

**City of Saint Paul Financial Analysis**

1	<u>File ID Number:</u>	AO 17-12		
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3	<u>Budget Affected:</u>	Operating Budget	Public Library Agency	Special Fund
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5	<u>Total Amount of Transaction:</u>	\$7,500		
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7	<u>Funding Source:</u>	Donation		
8				Funding from existing Financing Budgets
9	<u>Charter Citation:</u>	1.03, 1.04 for public purpose		for various Funds/Activities
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12 Fiscal Analysis  
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14 The Library will be conducting a Customer Service Improvement Day, May 12, 2017 to provide intensive staff training and conducting a staff  
15 recognition-in-house training session on October 9, 2017. These events allow staff to receive necessary training to keep skills up to date in an ever  
16 changing work environment and also recognize staff. This administrative order authorizes the 2017 training and staff recognition event. The Friends of  
17 the Library, Perrie Jones Library, funds this event, total cost will not exceed \$7,500.

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