

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda
Tuesday, June 9, 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 May 2015 Minutes+
 - b. Acknowledgement of Bills Paid in May 2015: \$16,403.21+
 - c. Monthly Activity Report*
 - d. Other Activity Report+

Old Business

5. Strategic Plan Update D+
6. Addressing Noise and Parking Issues D+
7. Compensation Issue A
8. Building Study A
9. Lawson Short Term Fund A

New Business

10. 2016 Budget Goals D
11. August 2015 Board Meeting A
12. Library Leadership Summit Planning D

Reports

13. Director and Other Staff Reports+
14. Foundation Report
15. Board Committee Reports
 - a. Executive
 - b. Facilities – Shade Structure and Replacement of Defective Pavers
 - c. Finance
 - d. Governance and Policy
 - e. Human Resources A
16. Public Commentary and Communications
17. 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, June 8, 2015.

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

Board of Trustees Calendar

2015

June	2	Strategic Plan Presentation to City Council 4:30 p.m.
	3	SPLF Executive Committee meeting 8 a.m.
	8	F of theSPL Meeting 6:30 p.m.
	9	SPL Board Meeting 7 p.m.
	17	SPLF Board Meeting 8 a.m.
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
BOARD OF TRUSTEES MEETING
May 12, 2015**

Minutes

PRESENT: Bell, Carlsen ,Gordon, Keliher, Menikheim, Richie, Stark,

ABSENT: Cassavante, Corbett

STAFF: Library Director Bertalmio, Keri Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:31 pm by Keliher, Chair.

AGENDA ITEM 2: Adoption of Agenda

Postponed until after 8:00 pm for closure of Election Day polls.

AGENDA ITEM 3: Stillwater Mini Scene

Board discussed including a message from the library in the Stillwater Mini Scene, a newsletter that is enclosed with the quarterly water bill from the city. Lynne Bertalmio will discuss with Tom McCarty and work with appropriate city staff to determine timing and inclusion of library.

AGENDA ITEM 4: Director and Other Staff Reports

- Bertalmio reported that Asst. Director Carolyn Blocher is working with Stillwater's city planner on a grant-funded project to digitize historical building permits that are in the St. Croix Collection. Permits would then be available online to the public.
- Board requested that attachments related to minutes of the last meeting be clearly identified as Minutes Attachments in future board packets.

AGENDA ITEM 5: Foundation Report

Richie reported that the Foundation held the Mad Men fundraising events on Saturday, May 9, 2015 which generated great press for the library and Stillwater. A portion of the dollars raised will be used for the Sunday Hours matching grant. No numbers in for this event yet.

Richie also reported:

- The Foundation's annual "Light A Spark" celebration is coming up on July 4, 2015. Board members are encouraged to make a donation to this event.
- The Foundation typically makes grants to the library three times a year: April, August and November.
- The Foundation's Style Show event is set for November.

AGENDA ITEM 6: Board Committee Reports

- 6 a. Executive Committee:** Executive Committee is preparing for the presentation of the Library's Strategic Plan to the City Council on June 2, 2015.
- 6 b. Facilities:** Gordon reported that the shade installation is in progress. He also reported that Bill Hickey has asked crews to take a look at the cracks in the library ceiling. Pavers to be discussed under Agenda Item #9.

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 12, 2015**

Minutes

- 6 c. Finance:** Richie and Stark provided the board with an overview of the library's financials with a look at funding from the city (both operational and capital support), the Stillwater Public Library Foundation, the Friends of Stillwater Public Library, and other Supplemental Funds. Board discussed the need to contact St. Croix Valley Foundation to request extended use of the Lawson Short Term Fund which was to be fully expended by 2015.
- 6 d. Governance and Policy:** Director Bertalmio and Asst. Director Blocher are working on collection development.
- 6 e. Human Resources:** Bell reported that the HR Committee has been reviewing how to implement the Compensation and Performance Evaluation motion passed by the Board in January 2015 and included in the May board packet. The second provision of the January motion included a provision to take annual performance evaluations into consideration in setting wage increases for the Assistant Director and Supervisory Librarians. Bell apprised board that the an implementation of this provision raises significant issues related to salary differentials, pay equity and a merit pay that the board lacks the expertise to address. The Committee recommends adding/implementing a formal performance evaluation for all library staff and deferring a decision to tie performance to compensation. This issue will come back at the June board meeting for further discussion and action.

AGENDA ITEM 2: Adoption of Agenda and Consent Calendar (Postponed until closure of Election Day polls)

- Agenda adopted at 8:30 pm. MSP.
- Consent calendar adopted. MSP.

AGENDA ITEM 7: Strategic Plan Update

Board reviewed the Strategic Plan Implementation Plan By Draft included in the Board Packet.

- *Goals 3.2 –Redesign the website and launch it & Promote New Website:* Website design has been refined so more programming announcements can fit on front page. Designer also trained staff on how to schedule posts so site can change real-time even if staff is not working that day.
- *Goal 2.3 – Investigate City goals and determine how the Library can support the goals:* Menikheim reported that the city met on May 8 to identify key goal areas and that work is underway on goals, mission and strategic plan.
- *Goal 2.3 – Increase interaction with other city department heads:* Discussed work of Asst. Director Carolyn Blocher and the digitizing of building permits under Agenda Item 4.
- *Goal 2.3 – Plan a library “Leadership” Summit of boards and city council:* Board requested that planning of this begin.
- *Goal 3.1 – Develop teen services goals and objectives in relationship to Library strategic plan:* Board discussed the teen services information presented at the April board meeting and the attachments included in the minutes. It was noted that the directive to emphasize teen services came from the board and the strategic plan. While initial objectives have been presented, the plan for teen services is not set and the board may choose to help refine it.
- Change Request: Add unique numbers to each tactic line of implementation plan.
- Change Request: Add update date or distribution date to all strategic plan reports.

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AGENDA ITEM 8: Addressing Noise and Parking Issues

Bertalmio reported that documents in packets have been updated based on requests at last meeting. Board discussion on documents and ongoing relationship with neighbors.

AGENDA ITEM 9: Replacement of Defective Pavers

Gordon reported that Bertalmio, Carlsen and Gordon met with representatives from Anchor Block. Library has a letter from 2006 that states the pavers are defective. Anchor believes that snow loaded with salt may have caused more rapid deterioration. Facilities committee asked Anchor to come back with a proposal of cost. Committee believes proposal should come back next week and could be expensive. Even if Anchor supplies all of the block at no cost, the library would still pay labor costs and the work is more complicated due to the semi-permeable installation.

AGENDA ITEM 10: Building Study

Board discussed the building study document in the May board packet. Key project drivers were library security, a co-located desk and possibly a teen area. Outside of these drivers, the board decided to remain open to other design and building possibilities. The board requested to meet with all consultants for an interview between May 18 – May 29. Bertalmio to coordinate possible dates with board members and to schedule interviews.

AGENDA ITEM 11: 2016 Budget Goals

Bertalmio highlighted the 2016 Budget Request Goals document in the May board packet. Bertalmio asked board members to begin preparing for the budget planning process by discussing strategies, opportunities and risks associated with revenue and expenditures in 2016. She noted that while the city's budget schedule was not yet available, the board historically approves the budget at its July board meeting and then submits it to the city. Board postponed budget goals discussion until the June board meeting.

AGENDA ITEM 12: June 2 Strategic Plan Presentation to City Council

Executive Committee is working with Lynne Bertalmio to prepare presentation. They will provide a high-level overview of plan to council.

AGENDA ITEM 13: Public Commentary and Communications

None

AGENDA ITEM 14: Adjournment

Meeting adjourned at 9:55 pm.

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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						
385	2/23/2015	16 Wins	Website Support	520	230-4230-3098-0000	Technology Support
5052015	5/5/2015	Baker and Taylor	Materials	846.18	230-4230-2400-0000	Childrens Books
5052015	5/5/2015	Baker and Taylor	Materials	28.42	230-4230-3404-0000	Processing Fee
5052015	5/5/2015	Baker and Taylor	Materials	99.19	230-4230-2405-0000	Adult Books - Non Fiction
5052015	5/5/2015	Baker and Taylor	Materials	94.55	230-4230-2113-0000	Reference
5052015	5/5/2015	Bayport Public Library	Q1 2015 Lost Materials Reimbursements	9.99	230-0000-3880-0030	Lost/Damaged Fees
5052015	5/5/2015	Bayport Public Library	Q1 2015 Processing Fee Reimbursements	40	230-0000-3880-0040	Lost/Overdue Processing Fees
758668	4/4/2015	Blackstone Audio	Materials (Friends Audio)	50	235-4235-2101-0000	Library Donations Materials
758667	4/4/2015	Blackstone Audio	Materials (Friends Audio)	89.99	235-4235-2101-0000	Library Donations Materials
5052015	5/5/2015	Brodart Co	Materials	497.57	230-4230-2401-0000	Adult Books - Fiction
5052015	5/5/2015	Brodart Co	Materials	857.28	230-4230-2405-0000	Adult Books - Non Fiction
5052015	5/5/2015	Brodart Co	Materials (Athena)	66.59	235-4235-2101-0000	Library Donations Materials
5052015	5/5/2015	Brodart Co	Materials (SPLF)	381.27	232-4232-2113-0000	SPLF - Materials
5052015	5/5/2015	Brodart Co	Materials (SCC)	29.33	230-4230-2499-0000	Collection Development
5052015	5/5/2015	Brodart Co	Materials	51.35	230-4230-3404-0000	Processing Fee
5052015	5/5/2015	Hedin Sue	Staff Reimbursement	27.49	230-4230-2101-0000	General Supplies
5052015	5/5/2015	Midwest Tape	Materials	74.33	230-4230-2402-0000	Audio
5052015	5/5/2015	Midwest Tape	Materials	431.67	230-4230-2408-0000	Film/Video
5052015	5/5/2015	Midwest Tape	Materials	43.2	230-4230-3404-0000	Processing Fee
5052015	5/5/2015	Midwest Tape	Materials (Friends Audio)	254.91	235-4235-2101-0000	Library Donations Materials
W15030670	4/15/2015	Office of MN IT Services	Telephone	340.15	230-4231-3101-0000	Telephone
501856	3/1/2015	NADA Used Car Guide	Materials	105	230-4230-2113-0000	Reference
93172	4/8/2015	Sand Creek Group LTD	Continuing Education (MR Grant)	350	235-4238-4099-0000	Library Donations Miscellaneous
1067624	4/25/2015	Security Response Services Inc	Security Monitoring (5/25/15-8/24/15)	155.67	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		5,444.13		
CREDIT CARD						
NONE						
		CREDIT CARD SUBTOTAL		0.00		
GRAND TOTAL				5,444.13		

Submitted for payment

Lynne S. Bertalmio, Director

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						
161615	4/8/2015	Ace Hardware	Janitorial Supplies	21.86	230-4231-2102-0000	Janitorial Supplies
161665	4/9/2015	Ace Hardware	Janitorial Supplies	4.47	230-4231-2102-0000	Janitorial Supplies
161796	4/13/2015	Ace Hardware	Janitorial Supplies	10.77	230-4231-2102-0000	Janitorial Supplies
5192015	5/19/2015	Baker and Taylor	Materials	338.95	230-4230-2400-0000	Childrens Books
5192015	5/19/2015	Baker and Taylor	Materials	192.01	230-4230-2405-0000	Adult Books - Non Fiction
5192015	5/19/2015	Baker and Taylor	Materials	11.27	230-4230-3404-0000	Processing Fee
5192015	5/19/2015	Baker and Taylor	Materials	44.22	230-4230-2405-0000	Adult Books - Non Fiction
5192015	5/19/2015	Baker and Taylor	Materials	27.61	230-4230-2113-0000	Reference
763549	4/29/2015	Blackstone Audio	Materials (Friends Audio)	95.99	235-4235-2101-0000	Library Donations Materials
5192015	5/19/2015	Brodart Co	Materials	667.38	230-4230-2401-0000	Adult Books - Fiction
5192015	5/19/2015	Brodart Co	Materials	187.04	230-4230-2405-0000	Adult Books - Non Fiction
5192015	5/19/2015	Brodart Co	Materials (Athena)	16.20	235-4235-2101-0000	Library Donations Materials
5192015	5/19/2015	Brodart Co	Materials (SPLF)	339.71	232-4232-2113-0000	SPLF - Materials
5192015	5/19/2015	Brodart Co	Materials	37.70	230-4230-3404-0000	Processing Fee
306-02444792-3	4/30/2015	Culligan of Stillwater	Water	14.55	230-4230-4099-0000	Miscellaneous Charges
5192015	5/19/2015	Empson Donald	Materials	25.00	230-4230-2499-0000	Collection Development
5192015	5/19/2015	Empson Donald	Materials	25.00	230-4230-2405-0000	Adult Books - Non Fiction
2455591 APR	4/20/2015	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
63869	4/28/2015	Menards	Janitorial Supplies	31.30	230-4231-2102-0000	Janitorial Supplies
5192015	5/19/2015	Midwest Tape	Materials	176.24	230-4230-2402-0000	Audio
5192015	5/19/2015	Midwest Tape	Materials	252.60	230-4230-2408-0000	Film/Video
5192015	5/19/2015	Midwest Tape	Materials	52.70	230-4230-3404-0000	Processing Fee
93320	5/6/2015	Sand Creek Group LTD	Continuing Ed (MR Grant)	700.00	235-4238-4099-0000	Library Donations Miscellaneous
5192015	5/19/2015	Stillwater Public Library Foundation	April CC Gift Reimbursement	2,920.00	232-0000-2000-1300	SPLF - Accounts Payable Pass Thru
11809545	4/27/2015	Toshiba Business Solutions	Maintenance Contract	52.38	230-4230-3707-0000	Maintenance Agreements
11811306	4/27/2015	Toshiba Business Solutions	Maintenance Contract	33.10	230-4230-3707-0000	Maintenance Agreements
05112015_294.23	5/11/2015	Washington County Library	eMagazines (MR Grant)	294.23	235-4235-2101-0000	Library Donations Materials
51-7976594-1	4/27/2015	Xcel Energy	Gas	749.78	230-4231-3601-0000	Natural Gas
51-7976594-1	4/27/2015	Xcel Energy	Electric	3,179.94	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		10,584.54		

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
CREDIT CARD						
<i>Purchases:</i>						
May CC		Amazon	Materials	128.83	230-4230-2405-0000	Adult Books - Non Fiction
May CC		Amazon	Materials	19.99	230-4230-2101-0000	General Supplies
May CC		DreamHost	Tech Support	19.95	230-4230-3098-0000	Technology Support
May CC		Kowalski's	Misc	149.39	230-4230-4099-0000	Miscellaneous Charges
May CC		Len's Family Foods	Misc	1.39	230-4230-4099-0000	Miscellaneous Charges
May CC		Starbucks	Misc	20.00	230-4230-4099-0000	Miscellaneous Charges
May CC		Tin Bins	Misc	60.00	230-4230-4099-0000	Miscellaneous Charges
		<i>PURCHASES SUBTOTAL</i>		399.55		
<i>Returns(Credits):</i>						
May CC		Amazon	Material Return	-25.01	230-4230-2408-0000	Film/Video
		<i>RETURNS SUBTOTAL</i>		-25.01		
		CREDIT CARD SUBTOTAL		374.54		
GRAND TOTAL				10,959.08		

Submitted for payment

Lynne S. Bertalmio, Director

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	68,485								352,977
Forest Lake	30,253	28,338	32,361	29,237	27,544								147,733
Park-Grove	19,937	18,658	22,510	20,083	19,472								100,660
Oakdale	13,425	13,457	14,256	12,999	12,177								66,314
Wildwood	11,843	11,561	11,582	12,093	10,953								58,032
Valley	2,102	2,315	2,742	2,350	2,170								11,679
Marine*	465	463	438	578	471								2,415
Hugo*	539	364	341	346	253								1,843
Newport*	31	35	62	57	38								223
Law Library	43	69	62	92	37								303
Downloads	19,232	18,184	20,308	18,077	18,769								94,570
SS (Mostly ILL)	838	728	920	774	594								3,854
Stillwater	24,820	23,282	25,671	24,190	22,942								120,905
Bayport	5,211	4,556	5,587	5,046	4,250								24,650
TOTAL Loans	200,489	189,105	213,794	194,615	188,155								986,158

* 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%	-3.3%								-6.0%
Forest Lake	-4.0%	-4.1%	-9.3%	-11.8%	-10.3%								-8.0%
Park-Grove	-2.0%	-5.4%	-3.9%	-8.0%	-2.3%								-4.4%
Oakdale	-17.2%	-3.6%	-14.2%	-12.4%	-15.7%								-12.8%
Wildwood	314.8%	32.8%	-13.8%	-0.1%	-6.6%								18.8%
Valley	-11.8%	-0.8%	16.6%	-8.9%	-13.0%								-3.8%
Marine	-27.9%	-22.8%	-38.5%	-13.5%	-25.4%								-25.8%
Hugo	79.7%	15.9%	5.2%	15.0%	-23.1%								17.5%
Newport	-58.1%	-32.7%	-3.1%	18.8%	-53.7%								-30.3%
Law Library	-36.8%	-26.6%	-42.6%	-2.1%	-52.6%								-31.4%
Downloads	30.9%	34.8%	29.0%	32.6%	29.7%								31.3%
SS (Mostly ILL)	-8.0%	-3.4%	7.0%	-12.9%	-23.8%								-8.1%
Stillwater	-9.9%	-5.2%	-5.5%	-4.5%	-2.8%								-5.7%
Bayport	-5.6%	-4.5%	4.1%	-13.2%	-15.4%								-7.0%
TOTAL % Change	1.0%	0.4%	-5.2%	-6.2%	-3.6%								-2.8%

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	By April 1, 2015	
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 will have two planning sessions before June meeting; City-wide goals to be examined
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	By March 1, 2015	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	By March 1, 2015	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	Once a new Collection Development Policy is adopted the collection plan 2015-2016 will be drafted
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	Scheduling in train 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
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	In discussion with SPLF about common PR needs

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	
1.2.4	Establish future selection goals and strategies	Management team	June, 2015	Once a new Collection Development Policy is adopted the collection plan 2015-2016 will be drafted
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	
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 consistency across job classes and pay equity. Create transition plan.	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
2.2.1	Explore HR support options and make	Director, Board HR	By June, 2015	

	recommendations to the Board	Committee		
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 common project with Planning 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	
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	

Addressing Noise and Parking Issues

Now that shade is completed on the terrace, we are looking at other terrace issues and possibilities. I have asked Bill Hickey to confer with Anne Young about the possibility of installing permanent tie downs for tents. Without bringing weights into the building, we would avoid damage to the building interior and the terrace pavers. If weights did not have to come up the caterer's ramp, we might be able to have tent people take tent poles (the noisy element in the delivery) up the fire escape between the library and Ascension's Manwaring House. I have asked Tom McCarty about reserving parking on Fourth Street for tent delivery and pick up on specific dates. He is checking with the City departments.

Director's Report

Relationship with the Board: After hearing four architectural or design firms and reading their submissions, it is easy to see why building projects are so enjoyable. One makes changes in a relatively short period of time and it is such a creative process. I would just counsel the Board to remember that we need to keep control of the scope and that changes to the building – just eight years after the last project – could be very political within the community. The items that are crucial at this time are security and testing the more efficient staffing model. Much of our strategic plan rests on being able to accomplish the latter.

Goals and Objectives: This month, Strategic Plan work has included modifications to the website for in order to feature more events, training on Wordpress features that allow for scheduling releases on events, and improvements to reduce the possibility of security breaches. * We have just received the design for a MailChimp e-newsletter that harmonizes with our website. That is the easy part of the newsletter as we hired our web guru to do it. Next is finding a way for busy staff members to contribute articles and creating editorial policy * We are putting together a snapshot of various measures of library usage. We are frustrated by the inability to retrieve some important data from the automated system. We have asked WCL for some help, but they are trying to think through the problem without much success to date.

Community and Professional Relationships: The stakeholders committee will hear the result of two community forums on June 23. Other data collected will also be shared. Unfortunately, I will be out of town on that date, but will ask that the minutes of the meeting be shared. * Tom McCarty is helping us investigate some changes in event process that might help the neighbors. * Angie has visited schools to invite children to participate in the Summer Reading Program 2015. Packets for kids are available on June 6. * Adult services is preparing for its second adult summer reading program with packets available soon. Aurora is in the throes of scheduling concerts with a grant from SPLF. Staff is preparing for a craft event which capitalizes on the current interest in handmade, hand-crafted objects.*Our partner ArtReach St. Croix has received welcome news from the NRA. The Big Read is funded again for 2016. The title selected is The Grapes of Wrath. So far, my contributions have included the suggestion of an angry grape stomp with a local winery and an old car convoy to California! Fortunately, serious planning will begin soon.* SPLF has mailed the *Light a Spark* invitations. Included in that mailing on a LAS bookmark, is a schedule for Bookawocky, the children's summer reading program. Mailing this bookmark to the 1,000 people on their mailing list is very helpful to the library with its much smaller postage budget. This line up of youth activities – including the Z Puppets Rosenschnoz line up – is an example of the great work we do for area children. One Z Puppets performance will occur in conjunction with Log Jam this year on July 18.

Staff and Personnel: A tech training component continues to be an aspect of Information Services staff meetings. * Marvin Henry's help was invaluable in the completion of the shade structure project. SPLF is talking to the donor about some kind of dedication event later in the summer.

Business and Finance: The shade structure is not waterproof. However, it does do a good job of keeping people dry in drizzle. This may help us sell small weddings that do not run to renting a tent.

Technology: Staff members are experimenting with the new iPads for use away from desks. This effort will be much more useful once WCL releases Mobile Circ for our use.* We are still waiting for WCL to complete its testing of NoveList recommendations on the SelfChecks.