

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda
Tuesday, July 14, 2015, 7:00 P.M.

1. Call to Order
2. Adoption of the Agenda A+
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the June 2015 Minutes+
 - b. Acknowledgement of Bills Paid in June 2015: \$17,019.46+
 - c. Monthly Activity Report+
 - d. Other Activity Report+

Old Business

5. Strategic Plan Update D+
6. Addressing Noise and Parking Issues D
7. Building Study A

New Business

8. 2016 Budget Request A+
9. 2016 Capital Budget Request A+
10. Succession Plan D
11. WCL Relationship Task Forces D

Reports

12. Director and Other Staff Reports+
13. Foundation Report
14. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Governance and Policy
 - e. Human Resources A
15. Public Commentary and Communications
16. Adjournment

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Monday, July 13, 2015.

A= Action Item I= Information Item D=Discussion Item

+ = Document in Packet * = Document to be Distributed Later # = Document Distributed Previously

Attachments: WCL Board Minutes, SPLF Minutes (not yet adopted), Calendar

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

June 9, 2015

Minutes

PRESENT: Bell, Cassavante, Corbett, Gordon, Keliher, Menikheim, Richie, Stark

ABSENT: Carlsen

STAFF: Keri Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Adopted. MSP.

AGENDA ITEM 5: Strategic Plan Update

- *2.3.7 Leadership Summit* – Board members had questions on timing and purpose of Leadership Summit. Board decided to delay discussion until Item 12 on the agenda.
- *1.4.3 Create recommended change plan for additional open hours (other than Sunday)* - HR and Finance committees reported that plans for additional open hours other than on Sundays had not been recently discussed in their groups.
- *2.3.11 Request and pursue both Director and Library Board participation in the WA County Library planning efforts* - Bell reported that she attended one of the planning meetings held by the WA County Library. Stu Wilson of Library Strategies facilitated the discussion on current library services and future needs. Themes that emerged were additional hours (especially on Sundays), perceived inequities between larger and smaller libraries in the WA County system, more programming, and an improved WA County Library website. To supplement the planning meetings, WA County Library is also planning a survey of 15,000 households. They have a 9 month timeline to finish work. The new WA County library director was at the meeting.

AGENDA ITEM 6: Addressing Noise and Parking Issues

Board reviewed and discussed update in June Board packet provided by Director Bertalmio. Board noted the need to keep Ascension in the loop if library does consider moving the loading/unloading site for tent poles.

AGENDA ITEM 7: Compensation Issue

Bell recapped the Board's adoption in January of motion regarding compensation. Based on discussion with the City Administrator and review of the League of Minnesota Cities guidelines, the HR Committee is concerned about implementing provision 2 of the motion due to issues regarding pay differentials and

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an equitable merit pay system. The HR Committee recommends rescinding provision 2 of the January motion and revising the personnel policy.

- Motion made to rescind provision (2) from the original motion (reproduced below) which was adopted by the Library Board in January 2015. “For 2015, the wage increase for nonunion members of the library shall be 3%. Beginning in 2016, (1) any annual wage increases for the Library Director shall take into consideration the annual performance evaluation process established by the Library Board and ~~(2) any annual increases for the Assistant Director and Supervisory Librarians will take into consideration the annual performance evaluation required by Article VII of the Library’s Personnel Policy & Procedures Manual and conducted by the Library Director.~~— Motion seconded with the change that the parenthetical (1) be removed as well. MSP.
- Motion made to revise the Stillwater Public Library Personnel Policy and Procedures Manual, Article VII, paragraph 3 to “An Employee’s Supervisor will conduct a performance appraisal of the Employee ~~on an annual basis~~ **at least annually** or as **more** frequently as is considered appropriate by the Library Director or the Employee’s Department Head...” (See attached document distributed at June Meeting titled Motion June 10, 2015, Agenda Item 7 – Article VII Performance Appraisals). Motion seconded. Board discussed timing of reviews and the understanding that the performance appraisal process will begin once approved with documentation in each staff person’s file by the end of the year. The following amendments were moved:
 - In paragraph 3, change (vi) to (v).
 - In the document titled Motion June 10, 2015, Agenda Item 7 – Article VII Performance Appraisals, remove the second to last paragraph.
 - Motion to adopt as amended. MSP.

AGENDA ITEM 8: Building Study

Board discussed the four consultants interviewed for the building study. Motion made to table a decision on consultants until three library references are contacted for all four firms. The executive committee was charged with this responsibility. Questions for the references to be standardized and would address the nature of project performed, amount spent, timeliness of project completion, and responsiveness/customization to library’s needs. MSP.

AGENDA ITEM 9: Lawson Short Term Fund

Keliher reported that Bertalmio requested a five year extension on the Helen Lawson Short-Term Fund from St. Croix Valley Foundation. Keliher read email from SCVF confirming extension. Board determined no further action was needed.

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AGENDA ITEM 10: 2016 Budget Goals

The Finance Committee reported that they met with Bertalmio to discuss the 2016 budget process. They requested feedback from the board on any major goals for 2016. Keliher reminded group that Strategic Plan asks that the library to address facilities improvements, possible change in open hours, collection model and goals, marketing costs and an increase of \$2,000 for staff development.

As staffing is a major expense for the library, the Finance Committee will also meet with the HR Committee to address any potential hiring/staff changes for 2016. Gordon will get building and capital requirements to the Finance Committee.

The budget proposal will be voted on by the board at the July meeting. Then, the Director and City Administrator will meet to discuss the proposal. The Finance Committee requested that they be present at the meeting with the city administrator. Board agreed that a representative of the board should attend meeting, and Bertalmio should follow-up with McCarty to alert him to board's presence.

AGENDA ITEM 11: August 2015 Board Meeting

Board currently has a meeting scheduled for August 11, 2015. Board decided to keep this meeting given the building project, strategic plan and other items.

AGENDA ITEM 12: Library Leadership Summit Planning

Board discussed the timing and purpose of a Library Leadership Summit with the city, county and fundraising partners. The Strategic Plan slated this tactic for completion by July 2015. Board discussed delaying Summit until key decisions about the building and other strategies have been made. Instead, Board could reach out to the individual groups as needed. For the summer and early fall, Board would like to connect with the new leadership of the WA County Library and continue reaching out to the Friends. A suggestion was made to add Friends as a monthly agenda item (similar to the Foundation).

AGENDA ITEM 13: Director and Other Staff Reports

Board reviewed Director's report included in June Board packet. Board discussed that they would like to hear from a staff person in the fall, possibly a technology update, the new Circulation Supervisor or the Information Services Supervisor. Another suggestion was to see a demonstration or video on the use of self-check technology for book recommendations and programming.

AGENDA ITEM 14: Foundation Report

Richie reported that the SPLF will be revisiting their strategic planning efforts this month.

- Light A Spark is scheduled for on July 4, 2015 and plans are well underway.
- The Mad Men event netted about \$11,000 with about \$2,500 - \$3,000 designated to Sunday Hours.

Board discussed the role of the Foundation in supporting the work of the library and the expectations for funding.

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AGENDA ITEM 15: Board Committee Reports

- 15 a. Executive Committee:** Richie and Cassavante presented to City Council on strategic plan. Bell and Stark attended as well. The presentation was well received by the Council.
- 15 b. Facilities:**
- Shade Structure: System is installed.
 - Replacement of Defective Pavers: Facilities Committee is waiting for a proposal/cost estimate from Anchor Block. Gordon will set up a meeting with Carlsen and installer regarding projects.
 - Installing Tie Downs: Committee is investigating an option of installing tie downs on the Terrace to hold tents in place instead of using weights. The tie downs would be even with the surface of the patio but would provide hooks or rings for the tent attachment. It would speed up process of putting up tents, wear and tear on building, etc.
- 15 c. Finance:** In addition to the 2016 budget, Finance is looking at is annual maintenance agreement with 3M.
- 15 d. Governance and Policy:** Bell reported that Bertalmio and Blocher have drafted an initial Collection Development Policy. Bell has reviewed but has not been reviewed by the full committee yet.
- 15 e. Human Resources:** None.

AGENDA ITEM 16: Public Commentary and Communications

Bell encouraged the board's participation in the adult reading program "Light Up Your Reading." 50 people are signed up so far. This program was funded by a grant from the Stillwater Public Library Foundation.

Cassavante spoke about a Stillwater resident who had visited a different library in Washington County and had a negative experience. Cassavante noted that the Stillwater Public Library's response would have been much more customer-centric.

AGENDA ITEM 17: Adjournment

Meeting adjourned at 9:07 pm.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 9, 2015**

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JUNE 9, 2015 MINUTES ATTACHMENT (DOCUMENT DISTRIBUTED AT BOARD MEETING):

Motion June 10, 2015

Agenda Item 7

Revise the Stillwater Public Library Personnel Policy and Procedures Manual, Article VII, paragraph 3 as indicated below:

ARTICLE VII – PERFORMANCE APPRAISALS

Performance appraisals are an opportunity for Employees, Supervisors, and the Library to assess an individual's job performance. The performance appraisal system is designed to:

- A. ensure that quality services are provided to the public at the least possible cost;
- B. motivate and develop Employees to their fullest potential;
- C. clarify roles and mutual expectations of Supervisors and Employees; and
- D. ensure open and ongoing communication between Employees at all levels, including feedback from subordinates to Supervisors.

Performance appraisals will be maintained permanently in the Employee's personnel file.

An Employee's Supervisor will conduct a performance appraisal of the Employee ~~on an annual basis~~ **at least annually** or ~~as more~~ frequently as is considered appropriate by the Library Director or the Employee's Department Head. The performance appraisal will be used (i) to evaluate Employee's talent, skills and abilities, (ii) to provide useful feedback to the Employee regarding job performance, (iii) to foster the Employee's development with respect to Library services and to identify opportunities for continued improvement, (iv) to provide a historical record of the Employee's performance, and (vi) as a factor in granting performance pay increases and promotions. The performance appraisal will be in writing and shall be signed by the Employee and the Supervisor.

the Employee's Department Head. The performance appraisal will be used (i) to evaluate Employee's talent, skills and abilities, (ii) to provide useful feedback to the Employee regarding job performance, (iii) to foster the Employee's development with respect to Library services and to identify opportunities for continued improvement, (iv) to provide a historical record of the Employee's performance, and (vi) as a factor in granting performance pay increases and promotions. The performance appraisal will be in writing and shall be signed by the Employee and the Supervisor.

In addition to annual performance appraisals, Employees will be evaluated at the completion of a Probationary Period or any time the Employee's Supervisor or Department Head believes it is in the best interest of the Employee and/or the Library to conduct an evaluation.

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2015 Bill Resolutions - Payable in 2015

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						
11559	6/6/2015	Amdahl Locksmith Inc Chris	Service & Keys	90	230-4231-3703-0000	Building Repair Charges
6162015	6/16/2015	Baker and Taylor	Materials (YA Fiction)	344.18	230-4230-2401-0000	Adult Books - Fiction
6162015	6/16/2015	Baker and Taylor	Materials (YA NonFiction)	45.24	230-4230-2405-0000	Adult Books - Non Fiction
6162015	6/16/2015	Baker and Taylor	Materials (Juv)	684.22	230-4230-2400-0000	Childrens Books
6162015	6/16/2015	Baker and Taylor	Materials (Processing)	31.85	230-4230-3404-0000	Processing Fee
6162015	6/16/2015	Baker and Taylor	Materials (Adult NonFic)	23.9	230-4230-2405-0000	Adult Books - Non Fiction
6162015	6/16/2015	Baker and Taylor	Materials (Ref)	44.52	230-4230-2113-0000	Reference
6162015	6/16/2015	Brodart Co	Materials (Adult Fic)	506.67	230-4230-2401-0000	Adult Books - Fiction
6162015	6/16/2015	Brodart Co	Materials (Adult NonFic)	276.25	230-4230-2405-0000	Adult Books - Non Fiction
6162015	6/16/2015	Brodart Co	Materials (Processing)	35.1	230-4230-3404-0000	Processing Fee
6162015	6/16/2015	Brodart Co	Materials (SPLF)	229.75	232-4232-2113-0000	SPLF - Materials
6162015	6/16/2015	Country Messenger	Newspaper Subscription	26	230-4230-2403-0000	Periodicals
306-02444792-3	5/31/2015	Culligan of Stillwater	Water	43.8	230-4230-4099-0000	Miscellaneous Charges
71923	6/13/2015	Ebsco Publishing	Newspaper Subscription	13.26	230-4230-2403-0000	Periodicals
6162015	6/10/2015	Fremming Susan E	Natl Library Week Supplies Reimbursement	39.94	230-4230-2101-0000	General Supplies
2455591 MAY	5/31/2015	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
6162015	6/16/2015	Midwest Tape	Materials (Audio)	64.2	230-4230-2402-0000	Audio
6162015	6/16/2015	Midwest Tape	Materials (Video)	718.83	230-4230-2408-0000	Film/Video
6162015	6/16/2015	Midwest Tape	Materials (Processing)	48.55	230-4230-3404-0000	Processing Fee
6162015	6/16/2015	Midwest Tape	Materials (Friends Audio)	354.89	235-4235-2101-0000	Library Donations Materials
6162015	6/16/2015	Petrie Angela	Mileage Reimbursement	53.16	230-4230-3200-0000	Mileage
6162015	6/16/2015	Petrie Angela	Equipment Reimbursement (Wright/Berglund 2013)	25.7	235-4237-2302-0000	Library Donations Minor Equipment
6162015	6/16/2015	Petrie Angela	Programing Reimbursement (Friends - YS)	9.63	235-4236-4099-0000	Library Donations Programs
6162015	6/16/2015	Petrie Angela	Misc Reimbursement (TAB)	26.67	230-4230-4099-0000	Miscellaneous Charges
93397	6/5/2015	Sand Creek Group LTD	Continuing Education (MR Grant)	700	235-4238-4099-0000	Library Donations Miscellaneous
6162015	6/16/2015	Stillwater Public Library Foundation	May CC Gift Reimbursement	1725	232-0000-2000-1300	SPLF - Accounts Payable Pass Thru
51-7976594-1	5/26/2015	Xcel Energy	Electric	3352.29	230-4231-3600-0000	Electricity
51-7976594-1	5/26/2015	Xcel Energy	Gas	353.48	230-4231-3601-0000	Natural Gas
		INVOICES SUBTOTAL		9,949.62		

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
CREDIT CARD						
June CC		Amazon	Materials	\$92.40	232-4232-2113-0000	SPLF - Materials
June CC		Amazon	Flash Drives	\$37.32	230-0000-3880-0500	Enterprise Sales
June CC		Amazon	General Supplies	\$5.50	230-4230-2101-0000	General Supplies
June CC		DreamHost	Tech Support	\$19.95	230-4230-3098-0000	Technology Support
			CREDIT CARD SUBTOTAL	155.17		
			GRAND TOTAL	10,104.79		

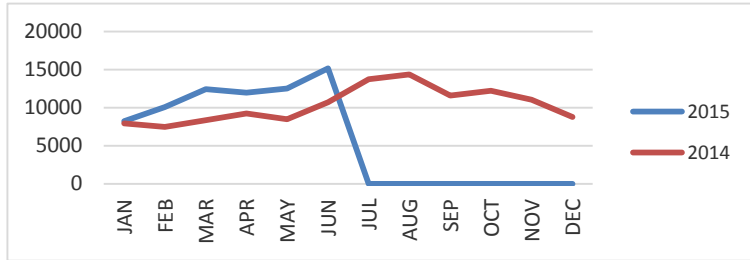
Submitted for payment

Lynne S. Bertalmio, Director

STILLWATER PUBLIC LIBRARY QUARTERLY SCORECARD (Q2: Apr - June 2015)

VISITS TO LIBRARY*

	2015	2014	Trend
Q2	39,701	28,420	↑39.7%
YTD	70,494	52,217	↑35.0%



* New gate counters added in July 2014.

CIRCULATION

	Q2 2015	Q2 2014	Trend	YTD 2015	YTD 2014	Trend
Physical Items	77,222	78,818	↓-2.0%	150,995	158,097	↓-4.5%

	Q2 2015	Q4* 2014	Trend
E-Materials			
OverDrive eBooks	2,086	2,175	↓-4.1%
3M eBooks	1,117	629	↑77.6%
eAudiobooks	549	409	↑34.2%
eMagazines	1,146	1,001	↑14.5%



* E-Materials statistics began in July 2014.

PROGRAMMING

	Q2 2015	Q2 2014	Trend	YTD 2015	YTD 2014	Trend
Children's Programs						
# Programs	49	65	↓-24.6%	106	110	↓-3.6%
Attendance	1,857	1,842	↑0.8%	4,024	2,942	↑36.8%
Teen Programs						
# Programs	12	9	↑33.3%	22	20	↑10.0%
Attendance	116	101	↑14.9%	264	291	↓-9.3%
Adults Programs (Including Gallery)						
# Programs	10	12	N/A	15	19	↓-21.1%
Attendance	117	288	N/A	163	403	↓-59.6%



COMPUTER & WI-FI USAGE

	Q2 2015	Q2 2014	Trend	YTD 2015	YTD 2014	Trend
Computer Minutes	173,293	209,948	↓-17.5%	358,736	422,055	↓-15.0%

	Q2 2015	Q2 2014	Trend
WiFi Minutes	278,948	241,057	↑15.7%



** WiFi statistics began in April 2014.

STILLWATER PUBLIC LIBRARY QUARTERLY SCORECARD (Q2: Apr - June 2015)

COMMUNICATIONS

	Q2 2015	Q2 2014	Trend	YTD 2015	YTD 2014	Trend
Website						
# Pageviews	44,234	72,913	↓-39.3%	94,424	147,928	↓-36.2%
# Users	11,930	N/A	N/A	23,013	N/A	N/A
Facebook						
Total Likes	1,209	905	↑33.6%	1,209	905	↑33.6%
New Likes	116	63	↑84.1%	138	90	↑53.3%
Pinterest						
Total Likes	385	N/A	N/A	385	N/A	N/A
Followers	295	N/A	N/A	295	N/A	N/A

VOLUNTEERS

	Q2 2015	Q2 2014	Trend	YTD 2015	YTD 2014	Trend
# Hours	696	679	↑2.5%	1,242	1,270	↓-2.2%



COLLECTION DEVELOPMENT

(Time Period: January - March)

	YTD 2015	YTD 2014	Trend
Physical Items Added	4,550	5,119	↓ -11.1%
Physical Items Weeded	4,883	4,184	↑ 16.7%
Ebooks Added	103	152	↓ -32.2%



TOTAL LOANS from Washington County Libraries

2015 LOANS	January	February	March	April**	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	71,750	67,095	76,954	68,693									284,492
Forest Lake	30,253	28,338	32,361	29,237									120,189
Park-Grove	19,937	18,658	22,510	20,083									81,188
Oakdale	13,425	13,457	14,256	12,999									54,137
Wildwood	11,843	11,561	11,582	12,093									47,079
Valley	2,102	2,315	2,742	2,350									9,509
Marine*	465	463	438	578									1,944
Hugo*	539	364	341	346									1,590
Newport*	31	35	62	57									185
Law Library	43	69	62	92									266
Downloads	19,232	18,184	20,308	18,077									75,801
SS (Mostly ILL)	838	728	920	774									3,260
Stillwater	24,820	23,282	25,671	24,190									97,963
Bayport	5,211	4,556	5,587	5,046									20,400
TOTAL Loans	200,489	189,105	213,794	194,615									798,003

* Library Express Service

**WW's Self-Check machines were pointing to WB's ports, so their numbers have been adjusted accordingly (7850 subtracted from WB & added to WW)

2014-15 % CHANGE	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	-4.9%	-3.4%	-8.0%	-9.9%									-6.7%
Forest Lake	-4.0%	-4.1%	-9.3%	-11.8%									-7.5%
Park-Grove	-2.0%	-5.4%	-3.9%	-8.0%									-4.9%
Oakdale	-17.2%	-3.6%	-14.2%	-12.4%									-12.2%
Wildwood	314.8%	32.8%	-13.8%	-0.1%									26.9%
Valley	-11.8%	-0.8%	16.6%	-8.9%									-1.4%
Marine	-27.9%	-22.8%	-38.5%	-13.5%									-25.9%
Hugo	79.7%	15.9%	5.2%	15.0%									28.3%
Newport	-58.1%	-32.7%	-3.1%	18.8%									-22.3%
Law Library	-36.8%	-26.6%	-42.6%	-2.1%									-26.9%
Downloads	30.9%	34.8%	29.0%	32.6%									31.7%
SS (Mostly ILL)	-8.0%	-3.4%	7.0%	-12.9%									-4.5%
Stillwater	-9.9%	-5.2%	-5.5%	-4.5%									-6.4%
Bayport	-5.6%	-4.5%	4.1%	-13.2%									-5.0%
TOTAL % Change	1.0%	0.4%	-5.2%	-6.2%									-2.7%

2014 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	75,459	69,446	83,665	76,237	70,797	88,377	96,598	83,314	77,413	74,384	67,228	66,309	929,227
Forest Lake	31,529	29,549	35,662	33,163	30,719	36,277	40,140	35,452	31,330	32,754	29,059	28,728	394,362
Park-Grove	20,336	19,722	23,434	21,838	19,927	25,435	27,698	24,201	21,418	21,136	19,416	18,811	263,372
Oakdale	16,222	13,959	16,618	14,837	14,442	16,544	19,195	16,350	15,454	15,500	12,861	12,640	184,622
Wildwood**	2,855	8,704	13,440	12,104	11,725	14,563	16,535	13,999	13,186	12,894	11,642	11,474	143,121
Valley	2,383	2,334	2,351	2,579	2,495	3,293	3,496	3,132	2,744	2,834	2,526	2,301	32,468
Marine*	645	600	712	668	631	643	805	630	608	582	418	477	7,419
Hugo*	300	314	324	301	329	427	439	426	468	292	322	380	4,322
Newport*	74	52	64	48	82	58	89	65	105	64	45	36	782
Law Library	68	94	108	94	78	61	75	58	70	82	53	42	883
Downloads	14,687	13,486	15,747	13,632	14,467	14,738	15,607	16,015	15,631	15,788	15,968	16,701	182,467
SS (Mostly ILL)	911	754	860	889	780	731	758	710	839	474	642	759	9,107
Stillwater	27,554	24,556	27,169	25,337	23,608	29,873	30,847	27,446	24,619	25,483	22,306	21,447	310,245
Bayport	5,519	4,772	5,368	5,816	5,021	5,346	5,601	5,242	5,188	5,117	4,361	4,482	61,833
TOTAL Loans	198,542	188,342	225,522	207,543	195,101	236,366	257,883	227,040	209,073	207,384	186,847	184,587	2,524,230

** Wildwood Branch was closed from January 4-February 4 due to a water line break.

STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE

green = completed, orange = in progress, red= delayed

- 2014 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	Accomplished in 2015 budget	Increase of \$2,000 in professional development funds in 2015 budget; additional \$2,000 in 2016 budget request
1.3.1	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
1.3.7	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction completed
2.3.1	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
2.3.2	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
2.3.3	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	Accomplished	
2.3.4	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	By September 1, 2015	
2.3.9	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	By April 1, 2014	City is working on strategic issues
3.2.1	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public
3.2.2	Promote the new website	Carolyn Blocher	Accomplished	Website has received kudos; staff still have some bugs to work out

3.2.3	Install new signs and messaging in the Library (and perhaps do PR in the community to emphasize the tech services currently available. Conduct staff training on promoting available tech services to patrons	Aurora Jacobsen	Accomplished; training continues	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
1.2.1	Run ILS reports on collection use and analysis for potential downsizing	Management team	End of 2014 First week February	Reports are supporting creation of new Collection Development Policy and collection plan
1.2.6	Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases	Management team	By March, 2014	Carolyn Blocher reported to the Board at March 2015 meeting
2.3.5	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	By March, 2015 – then on-going	Administrator and Council will receive updates on plan progress
2.3.7	Plan a Library “Leadership” Summit of Library Board, Foundation Board, Friends Board, City Council – with specific goals and outcomes for the Summit	Board and Board Chair	By July, 2015	Dates must be determined soon
2.3.11	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	The County has signed with Library Strategies for plan support; community planning retreats are being held

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.3.6	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning April 2015	Once Administrator and Council have heard strategic plan presentation, they will receive updates on plan progress; presentation need to be scheduled

3.2.4	Review current Library PR marketing efforts for effectiveness and efficiency	Director, Foundation and possibly outside consultant, volunteers with PR expertise	By January, 2015	PR/PI needs inventory completed
3.1.1	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reported at April 2015 Board meeting; information for 2016 budget request has been generated
1.1.1	Select new service model, and develop plan for implementation	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
1.2.2	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	Physical collections were decreased by 4% in 2014; weeding continues
1.3.2	Issue a letter for a facilities study consultant	Director	By February 1, 2015	
1.3.8	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
1.4.2	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Schedule completed for September 2015 – May 2016; SPLF is fundraising
2.2.4	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By February 1, 2015	Tech competencies developed; staff assessments starting; training occurring
2.3.10	Actively engage and support at least one broader City goal through Library services	Director	By May 1, 2015	
1.4.1	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	We are sampling usage patterns; some key measures are not available
1.2.3	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Overall collection size reduced by 4% in 2014; specific collection reductions vary
3.2.5	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	An online newsletter – sympathetic to the website – has been created; conversation with SPLF on PR needs continues

1.3.3	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
2.2.3	Assess current staff levels and standard competencies in technology	Management team	By April, 2015. Follow-up evaluation on annual basis.	Ongoing for current staffing model
1.4.3	Create recommended change plan for additional open hours (other than Sunday)	Director and Management team, Board review and approval	May, 2015	We have done some sampling, but other usage measures are difficult to retrieve
1.2.4	Establish future selection goals and strategies	Management team	June, 2015	A new Collection Development Policy has been written; it will go to the policy and Governance Committee soon; a collection management plan and materials buying plan are under development
1.3.4	Facilities consultant presents findings and report to Management Team and Board	Director, Board	By June, 2015	Date will need revision
1.3.5	Budget to implement facilities recommendations	Director, Board	June, 2015 and June, 2016	Although it will not be sufficient, there is a figure in the 2016 capital budget to implement facilities changes; it is not possible to be precise without the study
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June, 2015	
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	
1.2.7	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	By June, 2015	
3.2.6	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	
2.1.1	Create a staffing plan based on the directions of the new service model	Director and management team	June 2015 to June 2016	
2.1.3	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	The City of Stillwater understands that there is a need for this City-wide HR

	consistency across job classes and pay equity. Create transition plan.			
2.2.1	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	The City of Stillwater understands that there is a need for this City-wide HR
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	
2.3.8	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Working on projects with Planning Department and the Fire Department
2.2.5	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	July – December, 2015	
2.3 .12	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	Director sets task force. Include Board members.	July – December, 2015	
1.4.5	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	
1.4.6	Communicate new open hours to the public	Management team	August, 2015- December, 2015	
3.3.1	Review existing community partnerships	Management team	By October, 2015	Youth services staff is renewing relationship with ECFE
3.3.2	Create methods to evaluate present and future library partnerships	Management team	November - December, 2015	
2.1.2	Present staffing directions to the Board	Director	By December, 2015	

Building Study

The library's Strategic Plan 2014-2017 identifies a need to address some building issues in Goal 1 Strategy 3 (attached) in order to remove barriers to the completion of the plan. The building issues identified by the plan are maximizing efficient service and improving patron/staff security. The goal of maximizing efficient service sought definition in Goal 1 Strategy 1 where a new service model was to be selected. The new service model - selected in discussion with the Board HR Committee and a staff committee – is a co-located desk. A study of this model should include identifying spatial/functional relationships that would be disrupted in such a change and suggesting new relationships to maintain and improve service.

Thus the objectives of the building study are now to improve patron/staff security and to test the service model by describing the physical changes to the building and their costs that would be necessary to achieve this new service model. Much of the Strategic Plan 2014-2017 is dependent on moving to the new service model.

GOAL 1 - Strategy 3: Assess and improve current and projected space use

- Contract with a consultant to conduct a space and facilities study for implementation by the Library to maximize efficient service and patron/staff security

TACTIC	RESPONSIBILITIES	TIMEFRAME	OUTCOME/MEASUREMENT
1.3.1 Allocate funding to hire consultant	Board	October, 2014	Funding included in budget
1.3.2 Issue a letter for a facilities study consultant	Director	By February 1, 2015	RFP issued to at least 5 consultants
1.3.3 Hire a facilities consultant	Director and Board	By April, 2015	Contract completed
1.3.4 Facilities consultant presents findings and report to Management Team and Board	Director, Board	By June, 2015	Consultant report
1.3.5 Budget to implement facilities recommendations	Director, Board	June, 2015 and June, 2016	Facilities changes incorporated into annual budget(s)
1.3.6 Reconfigure space and facilities	Director and lead staff	2016 and 2017	Building changed to increase efficiency and make the building more secure

General Ledger
Budget Analysis

User: aegger
Printed: 05/20/2015 - 12:36PM
Fiscal Year: 2016



2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	Requested
				230 R25	LIBRARY FUND CHARGES FOR SERVICES		
77,619	64,275	74,000.00	12,828.79	3500-0100	Meeting Room Rental Fees	0.00	70,000.00
5,455	5,481	6,000.00	1,709.45	3520-0100	Copier/Printer Sales	0.00	5,800.00
674	426	600.00	0.00	3880-0200	Gallery Fees	0.00	500.00
290	192	300.00	33.00	3880-0500	Book & Other Enterprise Sales	0.00	250.00
84,038	70,374	80,900	14,571		CHARGES FOR SERVICES Totals:	0.00	76,550.00
				R40	MISCELLANEOUS		
(2,304)	3,686	850.00	0.00	3810-0200	Interest Earnings-Investments	0.00	1,000.00
3,622	4,081	5,000.00	684.23	3820-0100	Gifts	0.00	4,000.00
0	0	0.00	0.00	3830-0100	Sale of Property	0.00	0.00
500	0	0.00	0.00	3860-0100	Lease/Rentals	0.00	0.00
0	0	0.00	0.00	3860-0200	Parking Rental	0.00	0.00
542	7,965	250.00	20.00	3870-0100	Refunds and Reimbursements	0.00	500.00
9,450	8,433	8,000.00	3,166.69	3880-0020	Library Card Fees	0.00	4,000.00
5,267	2,960	5,000.00	468.91	3880-0030	Lost Materials	0.00	3,000.00
5,245	8,259	7,000.00	2,295.51	3880-0040	Processing Fees	0.00	7,000.00

Draft

606	239	0.00	0.00	3880-0050	Registration	0.00	0.00
282	290	300.00	29.85	3880-0100	Miscellaneous Income	0.00	300.00
23,209	35,912	26,400	6,665		MISCELLANEOUS Totals:	0.00	19,800.00
				R45	OTHER FINANCING SOURCES		
1,090,994	1,104,101	1,125,957.00	0.00	3910-0100	Transfer In-General Fund	0.00	1,222,770.00
1,155	0	0.00	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	0.00
0	0	0.00	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	0.00
0	0	0.00	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00
0	22,984	0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00
0	127,911	19,375.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00
0	0	30,700.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00
15,900	0	0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00
0	0	0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00
0	0	0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00
0	0	0.00	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	0.00
0	0	8,680.00	0.00	3910-0490	Transfer In-Capital Projects	0.00	0.00
1,108,049	1,254,996	1,184,712	0		OTHER FINANCING SOURCES Totals:	0.00	1,222,770.00
1,215,295	1,361,282	1,292,012	21,236		REVENUES TOTALS:	0.00	1,319,120.00
				4230	LIBRARY OPERATIONS		
				E05	PERSONNEL SERVICES		
130,179	128,626	211,802.00	51,223.99	1000-0000	Full Time Salaries	13.00	225,090.00
9	52	0.00	78.37	1100-0000	Overtime - Full Time	0.00	0.00

22,181	0	0.00	0.00	1111-0000	Severance Pay	0.00	0.00
8,291	13,412	0.00	4,093.01	1112-0000	Sick Pay	0.00	0.00
46,754	38,524	0.00	16,558.38	1113-0000	Vacation Pay	0.00	0.00
417,065	440,234	434,171.00	175,962.11	1200-0000	Part Time Salaries	0.00	456,430.00
0	134	0.00	0.00	1300-0000	Overtime - Part Time	0.00	0.00
41,564	44,081	48,448.00	18,336.92	1410-0000	PERA	0.00	51,114.00
44,795	44,346	49,416.00	17,953.22	1420-0000	FICA/Medicare	0.00	52,136.00
83,714	78,886	76,659.00	33,057.77	1500-0000	Hospital / Medical	0.00	98,782.00
3,369	3,022	4,802.00	1,122.56	1520-0000	Dental Insurance	0.00	4,714.00
602	655	650.00	268.80	1540-0000	Life Insurance	0.00	650.00
798,521	791,971	825,948	318,655	PERSONNEL SERVICES Totals:		13.00	888,916.00
				E10	SUPPLIES		
370	200	250.00	0.00	2000-0000	Office Supplies	0.00	300.00
6,293	4,487	5,900.00	1,188.95	2101-0000	General Supplies	0.00	5,400.00
7,024	6,056	7,000.00	1,766.86	2113-0000	Reference	0.00	7,000.00
2,201	1,400	2,500.00	996.41	2114-0000	Data Base Searching	0.00	2,000.00
3,943	3,312	4,000.00	99.85	2302-0000	Other Minor Equipment	0.00	4,000.00
13,812	12,918	14,900.00	5,286.73	2400-0000	Childrens Books	0.00	17,100.00
17,818	18,044	19,400.00	6,117.78	2401-0000	Adult Books - Fiction	0.00	19,400.00
11,223	11,080	12,275.00	1,067.70	2402-0000	Audio	0.00	13,675.00
7,144	7,341	7,200.00	6,648.03	2403-0000	Periodicals	0.00	7,000.00
23,766	22,460	24,900.00	8,277.66	2405-0000	Adult Books - Non Fiction	0.00	24,000.00

0	0	0.00	0.00	2406-0000	Teen Books - Material	0.00	6,000.00
0	0	0.00	0.00	2407-0000	Programs	0.00	2,000.00
7,890	8,747	9,000.00	3,118.01	2408-0000	Film/Video	0.00	9,000.00
0	0	2,500.00	0.00	2409-0000	Electronic Materials	0.00	5,000.00
273	560	650.00	90.78	2499-0000	Collection Development	0.00	600.00
101,756	96,602	110,475	34,659	SUPPLIES Totals:		0.00	122,475.00
				E15	SERVICES AND CHARGES		
3,161	6,466	8,800.00	1,509.50	3098-0000	Technology Support	0.00	7,200.00
450	8,276	10,000.00	0.00	3099-0000	Other Professional Services	0.00	10,000.00
0	0	0.00	0.00	3100-0000	Circulation System	0.00	0.00
9,719	2,200	1,000.00	0.00	3101-0000	Telecommunications	0.00	500.00
1,560	1,607	1,500.00	172.29	3102-0000	Postage	0.00	1,700.00
362	496	400.00	60.25	3200-0000	Mileage	0.00	500.00
0	0	2,000.00	219.00	3201-0000	Seminar/Conference Fees	0.00	3,800.00
0	0	0.00	0.00	3202-0000	Meals	0.00	0.00
0	0	0.00	0.00	3203-0000	Housing	0.00	0.00
204	133	500.00	777.50	3400-0000	Printing and Publishing	0.00	700.00
0	0	0.00	0.00	3401-0000	Binding	0.00	0.00
7,350	7,856	8,000.00	1,332.78	3404-0000	Processing Fee	0.00	8,500.00
7,657	1,326	1,391.00	0.00	3500-0000	General Insurance	0.00	1,559.00
29,227	30,355	22,000.00	8,437.93	3707-0000	Maintenance Agreements	0.00	25,316.00

0	0	0.00	0.00	3803-0000	Data Base Maintenance	0.00	0.00
0	0	0.00	0.00	3804-0000	Equipment Rental	0.00	0.00
776	408	750.00	98.80	3900-0000	Sales Tax	0.00	550.00
60,466	59,123	56,341	12,608	SERVICES AND CHARGES Totals:		0.00	60,325.00
				E20	MISCELLANEOUS		
390	533	400.00	205.00	4000-0000	Memberships and Dues	0.00	500.00
645	589	650.00	595.98	4001-0000	Subscriptions	0.00	625.00
1,431	2,071	1,500.00	352.70	4099-0000	Miscellaneous Charges	0.00	2,000.00
2,466	3,193	2,550	1,154	MISCELLANEOUS Totals:		0.00	3,125.00
				E25	CAPITAL OUTLAY		
0	5,000	15,338.00	0.00	5200-0000	C/O & Improvements	0.00	0.00
3,422	131,198	0.00	0.00	5300-0000	C/O Machinery & Equipment	0.00	0.00
5,703	0	16,700.00	11,205.00	5310-0000	C/O MIS Computer Equipment	0.00	0.00
9,125	136,198	32,038	11,205	CAPITAL OUTLAY Totals:		0.00	0.00
972,335	1,087,088	1,027,352	378,281	EXPENDITURES TOTALS:		13.00	1,074,841.00
0	0	0	0	DEPT REVENUES		0.00	0
972,335	1,087,088	1,027,352	378,281	DEPT EXPENSES		13.00	1,074,841
(972,335)	(1,087,088)	(1,027,352)	(378,281)	LIBRARY OPERATIONS Totals:		(13.00)	(1,074,841.00)
				4231	LIBRARY PLANT		
				E05	PERSONNEL SERVICES		
43,052	43,704	48,901.00	18,644.28	1000-0000	Full Time Salaries	1.85	50,336.00
420	445	0.00	35.27	1100-0000	Overtime - Full Time	0.00	0.00

0	0	0.00	0.00	1111-0000	Severance Pay	0.00	0.00
602	1,096	0.00	367.34	1112-0000	Sick Pay	0.00	0.00
3,995	4,241	0.00	420.44	1113-0000	Vacation Pay	0.00	0.00
30,223	31,520	33,726.00	11,507.14	1200-0000	Part Time Salaries	0.00	35,853.00
5,347	5,507	6,198.00	2,224.37	1410-0000	PERA	0.00	6,464.00
5,216	5,768	6,321.00	2,264.38	1420-0000	FICA/Medicare	0.00	6,593.00
19,514	20,553	20,921.00	7,691.83	1500-0000	Hospital / Medical	0.00	22,776.00
758	758	828.00	283.55	1520-0000	Dental Insurance	0.00	864.00
115	115	116.00	48.00	1540-0000	Life Insurance	0.00	116.00
109,241	113,707	117,011	43,487	PERSONNEL SERVICES Totals:		1.85	123,002.00
				E10	SUPPLIES		
1,044	2,187	2,500.00	0.00	2101-0000	General Supplies	0.00	2,500.00
4,660	3,300	4,500.00	1,406.74	2102-0000	Janitorial Supplies	0.00	4,500.00
149	642	200.00	470.68	2202-0000	Building Repair Supplies	0.00	500.00
0	0	200.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	200.00
1,352	994	1,000.00	48.75	2302-0000	Other Minor Equipment	0.00	1,000.00
7,205	7,123	8,400	1,926	SUPPLIES Totals:		0.00	8,700.00
				E15	SERVICES AND CHARGES		
0	0	0.00	0.00	3002-0000	Contractual	0.00	0.00
0	650	0.00	0.00	3099-0000	Other Professional Services	0.00	2,000.00
4,023	4,107	4,500.00	1,023.10	3101-0000	Telephone	0.00	4,500.00

23,554	30,770	31,832.00	0.00	3500-0000	General Insurance	0.00	31,082.00
40,959	38,957	40,000.00	10,715.59	3600-0000	Electricity	0.00	39,000.00
13,529	15,660	13,500.00	6,869.42	3601-0000	Natural Gas	0.00	13,500.00
12,078	9,627	12,000.00	4,027.14	3703-0000	Building Repair Charges	0.00	12,000.00
8,466	8,787	9,500.00	4,594.95	3707-0000	Maintenance Agreements	0.00	8,995.00
102,609	108,557	111,332	27,230		SERVICES AND CHARGES Totals:	0.00	111,077.00
				E20	MISCELLANEOUS		
1,100	1,488	1,200.00	330.16	4099-0000	Miscellaneous Charges	0.00	1,500.00
1,100	1,488	1,200	330		MISCELLANEOUS Totals:	0.00	1,500.00
				E25	CAPITAL OUTLAY		
6,775	1,875	24,717.00	0.00	5200-0000	C/O & Improvements	0.00	0.00
0	12,822	0.00	0.00	5300-0000	C/O Machinery & Equipment	0.00	0.00
0	0	2,000.00	0.00	5310-0000	C/O MIS Comupter Equipment	0.00	0.00
6,775	14,697	26,717	0		CAPITAL OUTLAY Totals:	0.00	0.00
226,930	245,573	264,660	72,973		EXPENDITURES TOTALS:	1.85	244,279.00
0	0	0	0		DEPT REVENUES	0.00	0
226,930	245,573	264,660	72,973		DEPT EXPENSES	1.85	244,279
(226,930)	(245,573)	(264,660)	(72,973)		LIBRARY PLANT Totals:	(1.85)	(244,279.00)
1,215,295	1,361,282	1,292,012	21,236		FUND REVENUES	0.00	1,319,120.00
1,199,266	1,332,661	1,292,012	451,254		FUND EXPENSES	14.85	1,319,120.00
16,030	28,621	0	(430,017)		LIBRARY FUND Totals:	(14.85)	0.00

2016 Budget Request Notes

2016 Budget Request Notes

Wages have been increased by 3%, under advice from the City of Stillwater, to facilitate negotiations on a contract beginning in 2016.

Health insurance cost has been increased by 15%, under advice from the City of Stillwater, to cover increases in premiums.

Two positions have received increases in hours budgeted to improve youth services as outlined in the strategic plan.

Materials budgets have been increased according to the 2016 Materials Buying Plan. There are also implications for the use of supplementary funds and donated private funds.

The library's program budget was eliminated in 2008 due to recessionary pressures. Legacy funds allocated to libraries were reduced by the Minnesota Legislature in the last session.

CAPITAL REQUIREMENTS - 2016

Operations

Upgrade public access computers	13,000.00
New Printers -- Circulation and Tech	1,200.00
Microfilm reader/scanner	10,000.00
Laptop Computer	1,200.00
Data Projector, Marg. Rivers B	1,500.00

Subtotal: \$ **26,900.00**

Plant

Transfer telephone system to City	20,000.00
Major Repair/Replacement	10,000.00
Building reconfiguration (Note 1)	50,000.00

Subtotal: \$ **80,000.00**

TOTAL, 2016 CAPITAL REQUIREMENTS \$ **106,900.00**

Note 1: estimated requirement to meet Goal 1.3.5

6/22/2015

Director's Report

Relationship with the Board: Streaming services for music, e-books, films, and audiobooks continue to proliferate. These services may be a better way for libraries to offer these materials- some of which are fairly delicate physically – to the public. Music has moved from an album unit to a song unit. Checking out a whole CD may be forcing people to take materials that they do not want. Musical taste is now a mile wide and an inch deep. We have been talking to WCL for some time about the possibility of offering such a service. They have concerns about cost, but also about the appropriate model. There are a variety of arrangements such as downloads or streaming. The Washington County Attorney's Office has voiced an opinion that downloads give something of value to the user rather than loaning it to them. Hence the "library" model for e-books. However, Zinio essentially allows the user to subscribe, download, and keep a magazine, so this is not always adhered to by the Attorney's Office. A service like this is a likely candidate to Huelsmann Foundation funding through the Stillwater Public Library Foundation, but WCL would have the staff and equipment to manage the platform. I don't see us doing this ourselves. * Hot topics at the ALA conference in June: Maureen Hartmann, from Hennepin County Library, talked about new approaches to teen services in a session titled, *What I Stopped Doing: Improving Services By Giving Things Up*. Public Health and Public Libraries: Librarians as Health Literacy First Responders asserted that libraries can provide the space, technology, and resources to help improve health literacy. More conference highlights are available on the ALA website.

Goals and Objectives: This month, Strategic Plan work has included modifications to the website to allow us to set an end time for information on events, a great boon for a part-time staff. The Library Foundation is speaking with our web designer to investigate a possible contract with him for their website. This could make coordinating PR and PI easier. The Foundation, which is a volunteer-run organization, is talking about hiring some help to cover aspects of their operations which are hard for volunteers to manage consistently. * We have the design for a MailChimp e-newsletter that harmonizes with our website. We are discussing ways to produce and edit a newsletter with regular distribution. * We have hit the wall in our attempt to get statistics on circulation by day and by hour. WCL has been able to provide us that information from Symphony for a certain time period, but only if the items are still checked out. We have some figures for June but can get nothing meaningful for any earlier time period. I have also asked for some way to create a report that would tell us the average age of the collection or portions thereof. So far, we have not been able to generate such a report.

Community and Professional Relationships: WCL will hold one more planning forum in their strategic plan process from 7 to 9 p.m., Thursday, July 30, at the Forest Lake Service Center. This is a chance to hear issues that will be addressed in the plan and contribute your own ideas. * Summer Reading Program 2015 is going great guns. We have already received about as many reviews from kids as we usually have by August. Programs requiring registration are filling before Angie can create a poster to advertise them. People are seeing the programs on the website and the SelfChecks and

registering as soon as they see them. * There are four terrace concerts as part of the second adult summer reading program with packets available soon. Prizes, provided by SPLF, are being distributed weekly. *We are working with ArtReach St. Croix and The Shire Literary Center, which offers classes for youth 11 to 15. We will be adding some donated materials to support the program.* The Foundation's annual Light a Spark went off smoothly on July 4. The only noise complaint that we had was from before the event started. The neighbor who came to complain realized that the music was coming from downtown not the terrace. Attendance reached the maximum. With proceeds from alcoholic beverages (our Board bartenders did a great business), tip jars, and cakewalk, plus individual donations, the Foundation is closing in on meeting the matching grant for Sundays September 2015 through May 2016.* Volunteers in the St. Croix Collection are working on new projects. One volunteer is organizing our postcard collection in archival storage materials and indexing the collection. Another volunteer is creating a searchable database of houses that have been on the house tour, an addition that will help all the residents doing their house histories.

Staff and Personnel: A tech training component continues to be an aspect of Information Services staff meetings. * Carolyn Blocher and Jody Vasilakes will attend a taking inventory with MobileCirc and iPad training session in July.

Business and Finance: There are already 12 weddings/events booked for 2016. As SPLF is doing bigger but fewer events this year and the Mad Men event was not at the library, we may see some decrease in income for nonprofit events.

Technology: WCL has now released Mobile Circ. It has been loaded on the iPads that will be used for roving. This has been the stumbling block to beginning roving. * We are still waiting for WCL to complete its testing of NoveList recommendations on the SelfChecks.

Board of Trustees Calendar

2015

July	1	SPLF Executive Committee meeting 8 a.m.
	4	SPLF Light a Spark 7 p.m.
	14	SPL Board Meeting 7 p.m.
	15	2016 budget request due
	15	SPLF Board Meeting 8 a.m. Tentative Library Leadership Conference
August	5	SPLF Executive Committee meeting 8 a.m.
	11	SPL Board Meeting 7 p.m.
	19	SPLF Board Meeting 8 a.m. Historically, month for budget hearing
September	2	SPLF Executive Committee meeting 8 a.m.
	14	F of theSPL Meeting 6:30 p.m.
	15	SPL Board Meeting 7 p.m.
	16	SPLF Board Meeting 8 a.m.
October	7	SPLF Executive Committee meeting 8 a.m.
	8 and 9	MLA Conference, RiverCenter, St. Paul
	12	F of theSPL Meeting 6:30 p.m.
	13	SPL Board Meeting 7 p.m.
	21	SPLF Board Meeting 8 a.m.
November	4	SPLF Executive Committee meeting 8 a.m.
	9	F of the SPL Meeting 6:30 p.m.
	10	SPL Board Meeting 7 p.m.
	18	SPLF Board Meeting 8 a.m.
	4 through 7	Friends fall booksale Give to the Max Day Foundation Direct Mail Campaign
December	2	SPLF Executive Committee meeting 8 a.m.
	14	SPL Board Meeting 7 p.m.
	15	SPLF Board Meeting 8 a.m.
	31	Board terms end
	31	Union contract ends

STILLWATER PUBLIC LIBRARY FOUNDATION MEETING
June 17, 2015

Members Present: Steve Brady, Jane Dickinson, Andy Kass, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Mary Ann Sandeen, Carol Stabenow, Ann Wolff

Welcome: President Ann Wolff called the meeting to order at 7:30 a.m. (the new board-approved starting time for regular meetings).
New member Sandy Nicholson was introduced and welcomed to the board.

Secretary's Report: The minutes for the May 20, 2015 board meeting were approved as revised.

Treasurer's Report: There was no Treasurer's report.

Conflict of Interest Policy: Ann collected members' signed acknowledgement forms for the policy.

Light a Spark: Fred complimented Merilee on her excellent organization for this year's event. Additional details were mentioned:

- We may be looking for assistance with parking
- Andy will pick up the wine
- Ticket sales were over 200
- Mary Devine will publicize the event in the paper
- There will be a Sunday Hours donation option with envelopes for this purpose available at the event

Donor Appreciation: Jane announced that Larry Millet will be the speaker for the donor event which is scheduled for the evening of September 24. He has written books on MN architecture and Sherlock Holmes. The caterer will be Acapulco and the theme will be "Tapas and Thanks."

Strategic Planning: Ann led the discussion based on the document "Discussion For Board Input to Strategic Planning" that she and Steve Brady prepared. The discussion included the following:

- SPLF Mission
- SPLF is an example of Stewardship
- Fundraising
- Strategic Plan Needs
- Examination of how board members might do more with less through use of additional technology, contractors, and volunteers, or restructuring committees or responsibilities.
- Proposed Yearly Calendar

Some specific actions/comments made during the discussion:

- Andy made a motion, Mary seconded it, and it was unanimously approved to meet with Dan Gustafson to assess his availability to assist the

Foundation with web support and hire him if he were available. No dollar amount was approved. Ann will meet with Mike Keliher for his recommendation and proceed with Blaise Junker's assistance.

- The Events Coordinator has an important responsibility with community/neighborhood relationships.

- Mary reported as an SPL Trustee that the City Council wonders about additional funding sources for the SPL. She said that the suggestion has been made that the City Council provide a matching (challenge) grant for the SPLF to generate funds. The comment was made that challenge grants could potentially be developed with other businesses and organizations.

- Andy will call a meeting for a committee to move forward with our strategic planning. Fred, Mary, Sandy, and Ann volunteered to participate on this committee. Becky will be asked to serve on this committee, also, since she has had experience doing strategic planning for the Bayport Public Library Foundation.

- Ann requested that board members complete the Personal Questionnaire on the back of the Strategic Planning document and e-mail their responses to her.

- We are still looking for nominees for board membership. Please send suggestions to Steve.

- Andy indicated that our financial plans need attention and asked if we should hire someone to work on them for a few hours per month.

- Ann reminded us that as the SPLF grows, we need to grow in compliance with guidelines for non-profits.

- Andy mentioned that another configuration for the Foundation could be as a Citizen Council with hired staff to do leadership details.

Adjournment: 9:04

Respectfully submitted,

Jean Morse, Secretary

HANDOUTS FROM ANN FOR JUNE MEETING:

Library Strategies – Stillwater Public Library Foundations – Recommendations from the Board Retreat, February 7, 2014

Notes from Library Strategies Workshop – Stu Wilson, February 7, 2014

REPORTS sent to board members by e-mail for the June '15 meeting:

<u>Sender</u>	<u>Date</u>	<u>Title</u>
Jean	5/27/15	Minutes for May '15 Meeting
Ann	5/28/15	Request for vote for meeting time change
Jean	6/16/15	Corrected Minutes for May '15 Meeting
Mary Ann	6/15/15	Friends Report
Ann	6/17/15	Reports for 6/17/15 Board Meeting
Ann	6/17/15	May 2015 Membership Roster
Merilee	6/17/15	Light a Spark Report

Washington County Library Board
Regular Meeting at Library Administrative Offices
8595 Central Park Place
Woodbury, MN
May 18, 2015

Present

Board: Bance, Bull, Jurgens, Meyer, Reeves
Commissioner Bigham (Library Board Liaison), Commissioner Weik (alternate)

Staff: Schneider, Manion

1. Call to Order

Bull called the meeting to order at 6:30 p.m.

Pledge of Allegiance

2. Recognition of Public

Introduction of New Members – Molly O'Rourke introduced the new library board member from district 3, Michael Reeves since Commissioner Kriesel was unable to attend to do the introduction. Board members and other attendees introduced themselves.

3. Adoption of Agenda

Consent Calendar Approval – Bull asked for a motion to adopt the agenda and minutes. Jurgens moved and Cram seconded. Vote: All in Favor. Motion carried. Cram motioned approval of the donations and grants. Bance seconded the motion. Vote: All in Favor. Motion carried.

4. Unfinished and New Business

A. **New Library Director** – Molly O'Rourke, County Administrator said the new director Keith Ryskoski will start working June 1. He has an educational background with work in school districts such as 834 (South Washington) and most recently with the Elk River school district. She reiterated what she had been looking for in the new person based upon what she had heard in surveying and meeting with the board, staff and others. She and department heads did extensive background checking since he did not come from a traditional library background. He will be dependent on Joyce and Joe for their depth of knowledge about libraries. Board members asked several questions. How many applicants? O'Rourke indicated she recalled about thirty and interviewed about ten which when she checked was a good pool. How can this person do all that is in the job description, it is a two pillar job of operations and political strategy? O'Rourke acknowledged this is a challenge for all department heads to have the outward face and noted some departments are recreating deputy director positions. The Library has always had a deputy position. She added the Library has been very thinly staffed and 2016 budget discussion has been initiated regarding positions as well as collections. What is the salary? O'Rourke indicated the range is \$112,000 to about \$150,000. How many of the thirty applicants had library degrees? O'Rourke thought about 95% did. Is he a Minnesota person? O'Rourke thought he was originally from Michigan or Illinois but has been here for several years working for about a dozen years with the Stillwater district, then at South Washington district about three years and most recently as a consultant with Elk River. He really wants to get back to working with people and focusing on education and knowledge building. He sees a possible strong connection to libraries and she hopes his connection to the educational committee will help us with better

coordination. There are some connections now with the Library like Wi-Fi with South Washington but there are other possibilities like colocation, do schools need their own collections and sharing purchasing. Century College has an open community and there are other possibilities. Board members thanked O'Rourke for coming to the meeting.

- B. Strategic Planning Process & Timeline– June Mathiowetz, Senior Planner with Washington County Administration handed out a timeline and outlined for the Board the work that has been completed to date. There is a contract in place with Library Strategies, part of the St. Paul Foundation. Karen Rose is the consultant working with us. Stu Wilson and Sue Hall are the other consultants. The Strategic Stakeholders Committee has met twice. A smaller working group of committee members has been formed which met May 1 and provided input to the first draft of the survey. The survey is almost in its final form and Mathiowetz indicated she would be sharing the close to final draft for Library board members to comment on. It needs quick turnaround so mailing dates can be met. Dates, times and locations for two community forums are in place. It is important to gather information from people at the outset of the process and a second area Board members can help with is getting the word out so people attend. She shared where announcements have already been sent such as press releases, Valley Access cable, social media, the County and Library websites, and in libraries with posters and handouts. Bigham mentioned the countywide newsletters and be sure to add the fall workshops there. Reeves wanted to know if other groups such as theca underserved youth or Boutwell's would be reached. Mathiowetz said the method would be to forward him the press releases but personal invitations or in talking to groups would help. Reeves also asked if people don't have transportation would you consider doing anything onsite for places like Stone Crest. Mathiowetz felt she could work out a way to make that happen. Bigham said Jurgens and Skinner are going to the Cottage Grove city council meeting to get the word out about the importance of the forums and Bigham will be at Newport. Jurgens said he has been handing out some of the green informational sheets. Weik has been forwarding it on Facebook. Mathiowetz finished walking through the rest of the timeline leading up to wrapping everything up in December. Board members expressed concern that it is really important to attend since the forums and survey are two major inputs to the process. Mathiowetz said there was some discussion about videotaping the forums but it is uncertain if that is possible. Board members suggested an email address or some way to ensure individuals can send in comments would be helpful. Bigham noted this is a pivotal time for libraries and there needs to be a broad scope of feedback. She is not happy with the locations and feels they should be in libraries. If there is not adequate turn out there will need to be discussion about doing more meetings. Jurgens asked about the format for the forum. Mathiowetz understands there will be a presentation and the consultant had asked about PowerPoint capabilities. Cram asked about the survey and understands it is a sample mailed survey. Is there some other opportunity online? O'Rourke indicated the County Board really wants the mailed random survey and other online surveys are not well controlled. However the county is exploring software applications that require a sign up process and are moderated so you can determine if it is a new individual or the same person submitting responses again. It is possible that such an application would be approved by the County Board and in place this summer for later use. Mathiowetz said meanwhile people can send input, comments or statements to her. Bigham added individuals can also contact County board members and Bance added they can contact library board members too. O'Rourke said Ryskoski plans to be at the forums and Weik asked if there will be name tags for Library board members with their names and titles. Bigham suggested letters to the editor is a good tool for board members. Weik asked if Yvonne Klinnert could do a template to do so. O'Rourke said she would discuss and it might be something to do later on in the process.

- C. 2016 Budget Planning – Joyce Schneider, Interim Director/Deputy Library Director, outlined the key budget deadlines for the board. Nonfinancial forms already need to be completed. Nonfinancial forms include statistical information of where we are at, how we are meeting goals and the trends and challenges looking ahead to 2016. An example of a challenge will be implementation of the strategic plan. The next major deadline will be to complete the financial requests. Schneider has been meeting with O'Rourke regarding staffing and collection needs. Along with proposing the ongoing operating budget there is the possibility of asking for one-time items such as equipment. A current example of receiving a one-time appropriation is the RFID implantation taking place in 2015. Library administration meets with County administration in July and then there is a presentation in a County Board workshop on the budget draft on August 11th. Board members are encouraged to attend the workshop as well as send Schneider input for the budget. Cram asked, "Are you trying to establish an increase to the base budget for collections"? Schneider said that is part of the draft proposal and will be part of the discussion with County administration. Cram added outreach was identified as a need last year and it should be a priority in the budget discussion and Meyer indicated agreement. Cram then asked about unfilled positions and Schneider outlined the existing vacancies all of which are now in the process of being filled.
- D. Performance Measures Report – Joe Manion, Public Services Division Manager presented the Library's 2014 Performance Measures report. Manion went through a PowerPoint on all the key statistical data and summaries for 2014. The full performance report is available through the Library's website. Bigham asked to have branch managers do presentations to local government such as Cottage Grove. Schneider indicated managers have done so and we can arrange for that to happen. Weik felt the slide on the value calculator was very interesting and suggested it would be good to use as part of the workshop with the county board on the budget.
- E. Other Reschedule July Board Meeting to June 22 – Schneider recommends rescheduling the July Library Board meeting to June 22 to give Board members an opportunity to meet the new library director as well as better coincide with the 2016 budget process and sharing information about the strategic planning work underway. Meyer made a motion to move the library board meeting to June 22 from July 27th. Cram seconded the motion. Vote: All in Favor. Meyer asked if the Board could have a social time to get to better get acquainted with the new members as well as talk to the new director. It was agreed the board would informally gather at 6:00 p.m. for a social gathering and the regular meeting would start at the usual 6:30 p.m. time.
5. **Interim Director's Report**–Schneider said the Volunteer Appreciation at the Wildwood branch was very well attended on April 17th. There were several very moving comments by volunteers present. The contract with Lake Elmo Public Library is now in place as of May 1 so the first card applied for at an address will be issued without requiring the fee be paid at the time of registration. Instead at the end of each month a report of these registrations will be created and sent to Lake Elmo for reimbursement to the Library. We already have registered individuals. The lockers will be moved from Newport City Hall to the new Newport Transit station that is now open. They will be moved at the end of May and then publicity will be done to announce the change and new service at the transit station. Summer reading activities begin the first week of June and board members should take the program booklets that are done for each branch.
6. **Board Reports** – Bull reminded board members to read the branch reports in the board packets. Cram expressed her appreciation to Schneider and Manion for their work.

7. Adjournment

Bull entertained a motion to adjourn. Bigham moved adjournment. Cram seconded the motion. The meeting adjourned at 8:12 p.m.

The next regularly scheduled meeting of the Library Board is June 22, 2015 at 6:30 p.m. in the Library Administrative Office, Washington County Library, and 8595 Central Park Place, Woodbury, MN. The meeting will be preceded with an informal social gathering for Library board members to get acquainted with the new board appointees and the new library director. The social gathering is at 6:00 p.m. at the same location.