

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, December 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 November 13, 2018 Minutes +
 - b. Acknowledgement of Bills Paid in November 2018 (11/13/18: \$26,242.07 and 11/20/18: \$2,963.44) +
 - c. 2018 October Budget Status Report +

Old Business

5. Strategic Planning Update A+
6. Board Governance and Development (Propel) I+
7. Process for Library Board of Trustees Vacancies A+
8. December Trustee Vacancies A+
9. Library Director Job Description A+

New Business

10. Foundation Grants Update I+
11. Pergola Repair A+
12. Venue Coordinator A+
13. Director Evaluation – 4 Month Progress Check D+

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

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, December 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, 2019 City Calendar, Friends Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 13, 2018**

Minutes

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

ABSENT: Council Liaison Menikheim

STAFF: Troendle, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:02 pm by Keliher, President

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Consent calendar adopted as amended. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie; No: None.

AGENDA ITEM 5: Strategic Planning Process

Troendle reported that 288 responses to the community survey were received through Monday, November 12, 2018. The goal was 250. Approximately 17% of respondents identified as non-users or infrequent library users. Approximately 89% of respondents have an active Stillwater library card. The age range of respondents was broad. There will be a full report of results to the board after the focus groups.

AGENDA ITEM 6: Board Governance and Board Development

Propel Nonprofits provided a summarized proposal of services, included in the board packet, for consideration. The proposal for 12 hours of pro bono consulting time (funded by Hugh J. Andersen Foundation and the St. Croix Valley Foundation) focused on preparing the board for the oversight and implementation of the strategic plan. Propel would like to meet with a board-appointed Organizational Learning Team (OLT) to plan and lead a board retreat.

Board members asked about the December timing of a retreat and inquired if this could be pushed out into January. Keliher indicated that he believed Propel could be flexible with timing.

Cox moved to accept proposal. Richie second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie; No: None.

The members of the OLT are Cox, Howe, Keliher, and Troendle.

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
November 13, 2018**

Minutes

AGENDA ITEM 7: 2018 Capital Budget Update and Reallocation Requests

Troendle reported that due to changes to plans for the science fiction room reconfiguration and the ceiling plaster repair, there are remaining capital funds to spend. There are also new expenses associated with the upcoming WCL/IT transition. Troendle requested the board's consideration of reallocating funds as listed in the board packet.

Bell requested further information about the ceiling plaster repair. Lockyear reported that the library met with numerous contractors regarding the project. The first three contractors declined to bid. The repairs involve a 3-step process that will occur in a majority of the fiction room and will take between 7 days to 2 weeks to complete. The work will involve scaffolding, dust shields, and the temporary relocation of materials. Carlsen reported that some of the structure that is supporting the lath and plaster in the attic needs to be firmed up to prevent future cracking. Facilities recommended hiring a structural engineer to assess the structure supporting the lath and to provide a recommendation to remediate that area. Lockyear noted that estimated repairs for the plaster ceiling are now at \$7,000 - \$10,000, not including the attic work. This exceeds the \$5,000 originally budgeted in capital funds for the project. As this project will not begin in 2018, the \$5,000 allocated in capital funds would be better allocated to a different expenditure. The board could consider paying for 2019 repair work out of the Kilty fund or any remaining funds from the pergola repairs, with the latter requiring council approval.

Bell asked about the cost and timing of securing a structural engineer. Troendle indicated that he has reached out to the structural engineering firm that prepared the pergola report. If the report could be written this year, the expense could be paid out of operating funds.

Bell moved to request the release of the remaining building reconfiguration funds and reallocation of the 6 different capital funds as detailed in the board packet. Hemer second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie; No: None.

AGENDA ITEM 8: Grant Requests

Troendle requested the library's approval to approach the Foundation for grants in three areas: \$2,000 for adult nonfiction, \$3,000 for newspaper subscriptions, and \$1,500 in weeding support.

Hollatz moved to approve grant requests as listed in the board packet. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie; No: None.

AGENDA ITEM 9: 2019 Holiday Closing Schedule and Late Open

Troendle requested the board's approval of the 2019 holiday closing schedule as listed in the board packet. He noted that closing are based on the holidays in the union contract.

Troendle also requested a late open for the library on Tuesday, January 8, 2019. The late open is to allow all staff the opportunity to meet with Sarah Keister Armstrong for strategic planning discussions. The proposed start time for the session is 8:00 am. The session generally takes two hours but sometimes

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
November 13, 2018**

Minutes

can run three hours. With a regular 10:00 am open, staff would need to start leaving the meeting early to prepare for the public. Thus, an 11:00 am open time is requested.

Carlsen asked about the discrepancy of Washington County Library being closed on Veteran's Day and Stillwater being opened. He wondered if the public realized that Stillwater was open. Trustees noted that Stillwater schools were in session on Veteran's Day.

Richie moved to approve holiday schedule as presented. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie; No: None.

AGENDA ITEM 10: Library Board of Trustees Vacancies

Keliher reported that city boards and commissions will see some adjustments to the process by which members are appointed or reappointed. The city has received feedback from residents regarding the appointment process, specifically that once someone was on a city board/commission, terms seemed to be automatically renewed without giving consideration to new applicants. These concerns were not directed to the library; however, the city has recommended that the library board consider reviewing and documenting a procedure for trustee appointments.

Keliher reported that the city posts vacancy notices when a trustee's term is ending, even if eligible for reappointment. The public notice says, in part, "The Library Board reviews the applications and interviews applicants before sending their recommendations to the City Council." The city will forward any new applicants as well as any applicants who have applied within a year of the posting for consideration to the library board.

The board discussed concerns with the reappointment process for city boards and commissions and its relation to the library appointment process. Lockyear noted that the city board and commissions do not have term limits. Members can serve indefinitely. Library trustees, on the other hand, do have term limits of three three-year terms. Lockyear also informed the board of the city's discussions to potentially gather a pool of applicants year-round for all boards and commissions, similar to a system implemented in Duluth. This system could bring more candidates to the board for consideration.

The board discussed the logistics of interviewing all applicants, which may include new applicants, applicants who had applied in the last year and may have already been interviewed, and existing trustees. The board also discussed the possibility of reviewing all applications but only bringing in a subset of candidates for interviews. Board members also discussed the possibility of keeping the library's current reappointment process the same – reappointing if requested by trustee and term limit not reached. The board again cited that the library has term limits while city boards and commissions do not. When a trustee's term limit is reached or there is a mid-term vacancy on the board, new applications are reviewed.

*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
November 13, 2018**

Minutes

Keliher also raised the issue of a standing nominating committee. The board identified that this may be a challenge because the standing committee could contain trustees with expiring terms.

Bell advised reviewing the board job description and possibly revising and including what is required of a board member.

Keliher proposed that Troendle and Keliher work with the City Administrator and City Attorney to define a process that is specific to the library.

Keliher and Troendle also will check on what current trustees seeking reappointment need to submit. Do the trustees send a letter to mayor and council as in the past, or do they need to submit a new application? Keliher and Troendle will report back to trustees with expiring terms before the application deadline.

Cox moved to table action on adopting a process to manage vacancies and reappointments. Bell second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie. No: None.

AGENDA ITEM 11: Nominating Committee for Board Officers

Keliher reported that the nominating committee for board officers would be Hemer, Hollatz, and Keliher. Keliher noted that he does not intend to continue on as board chair in 2019.

AGENDA ITEM 12: Pergola Repair

Troendle requested the board's approval of the Facilities Committee's recommendation to hire Braden Construction for the repair of the pergola.

Bell moved to approve the hiring of Braden Construction. Lockyear second. Yes: Bell, Carlsen, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie. No: None.

AGENDA ITEM 13: Venue Coordinator

Troendle reported that Venue Coordinator Ellis has informed the Foundation that she will not be renewing her contract for 2019. Her current contract goes through 2018, and she will stay on in that role on a month-to-month basis until a new coordinator is hired. The library does need to honor 2019 events that have been booked. Troendle met with Ellis and Bell and with Richie and Foundation President Rengel to discuss next steps. Rengel indicated that the Foundation does not need to be involved in the hiring. From a number of considerations, the preferred approach would be to hire this as a contract position.

Troendle requested that an ad hoc committee be formed comprised of trustees and the director to provide recommendations that would look at event fees, a compensation structure, contracting with an event firm rather than an individual, and reviewing the policy and procedures for revisions. These recommendations would be brought back to the board for review and discussion.

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
November 13, 2018**

Minutes

Troendle has discussed the idea of hiring an event firm with McCarty. If the library decides to pursue this option, McCarty recommends using a Request for Qualifications (RFQ) and a cost proposal. McCarty provided a sample to Troendle.

The ad hoc committee will consist of Bell, Hollatz, Keliher, and Troendle. Cox can be consulted for contacts in the event planning industry.

AGENDA 14: Director's Report

Troendle thanked Spike Carlsen for his work on the credenza in the conference room and provided the board with updates on the new technology in the room. He also updated the board on the new charging station available for use in the library.

Troendle highlighted the updated organization chart in the board packet.

AGENDA 15: Foundation Report

Richie reported that the Foundation board approved the hiring of Strategic Consulting and Coaching. This firm will provide day-to-day operations support for the Foundation as well as provide consultation and direction in hiring leadership staff for the Foundation. Elaine Weber Nelson is the consultant hired. It is a 100-day contract starting today through the end of March 31st. It is an exciting first step for the Foundation. The Foundation is applying for a capacity building grant to the Hugh J. Andersen Foundation to help offset these costs. The Foundation should know results of the grant request by year-end. The Foundation sees themselves at a cross-roads to get to the next level of success.

Richie also reported that the Foundation held Style Speaks Volumes last Thursday and Friday. Both were within margin of error of being totally full. The event went well and was a real melding of different community businesses and authors.

AGENDA ITEM 16: Board Committee Reports

- **Executive Committee:** None
- **Facilities:** None
- **Finance:** None

AGENDA ITEM 17: Public Commentary and Communications

Troendle reported that the city passed the capital reallocations request and the two holiday weekend exceptions to the special use permit at the council meeting tonight.

AGENDA ITEM 18: Adjournment

Adjourned at 8:43 pm.

*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.*

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in November for 2018				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Library Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of November 2018 bills paid				
BACKGROUND/CONTEXT: Following is a bills report summary for the month of November 2018:				
November 2018 (2018 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 22,360.55	\$ 150.00	\$ 67.93	\$ 22,578.48
Capital Expenditures	\$ 1,143.00	\$ 5,484.00	-	\$ 6,627.00
Total	\$ 23,503.55	\$ 5,634.00	\$ 67.93	\$ 29,205.48
<p>Explanations of large or out of the ordinary/annual payments are listed below:</p> <p><i>Bill Resolution: November 13, 2018</i></p> <ul style="list-style-type: none"> • \$399.99 paid to Ace Hardware for purchase of new snow thrower. • \$5,484.00 paid to Advantage Computer Systems for completion of hearing loop installation in Conference Room. • \$571.00 paid to Heritage Printing for library’s Shelf Life insert in city newsletter. • 825.00 paid to Mercury Electric for photo cell rewiring and installation due to 6/9/18 ramp incident. • \$393.75 paid to Loffler for library IT review in preparation for WCL/IT transition. • \$973.00 paid to Otis Elevator Company for replacement of emergency phone. • \$560.00 paid to Viking Sprinkler for annual inspection and maintenance of sprinkler system. <p><i>Bill Resolution: November 20, 2018</i></p> <ul style="list-style-type: none"> • \$302.37 paid to Abbott for purchase of paint for former coffee shop and gallery area. • \$850.00 paid to Bestler Construction for repairs to parking ramp entrance for the 6/9/18 ramp incident. • \$1143.00 paid to Kwikboost for charging station. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 11/13/2018 Bill Resolution, 11/20/2018 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

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						
201681	10/9/2018	Ace Hardware	Supplies	\$ 64.53	230-4231-2102-0000	Janitorial Supplies
201702	10/10/2018	Ace Hardware	Supplies	\$ 41.96	230-4231-2102-0000	Janitorial Supplies
202082	10/26/2018	Ace Hardware	Supplies	\$ 101.74	230-4231-2102-0000	Janitorial Supplies
202317	11/6/2018	Ace Hardware	Small Equipment	\$ 399.99	230-4231-2302-0000	Other Minor Equipment - Lib Plant
20221	8/29/2018	Advantage Computer Systems	Hearing Loops (SPLF) - Completion	\$ 5,484.00	232-4900-5200-0000	SPLF - Improvement Projects - C/O & Impr
1047182	10/9/2018	Blackstone Audio	Materials - Audio AAB	\$ 27.90	230-4230-2402-0000	Audio
1054524	10/25/2018	Blackstone Audio	Materials - Audio YAB (Friends)	\$ 27.94	235-4235-2101-0000	Library Donations Materials
11132018	11/13/2018	Brodart Co	Materials - Juv	\$ 1,525.54	230-4230-2400-0000	Childrens Books
11132018	11/13/2018	Brodart Co	Materials - Adult Fiction	\$ 2,252.59	230-4230-2401-0000	Adult Books - Fiction
11132018	11/13/2018	Brodart Co	Materials - Adult Non Fiction	\$ 3,160.45	230-4230-2405-0000	Adult Books - Non Fiction
11132018	11/13/2018	Brodart Co	Materials - Processing	\$ 1,016.75	230-4230-3404-0000	Processing Fee
11132018	11/13/2018	Brodart Co	Materials - YA	\$ 1,581.79	230-4230-2406-0000	Teen Books
4011597095	10/31/2018	Cintas Corporation	Mat & towel cleaning service	\$ 72.24	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
306-02444792-3	10/31/2018	Culligan of Stillwater	Misc	\$ 50.85	230-4230-4099-0000	Miscellaneous Charges
26564	10/25/2018	Heritage Printing Inc.	Library Insert for October Newsletter	\$ 571.00	230-4230-3400-0000	Printing and Publishing
10252018	10/25/2018	Kass Diane	Meeting Room Rental Refund	\$ 120.00	230-0000-3500-0100	Meeting Room Rental (Refund)
10353	10/12/2018	Mercury Electric	6/13/18 Light Pole Incident Repair	\$ 825.00	230-4231-3703-0000	Building Repair Charges
CW85293	11/1/2018	Loffler Companies	Library IT Review	\$ 393.75	230-4230-3099-0000	Other Professional Services
11132018	11/13/2018	Midwest Tape	Materials - Audio	\$ 1,073.37	230-4230-2402-0000	Audio
11132018	11/13/2018	Midwest Tape	Materials - Video	\$ 1,205.22	230-4230-2408-0000	Film/Video
11132018	11/13/2018	Midwest Tape	Materials - Processing	\$ 350.47	230-4230-3404-0000	Processing Fee
11132018	11/13/2018	Midwest Tape	Materials - Audio (SYAB Friends)	\$ 39.99	235-4235-2101-0000	Library Donations Materials
CL16523001	10/23/2018	Otis Elevator Company	Elevator Repairs - Phone	\$ 973.00	230-4231-2202-0000	Building Repair Supplies
10152018	10/15/2018	Petrie Angela	MLA Conference - Staff Reimbursement	\$ 111.50	230-4230-3201-0000	Seminar/Conference Fees
10292018	10/29/2018	Petrie Angela	MLA Conference - Staff Reimbursement	\$ 80.66	230-4230-3201-0000	Seminar/Conference Fees
10292018	10/29/2018	Petrie Angela	Supplies	\$ 15.37	230-4230-2101-0000	General Supplies
76013113	10/5/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 37.87	230-4230-2402-0000	Audio
76020878	10/19/2018	Recorded Books Inc	Materials - Audio (AAB)	\$ 24.99	230-4230-2402-0000	Audio
1269133	10/25/2018	Floyd Total Security	Alarm Monitoring 11/18-2/19	\$ 178.20	230-4231-3707-0000	Maintenance Agreements - Lib Plant
14870303	10/9/2018	Toshiba Business Solutions	Maintenance Contract	\$ 110.23	230-4230-3707-0000	Maintenance Agreements
14881703	10/15/2018	Toshiba Business Solutions	Maintenance Contract	\$ 43.45	230-4230-3707-0000	Maintenance Agreements
1025-F045010	10/18/2018	Viking Auto Sprinkler Co.	Annual Inspection	\$ 560.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
51-7976594-1	10/25/2018	Xcel Energy	Energy	\$ 589.98	230-4231-3601-0000	Natural Gas
51-7976594-1	10/25/2018	Xcel Energy	Energy	\$ 3,032.93	230-4231-3600-0000	Electricity
			INVOICES SUBTOTAL	\$ 26,145.25		
CREDIT CARD						
00721191KA682960N	10/5/2018	KBC Capital LLC	Rose Holman Card: IT	5.99	230-4230-3098-0000	Technology
9H574060EX195894L	10/5/2018	599YVV20	Rose Holman Card: IT	6.24	230-4230-3098-0000	Technology
4788127	9/18/2018	Amazon	Rose Holman Card: IT	26.96	230-4230-3098-0000	Technology
7042	9/7/1930	Horizon Datasys	Rose Holman Card: IT	57.6	230-4230-3098-0000	Technology
			CREDIT CARD SUBTOTAL	\$ 96.79		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 26,242.04		

Submitted for payment

Mark Troendle, Library Director

2018 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
855421	11/2/2018	Abbott Paint	Gallery Paint	302.37	230-4231-2202-0000	Building Repair Supplies
11122018	11/12/2018	Bestler Construction Services llc	6/9 Ramp Incident - Ramp Entrance Repair	850.00	230-4231-3703-0000	Building Repair Charges
65444763	10/17/2018	Cengage Learning	Materials - Adult Fiction	74.22	230-4230-2401-0000	Adult Books - Fiction
65460398	10/19/2018	Cengage Learning	Materials - Adult Fiction	46.50	230-4230-2401-0000	Adult Books - Fiction
11152018	11/15/2018	Friends of the Stillwater Public Library	Friends Reimbursement for October Sales	362.00	228-4228-1990-0000	Friends of Library Pass Thru
2018-11-6-1	11/15/2018	InYo Entertainment	Programs - Adult (SPLF)	150.00	232-4232-2407-0000	SPLF - Programs
CI-0000005160	11/8/2018	Kwikboost	Charging Station	1143.00	120-4230-5310-0000	C/O MIS Computer Equipment
11122018	11/12/2018	Polley Megan	Supplies - Staff Reimbursement	5.36	230-4230-2101-0000	General Supplies
76026817	10/31/2018	Recorded Books Inc	Materials - Audio (AAB)	29.99	230-4230-2402-0000	Audio
		INVOICES SUBTOTAL		\$ 2,963.44		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 2,963.44		

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018 October Budget Status Report	
OWNER: Finance Committee Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Richie, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period from January 1 – October 31, 2018.</p> <p><u>120 Funds – Capital Projects</u></p> <ul style="list-style-type: none"> \$798.73 in October capital expenditures in 120-4230-5310-000 reflect payments 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: \$12,405 in wedding/special event/meeting revenue was received in October for 15 events. Revenues through October are \$84,175.95, 40% over the 2018 budgeted amount of \$60,000. Gifts: \$1,871.55 has been received through September in gift funds deposited to 230-0000-3820-0100. This is 42% of the budgeted \$4,500. The library will end the year under the budgeted revenue due to a shift in funding requests of the Friends. Instead of the Friend’s historical operating support gifts, the library will request grants from the Friends to be used for a specific purpose and processed through the 235 supplemental funds account. Library Card Fees: Library card fees are at 45% of budgeted revenue. The budget was decreased from \$10,212 in 2017 to \$2,000 in 2018 due to Lake Elmo change. <p><u>Expenditures:</u> Personnel Services:</p> <ul style="list-style-type: none"> Personnel expenditures total \$766,796.24 through the October 13 pay period, 73% of the \$1,043,276 budgeted for 2018. The library will end the year under budget for personnel expenditures. The open Assistant Director position is estimated to provide a cost-savings of \$66,000 for 2018. While the library had increased costs for summer substitutes, wedding event prep, wedding custodians, and additional hours for the Information Services Supervisor, expenses were offset by decreased costs due to retirements and other staffing changes. <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. 	

Materials:

- Physical Books: Adult, teen, and children’s book expenditures are at \$41,235 or 67% of budget. Book order totals are running significantly ahead of invoices paid and are on pace.
- Film/Video/Audio: Video and audio expenditures for adult, teen and children’s titles are underway. Staff have fine-tuned acquisitions processes with Midwest Tape and developed procedures for obtaining cataloging information from Recorded Books. Staff are focused on ordering in these areas and invoices received should significantly increase in the upcoming weeks.

Services and Charges:

- Technology Support: Expenditures are at \$1,774.73 of the \$6,500.00 budgeted. Additional expenditures are projected for November and December as IT prepares for the transition from WCL.
- Other Professional Services – Operating: Expenditures are at \$5,520, over the 2018 budget of \$2,500. Due to cost savings in personnel and other areas, the first \$5,000 payment of the strategic planning contract was charged to this line item instead of using supplemental funds.
- Processing fees: Expenditures total \$5,750.37 with 82% of the budget spent. 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 Stillwater’s orders are processed and shipped, we can expect to see processing expenditures increase through the end of the year.
- Maintenance Agreements – Operating: \$2,322 of the \$20,000 budgeted has been spent on maintenance agreements through October. Traditionally, a large portion of the remaining budget would go to the year-end payment of the service contracts for the self-checks and sorter. The next maintenance agreement runs from December 23, 2018 – Dec 22, 2019. As almost 98% of the contract is for 2019, City Finance has requested that the library pays this invoice using 2019 funds instead of 2018 funds.
- Building repair expenditures are \$29,028.57 through October, which is \$16,199.57 over budget. \$12,199.28 of the expenditures through October are from the 6/9/18 ramp incident. Additional invoices for ramp repairs were received in November and December, and invoices were submitted in December for reimbursement. November and December invoices for the replacement of the elevator’s emergency phone and HVAC system repairs will increase the library’s repair expenditures for 2018. Staff will continue to monitor charges and look for cost-effective alternatives whenever possible.

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 October Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 12/5/2018 - 5:13 PM
 Period: 1 to 10, 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	8,723.19	8,723.19	12,676.81	0.00	12,676.81	59.24
	E25 Sub Totals:	65,000.00	31,855.27	31,855.27	33,144.73	0.00	33,144.73	50.99
	Expense Sub Totals:	65,000.00	31,855.27	31,855.27	33,144.73	0.00	33,144.73	50.99
	Dept 4230 Sub Totals:	65,000.00	31,855.27	31,855.27	33,144.73	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	25,000.00	14,042.50	14,042.50	10,957.50	0.00	10,957.50	43.83
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	14,042.50	14,042.50	10,957.50	0.00	10,957.50	43.83
	Expense Sub Totals:	25,000.00	14,042.50	14,042.50	10,957.50	0.00	10,957.50	43.83
	Dept 4231 Sub Totals:	25,000.00	14,042.50	14,042.50	10,957.50	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	45,897.77	45,897.77	44,102.23	0.00	44,102.23	49.00
	Fund 120 Sub Totals:	90,000.00	45,897.77	45,897.77	44,102.23	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	90,000.00	45,897.77	45,897.77	44,102.23	0.00	44,102.23	49.00
	Report Totals:	90,000.00	45,897.77	45,897.77	44,102.23	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 12/5/2018 - 5:15 PM
 Period: 1 to 10, 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	84,175.95	84,175.95	-24,175.95	0.00	-24,175.95	0.00
230-0000-3520-0100	Copier/Printer Sales	5,500.00	4,973.46	4,973.46	526.54	0.00	526.54	9.57
230-0000-3880-0200	Gallery Fees	500.00	593.00	593.00	-93.00	0.00	-93.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	82.00	82.00	218.00	0.00	218.00	72.67
	R25 Sub Totals:	66,300.00	89,824.41	89,824.41	-23,524.41	0.00	-23,524.41	0.00
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	1,871.55	1,871.55	2,628.45	0.00	2,628.45	58.41
230-0000-3830-0100	Sale of Property	0.00	107.36	107.36	-107.36	0.00	-107.36	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	903.11	903.11	1,096.89	0.00	1,096.89	54.84
230-0000-3880-0030	Lost Materials	3,000.00	2,380.57	2,380.57	619.43	0.00	619.43	20.65
230-0000-3880-0040	Processing Fees	8,200.00	6,065.85	6,065.85	2,134.15	0.00	2,134.15	26.03
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	-0.90	-0.90	0.90	0.00	0.90	0.00
230-0000-3880-0300	Cash Short/Over	0.00	-15.30	-15.30	15.30	0.00	15.30	0.00
	R40 Sub Totals:	19,200.00	11,420.24	11,420.24	7,779.76	0.00	7,779.76	40.52
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,218,490.00	1,015,408.30	1,015,408.30	203,081.70	0.00	203,081.70	16.67
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

General Ledger

Budget Status

User: kgoeltl
 Printed: 12/5/2018 - 5:15 PM
 Period: 1 to 10, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	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	1,015,408.30	1,015,408.30	203,081.70	0.00	203,081.70	16.67
	Revenue Sub Totals:	1,303,990.00	1,116,652.95	1,116,652.95	187,337.05	0.00	187,337.05	14.37
	Dept 0000 Sub Totals:	-1,303,990.00	-1,116,652.95	-1,116,652.95	-187,337.05	0.00		
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	219,762.95	113,235.22	113,235.22	106,527.73	0.00	106,527.73	48.47
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	9,881.28	9,881.28	-9,881.28	0.00	-9,881.28	0.00
230-4230-1113-0000	Vacation Pay	0.00	32,636.81	32,636.81	-32,636.81	0.00	-32,636.81	0.00
230-4230-1200-0000	Part Time Salaries	484,292.98	358,974.23	358,974.23	125,318.75	0.00	125,318.75	25.88
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	36,252.94	36,252.94	16,551.61	0.00	16,551.61	31.35
230-4230-1420-0000	FICA/Medicare	53,860.80	38,246.80	38,246.80	15,614.00	0.00	15,614.00	28.99
230-4230-1500-0000	Hospital / Medical	100,779.00	72,327.60	72,327.60	28,451.40	0.00	28,451.40	28.23
230-4230-1520-0000	Dental Insurance	4,147.60	2,756.68	2,756.68	1,390.92	0.00	1,390.92	33.54
230-4230-1540-0000	Life Insurance	650.00	459.67	459.67	190.33	0.00	190.33	29.28
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	668,634.54	668,634.54	247,663.34	0.00	247,663.34	27.03
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	2,831.79	2,831.79	1,668.21	0.00	1,668.21	37.07
230-4230-2113-0000	Reference	3,000.00	3,198.08	3,198.08	-198.08	0.00	-198.08	0.00
230-4230-2114-0000	Data Base Searching	2,000.00	1,752.07	1,752.07	247.93	0.00	247.93	12.40
230-4230-2302-0000	Other Minor Equipment	3,000.00	848.32	848.32	2,151.68	0.00	2,151.68	71.72
230-4230-2400-0000	Childrens Books	16,500.00	11,497.28	11,497.28	5,002.72	0.00	5,002.72	30.32
230-4230-2401-0000	Adult Books - Fiction	20,000.00	14,835.07	14,835.07	5,164.93	0.00	5,164.93	25.82

General Ledger

Budget Status

User: kgoeltl
 Printed: 12/5/2018 - 5:15 PM
 Period: 1 to 10, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-2402-0000	Audio	14,000.00	3,443.95	3,443.95	10,556.05	0.00	10,556.05	75.40
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	12,754.60	12,754.60	7,245.40	0.00	7,245.40	36.23
230-4230-2406-0000	Teen Books - Materials	5,000.00	2,148.81	2,148.81	2,851.19	0.00	2,851.19	57.02
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	2,882.40	2,882.40	4,617.60	0.00	4,617.60	61.57
230-4230-2409-0000	Electronic Materials	4,500.00	545.33	545.33	3,954.67	0.00	3,954.67	87.88
230-4230-2499-0000	Collection Development	400.00	28.50	28.50	371.50	0.00	371.50	92.88
	E10 Sub Totals:	105,400.00	61,034.71	61,034.71	44,365.29	0.00	44,365.29	42.09
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	1,774.73	1,774.73	4,725.27	0.00	4,725.27	72.70
230-4230-3099-0000	Other Professional Services	2,500.00	5,520.00	5,520.00	-3,020.00	0.00	-3,020.00	0.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	1,173.98	1,173.98	326.02	0.00	326.02	21.73
230-4230-3200-0000	Mileage	400.00	28.34	28.34	371.66	0.00	371.66	92.92
230-4230-3201-0000	Seminar/Conference Fees	5,000.00	1,503.40	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	943.83	943.83	556.17	0.00	556.17	37.08
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	7,000.00	5,750.37	5,750.37	1,249.63	0.00	1,249.63	17.85
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	2,322.32	2,322.32	17,677.68	0.00	17,677.68	88.39
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	240.32	240.32	159.68	0.00	159.68	39.92
	E15 Sub Totals:	46,505.00	19,257.29	19,257.29	27,247.71	0.00	27,247.71	58.59
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	2,474.19	2,474.19	-974.19	0.00	-974.19	0.00
	E20 Sub Totals:	2,525.00	3,498.17	3,498.17	-973.17	0.00	-973.17	0.00
E35	DEPRECIATION							

General Ledger

Budget Status



User: kgoeltl
 Printed: 12/5/2018 - 5:15 PM
 Period: 1 to 10, 2018

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,070,727.88	752,424.71	752,424.71	318,303.17	0.00	318,303.17	29.73
	Dept 4230 Sub Totals:	1,070,727.88	752,424.71	752,424.71	318,303.17	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	56,390.59	46,013.13	46,013.13	10,377.46	0.00	10,377.46	18.40
230-4231-1100-0000	Overtime - Full Time	0.00	85.86	85.86	-85.86	0.00	-85.86	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	2,641.23	2,641.23	-2,641.23	0.00	-2,641.23	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,575.30	4,575.30	-4,575.30	0.00	-4,575.30	0.00
230-4231-1200-0000	Part Time Salaries	34,726.18	19,101.52	19,101.52	15,624.66	0.00	15,624.66	44.99
230-4231-1410-0000	PERA	6,833.76	4,584.87	4,584.87	2,248.89	0.00	2,248.89	32.91
230-4231-1420-0000	FICA/Medicare	6,970.43	5,088.90	5,088.90	1,881.53	0.00	1,881.53	26.99
230-4231-1500-0000	Hospital / Medical	21,183.00	15,402.91	15,402.91	5,780.09	0.00	5,780.09	27.29
230-4231-1520-0000	Dental Insurance	757.80	589.40	589.40	168.40	0.00	168.40	22.22
230-4231-1540-0000	Life Insurance	116.00	78.58	78.58	37.42	0.00	37.42	32.26
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	98,161.70	98,161.70	28,816.06	0.00	28,816.06	22.69
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	1,000.00	488.13	488.13	511.87	0.00	511.87	51.19
230-4231-2102-0000	Janitorial Supplies	3,000.00	3,550.20	3,550.20	-550.20	0.00	-550.20	0.00
230-4231-2202-0000	Building Repair Supplies	300.00	1,140.16	1,140.16	-840.16	0.00	-840.16	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	5,720.49	5,720.49	-520.49	0.00	-520.49	0.00
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	500.00	1,914.00	1,914.00	-1,414.00	0.00	-1,414.00	0.00
230-4231-3101-0000	Telephone	1,500.00	1,246.50	1,246.50	253.50	0.00	253.50	16.90
230-4231-3500-0000	General Insurance	29,160.00	0.00	0.00	29,160.00	0.00	29,160.00	100.00

General Ledger

Budget Status

User: kgoeltl
 Printed: 12/5/2018 - 5:15 PM
 Period: 1 to 10, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-3600-0000	Electricity	35,000.00	30,460.59	30,460.59	4,539.41	0.00	4,539.41	12.97
230-4231-3601-0000	Natural Gas	12,000.00	7,001.74	7,001.74	4,998.26	0.00	4,998.26	41.65
230-4231-3703-0000	Building Repair Charges	12,829.00	29,028.57	29,028.57	-16,199.57	0.00	-16,199.57	0.00
230-4231-3707-0000	Maintenance Agreements	8,995.00	8,212.28	8,212.28	782.72	0.00	782.72	8.70
	E15 Sub Totals:	99,984.00	77,863.68	77,863.68	22,120.32	0.00	22,120.32	22.12
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	785.40	785.40	314.60	0.00	314.60	28.60
	E20 Sub Totals:	1,100.00	785.40	785.40	314.60	0.00	314.60	28.60
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	182,531.27	182,531.27	50,730.49	0.00	50,730.49	21.75
	Dept 4231 Sub Totals:	233,261.76	182,531.27	182,531.27	50,730.49	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	1,116,652.95	1,116,652.95	187,337.05	0.00	187,337.05	14.37
	Fund Expense Sub Totals:	1,303,989.64	944,367.25	944,367.25	359,622.39	0.00	359,622.39	27.58
	Fund 230 Sub Totals:	-0.36	-172,285.70	-172,285.70	172,285.34	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 12/5/2018 - 5:15 PM
 Period: 1 to 10, 2018



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	1,303,990.00	1,116,652.95	1,116,652.95	187,337.05	0.00	187,337.05	14.37
	Expense Totals:	1,303,989.64	944,367.25	944,367.25	359,622.39	0.00	359,622.39	27.58
	Report Totals:	-0.36	-172,285.70	-172,285.70	172,285.34	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Planning Update	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve paying an additional \$5000 to Sarah Keister Armstrong for strategic planning services.	
BACKGROUND/CONTEXT: <p>Sarah Keister Armstrong and Beth Keister facilitated four scheduled focus groups on November 29, 2018. Two groups were geared toward residents; one for Foundation, Friends, and volunteers; and another for community leaders. Sarah reported she was really pleased with how they went, and said that it was abundantly clear how highly valued the library is.</p> <p>Survey takers had the option of providing contact information if they wanted to be included in a drawing for a gift card. Sarah used a random number generator to select the winning entry, and that person has been notified. Private funds were used to purchase the gift card.</p> <p>Also, there has been discussion of putting up one or more participation boards in the library for the last half of December to generate additional ideas and serve as a visual reminder of the library's new strategic planning process. Thank you to Youth Services Supervisor Angie Petrie for suggesting this concept, which Sarah has successfully used previously as well. One suggested question to ask is, "What brought you to the library today?", and patrons would put a sticker in one of several pre-determined boxes. A second question would be more open-ended and require writing a reply. I would like the trustees' feedback on which one of these questions you prefer (other ideas welcome, too): (A) I wish the library would...; (B) What first comes to mind when you think of the Stillwater Public Library?; (C) What does the Stillwater Public Library mean to you?; or (D) What role does the Stillwater Public Library play in your life?</p> <p>Sarah will meet with staff the morning of January 8, 2019, and attend the library board meeting that evening to begin sharing more detailed information with the trustees about the planning process.</p> <p>Action is requested to approve the next payment of \$5000 to Sarah Keister Armstrong & Associates for work completed on strategic planning services thus far. Sarah has been extremely responsive in answering questions and responding to requests and ideas. It is recommended to use unspent, end-of-year operating funds to make this payment.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance and Development	
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:	
<p>BACKGROUND/CONTEXT:</p> <p>The team appointed to work with Propel Nonprofits met with consultant Mario Hernandez on Friday, Dec. 7, to have a more detailed discussion about desired outcomes from this engagement, some history about the library's strategic planning work and board operations, and a tentative agenda for our eventual planning retreat.</p> <p>As the board has previously discussed, our desired outcome for this project is to arm with board with a better understanding of board governance principles, with a specific eye toward overseeing the implementation of our new strategic plan. A detailed agenda for the retreat will follow. It will include reviewing recent and upcoming work on the board's plate and discussions about developing specific tools (such as dashboards and work plans) for managing the strategic plan.</p> <p>In advance of the retreat, which we'll ideally schedule for 3-4 hours on a Saturday morning in January, the board likely will be asked to answer some reflection questions and perhaps do some light reading/video watching.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Process for Library Board of Trustee Vacancies	
OWNER: Keliher, President	PRESENTER: 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: Adopt a process to manage vacancies and reappointments.	
BACKGROUND/CONTEXT: <p>After the board’s discussion in November about some procedural changes in how boards and commissions appointments would unfold, Keliher took several of the board’s questions and ideas to City Administrator McCarty for his input and clarification – and Keliher shared that input with the executive committee for consideration.</p> <p>In short, that discussion confirmed that the board has the leeway to establish its own reasonable process for handling applications, interviewing applicants, and making a recommendation for appointment(s) to the board.</p> <p>Specifically, it would be within reason for the board or a sub-committee thereof to review a group of applications and narrow the group to a smaller set for in-person interviews. Additionally, a formal interview of sitting trustees who have expressed an interest in being reappointed might make sense but need not be considered necessary, due to the board’s familiarity with that member. And by extension, it would not be essential to “re-interview” an applicant if his or her application is still valid when a new vacancy arises.</p> <p>Therefore, it is the executive committee’s recommendation that the board establish an ad hoc nominating committee to review all applications, conduct interviews with applicants who are considered the strongest, and recommend a selection to the board.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: December Trustee Vacancies	
OWNER: Keliher, President	PRESENTER: 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 approve next steps for the December vacancies.	
BACKGROUND/CONTEXT: Stillwater residents interested in serving on the library board have until 4:30 p.m., December 10, 2018, to apply. At the library board meeting the following evening on December 11, an update will be provided on applications received and trustees will be asked to determine the next steps for these specific upcoming vacancies due to the terms of three trustees expiring. All of these trustees are also eligible for reappointment because they have not served their maximum number of consecutive terms.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Director Job Description	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the revised library director’s job description.	
BACKGROUND/CONTEXT: The Library Director Job Description Task Force (comprised of Pat Lockyear, Sharon Hollatz, and Mark Troendle) met to review the draft job description provided to the library. The following revisions of note were made after an analysis: Acknowledgement that HR-related duties are now part of the director’s duties, an inaccuracy in the complexity statement was corrected, the list of staff supervised was revised based on the new organizational chart, more specificity was added to the statement about budget responsibilities, a sentence about working to keep physical facilities in good repair was included, and the need to work with appropriate staff to complete the Minnesota Public Library Annual Report was noted. (Certain sections of a job description cannot be changed unless it first goes to the city and the classification and compensation consultants for review and scoring.) After the task force meeting in October, Mark and City HR Manager Donna Robole were able to meet in November to discuss and resolve remaining questions, resulting in the most current version of the document in this board packet for trustee review and approval.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Director Job Description	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



POSITION DESCRIPTION

Employee name: Mark Troendle		
Job Title: Library Director	Department: Library	
REPORTS TO: Board of Trustees	SUPERVISES: <ul style="list-style-type: none"> • Business and Communications Manager • Information Services Supervisor • Youth Services Supervisor • Volunteer Coordinator • Venue Coordinator 	FLSA STATUS: Exempt
Job Classification Points: 755		Effective Date: December 2018
Bargaining Unit: N/A		

POSITION SUMMARY

Under the direction of the Stillwater Public Library Board of Trustees, the Library Director manages all library system operations, programming, policies and the library facility. Together, the Library Director and Library Board assure the Library's relevance to the community, the accomplishment of the Library's mission and vision and accountability to the public.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential function of the position include, but are not limited to the following:

- Develops and recommends long-range planning and policies to the Library Board that incorporates current national and local library trends for the development, operation and improvement of public library services; executes policies established by the Library Board.
- Plans, organizes and directs all activities concerned with administration and operation of the Library.
- Manages the preparation and administration of the Library's capital and operating budgets.
- In coordination with the Library Board, and City and Library staff, works to ensure the physical facilities of the Library meet the needs of the community and are kept in good repair.
- Develops, implements and monitors programs and policies necessary to achieve the goals and objectives of the Library.
- Oversees and coordinates all HR activities in conjunction with the City HR Manager.
- Selects, oversees, develops, evaluates, promotes and discharges supervisory staff.
- Maintains current knowledge of standards, developments and evolving national and local trends in library administration and techniques; represents the Library at various public and professional meetings and committees.
- Provides oversight for the Library's PR and marketing efforts by assisting the creation of strategy and pursuing promotional opportunities.
- Establishes and maintains effective working partnerships with the Washington County Library, Stillwater City Council, Stillwater City Administration, Library Foundation and Friends at Stillwater Public Library.

- Plans and implements new technologies that meet the evolving needs of public library customers.
- Coordinates with senior staff the preparation and submittal of the Minnesota Public Library Annual Report to comply with state requirements.
- Performs other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education

- Master’s degree in Library and Information Science.

Experience

- Five (5) years of experience in Public Libraries.

Knowledge, Abilities and Skills

- Comprehensive knowledge of the principles and practices of public library administration and management and of the principles and techniques of public library services and functions including: reference and information services, adult and children services, collection development, public relations, computers, the internet.
- Knowledge of commercially available library software and library metrics.
- Broad knowledge of state and federal laws and guidelines pertaining to public library administration and services.
- Ability to plan, organize and execute policies and programs for a public library.
- Ability to analyze and evaluate complex problems and develop effective solutions.
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
- Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, and other community agencies and the public.
- Skill in applying administrative principles in organizing and directing a public library.
- Skill in working effectively with people at all levels, especially in communicating with city government and community representatives.
- Skill in conflict-resolution, problem-solving and employee relations.
- Skill in developing and implementing library programs and services.

Special Requirements

None.

COMPLEXITY

In addition to work that requires many different processes and methods, work also demands great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting.

RESPONSIBILITY

Supervision Needed: This position (a) works with only administrative and policy direction and (b) must make decisions based on broadly stated guidelines that lack specificity or proven validity, e.g., general policy statements, basic laws, or

Library Director

scientific theory. The employee defines objectives, plans work, and develops new method or hypotheses that have led to recognition as a technical authority.

Supervision Given: Coordination of work in multiple but related functions through subordinate supervisors.

Impact: Work affects the work of other experts, manages important professional or administrative activities of the organization, and impacts the well-being of many groups of people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards: While performing the duties of this job, this position:

Nonstrenuous - Occasionally Climbs a few steps, Balance, Bend/Stoop, Kneel, Crouch, Squat, Crawl, Reach above shoulder level, Sit, Stand, Walk, Finger/Enter data/keystroke, Feel, Talk, or Hear, and/or Exerts up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Surroundings: Low Risk - Exposure to inside environmental conditions where it is adequately lighted, ventilated and heated, and normal precautions must be observed.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

ACKNOWLEDGEMENTS

I acknowledge approving this job description.

President, Library Board of Trustees

Date

I acknowledge reviewing this job description.

Employee

Date

Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Foundation Grants Update	
OWNER: Elaine Weber Nelson, Foundation Interim Executive Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Update from Foundation on pending grant requests:</p> <p>Huelsmann Foundation Initial inquiry for funding to support the Youth Services Coordinator. The Huelsmann Foundation does not fund salaries. The request to be submitted by December 31, 2018 will include:</p> <ul style="list-style-type: none"> • \$15,000 request for LAS • \$10,000 request for transitional funding for 2019 <p>Margaret Rivers Fund Request of November 15, 2018 for 3-year \$20,000/year funding for Volunteer Coordinator was denied. The Fund provided support for the past six years and did not intend this support to be ongoing. They are willing to consider other requests and have no deadlines. An appropriate request will be identified at a later date.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Pergola Repair	
OWNER: Troendle, Director	PRESENTER: Troendle, 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: Approve contract with Braden Construction if details are finalized by December 11, 2018. If details are not finalized, the director requests a motion to delegate approval of the contract and authorization to proceed to either the Facilities Committee or the President and Vice President of the Library Board.	
BACKGROUND/CONTEXT: The library director contacted the new city attorney (Kori Land) to determine if she had a preferred template for contractor services. Ms. Land does have a preferred contract, which she shared with Mark, who then revised it for use by the library for the specific project of repairing the pergola’s trellis in 2019. The draft contract was shared with the Facilities Committee, President Keliher, and Braden Construction. Final details have not been confirmed, but complications are not expected. The project is anticipated to be complete no later than 4/14/2019. Contract language of note include these statements: <ul style="list-style-type: none"> • Total Price Not-To-Exceed Cost for Services described and agreed to herein is \$28,950.00. Any required building permit fees are not included in this price and may incur an additional cost. • Any changes in the scope of the work of the Services that may result in an increase to the compensation due the Contractor shall require prior written approval by the authorized representative of the Library or by the Library Board of Trustees. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator	
OWNER: Venue Coordinator Task Force: Bell, Hollatz, Keliher, Troendle	PRESENTER: Troendle, 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: If work is completed, request approval of revised event fee schedule. The revised fee schedule being drafted is not part of this board packet due to time constraints, but may be a handout at the December 11, 2018, meeting if completed.	
BACKGROUND/CONTEXT: The Venue Coordinator Task Force met on December 6, 2018. A draft Request for Qualifications (RFQ) to hire a company was reviewed and discussed. The task force is interested in broadening the RFQ so that either an interested business or individual may apply. We are hesitant to limit the scope of possible respondents. The task force will continue to work on revising the RFQ and release it as soon as practical. There was consensus on the following: Broaden the RFQ, release the RFQ by early January, endeavor to bring a hiring recommendation to the library board at its March 12 meeting, and allow 2020 bookings to be scheduled. The task force would also like a formal proposal for a revised fee schedule brought to the library board in either December 2018 or January 2019 for consideration.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation: 4 Month Progress Check</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: At the January meeting, the board will conduct a 4 month progress check with regard to the director’s 2018-2019 goals. The director will inform the board of the issues, barriers and progress toward goals. A Progress Report Form, completed by the director, will be provided in the January board packet for trustees to review prior to the meeting. Items for the trustees to consider in preparation for the discussion are outlined on the Progress Report Form page of the attached library director evaluation documents. The progress report portion of 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.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2018-2019 Goals Library Director Evaluation Process Documents</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

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	<p>After conducting a search process, fill the position of Business and Communications Manager with a qualified individual by November 2018. Director and Business and Communications Manager will then develop a plan to address:</p> <ul style="list-style-type: none"> • Raising the library's visibility in and engagement with the community • Improving library marketing and communications • Building effective redundancy into the library's administrative operations • Refocusing or streamlining the director's supervisory responsibilities • And any other priorities the director and staff identify
Goal #2	Provide project management expertise and oversight so that the pergola repair is completed by May 2019.
Goal #3	Effectively participate with and provide leadership to the strategic planning consultant, trustees, and staff to successfully complete the forthcoming planning process based on the proposed timeline. Upon completion, begin to implement strategies to achieve prioritized goals within identified timelines.

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.

Stillwater

Public Library

- 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.

Report from the Library Director, Mark Troendle

The Stillwater Women's Reading Club invited me to speak at their November meeting. More than 50 people, including 33 potential new members, were in attendance after an article by Mary Divine the previous month brought renewed attention to the group that was instrumental in establishing the Stillwater Public Library more than 120 years ago, and this club remains relevant today.

As noted at the end of the November library board meeting, the city council approved two SUP exemptions for 2019 events on the terrace with outdoor music on a Sunday past 8 p.m., both on holiday weekends. The library board had previously approved these requests as well, with a third exemption request not approved and, therefore, not sent to the council for consideration. That same night, the council also approved capital reallocations for the technology project that will transition the library from county to city support, allowing MIS Manager Rose Holman to move forward with ordering equipment. The board and council met on the same night in November due to elections, and Venue Coordinator Sandy Ellis provided a timely update on both these topics via text shortly before the trustees adjourned.

Business and Communications Manager Keri Goeltl is transitioning into her new role, taking over the supervision of custodial and technical services staff. Keri is also heading up a project that will see our current online calendar software (Evanced) replaced by a new product called LibCal. (MELSA contracts with these companies and decided to make the change.) Keri is part of the LibCal implementation team, attending meetings scheduled by Washington County Library to assist with this transition, and based on what Keri has seen and heard, the change will be beneficial as it will offer new features. One future enhancement may allow the public to make placeholder reservations on meeting rooms, with staff then reviewing and giving final approval for any such request. First, though, we want to make sure the basics are addressed, and that any existing and recurring reservations are correctly moved over to the new platform. December 31 is when Evanced shuts down and the switchover to LibCal is complete.

As was the case toward the end of last year, the library is projecting unspent operating funds, largely due to the Assistant Director position being vacant for most of the year. These funds are being used to address a number of projects that contribute to the maintenance of the facility in some way or improve the efficiency and effectiveness of staff. Examples include painting walls in the children's room that sorely need to be refreshed; stripping, cleaning, and waxing composite tile floors; purchasing a spine label printer to assist staff in labeling materials more quickly; a disc cleaning machine that will enable the library to clean, buff, and repair DVDs and CDs that are dirty or scratched; and the purchase of a banner and table covering that staff will use during future outreach opportunities as PR resources.

Mike Keliher, Maureen Bell, and I met on November 5 to largely conclude the director evaluation process. I say "largely" because the job description remained a work in progress at that time. Ten days later, HR Manager Donna Robole and I met in-person to review personnel topics, including a revised draft of the director's job description and questions I had previously posed. Beyond her regular duties, Donna has been very involved with union negotiations at the city, and I appreciate the time she was able to spend going over these issues. The final version of the job description is included in this packet.

A new substitute custodian, Trudee Watson, was hired in November and began orientation and training. We're very happy to have her as part of our team. Information Services Supervisor Aurora Jacobsen and I interviewed applicants interested in being substitute reference librarians, resulting in employment offers being extended to 4 individuals, all of whom accepted, and we are now finishing up that particular

hiring process. Also, in HR-related news, the position of Office Specialist was posted internally to determine whether qualified union employees were interested, then it was announced externally, with a closing date of December 10.

Maureen Bell, Sandy Ellis, and I met in November to review the Venue Coordinator position and discuss options for making the job more appealing to future applicants.

Information Services Associate Colleen Hansen and I met in early November to review and polish a draft of a new informational brochure for patrons she was working on, which is now available.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

November Programs

- Characters, Plot, Setting: Strengthening Your Story had 6 writers.
- 10 readers discussed books as part of Mystery Book Club.
- The AAUW encore presentation by Carolyn Porter of Marcel's Letters added 25 attendees.

Collection

- Aurora finished selecting and ordering all adult print materials for 2018. Whew!
- Sue checked the "best of" 2018 lists to make sure the library had the most sought-after titles in the collection.
- Colleen looked at the number of Saint Croix Collection VHS tapes and decided which would work best to convert to DVD. She worked with Pieces of the Past on the conversion. All funds for the conversion came from private dollars. The conversion was especially important because the library no longer owns a VHS machine.
- Shelters continued to make space in Fiction by pulling items with low circulation metrics for staff to investigate and withdraw.
- Aurora and Colleen worked on moving historic items out of the "description and travel" area to the history section. The items were moved because when people are looking for a travel guide, a number of books on the beauty of Minnesota from the 1960s makes the section feel out of date. Of course the beauty of Minnesota, historic or otherwise, deserves to be celebrated, so moving the items makes the most sense.

Reader's Advisory

- Karen continued to revise the Literati materials, adding a sign that provides greater background on each individual community member who is helping diversify the "suggested" offerings on the cart and on the weekly Facebook reviews.
- New lists on the Staff Suggests page on the website are memoirs and great nonfiction.

Partnerships/Outreach

- The Honey Bee Club submitted titles they wanted the library to purchase in their name and submitted their contribution. Those titles are ordered and the library will continue to add titles with this subject to help meet their needs.
- Family Means created a display for National Caregivers Month as they have for many years.

Personnel

- Aurora and Mark interviewed and offered four people positions as Information Services Associate Substitutes.
- Circulation staff is continuing to assist Technical Services with processing the vast number of items being received at this time. They are all helping out to cover shifts, assist our new employees and make the Public Service Desk welcoming and efficient. It's great when we can come together as a team.

PR

- Sue continues to highlight new nonfiction on the Facebook page, getting more interaction than we have in the past. We also often get comments on the Throwback Thursday posts that highlight parts of the Saint Croix Collection.

Technology

- Aurora created several draft options for how to incorporate the new calendar software onto the Stillwater Public Library website. LibCal (the new software) seems to offer a few more options for customization than the previous software.
- Public computers went down briefly over Thanksgiving weekend, leading to the realizations that (1) because Stillwater is the final remaining library on Cybrarian, procedures have changed; and (2) the general public is even more reliant on public Internet access than we remembered.

Reference

- Sue updated the handout that we distribute with background on all the library databases and how to access them. The handout is heavily used as we describe the number of research options to patrons on a regular basis.
- Colleen met with Carolyn Blocher to get a better picture of what kind of work has been done in the Saint Croix Collection, ideas for additional work that could be undertaken, and what potential the collection has for digitization.
- The most interesting request for the month was from Minnesota Conservation Magazine about using some images from the Saint Croix Collection for an article about cross-country skiing.

Upcoming

- Craig Blacklock will have an artist reception on Saturday, December 15, 2018, from 2 – 4 p.m. with a book signing.
- Winter Reads starts in January. We are looking forward to expanding the definition of what that may include.

Report from the Youth Services Supervisor, Angela Petrie

November Programs

- *Storytime* – 349 people attended 8 storytime sessions. November 28 was our dinosaur storytime with a visit by Theodora Rex! Nick Gorski was on hand to take photos, some of which are below.
- *Paws to Read* – 8 readers came to 2 sessions with Bella the Golden Retriever. Update: Rudy, the Newfoundland, was just diagnosed with arthritis so he won't be joining "Paws to Read" for now.
- *Art Cart* – 51 kids and their families attended 4 themed sessions. Most projects were *Dinovember* themed.
- *DINOSAURS Scavenger Hunt* – 171 hunted for 10 dinosaur pictures throughout the children's space. We couldn't keep the dinosaur book display full.
- *TAB Meeting* – 6 members came to this month's meeting, sadly Shelby Dupre's last. Joan Countryman with Youth Connections/Family Resource Center talked with our group about youth housing insecurities and what that might look like, including statistics. Joan was instrumental in the development of the Youth Service Network app to help anyone in need find a bed/warm meal. The library has posted information about these resources and the teens were given some to display at their schools.
- Angie has been coordinating programs for 2019 – it's going to be another year full of great offerings for our community.

Outreach

- Lindy treated the Head Start class to an animal storytime.
- Shelby visited Stillwater Junior High to talk with a group of students about their book club. She coordinated requesting multiple copies of the title they are reading and arranged for an Institutional Card for the Reading Specialist.
- The library is once again hosting a book drive through December 6 for area children including teens. Books will be given to Holiday Hope, Head Start, and Youth Connections. The TAB members will donate books for teens.

Partnerships

- Angie met with Jessie Tastad and Paula Hemer from the Trillium Garden Club about offering some gardening programs for children next spring. It's a project Jessie and I have been communicating about for a while and we are looking forward to introducing and supporting an interest to gardening. It ties in really well with our added emphasis on getting out and exploring nature.
- Angie and Susie Danielson met with a potential new Paws to Read handler pair to discuss adding them to the Monday rotation. Judy Brueghel works for the Fire Department and has experience working with children who have special needs. She will meet with our other handler, Diane, on November 26 to get more of a feel for what happens during the visits.

Personnel

- Angie is working on job description drafts for both the Programming Assistant and the Youth Services Librarian I positions.

Reader's Advisory

- Youth Services has been working to create new and updated title lists for parents and readers.

Youth Spaces

- The new lounge furniture has arrived. Included are a loveseat, two chairs, and two ottoman. Feedback has been really positive. See the picture below.

Collection Development

- Angie has been reviewing information and webinars about cataloging details.
- Angie is assisting Tech Services to get books in the system as soon as possible. We continue to refine processes and have involved multiple staff to great results.
- Selectors are spending down remaining collection funds as December approaches.



STILLWATER PUBLIC LIBRARY FOUNDATION
BOARD MINUTES
October 26, 2018

MEMBERS PRESENT: Doug Blanke, Amber Dailey-Hebert, Abby Dean, Shawn Glaser, Dustin Moeller, Jean Morse, Sandy Nicholson, Fred Rengel, Carol Stabenow, Mark Troendle, Eric White, Ann Wolff, Keri Goeltl

WELCOME & INTRODUCTIONS:

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

SECRETARY'S REPORT:

The minutes for the September, 2018 Board Meeting were approved as sent following a motion which made by Sandy and seconded by Ann. The corrected spelling of trustee Sharon Hollatz's name in the minutes for the July, 2018 board meeting was also approved.

BOARD MEMBER RECRUITMENT:

Ann reviewed the people whom she had contacted regarding their interest in joining the Board at the beginning of 2019. Perspective members Linda Long, and John Gray have been invited to attend the November meeting in order to become more familiar with the Board and how it functions. Board membership was discussed with several others who were not interested in participating at this time.

STYLE SPEAKS VOLUMES (Nov. 8 & 9)

Keri reported that the Thursday event was sold out but that Friday's still had twenty-five places. Carol and Sandy reviewed the list of volunteer assistants for both days' events. Box lunches will be available for volunteers. They urged Facebook users to share the Style Speaks Volumes information. The authors/models were described as a personable group.

LIBRARY DIRECTOR'S REPORT:

- Mark stated that the City Council amended and approved a Special Use Permit to allow 25 outdoor events with amplified music after 8 pm at the Library. There are three exemptions to this regulation –one has been approved, two will be reviewed in November.
- The new Library position – Business and Communication Manager – has been posted. This thirty-six hours/week position is expected to be filled by mid to late November.
- The Library information publication “Shelf Life” was sent to city residents in a recent city newsletter.
- The conference room upgrade is about completed. It is now equipped with a large conference table, chairs, a large-screen TV, a credenza (made by Spike Carlsen), and the Hearing Loops system.
- The Library Board of Trustees is conducting a community-wide survey for its strategic planning process. In an effort to obtain as much public input as possible, the survey will be available to be completed on paper and online through November 9.

TRUSTEE REPORT:

Mary reported that the capital and operating budgets for 2019 were approved at the Trustees last meeting. Grants are currently being cleaned up and finalized before the end of 2018.

FINANCE COMMITTEE & TREASURER'S REPORT:

Dustin reviewed the September financial reports. The Foundation continues to operate in a very consistent way financially. Dustin pointed out that although on the Balance Sheet, the FSB Checking figure remains significant, about \$15,000 is earmarked for up-coming expenses, leaving approximately \$125,000 available. An additional figure of note on the Donor Event Profit & Loss statement is the catering averaged about \$30.00 per person.

GRANT REQUESTS:

Ann identified three upcoming requests:

- Margaret Rivers Fund: due soon – request will be made to increase their previous funding for the Volunteer Coordinator from one-half to full funding
- Huelsmann Foundation: due Dec.31 - request for continuing \$15,000 support for Light a Spark general operating expenses plus new request for full funding of a Youth Services Assistant
- Hugh J. Andersen Foundation: due Nov. 15 – foundation representative sounded very willing to do partial funding (\$20, 000 – 25,000) for capacity building (hiring executive leadership) – this is typically one-time funding, but is potentially open to second year ask of about \$15,000

STRATEGIC COUNSULTING & COACHING PRESENTATION:

Rena Oswald-Anderson, a partner in the company, introduced the consulting company to the Board by providing an overview of the services and programs SCC could provide the Foundation as it considers a move to the next level of organizational growth.

REVIEW AND DISCUSSION OF PRESENTATION:

Following the introduction to the Strategic Consulting & Coaching presentation, Board members discussed the organizational position of the Foundation and the potential to build on the developing Strategic Plan. Advantages and concerns of hiring the group to provide leadership to help the Board assess its needs and assist in decision-making through the time of transition were important discussion points. The financial consideration of this process that would involve hiring both Strategic Consulting & Coaching and professional staff plus the future sustainability of the new organizational structure were also considered.

Ann made a motion to name and authorize a transition team to pursue details for a proposal (from Strategic Consulting & Coaching). Once the proposal was received, have a team meeting for discussion and approval. Amber seconded the motion that was unanimously approved.

Members of the team to meet with Elaine Weber Nelson, the lead consultant from SCC for the Foundation project, and discuss the proposal are Fred, Ann, Jean, Shawn, Amber Sandy, Doug, and Abby. The meeting will be set up for a date during the week of October 29.

If the team approves the proposal, a meeting would be scheduled for full Board approval. (Board members unable to attend the meeting could vote via email.)

DEVELOPMENT & MARKETING:

Ann reported that all is going well including the Direct Mail Campaign.

OTHER:

- Board Membership Updates – Nick Gorski has submitted his resignation from the Board
- Venue Coordinator Position – Sandy Ellis is resigning at the end of the year but has agreed to continue working until that position is filled

The meeting adjourned at 9:10a.m.

Respectfully submitted,
Jean Morse, Secretary

The next scheduled Board Meeting will be Friday, November 30, 2018

E-MAILS FOR OCTOBER '18 MEETING

DATE	SENDER(S)	SUBJECT
10/16/18	Jean	Minutes for September '18 Meeting
10/25/18	Keri	SPLF Board Agenda & Proposal
10/25/18	Keri	SPLF Bd Agenda & Proposal

DOCUMENTS ON GOOGLE DRIVE FOR OCTOBER



 October Board Packet.pdf 

 A9b_SCC Information.docx 

 A9a_SCC Page 1.pdf 

 A7_FINANCIALS_3_2018 09 Sept P_L Budget v Actual.pdf 

 A7_FINANCIALS_2_2018 09 September P_L Prv Yr Comparis... 

 A7_FINANCIALS_1_2018 09 September Balance Sheet.pdf 

 A3d_ November Calendar.pdf 

 A3c_Sept 2018 Information Services Report - mt edits (2).do... 

 A3b_Sept 2018 Information Services Report - mt edits (1).do... 

 A2_Sept 2018 Minutes.pdf 

 A1_FoundationAgenda_2018 10 26 REV (1).docx 

(drive.google.com)



Friends of the Stillwater Public Library

Oct. 8, 2018 | 6:30 pm CT | Meeting location: Margaret Rivers Room-Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Gemma Lockrem
Facilitator	Gemma Lockrem
Secretary	Tracy Salvati

Attendees:

Gemma Lockrem , Jan Kilkelly, Tracy Salvati, Mark Troendle , Nancy Prince, Ruth Ranum, Vik Wilson, Lynne LeTart , Lyndon Lockrem, Nancy Wilson, Mary Ann Sandeen attended remotely

Agenda

Friends of the Stillwater Public Library Meeting Agenda

Monday, October 8, 2018
Margaret Rivers Room
6:30 p.m.

Mary Ann will not be at this meeting.

1. Call meeting to order...Gemma
2. Secretary's Report...Tracy
3. Treasurer Report...Jan
4. Membership Report...Gemma
5. Other...Mary Ann sent a sympathy card to Mike Keliher from Friends. Mike's Father passed away. Thank you, Mark, for letting us know. Booksale...All

Notice is on Facebook. Gemma noticed an error, and had it corrected. Thank you, Gemma.

Gemma will get updated membership to Susie Danielson, so calling can begin.

Booksale Finder confirmed. Thank you, Keri.

We need one more person to meet STS with Mary Ann on set up morning to be at Library about 8:20 a.m. (Nancy Prince will not be here.)

Mary Ann will call Marvin to make sure catering door is open.

Discussion: All

6. Update...Mark
7. Adjourn...All

- Meeting called to order by Gemma Lockrem
- Secretary's report Tracy Salvati
 - Sept. 10, 2018 Minutes approved
- Treasurer's report Jan Kilkelly
 - Balance 9/1/2018
 - \$26,397.36
- Membership report Gemma
 - 95 memberships

Topics:

- **Book Sale**
 - Notice placed on FB posting the dates
 - Oct. 27nd and Nov. 3rd
 - Gemma brought updated book sale flyers, distributed to all to post
 - Nancy Wilson asking if books from ongoing sale should be brought upstairs
 - Team will determine the morning of
 - Mystery collection – is there a place to display separately?
 - Susan Freming is going to help manage donations – Nancy will ask if she can assist after 2nd collection day - Linda Whitehouse and Kim Glidon will help during the sale
- **Updated Member List from Gemma**
 - Susie Danielson calls people on the list
- **Book Sale Finder**
 - Our book sale has been posted on Book Sale Finder
- **Youth Program**
 - Ruth will take some extra books remaining after the sale to the Youth program at the church
 - Space is an issue right now
- **Mary Ann would like 1 more person to help with STS Wed. Nov. 7th at 8:30am**
 - Lynne LeTart and Nancy Wilson will help
 - Mary Ann will call Marvin to make sure the door is open
- **Postcards**
 - Gemma will have postcards printed and will mail out 2 weeks prior to the sale
- **Book Bags**
 - We may need to re-order
 - Gemma will follow up

Update: Mark Troendle:

- Sept. 18th productive day – Washington County – decision was made for IT City Staff to support Library now. City Council financially increased operating budget and will fund hardware. Special Use permit progress.
- 'Conference Room' will have hearing loops soon
 - Friends meeting will move to 'Conference Room' starting in Nov. 2018.
- Mark would like to secure Spring Book sale dates
 - Mark will call Kari regarding dates
 - Week of April 8th so 2nd or 4th week of April is an option
 - March 30, April 6th
 - Sale April 10th – 13th
- Library Board will gear up for Strategic Planning
 - Nov. 29th – Board will work with focus groups and this will include FRIENDS

Meeting Adjourn: All

*****Next meeting Monday, November 12, 2018**

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

Period:	10/1/2018 - 10/31/2018	Year-to-Date 10/31/2018
Opening Balance	\$26,397.36	\$ 21,291.22
Receipts:		
Memberships		\$ 1,920.00
Donations		\$ 2,978.41
Book Sales	\$364.00	\$ 6,339.35
Scanner Fees		\$ 35.00
Book Bags	\$45.00	\$ 300.00
T-Shirts		\$ -
Notes, Cards		\$ -
Total Receipts	\$409.00	\$ 11,572.76
Disbursements:		
Grants to Library		\$ 4,300.00
Sponsorships		\$ 500.00
Memberships		\$ 25.00
Postage	\$85.00	\$ 170.00
Printing & Supplies		\$ 545.62
Sales Tax		\$ 602.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$85.00	\$ 6,142.62
Ending Balance	\$26,721.36	\$ 26,721.36

Outstanding Grants Due to Library:

Book Sale Nov. 2014	\$0.00
Book Sale Nov. 2015	\$2,018.60
Book Sale Nov. 2016	\$2,966.47
Book Sale Nov. 2017	\$4,197.00

\$9,182.07

Other:

Book Sale Apr. 2014	\$0.00
Book Sale Apr. 2015	\$961.50
Book Sale Apr. 2016	\$2,982.50
Book Sale Apr. 2017	\$2,807.00
Book Sale Apr. 2018	\$3,765.85

\$10,516.85

Stillwater Public Library 2019 Calendar

<p>January 1: Library Closed, New Year's Day 8: Late Open, 11:00 am 8: SPL Board Meeting, 7:00 pm 14: Friends Meeting, 6:30 pm 21: Library Closed, MLK Day 25: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2020-2024) • Board passes ratification of wages prepared by Director 	<p>February 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 18: Library Closed, President's Day 22: SPLF Board Meeting, 9:00 am</p>	<p>March 11: Friends Meeting, 6:30 pm 12: Presentation at Stillwater Township, 7:00 pm (Tentative) 12: SPL Board Meeting, 7:30 pm (if presenting at Stillwater Township) 22: SPLF Board Meeting, 9:00 am</p>
<p>April 1: Annual Report to State Due 7-13: National Library Week 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 21: Library Closed, Easter 24-27: Spring Used Book Sale 26: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • Big Read in the St. Croix Valley 	<p>May 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 9:00 am 19: Last Sunday Open Until Sept. 8 27: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • 2020 Capital Outlay Request and 2020-2024 CIP Plans Due • Begin operating budget prep 	<p>June 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • Operating budget discussions
<p>July 4: Library Closed, Independence Day 4: Light A Spark, 7:00 pm 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • Board adopts budget request 	<p>August 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • City Council budget hearing 	<p>September 2: Library Closed, Labor Day 8: Sunday Hours Resume 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 9:00 am</p> <ul style="list-style-type: none"> • Levy adopted
<p>October 8: SPL Board Meeting, 7:00 pm 14: Friends Meeting, 6:30 pm 25: SPLF Board Meeting, 9:00 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 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 9:00 am 28: Library Closed, Thanksgiving Day TBD: Fall Used Book Sale TBD: SPLF Style Speaks Volumes</p>	<p>December 10: SPL Board Meeting, 7:00 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 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

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

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

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

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

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

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

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










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


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

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

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

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

-  Charter Commission
-  City Council Meeting
(Workshop 1st Tues. 4:30 pm; 3rd Tues. 7 pm)
-  Downtown Parking Comm. Mtg (8:30 am)
-  Heritage Preservation Comm. Mtg (7 pm)
-  Holiday - Office Closed
-  * 1/2 day holidays (closed at noon)
-  MLK Holiday & HRC at Breakfast
-  CPC (Chambers) & HRC (Riverview)
-  DTPC (Riverview) & CPC (Chambers)

-  Human Rights Commission Meeting (7 pm)
-  Night to Unite
-  Park Commission Meeting (7 pm)
-  PC and HPC Submittal Deadline (4:30 pm)
-  Planning Commission Meeting (7 pm)
-  Traffic Safety Review Committee (5:30 pm)