation grid with annual step movement effective the first full pay period following the director's anniversary date and subject to satisfactory performance evaluation.	
BACKGROUND/CONTEXT: During the classification compensation study in 2017, Flaherty & Hood placed the library director position at grade 11 on the pay scale. While this pay scale informed the board's offer of employment to Director Troendle, the board did not officially place Director Troendle on a step of the scale. Troendle's starting salary and six-month evaluation rate were based on the offer of employment letter and not on a specific step. As the board conducts Director Troendle's first annual review, the board should consider officially moving Director Troendle onto the classification grid with annual step movement.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

On August 23, a picnic was held in Pioneer Park for all the volunteers who serve on any of the nine City of Stillwater boards and commissions, along with the council members and department heads who work with them. It's a way to thank the volunteers for their service to the community and get better acquainted with each other. I was fortunate to meet some new people who do good work for the city.

On August 29, Spike Carlsen, City IT Technician Jesse Pereboom, Rick Korinek from Midwest Hearing Loops, and I met in the Conference Room to discuss specifications for a custom-made credenza Spike graciously offered to build to house hardware needed for both the hearing loops and videoconferencing capabilities, which are two enhancements coming soon.

The job analysis questionnaire and job description for a new position titled Business and Communications Manager were finalized. (This is the position that will be funded by dollars allocated to the vacant Assistant Director position.) I then provided this documentation to HR Manager Donna Robole for review. Next, this paperwork was sent to consultants Flaherty & Hood for scoring and placement on the pay grid. As anticipated, this position was placed at grade 9, the same level as our two existing supervisory positions, and it is another step in the larger plan to bolster key areas of operation.

Grant writer Mark Dunlap and I attended a webinar on a Minnesota Library Construction Grant program, which is a competitive dollar-for-dollar matching grant program. It provides public libraries with funding for renovation, construction, and improvement projects, and could be a potential opportunity to reduce the amount of capital funds needed for the pergola repair. We will be discussing the requirements in more detail to determine whether and how to proceed.

With helpful input from the Facilities Committee, I drafted a memo and sought estimates from area contractors to cost out the project to replace the trellis on the pergola early next year.

I reviewed and completed HR paperwork with three new Substitute Circulation Assistants as part of the hiring process for new employees.

Other meetings attended in August included the City Council, Planning Commission, Washington County, City IT, Facilities Committee, Stillwater Public Library Foundation (including one Impact Team meeting to discuss strategic planning and another to discuss the Venue Coordinator position), and new trustee orientation. Significant time was spent on the two interrelated topics of the additional 2019 budget request and planning for a future IT transition from the county to the city.

Painting of exterior railings was completed in August. Below are comparative before and after photos of a section of the catering ramp railing to help illustrate the difference.



Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

August Programs

- Our best summer reading program yet, beyond any anticipated increase, with 159 participants having submitted 677 books. Word about the program seems to be spreading with double the number of participants of both 2015 and 2016 and a significant increase over the 105 of 2017.
- The Valley Concert Winds once again brought in a big crowd of 197 for their summer concert.
- Moving Target Book club was held on August 22.

Collection

- Aurora reviewed the list of periodicals the library receives to determine which titles we need most. We somehow get fewer every year as they cease publication, but the price continues to increase.
- Circulation staff updated Graphic novels in the catalog to reflect that they are a separate collection. New titles coming in have had Graphic in the call number, so the work should help standardize the collection and make it easier for patrons to find these items.

Partnerships/Outreach

- Washington County Public Health & Environment had a display about healthy eating near the nonfiction items.
- Karen began to meet with AAUW to plan a year's worth of collaborative programs.
- Aurora attended the MELSA programmers meeting to get insight on the offerings of the other library systems around the metro.

Personnel

- Lori and Aurora interviewed four candidates for Substitute Circulation Assistant and hired three: Joan Larson, Jodi Kaericher, and Jolynn Lassonde.
- Colleen Hansen started her new position on August 5th. She's already fitting into the staff well and starting some Saint Croix Collection projects.
- Lisa Brainard will be starting in Circulation at the end of September. She will filling the 20 hours Circulation lost when Jody retired.
- Staff received noticed that there will be a new Delivery Driver for the route in the county. This position is through our vendor, but can have a large impact on how delivery works with staff.

PR

- Sue created posters for the adult and children's programs happening in September and October.

Upcoming

- The library is going to screen a movie adaptation of Neither Wolf Nor Dog on September 19th at the Zephyr Theatre.
- Moving Target Mystery Book Club will take place on September 26.

Report from the Youth Services Supervisor, Angela Petrie

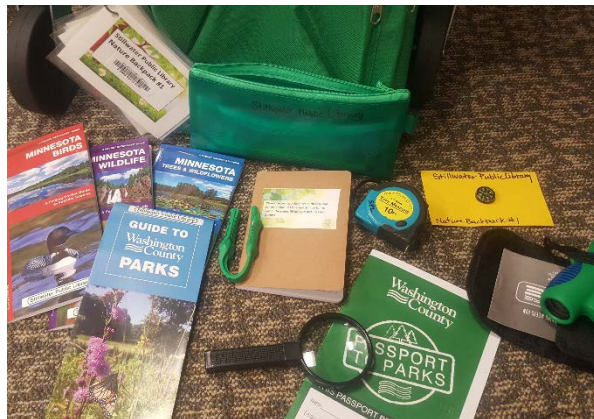
Programming for Youth and Families

August Programs

- *Storytime* – 467 people attended ten storytime sessions. Baby storytime attendance continues to increase.
- *White Bear Center for the Arts Class* – Full registration of 25 kids attended a “tie-dye bandana” class on the terrace! Weather permitting, we’d like to do more programs on the terrace.
- *Art Cart* – 34 kids and their families attended four themed sessions.
- *Paws to Read with Bella* – 6 readers came to two sessions.
- *Songwriting CD Release Party with James Hersch* – 45 attended this program with campers singing songs they helped write at the August Camp. Attendees and guest went home with CDs.
- *Dino Dig* – 18 young anthropologists learned about and explored all things dinosaur.
- *Preschool Yoga Storytime* – 35 attended with Jessie from Learning Tree Yoga. Melissa, mom and yoga instructor, said the instructor did an excellent job of using books and props to instruct the young yogis.
- *Rockets and Aliens Storytime with the Storyman from England* – 80 attended. A crowd favorite.
- *“Reading Takes You Everywhere” Scavenger Hunt* – 90 completions. A father said his kids look forward to the new hunt each month. This month’s theme is popular book characters.
- *Teen Maker Monday* – 25 teens attended four after-school sessions where they explored working with an electric die cut machine, typewriter, button maker and circuitry software. At the last Maker Monday of the summer, a parent expressed gratitude that there was something for her teen boys to do at the library every week. One of her sons, who was getting ready for his grad party, used the sewing machine to make cornhole bean bags in a variety of colors and to repair his wrist guards and pads for roller blading. The button maker remained every popular. There were several teens who brought in their own designs or printed some from Canva, a graphic design tool for those without formal experience.
- *Summer Reading* – 219 kids and teens completed the summer reading challenge. 39 birth-5 years, 134 6-12 years, and 29 teens. The Grand Prize winner of an Annual Pass to Sea Life at MOA was just notified yesterday. Angie encouraged the family to share photos with the library offering a variety of ways to do so.

Collection

- We kicked off the introduction of circulating nature backpacks, which left the building within two hours of being available. A mom, Meryl, said that she and the kids loved the nature backpacks. They identified an exotic spider using the guide and liked everything in one place even though they had some of it already. She also is looking forward to seeing what other people write in the journals when they check out a different one in the future.



Partnerships

- Angie and Shelby met with the new SAHS librarian, Emily Johnson, to talk about shared goals. Emily agreed to post information about library teen events and homework resources. We talked about future ideas including a librarian-led book club at SAHS over lunch period, bringing maker materials and equipment for afterschool, tabling events, book talks, leading ACT prep workshops, and offering meeting space for school groups. Good questions were asked and a solid foundation was built for collaboration and resource sharing. Emily very recently completed her graduate program and we offered our support to her as she familiarizes herself with her new role.
- Angie met with Jill Smith, Bayport Library Director, to accept her offer to catalog our nature backpacks to expedite their availability to the public. Bayport will soon circulate a batch, too.
- Angie is working with the Stillwater Garden Club, Trillium, to possibly offer gardening-related programming in the spring/summer. This would be a nice tie-in to our nature offerings.

Committee Work

- Angie continues her work as Chair-Elect on the Minnesota Library Association (MLA) Public Libraries Division (PLD). The PLD Board plans the annual conference for the division. This role is a 3-year commitment as chair-elect, chair, and past chair.

Upcoming Stand-Alone Programs

September 8 – Fairy & Troll Houses (child with their adult guest) with Artistry (full)

September 10 – 1st TAB meeting of the new school year

September 15 – Angie will be a guest storyteller on the storytime trolley for Valley Bookseller

September 27 – Froggy Super Storytime – celebrating the Froggy books by Jonathan London

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MINUTES

July 27, 2018

MEMBERS PRESENT: Ann Wolff, Kathy Thueson, Merilee Read, Sandy Nicholson, Doug Blanke, Shawn Glaser, Mark Troendle, Amber Dailey-Hebert
SPLF Board Coordinator: Keri Goeltl

WELCOME: Board Vice President Doug Blanke called the meeting to order at 7:40 a.m. Introductions were made. Doug reported that Lisa Howe has left the Board but will continue as a Trustee. A Thank You card was sent to recognize Lisa's valuable service and continued interest in the Stillwater Public Library as a Trustee.

SECRETARY'S REPORT: Doug asked if the Minutes from the June 29, 2018 Board meeting be approved as written. Amber so moved, Sandy seconded, all agreed. Motion was passed.

FINANCE COMMITTEE & TREASURER'S REPORT:

Keri Goeltl reviewed the Balance Sheet, Profit and Loss, Net Income, and the St. Croix Foundation reports,

All reports are available to the board members in Google Docs.

All Light a Spark expenses have been recorded.

Donor-restricted and unrestricted gifts were discussed.

The Finance Committee recommends that revenue streams be created year round and not be dependent on events alone.

Keri concluded by reporting that the Foundation is in good standing and following the budget guidelines for 2018.

LIBRARY DIRECTOR'S REPORT:

Mark Troendle reported that he and Mary Richie, representing the Library and Trustees, presented the budget requests to the City Council. The City will continue to develop the budget over the next few months.

Mark reported that Doug Menikheim has resigned his position on the Stillwater Public Library Board. Doug will continue to serve as the council liaison to the Trustees.

The August Library Board meeting will introduce 2 new board members, Bethany Cox and Sharon Hollatz.

Staff changes announced: Lori Houston will be the Circulation Lead as Jody Vasilakes has retired.

The City is looking at having the Library zoning status changed to allow outdoor events. A Special Use permit application has been submitted and there will be an open public meeting scheduled to discuss the conditions under which the Library can hold outdoor events.

Mark reported that Summer programming has been successful.

GRANT REQUESTS:

Keri reported on the status of grant requests. Please refer to the Board Packet on Google Docs. for specific grant request descriptions.

It has been recommended that old grants from past years be consolidated into a general programming grant.

New Grant requests:

1. Children's Programming. Angie has requested that a Children's programming assistant be hired for the August through December months. The request is for \$6500.
2. The Foundation board will work with Mark to determine the best use of a \$5000 donor designated tribute. The whole grant will be used to benefit the library.
3. The Lillian Wright and C. Emil Berglund Foundation has awarded a \$500 yearly gift to the Library to support the children's area.
4. A \$5000 donation has been awarded from Lakeview Hospital to provide additional hearing loops.

Keri requested a motion to accept the Grant Requests as written

Doug asked the Board to consider three motions:

1. To close out the old unspent grants (detailed in the Board packet) and to direct the funds to the Library
 - a. Sandy so moved
 - b. Amber seconded
 - c. All were in favor and the motion passed
2. To provide \$6500 for the addition of a youth services assistant for the months of August 2018 - December 2018.
 - a. Ann so moved
 - b. Shawn seconded
 - c. All were in favor and the motion passed
3. To accept the use of three donor designated funds/tributes as requested for Hearing Loops, the Children's area, and additional needs of the library as determined by the Library Director.
 - a. Merilee so moved
 - b. Amber seconded
 - c. All were in favor and the motion passed

Development and Marketing Committee Report:

1. The Strategic Planning Committee is moving on to defining the goals and objectives for the Foundation. The tasks will involve determining how the objectives will be implemented.
2. Ann requested that all Board members be involved in personal phone calls to the donors who attended Light a Spark. A spreadsheet will be sent via email with donor name assignments.

Event Committee Report:

1. Merilee and Kathy were thanked for their work on the **Light a Spark Event**. The Board presented them with a lovely bouquet of flowers.
2. Merilee and Kathy provided a Post-event Report and made two recommendations for the Board to consider for next year's event.
 - a. To add Sandy Ellis, SPLF Event Coordinator and Susie Danielson, SPLF Volunteer Coordinator to the LAS planning team.
 - b. Add a Photo Booth option for the event. Funds to be budgeted in advance
 - c. Continue to improve the Cakewalk event by including cake purchases through added funding in conjunction with donated cakes.
3. Volunteers are the foundation of success for this event and the committee is very grateful to all who so willingly and joyfully participated.
4. Ann reported that there were 87 sponsors this year who donated \$47,770.00 beyond ticket and bead sales.
5. **Donor Appreciation Event** September 25, 2018. Ann reported the event is hosted for the 100 strongest donors.
6. **Style Speaks Volumes Event** Sandy reported that the authors for the event have been selected and the first planning meeting is set for August 7th. The authors are; Jacqueline West, Tom Combs, Carolyn Porter, Julie Klassen, Angela Halgrimson, Kayla Harren, Traci Lambrecht, Douglas Wood, and David Housewright.

Training Event available for Board members:

Ann shared information about an upcoming opportunity offered through the St. Croix Valley Foundation and The Hugh J. Andersen Foundation. A two-part workshop is offered, featuring a morning session on the fundamentals of nonprofit finance and an afternoon board boot camp. Ann will be attending the October 4th workshop in New Richmond. There is also a workshop on September 25th (the date of the Donor Appreciation event) in Stillwater. You can sign up online for the workshops.

<https://www.propelnonprofits.org/trainings/fundamentals-of-finance-board-boot-camp-stillwater/>
<https://www.propelnonprofits.org/trainings/fundamentals-of-finance-board-boot-camp-new-richmond-wi/>

Doug asked for a motion to adjourn at 8:50 A.M. Ann so moved and Shawn seconded. Next meeting is **AUGUST 24th** at 7:30 A.M.

Respectfully submitted by Kathy Thueson

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, 7:00 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 7-10: Fall Used Book Sale 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