

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES

Meeting Agenda, Tuesday, April 12, 2016

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the February 2016 Minutes+
 - b. Acknowledgement of Bills Paid in March \$23,202.13+
 - c. Quarterly Activity Report
 - d. Other Activity Report
5. Board Education: Margi Miller, Development Officer, St. Croix Valley Foundation

Old Business

6. Strategic Plan Update D+
7. Building Reconfiguration Special Meeting Minutes and MSR's Update A+
8. Long Range Library Finances
 - a. Maintenance of Effort D+
 - b. Framework for Consideration of a Merger D+
9. Closed Session: Director's 2016 Salary A+

New Business

10. 2015 Annual Report to the State of Minnesota D+
11. Adoption of the Drug and Alcohol Testing Policy A+
12. Gift Acceptance and Use Allocation Process & 2016 Gifts & Grants I+
13. Plan for Addressing 2005-06 Naming Rights D+

Reports

14. Director and Other Staff Reports+
15. Foundation Report
16. Board Committee Assignments and Reports I+
 - a. Executive
 - b. Facilities
 - c. Finance – 2016 Capital+
 - d. Governance and Policy
 - e. Human Resources
 - f. Succession Planning Task Force
 - g. Building Study Task Force
 - h. WCL/SPL Relationship Task Force
17. Public Commentary and Communications
18. 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, April 11, 2015.

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

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

Attachments: Director's 2016 Goals, Calendar, Ongoing Board Work Assignments, WCL Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 8, 2016
Minutes**

PRESENT: Bell, Carlsen, Cassavante, Hansen, Keliher, Otte, Richie, Stark

ABSENT: Menikheim

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:32 pm by Keliher, President

AGENDA ITEM 2: Adoption of Agenda

Board noted that item 7 is an information/discussion item and not an action item.

Agenda adopted as amended. MSP.

AGENDA ITEM 3: Introducing New Member Brandon Otte

Board welcomed new member Brandon Otte, a Stillwater resident and a media specialist for a Cottage Grove school. He will be joining the Finance and Facilities Committee.

AGENDA ITEM 4: In-Person Public Commentary

Three seniors from the Stillwater High School's government classes attended the meeting.

AGENDA ITEM 5: Consent Calendar

Board requested the following changes to the January 2016 minutes:

- Agenda Item 10: Add period to last sentence of Agenda 10.
- Agenda Item 13: Clarify that ESSA stands for Every Student Succeeds Act.

Board asked why Wi-Fi statistics were not recorded for 4th Quarter. Goeltl reported that these statistics are not available due to a data issue with a vendor.

Minutes and consent calendar adopted as amended. MSP.

AGENDA ITEM 6: Strategic Plan Update & Tech Savvy Environment

1. **2.3.7 Summit Update:** Keliher met with Ann Wolff, President of SPLF, and Mary Ann Sandeen, President of Friends of SPL. They discussed various ideas for the summit and determined that the appropriate direction would be to bring the groups together into the next phases of strategic planning. The target is to have something planned and on the books by April 2016.
2. **Overall Progress:** Keliher reported that the items that are behind or in progress are primarily hinged on the completion of the building study. Otherwise, we are generally on track.
3. **Tech Savvy Environment Update:** Bertalmio reported on the "Creating a tech savvy environment at the SPL" document included in March board packet. As a strategic goal assigned to library staff Aurora Jacobsen and Carolyn Blocher. Aurora Jacobsen developed document to guide the Info Department as they create a tech savvy environment. Board discussed and had the following suggestions:

*Note: The notation MSP is used in instances of unanimous approval of a motion.
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- In the document, clarify the purpose for scheduling more time off desk.
- Provide quarterly updates to board on progress toward the tech savvy environment.
- Offer classes taught by staff on the library's technology services, including use of Zinio, e-books, library databases, etc. This would accomplish the dual purpose of promoting services and educating users.

AGENDA ITEM 7: Building Study

Bertalmio reported on the Building Study Update document presented in the March Board packet. A special meeting of the board is scheduled on March 23, 2016 at 7:00 pm to talk about next steps in the building project. At this meeting, MSR will want to know from the Board if they can move forward with co-locating the desk.

Bertalmio reported that the building study task force's last meeting with MSR was on January 29, 2016. The task force felt that they had determined a number of good ideas. With the exception of co-locating the desk, the preliminary plans do not involve much construction. The task force did explore moving all collections on one floor. After further exploration and discussion, MSR embarked on a different tack and proposed housing the fiction collection more efficiently on the upper level and bringing the periodical collection to this level. After co-location, MSR will be looking at enhancing the seating/quiet area and other smaller collections/media moves.

In preparation for the board discussion with MSR, the Board requested feedback from taskforce on plan prior to the meeting. Board also asked Bertalmio to contact Tom McCarty and determine if the city or the library would do the bidding and the timeline on approval of capital funds usage. Board also requested a staffing model be developed in preparation for the co-location change.

AGENDA ITEM 8: Pay Equity

Pay Equity document was included in the March Board packet. This information is submitted to the state every 3 years. The board will wait to hear more from the city.

AGENDA ITEM 9: Director's Evaluation and 2016 Goals

Keliher presented the 2016 Goals for Director and Board document at the March meeting.

The Trustees discussed the addition of Board goals to this document. While the Trustees appreciated the inclusion of board goals in both signifying the collaborative work with the director and in providing the opportunity to convey more timely and relevant objectives, the Trustees advocated for a separate discussion of board goals. This would allow the board time to review and discuss the goals provided by Keliher, the by-laws, the trustee job description and other relevant materials in the board handbook.

Motion made to accept the 2016 Goals for Director and Board document with the exclusion of the board goals section and with the inclusion of minor edits. MSP.

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AGENDA ITEM 10: Minerva Fund/Paulson Bequest:

Document "A Resolution Amending Resolution 98-75" from city attorney Magnuson was included in the March board packet. Board discussed document. To prevent future issues, Keliher suggested that board adopts a formal process for the acceptance and fund allocation of gifts.

Motion made in support of "A Resolution Amending Resolution 98-75." MSP.

AGENDA ITEM 11: Partnerships

Board reviewed the Partnerships, Outreach, and Community Contacts document included in the March Board Packet. Bertalmio discussed that one of the primary reasons for implementing the new staffing model is to allow staff to do more outreach. She requested the board's feedback on what "outreach" and "partnership" for the library mean to the board. Board discussed.

Board asked Lynne to provide a plan back to the board about what could be achieved in the area of outreach. Bertalmio reported that co-locating the desks is a critical step in allowing staff to have more time to do outreach; however, it will take significant time to get the new staffing model working efficiently and allow the library to utilize staff resources for additional outreach. Board asked Lynne to take these constraints into consideration and provide a plan for what would be realistic to do in outreach over the next year.

AGENDA ITEM 12: WCL Strategic Plan

Keith Ryskoski was scheduled for the March meeting but was unable to attend. The Washington County Library Strategic Plan 2016 document in the March board packet includes links to the official strategic plan. Stark showed board members a summary pamphlet with a concise overview of the plan and requested that this be sent to the Board.

AGENDA ITEM 13: SPLF Annual Report

Board reviewed the SPLF Annual Report included in the March Board Packet. The SPLF held its annual meeting in February. Attendees included board members from SPL, SPLF and Friends as well as city administrator McCarty. There was a presentation from Susie Danielson, Volunteer Coordinator, and Anne Young, Event/Wedding Coordinator.

Approved minutes from the Foundation's November board meeting were included in the March board packet.

The SPLF's upcoming event is Beer for Books on Tuesday, March 29 from 6 pm – 9pm.

AGENDA ITEM 14: Director and Other Staff Reports

Board reviewed and discussed Director Reports.

AGENDA ITEM 15: Foundation Report

Discussed under Agenda Item 13.

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AGENDA ITEM 16: Board Committee Reports

- **Executive Committee:** The Leadership Summit was discussed under Agenda Item 6. In the near future, the committee will discuss updated committee charges. Keliher and Bertalmio were at the Stillwater Township meeting tonight to provide them with some library highlights from 2015 and thank them for their support.
- **Facilities:** Carlsen met with Bertalmio. Menikheim and Otte will join committee.
- **Finance:** Minutes from the Finance Committee's meeting are included in the March Board packet. Committee reported that the library has an opportunity to produce a one page, two-sided printed newsletter to be distributed with a city newsletter bulk mailing to residents. The cost to the library would be partially absorbed through the printing budget with the remaining amount for 2016 funded by the Alice O'Brien gift.

Motion made to release \$1,800 in Alice O'Brien funds currently held in order to fund remaining amount not covered by printing budget for the production of a printed Shelf Life newsletter. MSP.

Committee noted that the City of Stillwater Purchasing Policy and the 2016 Library Capital documents are included in the March board packet.

- **Governance and Policy:** Committee is working on policy on drug and alcohol testing policy and is working on event policies.
- **Human Resources:** Committee did not meet last month and is planning to meet when Bell returns.
- **Succession Planning Task Force:** A plan will be presented at the April meeting,
- **Building Use Study Task Force:** Discussed in prior agenda item.
- **WCL/SPL Relationship Task Force:** Committee will be meeting with Ryskoski.

AGENDA ITEM 17: Public Commentary and Communications

Thank you note from intern presented. Starting on March 18, there will be a library corner in the Gazette written by Spike.

AGENDA ITEM 18: Adjournment

Adjourned at 9:37 pm.

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2016 Bill Resolutions

The following bills have been examined and are approved for payment.

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
NVOICES PAYABLE						
3082016	3/8/2016	Baker and Taylor	Materials - Juv	374.87	230-4230-2400-0000	Childrens Books
3082016	3/8/2016	Baker and Taylor	Materials - YA	71.3	230-4230-2406-0000	Teen Books
3082016	3/8/2016	Baker and Taylor	Materials - Processing	21.56	230-4230-3404-0000	Processing Fee
3082016	3/8/2016	Baker and Taylor	Materials - Juv (SPLF)	584.92	232-4232-2113-0000	SPLF - Materials
3082016	3/8/2016	Brodart Co	Materials - Adult Fiction	1251.94	230-4230-2401-0000	Adult Books - Fiction
3082016	3/8/2016	Brodart Co	Materials - Adult Nonfiction	2202.43	230-4230-2405-0000	Adult Books - Non Fiction
3082016	3/8/2016	Brodart Co	Materials - Processing	120.9	230-4230-3404-0000	Processing Fee
3082016	3/8/2016	Brodart Co	Materials - Adult Nonfiction (Athena)	201.58	235-4235-2101-0000	Library Donations Materials
3082016	3/8/2016	Brodart Co	Materials - Adult (SPLF)	520.75	232-4232-2113-0000	SPLF - Materials
18456	2/9/2016	Capital Label Inc.	Book Labels	851.24	230-4230-3404-0000	Processing Fee
306-02444792-3	2/29/2016	Culligan of Stillwater	Water	43.8	230-4230-4099-0000	Miscellaneous Charges
8422	2/11/2016	Menards	Janitorial Supplies	22.59	230-4231-2102-0000	Janitorial Supplies
81429	2/5/2016	Menards	Janitorial Supplies	54.97	230-4231-2102-0000	Janitorial Supplies
3082016	3/8/2016	Midwest Tape	Materials - Audio	144.78	230-4230-2402-0000	Audio
3082016	3/8/2016	Midwest Tape	Materials - Video	694.93	230-4230-2408-0000	Film/Video
3082016	3/8/2016	Midwest Tape	Materials - Processing	58.35	230-4230-3404-0000	Processing Fee
W16010691	3/3/2016	Office of MN IT Services	Telephone	379.6	230-4231-3101-0000	Telephone
653258	2/22/2016	MEI Total Elevator Solutions	Elevator Repairs	674.08	230-4231-3703-0000	Building Repair Charges
653480	2/25/2016	MEI Total Elevator Solutions	Elevator Repairs	311.78	230-4231-3703-0000	Building Repair Charges
3420292	2/18/2016	Quill Corporation	Supplies	421.11	230-4230-2101-0000	General Supplies
3484074	2/22/2016	Quill Corporation	Supplies	13.99	230-4230-2101-0000	General Supplies
12554450	2/8/2016	Toshiba Business Solutions	Maintenance Contract	14.91	230-4230-3707-0000	Maintenance Agreements
12571097	2/18/2016	Toshiba Business Solutions	Maintenance Contract	48.52	230-4230-3707-0000	Maintenance Agreements
021016_392.28	2/10/2016	Washington County Library	Zinio	392.28	230-4230-2409-0000	Electronic Materials
51-7976594-1	2/25/2016	Xcel Energy	Gas	1854.91	230-4231-3601-0000	Natural Gas
51-7976594-1	2/25/2016	Xcel Energy	Electric	3247.85	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		14,579.94		
CREDIT CARD						
February CC		Amazon.com	Materials - Video	34.99	230-4230-2408-0000	Film/Video
February CC		Amazon.com	Materials - Adult Nonfiction	186.91	230-4230-2405-0000	Adult Books - Non Fiction
February CC		Amazon.com	Materials - Periodicals	34.95	230-4230-2403-0000	Periodicals
February CC		Amazon.com	Supplies	55.98	230-4230-2101-0000	General Supplies
February CC		American Library Assn	ALA Conference Fees	255.00	230-4230-3201-0000	Seminar/Conference Fees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
February CC		Consumer Report Books	Materials - Reference	43.47	230-4230-2113-0000	Reference
February CC		DreamHost	Website	19.95	230-4230-3098-0000	Technology Support
February CC		Energy Savers	Building Repair Supplies	99.00	230-4231-2202-0000	Building Repair Supplies
February CC		Kowalski's	Misc	91.21	230-4230-4099-0000	Miscellaneous Charges
February CC		National Audubon Society	Materials - Periodicals	20.00	230-4230-2403-0000	Periodicals
		CREDIT CARD SUBTOTAL		841.46		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		0.00		
GRAND TOTAL				15,421.40		

Submitted for payment

Lynne S. Bertalmio, Director

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Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
173110	2/9/2016	Ace Hardware	Janitorial Supplies	13.16	230-4231-2102-0000	Janitorial Supplies
173134	2/10/2016	Ace Hardware	Janitorial Supplies	71.27	230-4231-2102-0000	Janitorial Supplies
12282	3/11/2016	Amdahl Locksmith Inc Chris	Service Call and Keys	88.75	230-4231-3703-0000	Building Repair Charges
3222016	3/22/2016	Baker and Taylor	Materials - Juv	950.15	230-4230-2400-0000	Childrens Books
3222016	3/22/2016	Baker and Taylor	Materials - YA	97.8	230-4230-2406-0000	Teen Books
3222016	3/22/2016	Baker and Taylor	Materials - Processing	31.85	230-4230-3404-0000	Processing Fee
3222016	3/22/2016	Baker and Taylor	Materials - Juv (SPLF 2015_11 Juv Fic)	26.63	232-4232-2113-0000	SPLF - Materials
3222016	3/22/2016	Baker and Taylor	Materials - Ref	45.61	230-4230-2113-0000	Reference
3222016	3/22/2016	Baker and Taylor	Materials - Adult NonFiction (SPLF)	43.32	232-4232-2113-0000	SPLF - Materials
427450	2/18/2016	Brodart Co	Supplies	88.15	230-4230-2101-0000	General Supplies
427450	2/18/2016	Brodart Co	Processing Supplies	5.74	230-4230-3404-0000	Processing Fee
3222016	2/18/2016	Brodart Co	Materials - Adult Fiction	386.65	230-4230-2401-0000	Adult Books - Fiction
3222016	2/18/2016	Brodart Co	Materials - Adult NonFiction	343.07	230-4230-2405-0000	Adult Books - Non Fiction
3222016	2/18/2016	Brodart Co	Materials - Processing	39	230-4230-3404-0000	Processing Fee
3222016	2/18/2016	Brodart Co	Materials - Adult NonFiction (Athena)	62.4	235-4235-2101-0000	Library Donations Materials
3222016	3/22/2016	Brodart Co	Materials - Adult (SPLF)	355.96	232-4232-2113-0000	SPLF - Materials
BVQ1862	1/26/2016	CDW Government Inc.	Microfilm Rdr/Scanner Equipment	76.79	230-4230-5310-0000	C/O MIS Computer Equipment
XJWC6PP36C	1/27/2016	Dell Marketing L.P.	Microfilm Reader/Scanner Equipment	1081.38	230-4230-5310-0000	C/O MIS Computer Equipment
3222016	3/22/2016	Fremming Susan E	ALA Dewey Bookmarks - Staff Reimburse	51	230-4230-2101-0000	General Supplies
2455591_1182560673	2/22/2016	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
3222016	3/22/2016	Midwest Tape	Materials - Audio	46.91	230-4230-2402-0000	Audio
3222016	3/22/2016	Midwest Tape	Materials - Processing	10	230-4230-3404-0000	Processing Fee
124354	3/2/2016	NAC Mechanical and Electrical Services	Bi-Annual Maint Agreement	1882	230-4231-3707-0000	Maintenance Agreements - Lib Plan
561211	3/1/2016	NADA Used Car Guide	Materials - Ref	105	230-4230-2113-0000	Reference
3222016	3/22/2016	Petrie Angela	YS Programming (Friends) - Staff Reimburse	104.7	235-4236-4099-0000	Library Donations Programs
3222016	3/22/2016	Petrie Angela	YS Equipment (SRI 2015) - Staff Reimburse	49.12	235-4237-2302-0000	Library Donations Minor Equipment
67454	1/15/2016	Pioneer Press	Newspaper Subscription	502.33	230-4230-2403-0000	Periodicals
031016_731.25	3/17/2016	Washington County Library	Deep Freeze Maint 3Yr	731.25	230-4230-3098-0000	Technology Support
			INVOICES SUBTOTAL	7,372.53		
CREDIT CARD						
		ALA		69.95	230-4230-2101-0000	General Supplies
		Amazon		110.81	230-4230-2405-0000	Adult Books - Non Fiction
		Amazon		11.38	230-4230-2101-0000	General Supplies

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
		BrownDogGadgets		61.36	230-4230-2101-0000	General Supplies
		DreamHost		19.95	230-4230-3098-0000	Technology Support
		Target		134.75	230-4230-2101-0000	General Supplies
		CREDIT CARD SUBTOTAL		408.20		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		0.00		
GRAND TOTAL				7,780.73		

Submitted for payment

Lynne S. Bertalmio, Director

STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE agenda item 6

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	January 2016	SPLF has funded Sunday hours September 2015- May 2016
2.3.9	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	December 2015	The City Administrator thinks that the library could best help with communication of City goals, initiatives, and opportunities; He will discuss this further with us as the City's planning advances
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	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	October 15, 2015 and ongoing	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 February 2016	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	WCL Strategic Plan is open for commentary on County website

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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2.3.6	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	When the building study is completed and the library has made decisions on the issues raised, the advantages of some building changes should be presented to the Council
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	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
1.1.1	Develop a plan for implementation of the new service model	Director, Carolyn Blocher, Aurora Jacobsen, Jody Vasilakes	Building study must be completed and decisions made to proceed before staffing plan can be developed	A plan for staffing, facilities, equipment needed in the new model
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	Plan is to reduce by 4% in 2014 (achieved), 3% in 2015, and 3 percent in 2016
1.3.2	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Completed
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; Funds raised; change communicated
2.2.4	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete	Carolyn Blocher and Aurora Jacobsen	By January 1, 2016	Tech competencies developed; staff assessments done; continuous technology training plan in place

	a plan for instituting the environment over 2 years			
2.3.10	Actively engage and support at least one broader City goal through Library services	Director	By March 1, 2016	When appropriate in the City's schedule. We will develop a plan to aid the City in communications
1.4.1	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
1.2.3	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
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; Staff is finalizing key messages
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 October 15, 2015 Follow up on annual basis	Established for current staffing model; Was part of individual personnel evaluations
1.2.4	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been adopted; a collection management plan and materials buying plan was completed but did not receive funding for 2016
1.3.4	Facilities consultant presents findings and report to Management Team and Board	Director, Board	March 2016	Establish revised timeline with MSR
1.3.5	Budget to implement facilities recommendations	Director, Board	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 2016	This effort is on hold
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets will be included in the graphic annual report; the report is

				dependent on statistics yet to arrive from WCL
1.2.7	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	February 2016	On hold
3.2.6	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization are taking place. Staff is examining tools and key messages.
2.1.1	Create a staffing plan based on the directions of the new service model	Director and management team	April 2016 to June 2016	Staff is starting work on new staffing plan.
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)	Timing dictated by City of Stillwater	The City of Stillwater has issued an RFP for a class/comp study. The field has been narrowed and interviews will occur the second week in April.
2.2.1	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	An HR staffer is in the City's recommended budget for 2016
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	Director is participating in HR Director hiring process and class/comp study
2.2.5	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	April/May 2016	Task Force established; plan/report to Board winter 2016
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.	February 2016	Task Force is established; Members have MELSA Plan of Association, WCL contract, other associate library contracts
1.4.5	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
1.4.6	Communicate new open hours to the public	Management team	August, 2015-December, 2015	Sundays hours have been advertised by the library and the Foundation; the

				communications will continue for the rest of the year
3.3.1	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships, the Management Team has completed an inventory of current partnerships
3.3.2	Create methods to evaluate present and future library partnerships	Management team	February 2016	Board to discuss goals for partnerships at March meeting
2.1.2	Present staffing directions to the Board	Director	By May/June 2016	Dependent on pending change in service model

- 2016 -

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Co-location is possible; desk work may be scheduled for summer/fall 2016
2.2	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Enhancement of tech environment of the Library for both patrons and staff
1.4.3	Create recommended change plan for additional open hours (other than Sunday) in 2017	Director and Management team, Board review and approval	May 2016	There is not money for additional hours in 2016; 2017 budget must look at Sunday hours as SPLF commitment ends in 2016
3.3	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	
3.3	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Library services and events are identified in 2 new media venues.
3.3	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations (school, government, social service agencies, arts organizations, etc.)

3.3	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	November 2016	Library and School District partner on 2 new projects (1 each year)
1.1	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implementation of plan to extent possible in 2016
1.2	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
3.1	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations
3.1	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting, early 2016	Provide ongoing status to Library Board on this partnership, 2016 - 2017
3.1	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By April, 2016	Increase Library services and programs by 10% for targeted audiences
1.1	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in July, 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
1.3	Budget to implement facilities recommendations	Director, Board	June, 2015 and June, 2016	Facilities changes incorporated into annual budget(s)
2.1	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	By June 2016	A plan for restructuring staffing, based on the service model
2.1	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	Class/comp study is beginning; New, consistent job descriptions and evaluation criteria and procedures in place by January 1, 2017
2.1	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns

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	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
1.2	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

-2017-

1.4	Implement additional open hours if approved	All staff	January, 2017	New hours
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Stillwater Public Library
Minutes of the Special Board of Trustees Meeting
March 28, 2016

Present: Bell, Carlsen, Cassavante, Hansen, Keliher, Meikheim, Otte, Richie, Stark
Staff: Bertalmio
Other: Jack Poling, MSR

The meeting was called to order by President Keliher at 7:02 PM.

Director Bertalmio gave an overview of the Building Study Task Force's charge and process. She stated that the Task Force members were in favor of Option 2 of the January 29, 2016, plan with support for some of the features that had been discussed although they did not appear on the design presented on that date. All of the Task Force's recommendations were distributed to Board members and consultants before the meeting and are attached here.

Jack Poling reviewed the nature of the study, remarking on the difficulty of maintaining service on two floors. However, he said that efforts to move all library operations to the lower level created significant problems for the collections, for seating, and for the security of spaces on the upper level. Moving additional functions from the lower level to the upper level would bring more traffic to the upper level and allow some lower level functions to be rearranged. The single desk, identified in the most recent plans, increases staffing efficiency. With the added value of staff hours redirected from desk to aspects of the strategic plan quickly, the library will quickly recoup the \$42,000 estimate for the co-location of desks and subsequent clean up.

MSR will develop the documents needed for bidding and construction. Jack estimated that it would take 4 to 8 weeks to complete the elements of Phase One as outlined in the Task Force's recommendation. He will seek confirmation of this schedule with a construction firm.

MSR will also put together estimates for the furnishings projects that are identified in both Phase One and Phase Two, including a plan to enhance the teen library.

Jack was asked if he could see a need for a Phase Three in the future. He responded that this study has taken a thorough look at the library's facility and its possibilities. He is of the opinion that changes in the future would be in the nature of rearranging furnishings to accommodate new materials or offerings rather than structural work.

A question was raised as to whether the new staffing model could be implemented now or if it had to wait until the new desk was in place. For the sake of public acceptance of the changes and to allow adequate staff training and scheduling, the new staffing pattern should be implemented when the new desk is in place to support the operation.

The Board of Trustees decided that the design for the co-located desk and staff work room should be completed and that further, MSR should work with the staff to complete the other projects in the plan. Jack stated that it is advisable to get the project ready for the bidding process so actual cost may be ascertained.

Bell moved approval of the Building Study Recommendation as presented with implementation of Phase One and other projects as costs become available and are approved. Hansen seconded. The motion was passed unanimously.

There was further discussion on how to handle the impacts of the planned changes on features that were named by donors to the 2005-06 capital campaign. This issue will be added to the April 2016 Board agenda.

The meeting was adjourned at 8:19 PM.

Further note:

On 3/29/16, Jack Poling communicated that 4 to 8 weeks is a good timeframe for construction according to the construction firm that he consulted.

MAINTENANCE OF EFFORT (MOE)

The MOE provision for libraries in Minnesota Statutes is found in 134.34 subd. 4(a) and in 275.761. Cities are affected by the MOE for libraries if they have them; counties have MOEs in many areas of operation.

Why is there a MOE for libraries? Although the genesis is unclear, it is possible that a MOE was included in the legislation that created the regional public library system because of a federal model. The U.S. Department of Education often requires that states maintain their effort so that federal funds enhance operations in the state rather than replacing state funds. Similarly, the State of Minnesota does not want state funds to replace local funds.

There is a protection in the MOE for local governments. In Minnesota's cooperative library climate (i.e., metro-wide borrowing and statewide library compact) where one system recognizes another's borrower's card, it might be possible for a county or municipality to reduce its library budget substantially and direct its residents to a neighboring library for service. MOE provides protection against this.

For further information about the maintenance of effort provision for libraries, we may contact Jennifer Nelson, Director of State Library Services, at the Minnesota Department of Education.

2015 Minnesota Statutes

134.34 REGIONAL LIBRARY BASIC SYSTEM SUPPORT AID; REQUIREMENTS.

Subdivision 1. **Local support levels.** (a) Regional library basic system support aid shall be provided to any regional public library system where there are at least three participating counties and where each participating city and county is providing for public library service support the lesser of (a) an amount equivalent to .82 percent of the average of the adjusted net tax capacity of the taxable property of that city or county, as determined by the commissioner of revenue for the second, third, and fourth year preceding that calendar year or (b) a per capita amount calculated under the provisions of this subdivision. The per capita amount is established for calendar year 1993 as \$7.62. In succeeding calendar years, the per capita amount shall be increased by a percentage equal to one-half of the percentage by which the total state adjusted net tax capacity of property as determined by the commissioner of revenue for the second year preceding that calendar year increases over that total adjusted net tax capacity for the third year preceding that calendar year.

(b) The minimum level of support specified under this subdivision or subdivision 4 shall be certified annually to the participating cities and counties by the Department of Education. If a city or county chooses to reduce its local support in accordance with subdivision 4, paragraph (b) or (c), it shall notify its regional public library system. The regional public library system shall notify the Department of Education that a revised certification is required. The revised minimum level of support shall be certified to the city or county by the Department of Education.

(c) A city which is a part of a regional public library system shall not be required to provide this level of support if the property of that city is already taxable by the county for the support of that regional public library system. In no event shall the Department of Education require any city or county to provide a higher level of support than the level of support specified in this section in order for a system to qualify for regional library basic system support aid. This section shall not be construed to prohibit a city or county from providing a higher level of support for public libraries than the level of support specified in this section.

Subd. 2. [Repealed, 1992 c 499 art 10 s 4]

Subd. 3. **Regional designation.** Regional library basic system support aid shall be provided only to those regional public library systems officially designated by the commissioner of education as the appropriate agency to strengthen, improve and promote public library services in the participating areas. The commissioner of education shall designate no more than one such regional public library system located entirely within any

single development region existing under sections 462.381 to 462.398 or chapter 473.

Subd. 4. Limitation. (a) For calendar year 2010 and later, regional library basic system support aid shall not be provided to a regional public library system for a participating city or county which decreases the dollar amount provided for support for operating purposes of public library service below the amount provided by it for the second, or third preceding year, whichever is less. For purposes of this subdivision and subdivision 1, any funds provided under section 473.757, subdivision 2, for extending library hours of operation shall not be considered amounts provided by a city or county for support for operating purposes of public library service. This subdivision shall not apply to participating cities or counties where the adjusted net tax capacity of that city or county has decreased, if the dollar amount of the reduction in support is not greater than the dollar amount by which support would be decreased if the reduction in support were made in direct proportion to the decrease in adjusted net tax capacity.

(b) For calendar year 2009 and later, in any calendar year in which a city's or county's aid under sections 477A.011 to 477A.014 or credit reimbursement under section 273.1384 is reduced after the city or county has certified its levy payable in that year, it may reduce its local support by the lesser of:

(1) ten percent; or

(2) a percent equal to the ratio of the aid and credit reimbursement reductions to the city's or county's revenue base, based on aids certified for the current calendar year. For calendar year 2009 only, the reduction under this paragraph shall be based on 2008 aid and credit reimbursement reductions under the December 2008 unallotment, as well as any aid and credit reimbursement reductions in calendar year 2009. For pay 2009 only, the commissioner of revenue will calculate the reductions under this paragraph and certify them to the commissioner of education within 15 days of May 17, 2009.

(c) For taxes payable in 2010 and later, in any payable year in which the total amounts certified for city or county aids under sections 477A.011 to 477A.014 are less than the total amounts paid under those sections in the previous calendar year, a city or county may reduce its local support by the lesser of:

(1) ten percent; or

(2) a percent equal to the ratio of:

(i) the difference between (A) the sum of the aid it was paid under sections 477A.011 to 477A.014 and the credit reimbursement it received under section 273.1384 in the previous calendar year and (B) the sum of the aid it is certified to be paid in the current calendar year under sections 477A.011 to 477A.014 and the credit reimbursement estimated to be paid under section 273.1384; to

(ii) its revenue base for the previous year, based on aids actually paid in the previous calendar year. The commissioner of revenue shall calculate the percent aid cut for each

county and city under this paragraph and certify the percentage cuts to the commissioner of education by August 1 of the year prior to the year in which the reduced aids and credit reimbursements are to be paid. The percentage of reduction related to reductions to credit reimbursements under section 273.1384 shall be based on the best estimation available as of July 30.

(d) Notwithstanding paragraph (a), (b), or (c), no city or county shall reduce its support for public libraries below the minimum level specified in subdivision 1.

(e) For purposes of this subdivision, "revenue base" means the sum of:

(1) its levy for taxes payable in the current calendar year, including the levy on the fiscal disparities distribution under section 276A.06, subdivision 3, clause (1), or 473F.08, subdivision 3, paragraph (a);

(2) its aid under sections 477A.011 to 477A.014 in the current calendar year; and

(3) its taconite aid in the current calendar year under sections 298.28 and 298.282.

Subd. 4a. [Repealed, 1Sp1997 c 4 art 8 s 6]

Subd. 5. [Repealed, 1989 c 329 art 10 s 5]

Subd. 6. [Repealed, 1Sp1989 c 1 art 5 s 51]

Subd. 7. **Proposed budget.** In addition to the annual report required in section 134.13, a regional public system that receives basic system support aid under this section must provide each participating county and city with its proposed budget for the next year.

History: 1978 c 546 s 5; 1979 c 334 art 9 s 5,6; 1982 c 548 art 6 s 18; 1982 c 576 s 1; 1982 c 642 s 1; 1986 c 471 s 5; 1987 c 268 art 7 s 16,17; 1988 c 719 art 5 s 84; 1988 c 720 s 1; 1989 c 329 art 10 s 2,3; art 13 s 6,20; 1992 c 499 art 10 s 2,3; 1Sp1995 c 3 art 10 s 2; art 16 s 13; 1996 c 412 art 10 s 1; 1Sp1997 c 4 art 8 s 3; 1998 c 398 art 5 s 55; 2003 c 130 s 12; 1Sp2003 c 9 art 6 s 1,6; 2007 c 146 art 6 s 2; 2009 c 96 art 5 s 9,10; 2010 c 389 art 8 s 1; 2013 c 116 art 7 s 7

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Minnesota Department of
Education

1500 Highway 36 West
Roseville, MN 55113-4266

651-582-8200

August 8, 2014

Diane Ward
City Clerk
216 North 4th Street
Stillwater, MN 55082

Dear Diane Ward:

Thank you for your commitment to your local public library. The significant impact that Minnesota's public libraries make is made possible by the financial support that your city or county provides each year. I would like to alert you to your community's state-certified level of library support for 2015. Minnesota Statutes 134.34 and 275.761 establish the amount at 90% of the state-certified level of support set in 2011. The enclosed state-certification form provides documentation of the dollar amount for your records.

The Minnesota Department of Education, through State Library Services, provides funding for public library services through Minnesota's 12 regional public library systems. State aid is distributed to regional library systems based on factors that include population and geographic area served. If a county or city does not meet its state-certified level of library support, Minnesota Statutes 134.34 Subd 4 require that we remove the county or city from our funding formulas, which reduces the annual allocation to the regional public library system.

Thank you again for your continued support of Minnesota's libraries. Please contact me at Jennifer.r.nelson@state.mn.us with your comments, questions or concerns. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

Jennifer R. Nelson/ek

Jennifer R. Nelson
Director / State Librarian
State Library Services

August 2014

CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2015

This is to certify the 2015 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for the city of:

Stillwater

The state-certified level of library support for 2015 is: **\$852,617**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support.

Minnesota Maintenance of Effort
for Metropolitan Libraries

County or City	2011 Dollars Certified	FY 2015 Certified Amount (90% of 2011 Certified Amount)	Dollars Provided	Difference (Dollars 2014 Provided Above MOE Figure)	Percentage of Dollars Provided that are Above MOE
Anoka Co.	\$ 6,445,744.00	\$ 5,801,170.00	\$ 7,040,545.00	\$ 1,239,375.00	17.60%
Columbia Heights	\$ 641,706.00	\$ 577,535.00	\$ 784,770.00	\$ 207,235.00	26.40%
Carver County	\$ 2,868,638.00	\$ 2,581,774.00	\$ 3,275,444.00	\$ 693,670.00	21.10%
Dakota Co.	\$ 9,821,132.00	\$ 8,839,019.00	\$ 11,250,892.00	\$ 2,411,873.00	21.40%
South St. Paul	\$ 557,290.00	\$ 501,561.00	\$ 685,966.00	\$ 184,405.00	26.90%
Hennepin Co.	\$ 58,746,677.00	\$ 52,872,009.00	\$ 56,698,643.00	\$ 3,826,634.00	6.70%
Ramsey Co.	\$ 7,380,034.00	\$ 6,642,031.00	\$ 9,234,923.00	\$ 2,592,892.00	28.10%
St. Paul	\$ 13,134,406.00	\$ 11,820,965.00	\$ 15,692,884.00	\$ 3,871,919.00	24.70%
Scott Co.	\$ 2,164,194.00	\$ 1,947,775.00	\$ 2,450,103.00	\$ 502,328.00	20.50%
Wshington Co.	\$ 5,472,515.00	\$ 4,925,264.00	\$ 6,092,900.00	\$ 1,167,637.00	19.20%
Bayport	\$ 145,282.00	\$ 130,754.00	\$ 160,000.00	\$ 29,246.00	18.30%
Stillwater	\$ 947,352.00	\$ 852,617.00	\$ 1,125,957.00	\$ 273,340.00	24.30%

Disestablishment

Referendum Required – When asked, City Attorney Dave Magnuson stated the following opinion: “MN Statutes 134.08 provides that: ‘if a public library service is established under the provisions of subdivision 1, (by referendum) it may be discontinued only after a majority of votes cast on the question are in the affirmative on a ballot in a general election.’ Stillwater’s library service was established in the year 1897 by referendum. It was passed by a 2/3rd vote of the citizens. It is my opinion therefore, that a merger with Washington County Library System would result in a discontinuance of library service by the City, and would be permissible only if approved by referendum. Some might argue that a merger is merely a change of providers and not a discontinuance of service. However, since the City would no longer be providing the library service, City library service would be discontinued. A plain reading of the law requires that a merger be approved by the people.”

Management Contract – If the Washington County Library were to manage the Stillwater Public Library by contract, SPL would probably not be considered to have been disestablished, and a referendum would not be needed. It is very likely that Washington County would charge a management fee to run SPL. . In this scenario, the SPL Board of Trustees might continue to exist to negotiate and monitor contracts with WCL. Washington County would have to agree to an arrangement that would continue SPL’s Board of Trustees. The two libraries have different governance structures. WCL has no governing board and reports directly to the County Administrator. If the SPL Board remains in existence with whatever duties preserved for it in the management contract, WCL will have to accept a structure not parallel to its own with all that that implies for additional administrative effort.

Financing

MOE – In past cases of library mergers in the State of Minnesota, the State has insisted that Maintenance of Effort be observed. This could mean that Washington County would have to provide enough funds to equal the combined previous support of WCL plus SPL or it could mean that the City of Stillwater would be responsible for all or part of the difference.

Tax Burden - The impact of a merger on levies and tax rates in Stillwater is dependent on the agreements reached in negotiation, the requirements imposed by the State of Minnesota, and an analysis by Washington County of the funding required to operate the former Stillwater Public Library.

The citizens of Stillwater would pay taxes in support of the Washington County Library after a merger. Due to economies of scale, the tax burden on Stillwater properties would be likely to be reduced. The City of Stillwater could then redirect these funds to other uses. However, redirecting the entire library’s budget – rather than just the reduction in funds - would have the effect of raising taxes on Stillwater properties.

Bonded Indebtedness

Usually, an agreement is reached in mergers that absolves the parties of paying each other’s historical bonded indebtedness. Under this framework, the City of Stillwater would be responsible

for historic capital expenditures for SPL and Stillwater residents would not be responsible for paying for historic WCL capital expenditures. Post-merger, Stillwater residents would pay for WCL's capital improvements, for example a new library in Hugo. Payment for future capital improvements to the Stillwater building would depend on what is negotiated about the building.

Building

Ownership vs. Use – The library building is worth over \$13 million. It is unlikely that the City of Stillwater would give the building to the County or that the County would purchase it. In negotiations, the City's stance could be that the County use the facility for a guaranteed number of years or that that the County vacate the building and establish a library facility elsewhere.

Rent – WCL pays rent to commercial landlords and to the County itself for its facilities. It could pay rent to the City of Stillwater for use of the current building. The terms of the lease would need to be carefully established. The term should include provisions for maintenance, allowable uses, and levels of responsibility. Term of the lease is also important. If WCL is paying rent to the City of Stillwater, after the term of the lease ends, WCL could look for alternative property to house collections and services in the central St. Croix Valley.

Event business – The library's event business is based on the use of the building's terrace and meeting rooms. Negotiations would have to determine if this use would continue, who would manage this use, and who would receive the rental fees. If the event business were to end, the existing contracts would have to be honored or the renters recompensed.

Staff

Negotiations would need to determine what would happen to the SPL staff. Would any of them be employed by WCL? Would most of them be employed by WCL? At what level would they be employed? How would differences in pay rates and benefits between the two libraries be handled? How would accrued benefits be handled? AFSCME, the library's union, might well be involved in these negotiations.

Collections

SPL's materials have considerable value. By reciprocal borrowing agreement, they are now freely used by the Washington County Library and its residents. Materials purchased after a merger would be the property of the Washington County Library. However, negotiations would have to determine if title for materials purchased before a merger remained with the City Of Stillwater.

Furnishings and Art

SPL owns substantial amounts of furniture and shelving. Would title to these items remain with the City of Stillwater or go to the Washington County Library in a merger? This may not appear to be a significant issue if WCL's library services remain in this facility. However, if WCL moves library services to a different location and will not move and use these furnishings there, ownership should be determined.

Of more serious concern is the Stillwater Public Library's collection of art. SPL has a valuable collection of art. Some of it was purchased with grants. Some was given to the library. The donors wanted these pieces of art to remain in Stillwater on display to the public. Agreement should be reached on ownership, display, and handling of the art collection.

Foundation, Friends, Gift Funds, Supplemental Funds, Donors

The Stillwater Public Library has been and is currently the beneficiary of philanthropy. The library has two support organizations – the Stillwater Public Library Foundation and Friends of the Stillwater Public Library. Both are active in endeavors to interest donors in the work of the library. It is not clear what their level of interest would be after a merger. They would decide the use or disposition of the funds that they have raised.

The library holds supplemental funds as a result of private gifts of some size. There are also funds at the St. Croix Valley Foundation, where the interest – and some principal – are dedicated to the support of the library. Negotiations would need to determine the fate of these funds.

Services, Service Levels, Hours, Programming

In many library mergers, negotiations have included agreements on service types, service levels, hours of operations, and programming levels.

Director's salary discussion

March 24, 2016

MEMO

From: Library Board President Keliher

To: Library Board of Trustees

During our June 2015 meeting, the board passed a motion stating, "Beginning in 2016, any annual wage increases for the Library Director shall take into consideration the annual performance evaluation process established by the Library Board."

As we've just completed our annual director evaluation process, I'd like the board to consider a motion increase the director's salary for 2016 by 3 percent. Consider the following:

- Since 2010, the director's salary rate of change (if any) has matched that of other staff groups (2010 0%, 2011 2%, 2012 0%, 2013 1%, 2014 2%, 2015 3%)
- For 2016, the board negotiated a new contract with the library's union-represented employees for a 3 percent increase, and an identical increase was implemented for non-union employees – which was budgeted for in our planning for 2016.
- The quantitative portion of the director evaluation showed broad increases across a variety of topics and an increase in the overall average score.
- If our union or non-union wages for 2016 were changed after the start of 2016, those employees would earn back pay that reflects whatever change was ultimately approved by the board. Assuming it's feasible, I'd propose a similar treatment for the director's salary.

2015 Minnesota Public Library Annual Report Worksheet

Please complete your report using data/information for January 1 through December 31, 2015, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2015.

^{New} indicates a data element that is new for 2015.

*indicates required data for federal report.

Please note that this document reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m).

Please contact State Library Services at 651-582-8640 or joe.manion@state.mn.us to update information in data elements that are .

GENERAL INFORMATION

Data Element
*G01/G01m) Library Name
*G02/G02m) Regional System/Sequence Number
G03/G03m) Regional Public Library System
*G04/G04m) Street Address
*G05/G05m) Location is a change from previous year
*G06/G06m) City
*G07/G07m) ZIP Code
*G08/G08m) Mailing Address
*G09/G09m) City
*G10/G10m) ZIP Code
*G11/G11m) County
*G12/G12m) Phone
G13) Library Web Address
G14/G14m) Director's Name
G15/G15m) Director's Phone
G16/G16m) Director's Extension
G17/G17m) Director's E-mail Address

REPORT FILER - CONTACT INFORMATION

Question
G18) Name of Person Who Prepared the Public Library Report
G19) Phone

G20) E-mail

IMLS ADMINISTRATIVE ENTITY CODES

*G21) Interlibrary Relationship Code
*G22) Legal Basis Code
*G23) Administrative Structure Code
*G24) IMLS Public Library Definition
*G25) Geographic Code
*G26) Did the legal service area boundary change?

PUBLIC SERVICES INFORMATION

Question	CY	PY
*P01/P01m) Population of the Legal Service Area		
P02/P02m) Registered Users – Residents		
P03/P03m) Registered Users – Reciprocal		
*P04/P04m) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
*P06/P06m) Visits		
*P07/P07m) Reference Transactions		
*P08/P08m) Annual Public Internet Computer Sessions		
P09/P09m)Public Internet Computer Sessions–Universe Other Uses		
*P10) Wireless Sessions		
*P11) ILL Provided to Other Libraries		
*P12) ILL Received from Other Libraries		

CIRCULATION

Question
*P13/P13m) Children’s Circulation
P14/P14m)Adult Circulation
P15/P15m) Other Physical Media Circulation (No Audience Designation)
P16/P16m) Total Physical Media Circulation
P17/P17m) Downloadable E-books and E-serials Circulation ^{Definition} _{modified}
P18/P18m) Downloadable Audio and Video Circulation ^{Definition modified}
*P19/P19m) Total Downloadable Circulation
*P20) Total Circulation

PROGRAMS

Question
*P21/P21m) Children’s Programs
*P22/P22m) Young Adult Programs
P23m/P23m) Adult Programs
*P24/P24m) Total Programs

*required data for federal report

PROGRAM ATTENDANCE

Question
*P25/P25m) Children's Program Attendance
*P26/P26m) Young Adult Program Attendance
P27/P27m) Adult Program Attendance
*P28/P28m) Total Program Attendance

PUBLIC SERVICE HOURS

Question
H01m) Monday Hours <small>Definition modified</small>
H02m) Tuesday Hours <small>Definition modified</small>
H03m) Wednesday Hours <small>Definition modified</small>
H04m) Thursday Hours <small>Definition modified</small>
H05m) Friday Hours <small>Definition modified</small>
H06m) Saturday Hours <small>Definition modified</small>
H07m) Sunday Hours <small>Definition modified</small>
H08/08m) Number of Public Service Hours in a Regular Week
H09/H09m) Number of Public Service Hours in a Seasonal Week
H10/H10m) Seasonal Dates
*H11m) Number of Weeks Library is Open
*H12/H12m) Total Public Service Hours per Year

FACILITIES

Question	CY	PY
*F01) Central Libraries		
*F02) Branch Libraries		
*F03) Bookmobiles		
F04) Supplementary Services		
F05m) Outlet Type Code		
*F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12/F12m) Staff Internet Computers		
*F13/F13m) Public Internet Stationary Computers		
F14/F14m) Public Internet Mobile Devices for On-Site Use		
F15/F15m) Total Number of Public Internet Computers/Devices		
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F18m) Optimum Internet Download Speed for Public Computers		
F19m) Typical Internet Download Speed for Public Computers		
F20m) Optimum Internet Upload Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22/F22m) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		

Question
F23m) Meeting Room Available for Public Use
F24/F24m) Non-Library Sponsored Events

ASSISTIVE TECHNOLOGY

Assistive Technology
^{New} Low Vision Keyboard Available?
Magnifier Available?
Optical Character Reader (OCR) Available?
Page Turner Available?
Screen-enlarging Software Available?
Speech Input or Output (Screen Reader) Available?
Other?
Description

FULL TIME EQUIVALENT STAFF INFORMATION

Question
*S01/S01m) Total ALA/MLS Librarians
S02/S02m) Total Other Librarians
*S03/S03m) Total Librarians
*S04/S04m) Total Other Staff
*S05/S05m) Total Paid Employees

PAY RANGES

Question	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		
S17) Do Any Library Staff Belong to a Union?		

LIBRARY COLLECTION

Question
*C01/C01m) Print Materials (Books and Periodicals)
*C02/C02m) Audio Materials, Physical
*C03/C03m) Video Materials, Physical
C04/C04m) Multi-format Materials
C05/C05m) Other Physical Materials
C06/C06m) Total Physical Materials

Question	
*C07/C07m) Print Serial Subscriptions	
C08/C08m) Electronic Serial Subscriptions, Licensed Locally, Downloadable <small>Definition modified</small>	
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable <small>Definition modified</small>	
C10) Total Electronic Serial Subscriptions	
C11) Electronic Books Licensed Locally <small>Definition modified</small>	
C12) Electronic Books Licensed Regionally <small>Definition modified</small>	
C13) Electronic Books Licensed Statewide <small>Definition modified</small>	
*C14) Total Electronic Books	
C15) Audio Downloadable Units, Licensed Locally <small>Definition modified</small>	
C16) Audio Downloadable Units, Licensed Regionally <small>Definition modified</small>	
C17) Total Audio Downloadable Units <small>Definition modified</small>	
C18) Video Downloadable Units, Licensed Locally <small>Definition modified</small>	
C19) Video Downloadable Units, Licensed Regionally <small>Definition modified</small>	
*C20) Total Video Downloadable Units	
C21) Electronic Collections Licensed Locally <small>Definition modified</small>	deleted
C22) Electronic Collections Licensed Regionally <small>Definition modified</small>	
C23) Electronic Collections Licensed via Other Cooperative Agreement <small>Definition modified</small>	
*C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement	
*C25) Electronic Collections Licensed Statewide <small>Definition modified</small>	
*C26) Total Licensed Electronic Collections	

POLICIES/PLANS

Question	CY	PY
D01) Strategic Plan		
D02) Disaster Plan		
D03) Policy Manual		
D04) Records Retention Schedule		
D05) Building Accessibility Plan		
D06) Technology Plan		
D07) Internet Acceptable Use Policy		

OUTREACH SERVICES

Question
O01) Adult Basic Education
O02) Adult Literacy Organization
O03) Early Childhood Organization
O04) Correctional Facility
O05) Cultural Communities
O06) Service to Homebound
O07) School (K12)
O08) Senior-Centered Organization
O09) Workforce Development
O10) Youth Development Organization

Question
O11) Other

SUMMER READING PROGRAM

Question
^{New} Summer Reading Programs for Youth
^{New} Summer Reading Programs for Youth - Age Groups

BOARD, FOUNDATION, FRIENDS

LIBRARY BOARD OF TRUSTEES

Question
^{New} I01) Does this library have a Board of Trustees?
^{New} I02) Are this library's trustees elected or appointed officials?
^{New} I03) Is this library's Board of Trustees the governing authority or advisory?

LIBRARY FOUNDATION

Question
I04/I04m) Does This Library Have a Foundation?
I05/I05m) Foundation Name

LIBRARY FRIENDS

Question
I06/I06m) Does This Library Have a Friends Group?
I07/I07m) Friends Group Name

FINANCIAL DATA

OPERATING REVENUE

Question		
LOCAL GOVERNMENT		
City	CY	PY
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
County		
R04) County Direct		
R05) County Indirect		
R06) County Total		
Other Local Government		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
*R10) Total Local Government Operating Revenue		
STATE		
R11) Arts & Cultural Heritage Fund		

Question
R12) Regional Library Basic System Support
R13) Regional Library Telecommunications Aid
R14) Other State
*R15) Total State Government Operating Revenue
FEDERAL
R16) Federal Library Services and Technology Act
R17) Federal Direct
R18) Federal Indirect
*R19) Total Federal Operating Revenue
OTHER
Regional System
R20) Regional System Direct
R21) Regional System Indirect
R22) Regional System Operating Revenue Total
Multicounty, Multitype
R23) Multicounty, Multitype Direct
R24) Multicounty, Multitype Indirect
R25) Multicounty, Multitype Operating Revenue Total
R26) Other Operating Direct
R27) Other Operating Indirect
R28) Other Operating Total
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue
*R30) Total Operating Revenue

OPERATING EXPENDITURES

PERSONNEL EXPENDITURES

Question	CY	PY
*E01) Salaries & Wages		
*E02) Employee Benefits		
*E03) Total Personnel Costs		

COLLECTION EXPENDITURES

Question
*E04) Collection Expenditures Print Materials
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)
E06) Collection Expenditures Electronic Collections
E07) Collection Expenditures Electronic Materials Other Electronic Materials
*E08) Collection Expenditures Electronic Materials Expenditures Total
E09) Collection Expenditures Other Materials Audio & Video Physical Materials
E10) Collection Expenditures Other Materials Other Physical Materials
*E11) Collection Expenditures Other Materials Expenditures Total
Collection Expenditures Physical Materials Total
*E12) Total Collection Expenditures

OTHER

Question
*E13) Other Operating Expenditures
*E14) Total Operating Expenditures
E15) Expenditures Equal To or Less than Income?

CAPITAL REVENUE – DIRECT AND INDIRECT

Question
LOCAL
City
R31) City Direct
R32) City Indirect
R33) City Capital Revenue Total
County
R34) County Direct
R35) County Indirect
R36) County Capital Revenue Total
Other Local Government
R37) Other Local Government Direct
R38) Other Local Government Indirect
R39) Other Local Government Capital Revenue Total
*R40) Total Local Government Capital Revenue
STATE
R41) Library Construction Grant
R42) Other State Capital Revenue
*R43) Total State Government Capital Revenue
FEDERAL
R44) Federal Government Capital Revenue Library Services and Technology Act
R45) Federal Capital Direct
R46) Other Federal Indirect Capital Revenue
*R47) Total Federal Government Capital Revenue
OTHER
Regional System
R48) Regional System Direct
R49) Regional System Indirect
R50) Regional System Capital Revenue Total
Multicounty, Multitype
R51) Multicounty, Multitype Direct
R52) Multicounty, Multitype Indirect
R53) Multicounty, Multitype Capital Revenue Total
Other
R54) Other Capital Direct
R55) Other Capital Indirect
R56) Other Capital Revenue Total
*R57) Total Regional, Multicounty Multitype and Other Capital Revenue
*R58) Total Capital Revenue

CAPITAL EXPENDITURES

Question
*EC01) Total Capital Expenditures

IN-KIND OPERATING CONTRIBUTIONS

Question
R59) In-Kind Operating Contributions City
R60) In-Kind Operating Contributions County
R61) In-Kind Operating Contributions All Other
R62) Total In-Kind Operating Contributions

IN-KIND EXPENDITURE AREAS

Question
EKA01) Personnel
EKA02) Collection
EKA03) All Other Operating Expenditures
EKA04) Total In-Kind Operating Contributions

IN-KIND CAPITAL CONTRIBUTIONS

Question
R63) In-Kind Capital Contributions City
R64) In-Kind Capital Contributions County
R65) In-Kind Capital Contributions All Other
R67) Total In-Kind Capital Contributions



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**STILLWATER PUBLIC LIBRARY
DRUG AND ALCOHOL TESTING POLICY
2016**

DRAFT

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DRAFT

STILLWATER PUBLIC LIBRARY

DRUG AND ALCOHOL TESTING POLICY

Section One: Policy Statement

The following Drug and Alcohol Policy has been adopted by the Board of Trustees of the Stillwater Public Library and is effective upon passage.

The policy of the Library is to provide a drug and alcohol-free work environment. The Library recognizes drugs and alcohol as potential health, safety, and security problems. The Library's goal is to establish and maintain a healthy and efficient workforce, free from the effects of drugs and alcohol in compliance with the requirements of applicable laws.

Employees are required to report for work on time and in appropriate mental and physical condition. Employees are strictly prohibited from using, being under the influence of, possessing, selling, or transferring illegal drugs, alcoholic beverages, and other prohibited controlled substances while on duty or on-call for duty; while on Library-owned or Library-leased premises; or while operating Library machinery or equipment.

An employee may use a drug as administered by a physician who has informed the employee that the drug will not impair the employee's ability to safely operate Library machinery or equipment. Any employee found in violation of this policy will be subject to the disciplinary provisions of this policy and the Library and any other applicable provisions of state or federal law.

Off-Duty Limits

Depending on the circumstances and the employee's job, off-duty drug, alcohol, or other prohibited controlled substance use may subject the employee to discipline. Off-duty employees may use or possess alcohol on Library premises when said use and possession is not prohibited to members of the general public or a permit has been obtained for such use.

Violations

Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Convictions

As a condition of employment, every employee of the Library must abide by the terms of this policy and must report, in writing, any instance of the employee's own conviction under a criminal drug statute for a violation.

An employee convicted of a criminal drug offense committed in the course of employment will be subject to appropriate disciplinary action and/or required to successfully complete an appropriate rehabilitation program at the employee's own expense, unless provided to the employee through insurance coverage or the

Employee Assistance Program. The Library, in its sole discretion, shall determine appropriate disciplinary action.

Savings Clause

Nothing in this policy is intended to conflict or supersede with Federal or State laws.

Should any article, section or portion thereof of this Policy be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specified article, section or portion thereof directly specified in the decision.

Section Two: Drug and Alcohol Testing

Purpose

The purpose of this policy is to provide for the testing of employees and job applicants in conformance with the requirements of Minnesota Statute 181.950 — 181.957.

Scope

This policy applies to all employees of the Library and all job applicants who have received a contingent offer of employment by the Library.

Section Three: Definitions

For the purposes of this Policy, the following definitions will apply:

Accident

- a. A fatality; or
- b. Receipt of a citation under State or local law for a moving traffic violation resulting from an accident; or
- c. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- d. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Alcohol

Ethyl alcohol

Library

The Stillwater Public Library

Confirmatory Test

A second testing of the original test sample when the initial test produces a positive test result, using a method of analysis allowed under one of the programs listed in MN Statute section 181.953, Subd. 1.

Confirmatory Retest

A third testing of the original test sample when the confirmatory test produces a positive test result, using a method of analysis allowed under one of the programs listed in MN Statute section 181.953, Subd. 1. A confirmatory retest is done at the request and expense of the employee.

Conviction

A finding of guilty (including a plea of "nolo contendere," no contest) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of State or Federal criminal drug laws.

Drug

A controlled substance as defined in MN Statute 152.01, Subd. 4 and/or if required by law, the Federal Drug-Free Workplace Act of 1988.

Drug and Alcohol Testing, Drug or Alcohol Testing, Drug or Alcohol Test

Analysis of a body component sample according to the standards established under one of the programs listed in MN Statute section 181.953, Subd. 1 for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.

Drug Paraphernalia

An item or items described in MN Statute 152.01, Subd. 18. Employee
A person defined as an employee of the Library under the State of Minnesota Public Employment Labor Relations Act in Section 179A.03, Subd. 14.

Employer

The Stillwater Public Library, acting through the designee(s) of the Library Board of Trustees.

Initial Screening Test

A drug or alcohol test which uses a method of analysis under one of the programs listed in MN Statute section 181.953, Subd. 1 and which is capable of detecting the presumptive presence of a drug, drug metabolite, or alcohol in the sample.

Job Applicant

A person, independent contractor, or person working for an independent contractor who applies to become an employee of the Library. This also includes a person who has received a job offer made contingent on passing a drug or alcohol test.

Premises

All property and locations in which the Library is operating or has established a

presence.

Positive Test Result

A finding of the presence of drugs or other metabolites in the sample tested with levels at or above the threshold detection levels contained in the standards of one of the programs listed in MN Statute section 181.953, Subd. 1, Use of Licensed, Accredited, or Certified Laboratory Required. An alcohol test will be considered positive if the person being tested has an alcohol concentration level of at least .04 or a lesser level if an odor of an alcoholic beverage or signs of physical impairment accompany it.

Reasonable Suspicion

A basis for forming a belief based on specific facts and observations and rational inferences drawn from those facts, including but not limited to: appearance, behavior, speech, or body odors.

Section Four: Circumstances Under Which Testing May Occur

Job Applicant

The Library will make all offers of employment conditional upon the passing of a drug and alcohol test. The test will be conducted and the results obtained prior to commencing employment in the position.

Reasonable Suspicion Testing

The Library will require an employee to undergo drug testing if the Library has reasonable cause to believe that:

- a. The employee is under the influence of drugs; or
- b. The employee has violated provisions of the Library's policy regarding the use, possession, sale, or transfer of drugs while the employee is working, or on Library premises, or operating Library equipment; or
- c. The employee has sustained a personal injury or has caused another employee to be injured to the extent it requires emergency medical attention; or
- d. The employee caused or has been involved in a work-related accident, as defined above.

Routine Exams

Drug testing will be required as part of any physical exam required of an employee. The employee will be given at least two (2) weeks written notice that such testing may be required.

Treatment Program Testing

The Library may test any employee referred by the Library for chemical dependency treatment or evaluation at any time and without prior notice during the period of treatment or evaluation and for up to two (2) years following completion of any

prescribed chemical dependency treatment or evaluation program in accordance with MN Statute 181.951, Subd. 6.

Section Five: Procedures for Reasonable Suspicion Testing

Observation and Reporting

Any person that has reasonable suspicion to believe that an employee has violated the provisions of this policy just before, during, or just after the employee's regular work day, shall immediately report the observation to the employee's supervisor.

The supervisor along with another supervisory employee of the Library, shall observe the employee and determine whether or not the employee's conduct is reasonably suspicious. In either instance, both supervisors shall document their findings and any reports received from any other persons.

Testing

If the supervisor has determined that the employee's conduct is reasonably suspicious and warrants a drug and alcohol test under this policy, the supervisor shall address the employee only in the presence of another supervisory employee of the Library.

The supervisor or their designee shall drive the employee to the testing facility and wait while the employee provides a sample for testing. Upon completion, the supervisor or designee shall drive the employee to his/her residence.

Designation of Leave

All employees, upon providing a sample for testing under reasonable suspicion, shall be placed on paid leave until the Library has received the test results and appropriate action can be taken.

Section Six: Rights of Employees and Job Applicants Prior to Testing

Right of Refusal; Consequences

Job Applicant

Job applicants may refuse to undergo drug and alcohol testing. However, any job applicant who refuses to undergo drug or alcohol testing required or requested by the Library shall be deemed to have withdrawn their application for consideration of employment and the conditional offer of employment shall be withdrawn.

Employees

Any employee may refuse to undergo testing. However, if an employee refuses to undergo drug and alcohol testing carried out in conjunction with this Policy, the employee may be subject to discipline including, but not limited to immediate discharge.

Appeal Procedure

Employees should refer to their applicable Collective Bargaining Agreement or to the Library's Personnel Policy for appeal procedures.

Opportunity to Explain

Upon a positive confirmatory test result, an employee or a job applicant will be given the opportunity to submit to the Library any information to explain the positive confirmatory test result.

Confirmatory Retest

An employee or job applicant may request a confirmatory retest of the original sample, at the expense of the employee or job applicant.

Section Seven: Tampering with Drug and Alcohol Test Samples

If an employee tampers with their own, or someone else's, urine or blood sample, or in any way causes a sample to be invalid, the employee shall be subject to discipline including, but not limited to discharge.

Section Eight: First Failure to Pass Drug and Alcohol Testing

Without evidence of any other misconduct, any employee who has a positive Test Result for the first time on a Confirmatory Test will not be subject to discipline, including but not limited to discharge, provided the following:

1. The Library has given the employee an opportunity to participate in, at the employee's own expense or pursuant to the terms of the coverage under an employee benefit plan, either a drug and/or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the Library after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency; or
2. The employee has either refused to participate in such a program or has failed to successfully complete the program within a reasonable time as evidenced by withdrawal or a positive Test Result on a Confirmatory Test after completion of the program.

Section Nine: Personnel Action and Discipline Based on Test Results

Positive Initial Test Result

Applicant

The Library will not withdraw a conditional offer of employment on the sole basis of a positive test result on a job applicant's Initial Screening Test. An Initial Screening Test must be verified by a Confirmatory Test (and a Confirmatory Retest, if requested by and at the expense of the applicant) before a conditional offer of employment can be withdrawn.

A job applicant who receives a positive test result of a Confirmatory Test, fails or refuses a Confirmatory Test, or does not request in writing a Confirmatory Retest within five (5) working days after notice of a positive test result of a Confirmatory Test, may be refused employment and will be notified of the reasons for such refusal.

Employee

The Library will not discharge, discipline, discriminate against, or require rehabilitation of an employee on the sole basis of a positive Initial Screening Test that has not been verified by a Confirmatory Test. However, the Library may temporarily suspend a tested employee whose test results are positive or transfer the employee to another position at the same rate of pay, pending the outcome of a Confirmatory Test (and a Confirmatory Retest, if requested by and at the expense of the employee) if the Library believes it is necessary to protect the health and safety of the employee, co-workers, or the public.

An employee who refuses a Confirmatory Test is subject to disciplinary action, including but not limited to discharge, subject to the provisions of this policy.

An employee who is suspended without pay will be reinstated with back pay if the outcome of the Confirmatory Retest is not positive. Requests for a Confirmatory Retest must be made in writing within five (5) working days of the employee's receipt of notice of the test results.

An employee who receives a positive test result on a Confirmatory Test and does not request in writing a Confirmatory Retest within five (5) working notice of positive Confirmatory Test results, may be subject to discipline including, but not limited to discharge subject to the provisions of this policy.

Positive Confirmatory Test Result Applicant

If a job applicant receives a positive Confirmatory Test result and does not request in writing a Confirmatory Retest within five (5) working days after notice of a positive test result of a Confirmatory Test, the Library shall withdraw the conditional offer of employment. If the offer is withdrawn, the Library will provide the applicant with the reason.

Employee

If the employee receives a positive Confirmatory Test result and does not request in writing a Confirmatory Retest within five (5) working days after notice of a positive test result of a Confirmatory Test, an employee may be discharged provided the criteria under "First Failure to Pass Drug and Alcohol Testing" has been met. The Library will provide the employee with the reason for discharge.

If the Library believes it necessary to protect the safety of the employee, other employees, or the public, the Library may temporarily suspend or transfer the employee pending the outcome of the Confirmatory Retest, if requested by and at the expense of the employee.

Section Ten: Rights of an Employee or Job Applicant After Positive Confirmatory Test Results

1. An employee or job applicant who receives a positive test result on a

Confirmatory Test has the right to receive a copy of the test result report.

2. Within three (3) working days of notice of the positive Confirmatory Test result, the employee or job applicant has the right to submit to the Library any additional information to explain this result or; within five (5) working days, to notify the Library in writing of the employee's intention to obtain a Confirmatory Retest of the original sample, at the employee's or job applicant's own expense.
3. If the Confirmatory Retest is conducted in accordance with the rules established by the Commissioner of the Minnesota Department of Health by a qualified laboratory in accordance with Section II, E., and if it is not positive, the Library shall reimburse the employee or job applicant for the actual cost of the Confirmatory Retest in an amount not to exceed \$100.00. In addition, no adverse personnel action shall be taken against the employee or job applicant based on the original Confirmatory Test.

Section Eleven: Criteria for Selecting Testing Laboratories

In accordance with MN Statute 181.953, Subd. 1, the Library shall use the services of a testing laboratory that meets one of the following criteria for drug testing or such other applicable criteria as established under Minnesota law:

- a. is certified by the National Institute on Drug Abuse as meeting the mandatory guidelines published at 54 Federal Register 11970 to 11989, April 11, 1988;
- b. is accredited by the College of American Pathologists, 325 Waukegan Road, Northfield, Illinois 60093-2750, under the forensic urine drug testing laboratory program.

Section Twelve: Confidentiality

All test results are strictly confidential, and the Library will not disclose test information to anyone unless required to do so by law or unless the employee or applicant provides written consent.

Section Thirteen: Over-The-Counter or Prescribed Medication Notification

Employees must report their use of over-the-counter or prescribed medications to their respective Department Head if the use might impair their ability to perform their job safely and effectively. The Library Director and Department Head will then determine whether the employee should be able to perform the essential functions of the job safely and properly.

Section Fourteen: Employee Assistance

Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling. Participation in counseling, including the Library-sponsored employee assistance program is confidential. Job performance, not the fact that an employee

seeks counseling, is to be the basis of all performance appraisals.

Section Fifteen: Treatment

Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Department Head/Library Administrator by a treatment official or physician that the employee is capable of performing his/her job. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination.

Section Sixteen: Return to Duty

Any employee, who has a positive drug and/or alcohol test result, must submit to a test and have a negative test result prior to returning to duty.

Section Seventeen: Employee Compensation

An employee shall be compensated for all time spent providing a sample, including travel time to and from collection site, in order to comply with reasonable suspicion, post-accident, or follow-up testing.

Section Eighteen: Notification Of Employee Of Rights Upon A Positive Drug Test Result

Pursuant to the Library drug testing program, if you receive a positive test result on a confirmatory test according to state law you must be notified of the following:

- A. Within three (3) working days of receiving notice of the positive test result on your confirmatory test, you may submit information to the Library, in addition to any information already submitted, to explain the test result.
- B. Within five (5) working days of receiving notice of the positive test result on your confirmatory test, you may submit a written request to the Library for a confirmatory retest of the original test sample. This retest will be done at your own expense. If the confirmatory retest produces a negative test result, no adverse personnel action will be taken against you.
- C. There are limitations on employee discharge, discipline, or discrimination. According to State Statute
 1. An employer may not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
 2. In addition to the limitation under Paragraph A., above, an employer may not discharge an employee for whom a positive confirmatory test result was the first such result for the employee on a drug or alcohol test requested by the employer unless the following conditions have been met:
 - a. The employer has first given the employee an opportunity to

participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the employer after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependence; and

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
- c. Notwithstanding paragraph a., above, an employer may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the employer believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
- d. An employer may not discharge, discipline, discriminate against, or request or require rehabilitation of an employee on the basis of medical history information revealed to the employer by the employee in anticipation of or as explanation of a drug test, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
- e. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process, and conclusions drawn from and actions taken based on the reports or other acquired information.

Nothing contained in this policy is intended to create a contract between the Library and any of its employees. This policy may be revised at any time, as the Library deems appropriate.

SIGNATURE PAGE

I have received a copy of the STILLWATER DRUG POLICY. I understand the signature page will be kept in my personnel file acknowledging my receipt of the STILLWATER DRUG POLICY.

Signature

Print Name

Date

LIBRARY SUPPLEMENTAL FUNDS 2016

Fund Overview									2016				
ENDOWMENT FUNDS													
FUND	YEAR ESTB'D	DESCRIPTION	FUND HELD BY	FINANCIAL INSTITUTION HOLDING ACCT	WITHDRAWAL RESTRICTIONS	USE RESTRICTIONS	PRINCIPAL AMOUNT	2016 STARTING FUND BALANCE	PRIOR YEAR SPENDABLE BALANCE REMAINING	2016 REVENUE	2016 EXPENSES	DESCRIPTION/NOTES	SPL FUND NUMBER
Athena Fund	1998	* Endowment fund. Foundation determines annual distribution amount to library. Generally 5% of balance at end of SCV fiscal year (July). * Funded by various donors where gifts were made directly to the Stillwater Public Library Athena Fund of the St. Croix Foundation. * Most recent donation: 9/28/2007	St. Croix Valley Foundation	First State Bank & Trust	Net Income Only Annual Distribution	Non-fiction books of lasting value	\$22,988.15	\$27,239.35	\$583.00	TBD by SVCF	\$0.00	Annual disbursement generally in August	Shared Account 235
Helen Lawson Library Fund	2010	* Designated Beneficiary Endowment fund with interest income only used. * Fund created by Rod Lawson with \$50,000 initially in honor of Helen Lawson and to be used for items that are of service to the public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund. Additional funds added by Rod at later date for a total principal of \$175,624.40.	St. Croix Valley Foundation	First State Bank & Trust	Net Income Only Annual Distribution	Items that are of service to public	\$175,624.40	\$205,970.47	\$29,684.00	TBD by SVCF	\$0.00	* \$29,684 needs Board Allocation for Usage (2013, 2014 & 2015 Disbursements) * Annual disbursement generally in August	224
McCluer-Webster Library Fund	1936	* Endowment fund with interest only used. * Funded by a bequest of Amie Webster in the amount of \$10,000 to the First National Bank of Stillwater as the McCluer-Webster Library Fund. * In 1992, bank stopped managing the funds and transferred the library fund to Ascension Church for management. Library was provided receipt of the transfer of funds to Ascension. Received interest payments from Ascension for first few years and then payments from Ascension ended. * In 2014, City, Library and Ascension agreed that city would take over management of library's portion of fund and Ascension paid \$10,000 to the City of Stillwater as their final payment of Webster trust (deposited 7/3/2014).	City of Stillwater	Wells Fargo	Interest Only	Materials	\$10,000.00	\$10,095.00 (estimated)	\$0.00	\$0.00	\$0.00		221
Minerva Fund	1998	* Endowment fund with interest income only used. * Funded by various donors where gifts were made directly to library or to city for library and only interest income to be spent * Most recent donation: 12/31/1999	City of Stillwater	Wells Fargo	Net Income Only	Materials	\$23,860.00	\$23,742.37 (estimated)	\$894.20	\$894.20	\$0.00	Waiting for fund balance to exceed principal of \$23,860 before new allocations.	220
HR Murdock Fund	1891	* Endowment fund to be invested in United States or state bonds and the interest only shall be used. * Funded by a bequest of H.R. Murdock to the Stillwater Library Association, six years before the referendum to establish the public library. The public library received the holdings and some funds from the Association.	City of Stillwater	Wells Fargo	Interest Only	Materials	\$1,800.00	\$1,798.00 (estimated)	\$0.00	\$0.00	\$0.00	Waiting for fund balance to exceed principal of \$1,800 before new expenditure.	222
Van Meier	1979	* Endowment fund with interest income only used. * Funded by Katherine Van Meier. Fund to be called "Dr. Henry Van Meier Library Fund."	City of Stillwater	Wells Fargo	Interest Only	Medical Materials	\$1,571.00	\$1,246.00 (estimated)	\$0.00	\$0.00	\$0.00	Waiting for fund balance to exceed principal of \$1,571 before new expenditure.	226

LIBRARY SUPPLEMENTAL FUNDS 2016

Fund Overview									2016				
OTHER DONATION ACCOUNTS													
ACCOUNT	YEAR ESTB'D	DESCRIPTION	ACCOUNT HELD BY	FINANCIAL INSTITUTION HOLDING ACCT	WITHDRAWAL RESTRICTIONS	USE RESTRICTIONS	PRINCIPAL AMOUNT	2016 STARTING ACCOUNT BALANCE	PRIOR YEAR SPENDABLE BALANCE REMAINING	2016 REVENUE	2016 EXPENSES	DESCRIPTION/NOTES	SPL FUND NUMBER
Helen Lawson Fund Short Term 2010	2010	* Fund initially created by a \$25,000 gift from Rod Lawson to SCVF to establish the Helen Lawson Short-Term Fund for the SPL. *Distributions from fund to be made on a "spend down" basis with the expectation that the fund will be expended over a period of 5 years. Upon expiration of five years, decision will be made to either extend the fund or endow the fund. * In May 2015, Library requested and was approved for a further 5 years on grant with new expiration of 2020 to expend funds.	St. Croix Valley Foundation	First State Bank & Trust	Full expenditure of donation in 5 years (2015). Requested and was approved for 5 year extension (2020).	Project Use	\$25,000.00	\$22,661.32	N/A	N/A	\$0.00	This is not an endowed fund. The entire fund can be spent down after approval of use by SCV Foundation.	No Acct Yet
Other Government Gifts	N/A	* Account created to track gifts given to us by other governmental entities. * Currently the two donors to the fund are Stillwater Township and Baytown.	City of Stillwater	Wells Fargo	N/A	Unrestricted	N/A	\$14,223.00	\$14,223.00	\$0.00	\$0.00	* \$14,100 Needs Board Allocation (Three gifts from Stillwater Township: \$4,100-2013; \$5,000-2014; \$5,000-2015)	227
Margaret Rivers	2012	* In December 2012, Margaret Rivers Fund gave library a gift of \$10,000. * Board allocated use of funds for Zinio (e-magazines), staff continuing education and marketing brochures.	City of Stillwater	Wells Fargo	N/A	Unrestricted	N/A	\$2,523.00	\$2,523.00	\$0.00	\$0.00		235
Alice O'Brien Estate Remainder	2015	* In 2015, library received payment of \$4,909 from the remainder of the Alice O'Brien Estate. The gift was not restricted in use. * 3/8/16 Board allocated \$1,800 to production of Shelf Life newsletter.	City of Stillwater	Wells Fargo	N/A	Unrestricted	N/A	\$4,909.00	\$4,909.00	\$0.00	\$1,800.00	* \$3,109 Needs Board Allocation * \$1,800 allocated on 3/8/16 to printing costs associated with Shelf Life newsletter	235
Program Fund	1990	* A program fund was established at the St. Paul Foundation in 1990. This was an endowment fund with the interest income only used. It was funded by donations from library board of trustees. * In 2014, the St. Paul Foundation closed out its smaller accounts and sent us a payment for the funds left in this account. The SPL now has the full amount to spend but the use restriction remains in place.	City of Stillwater	Wells Fargo	N/A	Programs	\$1,000.00	\$1,258.00	\$1,258.00	\$0.00	\$0.00		Shared Account 235
Donations		* SPL receives smaller donations from organizations or individuals, including tributes to purchase a book in memory/honor of someone, donations to a specified area, and unrestricted gifts. * If the gift is designated to operating costs, is a tribute book purchase or is a smaller gift to be used in the calendar year, the gift is often put in 230 and used to offset city budget expenditures. * If the gift will be spent across calendar years or is a larger gift with multiple expenditures, the gift is usually put in 235 as we can track both the revenue and expenditure to this account.	City of Stillwater	Wells Fargo								* See 2016 Gifts Received tab for a list of donations received in 2016. Also see quarterly financial reports for more 235 supplemental fund detail.	230 or Shared Account 235
Friends and SPLF		* Friends of Stillwater Public Library and Stillwater Public Library Foundation also provide awards and gifts to the Library.										* See 2016 Gifts Received tab for a list of gifts received in 2016. Also see quarterly financial reports for more Friends/SPLF detail.	Friends - 235 SPLF 232/223

LIBRARY SUPPLEMENTAL FUNDS 2016

Fund Overview								2016					
FUND BALANCE ACCOUNTS													
Library Fund Balance Account	N/A	* A holding account for the library that may be added to annually when library's revenues at the end of the year exceed expenditures. * In the absence of any other policy from the city, the fund balance may be used but it is typically only used to cover shortfalls in budget. Among other ways shortfalls may happen - unbudgeted telecommunications costs, unusually severe weather sends utilities into negative territory, a staff illness requires heavy use of substitute time, building requires major repair, etc.	City of Stillwater	Wells Fargo	See description.		N/A	\$92,175 <i>(TBD. This is last year)</i>					
Compensated Absences Fund	N/A	* A holding account for the unused portion of vacation time that benefitted employees are allowed by personnel policy and union contract to roll from one year to the next. These funds may not be used outright or use to offset budget overages.	City of Stillwater	Wells Fargo	Funds only used to compensate employees for current year vacations taken with prior year's rolled over vacation time.		N/A	\$21,221 <i>(TBD. This is last year)</i>					

LIBRARY SUPPLEMENTAL FUNDS: 2016 GIFTS & GRANTS RECEIVED

2016: GIFTS					
Date	Description	Amount	Restrictions	Fund	Expenditure Plan
1/4/2016	MHS Grant for Microfilm Reader/Scanner	\$9,945	Use for purchasing microfilm reader/scanner	235	To be fully expended in 2016
1/13/2016	Unrestricted donation of \$100	\$100	None	230	To be used to offset general operating
1/14/2016	Tribute in memory of June Lammers	\$30	Purchase book in June's memory	230	To be fully expended in 2016
2/16/2016	Unrestricted donation of \$10	\$10	None	230	To be used to offset general operating
3/1/2016	Gift Subscription to Air & Space	In Kind	N/A	N/A	N/A
3/8/2016	Tribute in memory of Mary Ann Hanson	\$30	Purchase book on travel in USA, Minnesota or Europe or book on dogs	230	To be fully expended in 2016
2016: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS					
Date	Description	Amount	Restrictions	Fund	
1/11/2016	Q4 2015 Audio Book	\$1,200	Audio Books	235	
2016: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)					
Date	Description	Award	Restrictions	Fund	
1/27/2016	Grant for YS Program Assistant	\$700	YS Program Assistant	223	To be fully expended in 2016



STILLWATER PUBLIC LIBRARY
CENTENNIAL CAPITAL CAMPAIGN
Opportunities for Giving

Feature (*Donor*)

Fourth Street Lobby & Dome (<i>Cub Foods</i>)	\$50,000
Plaza Terrace (<i>Terry and Roxie Johnson Family</i>)	500,000
Pergola and Planter	50,000
Planters (3=\$75,000)	each 25,000
Community Meeting Room and Furnishings (<i>The Margaret Rivers Fund</i>)	500,000
Display and Exhibit Area (<i>Richard L. Huelsmann</i>)	100,000
Conference Room and Furnishings	100,000
Meeting Room Kitchen	50,000
Café/Refreshments Area	75,000
Friends Booksale Area & Furnishings	50,000
Readers' Services Desk (<i>The Collins Family</i>)	25,000
Circulation Center (<i>Ken and Lucille Johnson Family</i>)	100,000
Self-Check System (2 = \$50,000) (<i>3M</i>)	each 25,000
Materials Handling Center (<i>3M</i>)	200,000
Desk (<i>John K. & Margaret A. Ogren Foundation</i>)	10,000
Children's Services Area	250,000
Program Room	100,000
Furnishings	100,000
Shelving (40 stacks = \$100,000))	each 2,500
(<i>The Milbrandt Family, Charlotte Gammell...</i>)	
Computers, workstations (8 stations= \$80,000)	each 10,000
Workroom (<i>John and Nancy Baird</i>)	25,000
Computer Training Room (<i>Wells Fargo Bank Minnesota</i>)	25,000
Reference Services Area (<i>Arvid and Margie Wellman</i>)	100,000
Furnishings (10=\$50,000)	each 5,000
Computers, workstations (18 stations= \$180,000)	each 10,000
Workroom	25,000
Desk	10,000
St. Croix Collection Room and Furnishings (<i>In Honor of Margaret S. Kilty</i>)	100,000
Media Services (<i>Imation Corp.</i>)	25,000

New Materials Display (<i>Simonet Furniture and Simonet Funeral Services</i>)	10,000
Periodicals Room	100,000
Fireplace (Gas) (<i>John and Lois Welshons</i>)	25,000
Furnishings (6 sets =\$30,000)	each 5,000
Shelving (15 stacks =\$37,500)	each 2,500
Adult Fiction	100,000
Furnishings	15,000
Shelving (50 stacks =\$125,000) (<i>The Sand Creek Group, In Memory of Ruth C. Jensen..., In Memory of Marcella Kink</i>)	each 2,500
West Fiction Lounge Renewal	15,000
West Fireplace Renewal (<i>Julie & Dick Edstrom</i>)	15,000
East Fiction Lounge Renewal (<i>In honor of Director Lynne Bertalmio</i>)	15,000
Adult Nonfiction	250,000
Furnishings	50,000
Shelving (60 stacks =\$150,000) (<i>Charlotte Gammell, the Hickey Family</i>)	each 2,500
Two-person Study Rooms (3)	each 10,000
Furnishings	each 3,000
Group Study Room (<i>Sunrise Rotary</i>)	25,000
Furnishings	4,000
Teen Library	100,000
Furnishings (10 sets=\$50,000)	each 5,000
Teen Group Study Room (<i>The Tozer Foundation</i>)	25,000
Furnishings	5,000
Teen Computer Center	50,000
Drive-up Bookdrop	50,000
Third Street Entry and Lobby	50,000
Parking Garage	100,000

STILLWATER PUBLIC LIBRARY
223 N. Fourth St.
Stillwater MN 55082
651.439.1675

Director's Report

Relationship with the Board/Issues: The library's annual report to the State of Minnesota is included in your April packet. Carolyn Blocher submitted the report just in time to meet the submission deadline of April 1. This year, as most years, it was the financial information that came in last. The City Finance Department is very cooperative, but their looming date is always the arrival of the auditors which happens just after our deadline with the state. Hence all of the financial information in the report is unaudited. We will now analyze the data and compare it to previous years, looking for trends, changes, and areas of concern. The results of this analysis will be presented at your May meeting in the form of a graphic annual report. Once the data for all Minnesota libraries is available online, we will pull a report of statistics for comparable libraries. Having seen such a comparison that library staff had created and studied for one issue, Mary Richie suggested that this would be a way to help Board members see the characteristics of SPL. When we have all of our 2015 data, we will also be able to compare ourselves to the national trends mentioned in last month's director's report.

Goals and Objectives: Staff members are happy with the determination to move to a co-located desk as it puts to rest uncertainty about the suggested staffing model and allows us to begin planning for the change. * The library staff is working in closer cooperation with the City. I am involved in two significant HR endeavors with City staff. Carolyn has worked closely with City Planner Abbi Wittman on the preservation of the City's historic planning information. Public works is helping us to find contractors and develop specs for projects. And Tom McCarty makes himself available with good advice and previous experience in many aspects of government.

Community and Professional Relationships: We have been building some ties with Valley Outreach. The employee with whom we spoke attended a children's program with her child. She recognized a number of the other attendees as her clients. This was great to hear as we do not have many ways to analyze the demographics of our users to this fine a degree. We have given Valley Outreach a National Library Week poster. This is not a huge step, but it may draw some attention to the library by people visiting that facility. * Shortly after our conversation with Our Community Kitchen, the Minnesota Department of Education distributed information about Summer Food Service Program Grants. The preliminary information appears to talk about meals rather than healthy snacks (what OCK wants to provide), but we will look into it further.

Staff and Personnel: With the decision to move ahead with the co-located desk, the Management Team will now develop the staffing plan that will suit the new model. This will include defining roles of the various classifications that will work at the co-located desk, devising the schedule, and training staff in a variety of skills. For the next steps of the strategic plan implementation, it will also include an inventory of staff's existing skills and community connections. This will form the basis of a training plan for the redirected staff hours and of early outreach and partnership efforts. * Starting date for the City's new HR Director is tentatively set for April 11. * One of the HR Director's tasks will be working with the consultant selected to perform the City of Stillwater's classification and

compensation study. The City received eight responses to the RFP. I joined the panel to select the firms that will be interviewed during the second week of April. A class/comp study is a major effort for a city or county no matter how much help they derive from consultants. Many employees throughout the city will need to complete questionnaires about the major activities of their jobs. The consultant will provide a comprehensive look at internal equity and complete a market study for benchmark positions. As the City's job descriptions, like ours, have not been revised in some time, new job descriptions will be developed. The consultant will also help the City frame its compensation policies, policies that the Board of Trustees as employer should examine. If changes need to be made, the Board will need to negotiate them with the employees' union.

Business and Finance: * Collaborative Design Group (aka Bill Hickey) has provided information about permanent tent tie downs. I forwarded this information to the Johnsons as they had expressed interest in the project. We received an interesting response from these donors. They wondered if there are changes that could be made to the meeting wing of the library that would make the library attractive and competitive for larger weddings and/or winter weddings. Wedding parties would no longer need to rent tents. Some larger business meetings could also be accommodated with more space, features, and break out areas. The Facilities Committee will meet soon to discuss these interesting possibilities.

Technology: The library has migrated to City servers. IT staff will soon look at the possibilities for moving to the City's phone system and security camera system. *There was a surprise in the merger of 3M and Biblioteka. Biblioteka charges a licensing fee for the events and reader's advisory services on the SelfChecks. We have the funds in our Technology Support budget to cover them, but it was not mentioned to us at the time of the merger. * The new microform reader/printer/scanner has been installed. You may scan from microform to USB or printer to the copier in large format. Staff and volunteers are being trained in its features and use.

2016 BOARD COMMITTEES

UPDATED 03/23/16 (PROPOSED CHANGES SHOWN AS MARK-UP BELOW)

	Bell	Carlsen	Cassavante	Hansen	Keliher	Menikheim	Otte	Richie	Stark
Executive	X				X			X	
Facilities		X				X	X		
Finance							X	X	X
Governance	X	X		X					
HR	X		X			X			

The role of these committees is to work with the director/staff to oversee and conduct the necessary “leg work” done between board meetings and to advise the full board on matters that fall under each committee’s domain. All committees should recognize their important *support and oversight roles*, leaving responsibility for library work to library staff. No committee acts in place of the full board. All formal decisions and actions are subject to the deliberation and vote of the full board.

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Executive: Consists of board ~~officers~~president, vice president and treasurer/secretary. Responsibilities include board leadership and operation, board-to-board communication (foundation, friends), delivering in-person evaluation of library director and negotiating union agreement.

Facilities: Responsibilities include oversight of the library building, ~~and~~grounds and equipment; policies and procedures related to facilities including meetings and events; anticipating and forecasting capital/facilities needs; and review of the annual capital budget request in advance of review by the board.

Finance: Includes treasurer/secretary. Responsibilities include reviewing library ~~finances~~budgets, and spending, overseeing accounting of all supplemental funds, providing recommendations on budget allocations and expenditures, including and reviewing annual budget requests in advance of review by the board.

Governance and Policy: Responsibilities include reviewing and updating at least 1/5 of the library’s policies and preparing new policies as appropriate, with the direct support of the library director/staff (exclusive of facilities-related policies referred to above). Engages library director as appropriate to support updating or preparing policies.

Human Resources: Responsibilities include overseeing the successful support and growth of the library director and staff. Specific duties include (1) recommending HR services model (e.g., city/county/contract HR service provider), (2) recommending new library service model and staffing plan, (3) monitoring implementation of model and plan, (4) reviewing annual staff performance review process, (5) reviewing development and succession plans for library director and other key staff, (6) reviewing job descriptions, (7) reviewing pay equity issues, and (8) facilitating a culture of delegation to empower and develop staff and to free up the time of the library director and other key staff ensuring the successful implementation of the library’s staffing model.

LIBRARY CAPITAL 2016

STILLWATER PUBLIC LIBRARY (CAPITAL OUTLAY)
SCHEDULE OF 2016 CAPITAL OUTLAY WITH EXPENDITURES

Date: 3/31/16

OPERATIONS	Budget	Spent YTD	Amount		Notes	Account	Funding Source
			Remaining				
2015 Rollover							
Computer Equipment	\$ 4,349	\$ -	\$ -	-			
Microfilm Rdr/Scnr Grant Supplement	\$ 1,250	\$ -	\$ -	-		Improvement	2015 Bonds
General Equipment	\$ 3,808	\$ -	\$ -	-			
Rollover Total	\$ 9,407	\$ -	\$ -	-	Reallocate		
2016 Request							
Upgrade Public Access Computers	\$ 13,000	\$ -	\$ -	-	Reallocate	Computer Equipment	2016 Bonds
New Printers for Circulation & Tech Svcs	\$ 1,200	\$ -	\$ -	-	City IT will investigate in April	Computer Equipment	2016 Bonds
Microfilm Reader/Scanner	\$ 10,000	\$ 1,250	\$ 8,750		Reallocate Balance	Computer Equipment	2016 Bonds
Laptop Computer	\$ 1,200	\$ -	\$ -	-	Reallocate	Computer Equipment	2016 Bonds
Data Projector for Margaret Rivers B	\$ 1,500	\$ -	\$ -	-	City IT will investigate in April	Computer Equipment	2016 Bonds
Transfer Telephone System to City	\$ 20,000	\$ -	\$ -	-	City IT is investigating as part of server transfer	Computer Equipment	2016 Bonds
2016 Request Total	\$ 46,900	\$ 1,250	\$ 8,750	-			
Total Library Operations	\$ 56,307	\$ 1,250	\$ 8,750	-			
PLANT							
2015 Rollover							
General Building Improvements	\$ 4,037	\$ -	\$ -	-	City investigating roof	Improvement	2014 Bonds
General Building Improvements	\$ 12,000	\$ -	\$ -	-	Have 1 of 3 bids for ceiling repair.	Improvement	2015 Bonds
Portable Projector for Meeting Rooms	\$ 2,000	\$ -	\$ -	-	City IT will investigate in April	Computer Equipment	2015 Bonds
Rollover Total	\$ 18,037	\$ -	\$ -	-			
2016 Request							
Building Reconfiguration	\$ 25,000	\$ -	\$ -	-		Improvement	2016 Bonds
Major Building Repairs and Improvements	\$ 5,000	\$ -	\$ -	-		Improvement	2016 Bonds
2016 Request Total	\$ 30,000	\$ -	\$ -	-			
Total Library Plant	\$ 48,037	\$ -	\$ -	-			
TOTAL 2015 ROLLOVER	\$ 27,444	\$ -	\$ -	-			
TOTAL 2016 REQUESTED	\$ 76,900	\$ -	\$ -	-			
TOTAL LIBRARY FUND	\$ 104,344	\$ 1,250	\$ 8,750	-			

2016 goals for director

Adopted March 8, 2016

As an immediate follow-up to the director evaluation process, the board should establish goals against which it can evaluate the director's growth and accomplishments for the year. This initial draft is informed by ideas mentioned in individual evaluations, the director's self-evaluation and the board's February evaluation discussion.

The handful of ideas offered during those phases of the evaluation discussion that are not shown in this draft are still suitable goals for consideration. They seemed more appropriate, however, as objectives for the library itself more so than for the leadership roles of director and trustees.

DIRECTOR GOALS

*The following goals are identified as priorities for the director and are followed by more specific measurable objectives or concrete tasks. The goals are intentionally broad and high-level, indicating the desired outcome. The items beneath goal are presumed to be some (but not all) of the steps taken to achieve the goal. It should be noted that "continue to oversee the implementation of our strategic plan" **is not** a performance goal and is simply assumed as a requirement for the director and the board.*

Demonstrate continued improvement in proactive leadership among staff, with board and in our community

- Lead library staff through the successful implementation of the building reorganization and of our new staffing model
- Ensure effective representation for the library in the city's employee class and compensation study
- Proactively support the board's effective and efficient deliberation and decision making by providing stronger, clearer and more useful context for discussion and evaluation
- Whenever feasible, present to the board solutions for consideration rather than problems to be solved
- Establish a habit throughout library staff of metrics-driven reporting (to the board, to the foundation, etc.) on the outcomes and lessons learned from each program, project or initiative; take credit for the library's great work!
- Facilitate board education through regular staff reports, technology updates, hands-on library visits, other learning opportunities
- Work to improve communication and cooperation between the board and the director

... continued on next page

Establish a meaningful presence for the library and its offerings throughout the community

- Facilitate the effective implementation of an active marketing/communications program to publicize events and resources available at or from the library
- Embody the idea that the library is about more than the materials on its shelves by continuing to seek opportunities to take the library “to the streets” and to bring others into the library
- Continue building upon already significant efforts to build stronger working relationships with city and county leaders (including more than just city and county government)

Ensure clear and reliable financial reporting, transparency and accountability

- Establish process for acknowledging, accepting and allocating gifts, grants and other supplemental income (where “allocating” means identifying where the money will be “kept,” not allocating for a particular expenditure)
- Develop “library finance at a glance” dashboard that recognizes financial reporting is about more than numbers; draw out for the board important information to help facilitate deliberation and decision making

Board of Trustees Calendar

2016

April	1	Annual report due to the State of Minnesota
	5	Flight Behavior book discussion 6 pm
	11	Friends meeting 6:30 pm
	10 through 16	National Library Week
	12	SPL Board Meeting 7 p.m.
	12	Margi Miller from the St. Croix Valley Foundation will talk
	12, 13	MLA Legislatve Day
	13	Library Staff Appreciation Day
	17	Accounting for Nature 3 pm
	20 through 23	Friends Spring Booksale
	20	SPLF Executive Committee meeting 8:30 a.m.
	26	Club Book with Forrest Pritchard
	27	SPLF Board meeting
	28	Grapes of Wrath film screening 6:30 pm
	30	Gallery Opening: Laurie Schneider 2 - 4 pm
May		
	9	Friends meeting
	10	SPL Board Meeting 7 p.m.
	10	Board 2017 Budget request discussion
	18	SPLF Executive Committee meeting 8:30 a.m.
	25	SPLF Board meeting
June		
	13	Friends meeting
	14	SPL Board Meeting 7 p.m.
	15	SPLF Executive Committee meeting 8:30 a.m.
	22	SPLF Board meeting
July		
	4	SPLF Light a Spark no Friends meeting
	12	SPL Board Meeting 7 p.m.
	13	2017 Budget Request Due
	20	SPLF Executive Committee meeting 8:30 a.m.
	27	SPLF Board meeting
August		
		no Friends meeting
	9	SPL Board Meeting 7 p.m.
	17	SPLF Executive Committee meeting 8:30 a.m.
	24	SPLF Board meeting
September		

Board of Trustees Calendar

12 no Friends meeting
13 SPL Board Meeting 7 p.m.
21 SPLF Executive Committee meeting 8:30 a.m.
28 SPLF Board meeting
29-30 MLA Conference in Duluth

October

10 Friends meeting
11 SPL Board Meeting 7 p.m.
19 SPLF Executive Committee meeting 8:30 a.m.
26 SPLF Board meeting

November

8 SPL Board Meeting 7 p.m.
14 Friends meeting
16 SPLF Executive Committee meeting 8:30 a.m.
23 SPLF Board meeting
TBA Give to the Max Day
TBA Friends fall booksale
TBA Foundation Direct Mail Campaign

December

Date pending SPLF Executive Committee meeting 8 a.m.
13 SPL Board Meeting 7 p.m.
No SPLF Board meeting or Friends meeting in December
31 Board terms end

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
33	11/10/2015	Supplemental Funds	Board should develop a document that describes the conditions and use of each fund.	Goeltl	3/2/16: In Progress Goeltl will present at April meeting
51	3/8/2016	Supplemental Funds	Develop a formal process for the acceptance and fund allocation of gifts.	Bertalmio	3/23/16: In Progress Goeltl will present list of 2016 gifts at April meeting as the start of a formal acceptance process.
13	9/8/2015	City Email Accounts	Bertalmio contact city IT to see if city email accounts may be created for library trustees as email communications between board members or emails about library business could be public data.	Bertalmio Keliher	3/23/16: Completed
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	3/23/16: In Progress Cost estimates have been shared with the potential donors. Potential donors are considering a different approach. Facilities Committee should meet to discuss options.
30	12/9/2015	Prioritize Facility Repairs/Work	Facilities should catalog a list of repairs needed and prioritize the work, including the leak in Bertalmio's office and the ceiling cracks throughout the building. List should be provided to board by the Spring of 2016.	Facilities Committee	3/23/16: In Progress City of Stillwater Public Works is assisting in preparing for roof project. Bids are being solicited for ceiling crack repair. With this information in hand, Facilities Committee may prioritize projects.
48	3/8/2016	Building Task Force	Contact Tom McCarty to determine if the city or library would do bidding on a building project.	Bertalmio	3/23/16: In Progress Tom McCarty is considering the question.
49	3/8/2016	Building Task Force	Contact Tom McCarty and determine timeline on approval of capital funds usage.	Bertalmio	3/23/16: In Progress Tom McCarty advises that the Board of Trustees prepare a report for the City Council that outlines the project, its benefits, and its costs. The report should also identify which capital funds could be reallocated to reach the needed figure.
50	3/8/2016	Building Task Force	Develop a staffing model plan in preparation for co-location change.	Bertalmio	3/23/16: In Progress The Management Team has begun discussion of the elements of the staffing plan.
40	1/12/2016	Personnel	Document the Board questions and steps needed during the contract review process.	HR Committee	3/2/16: In Progress HR Committee will need clarification on intent.
42	1/12/2016	Long-Term Financial Planning	Hold a board education session on maintenance of effort.		3/23/16: In Progress MOE presentation is scheduled for April 2016.
44	1/12/2016	Long-Term Financial Planning	Board requested that Bertalmio does preliminary research on possible costs and savings associated with any merger with Washington County	Bertalmio	3/23/16: In Progress Almost every aspect of a merger would need to be negotiated. Discussion about possible costs and savings is scheduled for April board meeting.
48	1/12/2016	2015 Statistics	Board requested a report on 2015 Collections Budget and how money was spent. Report to board in March.	Bertalmio	3/23/16: In Progress A review of 2015 collections expenditures will be included in the year end financial reports.

49	2/9/2016	2015 Statistics	Stark requested library statistical reports historically comparing numbers on visits, collections, hours open, youth program attendance, reference questions/transactions, etc. for 2015 against past years.		2/29/16: In Progress A historical review of 2015 stats against past years is on the agenda for the May board meeting.
45	1/12/2016	Capital Funds	Finance to report on 2015 Capital Expenditures and 2016 Capital Budget and Expenditures in February.	Richie Stark	3/23/16: In Progress Written report is included in March Board packet. Questions will be addressed at the April Board meeting.
46	1/12/2016	Drug Testing Policy	Bertalmio asked Policy and Governance Committee to begin review of the drug testing policies.	Policy & Governance Committee	3/23/16: In Progress The recommended policy will be on the April Board agenda.
47	3/8/2016	Building Task Force	Schedule a meeting with building task force prior to board meeting with MSR so task force can provide recommendations to board.	Bertalmio	3/23/16: Completed The Task Force met on March 24 and drafted a recommendation to the Board on the findings of the building study to date.
52	3/8/2016	Partnerships & Outreach	Provide board with a plan for what would be realistic for the library to do in outreach over the next year.	Bertalmio	
53	3/8/2016	WCL Strategic Plan	Send WCL summary pamphlet of strategic plan to board members.	Bertalmio	3/23/16: Completed Board members received brochure via e-mail.
54	3/8/2016	Board Goals	Discuss 2016 Board Goals.	All	3/23/16: In Progress The Board will discuss goals for the Board at the April meeting.

"TO DO" REMINDER FILE

ID	Board Meeting	Task	Description	Responsible	Status
23	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: No known date for paver replacement; Communicate to neighbors when date is known.

Washington County Library Board
Regular Meeting at Library Administrative Offices
8595 Central Park Place
Woodbury, MN
January 25, 2016

Present

Board: Bull, Cram, Lande, Jurgens, Reeves, Skinner,

Staff: Ryskoski, Worwa, Carlson

Absent

Board: Meyer, Commissioner Bigham (Library Board Liaison)

1. Call to Order

Bull called the meeting to order at 6:35 p.m.

Pledge of Allegiance

2. Recognition of Public

Paul Ryberg, Lake Elmo Library Board, talked about the Maker Faire that will be held on May 14th and 15th at the Minnesota State Fair Grounds. The website is makerfairemsp.com. There were 110 Maker Faires around the world last year. He is on the planning committee and suggested that libraries should be there as a presence. He asked if it was something we were interested in being a part of. Cram asked who was planning it. Leonardo's Basement is the planning group to contact. It was suggested that Ryskoski talk with staff about participation and notify the library board if we decide to do something.

3. Election of Officers - Bull turned the meeting over to Ryskoski to conduct the election of the new Board chair. Skinner nominated Cram and Reeves seconded the nomination. Nominations were called for a second time. Nominations were called for a third time. There being no further nominations, nomination for Board chair was closed and the vote called. Vote: All in favor. Motion carried. Further election of officers was conducted by Cram. Cram nominated Skinner for vice-chair. The nomination was seconded by Bull. Cram called for nominations a second time. Cram called for nominations a third time. There being no further nominations, the nomination for vice-chair was closed and the vote called. Vote: All in favor. Motion carried.

4. Adoption of Agenda and Consent Calendar - Jurgens moved adoption of the agenda and consent calendar. Skinner seconded the motion. Vote: All in Favor. Motion carried.

Acceptance of Donations and Grants Received – Ryskoski noted that donations would not be part of the public packet, but that they would be kept confidential. He also noted two corrections to the minutes from January 6. Under 5 B, Library Strategic Plan, the reference to page eight should be page six, and on the third line, rby should probably be “written by” Library Strategies.

Jurgens brought up policies on donations and purpose. If it doesn't go along with our mission, how do we handle it? Maybe ask for a contingency plan. Cram brought up the Friends Group and how restricted it is. Ryskoski suggested we look at it again when the policies and procedures manual is updated. Bull moved acceptance of donations and grants received. Skinner seconded the motion. Vote: All in Favor. Motion carried.

5. Unfinished and New Business

- A. Library Strategic Planning Update - Ryskoski distributed updates to the strategic plan. It will be submitted to the County Board for approval on February 9 when there is a County Board Workshop. The final plan will be publicly presented at a league of local governments meeting on February 29, 2016 at the Prom Center in Oakdale.
- a. Key Drivers – Ryskoski indicated the key drivers came from the draft document Library Strategies presented in November. The page that said major drivers is what he's referring to. The only change he's recommending is to add a second sentence to 6: To maintain the strength of the county system and neutralize the threat of the splintering off of city libraries outside of the County system, no additional associate libraries should be approved. After discussion of various words, it was changed to: **To maintain the strength and effectiveness of the County Library system, additional associate libraries shall not be approved.**
 - b. Mission, Vision - We will go with the County Vision Statement, "A Great Place to Live Work and Play." Different groups brainstormed for the library mission statement and then some suggestions were put out on the team site blog for suggestions so each employee had the opportunity for input. What came out of all the exercises was the following mission statement: "Inspire Curiosity. Champion innovation. Spark opportunity." Cram asked for feedback. Reeves and Skinner indicated they really like it! The power of the verb makes it very clear, it's short and to the point. Jurgens thinks it will be easy to remember and Reeves commented how you would be able to link it to behavior and outcome. Lande commented on the sequence, out of curiosity comes innovation, out of innovation comes opportunity. Jurgens made a motion to support the vision and mission statements as presented. Bull and Skinner seconded the motion. Vote: All in Favor. Motion carried.
 - c. Strategic Plan
 - i. Goals - Ryskoski indicated a change to Goal #4 - Develop new partnerships with organizations within the County Library system. Discussion was that it needed to be more in line with the other goals, that maybe we were trying to do too much. Recommend changing to: **"Cultivate Partnerships"**
 - ii. Strategies – Were reviewed without comment.

- iii. Facilities – Ryskoski talked about important criteria that the board would use to determine if and where facilities would be located. What we really need is to determine what a region needs. We will go back and look at the 2009 Facilities Plan. There the county was divided up into 5 or 6 regions. Things to look at include communities with a diverse population, households below the county's median household income, population of families with children under age 5, and population 65 years and over. Metropolitan Council estimates, GIS data and transit criteria will be used to populate the grey area of the chart. The criteria will go to the County Board for approval on February 9, and then the next step will be to populate the chart.

Board Members congratulated Keith on the great job he's done with the strategic plan. He thanked the board for their thoughts and time.

6. **Director and Board Reports** – Ryskoski commented on his meeting with Lake Elmo. He also announced that Tina Kaple will start as the Senior Library Manager at RH Stafford on Monday, February 1.

Jurgens commented that when he tried to pick-up a book at the locker in Newport he had to have a pin. Not knowing what his pin was, he went to leave and then noticed in a handout he picked up that the pin was the last 4 digits of his library card. He went back to the locker and was able to get the book. He suggests we have better signage at the locker that explains the pin is the last 4 digits of your library card. He also commented on going to the Park Grove branch as he believed some people may have expressed feeling unsafe there due to the behavior of teens.

7. **Adjournment**

Bull entertained a motion to adjourn. Reeves moved adjournment. The meeting adjourned at 8:05 p.m.

The next scheduled meeting of the Library Board is March 28, 2016 at 6:30 p.m. in the Library Administrative Offices, Washington County Library, 8595 Central Park Place, Woodbury, MN.