

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, January 14, 2020
7:00 PM

Conference Room

Introductory Business (5 minutes)

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.

Regular Business (10 minutes)

4. Consent Calendar
 - a. Adoption of the December 10, 2019 Minutes +
 - b. Acknowledgement of Bills Paid in December 2019 (12/3/19: \$6,789.92 and 12/17/19: \$22,716.48)+
 - c. November 2019 Budget Status Report +
 - d. Acceptance of Q4 2019 Gifts and Grants
 - e. 2020 Capital Outlay Request

Informational (10 minutes)

5. Trustee Information Sharing I+
6. 2020-2021 Labor Agreement and Side Letters I+

Decisional (45 minutes)

7. Venue Coordinator A+
8. Director Performance Evaluation Process A+
9. Library Board of Trustees By-laws A+
10. Committee Charters A+

Reports (15 minutes)

11. Director and Other Staff Reports +
12. Foundation and Friends Report +
13. Board Committee Reports +
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Nominating
 - e. Board Self-Evaluation Task Force
14. Public Commentary and Communications
15. Adjournment

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 Pm on Monday, January 13, 2019.

A= Action Item I= Information Item D=Discussion Item + = Document in Packet *= Document to be Distributed Later
#=Document Distributed Previously Attachments: 2020 Calendar, 2020 Board Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 10, 2019**

Minutes

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

ABSENT: Carlsen

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:00 pm by Bell.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Hollatz moved. Lockyear second. Yes: Bell, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie. No: None.

AGENDA ITEM 3: In-Person Public Commentary

None.

REGULAR BUSINESS

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Lockyear moved. Richie second. Yes: Bell, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie. No: None.

INFORMATIONAL

AGENDA ITEM 5: Trustee Information Sharing

Lockyear passed around a thank you card for Ivy Club for their work on the terrace and other plantings.

Hollatz promoted the library's terrace as a place for Christmas photos. Hollatz also shared about a library in Wales [Gladstone's Library] that is also a bed and breakfast.

Collins thanked group for being welcoming over the past year and anticipates that he will continue as council liaison in 2020.

Bell passed around a copy of Voice, a United for Libraries newsletter published six times per year through the ALA.

AGENDA ITEM 6: Venue Coordinator

Troendle referred trustees to the update from One23 in the board packet. He noted that One23 reported that they had three people stop by during the November hours at the library; however, none were interested in weddings at the library. As only two bookings were made in November, One23 will take a 25% commission (instead of a 50% commission) since they did not meet their threshold of \$5000 in sales for the month.

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Minutes

Keliher asked how the interest and pace of bookings compared to prior years. Troendle reported that it was light. They would like at least 3 bookings per month.

DECISIONAL

AGENDA ITEM 7: Library Board of Trustees Vacancies

Keliher reported that the terms of three trustees expire at the end of the year. All three trustees are eligible for reappointment, and all three reapplied. One new application was also received. The Nominating Committee reviewed the applications and interviewed the new applicant.

While impressed with strength of the new candidate, the Nominating Committee felt that the three sitting trustees up for reappointment are also strong candidates bringing knowledge and expertise to the board and thus recommended the reappointment of the three sitting trustees. Keliher noted that the new application received will remain on file for one year. There will be another round of openings next December, including the ending of Keliher's third term.

Motion that board recommend to the council reappointment of Bell, Cox, and Lockyear for the three trustee vacancies. *Yes: Bell, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie. No: None.*

AGENDA ITEM 8: 2020 Operating Budget

Troendle discussed that on December 3, 2019, the City Administrator gave a truth in taxation hearing at the council meeting, and the council adopted the 2020 budget appropriation and tax levy. On December 4, 2019, the Finance Committee reviewed and discussed revisions to the 2020 budget based on the adopted appropriation of \$1,485,820, consisting of \$1,353,200 in transfer in from the general fund and \$132,620 in library-generated revenue.

Troendle reviewed the budget revisions as outlined in the cover sheet on page 19 of the board packet, with line changes are reflected on pages 20 and 21 of the packet.

Lockyear asked about the revenue numbers for meeting room income. Troendle explained that these numbers could not be adjusted at this point. Richie commented that this was discussed by the Finance Committee and noted that supplemental funds are available if needed.

Richie noted that the library appreciated the strong support of the city.

Motion to adopt 2020 operating budget. *Richie moved. Hollatz second. Yes: Bell, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie. No: None.*

AGENDA ITEM 9: 2020-2021 Labor Agreement

Bell reported that changes to in the contract language are included in the board packet. Due to timing, the full agreement would be provided to the board at a later date.

Troendle commented that AFSCME Field Representative Suzanne Kocurek expressed thanks to the trustees for the continued professional working relationship throughout contract negotiations.

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Troendle reviewed the key changes to the contract with the trustees and noted that the contract is for two years with a 3% wage increase in 2020 and a 3% increase in 2021. Troendle explained that the library's contract years are off from the city. The city's contracts are for 2019 and 2020 with a 3% increase each year.

For health insurance, the library's contribution will stay the same in 2020. In 2021, the library's contribution will increase \$20 per month which is still less than the city's 2020 contribution rate. Dental insurance contributions stay the same. HSA contributions remain the same. The life insurance policy was increased from \$20,000 to \$30,000.

Two side letters were also added to the contract. These letters were drafted due to the union's concerns regarding the changes made in the 2019 insurance coverage with only 10 days notification to the library. These changes had significant cost implications for some employees. The trustees will formally request the city to make a presentation to library staff regarding insurance on or about October 15 or within two weeks of receiving health insurance renewal information. The trustees will add to its annual calendar in September an agenda item formally requesting health insurance information from the city relative to changes the city is contemplating in plan design and health insurance options.

Troendle noted that another change was that the library will send a management representative to LMC meetings. The additional changes were housekeeping items.

Motion to approve the 2020-2021 Labor Agreement between Stillwater Public Library and AFSCME Council 5 Local 517. Hemer moved. Lockyear second. Yes: Bell, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie. No: None.

AGENDA ITEM 10: 2020-2021 Wage Ratification and Revised Benefits

Troendle discussed the wage scales presented on pages 26 and 27 of the board packet. The wage scale for positions on the grid reflect a 3% wage adjustment for all levels in both 2020 and 2021.

The wages for other positions were not part of the class compensation study and are managed differently than the grid. These positions do not receive step increases. For the substitute positions that follow a regular position on the grid, the objective is to have the substitute position keep pace with the market and be at or near 95% of the starting wage of the corresponding regular position. The substitute positions at or below 95% received a 3% increase. The positions above 95% were frozen until the hourly rate falls to the 95% level. The shelver position does not tie to a regular position and received a 3% increase in line with the market.

Troendle also explained that the tentative agreement between the union and the library includes revised language pertaining to insurance. In the past, employer-paid union benefits were extended to eligible nonunion professional and supervisory staff.

Motion to ratify the 2020 and 2021 wage scales for union and nonunion positions. Richie moved. Keliher second. Yes: Bell, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie. No: None.

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Motion to approve the extension of revised 2020 and 2021 employer-paid union insurance benefits to eligible nonunion professional and supervisory staff (pay grades 9-11). Keliher moved. Hollatz second. Yes: Bell, Cox, Hemer, Hollatz, Howe, Keliher, Lockyear, Richie. No: None.

REPORTS

AGENDA ITEM 11: Director and Other Staff Reports

The reports from Troendle and the Information Services Supervisor and Youth Services Supervisor are included in the board packet. Troendle reported that he had no additional updates but would be happy to answer questions.

Lockyear asked about Lucky Day collections. Troendle explained that these are high-demand, popular materials that cannot be reserved or put on hold. They are in addition to copies of titles that can be reserved. If you are in the library that day and a Lucky Day title of interest is available, you can check it out immediately. This type of collection also encourages people to come in to the library and browse.

Bell was interested in presentation and discussion about the transportation options in Stillwater for getting people to the library.

Hemer asked about participation in teen programs. She wondered if the library worked with the middle school and high school. Troendle reported that staff do work with the media specialist at the schools who does promote library programs and sends out information. Collins noted that this is a difficult age group to reach.

AGENDA ITEM 12: Foundation and Friends Reports

Troendle reported that the Foundation is planning 3 primary events in 2020: Pi Day, a donor appreciation event on March 14, Light a Spark on July 4, and For the Love of the Library, a fundraising event for the fall. A year-end appeal will be sent out soon. Their next focus will be on social media and a quarterly newsletter.

Troendle noted that the Friends do not meet in December. Their next meeting is in January.

AGENDA ITEM 13: Board Committee Reports

- **Executive Committee:** Report in packet. By-laws will come up for discussion and vote in January. There was a recommendation from nominating committee that some of the charges assigned to the nominating committee would be best worked on by a separate committee – a board governance committee. Committee assignments will be made in January, and this will be a new committee for 3 trustees. If a trustee is interested in the new committee or any other committees, please contact Bell.
- **Facilities Committee:** None
- **Finance:** Finance has been working on the operating budget and assessing the library's fund balance. The Finance Committee has also looked at the library's largest endowment fund, the Lawson Fund. Keliher asked if there were guidelines or best practices from the city on the size of

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the fund balance. Richie noted that library has not been purposely trying to build it, but personnel savings with staffing changes and retirements have contributed to this.

- **Nominating Committee:** No other updates.
- **Board Self-Assessment Task Force:** None.

AGENDA ITEM 14: Public Commentary and Communications

None.

AGENDA ITEM 15: Adjournment

Adjourned at 7:54 PM.

Agenda Items Details

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgement of Bills Paid in December 2019 | | | | |
| OWNER: Goeltl, Business & Communications Manager | | 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: Approval of December 2019 bills paid | | | | |
| BACKGROUND/CONTEXT: Following is a bills report summary for the month of December 2019: | | | | |
| December 2019 (2019 Fiscal Year) | | | | |
| | <i>City</i> | <i>Foundation</i> | <i>Other Supplemental</i> | <i>Total</i> |
| Operating Expenditures | \$ 21,611.51 | \$ 5,854.68 | \$ 2,040.21 | \$ 29,506.40 |
| Capital Expenditures | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 21,611.51 | \$ 5,854.68 | \$ 2,040.21 | \$ 29,506.40 |
| Explanations of large or out of the ordinary payments are listed below: <i>Bill Resolution: December 3, 2019</i> | | | | |
| <ul style="list-style-type: none"> • \$529.04 paid to Global Industrial for the purchase of bollard post sleeves and a column protector as part of the October 2019 custodial grant from the Foundation. • \$399.00 paid to Christian Koegel for the processing and addition of unique items to the collection. • \$1,626.03 to Sustainable Supply for the cleaning solution dispensing system and cleaners as part of the October 2019 custodial grant from the Foundation. • \$1,549.10 paid to Uline for custodial supplies as part of the October 2019 custodial grant from the Foundation. | | | | |
| <i>Bill Resolution: December 17, 2019</i> | | | | |
| <ul style="list-style-type: none"> • \$6,140.15 pre-paid to Ebsco for periodical subscriptions using the 2020 pre-paid account. When the fiscal year rolls, Finance will transfer pre-paid expense account items into 2020. • \$499.20 pre-paid to Recorded Books for a 2020 film subscription using the 2020 pre-paid account. • \$2,000.00 paid to One23 Events for November monthly fee. Funded by Foundation. • \$1,103.00 pre-paid to Value Line Publishing for a 2020 reference subscription using the 2020 pre-paid account. | | | | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 12/3/2019 Bill Resolution – 2019 Bills 12/17/2019 Bill Resolution – 2019 Bills | | | | |
| PREVIOUS ACTION ON ITEM: | | | | |
| REVIEWED BY COMMITTEE?: | | | | |

2019 Bill Resolutions

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

| INVOICE # | INVOICE DATE | VENDOR | ITEM | AMOUNT | FUND CODE | FUND NAME |
|-----------------------------|--------------|-------------------------------------|--------------------------------------------------|--------------------|--------------------|------------------------------------|
| INVOICES PAYABLE | | | | | | |
| 3798-210269 | 11/11/2019 | Ace Hardware | Janitorial Supplies | \$ 36.96 | 230-4231-2102-0000 | Janitorial Supplies |
| 3798-210410 | 11/18/2019 | Ace Hardware | Janitorial Supplies | \$ 17.77 | 230-4231-2102-0000 | Janitorial Supplies |
| 3798-210573 | 11/26/2019 | Ace Hardware | Janitorial Supplies | \$ 39.98 | 230-4231-2102-0000 | Janitorial Supplies |
| 4036025518 | 11/26/2019 | Cintas Corporation | Mat & Towel Cleaning Service | \$ 67.44 | 230-4231-4099-0000 | Miscellaneous Charges - Lib Plant |
| 90938270 | 11/1/2019 | Comcast | Internet/WiFi | \$ 188.06 | 230-4230-3098-0000 | Technology Support |
| 115189466 | 11/18/2019 | Global Industrial | Custodial Supplies (SPLF 2019 -10) | \$ 406.77 | 232-4232-2302-0000 | SPLF - Minor Equipment |
| 115184595 | 11/15/2019 | Global Industrial | Custodial Supplies (SPLF 2019 -10) | \$ 122.27 | 232-4232-2302-0000 | SPLF - Minor Equipment |
| 11202019_315 | 11/20/2019 | Koegel Christian M | Cataloging/Processing | \$ 315.00 | 230-4230-3404-0000 | Processing Fee |
| 11202019_84 | 11/20/2019 | Koegel Christian M | Cataloging/Processing | \$ 84.00 | 230-4230-3404-0000 | Processing Fee |
| 171667 | 11/2/2019 | Loft Literary Center | Programs - Adult | \$ 369.00 | 230-4230-2407-0000 | Programs |
| 10312019 | 11/18/2019 | Madden Galanter Hansen LLP | Professional Services | \$ 306.00 | 230-4230-3099-0000 | Other Professional Services |
| 63235 | 11/13/2019 | Menards | Janitorial Supplies | \$ 108.09 | 230-4231-2102-0000 | Janitorial Supplies |
| 63736 | 11/21/2019 | Menards | Janitorial Supplies | \$ 84.09 | 230-4231-2102-0000 | Janitorial Supplies |
| 63618 | 11/19/2019 | Menards | Janitorial Supplies | \$ 22.93 | 230-4231-2102-0000 | Janitorial Supplies |
| W19100602 | 11/20/2019 | Office of MN IT Services | Phone - October | \$ 143.70 | 230-4231-3101-0000 | Telephone |
| 300003346 | 12/2/2019 | MN Library Assoc. | MLA Membership - Troendle | \$ 230.00 | 230-4230-4000-0000 | Memberships and Dues |
| IN00124706 | 11/18/2019 | Nardini Fire Equipment | Inspection | \$ 182.31 | 230-4231-3707-0000 | Maintenance Agreements - Lib Plant |
| CL65064C19 | 11/20/2019 | Otis Elevator Company | Service Contract 12/1/19-2/29/20: Dec 2019 | \$ 193.14 | 230-4231-3707-0000 | Maintenance Agreements - Lib Plant |
| CL65064C19 | 11/20/2019 | Otis Elevator Company | Service Contract 12/1/19-2/29/20: Jan & Feb 2020 | \$ 386.28 | 230-0000-1410-1000 | PRE PAID ACCOUNT |
| 1079894 | 11/12/2019 | Stillwater Medical Group | Drug Screening | \$ 311.00 | 230-4230-4099-0000 | Miscellaneous Charges |
| 202-1771 | 11/19/2019 | Sustainable Supply | Custodial Supplies (SPLF 2019-10) | \$ 1,626.03 | 232-4232-2302-0000 | SPLF - Minor Equipment |
| 114386634 | 11/15/2019 | Uline Inc | Custodial Supplies (SPLF 2019-10) | \$ 1,549.10 | 232-4232-2302-0000 | SPLF - Minor Equipment |
| | | INVOICES SUBTOTAL | | \$ 6,789.92 | | |
| CREDIT CARD | | | | | | |
| None | | | | \$ - | | |
| | | CREDIT CARD SUBTOTAL | | \$ - | | |
| SPECIAL BILL PAYOUTS | | | | | | |
| None | | | | \$ - | | |
| | | SPECIAL BILL PAYOUT SUBTOTAL | | \$ - | | |
| | | GRAND TOTAL | | \$ 6,789.92 | | |

Submitted for payment

Mark Troendle, Library Director

2019 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 | | | | | | |
| 8008 | 12/10/2019 | ArtStart | Programs - Adult | \$ 1,570.00 | 230-4230-2407-0000 | Programs |
| 12172019 | 12/17/2019 | Brodart Co | Materials - Lawson | \$ 1,541.68 | 224-4224-2404-0000 | Helen Lawson Fund - Other Books |
| 12172019 | 12/17/2019 | Brodart Co | Materials - Juv | \$ 799.45 | 230-4230-2400-0000 | Childrens Books |
| 12172019 | 12/17/2019 | Brodart Co | Materials - Audio | \$ 238.11 | 230-4230-2402-0000 | Audio |
| 12172019 | 12/17/2019 | Brodart Co | Materials - Adult Nonfiction | \$ 736.44 | 230-4230-2405-0000 | Adult Books - Non Fiction |
| 12172019 | 12/17/2019 | Brodart Co | Materials - Processing | \$ 414.69 | 230-4230-3404-0000 | Processing Fee |
| 12172019 | 12/17/2019 | Brodart Co | Materials - Adult (SPLF Tribute DeCurtins) | \$ 16.17 | 232-4232-2113-0000 | SPLF - Materials |
| 12172019 | 12/17/2019 | Brodart Co | Materials - Adult (SPLF Programs) | \$ 84.54 | 232-4232-2113-0000 | SPLF - Materials |
| 12172019 | 12/17/2019 | Brodart Co | Materials - Adult Fiction | \$ 296.96 | 230-4230-2401-0000 | Adult Books - Fiction |
| 92526100 | 12/1/2019 | Comcast | Tech Support | \$ 188.06 | 230-4230-3098-0000 | Technology Support |
| 306-02444792-3 | 11/30/2019 | Culligan of Stillwater | Water | \$ 21.25 | 230-4230-4099-0000 | Miscellaneous Charges |
| CG-F-15297-00 | 6/1/2019 | Ebsco Publishing | Materials - Periodicals and Subscriptions 2020 | \$ 6,140.15 | 230-0000-1410-1000 | PRE PAID ACCOUNT |
| 12122019 | 12/12/2019 | Friends of the Stillwater Public Library | Reimbursement for Friends - November 2019 | \$ 221.00 | 228-4228-1990-0000 | Friends of Library Pass Thru |
| 12052019 | 12/12/2019 | Harvey Kevin | Material Fee Refund | \$ 26.00 | 230-0000-3880-0030 | Lost/Damaged Fees |
| 12082019 | 12/12/2019 | Hedin Sue | Programs - Adult (Friends 2019-03) - Staff Reimburse | \$ 89.17 | 229-4229-2407-0000 | Friends - Programs |
| 12102019 | 12/12/2019 | Hedin Sue | Programs - Adult (Friends 2019-03) - Staff Reimburse | \$ 27.84 | 229-4229-2407-0000 | Friends - Programs |
| 12172019 | 12/17/2019 | Midwest Tape | Materials - Audio | \$ 1,182.63 | 230-4230-2402-0000 | Audio |
| 12172019 | 12/17/2019 | Midwest Tape | Materials - Video | \$ 557.63 | 230-4230-2408-0000 | Film/Video |
| 12172019 | 12/17/2019 | Midwest Tape | Materials - Processing | \$ 180.42 | 230-4230-3404-0000 | Processing Fee |
| 12042019 | 12/12/2019 | Petrie Angela | Programs - Juv/Teen (SPLF 2019 -03) - Staff Reimburse | \$ 49.80 | 232-4232-2407-0000 | SPLF - Programs |
| 615591 | 10/8/2019 | Recorded Books Inc | Materials - Film Movement 2020 SOP (SAV) | \$ 499.20 | 230-0000-1410-1000 | PRE PAID ACCOUNT |
| 29819 | 11/6/2019 | Rose Floral | Terrace Evergreens (235 Houston) | \$ 94.44 | 235-4238-4099-0000 | Library Donations Miscellaneous |
| 12122019 | 12/12/2019 | One23 Events LLC | November 2019 Monthly Fee | \$ 2,000.00 | 232-4232-4099-0000 | SPLF - Miscellaneous Charges |
| 19761 | 11/20/2019 | SOS Office Furniture | Task Chairs | \$ 706.95 | 230-4230-2302-0000 | Other Minor Equipment |
| 12071593 | 12/12/2019 | Value Line Publishing Inc. | Materials - Reference 2020 (SREF) | \$ 1,103.00 | 230-0000-1410-1000 | PRE PAID ACCOUNT |
| | | INVOICES SUBTOTAL | | \$ 18,785.58 | | |
| CREDIT CARD | | | | | | |
| 409657 | 10/3/2019 | Acorn Naturalists | Materials - Juv (Friends Nature Backpacks) | 208.36 | 235-4235-2101-0000 | Library Donations Materials |
| 9261829 | 10/24/2019 | Amazon.com | Custodial Supplies | 199.52 | 230-4231-2102-0000 | Janitorial Supplies |
| 2361400 | 10/24/2019 | Amazon.com | Custodial Supplies | 43.47 | 230-4231-2102-0000 | Janitorial Supplies |
| 4950841 | 10/17/2019 | Amazon.com | Minor Equipment | 76.95 | 230-4231-2302-0000 | Other Minor Equipment - Lib Plant |
| 2361400 | 10/24/2019 | Amazon.com | Supplies | 168.99 | 230-4230-2101-0000 | General Supplies |
| 4950841 | 10/17/2019 | Amazon.com | Supplies | 46.78 | 230-4230-2101-0000 | General Supplies |
| 4950841 | 10/17/2019 | Amazon.com | Materials - Juv (Friends Nature Backpacks) | 16.36 | 235-4235-2101-0000 | Library Donations Materials |
| 1517622067 | 10/2/2019 | Etsy | Programs - Juv (SPLF 235) | 62.36 | 235-4236-4099-0000 | Library Donations Programs |
| | | CREDIT CARD SUBTOTAL | | \$ 822.79 | | |
| SPECIAL BILL PAYOUTS | | | | | | |
| 663157732 | 12/11/2019 | Xcel Energy | Gas | \$ 1,345.91 | 230-4231-3601-0000 | Natural Gas |
| 663157732 | 12/11/2019 | Xcel Energy | Electric | \$ 1,762.20 | 230-4231-3600-0000 | Electricity |
| | | SPECIAL BILL PAYOUT SUBTOTAL | | \$ 3,108.11 | | |
| GRAND TOTAL | | | | \$ 22,716.48 | | |

Submitted for payment

Mark Troendle, Library Director

Agenda Items Details

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| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2019 November Budget Status Report | |
| OWNER: Troendle, Library Director Goeltl, Business & Communications Manager | PRESENTER: Troendle, Library 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: Attached is a budget status report for the period from January 1–November 30, 2019.</p> <p><u>120 Funds – Capital Projects:</u></p> <ul style="list-style-type: none"> • C/O & Improvements totaled \$58,080.85 through November. This consisted of \$33,725.06 for the pergola, \$11,680.85 for LED conversion, and \$12,674.94 for the structural work on the upper level ceiling. • C/O MIS Computer Equipment capital expenditures totaled \$69,279.45 through November. All expenditures were for the WCL/City IT Transition. The initial capital budget for IT-related projects was \$41,100 with an additional \$36,075 allocated from the capital reserve for a total budget of \$77,175. <p><u>230 Funds – Revenues:</u></p> <ul style="list-style-type: none"> • Meeting Room Rental Fees were budgeted at \$75,000 for 2019. Revenues received through November total \$50,795.15. Rental fees are \$24,204.85 under the projected budget. Additional revenue of \$3,625 is expected. <p><u>230 Funds – Expenditures:</u></p> <p>Operating - Personnel Services: Personnel expenditures totaled \$775,031.12 through November. With 22.3 pay periods through this period, expenditures are under the budgeted pace of \$816,168.85. Due to staff retirements and position changes, personnel expenditures will end under budget in 2019.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> \$13,286.11 was paid in severance compensation to two retiring staff. At the close of 2019, City Finance will transfer additional monies from the general fund to offset this expense. <p>Operating - Supplies & Materials:</p> <ul style="list-style-type: none"> • The general supplies budget is \$4,500 for 2019. \$3,562.48 was spent through November. • The total collection budget for physical, database and e-materials is \$97,900. \$80,710.64 has been paid out to date. Additional invoices are expected throughout December and January for 2019 orders due to the publishing industry’s lag time between ordering and invoicing for materials. <p>Operating – Services and Charges:</p> <ul style="list-style-type: none"> • Maintenance Agreement charges total \$23,160.05 for the year, over the total budget of \$22,500. Additional expenditures are projected for 2019. A majority of the added expenses are due to the maintenance agreement with Canon for copier/printers. The publication of new programming and marketing materials are increasing our copy costs. <p>Plant – Personnel Services: Personnel expenditures totaled \$109,087.03 through November. With 22.3 pay periods through this period, expenditures are on track with the budgeted pace of \$113,036.12. Due to staff retirements and position changes, personnel expenditures will end under budget in 2019.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> \$8,483.45 was paid in severance compensation to one retiring staff. At the close of 2019, City Finance will transfer additional monies from the general fund to offset this expense <p>Plant – Services and Charges: Building Repair expenditures totaled \$35,752.18 through November, with \$20,000 budgeted for the year. Pending bills through December bring known total expenditures to \$37,737.78.</p> | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2019 November Budget Status Report | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE? | |

General Ledger

Budget Status

User: kgoeltd
 Printed: 1/9/2020 - 8:42 AM
 Period: 1 to 11, 2019



| 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 | 58,900.00 | 58,080.85 | 58,080.85 | 819.15 | 0.00 | 819.15 | 1.39 |
| 120-4230-5300-0000 | C/O Machinery & Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 120-4230-5310-0000 | C/O MIS Computer Equipment | 41,100.00 | 65,838.69 | 65,838.69 | -24,738.69 | 0.00 | -24,738.69 | 0.00 |
| | E25 Sub Totals: | 100,000.00 | 123,919.54 | 123,919.54 | -23,919.54 | 0.00 | -23,919.54 | 0.00 |
| | Expense Sub Totals: | 100,000.00 | 123,919.54 | 123,919.54 | -23,919.54 | 0.00 | -23,919.54 | 0.00 |
| | Dept 4230 Sub Totals: | 100,000.00 | 123,919.54 | 123,919.54 | -23,919.54 | 0.00 | | |
| Dept 120-4231 | LIBRARY PLANT | | | | | | | |
| E25 | CAPITAL OUTLAY | | | | | | | |
| 120-4231-5200-0000 | C/O & Improvements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 120-4231-5300-0000 | C/O Machinery & Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | E25 Sub Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Expense Sub Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Dept 4231 Sub Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Fund Revenue Sub Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fund Expense Sub Totals: | 100,000.00 | 123,919.54 | 123,919.54 | -23,919.54 | 0.00 | -23,919.54 | 0.00 |
| | Fund 120 Sub Totals: | 100,000.00 | 123,919.54 | 123,919.54 | -23,919.54 | 0.00 | | |
| | Revenue Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Expense Totals: | 100,000.00 | 123,919.54 | 123,919.54 | -23,919.54 | 0.00 | -23,919.54 | 0.00 |
| | Report Totals: | 100,000.00 | 123,919.54 | 123,919.54 | -23,919.54 | 0.00 | | |

General Ledger

Budget Status

User: kgoeltd
 Printed: 1/9/2020 - 8:19 AM
 Period: 1 to 11, 2019



| 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 | 75,000.00 | 50,795.15 | 50,795.15 | 24,204.85 | 0.00 | 24,204.85 | 32.27 |
| 230-0000-3520-0100 | Copier/Printer Sales | 6,500.00 | 5,202.24 | 5,202.24 | 1,297.76 | 0.00 | 1,297.76 | 19.97 |
| 230-0000-3880-0200 | Gallery Fees | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 | 500.00 | 100.00 |
| 230-0000-3880-0500 | Book & Other Enterprise Sales | 200.00 | 127.70 | 127.70 | 72.30 | 0.00 | 72.30 | 36.15 |
| | R25 Sub Totals: | 82,200.00 | 56,125.09 | 56,125.09 | 26,074.91 | 0.00 | 26,074.91 | 31.72 |
| R40 | MISCELLANEOUS | | | | | | | |
| 230-0000-3810-0200 | Interest Earnings-Investments | 1,000.00 | 1,795.93 | 1,795.93 | -795.93 | 0.00 | -795.93 | 0.00 |
| 230-0000-3820-0100 | Gifts | 1,500.00 | 801.01 | 801.01 | 698.99 | 0.00 | 698.99 | 46.60 |
| 230-0000-3830-0100 | Sale of Property | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3860-0100 | Lease/Rentals | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3860-0200 | Parking Rental | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3870-0100 | Refunds and Reimbursements | 500.00 | 215.98 | 215.98 | 284.02 | 0.00 | 284.02 | 56.80 |
| 230-0000-3880-0020 | Library Card Fees | 2,000.00 | 1,030.93 | 1,030.93 | 969.07 | 0.00 | 969.07 | 48.45 |
| 230-0000-3880-0030 | Lost Materials | 2,500.00 | 2,677.53 | 2,677.53 | -177.53 | 0.00 | -177.53 | 0.00 |
| 230-0000-3880-0040 | Processing Fees | 6,000.00 | 3,936.89 | 3,936.89 | 2,063.11 | 0.00 | 2,063.11 | 34.39 |
| 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 | -8.57 | -8.57 | 8.57 | 0.00 | 8.57 | 0.00 |
| 230-0000-3880-0300 | Cash Short/Over | 0.00 | -7.05 | -7.05 | 7.05 | 0.00 | 7.05 | 0.00 |
| | R40 Sub Totals: | 13,500.00 | 10,442.65 | 10,442.65 | 3,057.35 | 0.00 | 3,057.35 | 22.65 |
| R45 | OTHER FINANCING SOURCES | | | | | | | |
| 230-0000-3910-0100 | Transfer In-General Fund | 1,288,770.00 | 0.00 | 0.00 | 1,288,770.00 | 0.00 | 1,288,770.00 | 100.00 |
| 230-0000-3910-0232 | Transfer In-Library Fundraiser | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0404 | Transfer In-Co Bonds 2004 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0405 | Transfer In-GO CO Bonds 2005 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0412 | Transfer In-GO CO Bonds 2012 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0414 | Transfer In-GO CO Bonds 2014 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0415 | Transfer In-2015 GO CO Bonds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-0000-3910-0416 | Transfer In-CO Bonds 2006 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| 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 | 10,872.00 | 0.00 | 0.00 | 10,872.00 | 0.00 | 10,872.00 | 100.00 |
| | R45 Sub Totals: | 1,299,642.00 | 0.00 | 0.00 | 1,299,642.00 | 0.00 | 1,299,642.00 | 100.00 |
| | Revenue Sub Totals: | 1,395,342.00 | 66,567.74 | 66,567.74 | 1,328,774.26 | 0.00 | 1,328,774.26 | 95.23 |
| | Dept 0000 Sub Totals: | -1,395,342.00 | -66,567.74 | -66,567.74 | -1,328,774.26 | 0.00 | | |
| Dept 230-4230 E05 | LIBRARY OPERATIONS PERSONNEL SERVICES | | | | | | | |
| 230-4230-1000-0000 | Full Time Salaries | 382,589.00 | 152,019.95 | 152,019.95 | 230,569.05 | 0.00 | 230,569.05 | 60.27 |
| 230-4230-1100-0000 | Overtime - Full Time | 0.00 | 77.81 | 77.81 | -77.81 | 0.00 | -77.81 | 0.00 |
| 230-4230-1111-0000 | Severance Pay | 0.00 | 13,286.11 | 13,286.11 | -13,286.11 | 0.00 | -13,286.11 | 0.00 |
| 230-4230-1112-0000 | Sick Pay | 0.00 | 7,631.54 | 7,631.54 | -7,631.54 | 0.00 | -7,631.54 | 0.00 |
| 230-4230-1113-0000 | Vacation Pay | 0.00 | 36,680.67 | 36,680.67 | -36,680.67 | 0.00 | -36,680.67 | 0.00 |
| 230-4230-1200-0000 | Part Time Salaries | 353,636.00 | 424,027.96 | 424,027.96 | -70,391.96 | 0.00 | -70,391.96 | 0.00 |
| 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 | 55,217.00 | 43,256.54 | 43,256.54 | 11,960.46 | 0.00 | 11,960.46 | 21.66 |
| 230-4230-1420-0000 | FICA/Medicare | 56,321.00 | 46,972.96 | 46,972.96 | 9,348.04 | 0.00 | 9,348.04 | 16.60 |
| 230-4230-1500-0000 | Hospital / Medical | 100,192.00 | 46,980.04 | 46,980.04 | 53,211.96 | 0.00 | 53,211.96 | 53.11 |
| 230-4230-1520-0000 | Dental Insurance | 3,011.00 | 3,689.61 | 3,689.61 | -678.61 | 0.00 | -678.61 | 0.00 |
| 230-4230-1540-0000 | Life Insurance | 621.00 | 407.93 | 407.93 | 213.07 | 0.00 | 213.07 | 34.31 |
| 230-4230-1990-0000 | Grant Pass Thru | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | E05 Sub Totals: | 951,587.00 | 775,031.12 | 775,031.12 | 176,555.88 | 0.00 | 176,555.88 | 18.55 |
| E10 | SUPPLIES | | | | | | | |
| 230-4230-2000-0000 | Office Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-4230-2101-0000 | General Supplies | 4,500.00 | 3,562.48 | 3,562.48 | 937.52 | 0.00 | 937.52 | 20.83 |
| 230-4230-2113-0000 | Reference | 2,500.00 | 2,530.00 | 2,530.00 | -30.00 | 0.00 | -30.00 | 0.00 |
| 230-4230-2114-0000 | Data Base Searching | 2,000.00 | 1,811.69 | 1,811.69 | 188.31 | 0.00 | 188.31 | 9.42 |
| 230-4230-2302-0000 | Other Minor Equipment | 3,000.00 | 206.76 | 206.76 | 2,793.24 | 0.00 | 2,793.24 | 93.11 |
| 230-4230-2400-0000 | Childrens Books | 19,100.00 | 17,874.77 | 17,874.77 | 1,225.23 | 0.00 | 1,225.23 | 6.41 |
| 230-4230-2401-0000 | Adult Books - Fiction | 19,500.00 | 18,213.06 | 18,213.06 | 1,286.94 | 0.00 | 1,286.94 | 6.60 |
| 230-4230-2402-0000 | Audio | 14,000.00 | 3,412.78 | 3,412.78 | 10,587.22 | 0.00 | 10,587.22 | 75.62 |
| 230-4230-2403-0000 | Periodicals | 4,900.00 | 4,057.57 | 4,057.57 | 842.43 | 0.00 | 842.43 | 17.19 |
| 230-4230-2405-0000 | Adult Books - Non Fiction | 18,500.00 | 17,280.26 | 17,280.26 | 1,219.74 | 0.00 | 1,219.74 | 6.59 |
| 230-4230-2406-0000 | Teen Books - Materials | 5,000.00 | 4,821.58 | 4,821.58 | 178.42 | 0.00 | 178.42 | 3.57 |
| 230-4230-2407-0000 | Programs | 1,459.00 | 0.00 | 0.00 | 1,459.00 | 0.00 | 1,459.00 | 100.00 |
| 230-4230-2408-0000 | Film/Video | 7,500.00 | 6,112.98 | 6,112.98 | 1,387.02 | 0.00 | 1,387.02 | 18.49 |
| 230-4230-2409-0000 | Electronic Materials | 4,500.00 | 4,504.89 | 4,504.89 | -4.89 | 0.00 | -4.89 | 0.00 |
| 230-4230-2499-0000 | Collection Development | 400.00 | 91.06 | 91.06 | 308.94 | 0.00 | 308.94 | 77.24 |

| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available |
|--------------------|-------------------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| | E10 Sub Totals: | 106,859.00 | 84,479.88 | 84,479.88 | 22,379.12 | 0.00 | 22,379.12 | 20.94 |
| E15 | SERVICES AND CHARGES | | | | | | | |
| 230-4230-3098-0000 | Technology Support | 17,122.00 | 4,499.83 | 4,499.83 | 12,622.17 | 0.00 | 12,622.17 | 73.72 |
| 230-4230-3099-0000 | Other Professional Services | 11,250.00 | 6,335.00 | 6,335.00 | 4,915.00 | 0.00 | 4,915.00 | 43.69 |
| 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 | 1,668.39 | 1,668.39 | -168.39 | 0.00 | -168.39 | 0.00 |
| 230-4230-3200-0000 | Mileage | 400.00 | 293.48 | 293.48 | 106.52 | 0.00 | 106.52 | 26.63 |
| 230-4230-3201-0000 | Seminar/Conference Fees | 3,000.00 | 1,106.17 | 1,106.17 | 1,893.83 | 0.00 | 1,893.83 | 63.13 |
| 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 | 2,000.00 | 2,128.50 | 2,128.50 | -128.50 | 0.00 | -128.50 | 0.00 |
| 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 | 14,000.00 | 9,916.31 | 9,916.31 | 4,083.69 | 0.00 | 4,083.69 | 29.17 |
| 230-4230-3500-0000 | General Insurance | 2,196.00 | 0.00 | 0.00 | 2,196.00 | 0.00 | 2,196.00 | 100.00 |
| 230-4230-3707-0000 | Maintenance Agreements | 22,500.00 | 23,160.05 | 23,160.05 | -660.05 | 0.00 | -660.05 | 0.00 |
| 230-4230-3713-0000 | Computer Maint Agreements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-4230-3803-0000 | Data Base Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-4230-3804-0000 | Equipment Rental | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-4230-3900-0000 | Sales Tax | 400.00 | 396.90 | 396.90 | 3.10 | 0.00 | 3.10 | 0.78 |
| | E15 Sub Totals: | 74,368.00 | 49,504.63 | 49,504.63 | 24,863.37 | 0.00 | 24,863.37 | 33.43 |
| E20 | MISCELLANEOUS | | | | | | | |
| 230-4230-4000-0000 | Memberships and Dues | 1,200.00 | 665.00 | 665.00 | 535.00 | 0.00 | 535.00 | 44.58 |
| 230-4230-4001-0000 | Subscriptions | 625.00 | 497.54 | 497.54 | 127.46 | 0.00 | 127.46 | 20.39 |
| 230-4230-4099-0000 | Miscellaneous Charges | 2,000.00 | 1,978.78 | 1,978.78 | 21.22 | 0.00 | 21.22 | 1.06 |
| | E20 Sub Totals: | 3,825.00 | 3,141.32 | 3,141.32 | 683.68 | 0.00 | 683.68 | 17.87 |
| E35 | DEPRECIATION | | | | | | | |
| 230-4230-7010-0000 | Depreciation-Purchased | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-4230-7020-0000 | Depreciation-Contributed | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | E35 Sub Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Expense Sub Totals: | 1,136,639.00 | 912,156.95 | 912,156.95 | 224,482.05 | 0.00 | 224,482.05 | 19.75 |
| | Dept 230-4231 | | | | | | | |
| | Dept 4230 Sub Totals: | 1,136,639.00 | 912,156.95 | 912,156.95 | 224,482.05 | 0.00 | | |
| E05 | LIBRARY PLANT PERSONNEL SERVICES | | | | | | | |
| 230-4231-1000-0000 | Full Time Salaries | 59,653.00 | 32,987.07 | 32,987.07 | 26,665.93 | 0.00 | 26,665.93 | 44.70 |
| 230-4231-1100-0000 | Overtime - Full Time | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-4231-1111-0000 | Severance Pay | 0.00 | 8,483.45 | 8,483.45 | -8,483.45 | 0.00 | -8,483.45 | 0.00 |
| 230-4231-1112-0000 | Sick Pay | 0.00 | 871.89 | 871.89 | -871.89 | 0.00 | -871.89 | 0.00 |
| 230-4231-1113-0000 | Vacation Pay | 0.00 | 6,593.27 | 6,593.27 | -6,593.27 | 0.00 | -6,593.27 | 0.00 |
| 230-4231-1200-0000 | Part Time Salaries | 33,655.00 | 29,318.00 | 29,318.00 | 4,337.00 | 0.00 | 4,337.00 | 12.89 |
| 230-4231-1410-0000 | PERA | 6,678.00 | 4,749.81 | 4,749.81 | 1,928.19 | 0.00 | 1,928.19 | 28.87 |

| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available |
|--------------------|-------------------------------|---------------|---------------|------------|------------|-------------------|------------|-------------|
| 230-4231-1420-0000 | FICA/Medicare | 7,138.00 | 4,722.32 | 4,722.32 | 2,415.68 | 0.00 | 2,415.68 | 33.84 |
| 230-4231-1500-0000 | Hospital / Medical | 23,793.00 | 20,571.00 | 20,571.00 | 3,222.00 | 0.00 | 3,222.00 | 13.54 |
| 230-4231-1520-0000 | Dental Insurance | 758.00 | 711.69 | 711.69 | 46.31 | 0.00 | 46.31 | 6.11 |
| 230-4231-1540-0000 | Life Insurance | 116.00 | 78.53 | 78.53 | 37.47 | 0.00 | 37.47 | 32.30 |
| 230-4231-1990-0000 | Grant Pass Thru | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | E05 Sub Totals: | 131,791.00 | 109,087.03 | 109,087.03 | 22,703.97 | 0.00 | 22,703.97 | 17.23 |
| E10 | SUPPLIES | | | | | | | |
| 230-4231-2101-0000 | General Supplies | 1,000.00 | 129.13 | 129.13 | 870.87 | 0.00 | 870.87 | 87.09 |
| 230-4231-2102-0000 | Janitorial Supplies | 3,500.00 | 4,042.42 | 4,042.42 | -542.42 | 0.00 | -542.42 | 0.00 |
| 230-4231-2202-0000 | Building Repair Supplies | 1,500.00 | 68.75 | 68.75 | 1,431.25 | 0.00 | 1,431.25 | 95.42 |
| 230-4231-2203-0000 | Furn/Air Cond Repair Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 230-4231-2302-0000 | Other Minor Equipment | 800.00 | 1,006.95 | 1,006.95 | -206.95 | 0.00 | -206.95 | 0.00 |
| | E10 Sub Totals: | 6,800.00 | 5,247.25 | 5,247.25 | 1,552.75 | 0.00 | 1,552.75 | 22.83 |
| 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 | 1,000.00 | 1,795.80 | 1,795.80 | -795.80 | 0.00 | -795.80 | 0.00 |
| 230-4231-3101-0000 | Telephone | 1,700.00 | 1,262.10 | 1,262.10 | 437.90 | 0.00 | 437.90 | 25.76 |
| 230-4231-3500-0000 | General Insurance | 31,611.00 | 0.00 | 0.00 | 31,611.00 | 0.00 | 31,611.00 | 100.00 |
| 230-4231-3600-0000 | Electricity | 42,000.00 | 34,047.78 | 34,047.78 | 7,952.22 | 0.00 | 7,952.22 | 18.93 |
| 230-4231-3601-0000 | Natural Gas | 12,000.00 | 9,035.69 | 9,035.69 | 2,964.31 | 0.00 | 2,964.31 | 24.70 |
| 230-4231-3703-0000 | Building Repair Charges | 20,000.00 | 35,752.18 | 35,752.18 | -15,752.18 | 0.00 | -15,752.18 | 0.00 |
| 230-4231-3707-0000 | Maintenance Agreements | 10,200.00 | 8,282.38 | 8,282.38 | 1,917.62 | 0.00 | 1,917.62 | 18.80 |
| 230-4231-3713-0000 | Computer Maint Agreements | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | E15 Sub Totals: | 118,511.00 | 90,175.93 | 90,175.93 | 28,335.07 | 0.00 | 28,335.07 | 23.91 |
| E20 | MISCELLANEOUS | | | | | | | |
| 230-4231-4099-0000 | Miscellaneous Charges | 1,100.00 | 815.84 | 815.84 | 284.16 | 0.00 | 284.16 | 25.83 |
| | E20 Sub Totals: | 1,100.00 | 815.84 | 815.84 | 284.16 | 0.00 | 284.16 | 25.83 |
| 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: | 258,202.00 | 205,326.05 | 205,326.05 | 52,875.95 | 0.00 | 52,875.95 | 20.48 |
| | Dept 4231 Sub Totals: | 258,202.00 | 205,326.05 | 205,326.05 | 52,875.95 | 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 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| Account Number | Description | Budget Amount | Period Amount | YTD Amount | YTD Var | Encumbered Amount | Available | % Available |
|-----------------------|--------------------------|----------------------|----------------------|-------------------|----------------|--------------------------|------------------|--------------------|
| | E25 Sub Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Expense Sub Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Dept 4900 Sub Totals: | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| | Fund Revenue Sub Totals: | 1,395,342.00 | 66,567.74 | 66,567.74 | 1,328,774.26 | 0.00 | 1,328,774.26 | 95.23 |
| | Fund Expense Sub Totals: | 1,394,841.00 | 1,117,483.00 | 1,117,483.00 | 277,358.00 | 0.00 | 277,358.00 | 19.88 |
| | Fund 230 Sub Totals: | -501.00 | 1,050,915.26 | 1,050,915.26 | -1,051,416.26 | 0.00 | | |

Agenda Items Details

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received</p> | |
| <p>OWNER: Goeltl, Business and Communications Manager</p> | <p>PRESENTER: Troendle, Director</p> |
| <p>REQUESTED AGENDA TYPE (A, I, D): A</p> | <p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p> |
| <p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the following supplemental gifts and grants received by the library in Quarter 4 of 2019.</p> | |
| <p>BACKGROUND/CONTEXT: Attached is a list of the supplemental gifts and grants received by the library from January 1, 2019 – December 31, 2019. Included on this report are Foundation payments of the venue coordinator and volunteer coordinator contracts. Beginning in July 2019, payments to the venue coordinator were made directly by the library to One23 Events. These payments will be reimbursed by the Foundation, switching from an in-kind gift to the library to a direct gift. Official acceptance of the gifts and grants received report is requested.</p> | |
| <p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2019 Gifts & Grants Received Through 12/31/19</p> | |
| <p>PREVIOUS ACTION ON ITEM:</p> | |
| <p>REVIEWED BY COMMITTEE?:</p> | |

LIBRARY SUPPLEMENTAL FUNDS: 2019 GIFTS & GRANTS RECEIVED THROUGH 12/30/2019

Prepared 1/8/2020

| 2019 Gifts | | | | | | | |
|------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------|----------------------------------|
| ID | Date | Description | Amount | Restrictions | Fund | Expenditure Plan | Requested Board Action |
| G1 | 2/21/2019 | \$6,000 from Lee S. and Dorothy N. Whitson Fund of The Saint Paul Foundation for general support for the teen program and \$1,000 for the children's library for new educational/play structures/activities. | \$7,000 | Teen Program & Children's Library | 234-0000-3820-0320 Programs 234-0000-3820-0305 Equipment | Expend in 2019 | Board Approved 4/9/19 |
| G2 | 3/14/2019 | Tribute Gift in Memory of Cherie Perlmutter | \$100 | None | 230-0000-3820-0100 | Use for General Operating | Board Approved 4/9/19 |
| G3 | 3/20/2019 | Donor-Restricted Tribute Gift in Memory of John D. Houston | \$1,800 | Terrace Plantings | 235-3238-3820-0100 | Expend in 2019 | Board Approved 4/9/19 |
| G4 | 3/26/2019 | Gift Subscription to Air & Space Magazine (\$29 Value) | In-Kind | N/A | N/A | N/A | Board Approved 4/9/19 |
| G5 | 3/27/2019 | Birthday Book Donation in Honor of Sharon Speich - Adult NonFiction | \$25 | Book Purchase | 230-0000-3820-0100 | Expend in 2019 | Board Approved 4/9/19 |
| G6 | 4/2/2019 | \$70.00 Unrestricted Donation | \$70 | None | 230-0000-3820-0100 | Use for General Operating | Board Approved 7/9/19 |
| G7 | 4/4/2019 | Birthday Book Donation in Honor of Kate Horst - Juv Fiction | \$20 | Book Purchase | 230-0000-3820-0100 | Expend in 2019 | Board Approved 7/9/19 |
| G8 | 4/4/2019 | Unclaimed Cash of \$80 from 12/2/2018 (left upstairs by self check and never claimed) | \$80 | None | 230-0000-3820-0100 | Use for General Operating | Board Approved 7/9/19 |
| G9 | 4/5/2019 | Pro-rata share of the residue of the estate of James Johnson for the purchase of adult non-fiction. | \$2,556 | Adult Non-Fiction | 235-0000-3820-0100 | Expend in 2019 | Board Approved 7/9/19 |
| G10 | 4/16/2019 | Donation for plantings and materials for pots on library's terrace. | \$300 | Planting and Materials for Terrace Pots | 235-3238-3820-0100 | Expend in 2019 | Board Approved 7/9/19 |
| G11 | 4/24/2019 | \$5,000 Stillwater Township Unrestricted Donation | \$5,000 | None | 227-0000-3820-0100 | TBD | Board Approved 7/9/19 |
| G12 | 6/12/2019 | \$20 Tribute In Memory of Maxine Mattison | \$20 | Book Purchase | 235-3238-3820-0100 | Expend in 2019 | Board Approved 7/9/19 |
| G13 | 6/18/2019 | \$1,317 Athena Fund Distribution (from grant funds available from 7/1/2018-6/30/19) | \$1,317 | Non-fiction materials of lasting value | 235-3235-3820-0100 | Expend in 2019-2020 | Board Approved 7/9/19 |
| G14 | 7/11/2019 | In-Kind Donation of Framed Stillwater Bridge Photo by Tom Francis; Est. Value \$50 | In-Kind | N/A | N/A | N/A | Board Approved 10/8/19 |
| G15 | 7/12/2019 | In-Kind Donation of framed prints of Winter, Spring, Summer and Fall of The Four Seasons Collection and of the Old Stone Bridge by Randall Raduenz | In-Kind | N/A | N/A | N/A | Board Approved 10/8/19 |
| G16 | 7/23/2019 | \$50 Tribute in Memory of Pat Campbell | \$50 | Book Purchase | 230-0000-3820-0100 | Expend in 2019 | Board Approved 10/8/19 |
| G17 | 7/25/2019 | \$1,000 Unrestricted Donation | \$1,000 | None | 235-0000-3820-0100 | TBD | Board Approved 10/8/19 |
| G18 | 8/27/2019 | Helen Lawson Library Fund of the St. Croix Valley Foundation 2019 Distribution | \$9,772 | Funds in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund. | 224-0000-3820-0100 | TBD BY BOARD | Board Approved 10/8/19 |
| G19 | 9/11/2019 | \$200 Unrestricted Donation | \$200 | None | 230-0000-3820-0100 | Expend in 2019 | Board Approved 10/8/19 |
| G20 | 9/11/2019 | \$20 Tribute in Memory of Vicki Cross | \$20 | Book Purchase | 230-0000-3820-0100 | Expend in 2019 | Board Approved 10/8/19 |
| G21 | 9/17/2019 | In-Kind Tribute Donation of Book (St. Croix & Namekagon Rivers: The Enduring Gift - Collector's Edition) in Memory of Alice Colombo (\$90 Value) | In-Kind | N/A | N/A | N/A | Board Approved 10/8/19 |
| | 10/1/2019 | In-Kind Donation of Fruit of the Spirit Series 206 (\$99 Value) | In-Kind | N/A | N/A | N/A | For Bd review & approval 1/14/20 |
| G22 | 10/9/2019 | \$60 Tribute in Memory of Norma Swanson, Mary Lou Antell & Helen Chatterton | \$90 | Book Purchase | 230-0000-3820-0100 | Expend in 2019 | For Bd review & approval 1/14/20 |
| G23 | 10/29/2019 | \$100 Tribute in Memory of Bob and Jan Kraske | \$100 | Book Purchase | 230-0000-3820-0100 | Expend in 2019 | For Bd review & approval 1/14/20 |
| G24 | 10/30/2019 | \$25 Tribute in Memory of Alice Colombo | \$25 | Book Purchase | 230-0000-3820-0100 | Expend in 2019 | For Bd review & approval 1/14/20 |

LIBRARY SUPPLEMENTAL FUNDS: 2019 GIFTS & GRANTS RECEIVED THROUGH 12/30/2019

Prepared 1/8/2020

| | | | | | | | |
|-----|------------|------------------------------------------|-----------------|---------------|--------------------|----------------|----------------------------------|
| G25 | 10/30/2019 | \$25 Tribute in Memory of Nicholas Haase | \$25 | Book Purchase | 230-0000-3820-0100 | Expend in 2019 | For Bd review & approval 1/14/20 |
| G26 | 12/4/2019 | \$1,000 Unrestricted Donation | \$1,000 | None | 235-0000-3820-0100 | TBD | For Bd review & approval 1/14/20 |
| G27 | 12/16/2019 | \$30 Tribute in Memory of Vicki Cross | \$30 | Book Purchase | 230-0000-3820-0100 | Expend in 2019 | For Bd review & approval 1/14/20 |
| G28 | 12/26/2019 | \$200 Unrestricted Donation | \$200 | None | 235-0000-3820-0100 | TBD | For Bd review & approval 1/14/20 |
| | | | \$30,800 | | | | |

| 2019: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS | | | | | | | |
|---------------------------------------------------------|-----------|---------------------------------------------------|-----------------|--------------------------------------|--------------------|------------------|------------------------|
| ID | Date | Description | Amount | Restrictions | Fund | Expenditure Plan | Requested Board Action |
| F1 | 3/11/2019 | \$12,000 for youth services and adult programming | \$12,000 | Youth Services and Adult Programming | 229-0000-3820-0320 | Expend in 2019 | Board Approved 4/9/19 |
| | | | \$12,000 | | | | |

2019: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)

| ID | Date | Description | Award | Restrictions | Anticipated Fund For Reimbursement \$ | Expenditure Plan | Requested Board Action |
|--------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------|---------------------------------------|------------------|----------------------------------|
| SPLF1 | 3/29/2019 | \$5,000 grant for youth services and adult programming in 2019 | \$5,000 | Youth Services and Adult Programming | 232-0000-3820-0320 | | Board Approved 4/9/19 |
| SPLF2 | 3/29/2019 | \$1,000 donor-restricted grant for children's books and programming | \$1,000 | Children's Materials | 232-0000-3820-0310 | | Board Approved 4/9/19 |
| SPLF3 | 3/29/2019 | \$1,000 donor-restricted gift for adult fiction and nonfiction. | \$1,000 | Adult Fiction and Nonfiction Materials | 232-0000-3820-0310 | | Board Approved 4/9/19 |
| SPLF4 | 6/28/2019 | \$8,500 grant for 1/2 of Sunday Hours in 2019. | \$8,500 | Sunday Hours | 223-0000-3870-0100 | | Board Approved 7/9/19 |
| SPLF5 | 6/28/2019 | \$14,000 grant for monthly Venue Coordinator services in June - December. In past, received as an in-kind gift. With transition to One23, library will pay provider and expense will be reimbursed by Foundation. | \$14,000 | Venue Coordinator | 232-0000-3820-0315 | | Board Approved 7/9/19 |
| SPLF6 | 6/28/2019 | \$8,000 donor-restricted gift for Venue Coordinator transition costs. | \$8,000 | Venue Coordinator | 232-0000-3820-0315 | | Board Approved 7/9/19 |
| SPLF7 | 10/25/2019 | \$26,000 grant to fund improvements to the parking ramp entrance and for purchase and installation of custodial/building equipment and supplies. | \$26,000 | Parking Ramp & Custodial/Building Equipment & Supplies | 232-0000-3820-0100 | | For Bd review & approval 1/14/20 |
| SPLF8 | 10/25/2019 | \$25 donor restricted tribute for purchase of nonfiction history or geography. | \$25 | Adult Nonfiction | 232-0000-3820-0100 | | For Bd review & approval 1/14/20 |
| SPLF9 | 11/22/2019 | \$15,000 grant to fund 2020 YS Coordinator position | \$15,000 | YS Coordinator | 223-0000-3870-0100 | | For Bd review & approval 1/14/20 |
| SPLF10 | 11/22/2019 | \$2,000 grant to fund marketing and social media assistance | \$2,000 | Marketing/Social Media | 232-0000-3820-0100 | | For Bd review & approval 1/14/20 |
| SPLF11 | 11/22/2019 | \$9,164 grant to fund One23 Administrative services | \$9,164 | One23 Admin Services | 232-0000-3820-0100 | | For Bd review & approval 1/14/20 |
| SPLF12 | 12/20/2019 | \$500 donor-restricted gift to children's programming. | \$500 | Children's Programming | 232-0000-3820-0100 | | For Bd review & approval 1/14/20 |
| SPLF13 | 12/20/2019 | \$5000 donor-restricted gift. \$4,000 to fund 2020 newspapers and adult fiction. \$1,000 of gift to be used for children's books and programming. | \$5,000 | Newspapers, Adult Fiction, Children's Books and Programming | 232-0000-3820-0100 | | For Bd review & approval 1/14/20 |
| | | | \$95,189 | | | | |

2019: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)

| ID | Date | Description | Amount | Restrictions | Anticipated Fund For Reimbursement \$ | Expenditure Plan | Requested Board Action |
|----------------|-----------|--------------------------------|---------|--------------|---------------------------------------|------------------|------------------------|
| SPLF In Kind 1 | 1/8/2019 | Venue Coordinator Contract | \$2,000 | N/A | N/A | N/A | Board Approved 4/9/19 |
| SPLF In Kind 2 | 1/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | Board Approved 4/9/19 |
| SPLF In Kind 3 | 1/28/2019 | Volunteer Coordinator Contract | \$1,560 | N/A | N/A | N/A | Board Approved 4/9/19 |
| SPLF In Kind 4 | 2/8/2019 | Venue Coordinator Contract | \$2,000 | N/A | N/A | N/A | Board Approved 4/9/19 |
| SPLF In Kind 5 | 2/21/2019 | Volunteer Coordinator Contract | \$108 | N/A | N/A | N/A | Board Approved 4/9/19 |
| SPLF In Kind 6 | 3/8/2019 | Venue Coordinator Contract | \$2,000 | N/A | N/A | N/A | Board Approved 4/9/19 |
| SPLF In Kind 7 | 3/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | Board Approved 4/9/19 |
| SPLF In Kind 8 | 4/8/2019 | Venue Coordinator Contract | \$2,000 | N/A | N/A | N/A | Board Approved 7/9/19 |
| SPLF In Kind 9 | 4/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | Board Approved 7/9/19 |

LIBRARY SUPPLEMENTAL FUNDS: 2019 GIFTS & GRANTS RECEIVED THROUGH 12/30/2019

Prepared 1/8/2020

| | | | | | | | |
|-----------------|------------|-------------------------------------------------------------------|-----------------|-----|-----|-----|---------------------------------------------|
| SPLF in Kind 10 | 5/8/2019 | Venue Coordinator Contract | \$2,000 | N/A | N/A | N/A | Board Approved 7/9/19 |
| SPLF in Kind 11 | 5/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | Board Approved 7/9/19 |
| SPLF in Kind 12 | 6/8/2019 | Venue Coordinator Contract - LAST PAYMENT MADE AS IN KIND GIFT | \$2,000 | N/A | N/A | N/A | Board Approved 7/9/19 |
| SPLF in Kind 13 | 6/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | Board Approved 7/9/19 |
| SPLF in Kind 14 | 7/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | Board Approved 10/8/19 |
| SPLF in Kind 15 | 8/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | Board Approved 10/8/19 |
| SPLF in Kind 16 | 9/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | Board Approved 10/8/19 |
| SPLF in Kind 17 | 10/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | <i>For Bd review & approval 1/14/20</i> |
| SPLF in Kind 18 | 11/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | <i>For Bd review & approval 1/14/20</i> |
| SPLF in Kind 19 | 12/25/2019 | Volunteer Coordinator Contract | \$1,668 | N/A | N/A | N/A | <i>For Bd review & approval 1/14/20</i> |
| | | | \$32,012 | | | | |

Agenda Items Details

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| | |
| AGENDA ITEM NAME & BRIEF DESCRIPTION: 2020 Capital Release Request | |
| OWNER: Troendle, Library Director | PRESENTER: Troendle, Library Director |
| REQUESTED AGENDA TYPE (A, I, D): A | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Release \$17,000 for the SelfCheck upgrade (project #20-4230-039), which was budgeted at \$17,000 as part of the 2020 CIP. | |
| BACKGROUND/CONTEXT: The funds requested for release are for: <ul style="list-style-type: none"> • A new selfcheck kiosk for the children’s area to replace the aging children’s selfcheck • New Win10PC and printer upgrade kits for the other 3 selfchecks | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Agenda Items Details

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| AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing | |
| OWNER: Trustees | PRESENTER: Trustees |
| 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: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <ul style="list-style-type: none"> • On January 2, the following link was emailed by Troendle to trustees at the request of Bell: https://www.theatlantic.com/notes/2019/12/looking-libraries/603646/. • Trustees are invited to an open house honoring Ann Wolff on January 17 from 10:00 AM – 1:00 PM in the Margaret Rivers Room. Ann is retiring from the Board of the Stillwater Public Library Foundation. She helped lead the Foundation through its formative years and was instrumental in engaging the community in support of the library. <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p> | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Agenda Items Details

| | |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>AGENDA ITEM NAME & BRIEF DESCRIPTION: 2020-2021 Labor Agreement and Side Letters</p> | |
| <p>OWNER: Executive Committee</p> | <p>PRESENTER: Bell, President</p> |
| <p>REQUESTED AGENDA TYPE (A, I, D): I</p> | <p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</p> |
| <p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p> | |
| <p>BACKGROUND/CONTEXT: Attached are signed copies of the 2020-2021 Labor Agreement and two side letters.</p> | |
| <p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2020-2021 Labor Agreement Side Letter 1 Side Letter 2</p> | |
| <p>PREVIOUS ACTION ON ITEM:</p> | |
| <p>REVIEWED BY COMMITTEE?: Executive Committee</p> | |

2020 and 2021
Agreement

Between the

Stillwater Public Library Board of Trustees

and

Local 517 Council 5
of the American Federation of State, County,
and Municipal Employees, AFL-CIO

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ARTICLE 1. PREAMBLE

1.1 This AGREEMENT entered into by the Stillwater Public Library Board hereinafter referred to as the Employer, and Local 517 affiliated with Council No. 5 and the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose, the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

1.2 All personnel policies unless otherwise stated shall be applied uniformly across the entire bargaining unit.

ARTICLE 2. RECOGNITION

2.1 The Employer recognizes the Union as the exclusive representative in a unit defined as:

All employees of the Stillwater Public Library who are public employees within the meaning of Minnesota Statutes 179A.03, Subd. 14, excluding supervisory and confidential employees and essential employees.

ARTICLE 3. UNION SECURITY

3.1 The Employer agrees to deduct the Union dues from the pay of those employees who individually request, in writing, that such deductions be made. The amounts to be deducted shall be certified to the Employer by a designated representative of the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement, to the designated representative by the first of the succeeding month after such deductions are made.

Any fair share fee collected shall be processed in accordance with Minnesota Statutes, Section 179A.06, Subd. 3.

3.2 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 4. HOURS OF WORK

4.1 The normal work week shall be five (5) eight (8) hours days. This article is intended only to define the normal hours of work to provide the basis for the calculation of overtime pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

4.2 Schedules. Work schedules showing the work shifts, work days and hours and employee assignment shall be posted on a personnel board at each work site at least two (2) weeks prior to the start of each scheduling period.

4.3 All employees shall be scheduled a one-half (1/2) hour lunch break.

4.4 All employees' work schedules shall provide for at least one (1) fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift, whenever possible. Employees who are authorized to work beyond their regular quitting time shall receive a fifteen (15) minute rest period before they start to work on each shift. In addition, they shall be granted the regular rest periods that occur during the shift.

4.5 It is the employer's responsibility to arrange for substitutes for time off requested at least two weeks in advance.

4.6 Flexible Daily Work Hours: Notwithstanding the normally established and observed daily work hours for employees, employees may, with the express written approval of their supervisor, establish and observe individual flexible daily work hours.

ARTICLE 5. PART-TIME EMPLOYEES

5.1 Part-time employees shall be eligible to earn employee benefits, as pro-rated below, provided that such employees work regularly scheduled hours in each pay period, as opposed to being subject to call or to work when available.

| <u>Average Hours Worked Per Week</u> | <u>Percent of Benefits</u> |
|--------------------------------------|----------------------------|
| 20 to 25.99 hours per week | 50% |
| 26 to 35.99 hours per week | 75% |
| 36 or more hours per week | 100% |

Employees whose average hours total between 14 and 19.99 worked per week shall be eligible for a 50% prorated share of vacation, sick leave, and holiday benefits only. They are not eligible for any other benefits.

5.2 Part-time employees shall be paid an hourly rate computed by dividing the full-time annual rate for which they would be eligible by two thousand eighty (2080) hours.

5.3 Temporary Appointments. When positions are temporary, this is clearly stated at the time of appointment.

ARTICLE 6. PROBATIONARY PERIODS

6.1 All newly hired or rehired employees will serve a probationary period. The probationary period shall end upon the employee completing 1,040 work hours or, provided the employee has been in the position for at least twelve (12) months, 780 work

hours (the "Probationary Period"). The Probationary Period is the period during which time the employee's ability to perform the work will be determined.

6.2 All employees will serve a Probationary Period in any job classification in which the employee has not served a previous Probationary Period.

6.3 At any time during the Probationary Period, a newly hired or rehired employee may be terminated at the sole discretion of the Employer.

6.4 At any time during the Probationary Period, a promoted or reassigned Employee may be demoted or reassigned to the Employee's previous position at the sole discretion of the Employer.

ARTICLE 7. HOLIDAYS

7.1 Holidays with pay are defined as:

| | |
|-----------------------------|---------------------------------|
| New Years Day | January 1 |
| Martin Luther King Birthday | The third Monday in January |
| President's Day | The third Monday in February |
| Easter | Easter Sunday |
| Memorial Day | The last Monday in May |
| Independence Day | July 4 |
| Labor Day | The first Monday in September |
| Thanksgiving Day | The fourth Thursday in November |
| Christmas Eve Day | December 24 |
| Christmas Day | December 25 |
| New Year's Eve Day | December 31 |
| Floating Holidays | Two (2) per year |

Employees shall be eligible for holiday pay provided they are on paid status on the day before and the day after the holiday.

7.2 Employees scheduled to work on any of the above listed holidays shall be given an alternate day off.

7.3 Floating holidays shall accrue at the rate of 1/6 day per month during the employees first calendar year of employment and at the rate of two (2) days per year thereafter.

ARTICLE 8. SICK LEAVE

8.1 Full time employees will earn sick leave at the rate of eight (8) hours per full month worked. Sick leave may be accumulated to a maximum of nine hundred and sixty (960) hours. Employees do not earn eight (8) hours of sick leave in months in which they will miss twenty-one (21) working days due to illness.

8.2 Sick leave may be authorized for the following reasons with limits as specified:

(a) For illness or injury, dental or medical treatment for the employee. Sick leave may be used for a sick or injured child in accordance with Minnesota Statutes. Sick leave usage by the employee may be subject to approval by the department head. The Employer may require verification for an absence of three (3) days or more, from a recognized medical authority attesting to the necessity of the leave, ability to return to duty, or other information deemed necessary.

(b) Employees shall be able to use up to 160 hours of accrued personal sick leave per year to care for an adult child, spouse, sibling, parent, grandparent, or step-parent. "Spouse" does not include unmarried domestic partners. Family care leave uses a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Family care leave cannot be carried over to a subsequent year and Employees shall not be eligible for pay for any unused family care leave. Proof of sickness or disability will need to be provided for any family member.

(c) A male employee shall be granted five (5) days of sick leave for the birth or adoption of his child.

8.3 An employee unable to work because of illness or accident whose paid sick leave is exhausted, shall be granted a leave of absence for a period not to exceed nine (9) months. Employees will return at the same seniority in the salary schedule, will retain promotion rights and will earn vacation schedule seniority for sick leave under this paragraph. Existence and extent of illness or disability must be verified by a written statement from a medical doctor when requested by the department head or his or her designee.

8.4 Should illness occur while an employee is on vacation, the period of illness may be charged to sick leave and the charge to vacation reduced accordingly. An employee requesting such a change may be required to submit a written statement from a physician attesting to illness and the period of disability.

8.5 Employees injured during the performance of their duties for the Employer and thereby rendered unable to work for the Employer will be paid the difference between the employee's regular pay and Workers Compensation insurance payments for a period not to exceed ninety (90) working days per injury not charged to the employee's vacation, sick leave, or other accumulated benefits, after a five (5) working day initial waiting period per injury. The five (5) working day waiting period shall be charged to the employee's sick leave account less Worker's Compensation insurance payments.

If recovery is not complete, an additional recovery period not in excess of thirty (30) sick leave days may be granted. Sick leave shall then be deducted on a prorated basis with no deduction of sick leave being made for that portion of the employee's absence which is covered by Workers Compensation insurance. No employee can receive more than the employee's normal take home pay as a result of any library pay supplement to Worker's Compensation insurance benefits.

8.6 Sick leave will be suspended after the benefits specified in sections 8.1, 8.2, and 8.5 have been exhausted. However, an employee who has fulfilled all of the requirements for a vacation which has not been taken may request vacation during disability.

8.7 The Employer provides for Family Medical Leave Act leave in accordance with applicable laws. See the website of the U.S. Department of Labor (www.labor.gov) and the State of Minnesota Department of Labor (www.labor.mn.us) for details.

8.8 Use of Vacation and Sick Leave:

- A. During the first 40 hours for full-time employees, an employee may choose to take FMLA as unpaid. For part-time employees and those who work variable hours, a weekly average of the hours worked shall be used to determine the amount of time allowed as initial unpaid leave for FMLA purposes.

After the initial period of unpaid leave for FMLA purposes, an employee must substitute accrued paid vacation time for any part of a family/medical-leave taken for any reason. Accrued sick leave may only be used in the case of the illness or medical disability of the employee or the employee's child.

- B. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

ARTICLE 9. VACATION

9.1 Vacation is accrued to full time employees in accordance with the following schedule:

| <u>Years</u> | <u>Days</u> | <u>Hours</u> |
|--------------|---------------------------------------------------|----------------|
| 0 – 1 | 5/6 day per month | |
| 1 – 4 | 10 days/year | 80 hours/year |
| 5 – 9 | 15 days/year | 120 hours/year |
| 10 – 15 | 20 days/year | 160 hours/year |
| After 15 | 1 additional day for each year up to twenty years | |

9.2 Vacation shall be granted at the time requested by the employee upon approval of department head. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater departmental seniority shall be given his/her choice of vacation period.

9.3 If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation used shall be reduced by one work day.

9.4 Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason, prior to taking his/her vacation, shall be compensated in cash for the unused vacation he/she has accumulated at the time of separation.

9.5 Vacation may be used in units of fifteen (15) minutes with the approval of the department supervisor.

9.6 Inclement Weather. In cases where the library has been closed due to inclement weather or building conditions, those staff members who are scheduled to work will be paid for the hours missed, not to exceed eight (8) hours.

If the library remains open and a staff member is unable to be present when scheduled because of weather conditions, he/she will not receive payment, unless the employee requests that such time be counted as vacation and his/her vacation benefits have not been exhausted.

9.7 Employees may carry over a maximum of 80 hours of unused vacation to the next year.

ARTICLE 10. SEVERANCE PAY

10.1 Permanent employees shall be eligible for severance compensation upon retirement, death or resignation in accordance with the following conditions:

- (a) Employee shall have been employed by the Library for ten (10) years or more.
- (b) Compensation will be one-half (1/2) of employee's unused sick leave.
- (c) Death benefits shall be paid to the surviving spouse or the employee's estate.

10.2 The Employer will sponsor a Post Employment Health Care Savings Plan that allows employees to save money to pay medical expenses and/or insurance premiums after termination of public service.

- A. All funds collected by the Stillwater Library on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan account administered by the MN Post Employment Health Care Savings Plan established under MN Stat. 352.98 and as outlined in the MN State Retirement System's (MSRS) Trust Plan and Documents.
- B. All employees shall be eligible to participate, including those employees that are covered under City Ordinance No. 844 who qualify for the City's Hospital/Medical Insurance for Retired Employees.
- C. Employees shall contribute 100% of their accrued severance in the Post Employment Health Care Savings Plan.

ARTICLE 11. LEAVES

11.1 Funeral Leave

(a) An employee shall be granted a paid funeral leave of up to three (3) working days in case of death in the immediate family. Immediate family shall be defined as the employee's spouse, children, parents, siblings, grandparents, grandchildren and shall include parents and siblings of the employee's spouse. Such leave shall not be deducted from any other accumulated leave.

(b) Time off with pay, not to exceed one (1) day, shall be allowed in the event an employee is selected to be a pallbearer in a funeral and/or is required to perform Color Guard activities as an active member of the United States Armed Forces, including reserve forces. Additional time off may be taken from personal or vacation leave with the approval of the Director.

11.2 Employees shall be granted a leave of absence with pay any time they are required to report to jury duty or jury service. All fees shall be returned to the Employer except those paid for duty on the employee's normal day off and those paid for meals and mileage. Any hours not on jury duty shall be worked.

11 -3 Notice. An employee using jury duty or funeral leave shall notify the Employer of such intent as soon as the necessity for such leave is known.

11.4 Unpaid leave for a limited period, not to exceed six (6) months, may be granted for any reasonable purpose, and such leaves may be extended or renewed for any reasonable period. Employees shall submit a written request for personal leave to the Library Director, who may approve or disapprove such leave with the consent of the President of the Library Board. All personal leaves shall be without compensation.

(a) Application for Leave. Any request for a leave of absence without pay shall be submitted, in writing, by the employee to the Director or his or her designee. The request shall state the reason the leave of absence is being requested and the length of time off the employee desires. Authorization for a leave of absence shall be furnished to the employee by the Director or his or her designee, and it shall be in writing.

(b) A request for a leave not exceeding one (1) month shall be answered within five (5) work days. A request for a leave of absence exceeding one (1) month shall be answered within ten (10) work days.

(c) Employees shall be returned to the position in their department if the leave is for sixty (60) calendar days or less and to their classification in their department if the leave is in excess of sixty (60) calendar days.

(d) Union Business. Employees elected to a local union office or selected by the local union to work which takes them from their employment with the Employer, shall, at the

written request of the Union, be granted a leave of absence not to exceed six (6) months. Such leaves may be extended or renewed for any reasonable period.

(e) Parental Leaves. Parental leaves not to exceed six (6) months shall be granted at the request of the employee for the birth or adoption of the employee's child. Such leaves may be extended or renewed for any reasonable period.

(f) Educational Leaves. Educational leaves of absence shall be granted in accordance with the personnel regulations.

ARTICLE 12. RESPONSIBILITY OF EMPLOYMENT.

12.1 Prohibitions

No person shall knowingly make any false statement, certificate, mark, rating or report in regard to any test, certificate, or appointment held under the library's personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this resolution. No person seeking employment or promotion in the library's service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person for or on account of or in connection with his/her test, proposed appointment, promotion or proposed promotion.

12.2 Conflict of Interest

It is expected that every employee shall exercise good judgment in avoiding involvement with conflicting outside business interests. These include, but are not limited to:

- (a) Those in which an employee has financial interest in, or receives benefit from, a business in which he/she occupies a position which may enable him/her to influence the placing of library business.
- (b) Those in which he/she accepts full or part-time work elsewhere, where such activity interferes with his/her duties and job performance.

ARTICLE 13. WAGES

13.1 Employees shall receive raises as reflected in the attached salary schedule marked Appendix A 2020 Wages (3.0% general wage adjustment) and Appendix B 2021 Wages (3.0% general wage adjustment).

- Employees whose 12/31/19 and 12/31/20 base wage and longevity pay combined exceeds Step 11 shall have their combined base wage and longevity pay increased by the negotiated general wage adjustment.

- **Step Movement:** Step movement occurs for eligible employees on an annual basis effective on first day of first payroll period following anniversary date.

13.2 **Call Time.** Any full-time employee called to return back to work after his/her regularly scheduled shift shall be paid for a minimum of four (4) hours.

13.3 The following educational reimbursement pay shall be established beginning with the signing of the contract: Employees may be reimbursed for tuition and other expenses as approved for courses in library science and other related fields when such courses are required or approved by the Library Director and the Employer.

13.4 Employees shall receive an additional \$0.50 per hour for all hours worked on any Sunday.

13.5 Employees promoted to a higher classification, will be placed on the step that is at least a 5% increase in the employee's current salary.

ARTICLE 14. OVERTIME

14.1 Time and one-half (1 1/2) the employee's regular hourly rate of pay shall be paid for work performed in excess of the normal work week of forty (40) hours. Compensated leave shall be considered worked hours for the purpose of determining eligibility for overtime compensation.

14.2 Overtime work shall be distributed as equally as practicable to qualified employees.

14.3 Employees have an obligation to work overtime at the request of the Employer.

14.4 Overtime shall be calculated to the nearest fifteen (15) minutes.

ARTICLE 15. GRIEVANCE PROCEDURE

15.1 **Definition of Grievance.** A grievance is defined as a dispute or disagreement as to the interpretation of application of the specific terms and conditions of this Agreement. An employee has the right to have Union representation.

15.2 **Organization Representatives.** The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article.

15.3 **Processing of Grievance.** If the employee and the employee representative have notified the designated supervisor, the employee and the aggrieved employee's representative shall be allowed a reasonable amount of time without loss in pay, if the grievance is investigated and presented to the Employer during the normal working hours.

15.4 Grievance Procedure. Grievances shall be processed in the following manner:

STEP 1. The Union Steward with or without the employee, shall take up the grievance or dispute with the employee's immediate supervisor within ten (10) working days of the employee's knowledge of its occurrence. The supervisor shall respond within five (5) work days.

STEP 2. If the grievance is not settled in Step 1, it shall be referred, in writing, to the Library Director or his/her designee within ten (10) working days after the designated supervisors answer in Step 1. The department head or his designee shall discuss the grievance within ten (10) working days with the employee and the Union representative at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the Library Director or his/her designee and the Union. If no settlement is reached, the Library Director or his/her designee shall give written answer to the Union within ten (10) days following their meeting.

STEP 3. If the grievance is not settled in Step 2 and the Union desires to appeal, it shall be referred by the Union, in writing, to the Employer or its designee within ten (10) working days after the department head or his/her designees answer in Step 2. A meeting between the Employer or its designee and the Union shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the President of the Library Board or his/her designee and the Union. If no settlement is reached, the Employer or its designee shall give written answer to the Union within ten (10) working days following the meeting.

STEP 4. Choice of Remedy. If after Step 3, the grievance remains unresolved, an employee must choose, in writing, an avenue of remedy as follows:

If an employee pursues a dispute arising from any provision covered in this Agreement through any available appeal procedure other than the grievance procedure, the employee shall be prohibited from making any further appeal under the remaining steps of this grievance procedure unless precluded by law.

STEP 5. If the grievance is not settled in Step 3, it may be submitted to the Minnesota Bureau of Mediation Services by mutual consent.

STEP 6. Arbitration. If the grievance is not settled in accordance with the foregoing procedure, either party may refer the grievance to arbitration within ten (10) working days after the Union's receipt of the Employees written answer in Step 3, as provided in Minnesota's Statutes, Section

179A.21. The selection of an arbitrator shall be made in accordance with the *Rules Governing the Arbitration of Grievances* as established by the Public Employment Relations Board.

(a) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the contract. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer or its designee and the employee and the Union, and shall have no authority to make a decision on any other issue not so submitted.

(b) The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing of the submission of briefs, by the parties, whichever be later, unless the parties agree to an extension. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the application of laws, ordinances, or rules and relations having the force and effect of law. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The parties may, by mutual written agreement, agree to submit more than one grievance to the arbitrator provided that each grievance will be considered as a separate issue and each on its own merit.

(c) The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for such a record. If both parties desire a verbatim record of the proceedings, the costs shall be shared equally.

15.5 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits or any agreed to extension, the employee and the Union may elect to treat the grievance as denied at that step and appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step. The term "working days" as used in this Article shall mean the days Monday through Friday, exclusive of holidays.

15.6 Grievance Representative. Employees presenting a grievance under Step 2 shall be represented by a representative of the Union.

15.7 Record. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the involved employee(s).

ARTICLE 16. DISCIPLINE

16.1 The Employer will discipline employees for just cause only. Discipline will be in one of the following forms:

- a. oral reprimand
- b. written reprimand
- c. suspension
- d. demotion
- e. discharge

16.2 Suspensions, demotions and discharges will be in written form.

16.3 Written reprimands, notices of suspension, notices of demotion and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.

16.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Library Director or his or her designee.

16.5 An employee receiving such discipline may submit the disciplinary action to the grievance procedure beginning at Step 2.

16.6 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such a questioning.

ARTICLE 17. SENIORITY/LAYOFF

17.1 Library seniority means an employee's length of continuous service with the Employer as measured by cumulative hours worked.

17.2 Classification seniority means the length of continuous service in a particular classification.

17.3 On January 1 and July 1, the Employer or its designee shall establish a seniority list. The list shall contain the name of each Employee in the order of classification seniority and shall also reflect each employee's date of classification and library seniority.

17.4 A reduction of the work force will be accomplished by classification in reverse order of classification seniority provided all probationary and temporary employees in the classification(s) where the layoff occurs are laid off first. In the event of layoffs or a reduction of the work force employees may exercise their library seniority rights to a job

classification of a higher, the same, or lower pay within the bargaining unit provided that all job relevant qualifications between employees are equal.

17.5 Employees shall be recalled from layoff according to seniority and job classification. No new employee shall be hired for a job classification in which a layoff has occurred until all employees on layoff status within that job classification have been given ample opportunity to return to work within twenty-four (24) months of said layoff. The Library Director will notify employees on layoff to return to work by registered mail at the employee's last recorded address. The employee must return to work within three (3) weeks of receipt of this notice to be eligible for reemployment.

17.6 An employee being laid off retains seniority in the bargaining unit for two (2) years. Employees shall be recalled from layoff according to their seniority. Notice of recall shall be sent to employees at their last known address by registered mail. The employee must return to work within three (3) weeks of receipt of this notice in order to be eligible for re-employment. No new employee shall be hired, in a classification where employees are on layoff status until all employees on layoff status in the classification desiring to return to work have been recalled.

17.7 Breaks in Continuous Service

An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause or retirement.

ARTICLE 18. WORK FORCE

18.1 Any vacancy or newly created position in a department will be posted in a conspicuous place in all departments where employees within the bargaining unit work. Such notice shall be posted for at least five (5) work days prior to filling such vacancy or newly created position. Whenever practicable, vacancies shall be filled from among the present employees in the department, giving first consideration to seniority and qualifications. If it becomes necessary in filling a vacancy to bypass an employee's seniority, reasons for said denial shall be given, in writing, to such employee. The Employer or its designee agrees to meet and confer with the Union over a reduction in classification prior to reducing the classification for a vacancy which has not been posted.

ARTICLE 19. INSURANCE

19.1 A. Effective January 1, 2020, the Employer will contribute up to \$1,196.86 per month per employee for group health insurance including dependent coverage. Effective January 1, 2021, the Employer will contribute up to \$1,216.86 per month per employee for group health insurance including dependent coverage.

The Employer shall contribute toward the Health Savings Accounts (HSA) for employees enrolled in the High Deductible Health Plan (HDHP) with an HSA in the amount of \$750 per year for employees electing single coverage HDHP and in the amount of \$1500 per year for employees electing family coverage HDHP.

B. The Employer will contribute \$42.10 per month per employee for group dental insurance including dependent coverage.

19.2 The Library shall provide a thirty thousand dollar (\$30,000) term life insurance policy for all employees regularly scheduled to work 20 hours per week or more.

19.3 The Employer shall send Union Representatives a schedule listing insurance renewal and plan design LMC meetings. If LMC meeting dates are not determined in advance, the Employer shall send to Union Representatives, in a timely manner, the next scheduled LMC meeting date. The Employer shall send a management representative to the LMC meetings.

19.4 Affordable Care Act: In the event that the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax, or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid and/or minimize any penalties, taxes, or fines for the Employer.

ARTICLE 20. GENERAL PROVISIONS

20.1 Neither the Union nor the Employer shall discriminate against any employee because of Union membership or non-membership, nor because of age, race, creed, gender, color, religious belief or political belief, sexual or affectional preference.

20.2 Union Use Of Bulletin Boards. The Employer agrees to furnish and maintain suitable bulletin boards in convenient places. The Union shall limit its posting to official notices and bulletins of the Union to such bulletin boards.

20.3 The Employee agrees to recognize stewards and alternates as certified by the Union subject to the following stipulations:

(1) Employee Union officers shall be granted a reasonable amount of time off without pay during work hours for Union business, provided they notify their designated supervisor.

(2) Non-employee representatives of the Union shall be permitted to come on the premises of the Employer for the purpose of investigating and discussing grievances if they first notify the Employer's designee and provided the Union representative does not interfere with the work of the employees.

(3) The Union will notify the Employer, in writing, of the designated steward and alternate and of the other designated representative of the Union. The Union will notify the Employer of any changes in designation within ten (10) working days of the change.

20.4 Contract Negotiations. Up to two members of the Union will be allowed time with pay for the purposes of contract negotiations whenever negotiations are scheduled during regular working hours.

20.5 Work Rules. The Employer shall have the right to establish reasonable work rules and personnel policies which shall be equitably and uniformly applied. Prior to the effective date, any work rule or policy shall be posted on all bulletin boards for a period of ten (10) consecutive work days. In addition, copies shall be furnished to the Union and when effective, all existing rules and policies shall be furnished to all employees. New employees shall be furnished a copy of all work rules when hired.

20.6 The Employer will provide all in-service training required by the Employer at the Employer's expense.

20.7 Any subject matter placed in the employee's personnel file which could be detrimental to the employee's future promotion, transfer, present or future employment, shall be served upon the employee in writing. Such matters shall be a proper subject for the grievance procedure. All materials in an employee's file shall be available for the employee's inspection.

20.8 Mileage. The library will reimburse employees for the use of personal automobiles for authorized library business at the rate set by the Internal Revenue Service. The increase will become effective on the date the new rate is announced by the IRS.

20.9 Work Out of Classification. An employee who is specifically assigned to perform work which is in a higher classification for ten (10) consecutive days or more shall be paid at the higher classification retroactive to the first day of working at the higher classification.

20.10 Adding New or Existing Job Classifications. If new classifications or existing classifications are added, the Employer or its designee agrees to meet and negotiate over the wages with the Union.

20.11 Effective January 1, 2020 through December 31, 2020, the Employer will not require Employees to take unscheduled, unpaid leave as was done in 2017.

ARTICLE 21. SAVINGS CLAUSE

Should any Article, Section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the Article, Section or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 22. EMPLOYER AUTHORITY/EMPLOYEE RIGHTS

22.1 Employer Authority

- (a) The Employer retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.
- (b) Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.
- (c) Prior to contracting or subcontracting any work performed by employees covered by this Agreement, the Employer or its designee agrees to meet and confer with the Union to discuss possible ways and means to minimize the elimination of positions covered by this Agreement.

22.2 Employee Rights

- (a) Employees shall have the right, freely and without fear of penalty or reprisal by the Employer to join and participate in the Union.
- (b) Employees choosing to participate in the internal affairs of the Union as an officer, steward or other capacity, may do so without fear of reprisal by the Employer for such participation consistent with the employee's job duties and responsibilities and the provisions of this Agreement.

ARTICLE 23. WAIVER

This Agreement shall present the complete agreement between the Union and the Employer.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the term of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

ARTICLE 24. TERMINATION

This agreement shall be effective as of January 1, 2020, and shall remain in full force and effect through December 31, 2021. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by November 1, 2021, that it desires to modify this Agreement. This Agreement shall remain in full force and be effective during the period of negotiations or until notice of termination of this Agreement is provided to the other party.

IN WITNESS THEREOF, the parties hereto have set their hands this 10th day of December, 2019.

EMPLOYER

By: Maureen Bell
Maureen Bell, President
Board of Trustees
By: Mark Troendle
Mark Troendle, Director

UNION

By: Suzanne Kocurek
Suzanne Kocurek
Printed name
Its: Field Representative, AFSCME Council 5
By: Lori G. Houston Susan Hedim
Lori G. Houston Susan Hedim
Printed name
Its: Local Stewards
By: Nur Dirie Nur
Nur Dirie Nur
Printed name
Its: Field Director - East, AFSCME Council 5

Stillwater Public Library
Appendix A: 2020 Wages

| 2020 Pay Structure (3.0% Wage Adjustment from 2019) | | | | | | | | | | | | |
|----------------------------------------------------------|--------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Position Title | Grade | Pay Range (Hourly) | | | | | | | | | | |
| | 1 to 8 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| | 1 | \$ 13.733 | \$ 14.322 | \$ 14.910 | \$ 15.498 | \$ 16.088 | \$ 16.676 | \$ 17.265 | \$ 17.853 | \$ 18.442 | \$ 19.030 | \$ 19.618 |
| Aide | 2 | \$ 15.244 | \$ 15.897 | \$ 16.550 | \$ 17.204 | \$ 17.857 | \$ 18.510 | \$ 19.163 | \$ 19.817 | \$ 20.470 | \$ 21.123 | \$ 21.777 |
| Custodian I, Library Assistant I | 3 | \$ 16.921 | \$ 17.646 | \$ 18.371 | \$ 19.096 | \$ 19.821 | \$ 20.546 | \$ 21.272 | \$ 21.997 | \$ 22.722 | \$ 23.447 | \$ 24.172 |
| | 4 | \$ 18.782 | \$ 19.586 | \$ 20.392 | \$ 21.196 | \$ 22.002 | \$ 22.806 | \$ 23.612 | \$ 24.416 | \$ 25.222 | \$ 26.026 | \$ 26.832 |
| | 5 | \$ 20.848 | \$ 21.741 | \$ 22.635 | \$ 23.528 | \$ 24.421 | \$ 25.315 | \$ 26.208 | \$ 27.086 | \$ 27.995 | \$ 28.889 | \$ 29.782 |
| | 6 | \$ 23.141 | \$ 24.133 | \$ 25.125 | \$ 26.117 | \$ 27.109 | \$ 28.100 | \$ 29.091 | \$ 30.083 | \$ 31.075 | \$ 32.067 | \$ 33.059 |
| Maintenance Worker, Library Associate, Office Specialist | 7 | \$ 25.687 | \$ 26.787 | \$ 27.888 | \$ 28.989 | \$ 30.090 | \$ 31.190 | \$ 32.292 | \$ 33.393 | \$ 34.494 | \$ 35.595 | \$ 36.695 |
| Circulation Services Lead, Librarian I | 8 | \$ 28.512 | \$ 29.734 | \$ 30.956 | \$ 32.178 | \$ 33.400 | \$ 34.622 | \$ 35.844 | \$ 37.066 | \$ 38.288 | \$ 39.510 | \$ 40.731 |

* Step movement occurs in 2020 for eligible employees on the first payroll period following anniversary date.

Stillwater Public Library
Appendix B: 2021 Wages

| 2021 Pay Structure (3.0% Wage Adjustment from 2020) | | | | | | | | | | | | |
|----------------------------------------------------------|--------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Position Title | Grade | Pay Range (Hourly) | | | | | | | | | | |
| | 1 to 8 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
| | 1 | \$ 14.145 | \$ 14.752 | \$ 15.357 | \$ 15.963 | \$ 16.571 | \$ 17.176 | \$ 17.783 | \$ 18.389 | \$ 18.995 | \$ 19.601 | \$ 20.207 |
| Aide | 2 | \$ 15.701 | \$ 16.374 | \$ 17.047 | \$ 17.720 | \$ 18.393 | \$ 19.065 | \$ 19.738 | \$ 20.412 | \$ 21.084 | \$ 21.757 | \$ 22.430 |
| Custodian I, Library Assistant I | 3 | \$ 17.429 | \$ 18.175 | \$ 18.922 | \$ 19.669 | \$ 20.416 | \$ 21.162 | \$ 21.910 | \$ 22.657 | \$ 23.404 | \$ 24.150 | \$ 24.897 |
| | 4 | \$ 19.345 | \$ 20.174 | \$ 21.004 | \$ 21.832 | \$ 22.662 | \$ 23.490 | \$ 24.320 | \$ 25.148 | \$ 25.979 | \$ 26.807 | \$ 27.637 |
| | 5 | \$ 21.473 | \$ 22.393 | \$ 23.314 | \$ 24.234 | \$ 25.154 | \$ 26.074 | \$ 26.994 | \$ 27.899 | \$ 28.835 | \$ 29.756 | \$ 30.675 |
| | 6 | \$ 23.835 | \$ 24.857 | \$ 25.879 | \$ 26.901 | \$ 27.922 | \$ 28.943 | \$ 29.964 | \$ 30.985 | \$ 32.007 | \$ 33.029 | \$ 34.051 |
| Maintenance Worker, Library Associate, Office Specialist | 7 | \$ 26.458 | \$ 27.591 | \$ 28.725 | \$ 29.859 | \$ 30.993 | \$ 32.126 | \$ 33.261 | \$ 34.395 | \$ 35.529 | \$ 36.663 | \$ 37.796 |
| Circulation Services Lead, Librarian I | 8 | \$ 29.367 | \$ 30.626 | \$ 31.885 | \$ 33.143 | \$ 34.402 | \$ 35.661 | \$ 36.919 | \$ 38.178 | \$ 39.437 | \$ 40.695 | \$ 41.953 |

* Step movement occurs in 2021 for eligible employees on the first payroll period following anniversary date.

December 17, 2019

Suzanne Kocurek
Field Representative East Region
AFSCME Council 5
300 Hardman Avenue S
South St. Paul, MN 55075

Re: Stillwater Public Library Board of Trustees and AFSCME Council 5 Local 517
2020-2021 Collective Bargaining Agreement

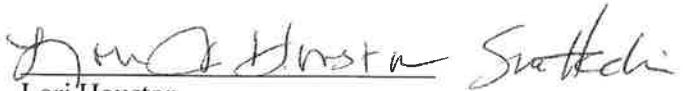
Dear Suzanne:

As part of the negotiations of the 2020-2021 collective bargaining agreement, the Stillwater Public Library Board of Trustees and AFSCME Council 5 Local 517 agreed that the Library will request the City of Stillwater to make a presentation to Library staff regarding insurance on or about October 15 or within two weeks of the City receiving the health insurance renewal information. Thank you.

Sincerely,



Mark Troendle
Director-Stillwater Public Library



Lori Houston
Local Union Steward
AFSCME Council 5



Suzanne Kocurek
Field Representative East Region
AFSCME Council 5

cc: Susan Hansen



Maureen Bell
Board President
Stillwater Public Library Board of Trustees

December 17, 2019


Suzanne Kocurek
Field Representative East Region
AFSCME Council 5
300 Hardman Avenue S
South St. Paul, MN 55075

Re: Stillwater Public Library Board of Trustees and AFSCME Council 5 Local 517
2020-2021 Collective Bargaining Agreement


Dear Suzanne:

As part of the negotiations of the 2020-2021 collective bargaining agreement, the Stillwater Public Library Board of Trustees and AFSCME Council 5 Local 517 agreed that the Stillwater Public Library Board of Trustees will add to its annual calendar in September of the calendar year an agenda item formally requesting health insurance information from the City of Stillwater relative to changes the City is contemplating in plan design and health insurance options.
Thank you.


Sincerely,



Mark Troendle
Director-Stillwater Public Library




Lori Houston
Local Union Steward
AFSCME Council 5



Suzanne Kocurek
Field Representative East Region
AFSCME Council 5

cc: Susan Hansen



Maureen Bell
Board President
Stillwater Public Library Board of Trustees

Agenda Items Details

| | | | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------|--|--------|--------------|---------------------------------------------|----------|----------------------------------------------------------------------------------|---------------------------------------------|--------|--------------|---------------------------------------------|---------------------|----------|--|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Venue Coordinator | | | | | | | | | | | | | | | | |
| 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: Consider adopting the trial price revision as the new pricing for open 2020 dates and 2021 bookings. | | | | | | | | | | | | | | | | |
| BACKGROUND/CONTEXT: <p>On January 8, library staff met with One23 to discuss the trial price revision and progress on future bookings. The pace for 2020 is behind the pace of prior years. One23 believes that the significant price increases made in December 2018 greatly affected bookings.</p> <ul style="list-style-type: none"> In January – May 2019, former venue coordinator Ellis booked five 2019 events and two 2020 events at this new rate. In comparison, seventeen events were booked for 2018 during January – May 2018 under the old rate structure. In June – December 2019, One23 made eight bookings for 2020 (1 of which cancelled) and one for 2021. Due to the timing of the rate revision, only 1 event was booked at the trial rate reduction. These eight events compare to twenty-one events booked in June-December of 2018. <p>The trial price revision, approved by the board on 11/12/19, has been in place for two months. One23 recommends that the revised pricing be continued for open 2020 dates and 2021 bookings. One23 indicated that need to continue with the new rates to help determine the market value of the venue.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%;">Monday-Thursday</td> <td colspan="2">\$100/hr before 5 PM, \$200/hr after 5 PM</td> </tr> <tr> <td>Friday</td> <td style="width: 25%;">4-HR: \$2000</td> <td style="width: 50%;">10-HR: \$2500 (Nov-Apr) \$3500 (May-Oct)</td> </tr> <tr> <td>Saturday</td> <td>Ceremony Rental: 9 AM-1 PM: \$1500 2 PM-6 PM: \$2500 7 PM-10 PM: \$1500</td> <td>10-HR: \$2500 (Nov-Apr) \$3900 (May-Oct)</td> </tr> <tr> <td>Sunday</td> <td>4-HR: \$2000</td> <td>10-HR: \$2500 (Nov-Apr) \$3500 (May-Oct)</td> </tr> <tr> <td>Extra Weekend Hours</td> <td colspan="2">\$500/hr</td> </tr> </table> <p>*10-hour rental typically 1–11 PM</p> <p>One23 has an open house scheduled at the library on January 12. They have produced additional marketing brochures and signage for distribution at the library and will develop a retractable banner for display at the library. One23 expressed their willingness to work with the library this winter/spring in reviewing the fees paid by the library to One23.</p> | | Monday-Thursday | \$100/hr before 5 PM, \$200/hr after 5 PM | | Friday | 4-HR: \$2000 | 10-HR: \$2500 (Nov-Apr) \$3500 (May-Oct) | Saturday | Ceremony Rental: 9 AM-1 PM: \$1500 2 PM-6 PM: \$2500 7 PM-10 PM: \$1500 | 10-HR: \$2500 (Nov-Apr) \$3900 (May-Oct) | Sunday | 4-HR: \$2000 | 10-HR: \$2500 (Nov-Apr) \$3500 (May-Oct) | Extra Weekend Hours | \$500/hr | |
| Monday-Thursday | \$100/hr before 5 PM, \$200/hr after 5 PM | | | | | | | | | | | | | | | |
| Friday | 4-HR: \$2000 | 10-HR: \$2500 (Nov-Apr) \$3500 (May-Oct) | | | | | | | | | | | | | | |
| Saturday | Ceremony Rental: 9 AM-1 PM: \$1500 2 PM-6 PM: \$2500 7 PM-10 PM: \$1500 | 10-HR: \$2500 (Nov-Apr) \$3900 (May-Oct) | | | | | | | | | | | | | | |
| Sunday | 4-HR: \$2000 | 10-HR: \$2500 (Nov-Apr) \$3500 (May-Oct) | | | | | | | | | | | | | | |
| Extra Weekend Hours | \$500/hr | | | | | | | | | | | | | | | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: | | | | | | | | | | | | | | | | |
| PREVIOUS ACTION ON ITEM: | | | | | | | | | | | | | | | | |
| REVIEWED BY COMMITTEE?: | | | | | | | | | | | | | | | | |

Agenda Items Details

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <small>AGENDA ITEM NAME & BRIEF DESCRIPTION:</small> Director Performance Evaluation Process | |
| <small>OWNER:</small> Executive Committee | <small>PRESENTER:</small> Bell, President |
| <small>REQUESTED AGENDA TYPE (A, I, D):</small> A | <small>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</small> <small>IF YES, NOTE STATUS – 1st READ, 2nd READ/FINAL APPROVAL:</small> |
| <small>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</small> Motion to approve changes to the Director’s Performance Evaluation process | |
| <small>BACKGROUND/CONTEXT:</small> <p>After the first full year of using the new Director Performance Evaluation process and forms, the Board evaluated the effectiveness of the experience and recommended changes, including adding a rating column to the annual review form and reducing the number of progress reports from two to one. The Executive Committee and Director then reviewed the Director’s Performance Evaluation documents in detail, editing and reformatting for clarity and consistency.</p> | |
| <small>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</small> Performance Evaluation for Director Performance Evaluation Instructions Annual Review Form/ Director Annual Review Form / Trustees S.M.A.R.T. Goal Definition Goal Development Worksheet Progress Report Form/Director Progress Report Form/Trustees Library Director Position Description | |
| <small>PREVIOUS ACTION ON ITEM:</small> | |
| <small>REVIEWED BY COMMITTEE?:</small> Executive Committee | |

Performance Evaluation for the Director

Date last reviewed by board: ~~July 19, 2019~~ January 14, 2020

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. Annual step movement is subject to a satisfactory performance review using the process established by the Board of Trustees.

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. However, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall verbally summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

The evaluation process will begin and end with an annual review. Additionally, one progress report will be presented six months after the performance review.

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 report is 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. Should progress be insufficient to accomplish the annual goals, the Director and Trustees shall discuss barriers and take corrective action to improve progress to facilitate accomplishing goals.

List of Related Documents

1. Performance Evaluation Instructions
2. Annual Review Form/ Director
3. Annual Review Form / Trustees
4. S.M.A.R.T. Goal Definition
5. Goal Development Worksheet
6. Progress Report Form/Director
7. Progress Report Form/Trustees
8. Library Director Position Description

Performance Evaluation Instructions

Date last reviewed by board: January 14, 2020

Annual Review Form

The annual review is completed jointly by the Board of Trustees and the Director during the month marking the Director's anniversary date.

Each year, [the](#) Director and Library Board President are required to review and sign off on the Library Director Position Description and, if needed, note changes that may be required.

Director

1. The Director will complete the [Annual Review Form/Director](#) which will be submitted [confidentially to the trustees](#) in the month in which the annual review occurs.
2. The report will list the annual S.M.A.R.T. goals and a description of the accomplishment/outcome/product of each goal.
3. In addition, the Director will provide written responses to the questions listed on the report form.

Trustees

1. The Trustees will prepare for the review by considering the discussion points and questions listed on the [Annual Review Form/Trustees](#).
2. During discussion, the Vice-President will note key points which will be included in a summary to be written by the President, shared with the Director, appended to the review, and included in the Director's personnel file.
3. After discussion, Trustees will assign and vote to approve a numerical ranking to reflect the accomplishment/outcome/product of each of the annual S.M.A.R.T. goals.

Director and Trustees

After discussion of the current year's goals is concluded, the Director and Trustees will use the Goal Development Worksheet to determine goals and performance measures for the coming year.

Goal Development Worksheet

The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.

Progress Report Form

The progress report is completed jointly by the Board of Trustees and the Director during [the sixth month following the annual review](#).

Director

The Director will complete the [Progress Report Form/Director](#) which will be submitted [confidentially to the trustees](#) in the [sixth](#) month following the annual review.

The Director will complete the [Progress Report Form/Director](#) on the current year's S.M.A.R.T. goals and progress in obtaining them. The report will include a brief description of progress toward each goal, including specific measurable milestones in achieving the annual goals.

Trustees

The Trustees will prepare [for the report](#) by considering the discussion points and questions listed on the [Progress Report Form/Trustees](#).

[The completed Progress Report Form will be included in the Director's personnel file. Board minutes will note that a progress report occurred.](#)

DRAFT

Annual Review Form/Director

Date last reviewed by board: January 14, 2020

Director

Describe the accomplishment/outcome/product of each S.M.A.R.T. goal:

Goal #1

Goal #2

Goal #3

Respond to the following questions:

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?
4. How might the board have been more supportive in the successful achievement of goals?

Annual Review Form/Trustees

Date last reviewed by board: January 14, 2020

Trustees

Prepare for discussion using the following discussion points and questions as guides:

1. 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.

2. 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
 - Accomplishment of objectives outlined in the strategic plan

3. What areas are/were particularly challenging and why?

| Annual SMART Goal | Please comment on the accomplishment/outcome/product of the goal. | Rating |
|-------------------|-------------------------------------------------------------------|--------|
| Goal #1 | | |
| Goal #2 | | |
| Goal #3 | | |

Rating Scale: 5=Excellent 4=Good 3=Satisfactory 2=Fair 1=Poor

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:_____

S.M.A.R.T. Goal Definition

Date last reviewed by board: January 14, 2020

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 be 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

Goal Development Worksheet

Date last reviewed by board: January 14, 2020

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

DRAFT

Progress Report Form/Director

Date last reviewed by board: January 14, 2020

Director

Consider the current year's goals and provide a brief description of progress for each goal, including specific measurable milestones in achieving the annual goals.

Goal #1

Goal #2

Goal #3

DRAFT

Progress Report Form/Trustees
Date last reviewed by board: January 14, 2020

Trustees

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.

The [director progress report](#) and the [trustee progress report](#) have 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: _____



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 from an ALA-accredited program.

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.
- Three (3) to five (5) years of experience in supervising professional staff.
- 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

Library Director

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 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

Agenda Items Details

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Board of Trustees By-laws | |
| OWNER: Nominating Committee | PRESENTER: Keliher |
| REQUESTED AGENDA TYPE (A, I, D): A | IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL: |
| IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve revisions to the By-laws | |
| BACKGROUND/CONTEXT: The Nominating Committee reviewed the existing by-laws in detail in 2019 and recommended additions and revisions. A draft, with edits designed to make the by-laws a more focused and flexible policy document, was reviewed by the full board at the November 2019 meeting and is presented as a final draft at this meeting. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Draft of Library Board of Trustees By-laws (clean copy) Draft of Library Board of Trustees By-laws (redlined copy) | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: Nominating Committee Executive Committee | |

**STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES
BY-LAWS**

ARTICLE I: Identification

This organization is the Board of Trustees of the Stillwater Public Library located in Stillwater, Minnesota.

ARTICLE II: Purpose

The Stillwater Library Board of Trustees has full authority over the governance of the library as representatives of the city residents and the City Council. Trustees hire and evaluate the director, set policy, serve as ambassadors in the community, and work closely with the director in developing the strategic plan, and establishing and presenting the library's budget to the City Council annually.

ARTICLE III: Membership

Section 1. Number and Qualifications. The Library Board shall consist of nine (9) members who are residents of Stillwater and are appointed by the Stillwater City Council. The Library Board may recommend candidates for appointment to the City Council.

Section 2. Term of Office. A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. Sitting Board members must reapply to the City Council in order to be considered for reappointment to a second or third term. A former member may be reappointed after a lapse of one year.

Section 3. Disqualifications and Vacancies. Any Board member who is no longer a resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

Article IV. Officers

Section 1. Officers shall be: President, Vice President, and Secretary/ Treasurer. An officer may succeed herself or himself.

Section 2. An officer nominating committee shall be appointed by the President two months before an election. The Committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

Section 3. Officers shall be elected for two (2) year terms at the annual meeting of the Board.

Section 4. The Board President shall preside at all Board meetings and Executive Committee meetings, appoint all committees, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. This officer will be a member of the Executive Committee of the Board.

Section 5. The Vice President shall perform the duties of the President in the latter's absence. If the President and Vice President are both absent, the Secretary/Treasurer will chair the meeting. If all officers are absent, the Board members present will select a Chair for the meeting.

Section 6. The Secretary/Treasurer shall ensure that an accurate record of all proceedings of the Board's regular and special meetings is kept and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development of short-range and long-range financial plans for the library. This officer will be a member of the Finance Committee of the Board.

Section 7. In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. Vacancies in other elected positions shall be filled by appointment by the board as soon as possible after the vacancy occurs.

ARTICLE V: Meetings

Section 1. Regular Meetings. The regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law (Minnesota Statute Chapter 13D). When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

Section 2. Annual Meeting. The annual meeting, which shall include the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. Agenda and Notices. Meeting agendas and notes shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Section 5. Special Meetings. Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

Section 6. Quorum. Five members of the Board shall constitute a quorum for the transaction of business.

Section 7. Parliamentary Authority. Robert's Rules of Order, latest revised edition, shall generally govern the parliamentary procedure of the meetings.

ARTICLE VI: Committees & Task Forces

Section 1. Standing Committees. The committees of the Board with their membership and charges shall be established by the President elected at the annual meeting or at such other times as he/she may determine in order to manage the work of the Board in an efficient and effective manner. No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the Board.

Section 2. Executive Committee. Officers form the Executive Committee, which has general supervision over Board affairs between business meetings.

Section 3. Task Forces. Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. These need not be Board or staff members.

ARTICLE VII: Duties of the Board of Trustees

Section 1. Trustee duties are outlined in Minnesota Statutes Chapter 134.11 and include the following:

- A. Trustees determine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.
- B. Trustees select, appoint and supervise a properly qualified and competent library director and determine the compensation of all library employees.
- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures. Trustees set goals for the library's annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.
- G. Trustees shall educate themselves about issues of significance to libraries.

ARTICLE VIII: Director

The Director is the library's executive officer and shall have sole administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except meetings or portions of meetings at which his or her appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board or by law.

ARTICLE IX: Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by two-thirds vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members before the meeting.

Adopted 8/3/98

Amended 4/8/08

Amended 2012

Amended 3/12/13

Proposed Revision for Board Approval on 1/14/20

DRAFT

STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES

BY-LAWS

ARTICLE I: Identification

~~This organization is the Board of Trustees of the Stillwater Public Library located in Stillwater, Minnesota, is a public library organized in accordance with Minnesota Statutes Chapter 134. It provides public library services to the city of Stillwater and, by agreement, to residents of other jurisdictions. It is governed by a Board of Trustees appointed in accordance with Minnesota Statutes.~~

ARTICLE II: Purpose

~~The ~~purpose of the~~ Stillwater Library Board of Trustees has full authority over the governance is to govern the provision of services and administration of the library as representatives of the city residents and the City Council. Trustees hire and evaluate the director, set policy, serve as ambassadors in the community, and work closely with the director in developing the strategic plan, and establishing and presenting the library's budget to the City Council annually. ~~It is the trustee's obligation to see that adequate funds are obtained for good library service; to promote the best possible use of all library resources; to improve existing library service; and to extend library service to those not previously served. Trustee duties are outlined in Minnesota Statutes Chapter 134.11.~~~~

ARTICLE III: ~~Board of Directors~~Membership

Section 1. Number and ~~q~~Qualifications.

The Library Board shall consist of nine (9) members who are residents of Stillwater and are appointed by the Stillwater City Council. The Library Board may recommend candidates for appointment to the City Council.

Section 2. Term of ~~o~~Office.

A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. Sitting Board members must reapply to the City Council in order to be considered for reappointment to a second or third term. A former member may be reappointed after a lapse of one year.

Section 3. Disqualifications and ~~v~~Vacancies.

Any Board member who is no longer a resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

Section 4 Article IV. Officers

Section 1. ~~Officers of the Board shall be chosen for two (2) year terms at the regular annual meeting of the Board and shall be the following:~~ President, Vice President, and Secretary/ Treasurer. An officer may succeed herself or himself.

Section 2.

An officer nominating committee shall be appointed by the President two months before an election. The Committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

Section 3. Officers shall be elected for two (2) year terms at the annual meeting of the Board.

Section 4. The Board President shall preside at all Board meetings and Executive Committee meetings, appoint all committees, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. This officer will be a member of the Executive Committee of the Board.

Section 5. The Vice President shall perform the duties of the President in the latter's absence. If the President and Vice President are both absent, the Secretary/Treasurer will chair the meeting. If all officers are absent, the Board members present will select a Chair for the meeting.

Section 6. The Secretary/Treasurer shall ensure that ~~keep~~ an accurate record of all proceedings of the Board's regular and special meetings is kept and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development of ~~short-range~~ and ~~long-range~~ financial plans for the library. This officer will be a member of ~~t~~The Finance Committee of the Board.

Section 7. In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. Vacancies in other elected positions shall be filled by appointment by the board as soon as possible after the vacancy occurs.

ARTICLE IV: Meetings

Section 1.

Regular ~~M~~meetings. The regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law (Minnesota Statute Chapter 13D). When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

~~The annual meeting shall be held in January.~~ Section 2. Annual Meeting. The annual meeting, which shall include the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. Agenda and Notices. Meeting agendas and notes shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Section 52.

Special ~~M~~meetings. Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

Section 63. Quorum.

Five members of the Board shall constitute a quorum for the transaction of business.

Section 4.

~~The order of business at regular meetings shall be established by the Board at its first meeting of the calendar year. It shall include, but not be limited to, the approval of minutes; public commentary; the presentation of financial, staff, service, and committee reports; and business items.~~

Section 75. Parliamentary Authority.

Robert's Rules of Order, latest revised edition, shall generally govern the

parliamentary procedure of the meetings.

ARTICLE VI: Committees & Task Forces

Section 1. Standing Committees.

The committees of the Board with their membership and charges shall be established by the President elected at the annual meeting or at such other times as he/she may determine in order to manage the work of the Board in an efficient and effective manner. No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the Board.

Section 2. Executive Committee.

Officers form the Executive Committee, which has general supervision over Board affairs between business meetings.

Section 32. Task Forces.

Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. These need not be Board or staff members.

ARTICLE VII: Duties of the Board of Trustees

~~The duties of the Board of Trustees are to:~~

Section 1. Trustee duties are outlined in Minnesota Statutes Chapter 134.11 and include the following:

- A. Trustees Ddetermine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.
- B. Trustees Sselect, ~~and~~ appoint and supervise a properly qualified and competent library ~~D~~director. ~~Evaluate the Director on a regular basis and set compensation and benefits~~ and determine the compensation of all library employees.

~~As employer, set policies, negotiate contracts, and set pay for other staff.~~

- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures. Trustees ~~Set~~ goals for the library's annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.

~~Exercise good public relations through communication with the Mayor and City Council, other public officials, and the general public.~~

- G. Trustees shall ~~e~~Educate ~~itself~~themselves about issues of significance to libraries.

ARTICLE VIII: Director

The Director is the library's executive officer and shall have sole administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except ~~those meetings or portions of meetings~~ at which his or her appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board or by law.

ARTICLE VIIIIX: Amendments

These by-laws may be amended at any regular meeting of the Board with a quorum present, by ~~majority~~ two-thirds vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members ~~within the~~

| ~~week~~ before the meeting.

Adopted 8/3/98
Amended 4/8/08
Amended 2012
Amended 3/12/13

Agenda Items Details

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| AGENDA ITEM NAME & BRIEF DESCRIPTION: Committee Charters | |
| OWNER: Executive Committee | PRESENTER: Bell, 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 charters for each of the Board’s four standing committees: Board Governance, Executive, Facilities, and Finance. | |
| BACKGROUND/CONTEXT: In 2019, each standing committee completed a questionnaire about its structure and purpose. The Executive Committee developed a standard format for committee charters and edited each committee’s questionnaire for consistency. Draft charters were reviewed by the full board in August 2019, when further edits were suggested. Those edits have been incorporated. The charter for the Board Governance Committee is new; it incorporates suggestions from the 2019 Nominating Committee and board discussion. | |
| ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Draft charters for each committee. | |
| PREVIOUS ACTION ON ITEM: | |
| REVIEWED BY COMMITTEE?: | |

Committee Charter Form

Committee: Board Governance

Date last reviewed by board: January 14, 2020

This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President. The committee chair is selected by its members and rotates annually. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide recommendations on board governance policies, practices, and procedures.

Major duties include:

- Provide guidance for maintaining foundation documents related to the board, including
 - bylaws
 - trustee profile/job description
 - orientation process for new trustees
- Document the procedure by which trustees are appointed/reappointed
- Assist in the orientation of new trustees
- Recommend opportunities for board development
- Assist in conducting evaluations of the board (pending recommendation from Board Self-Evaluation Task Force)

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board orally or in writing.

The committee meets as needed and decisions shall be made by majority vote of all members present.

Committee Charter Form

Committee: Executive

Date last reviewed by board: January 14, 2020

This standing committee is comprised of the three officers of the Board and the Library Director as an ex officio member. Officers of the Board serve on the committee, and the current Board President shall be the chair. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide organizational oversight and to assist with Board development, education, and governance.

Major duties include:

- Negotiate labor contract with the local bargaining unit;
- Sign contracts or take other actions with approval from the full Board;
- Meet with the Library Director to discuss results of annual performance review;
- Ensure that the Board is establishing and maintaining good governance practices; and,
- Assist in planning Board development topics.

The committee has authority to bring options forward, make recommendations for Board action, and, in certain circumstances, act on behalf of the Board when the Board has authorized such action. The Library Director and staff provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board orally or in writing.

The committee meets as needed and decisions shall be made by majority vote of all members present.

Committee Charter Form

Committee: Facilities

Date last reviewed by board: January 14, 2020

This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President. The committee chair rotates among the three Board trustees every six months. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to address building/facility issues and needs as they arise.

Major duties include:

- Assisting the Library Director in developing maintenance, repair, and remodeling plans;
- In conjunction with staff and Library Director input, analyze and assist with collection/materials location plans as needed;
- Address safety and security issues;
- Approve expenditures when directed by the full Board; and
- Assist Library Director in the development of the annual and five year capital budget plan.

The committee has authority to bring options forward and make recommendations to the full Board. Staff and the Library Director provide input and feedback to help inform appropriate decisions.

Committee reports are made to the full Board orally or in writing.

The committee meets as needed and decisions shall be made by majority vote of all members present.

Committee Charter Form

Committee: Finance

Date last reviewed by board: January 14, 2020

This standing committee is comprised of three Board trustees and the Library Director as an ex officio member. The trustees are appointed by the Board President, and the current Secretary/Treasurer shall be the chair. There are no term limits to committee membership other than the limits of an individual trustee's term on the Board.

Purpose

Its overall purpose is to provide financial oversight.

Major duties include:

- Preparing the annual operating budget with the assistance of the Business and Communications Manager;
- Presenting the proposed budget to the Board; and,
- Monitoring month-to-month financial performance of the library.

The committee has authority to bring financial options forward and make recommendations to the full Board.

Committee reports are made to the full Board orally or in writing.

The committee meets as needed and decisions shall be made by majority vote of all members present.

Report from the Library Director, Mark Troendle

Major Accomplishments

- Labor negotiations successfully concluded in early December. The 2020-2021 labor agreement and two side letters were ratified by the union and library board.
- The grant request to the Huelsmann Foundation seeking funds for masonry restoration at the library, as well as Light A Spark funding for the Library Foundation, was prepared and formally submitted as part of a collaborative effort between the library and its foundation.
- HR and payroll paperwork was completed for one new employee in December when we welcomed Isaac Mielke as a Substitute Circulation Assistant to our team.
- City IT continued to deploy new staff computers and other hardware throughout December, and they are to be commended for their responsive service and thoughtful analysis of technology needs and challenges. Though more technology projects remain, the following items have been recently completed:
 - All 22 staff computers have been replaced with new hardware and are now running Windows 10. The only exception is one control interface for the HVAC system, which will be replaced with an iPad.
 - All bar code readers are now standardized with the same make and model.
 - All 6 receipt printers have been replaced and standardized.
 - All 3 laser printers have been replaced and standardized.
- All liquid soap dispensers were replaced with foam soap dispensers. Benefits of switching include the following: More economical (less product is dispensed, longer intervals between refills, and less water is generally required to lather and rinse), more controlled output (i.e., foam doesn't splatter), fewer drain clogs may occur because the soap isn't as concentrated, and there are even ergonomic benefits because custodial staff can now unlock and refill from the top of the counter instead of having to go underneath sinks.
- On January 6, the double doors leading from the parking ramp to the interior of the library were replaced with new doors funded by a grant from the Library Foundation. The new doors are more energy efficient and secure. The interior handicap operator button was also moved to a location more accessible to patrons.

Heads-Up

- City Councilmember Ryan Collins was reappointed as the liaison to the library board.
- On behalf of staff, I'd like to extend a sincere thank you to Ryan Collins and his family for donating delicious treats to staff over the holidays, and to the Friday Study Club for also bringing wonderful treats to staff. Your thoughtfulness is greatly appreciated!
- The shared services agreement with the city came to an end and one library employee was laid off. Much time continued to be spent on HR-related activities connected to this and other matters.
- The Facilities Committee continues to gather information to make an informed recommendation as to how to proceed with repairing the upper level ceiling and dome. I met with another interested contractor in December, who returned with subcontractors, but that proposal has not yet been received, plus we are waiting for a response to a question from another contractor.

Near-Term Future Focus

- Continued effort developing a work plan related to the strategic plan's goals and strategies.

- Project management tasks related to 2020 capital projects.
 - Reviewing 2020 Census support opportunities and a possible telescope lending program.
-

2019 Year in Review

Projects Accomplished

- The 2019-2022 Strategic Plan was finalized and approved.
- Transitioned from a Library Foundation-paid Venue Coordinator to a revenue-sharing model with an external vendor for the provision of private event management services.
- The pergola's deteriorating trellis was replaced with a more durable composite product.
- Reconfigured the science fiction room to accommodate more seating and meeting space.
- Masonry restoration was completed outside the 4th Street entrance and one terrace entrance.
- The roof framing stabilization project was completed in the attic space over the rotunda.
- Further refined workflow processes and rebounded in 2019 after losing county cataloging services at the end of 2017.
- Many technology solutions were implemented, including this partial list:
 - Public network access, service and support transitioned from being managed by Washington County to City of Stillwater staff.
 - All public computer stations were replaced with new hardware.
 - 22 staff computers were replaced.
 - Printers and bar code readers were replaced and standardized.
 - Transitioned from Windows 7 to Windows 10 on public and staff terminals.
 - Two new photocopier/printer stations were installed.
 - Switched to EnvisionWare for time management/computer reservation software.
 - Keycard access implemented at three locations and rekeyed locks to enhance security.
- Labor negotiations successfully concluded and a 2020-2021 labor agreement was ratified.

Features Added

- The Ivy Club thoughtfully reimagined our garden spaces, and replanted and looked after plants and flowers that beautify the library.
- Our first-ever comprehensive fall programming guide was published.
- A water bottle filling station was installed in the gallery.
- Public internet chairs were replaced with more comfortable seating.
- A charging station for mobile devices was purchased, customized, and placed in the gallery.
- Centralized waste and recycling receptacles were positioned strategically.
- Foam soap dispensers replaced liquid soap dispensers.

Other

- Trustees participated in a board governance workshop facilitated by Mario Hernandez of Propel Nonprofits.
- Programs are too numerous to mention individually, but it was a wonderful year of diverse programming for all ages.
- 2019 was the first full year staff operated as a team under the revised organizational model.
- Two water leaks occurred on the lower level, plus a third in the parking ramp.
- Last but not least, we experienced the retirements of Lindy Howe, Marvin Henry, Deb Schuelke, and Pat Bovee in 2019.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming and Reference

Collection

- Warner Nature Center contacted the library about if we would accept the remnants of their library collection, either to add to our collection or to put in the booksale. Staff accepted the books, contacted the St. Croix Watershed Research Station to see if they had any interest in the more scientific texts, and examined which titles would make the most sense in the library's collection. Some local titles, especially, seem like great additions to the collection.
- Aurora attended a training on applying standardized rights statements to items shared with Minnesota Reflections. All of the Minnesota Reflections collection will be updated to use one of 7 standard copyright statements that more accurately reflect the status of the items in the collections. Important among the changes is a more clear statement that the copyright is owned by the creator of the item instead of the institution that houses each item and more clear notation of when an item is no longer in copyright. Of the contributors at the workshop, Stillwater had the largest amount to update with 653 items that need individual examination for copyright status and 2,840 items where the copyright status was updated through a batch change. More information about the updated copyright statements can be found at: <https://mndigital.org/standards-best-practices/rights-statements-resources>

Circulation

- Paula from Circulation has taken care of examining book donations received by the library for the past few years. She reports that the library added 62 donated books from May 2019 through December 2019. Twelve of the books staff added because they had a large holds list of people waiting for them. Forty-three books were added as replacements for worn out and well-loved copies of books already in the collection. Staff added four books to the collection because WCL owned the item with sufficient use in the system to justify an additional copy. Three books were added as titles not owned by the library before, but were determined to be of sufficient interest to justify the work needed to process and add them to the catalog.
- December remained steady in 2019, as compared to previous years where December appeared to be a generally slower time. Circulation staff issued 70 new card applications.
- Another popular area (located near the Friend's Book Sale) is the donated jigsaw puzzle section. The Friends have received many donations and seniors are really enjoying this exchange.
- The library welcomes Sarah Foslien, Cindy Selnes, and Isaac Mielke to the circulation staff and are happy to have them with us!

PR

- Displays this month included Books That Make Great Gifts, created by Karen from a list she developed and a New Year's Resolutions display that Jodi curated from a list created by a sub.
- With some spare room on the shelves from more consistent nonfiction weeding, there is now room to display some books face out, adding to the browsing experience of each topic. Karen started by moving books from the Books That Make Great Gifts display to the regular nonfiction

shelves. This bit of visual merchandising really helps makes each shelf feel like a place for discovery.

- Jodi and Barb Halligan, a substitute, worked on creating a list of books featuring Women Scientists to go along with the Big Reads Lab Girl programming.

Technology

- IT staff updated all staff machines to Windows 10 this month. Staff has handled the transition well, supporting each other with each new setting that needed to be changed. The IT department, as usual, was incredibly helpful and kind during the update process.

Programming

- Sue, Karen, Jodi and Aurora met to discuss Winter Reads and Summer Reading Plans. Sue and Karen took the lead on Winter Reads, which will feature an armchair travel theme. Look for lots of information about books that will take you places in January and February.

Upcoming in January:

- Celebrating 100 Years of the Women's Vote: A Midwest Perspective
- Making Sense of Your Money & How You're Spending It

Report from the Youth Services Supervisor, Angela Petrie

December Programs

- *Storytimes* – 300 people attended 7 sessions
 - 123 at 3 baby/toddler sessions
 - 167 at 3 family/preschool sessions
 - 10 at 1 ECFE collaboration session
- *Drop-in Play Sessions* – 164 people attended 6 sessions
 - 68 at 3 baby/toddler sessions
 - 96 at 3 family/preschool sessions
- *Vendor programs* –
 - “The Story Man from England” and Sara Waters were both technically vendors, but because they replaced regular Storytime programming those attendance statistics are captured within the Storytimes section.
- *Art Cart* – 71 children and caregivers attended 3 themed sessions
- *Scavenger Hunt* – 113 hunted for “Children’s Literature Favorite Characters” graphics
- Teen Writing Group – 0
- Teen Cookie Decorating Party – 14
- Drop-in DIY – 3 people attended 1 session
- Teen ARC Book Club – 0
- Teen Advisory Board – 3

Program Notes

- December saw an increase in purchases made to support new programming. In May, August and December there will be a break in the regular storytime schedule to instead offer special music and movement programming for both baby/toddler and preschool ages. Included will be yoga, musical storytimes, large motor play, and dance parties. These are a mix of vendor and staff-led programs. More details in the forthcoming program guide.
- A note about unattended teen programs. Post hoc discussions sometimes result in adjustments based on a number of factors including attendance and staff time needed to prepare and present. It is important to offer programs dedicated to the teen demographic which, because of adolescent brain development, can be challenging. They need to see opportunities to participate. Having a staff presence in the teen space during this time lends itself to reader’s advisory and informal conversation with teens that is difficult to quantify.
- Staff is planning a fun month of programming for March ... MOO-Story Month to include hunting for mini costumed inflatable cows! This culminates in an author/illustrator program and a bunch of activities on Saturday, March 28. Spread the word. There may be surprise visitors!

Outreach

- Head Start – attended by 17
- Head Start students each received a new book with a note from Kim and Angie in addition to books for the classroom.
- Valley Friendship Club – Finalizing a day/time for a shared storytime and open play/social time. Families (who are not VFC members) visiting that day are welcome to attend.
- K-2nd grade class visit offerings are being coordinated for February’s “I Love to Read Month”

- Da Vinci Fest preparation is underway. Our library shares four tables with Bayport Library which lends itself to a larger visual library representation. Four tables will be flanked by two library vertical signs. Lori and Netanya will represent Stillwater this year.

Partnerships

- Angie attended her final monthly Minnesota Library Association (MLA) Board Meeting as Public Library Division (PLD) Chair. She will continue to attend monthly PLD Board meetings through December 2020 as Past Chair. This includes a seat on the planning committee for the PLD Annual Conference in April.
- Community Thread and Head Start received 153 new books for kids as a result of the library book drive. Books went to families registered through Holiday Hope and the Head Start students and classroom. Both groups expressed gratitude for the donations.
- ECFE Family Educator Jenny Hanlon presented the third and final program in this series of monthly evening storytimes. More sessions may be offered in 2020.
- Wells Fargo's Stillwater representative will give presentations on financial literacy to teens and parents this winter.
- Angie and Kim met with Jill Smith, Bayport Library Director, to discuss 2020 ST/BA partnership plans.
- Valley Access Channels is a possible vendor to film and edit a (summer at the library) promotion video featuring both Stillwater and Bayport. The video will feature Muppet-style puppets including a summer reading mascot who is a wise owl.

Technology

- Staff is getting acquainted with new workstations. Thank you to City IT, especially Jesse, for the patient assistance.
- City IT is installing software on an outreach laptop to allow for card registrations and book checkouts off site.

Professional Development

- Kim attended MELSA's annual Storytime Palooza, a well-respected workshop for presenters.
- Netanya explored Common Sense Media at Angie's suggestion. This site contains age-based reviews for families and can be helpful when pulling together titles for booklists such as Gentle Reads.

Youth Spaces

- Two new pieces of display furniture, one for book/CD kits and the other for Nature Backpacks and books, were ordered. These will make special collections easier to browse and highlight. Additional kits and winter materials for the backpacks were purchased.
- Netanya created a display in the Teen area of Historical Fiction books titles and updated the gentle reads book list.
- The TAB helped add a new question to the blackboard wall in the Teen Program Room. The new question is "What are you looking forward to in the next decade?"

Upcoming Single Date Programs *(list the next month's dates and program names)*

- Polar Bears in Northern Lights—Art for Kids – Saturday, January 11
- Family Board Game Night – Thursday, January 16
- Post-it Note Art – Saturday, January 18

- Pop-Up Library @ DaVinci Fest (Stillwater Area High School, 1:00 – 5:00 p.m) – Saturday, January 25
- 3M Visiting Wizard: Cryogenics – Tuesday, January 28



The Storyman from England presented Monkey Madness

Teens (and some sibling/family members) made cookies at our Cookie Decorating Party. They had fun and the creativity in the room was pretty great!



Stillwater Public Library 2020 Calendar

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>January 1: Library Closed, New Year's Day 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 20: Library Closed, MLK Day 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2021-2025) • Board passes ratification of wages prepared by Director • Annual Meeting | <p>February 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 17: Library Closed, Presidents' Day 28: SPLF Board Meeting, 8:30 am</p> | <p>March 9: Friends Meeting, 6:30 pm 10: Presentation at Stillwater Township, 7:00 pm (based on prior years) 10: SPL Board Meeting, 7:30 pm (as Director and President are presenting at Stillwater Township) 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check |
| <p>April 1: Annual Report to State Due 12: Library Closed, Easter 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 15-18: Friends Used Book Sale 19-25: National Library Week 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Big Read in the St. Croix Valley: Lab Girl by Hope Jahren | <p>May 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 8:30 am 17: Last Sunday Open Until Sept. 13 25: 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 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Operating budget discussions |
| <p>July 4: Library Closed, Independence Day 4: SPLF Light A Spark, 7:00 pm 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board adopts budget request | <p>August XX: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing | <p>September 7: Library Closed, Labor Day 8: SPL Board Meeting, 7:00 pm 13: Sunday Hours Resume 14: Friends Meeting, 6:30 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Levy adopted • Director evaluation: Annual review |
| <p>October 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Examine ending dates for Board Members, place on Board agenda • Adopt Holidays for succeeding year | <p>November 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 26: Library Closed, Thanksgiving Day 27: SPLF Board Meeting, 8:30 am TBD: Fall Used Book Sale</p> | <p>December 8: 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 • Negotiate new union contract before December 31 if needed |

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

Stillwater

Public Library

2020 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 7:00 p.m. at the Stillwater Library, 224 3rd Street N. For a full list of city boards and commissions, visit <https://cityofstillwater.granicus.com/boards>.

| Members | Term | Ward |
|-------------------------------------------|-------------------------------------------|------|
| Maureen Bell (President) | 3rd Term: Jan 1, 2020 - Dec 31, 2022 | 4 |
| Gregg "Spike" Carlsen | 2nd Term: Jan 1, 2019 - Dec 31, 2021 | 2 |
| Bethany Cox | 1st Term: Jan 1, 2020 - Dec 31, 2022 | 3 |
| Paula Hemer | 1st Term: Jan 1, 2019 - Dec 31, 2021 | 3 |
| Sharon Hollatz | Partial Term: Jul 17, 2018 - Dec 31, 2020 | 1 |
| Lisa Howe | 1st Term: Jan 2, 2018 - Dec 31, 2020 | 4 |
| Mike Keliher | 3rd Term: Jan 2, 2018 - Dec 31, 2020 | 1 |
| Pat Lockyear (Vice-President) | 1st Term: Jan 1, 2020 - Dec 31, 2022 | 2 |
| Mary Richie (Secretary/Treasurer) | 3rd Term: Jan 1, 2019 - Dec 31, 2021 | 2 |
| <i>Council Liaison:</i> Ryan Collins | | 1 |
| <i>Library Director:</i> Mark Troendle | | |

2019 Committee Rosters:

| | |
|-------------|----------------------------------|
| Executive: | Bell, Lockyear, Richie, Troendle |
| Finance: | Richie, Hemer, Howe, Troendle |
| Facilities: | Carlsen, Cox, Lockyear, Troendle |
| Nominating: | Carlsen, Hemer, Keliher |

2019 Task Forces:

| | |
|------------------------|----------------------------------|
| Events: | Keliher, Bell, Hollatz, Troendle |
| Board Self-Assessment: | Cox, Hollatz, Howe |

Updated: 1/8/2020