

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES

Meeting Agenda
Tuesday, April 11, 2017

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the March 2017 Minutes and April 3, 2017 Special Meeting Minutes +
 - b. Acknowledgement of Bills Paid in March \$25,805.85 +
 - c. Budget Status Report +
5. Acceptance of Q1 2017 Gifts and Grants A+

Old Business

6. Building Reconfiguration Update D
7. Strategic Plan Update I+
8. Hearing Loops Update I+
9. Funding of Transition Costs I+

New Business

10. Minnesota Public Library Annual Report, 2016 A+
11. Board Vacancy Recommendation – *These confidential documents will be sent separately.* A
12. 2017 Capital Release Request A+
13. 2018 Budgeting Process D
14. Executive Search Process D+
15. Library Policy update D

Reports

16. Director and Other Staff Reports +
17. Foundation Report +
18. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Human Resources
19. Public Commentary and Communications
20. Adjournment

If you are unable to attend this meeting, please leave a message for Melissa at 651.275.4338 ext. 118 before 5 P.M. on Monday, April 10, 2017.

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

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

Attachments: Calendar, Ongoing Board Work Assignments, SPLF Minutes, Friends Minutes, WCL Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 14, 2017
Minutes**

PRESENT: Bell, Carlsen, Hansen, Keliher, Lunn, Menikheim, Richie, Stark

ABSENT: None

STAFF: Brechon, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:30 pm by Keliher, President

AGENDA ITEM 2: Adoption of Agenda

Add Agenda Item 5A: Building Reconfiguration.

Motion to adopt agenda as amended. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Item 4E: Special Meeting Minutes was added to the consent calendar. Minutes for the special meetings on March 6 and March 8 are attached.

Stark requested that the Adoption of the December 2016 Minutes be pulled out for discussion from the consent calendar.

Motion made to adopt the remainder of the Consent Calendar. MSP.

Regarding Agenda Item 17 in the December minutes, Stark asked if the patron suggestion about the possibility of being open on some Monday holidays pertained only to the Martin Luther King holiday. Keliher confirmed that the inquiry was about all government holidays.

Minutes adopted. MSP.

AGENDA ITEM 5: Strategic Plan Update & Future Activities

Brechon asked for guidance from the board on updating of the Implementation Plan. Board requested the following:

- Archive items that have been completed from 2014.
- Keep outstanding/incomplete items from prior years on plan.
- Add in outreach tasks from initial strategic plan work, which can be found in the plan binder in the admin office, to the Implementation Plan.

Richie requested update on collaboration with Community Education and the school district. It was noted that a meeting was initially scheduled for the end of January, but it may not have occurred. Brechon will follow-up on these efforts.

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 14, 2017
Minutes**

AGENDA ITEM 5A: Building Reconfiguration Update

Carlsen discussed the building reconfiguration project and provided a summary of the 2017 capital and supplemental funds available for finishing these projects. Cost estimates have been received from MSR for completing the teen room. These estimates include design, material, and labor costs. The furnishings will be fun and flexible, and sample furnishings are scheduled to arrive next week for review.

Carlsen proposed that Carlsen, Brechon, and Petrie would be allowed to form a committee and be provided with a budget of up to \$29,000 for the design and materials for reconfiguration of the teen room. Approximately \$23,000 of this funding would be from the disbursement of the Helen Lawson Short Term Fund.

Motion made to ask the City to release \$8,000 of the \$24,000 allocated for the Building Reconfiguration from the 2017 capital budget, and to grant the teen room reconfiguration committee the authority to design and purchase materials for the teen room. MSP.

AGENDA ITEM 6: Director Search Process

Four executive search firms were interviewed at special meetings of the board on March 6 and March 8. Per the RFP process, executive search firms were allowed to provide a revised proposal before the board meeting tonight. Two of the firms, Cincinnatus and Keister, chose to submit revisions. The revisions are attached.

Board reviewed proposals and discussed firms. Brechon excused herself from discussions as she is a consultant for Library Strategies.

Motion made to hire John Keister & Associates LLC pending successful negotiations. Yes – Carlsen, Lunn, Hansen, Keliher, Menikheim, Richie, Stark; No – Bell. Motion passed.

Board discussed cost proposal and negotiating terms, scope, and fees with Keister. *Motion made to give the Executive Committee the authority to negotiate the contract with Keister for no more than \$18,300. MSP.*

Board requested that the Finance Committee provide an update to the board on funding possibilities for the search firm contract.

Board discussed the process of the search. The search will include information gathering with the board, staff, and community partners. Staff and community partner input will be solicited again for the final 2-3 candidates. Keliher will take point on day-to-day communications with consultant.

AGENDA ITEM 7: Library Open on Holidays

At the February meeting, the board was informed of a request from a patron via the Foundation to consider keeping the library open on Monday government holidays. Per the board's direction, Brechon

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 14, 2017
Minutes**

researched costs for keeping the library open on a holiday and provided the attached document with cost estimates of approximately \$1,300 for a full day open.

Board discussed the request and considerations regarding demand for this service, outreach possibilities, programming opportunities, communications, and cost. Board discussed gathering more information from patrons and residents regarding library hours, obtaining input from the new director when hired, and exploring creative ways to approach this. Board will add this request to consideration in the overall 2018 budget preparation process.

AGENDA ITEM 8: Interview/Nominating Committee

Trustee Brandon Otte resigned from the Board. The opening has been posted, and the City of Stillwater is accepting applications for the opening through April 3, 2017.

Motion made for a nominating committee of Craig Hansen, Maureen Bell, and Doug Menikheim to interview candidates and provide a recommendation to the board. Otte resigned. MSP.

Stark noted that her term ends at the end of 2017. Board asked library to work with city to coordinate the timing of this posting so that the position may be filled with the new trustee by the January board meeting.

AGENDA ITEM 9: Director and Other Staff Reports

Brechon presented the director's report. She also updated the board on key meetings. Board appreciated the connections she was making and requested a monthly list of her external contacts. Board also appreciated the descriptions of the outreach efforts.

AGENDA ITEM 10: Foundation Report

Richie reported on the work of the Foundation. She discussed a recent bequest received by the Foundation as well as gifts given in honor of former director Lynne Bertalmio. She informed the board of the upcoming Foundation events: Gratitude Breakfast on April 26, Light a Spark on July 4, Destination Library on September 22, and Style Speaks Volumes on November 10 and 11. Richie reported that the Foundation continues work on Hearing Loops.

AGENDA ITEM 11: Board Committee Reports

- **Executive Committee:** Brechon and Keliher reported at Stillwater Township Annual meeting tonight to thank the township for their support and answer any questions. Board asked if there were other townships with whom the library should be connecting.
- **Finance:** None.
- **Human Resources:** The HR Committee requested that the class compensation study be sent to them when it is received by the library. McCarty will plan on attending the April board meeting to discuss the study.
- **Facilities:** None.
- **Communications/Outreach Committee:** Lunn and Keliher to meet.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 14, 2017
Minutes**

- **WCL Relationship Task Force:** A meeting with WCL, McCarty, Lynne in January. McCarty is planning to follow-up with Washington County at the end of April.

AGENDA ITEM 12: Public Commentary and Communications

None.

AGENDA ITEM 13: Adjournment

Adjourned at 9:34 pm.

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Stillwater Public Library
Board of Trustees
Special Meeting
March 6 and 8, 2017

Minutes

March 6:

Present: Keliher, Carlsen, Lunn, Menikheim, Stark

Absent: Bell, Richie, Hansen

Staff: none

Agenda item 1: Meeting called to order at 7:05 p.m.

Agenda item 2: Adoption of the agenda – MSP

Agenda item 3: The library board conducted interviews with two of the four finalists under consideration to provide executive search services to the library. No discussion or deliberation of the candidates took place. The two finalists interviewed on March 6 were:

- a) John Keister and Associates: John Keister
- b) Cincinnatus: Brad Ballinger and Nancy Speer

Agenda item 4: Meeting adjourned at 9:03 p.m.

March 8:

Present: Keliher, Richie, Carlsen, Lunn, Menikheim, Stark

Absent: Bell, Hansen

Staff: none

Agenda item 1: Meeting called to order at 7:01 p.m.

Agenda item 2: Adoption of the agenda – MSP

Agenda item 3: The library board conducted interviews with two of the four finalists under consideration to provide executive search services to the library. No discussion or deliberation of the candidates took place. The two finalists interviewed on March 6 were:

- a) Library Strategies: Sue Hall
- b) Springsted | Waters: Sharon Klumpp

Agenda item 4: Meeting adjourned at 9:04 p.m.



Mike Keliher <mjkeliher@gmail.com>

Quick follow-up from Stillwater Public Library

Brad Ballinger <brad@cincinnati.com>
To: Mike Keliher <mjkeliher@gmail.com>
Cc: Nancy Speer <nancy@cincinnati.com>

Mon, Mar 13, 2017 at 12:29 PM

Mike,

Attached please find our final technical and price proposals. **One change was made to the technical proposal, and is italicized at the top of page six. It reflects more up front work in the search process. There is a modest increase in the price proposal as a result. Additionally, however, please note that the price proposal assumes a specified number of interviews (8-10 first round interviews and 3-5 finalist interviews). Should there be fewer interviews than those estimates, the Library Board can expect to see a reduction in the fees associated with one or both of those phases of the search.**

Please call with any questions. During your deliberations, Nancy or I can be available by cell phone should there be any last minute questions or points that need clarification. Thank you, again, for considering Cincinnati!


Brad


Brad Ballinger
Direct: 612-843-0130
Mobile: 651-341-5027
brad@cincinnati.com

CINCINNATUS
Colonial Warehouse Suite 478
212 Third Ave North
Minneapolis, MN 55401
www.cincinnati.com

[Quoted text hidden]

2 attachments

 **Stillwater Public Library Board Executive Search Proposal FINAL.pdf**
946K

 **Stillwater Public Library Board Executive Search Price Proposal FINAL.pdf**
545K

candidate should possess, qualities that are particularly appropriate for the culture and environment at the library.

Also, as part of the design phase, and based on our March 6 meeting with representatives from the Library Board, we recommend that four separate meetings occur with the key stakeholder groups of Board, staff, Foundation, and Friends. In these meetings, we will elicit qualities and attributes these stakeholder groups feel are critical for the library's next ED. In addition to a list of the qualities and attributes, these meetings will also generate buy-in early in the process. Our price proposal (attached) reflects a corresponding fee adjustment.

At this point, we will also develop a work plan for the search that includes:

- A detailed timeline,
- A process for how and when the Search Committee and larger Board will be involved,
- A determination of whether and how the staff and other key constituencies will be involved.

Announcement

We will review the position description with an eye to its serving as a marketing document in order to attract the strongest possible candidates. We will draft a brief position announcement to appear in print and on websites that you have already identified as well as others we recommend. We will work with you to assemble the lists of institutions and individuals we will contact on your behalf. We will also advise you on other lists of individuals and organizations that should receive announcements. Typically, Cincinnatus handles all mechanics of these announcements.

In addition to a position announcement, Cincinnatus will also create a position profile to be used by us and by the Library Board for recruitment and marketing. This profile will include a detailed position description, information about the Library Board, Stillwater Public Library, and the community of Stillwater. The Library Board's search committee will have the opportunity to review this profile before distribution.

Recruitment

Two pools of candidates are available: those currently looking for employment opportunities and those who are not. Announcements and postings appeal to the former. The latter are identified through nominators we will identify as being useful for this particular search. We will, therefore, actively prospect within similar institutions or in other channels to identify individuals currently employed—who, when presented the opportunity, might consider the opening seriously. We will follow up with nominators and

The following outlines the Cincinnatus Price Proposal to accompany our prior proposal for executive search services to the Stillwater Public Library Board. In that prior proposal we stated the following:

“Cincinnatus has a different fee structure from most other firms that will be submitting proposals. While other firms determine their fee based on a flat rate or percentage of first year compensation for the hired executive, we price our services based solely on the work we do. Therefore, should Cincinnatus advance in the evaluation process, our pricing model will have a cost attached to each of the search phases. We structure our fees this way in the event the client wishes to handle a certain part of the search on their own given budget constraints.”


Therefore, you will notice a range for services, which is tied to the number of interviews. Furthermore, we invoice our clients at the beginning of the month for work completed in the prior month. We do not require a retainer to begin our work on any search. If clients wish to “prepay” costs up front, that is entirely their choice. Bearing all of this in mind, our fee structure is as follows:

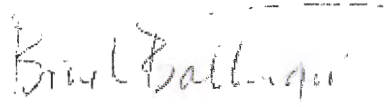
Phase 1 – Design of the Search Process	\$4,000
Phase 2 – Announcement	\$800, plus expenses*
Phase 3 – Recruitment	\$8,000
Phase 4 – Screening Interviews (8-10 interviews)	\$5,600 - \$7,000
Phase 5 – Finalist Interviews (3-5 interviews)	\$1,500 - \$2,500
Phase 6 – Decision and Reference Checking (1-2 finalists)	\$1,000 - \$1,750
Phase 7 – Offer, Negotiation, and Background Checking	\$1,000, plus expenses*
Total Fee Range:	\$21,900 - \$25,050, plus expenses*

*Expenses typically include posting fees and background checking fees, and are simply a pass through expense to the client.

We look forward to meeting representatives of the Library Board on March 6 to discuss both our Technical Proposal and this Price Proposal. Should you require any information from us prior to that time, please do not hesitate to get in touch.

Respectfully submitted


Nancy Speer
Cincinnatus Principal


Brad Ballinger
Cincinnatus Principal

Quick follow-up from Stillwater Public Library

John Keister <john@johnkeister.com>
To: Mike Keliher <mjkeliher@gmail.com>

Fri, Mar 10, 2017 at 1:53 PM

Hi Mike,

The attached proposal is identical to the original but with the addition of the price/fee schedule and our guarantee. I also emailed this revised proposal to Diane Ward.

Hope the Partnership Party is a big success. I was one of the founders of a foundation for our local schools but I think the Partnership Plan is an example to follow.

John

On Mar 9, 2017, at 9:59 PM, Mike Keliher <mjkeliher@gmail.com> wrote:

Hi, John!

Thanks again for taking time to "visit" with the library board and discuss our executive search process. It was great to learn more about your services and to pick your brain about the adventure we're on right now!

As I mentioned, we fully expect to complete our deliberation at our March 14 board meeting and get started ASAP thereafter. And although we're a bit off the tentative timeline outlined in our RFP, I did want to remind you of this opportunity:

The RFP talked about giving each finalist firm an opportunity to submit a final amended/revised proposal -- just in case anything that came up during our interview discussion causes you to see value in clarification or refinement. I don't at all expect anything further from you; I'm simply pointing this out.

The RFP document says: "The final RFP to be submitted after the interview. --The technical data should be amended and modified as appropriate to address the issues and reflect the scope of services discussed during the oral interviews and outlined in any addendum for the search which may have been issued."

Let me know if you have any questions. Thanks again!

Mike Keliher
651-324-0213
michaelkeliher.com

Donate to the Stillwater Public Library Foundation!

 Library Search Proposal_Keister Rev1.pdf
224K

374 E. Marseilles Street
 Vernon Hills, IL 60061

Phone: (847) 955-0541
 john@johnkeister.com
 www.johnkeister.com
 Twitter: @jkaLibrary

Month 3 - 4	<ul style="list-style-type: none"> • Final candidate interviews at library • Reference checks • Presentation of offer (Board to Candidate)
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Fee for Executive Search Services

Our fee for search services is \$19,800. Part of this fee (\$6,600) will be payable upfront, to help us defray our search expenses and to initiate the search. A second payment of \$6,600 will be due upon your acceptance of a slate of candidates. The balance of the fee will be billable upon selection of the new Library Director, and payable within 30 days after acceptance of the offer by the new Library Director.

Our professional fee includes:

- Design, development and hosting of a website for the Director Search
- All consultant expenses, including travel, for three meetings at the library: our initial information-gathering session, a meeting to present candidate profiles, and facilitation during the final interviews
- Unlimited "virtual" access via Skype or audio calls at other meetings, as needed
- All advertising costs

Not included in our fee are costs incurred by candidates who are asked to interview in-person with the library.

Optional Fee Plan:

We respect that many libraries are particularly mindful of flat or falling budgets due to economic conditions that have impacted their revenues in recent years. As an alternative to our normal fee and proposal, we offer a reduced fee plan whereby we lower the total fee by \$1,500. With this plan, we would conduct our candidate profile discussion via Skype or conference call rather than in person. Our fee for search services under this plan is \$18,300 total, payable in three installments at times as outlined above. This fee includes:

- Design, development and hosting of a website for the Director Search
- All consultant expenses, including travel, for *two* meetings at the library: our initial information-gathering session and facilitation during the final interviews
- Unlimited "virtual" access via Skype or audio calls at other meetings, including candidate profile discussion and other times as needed
- All advertising costs

GUARANTEE:

If the new Library Director leaves the position within the first year after acceptance, we will, on a one-time basis, reactivate the search upon your request. Such a reactivation must assume that we will be allowed to pursue our own approach to achieve the reasonable results you anticipate. The library will assume all expenses directly related to a reactivated search, but we will expect no additional search fee.

We thank you for your interest in John Keister & Associates. Please contact us if you have any questions. We look forward to working with you.

Number of Staff and Hours Needed to Open MLK and President's Day 2018				
# Staff	Job Title	Hours	Wages	
1	Custodian	8	196.08	
3	Shelvers	11	108.9	
1	Library Aide	5.5	86.19	
4	Library Assist. 1	22	502.48	
1	Office Specialist	7	151.9	
2	Library Assoc. 1	11	301.18	
Total: 12		Total: 64.5	Total Cost: 1,346.73	

* This estimate is using regular staff- no substitutes. and no Supervisors

* Staff Hours Open: 9-8pm, Public Hours Open 10-8pm

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES – SPECIAL MEETING
April 3, 2017
Minutes

PRESENT: Bell, Carlsen, Hansen, Keliher, Lunn, Menikheim, Richie, Stark

ABSENT: None

STAFF: Brechon, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. MSP.

AGENDA ITEM 3: Resolution 2017-1 Awarding Contract for Executive Search Services

Keliher reported that the Executive Committee worked with Keister to review fees and scope of work, and determined that the items included in the proposal should be kept. The contract includes fees for two in-person meetings with Keister. Menikheim proposed that the Board take up the discussion of adding on the third meeting with Keister at the regularly scheduled April board meeting.

Motion made to approve the proposal and award contract for Stillwater Public Library executive search services to John Keister and Associates. Yes - Bell, Carlsen, Hansen, Keliher, Lunn, Menikheim, Richie, Stark. No – None. MSP.

AGENDA ITEM 4: Discussion of Director Search Process with John Keister of John Keister and Associates

John Keister discussed the executive search process with the Board. He reported that he met with staff, the Foundation, the Friends, Interim Director Brechon, and City Administrator Tom McCarty to help get a feel for the library, ascertain its culture and history, and identify the challenges and opportunities that a director may face. He asked the trustees for their feedback on challenges. Board discussed desired attributes of a new director.

Keister reviewed the steps of the search process. To assist in this process, Keister asked the board to discuss a relocation package and salary range. The board will begin addressing these points at the regularly scheduled April meeting.

AGENDA ITEM 5: Adjournment

Adjourned at 8:19 pm.

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2017 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
3072017	3/7/2017	Baker and Taylor	Materials - Juv	\$ 764.80	230-4230-2400-0000	Childrens Books
3072017	3/7/2017	Baker and Taylor	Materials - YA	\$ 209.54	230-4230-2406-0000	Teen Books
3072017	3/7/2017	Baker and Taylor	Materials - Processing	\$ 29.40	230-4230-3404-0000	Processing Fee
2282017	2/28/2017	Brechon Melissa J.	Interim Director: February (91 Hours)	\$ 3,696.00	230-4230-3099-0000	Other Professional Services
3072017	3/7/2017	Brodart Co	Materials - Adult Fiction	\$ 1,550.95	230-4230-2401-0000	Adult Books - Fiction
3072017	3/7/2017	Brodart Co	Materials - Adult NonFiction	\$ 821.55	230-4230-2405-0000	Adult Books - Non Fiction
3072017	3/7/2017	Brodart Co	Materials - YA	\$ 9.51	230-4230-2406-0000	Teen Books
3072017	3/7/2017	Brodart Co	Materials - Processing	\$ 68.90	230-4230-3404-0000	Processing Fee
3072017	3/7/2017	Brodart Co	Materials - Adult Fiction (SPLF)	\$ 276.58	232-4232-2113-0000	SPLF - Materials
306-02555792-3	3/20/2017	Culligan of Stillwater	Misc	\$ 14.55	230-4230-4099-0000	Miscellaneous Charges
1781	1/31/2017	Friends of the Saint Paul Public Library	Interim Director Search Firm	\$ 2,750.00	230-4230-3099-0000	Other Professional Services
3072017	3/7/2017	Midwest Tape	Materials - Audio	\$ 360.05	230-4230-2402-0000	Audio
3072017	3/7/2017	Midwest Tape	Materials - Video	\$ 607.98	230-4230-2408-0000	Film/Video
3072017	3/7/2017	Midwest Tape	Materials - Processing	\$ 82.30	230-4230-3404-0000	Processing Fee
W17010691	2/15/2017	Office of MN IT Services	Telephone - January	\$ 378.04	230-4231-3101-0000	Telephone
504073370	2/14/2017	Motion Picture Licencing Corporation	Programs (StPF)	\$ 193.80	235-4236-4099-0000	Library Donations Programs
11	1/31/2017	MSR Design	Teen Room Improvement - Design	\$ 541.16	235-4900-3099-0000	#N/A
3072017	3/7/2017	Petrie Angela	Equipment - Juv (SPLF W/B) - Staff Reimbursement	\$ 224.25	232-4232-2302-0000	SPLF - Minor Equipment
4392175	3/16/2017	Quill Corporation	Supplies	\$ 284.41	230-4230-2101-0000	General Supplies
4397314	3/16/2017	Quill Corporation	Supplies	\$ 13.56	230-4230-2101-0000	General Supplies
94889	2/27/2017	Sand Creek Group LTD	Staff Training	\$ 250.00	230-4230-3201-0000	Seminar/Conference Fees
13446218	2/17/2017	Toshiba Business Solutions	Maintenance Contract	\$ 92.57	230-4230-3707-0000	Maintenance Agreements
		INVOICES SUBTOTAL		\$ 13,219.90		
CREDIT CARD						
5685835	1/4/17	Amazon.com	Materials - Adult Nonfiction (SPLF - Exp)	\$ 43.85	232-4232-2113-0000	SPLF - Materials
8600261	1/30/17	Amazon.com	Materials - Adult Fiction (SPLF - BCK)	\$ 100.00	232-4232-2113-0000	SPLF - Materials
7281036	1/31/17	Amazon.com	Materials - Ref	\$ 198.19	230-4230-2113-0000	Reference
9226628	1/14/17	Amazon.com	Materials - Periodicals	\$ 29.95	230-4230-2403-0000	Periodicals
9226628	1/16/17	Amazon.com	Materials - Adult Non Fiction	\$ 28.90	230-4230-2405-0000	Adult Books - Non Fiction
6068266	1/20/17	Amazon.com	Materials - Teen	\$ 22.93	230-4230-2406-0000	Teen Books
23986315	1/4/17	National Audubon Society	Materials - Periodicals	\$ 20.00	230-4230-2403-0000	Periodicals
2080386	1/11/17	Dream Host	Yearly Website Support	\$ 50.00	230-4230-3098-0000	Technology Support
2080386	1/11/17	Dream Host	Yearly Website Support	\$ 112.24	230-4230-3098-0000	Technology Support
				\$ 606.06		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		\$ -		
		GRAND TOTAL		\$ 13,825.96		

Submitted for payment

Melissa J. Brechon, Interim Director

General Ledger

Budget Status

User: kgoetl
 Printed: 4/4/2017 - 8:02 AM
 Period: 1 to 2, 2017



Account Number	Description	2017 Budget Amount	1/1-2/28 Period Amount	YTD Amount
Fund 230	LIBRARY FUND			
Dept 230-0000				
R05	TAXES			
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00
R25	CHARGES FOR SERVICES			
230-0000-3500-0100	Meeting Room Rental Fees	70,000.00	8,902.50	8,902.50
230-0000-3520-0100	Copier/Printer Sales	5,800.00	914.35	914.35
230-0000-3880-0200	Gallery Fees	600.00	0.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	0.00	0.00
	R25 Sub Totals:	76,700.00	9,816.85	9,816.85
R40	MISCELLANEOUS			
230-0000-3810-0200	Interest Earnings-Investments	1,500.00	0.00	0.00
230-0000-3820-0100	Gifts	5,500.00	140.00	140.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00
230-0000-3880-0020	Library Card Fees	10,212.00	126.00	126.00
230-0000-3880-0030	Lost Materials	3,200.00	370.99	370.99
230-0000-3880-0040	Processing Fees	8,200.00	590.00	590.00
230-0000-3880-0050	Registration	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	300.00	0.00	0.00
	R40 Sub Totals:	29,412.00	1,226.99	1,226.99
R45	OTHER FINANCING SOURCES			
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	0.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	22,700.00	0.00	0.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	90,000.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00
	R45 Sub Totals:	1,284,325.00	0.00	0.00
	<i>Revenue Sub Totals:</i>	<i>1,390,437.00</i>	<i>11,043.84</i>	<i>11,043.84</i>

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/4/2017 - 8:02 AM
 Period: 1 to 2, 2017



Account Number	Description	2017 Budget Amount	1/1-2/28 Period Amount	YTD Amount
Dept 230-4230	LIBRARY OPERATIONS			
E05	PERSONNEL SERVICES			
230-4230-1000-0000	Full Time Salaries	223,923.00	21,784.14	21,784.14
230-4230-1100-0000	Overtime - Full Time	0.00	12.99	12.99
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	3,280.42	3,280.42
230-4230-1113-0000	Vacation Pay	0.00	6,016.23	6,016.23
230-4230-1200-0000	Part Time Salaries	469,003.00	71,052.30	71,052.30
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00
230-4230-1410-0000	PERA	51,974.00	7,511.42	7,511.42
230-4230-1420-0000	FICA/Medicare	53,005.00	7,286.89	7,286.89
230-4230-1500-0000	Hospital / Medical	105,454.00	15,833.20	15,833.20
230-4230-1520-0000	Dental Insurance	4,149.00	514.71	514.71
230-4230-1540-0000	Life Insurance	650.00	107.52	107.52
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	908,158.00	133,399.82	133,399.82
E10	SUPPLIES			
230-4230-2000-0000	Office Supplies	250.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	20.22	20.22
230-4230-2113-0000	Reference	5,040.00	343.03	343.03
230-4230-2114-0000	Data Base Searching	1,750.00	1,081.10	1,081.10
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00
230-4230-2400-0000	Childrens Books	13,020.00	1,383.51	1,383.51
230-4230-2401-0000	Adult Books - Fiction	14,923.00	231.32	231.32
230-4230-2402-0000	Audio	10,920.00	209.95	209.95
230-4230-2403-0000	Periodicals	4,500.00	4,212.03	4,212.03
230-4230-2405-0000	Adult Books - Non Fiction	16,818.00	1,040.28	1,040.28
230-4230-2406-0000	Teen Books - Materials	4,620.00	390.90	390.90
230-4230-2407-0000	Programs	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	7,560.00	59.97	59.97
230-4230-2409-0000	Electronic Materials	3,360.00	0.00	0.00
230-4230-2499-0000	Collection Development	504.00	28.50	28.50
	E10 Sub Totals:	90,765.00	9,000.81	9,000.81
E15	SERVICES AND CHARGES			
230-4230-3098-0000	Technology Support	6,500.00	707.24	707.24
230-4230-3099-0000	Other Professional Services	1,000.00	1,000.00	1,000.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	0.00	0.00
230-4230-3200-0000	Mileage	500.00	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	4,500.00	300.00	300.00
230-4230-3202-0000	Meals	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	1,500.00	350.67	350.67
230-4230-3401-0000	Binding	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	7,000.00	887.74	887.74
230-4230-3500-0000	General Insurance	1,914.00	0.00	0.00
230-4230-3707-0000	Maintenance Agreements	20,000.00	122.71	122.71
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	0.00	0.00
	E15 Sub Totals:	44,814.00	3,368.36	3,368.36
E20	MISCELLANEOUS			
230-4230-4000-0000	Memberships and Dues	400.00	118.00	118.00
230-4230-4001-0000	Subscriptions	625.00	616.98	616.98

General Ledger

Budget Status



User: kgoeltl
 Printed: 4/4/2017 - 8:02 AM
 Period: 1 to 2, 2017

Account Number	Description	2017 Budget Amount	1/1-2/28 Period Amount	YTD Amount
230-4230-4099-0000	Miscellaneous Charges	1,500.00	348.08	348.08
	E20 Sub Totals:	2,525.00	1,083.06	1,083.06
E25	CAPITAL OUTLAY			
230-4230-5200-0000	C/O & Improvements	21,640.00	0.00	0.00
230-4230-5300-0000	C/O Machinery & Equipment	9,000.00	0.00	0.00
230-4230-5310-0000	C/O MIS Computer Equipment	58,060.00	0.00	0.00
	E25 Sub Totals:	88,700.00	0.00	0.00
E35	DEPRECIATION			
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00
	<i>Expense Sub Totals:</i>	<i>1,134,962.00</i>	<i>146,852.05</i>	<i>146,852.05</i>
	<i>Dept 4230 Sub Totals:</i>	<i>1,134,962.00</i>	<i>146,852.05</i>	<i>146,852.05</i>
Dept 230-4231	LIBRARY PLANT			
E05	PERSONNEL SERVICES			
230-4231-1000-0000	Full Time Salaries	51,709.00	7,726.84	7,726.84
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	528.43	528.43
230-4231-1113-0000	Vacation Pay	0.00	65.13	65.13
230-4231-1200-0000	Part Time Salaries	33,876.00	4,643.99	4,643.99
230-4231-1410-0000	PERA	6,419.00	932.95	932.95
230-4231-1420-0000	FICA/Medicare	6,547.00	836.20	836.20
230-4231-1500-0000	Hospital / Medical	21,178.00	3,530.56	3,530.56
230-4231-1520-0000	Dental Insurance	758.00	126.28	126.28
230-4231-1540-0000	Life Insurance	116.00	19.20	19.20
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	120,603.00	18,409.58	18,409.58
E10	SUPPLIES			
230-4231-2101-0000	General Supplies	2,300.00	0.00	0.00
230-4231-2102-0000	Janitorial Supplies	3,800.00	224.45	224.45
230-4231-2202-0000	Building Repair Supplies	300.00	0.00	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00
	E10 Sub Totals:	7,300.00	224.45	224.45
E15	SERVICES AND CHARGES			
230-4231-3002-0000	Contractual	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	500.00	0.00	0.00
230-4231-3101-0000	Telephone	4,500.00	0.00	0.00
230-4231-3500-0000	General Insurance	29,741.00	0.00	0.00
230-4231-3600-0000	Electricity	40,000.00	1,970.27	1,970.27
230-4231-3601-0000	Natural Gas	12,000.00	1,290.69	1,290.69
230-4231-3703-0000	Building Repair Charges	10,750.00	2,762.73	2,762.73
230-4231-3707-0000	Maintenance Agreements	8,995.00	1,658.72	1,658.72
	E15 Sub Totals:	106,486.00	7,682.41	7,682.41
E20	MISCELLANEOUS			
230-4231-4099-0000	Miscellaneous Charges	1,100.00	87.34	87.34
	E20 Sub Totals:	1,100.00	87.34	87.34

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/4/2017 - 8:02 AM
 Period: 1 to 2, 2017



Account Number	Description	2017 Budget Amount	1/1-2/28 Period Amount	YTD Amount
E25	CAPITAL OUTLAY			
230-4231-5200-0000	C/O & Improvements	24,000.00	0.00	0.00
230-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
230-4231-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00
	E25 Sub Totals:	24,000.00	0.00	0.00
E40	OTHER FINANCING USES			
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00
	<i>Expense Sub Totals:</i>	<i>259,489.00</i>	<i>26,403.78</i>	<i>26,403.78</i>
	<i>Dept 4231 Sub Totals:</i>	<i>259,489.00</i>	<i>26,403.78</i>	<i>26,403.78</i>
Dept 230-4900	IMPROVEMENT PROJECTS			
E15	SERVICES AND CHARGES			
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00
E25	CAPITAL OUTLAY			
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
	<i>Expense Sub Totals:</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<i>Dept 4900 Sub Totals:</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Fund Revenue Sub Totals:	1,390,437.00	11,043.84	11,043.84
	Fund Expense Sub Totals:	1,394,451.00	173,255.83	173,255.83
	Fund 230 Sub Totals:	4,014.00	162,211.99	162,211.99

NOTES:

Budgeted Number Updates Since January:

- * OPS GEN INS - 1,559 to 1,914
- * PLANT GEN INS - 31,082 to 29,741
- * CAPITAL TRANSFER IN & OUTLAY ADDED

GL-Budget Status (4/4/2017 - 8:02 AM)

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acceptance of Q1 2017 Gifts and Grants	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Finance Committee recommends acceptance of the first quarter of 2017 gifts and grants per report dated April 4, 2017.	
BACKGROUND/CONTEXT: Per the gift and grant management process established by the Finance Committee and reviewed by the Board, a report of gifts and grants received is reviewed quarterly and approved by the trustees.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: 2017 Gifts & Grants Received Through 3/31/2017	
PREVIOUS ACTION ON ITEM: None	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

LIBRARY SUPPLEMENTAL FUNDS: 2017 GIFTS & GRANTS RECEIVED (Through 3/31/2017)

Prepared 4/4/17

2017: GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
Lib 1	1/2/2017	Unrestricted donation of \$100	\$100	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 4/11/17
Lib 2	1/6/2017	In Kind Donation of book in memory of Mike Diem	In Kind	N/A	N/A	N/A	Review and Accept 4/11/17
Lib 3	1/11/2017	Tribute Donation of \$40.00 for purchase of hard cover book in memory of Mike Diem	\$40	Purchase of book	230-0000-3820-0100	Expend in 2017	Review and Accept 4/11/17
Lib 4	3/2/2017	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	Used to offset 2017 general operating	Review and Accept 4/11/17
Lib 5	3/16/2017	Full disbursement of the Helen Lawson Fund	\$23,315.66	Renovating the Teen Library to make it more attractive and more flexible for serving our young adults.	235-0000-3820-0100	Expend in 2017	Review and Accept 4/11/17
			\$23,476				
2017: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
FR1	1/9/2017	Q4 2016 Audio Book	\$1,200	Audio Books	235-3235-3820-0100		Review and Accept 4/11/17
			\$1,200				

2017: 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.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/25/2017	Award to cover 1/2 of Sunday Hours in 2017	\$7,391	Winter/Spring 2017 Sunday Hours - First 17 Open Sundays	223-0000-3870-0100	Expend in 2017	Review and Accept 4/11/17
SPLF2	1/25/2017	Donor-Restricted Tribute Gift	\$25	Purchase of book in Catharine Bell's memory	232-0000-3820-0310	Expend in 2017	Review and Accept 4/11/17
SPLF3	2/22/2017	Donor-Restricted Gift to Children's Area	\$520	Purchase of props and décor for Imagination Station	232-0000-3820-0305	Expend in 2017	Review and Accept 4/11/17
SPLF4	3/22/2017	Popular Nonfiction Books in Series	\$1,500	Purchase of non-fiction	232-0000-3820-0310	Expend in 2017	Review and Accept 4/11/17
SPLF5	3/22/2017	Adult Summer Reading Program Grant	\$2,500	Adult Summer Reading Program Support	232-0000-3820-2407	Expend in 2017	Review and Accept 4/11/17
SPLF6	3/22/2017	Youth Services Summer Reading Program Grant	\$1,500	Youth Services Summer Reading Program Support	232-0000-3820-2407/ 223-0000-3870-0100	Expend in 2017	Review and Accept
SPLF7	3/22/2017	Volunteer Services Support Budget	\$400	Volunteer Services Support	232-4232-4099-0000	Expend in 2017 & 2018	Review and Accept 4/11/17
			\$13,836				
2017: LEGACY GIFTS							
This is a list of legacy gifts (bequests/wills) that the library has been notified in 2017 that it is a recipient or designee.							
These are notifications only. The library has NOT received actual funds. Length of time between notification and receipt may be months to years.							
Donor may also change intentions from initial notification. This may mean that the Library will receive no \$, a change in funds, or different restrictions.							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
Leg1	3/23/2017	Estate of James E. Johnson: 2.5% of the residue of estate to the Stillwater Public Library	Unknown Amount	For the acquisition of adult non-fiction. The gift is to be utilized in such as fashion that it does not lessen any, or substitute for, monetary support from the state, county, city or any other source of public funds.	223-0000-3870-0100	Expend in 2017	Info Only

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Plan Update	
OWNER: Library Board	PRESENTER: Brechon
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Strategic Plan goals are often duplicative/confusing and dates/goals need to be updated to reflect hiring of new Library Director. Request Board Member to work with Interim Director to revise goals to appropriate dates and bring to May Board meeting for updated approval.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Implementation Plan By Date	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE

green = completed, orange = in progress, red= delayed, pink = needs to be revisited

- 2014 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	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	To be scheduled	Keliher, Richie, and Menikheim will schedule a summit for early in 2017

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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	New Director should revisit.
1.1.1	Develop a plan for implementation of the new service model	Director, Carolyn Blocher, Aurora Jacobsen, Jody Vasilakes	By August 1, 2016	New Director should revisit.
2.2.4	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By January 1, 2016	New Director should revisit.

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
3.2.5	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	New Director should revisit.
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	On hold
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	New Director should revisit.
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	New Director should revisit.
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)	May – October 2016 March 2017	The staff has completed job questionnaires; Flaherty Hood have selected benchmark positions and completed the market study; preliminary reports are due in October December January.
2.2.1	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	New Director should revisit.
2.3.8	Increase interaction with other City dept. heads	Director and Management team	By June 2015	New Director should revisit.
2.1.2	Present staffing directions to the Board	Director	By May/June 2016	New Director should revisit.

- 2016 –

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017 Add 2018	Public Services Desk Completed; Continuing work on Lower Level; Upper Level on hold for new director.
2.2	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	New Director should revisit.

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	On hold
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	Staff is maintaining existing partnerships; exploring new partnerships, developing a process for proposing partnerships, and creating partnership agreements; we have three areas of focus for 2017: seniors, disadvantaged youth, and community library skills
3.3	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	New Director should revisit.
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; we began work with Our Community Kitchen; Adult Basic education; Valley Outreach; and Community Ed
3.3	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	2016-2017	Brechon is arranging a meeting with Community Ed Director. Petrie scheduled to visit schools this Spring.
1.1	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	New Director should revisit.
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; in 2016, we have presented information about library services to Valley Outreach and Adult Basic Education; the library joined the discussion hosted by the St. Croix Valley Resource Center on building community; schedule is under development for meetings

				with senior housing staff; Sunrise Rotary was addressed in December 2016
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 on services to seniors starting March 2017	Staff participated in dementia-friendly service provision; Trainings schedule for seniors services under development with MAAA and U of M resources, first session scheduled for March 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 September, 2016	WCL has purchased Civic Technologies product to provide analytics about users and nonusers; as these reports are based on check outs solely, do we want to pursue?
1.1	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in October 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 2016 and June 2017	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	New Director should revisit.
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 has made its initial report
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-

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	New co-located desk is complete; next phases and schedule to be determined.
2.2	Implement additional elements of tech savvy environment plan	Management team	2016 and 2017	Enhancement of tech environment of the Library for both patrons and staff
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	2016-2017	Retreat being planned for January 2017 between public library and district staff
2.1	Begin first phase of implementing the staffing plan (projected 3 year process)	Management team	January 1, 2017	New Director should revisit.
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
2.2	Develop and determine future staffing needs addressing the changing nature of work and evolving service model, to be used to direct future hiring and professional development activities	Management team	2017 and then annual review thereafter	Written report or guidelines to be used to direct future HR directions. Review by the Board by October, 2017.

4/7/17

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Hearing Loop Update	
OWNER: Brechon	PRESENTER: Brechon
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: In April 2015, the Board of Trustees approved a motion of support for the Foundation to raise funds for Hearing Loops in the library. The Foundation now has secured private funding to install Hearing Loops in Margaret Rivers A&B to help provide clear sound so that people with hearing loss can enjoy the wealth of information and social interaction available at the library. MN Hearing Loops by Advantage Computer Systems, Inc. will be installing the loops and sound equipment. Installation is slated for the weeks of May 8 th or May 15 th . Some of the installation work will be done underneath A&B via the ceiling of the children’s area. Weekday children’s programming have been cancelled for this week to help ensure a safe environment during the installation. The project should be completed before summer programming begins.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Hearing Loops Background Information Hearing Loops Estimate & Invoice	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

HEARING LOOPS

February 24, 2016

The Stillwater Public Library Foundation Board of Directors recognizes the importance of providing adequate hearing conditions for people participating in programs and meetings in the Margaret Rivers Room and the children's Storytime Room. They are also aware that the Americans with Disabilities Act of 1990 requires that all public venues accommodating 50 or more people are to provide assistance for those with hearing loss. To this end, Board members are investigating Hearing Loops to meet the needs of those requiring assistive audio technology. The committee is working with Steve Walsh who is affiliated with MN Hearing Loops.

Hearing Loops bridge the gap between the sound source and the listener. Because they boost the ability of hearing-aid users to understand distinct dialogue and other sounds, they are quickly becoming the assistive listening systems of choice for people with hearing loss.

"Hearing Loop" technology takes an audio signal from a microphone in a typical sound system. The signal/current is then amplified and sent to an electromagnetic cable/wire loop which encircles a space (room) and creates a zone surrounding listeners. The magnetic field created by the loop then delivers an amplified, high-quality signal to the "telecoil" receiver now found in a growing number of hearing aids. The small copper T-coil acts as a wireless antenna that links to the sound system. To use a hearing loop, an individual activates the t-switch on the hearing aid or cochlear implant and receives the sound signal. No additional equipment is necessary so its use is seamless and unobtrusive.

Hearing loops enable people to hear sounds from an audio system directly and clearly in their hearing aids because they reduce or eliminate background noises. Furthermore, they are effective because they deliver sound customized by a person's hearing aids for an individual's particular hearing needs.

As stated on loopminnesota.org, "The advantages to using the hearing loop vary greatly and include so much more than just clearer sound. People suffering with hearing loss have the ability to adjust their T Coil in a way to hear the presenter as loud as they desire. This means that the person with hearing loss is the one in control of the volume. Those with hearing loss are not required to wear headsets, which means that their hearing loss is kept discrete and not broadcasted to the entire building. This technology can change the way that people with hearing loss interact in public buildings."

By facilitating the installation of the Hearing Loops system in the SPL, the SPLF hopes to contribute to a welcoming, enriching, barrier-free environment for all SPL patrons.

Several online references for further information:

www.hearingloop.org

www.hearingloss.org

www.minnesotahearingloops.com

www.loopminnesota.org

SPLF Hearing Loop Committee:

Lynne Bertalmio, Keri Goeltl, Jean Morse,
Mary Ann Sandeen, Ann Wolff

Advantage Computer Systems, Inc.

1 Hill Farm Circle
 St. Paul, MN 55127
 (651) 484-0924

Estimate

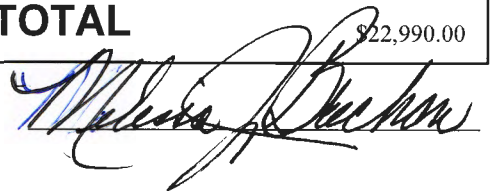
DATE	ESTIMATE NO.
3/27/2017	2053

NAME / ADDRESS
Stillwater Public Library 224 Third Street Stillwater, MN 55082

PROJECT

DESCRIPTION	QTY	COST	TOTAL
<p>The Margaret Rivers rooms A and B will have a phased array hearing loop for each room and include an additional hearing loop between the A and B rooms. This will allow coverage of the space between the A and B when the rooms are joined together. When used as separate rooms the center loop will be turned off. Included in this proposal is one Shure Microflex Advance MXA910 microphone for room A, all switching hardware, a Symetrix Jupiter 4 DSP, and Ark-Web App that will allow the rooms to be configured from a customer provided PC located in the equipment room.. The cost for this option is \$24,990.00 less the \$2000.00 that has been paid.</p> <p>Background noise, which when present can be heard by some hearing aids as a hum, even when less than -32 dB which meets the IEC 60118-4 specifications. The usual cause of background noise is incorrect electrical wiring, some compact florescent bulbs, and defective florescent ballasts. We will measure background noise in the areas we are proposing to install the hearing loop, prior to installation.</p> <p>Payment terms: 50% with order 50% when work is completed</p> <p>Sales Tax</p>	1	22,990.00	22,990.00
		7.125%	0.00
		TOTAL	\$22,990.00

SIGNATURE



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Funding of Transition Costs	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: None	
BACKGROUND/CONTEXT: At the March board meeting, the Finance Committee was asked to review funds and determine funding sources for the interim search, interim director costs, and the executive search firm costs. The Office Specialist prepared a report for the review of the Finance Committee and Interim Director on April 5, 2017. The report estimated transition costs and savings in January – September 2017. September was used as an estimate for the new director’s start date. The report looked at the following possible savings and expenses: <ul style="list-style-type: none"> • Savings: Director Salary/Benefits in March – August • Savings: Assistant Director Salary/Benefits in April – September • Expense: Library Strategies Interim Search • Expense: Interim Director in February – August • Expense: Keister Executive Search • Expense: Keister Additional In-Person Meeting • Expense: Possible Director Relocation Expense Based on a new hire date of September 1 at the same salary and benefits level of the previous director, the library would have an approximate savings of \$30,000 after payment of the above expenses.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: None	
PREVIOUS ACTION ON ITEM: None	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Minnesota Public Library Annual Report 2016	
OWNER: Brechon	PRESENTER: Brechon
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2016 Minnesota Public Library Annual Report submitted to the State on March 31, 2017.	
BACKGROUND/CONTEXT: Minnesota Public Libraries are required by law (MN Statutes 134.13) to submit annual reports to the Minnesota Department of Education. This data is also submitted to the Institute of Museums and Library Services (IMLS) for the Public Libraries in the United States Survey. IMLS is authorized to collection this data under the federal Museum and Library Services Act of 2003. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. The date is public and is shared widely at local, state and national levels. This information is used by researchers, consultants, journalists and legislator to analyze and compare the nation’s public libraries.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2016 Annual Report	
PREVIOUS ACTION ON ITEM: None	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS: Interim Director will prepare a graphic annual report with the key information from 2016 to present to the Library Board and to the City Council during their respective May meetings.



Minnesota Public Library Annual Report, 2016 Worksheet

Please complete your report using data/information for January 1 through December 31, 2016, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2016. New indicates a DATA ELEMENT that is new for 2016.

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). In the case of a single-library location, the library is both the administrative entity and the library outlet and data will be reported within both.

Please contact State Library Services to update information in data elements that are pre-filled and locked.

GENERAL INFORMATION

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from previous year
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director's Name
G15) Director's Phone
G16) Director's Extension
G17) Director's E-mail Address

Report Filer

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

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
P04) Total Registered Users – Automatic Tally		
P05) Last year Registered User Records Were Purged		
P06) Visits		
P07) Reference Transactions		
P08) Annual Public Internet Computer Sessions		
P09) Public Internet Computer Other Uses		
P10) Wireless Sessions		
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

Circulation

Data Element	Current Year	Previous Year
P13) Children’s Circulation		
P14) Adult Circulation		
P15) Other Physical Media Circulation (No Audience Designation)		
P16) Total Physical Media Circulation		
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
P19) Total Downloadable Circulation		
P20) Total Circulation		

Programs

Data Element	Current Year	Previous Year
P21) Children’s Programs		
P22) Young Adult Programs		
P23) Adult Programs		
P24) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
P25) Children’s Program Attendance		
P26) Young Adult Program Attendance		
P27) Adult Program Attendance		
P28) Total Program Attendance		

Successful Retrieval of Information from Electronic Collections

Data Element	Current Year	Previous Year
New P29) Number of Information Retrievals from Electronic Collections		
New P30) Electronic Content Use		
New P31) Total Collection Use		

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H08 Number of Public Service Hours in a Regular Week		
H09) Number of Public Service Hours in a Seasonal Week		
H10) Seasonal Dates		
H12) Total Public Service Hours per Year		

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for On-Site Use		
F15) Total Number of Public Internet Computers/Devices		
F22) Number of Outlets with Wi-Fi Available to Public		
F23) Number of Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarians		
S02) Total Other Librarians		
S03) Total Librarians		
S04) Total Other Staff		
S05) Total Paid Employees		

Selected Salary Schedule

Position	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

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)		
C02) Audio Materials, Physical		
C03) Video Materials, Physical		
C04) Multi-format Materials		
C05) Other Physical Materials		
C06) Total Physical Materials		
C07) Print Serial Subscriptions		

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Total Electronic Serial Subscriptions		
C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		
C13) Electronic Books Licensed Statewide		
C14) Total Electronic Books		
C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
C17) Total Audio Downloadable Units		
C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
C20) Total Video Downloadable Units		
C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C23) Electronic Collections Licensed via Other Cooperative Agreement		
C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement		
C25) Electronic Collections Licensed Statewide		
C26) Total Licensed Electronic Collections		

POLICIES/PLANS

Data Element	Current Year	Previous Year
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

Data Element	Current Year	Previous Year
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		
O11) Other		

BOARD, FOUNDATION, FRIENDS

Library Board Of Trustees

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

Library Foundation

I04) Does This Library Have a Foundation?
I05) Foundation Name

Library Friends

I06) Does This Library Have a Friends Group?
I07) Friends Group Name

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
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		
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		

Data Element	Current Year	Previous Year
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

Data Element	Current Year	Previous Year
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		

Collection Expenditures

Data Element	Current Year	Previous Year
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

Data Element	Current Year	Previous Year
E13) Other Operating Expenditures		
E14) Total Operating Expenditures		
E15) Expenditures Equal To or Less than Income?		

Capital Revenue – Direct and Indirect

Data Element	Current Year	Previous Year
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		
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

Data Element	Current Year	Previous Year
EC01) Total Capital Expenditures		

In-Kind

In-Kind Operating Contributions

Data Element	Current Year	Previous Year
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 Contributions by Expenditure Area

Data Element	Current Year	Previous Year
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		

In-Kind Capital Contributions

Data Element	Current Year	Previous Year
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		



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

2016 Minnesota Public Library Annual Report Worksheet

Please note that this report 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. Data elements that collect outlet level information use an “m” as part of the field code (e.g. P06m). In the case of a single-location library, the library is both the administrative entity and the library outlet and data will be reported within both.

GENERAL INFORMATION

G01m) Library Name
G02m) Regional System/Sequence Number
G03m) Regional Public Library System
G04m) Street Address
G05m) Location is a change from previous year
G06m) City
G07m) ZIP Code
G08m) Mailing Address
G09m) City
G10m) ZIP Code
G11m) County
G12m) Phone
G13) Library Web Address
G14m) Director’s Name
G15m) Director’s Phone
G16m) Director’s Extension
G17m) Director’s E-mail Address

PUBLIC SERVICES INFORMATION

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area		
P02m) Registered Users – Residents		
P03m) Registered Users – Reciprocal		
P04m) Total Registered Users – Automatic Tally		
P06m) Visits		
P07m) Reference Transactions		
P08m) Annual Public Internet Computer Sessions		
P09m)Public Internet Computer Sessions Other Uses		
P10m) Wireless sessions		

*required data for federal report

Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation		
P14m) Adult Circulation		
P15m) Other Physical Media Circulation (No Audience Designation)		
P16m) Total Physical Media Circulation		
P17m) Downloadable E-books and E-serials Circulation		
P18m) Downloadable Audio and Video Circulation		
P19m) Total Downloadable Circulation		
P20) Total Circulation		

Programs

Data Element	Current Year	Previous Year
P21m) Children's Programs		
P22m) Young Adult Programs		
P23m) Adult Programs		
P24m) Total Programs		

Program Attendance

Data Element	Current Year	Previous Year
P25m) Children's Program Attendance		
P26m) Young Adult Program Attendance		
P27m) Adult Program Attendance		
P28m) Total Program Attendance		

PUBLIC SERVICE HOURS

Data Element	Current Year	Previous Year
H01m) Monday Hours		
H02m) Tuesday Hours		
H03m) Wednesday Hours		
H04m) Thursday Hours		
H05m) Friday Hours		
H06m) Saturday Hours		
H07m) Sunday Hours		
H08m) Number of Public Service Hours in a Regular Week		
H09m) Number of Public Service Hours in a Seasonal Week		
H10m) Seasonal Dates		
H11m) Number of Weeks Library is Open		
H12m) Total Public Service Hours per Year		

FACILITIES

Data Element	Current Year	Previous Year
F05m) Outlet Type Code		
F06m) Number of Bookmobiles (outlet)		
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		

*required data for federal report

Data Element	Current Year	Previous Year
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
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		
F22m) Number of Outlets with Wi-Fi Available to Public		
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		

ASSISTIVE TECHNOLOGY

Data Element	Current Year	Previous Year
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

Data Element	Current Year	Previous Year
S01m) Total ALA/MLS Librarians		
S02m) Total Other Librarians		
S03m) Total Librarians		
S04m) Total Other Staff		
S05m) Total Paid Employees		

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		

Data Element	Current Year	Previous Year
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

LIBRARY FRIENDS

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



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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Capital Budget Release	
OWNER: Finance Committee Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Request the release of \$5,000 in 2017 capital funds for the reupholster of furniture.	
BACKGROUND/CONTEXT: The 2017 capital budget has a \$5,000 budget item for reupholster of furniture. The library averages 52 people per hour in the facility. The upholstered furniture is ten years old and some pieces are showing signs of wear. We will either reupholster or replace these pieces.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee, Facilities Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Search Process	
OWNER: Keliher	PRESENTER: Keliher
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: In the meeting with John Keister on April 3, 2017, he asked the trustees to discuss the following items in preparation for the Executive Search Process: <ul style="list-style-type: none"> • Consider the possibility of a third visit with John Keister and Associates • Discuss the topic of salary range • Discuss the possibility and budget for a relocation package • Discuss the structure for community input 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Library Director Salaries 2015
State Library Services Report

Library	Low/Hour	Low/Year	High/Hour	High/Year
ACL	40.41	84052.80	58.79	122283.20
CCL	37.69	78395.20	58.50	121680.00
DCL	53.65	111592.00	83.83	174366.40
HCL	61.04	126963.20	83.47	173617.60
SCL	49.00	101920.00	76.57	159265.60
WCL	53.88	112070.40	68.03	141502.40
Bayport	29.48	61318.40	41.78	86902.40
Columbia Heights	41.17	85633.60	49.60	103168.00
Northfield	48.60	101088.00	48.60	101088.00
Red Wing	36.72	76377.60	44.80	93184.00
South St Paul	35.07	72945.60	41.75	86840.00
Winona	none listed	none listed	41.79	86923.20
AVERAGE	44.25	92032.44	58.13	120901.73

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Policy Update	
OWNER: Maureen Bell	PRESENTER: Maureen
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Inventory lists library policies and includes the most recent revision date and location of actual policies. This identifies three board policy areas (Services, Personnel, Community Relations) recommend for priority attention. Policies in these areas need an overall review, decision on whether each policy is still relevant and if needed, preparation of a draft revision for Board consideration. Discussion: Clarify whether library staff or board committee is responsible for reviewing policies in the priority areas, Establish a process and timeline for this work.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Policy List 2014.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Updated by M Bell 4/5/17
 (Highlighting = adopted 2011 or later)

STILLWATER PUBLIC LIBRARY POLICIES				
Policy Area	Policy Name	Revision Date	Location	Notes
Collections	Collection Development and Managemnet Policy	January 2016	Policy Binder	
	St. Croix Collection Policy	July 2008	Policy Binder	
Services/Melissa & staff	Information Service Policy	October 2004	Policy Binder	
	Circulation Policy	Dec 2013 - Proposed	S:/Policies	Were proposals ever approved by Bd? YES.
	Programming Policy	July 1998	Policy Binder	
	Internet Public Use and Safety Policy	February 2009	Policy Binder	
	Policy on Internet Use on SPL Computers (User Agreement)		Policy Binder	
	Policy on SPL Wireless Internet (User Agreement)		Policy Binder	
	Data Practices Policy	August 2007	Policy Binder	
	Privacy Notice - Website Policy	September 2003	Policy Binder	
Operations	Conduct Policy	June 2009	S:/Policies	Stored as SPL Disruptive Behavior Procs
	No	March 2000	Policy Binder	
	Equipment Use Policy	December 2004	Policy Binder	
	Public Meeting Space Policy	March 2008	Policy Binder	
	Study Room Policy	October 2006	Policy Binder	
	Emergency Policy	May 2007	Policy Binder	
	Blood or Other Potentially Infectious Materials Policy	June 2003	Policy Binder	
	Security Policy	April 2009	Policy Binder	
	Security Camera Policy	June 2012	Policy Binder	
Personnel/Maureen/HR	Personnel Policy	November 2013	S:/Policies	I have a paper copy dated November 2013
	Stillwater Drug and Alcohol Testing Policy	February 2016		City policy adopted by Library Board
	Dress Code Guidelines	February 2002	Policy Binder	
	Sexual Harrassment Policy	2011	Policy Binder	
	Staff Development & Training Policy	February 2000	Policy Binder	
	Staff Recognition Policy	February 2000	Policy Binder	
	Criminal History Policy	September 2000	Policy Binder	
	Staff Technology and Internet Use Policy	February 2011	S:/Policies	
	Mandatory Unpaid Leave Policy	July 2003	Policy Binder	
	Voluntary Unpaid Leave Policy	2009	Policy Binder	
Part-Time Non-Union Employees Handbook	1999	Policy Binder		
Union Agreement	2014	S:/Union Contract		

Updated by M Bell 4/5/17
 (Highlighting = adopted 2011 or later)

	Ethics for Stillwater Public Library Board Members Policy	February 2003	Policy Binder	
Community Relations/	Public Relations and Media Policy	December 2004	Policy Binder	
Melissa/Communication	Social Media Policy	September 2010	S:/Policies	
& Outreach	Volunteer Policy	May 2005	Policy Binder	
	Outreach Services Policy	December 1999	Policy Binder	
	Friends @ Stillwater Public Library	December 1999	Policy Binder	
	Support Group Fundraising	December 1999	Policy Binder	
	Use of Patron Names & Addresses by Other Organizations	December 1999	Policy Binder	
	Sale of Withdrawn Library Materials	December 1999	Policy Binder	
	Development and Funding of Special Projects	April 2000	Policy Binder	
	Donations Policy	November 2014		Maureen has copy
Meetings and Events	Rental Policies and Guidelines for Meetings	March 2017	Website	
	Rental Policies and Guidelines for Weddings	September 2012	Website	
	Catering Lists and Guidelines for Meetings	April 2014	Website	Labeled "Not Policy" on my copy
	Wedding & Events Noise Policy	June 2011	Website	
	Insurance Coverage for Special Events	September 2014	Website	
	Fees for Commercial Photographers	June 2007		Board reviewed, but did not adopt, draft revisi
Other	Library Bill of Rights	January 2016	Policy Binder	Link added to Collection Development and M
	Freedom to Read	January 2016	Policy Binder	Link added to Collection Development and M
	Request for Reconsideration of Library Material Form	January 2016	Policy Binder	Link added to Collection Development and M
	Table of Organization		Policy Binder	
	Floor Plan		Policy Binder	
	Search Warrant Procedures???			

Director's Report: April, 2017

Current Issues:

The City of Stillwater Classification Compensation Study as it relates to the evaluation points for all Stillwater Public Library positions has been completed and will go to the Stillwater City Council on Tuesday April 18th, at 7:00. If the City determines that the results of this study are public information then all Library staff and Library Board will receive the results via e-mail on Friday, April 14th, if the results go into closed session on April 18th with the City Council, and if approved then the results will be sent to Library staff and Board on April 19th. Library staff will have an allowed amount of time to formally appeal their numbers and the City Human Recourses manager will attend an all staff meeting on Tuesday, April 18th to explain the appeal process to staff.

All Stillwater Library Volunteers will be honored on Tuesday, April 25th from 6:30-8:00 PM in the Margaret Rivers Room. Invitations for the Board will be passed out at this meeting.

Club Book events at the Library include author Lily King (April 4) and on Thursday April 20, a talk by Julie Rivet granddaughter of Dashiell Hammett, author of the Maltese Falcon.

Reconfiguration of the main floor area is ongoing but several exciting developments have happened: Stillwater Public Works has agreed to store any and all excess shelving for one year and the shelving professionals we plan to hire will shrink wrap and label all pieces, put on pallets and move to the city Public Works building to store.

On Friday, April 7th I attend the ribbon cutting ceremony for the new Stillwater Fire Station and Minnesota National Guard Armory.

I have reached out to Annette Sallman, Director of Community Education in the Stillwater School District to set up a meeting later this month. I will provide a report at the May board meeting.

Lucas Chase, Senior Associate (city audit firm) met with Keri and myself about cash management at the library. Luckily staff had started this conversation several weeks ago and at this time there are two beta sites within Washington County trying out cash management procedures that are tied into the circulation system so that the cash drawer can be verified every day. We will continue to monitor this and plan to put the Washington County system or we will establish our own internal procedures to have in place by summer.

Anne Young, Event Coordinator for the Library has resigned and will stay on until the end of July. The Foundation Board will be meeting to discuss posting of this position.

At a future meeting the new Board President of the Stillwater Public Library Foundation, Fred Rengel, would like to introduce himself and give an update to the Library Board.

The Minnesota Department of Education, State Library Services has developed a survey to discover the current environment around MN public library summer learning programs. The goal is to accurately describe the scope and effectiveness of the summer reading programs and best practices in order to develop more successful

Conversations are ongoing with our Book and Audio Visual vendors with a goal in the future for this library to order collection directly and it arrive at this library shelf ready and in a timely manner. There

are still a few conversations with Washington County that need to occur. It is critical that some of the labor intensive processes and timeliness be improved for the good of our patrons.

Over the past months I have been able to meet with: Tom McCarty (Stillwater City Administrator), Keith Ryskoski (Washington County), City IT Staff, Jennifer Rose (Baker & Taylor), Michael Davis (BroDart), John Ewaldt (AFSCME Field Representative), Paul Gillespie (Recorded Books), Rev. Buff Grace, (Ascension Episcopal Church), Steve Walsh (Hearing Loops), Heather Eastman (ArtReach St. Croix), Elizabeth McCollough (Collaborative Design Group), Anne Young, Jill Smith (Bayport Public Library), Ken Jones (Jones Library Sales, shelving), Tim Moore (Public Works Superintendent), almost every Library Board member, Library Foundation Board of Directors, Friends of the Library, Library staff and various others who happen to “stop by”.

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING
February 22, 2017

MEMBERS PRESENT: Lynne Bertalmio, Melissa Brechon, Doug Blanke, Nick Gorski, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Fred Rengel, Mary Richie, Eric White, Ann Wolff - Keri Goeltl,

WELCOME: Board President, Fred Rengel, called the meeting to order at 7:30 a.m. He introduced and welcomed Interim SPL Director, Melissa Brechon, and new board members Doug Blanke, Eric White, and Nick Gorski. Board members each introduced themselves briefly.

A thank-you card was circulated for members to sign for retiring SPL assistant director Carolyn Blocher.

SECRETARY'S REPORT: The minutes for the January board meeting were unanimously approved as written.

A.R. KIRCHER DONATION: Fred announced that a donation of \$21,000 had recently been made to the Foundation from the estate of A.R. Kircher. Mr. Kircher had been a president of the Cosmopolitan State Bank in Stillwater and had held the Stillwater Public Library in high esteem. The undesignated funds were given for the benefit of the library and the community. Fred reported that he had visited with a member of the Kircher family and extended appreciation for the generous contribution to the SPLF.

FINANCE COMMITTEE & TREASURER'S REPORT: Treasurer Dustin Moeller presented the report.

- The Finance Committee will present a plan for the utilization of the Kircher gift at the March meeting. It is expected that the recommendation will suggest that a portion of the gift will be put in the SPLF endowment and reserve funds. Andy suggested that it would be advisable to create guidelines for the utilization of significant financial gifts in the future.
- Dustin highlighted the significant points of the monthly financial reports: the Balance Sheet, and the Profit & Loss Previous Year Comparison.

TECH TALK WITH ERIC & KERI: Eric and Keri introduced Board members to the Google "G Suite for Nonprofits" which will be implemented to manage the SPLF electronic data in the future. This program is a "comprehensive set of applications targeted at running a business and includes e-mail management with Gmail, data storage with Google Drive and access to a whole host of other useful applications." Eric provided an overview of the program and together they discussed the options members have to create their own Google account: 1) Use and existing Google Account, 2) Sign up with SPLF Gmail, 3) Sign up without Gmail – using an existing e-mail address, OR 4) Sign up with Gmail. They requested all Board members to create a Google Account by the March Board meeting (3/22) using the directions provided in an e-mail message sent on 2/21 or distributed at the meeting. They asked that once you have created your account, you should send your e-mail address to Keri and she will

respond to you. Eric plans to present a tutorial for Board members for using the “G Suite for Nonprofits” in March. In the future, the Foundation will be referred to electronically as the StillwaterLibraryFoundation.org.

ADMINISTRATION DISCUSSION: Keri reviewed several documents that she had sent to members:

- Grant Allocation – An SPLF grant to the Stillwater Public Library transferring a donor-restricted gift of \$520 for the children’s area was presented for approval. The grant will be utilized to expand the potential of the *Imagination Station*, a popular piece of furniture that stimulates children’s dramatic play. This grant will make it possible to purchase and create additional props and customized décor to add themes such as a postal office, a bakery, and a florist shop to the existing themes that the children enjoy. Ann made a motion to approve the grant; it was seconded by Nick, and unanimously approved.
- Historical Grant Summary – The “2015 and 2014 Grants with funds remaining in 2016” identifies the outstanding grants that have yet to be utilized and closed. The December, 2016 summary itemized the 2016 Awards and Grants and the results and outcomes from those grants. The 2017 Awards and Grants is a descriptive accounting of SPLF grants approved in January and February 2017.
- Foundation Calendar- “The Stillwater Public Library Foundation 2017 At-A-Glance” provides a comprehensive overview of the scheduled Foundation meetings, events, and development outreach. It will be a useful reference for Board members.

Nick asked members to contact him with suggestions for photo opportunities that would provide items to be posted on the Foundation Facebook page. He suggested that in terms of marketing and communication, it is important to stay active on social media.

HEARING LOOPS: Jean reported that she had visited with Steve Walsh of Midwest Hearing Loops to update him on our fund-raising progress for installing the hearing loop in the Margaret Rivers Room. Steve will review the most recent proposal that was prepared for the project and will respond with revisions he would suggest as we move forward. Ann announced that, after a conversation she had with John Baird, he has donated \$2,500 for the project. Ann further said that she will continue with personal asks for contributions to match the \$10,400 Huelsmann Grant. She aims to look for donors we don’t normally approach.

GRATITUDE BREAKFAST & ANNUAL IMPACT REPORT: This event will be held in place of the Board’s April meeting – April 26 at 7:30 a.m. The Annual “Impact Report” will describe the impact the Foundation had on the community during 2016. Volunteer Coordinator, Susie Danielson, and Event Coordinator, Ann Young, will present reports as part of the program.

DEVELOPMENT & MARKETING REPORT: Ann discussed the importance of cultivating our donors with an “Attitude for Gratitude” for the library - a major community resource. Ann elaborated on the strategy of “ASK. THANK. TELL” that the Development committee recommends to further the SPLF Mission “to raise funds to enhance the library’s materials, programs, and services beyond what the City of Stillwater is able to provide in tax monies.” (This document had been sent to members prior to the meeting.) She emphasized that this approach personalizes expressing thanks. Ann suggested that Board members be aware of those who donate to the Foundation, thank them for their support, listen to their comments about the library, and share their responses with Keri who will keep track of their stories.

Ann also reviewed a 2017 January/February donor list that was an example of what Keri will provide throughout the year to provide an awareness of those Board members can thank.

EVENTS: Fred reviewed the future events:

- Beer for Books – this is likely to be scheduled in May.
- Light a Spark- July 4 – Merilee’s “Initial Meeting Notes for Light a Spark 2017” were discussed. The committee has begun making plans for the event.
- Destination Library – Sept. 22 – Plans are continuing to be made – the committee is selecting a caterer at this time.
- Style Speaks Volumes IV – Nov. 10 & 11- Carol Stabenow will chair this event. They are still selecting models. Sarah Quickel is planning to participate in the style show with fashions from her shop, enchante’.

OTHER: Upon her retirement, heartfelt thanks were expressed to Lynne for her dedication, contributions and many years of service to the Stillwater Public Library and the Foundation. She responded with thanks to the SPLF for all it does for the Library.

The meeting was adjourned at 9:05 a.m.

Respectfully submitted,
Jean Morse, Secretary

REPORTS sent to board members by e-mail for the February, 2017 meeting:

Date	Sender	Title
2/2/17	Ann	Plans for acknowledging Lynne’s retirement
2/12	Jean	Corrected Minutes for the 11/16 SPLF Meeting Minutes for the January, 2017 SPLF Board Meeting
2/16	Ann	Plans for Lynn’s retirement celebration Tim Brady’s Facebook Booksigning information
2/21	Fred	SPLF Board Meeting Agenda 2/22/17
2/21	Keri	January 2017 Balance Sheet, Jan 2017 P&L Prv Yr Comparison, SCVF Statement SPLF Google Account Set up 2017 02 Awards and Grants, 2017 02 DR Grant Children's Area Awards/Grants Closed in 2016
2/21	Merilee	Initial Meeting Notes for Light a Spark 2017

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Strategic Plan Update	
OWNER: Library Board	PRESENTER: Melissa
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Strategic Plan goals are often duplicative/confusing and dates/goals need to be updated to reflect hiring of new Library Director, request Board Member to work with Interim Director to revise goals to appropriate dates and bring to May Board meeting for updated approval.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



Friends of the Stillwater Public Library

March 13, 2017 | 6:30 pm CT | Meeting location: Margaret Rivers Room-Stillwater Public Library

Meeting Friends of the Library

Meeting called by Mary Ann Sandeen

Facilitator Mary Ann Sandeen

Secretary - minutes Tracy Salvati

Attendees:

Mary Ann Sandeen, Nancy Prince, Lynne LeTart, Jan Kilkelly, Gemma Lockrem, Lyndon Lockrem, Tracy Salvati, Laurie Burns, Fred Rengel, John Baird, Linda Whitehouse

2/13/2017 Minutes: Approved as presented.

Agenda topics

Treasurer Report | *Jan Kilkelly*

Ending balance \$18,238.99

Membership | *Gemma Lockrem*

Current Memberships: 107

Other | **City Council Meeting March 21 7pm | Call for volunteers | Ruth Ranum – Puzzle Suggestion** | *Mary Ann Sandeen*

Next City Council Meeting is March 21, 2017.

Ruth Ranum suggested having a puzzle shelf. Puzzles would not be checked out but set up using the honor system. Nancy Prince has puzzles to get things started and will be coordinating this effort, the puzzles will be located on the bookshelf downstairs.

Mary Ann received the new stationary – looks great!

Susie Danielson has volunteered to contact volunteers for the book sale. Thank you Susie!

Fred Rengel is on the Foundation – please reach out to Fred with any questions and news.

Gary Goodman | *Mary Ann*

Gary sold his building, he will continue to support Friends of the Library.

Book Sale Flyers | *Gemma Lockrem*

Gemma printed flyers and postcards. Friends will be paying Nissa Williams \$200.00 for her work with the book sale and flyers.

Book Displays in Library | *Nancy Prince*

February - Presidents book sale, books are displayed and moving quickly.

March - Spring break books display out now and selling.

Library space: Reference collection area will be emptied, media section replacing it. There will be space to set up a small table and chairs, wood cart, signs. Ideas welcomed. This space should be available around the time of the book sale.

Booksale | All

Spring Book Sale DATES:

- Collection days:
 - Saturday, April 1
 - Saturday, April 8
- Set up Wednesday, April 12
- Opening night Wednesday, April 12
- OPEN April 13, 14, 15
- All day \$7 bag sale on Saturday, April 15
- Clean up day Saturday, April 15 after sale and April 17
- STS will come Monday morning, April 17

Organizations that serve our community & homeless | Mary Ann

Library will start working with some different agencies in need of book donations. Tracy Salvati will reach out to the Dorothy Day Center to discuss their need for adult and children's books, we would be serving both St. Paul and Minneapolis shelters. There is a new Higher Ground apartment complex in St. Paul next door to the Dorothy Day Center, Tracy will work with staff to set up a library area.
(183 Old 6th St W, St Paul, MN 55102)

All are encouraged to support the attendance of NEA Big Read events.

Reminder - April 2017 NEA Big Read

BOOK: Maltese Falcon a detective novel by Dashiell Hammett

- March and April 2017: **Birds: An Exhibition of Avian in Acrylic**
 - The Stillwater Public Library Gallery will host a sampling of Tim Nyberg's bird paintings.
- April 3 – April 9, 2017: **Sculptures on Tour...at the Stillwater Public Library**
 - See how local artists interpreted of The Maltese Falcon. The traveling installation will include work by Barbara Riegel Bend (textiles), Alan Honn (glass) and James Shoop (bronze).
 - Circulating show including war pieces and more.
- April 20, 2017: **Club Book with Julie Rivett**
 - Location: Stillwater Public Library
 - Time: 7:00-8:00 pm

Meeting Adjourned. Next meeting is April 10, 2017.

Washington County Library Board
Meeting Packet
March 20, 2017

- Agenda
- January 23, 2017 Library Board Minutes – Draft
- CIVICTechnologies County Board PowerPoint
- Restructuring Plan Document
- Circulation Statistics 2017
- Branch Narratives – January & February
 - ✓ Hardwood Creek
 - ✓ Oakdale
 - ✓ Park Grove
 - ✓ R. H. Stafford
 - ✓ Valley
 - ✓ Wildwood



WASHINGTON COUNTY LIBRARY

WASHINGTON COUNTY LIBRARY BOARD MEETING MARCH 20, 2017

Washington Co. Library Admin. Office, Lower Level, Woodbury Central Park,
8595 Central Park Place, Woodbury, MN

6:30 – 8:00 p.m.

AGENDA

1. **6:30 CALL to ORDER/PLEDGE of ALLEGIANCE**
2. **6:30 RECOGNITION of PUBLIC**
3. **6:40 WELCOME NEW BOARD MEMBER**
Gina Gamnis – District 4
4. **6:45 ADOPTION of AGENDA**
CONSENT CALENDAR APPROVAL
Accept Minutes of January 23, 2017*
Accept Donations & Grants Received
5. **6:50 DISCUSSION OF ITEMS FROM FEBURARY 21, 2017 COUNTY**
BOARD WORKSHOP
 - **CIVICTechnologies County Board PowerPoint***
 - **Restructuring Plan Document***
6. **7:55 BOARD REPORTS**
 - A. Board President's Report
 - B. Board Members' Reports
7. **8:00 ADJOURNMENT**

*Attachment

Washington County Library Board
Regular Meeting at Wildwood Library
763 Stillwater Road
Mahtomedi, MN 55115
January 23, 2017

Present

Board: Cram, Lande, Meyer, Reeves
Commissioner Karwoski was present

Staff: Ryskoski, Schneider

1. Call to Order

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

Pledge of Allegiance

2. Recognition of Public

3. Election of Officers for 2017 – Ryskoski indicated the first order of business was the election of officers. Lande nominated Katherine Cram for Chair. Reeves seconded the nomination. There were no further nominations. Nominations were closed. Vote: All in favor. Cram was elected to continue as Chair. Cram called for nominations for vice-chair. Meyer nominated Mike Reeves for vice-chair. Lande seconded the nomination. There were no further nominations. Nominations were closed. Vote: All in favor. Reeves was elected to serve as vice-chair.

4. Adoption of the Agenda and Consent Calendar – Cram suggested the tour of the Wildwood library be moved to the end of the agenda. Reeves moved the agenda with the amendment to have the tour of the Wildwood library the last activity for the board. Lande seconded the motion. Vote: All in favor. Lande moved adoption of the minutes on the consent calendar. Reeves seconded the motion. Vote: All in favor. There was no donation report for the Board. Cram asked that at the March meeting the Board receive the full donation report for 2016 along with the donation report to date for 2017. Ryskoski noted the request and will bring the reports to the March meeting since they are not emailed in advance.

5. Unfinished and New Business

A. Resolution Regarding the Retirement of Joyce Schneider – Ryskoski distributed a resolution regarding retirement of the deputy director and asked that Cram read the resolution. Cram read the resolution to the Board and asked for a motion to incorporate it into the minutes. Reeves so moved with the further language of recognizing Schneider for her distinguished service and expressing the gratitude of the Board. Meyer seconded the motion. Vote: All in favor. (Resolution herein attached.)

- B. Strategic Plan Update – Ryskoski said there will be a workshop with the County Board on February 21, 2017 to outline the work with CivicTechnologies and the market segmentation they have provided to the Library. He also indicated that he expects to continue more work with Marc Futterman on the strategic plan and the strategic initiatives. Ryskoski said “every staff member will be assigned to work on an initiative” and will have a “voice in what is happening.” He expects Futterman to meet with staff eight times in the next four months. He also said that the end date for the plan has been extended out one year into 2019. Board members expressed some questions and lack of understanding about the data being provided and Ryskoski volunteered to go over it one on one with Meyer and anyone else interested. It would likely be part of an orientation for a new Library board member since he is anticipating there will be someone appointed soon for District 4. Cram said Skinner may also be interested. Cram asked about further costs with the additional work being proposed with CivicTechnologies and how much has been spent so far with the strategic plan and this current project. Ryskoski indicated about \$100,000 with Library Strategies and about \$57,000 with CivicTechnologies. An amended contract will need to be worked out to identify further costs. Cram, Reeves and Meyer indicated they would plan to be at the workshop and Ryskoski will send out further information about the approximate time on the 21st once the County Board agenda for that date is firmed up.
- C. Facilities Update – Ryskoski reported that there are discussions going on with the cities and the county about new libraries to replace Park Grove and Wildwood. There is a bond placeholder for each of these in 2019 but for now the cities and county need to work out locations and agreements before much else can happen. Cities have often in the past donated the land for library locations. Ryskoski is expecting Public Works to receive the construction costs for the possible new lease space at Lakeland yet this week. There is a conceptual drawing by an architect at this point. Cram questioned how long it will take for the Valley project to be approved and what the expected timeline is to be for opening in the new location. Ryskoski indicated he could not provide specific dates. Once costs are received they need to go to County administration for review and discussion, and then likely to a County Board workshop and to a County Board meeting for formal approval assuming everything is satisfactory. Cram wondered if it could not be ready to be part of the workshop on Feb. 21st. Ryskoski indicated it was too soon to predict a schedule and Public Works is responsible for the timeline. Public Works will also have to be work out the transition from the current space to the new space and a lease for the current and new space. There is no funding in the 2017 Library budget for the construction and any increased lease costs. Cram added since the outcome of the consultant’s report on the Central Park building was to do nothing to the building until the City decides its directions to make it a revenue generating facility she urged that the County go ahead and do the refurbishing, new carpet and other items that are needed at the R.H. Stafford library.
6. **Director and Board Reports** – Cram asked that Ryskoski provide the Library Board with an up-to-date organizational chart and new directory list for the Library and County Board. Meyer requested it be provided in paper as well as by email. Cram inquired about the funds being held by Library Partners and the status of finding new volunteers to replace the members looking to step down. Ryskoski indicated twenty-five people were invited to attend a meeting about the foundation but no one came to the meeting. There was some discussion by board members about the multiplicity of places and causes people may choose to support these days as well as changes in interests that may be impacting generating interest for the Library foundation. Ryskoski said he also offered to assist Stillwater library since both their library director and assistant director are retiring. He received a thank you for his offer but they instead have decided to hire someone as an interim library director rather than utilize his offer.

Reeves reported there is a new city council in Lake Elmo and they have assigned the city administrator and staff to work with County staff on the issue of merging back into the County library. He has also reached out to the city administrator.
Lande and Meyer had no items to report.

7. Adjournment

Cram entertained a motion to adjourn. Lande moved adjournment. Meyer seconded the motion. The meeting adjourned at 7:50 p.m.

The Board toured the Wildwood library guided by Megan Olson, the Wildwood library manager.

The next scheduled meeting of the Library Board is March 20, 2017 at 6:30 p.m. The meeting will be held in the Library Administration conference room in Woodbury.



Library Strategic Plan Update

February 21, 2017



CIVICTechnologies Consulting Services

- Data and Market Segmentation
- Strategic Plan Implementation
- Marketing Services

3 Types of Data

- **Local Data**
 - Local geographic and neighborhood data, local block group level demographic and socio-economic data
- **Library Data**
 - Customers, non-customers, checkouts
- **Segmentation Data**
 - Market segmentation – Categorization of existing or potential customers into groups based upon common characteristics such as age, gender, income, and geography or other attributes relating to consumption behavior. *How customers appear vs. how they act.*

Market segmentation discerns the difference between how people appear versus how they behave

How people look		How people act	
Demographics	Lifestage	Needs	Attitudes
 <p>Married couple Household Income \$125,000</p>	<p>Two kids under 10 Both parents work</p>	<p>Looks for new menu ideas Value oriented menus Cooking club member</p>	<p>Value shopper Prefers low fat products Enjoys cooking</p>
 <p>Married couple Household Income \$125,000</p>	<p>Two kids under 10 Both parents work</p>	<p>Ready-to-eat products Pre-cooked entrees Home grocery delivery services</p>	<p>Convenience shopper Prefers organic foods Doesn't enjoy cooking</p>

Population*

248,664

Customers**

156,823

63% market share

Non Customers***

91,841

37% market potential

Segments

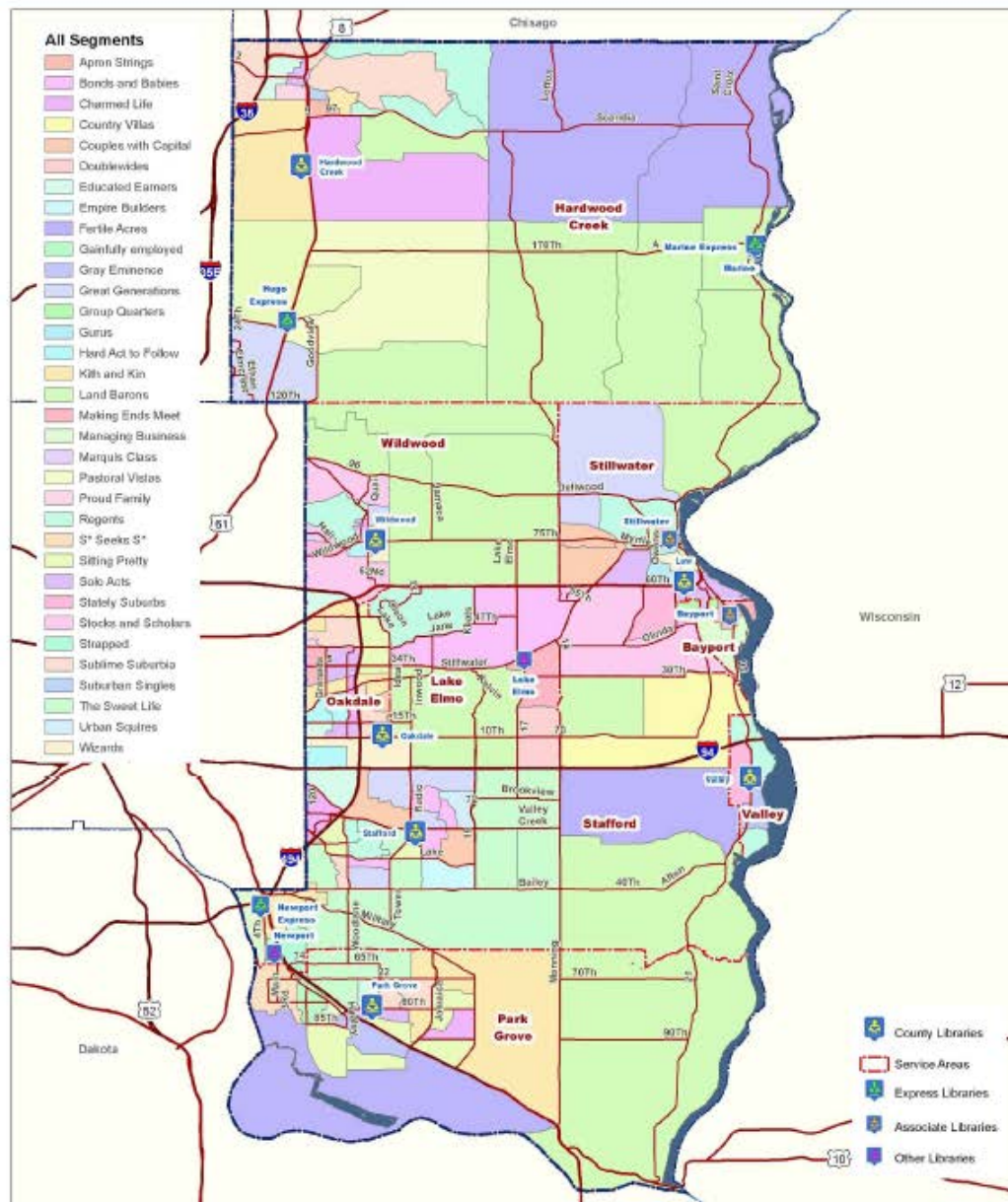
34

Checkouts^

133,863

- * Population is a current year estimate for 2015 for the selected block groups
- ** Customers are “all customers” with and without checkouts. Customers have been geocoded; they live within the selected block groups
- *** Non Customers are population minus Customers, in the selected block groups
- ^ Checkouts are from geocoded customers only for the period September 9, 2016 to October 4, 2016

Map of All Segments



All Segments

Washington County Library

Population by Segment: Findings

Population: largest, smallest, and in between

Largest **The Sweet Life with 35,059 people or 14.1% of the population**

Smallest **Strapped with 657 people or 0.3% of the population**

Average size **7,314 people per segment**

Median **4,424 people per segment**



The Sweet Life

Consumption Examples

Household

- Grocery/club stores
- Computer Superstores
- Wall shelving units
- Clean air filters
- Energy bars

Personal Life

- Victoria's Secret mail order
- Acuras
- Internet-based phone calls
- Skin rash remedies
- Business club memberships

Leisure Activities

- Rock music concerts
- Las Vegas gambling trips
- Snorkeling/diving
- Tennis

Demographic Overview

The Sweet Life are the “youngsters” of the urban Crème de la Crème category of neighborhood segments. Not only is the median age range in the 20s and 30s, but also these areas have an above-average number of children below the age of six. These characteristics correlate to the higher-than-average number of married-with-children-under-18 households. Though young, these urban neighborhoods are home to a higher-than-average number of earners in white-collar management and professional occupations. These mostly college-educated residents enjoy incomes in the \$70,000s and \$80,000s, predominantly from salaries and wages. They also earn incomes at a slightly-higher-than-average level from interest/dividends. However, unlike many other Crème de la Crème neighborhoods, that have higher self-employment income levels, the The Sweet Life residents are just at the national average in this income measurement.

Median Age
20s/low 30s

Family Status
Married

Household Income
\$70k - \$90k

Urbanization
Urban

Education
College

Occupation
White Collar

B2

Urban Cliff Climbers

Sitting Pretty

Consumption Examples

Household

Home office furniture
Cognac
Nectar juices
Iced espressos: bottled
Sports drinks

Personal Life

Women's suits
Dress boots
Discount tires
Mazda
Web cams

Leisure Activities

Mexico vacations
Softball

Demographic Overview

Among the Urban Cliff Climbers neighborhoods that are home to the backbone of America's workforce are the Sitting Pretty segments. This group is young (20s to 30s), but enjoying good income levels (between \$50,000 and \$60,000). Their relatively high earnings come from middle-class, white-collar jobs in several occupations, including management, protective services, personal care, sales, office administration, and repair services. Their higher-than-average salaries keep them and their mostly newborn to 13-year-old children very comfortable in their urban abodes, in all probability surrounded by all of the creature comforts required to please all of the senses—from big-screen-high-def TVs to mid-level vehicles. With good college educations and good jobs, the Sitting Pretty residents have earned the comforts they enjoy.

Median Age
20s/low 30s

Family Status
Married

Household Income
\$50k - \$60k

Urbanization
Urban

Education
Some College

Occupation
White Collar

Population by Segment: Findings

Top segment distribution

The top two segments account for just under one-quarter of the population -- 58,211 people (23.4%)

The top six segments account half of the population -- 123,593 people (49.7%)

The top nine segments account for nearly two-thirds of the population -- 160,208 people (64.4%)

Bottom segment distribution

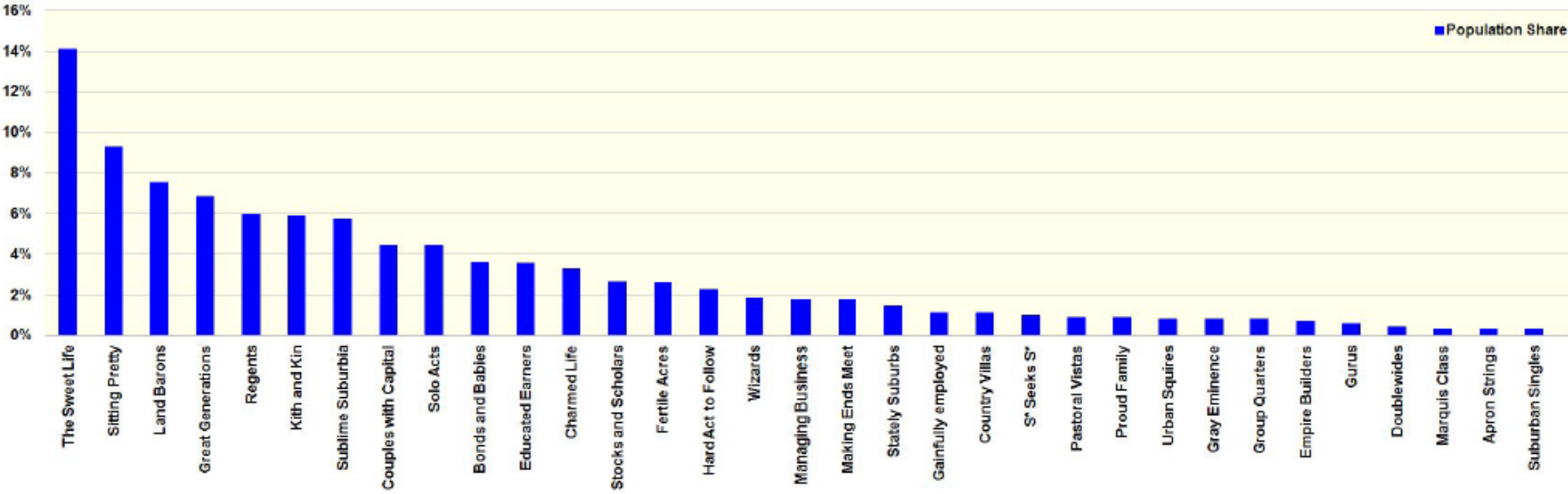
The bottom 25 segments account for just over one-third of the population -- 88,456 people or about 3,538 people per segment (0.7% per each segment)

Population by Segment

No.	Segment	Population	Population Share	Population Cumulative Share	Population Cumulative Number
1	The Sweet Life	35,059	14.1%	14.1%	35,059
2	Sitting Pretty	23,152	9.3%	23.4%	58,211
3	Land Barons	18,745	7.5%	30.9%	76,956
4	Great Generations	17,076	6.9%	37.8%	94,032
5	Regents	14,885	6.0%	43.8%	108,917
6	Kith and Kin	14,676	5.9%	49.7%	123,593
7	Sublime Suburbia	14,334	5.8%	55.5%	137,927
8	Couples with Capital	11,179	4.5%	60.0%	149,106
9	Solo Acts	11,102	4.5%	64.4%	160,208
10	Bonds and Babies	8,935	3.6%	68.0%	169,143
11	Educated Earners	8,908	3.6%	71.6%	178,051
12	Charmed Life	8,233	3.3%	74.9%	186,284
13	Stocks and Scholars	6,581	2.6%	77.6%	192,865
14	Fertile Acres	6,481	2.6%	80.2%	199,346
15	Hard Act to Follow	5,698	2.3%	82.5%	205,044
16	Wizards	4,866	1.9%	84.3%	209,710
17	Managing Business	4,460	1.8%	86.1%	214,170
18	Making Ends Meet	4,388	1.8%	87.9%	218,558
19	Stately Suburbs	3,594	1.4%	89.3%	222,152
20	Gainfully employed	2,851	1.1%	90.5%	225,003
21	Country Villas	2,814	1.1%	91.6%	227,817
22	S* Seeks S*	2,549	1.0%	92.6%	230,366
23	Pastoral Vistas	2,265	0.9%	93.6%	232,631
24	Proud Family	2,263	0.9%	94.5%	234,894
25	Urban Squires	2,113	0.8%	95.3%	237,007
26	Gray Eminence	2,099	0.8%	96.2%	239,106
27	Group Quarters	2,035	0.8%	97.0%	241,141
28	Empire Builders	1,834	0.7%	97.7%	242,975
29	Gurus	1,480	0.6%	98.3%	244,455
30	Doublewides	1,115	0.4%	98.8%	245,570
31	Marquis Class	861	0.3%	99.1%	246,431
32	Apron Strings	788	0.3%	99.4%	247,219
33	Suburban Singles	788	0.3%	99.7%	248,007
34	Strapped	657	0.3%	100.0%	248,664
Grand Total		248,664	100.0%		
Average		7,314			
Median		4,424			

Share:
percentage of
the population
for each
segment.
Divide each
segment's
population by
the total
population.

Population Share by Segment



Share: percentage of the population for each segment. Divide each segment's population by the total population.

Customer and Non Customer Summary

Customers

Largest: **The Sweet Life** **23,334** **14.9%**

Followed by:

Sitting Pretty	15,074	9.6%
Great Generations	11,456	7.3%
Land Barons	9,736	6.2%
Kith and Kin	9,722	6.2%
Sublime Suburbia	9,666	6.2%
Regents	8,729	5.6%

The top 9 segments account for nearly two-thirds of customers -- 102,639 or 65.4% of customers

Non Customers

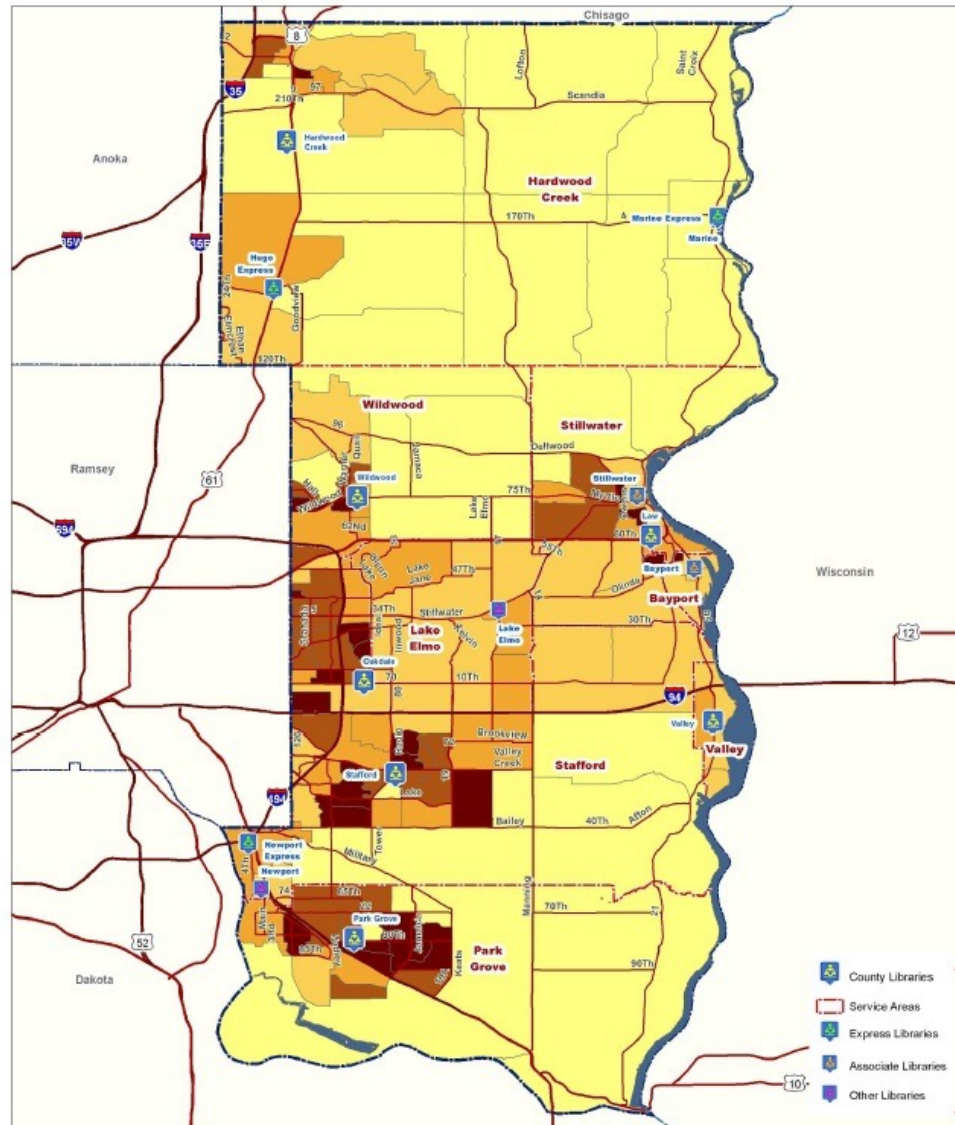
Largest: **The Sweet Life** **11,725** **12.8%**

Followed by:

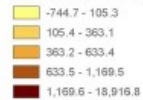
Land Barons	9,009	9.8%
Sitting Pretty	8,078	8.8%
Regents	6,156	6.7%
Great Generations	5,620	6.1%
Kith and Kin	4,954	5.4%
Sublime Suburbia	4,668	5.1%

The top 9 segments account for just over 6 in 10 non customers -- 57,569 non customers or 62.7% of non customers

Map of Non Customer Density

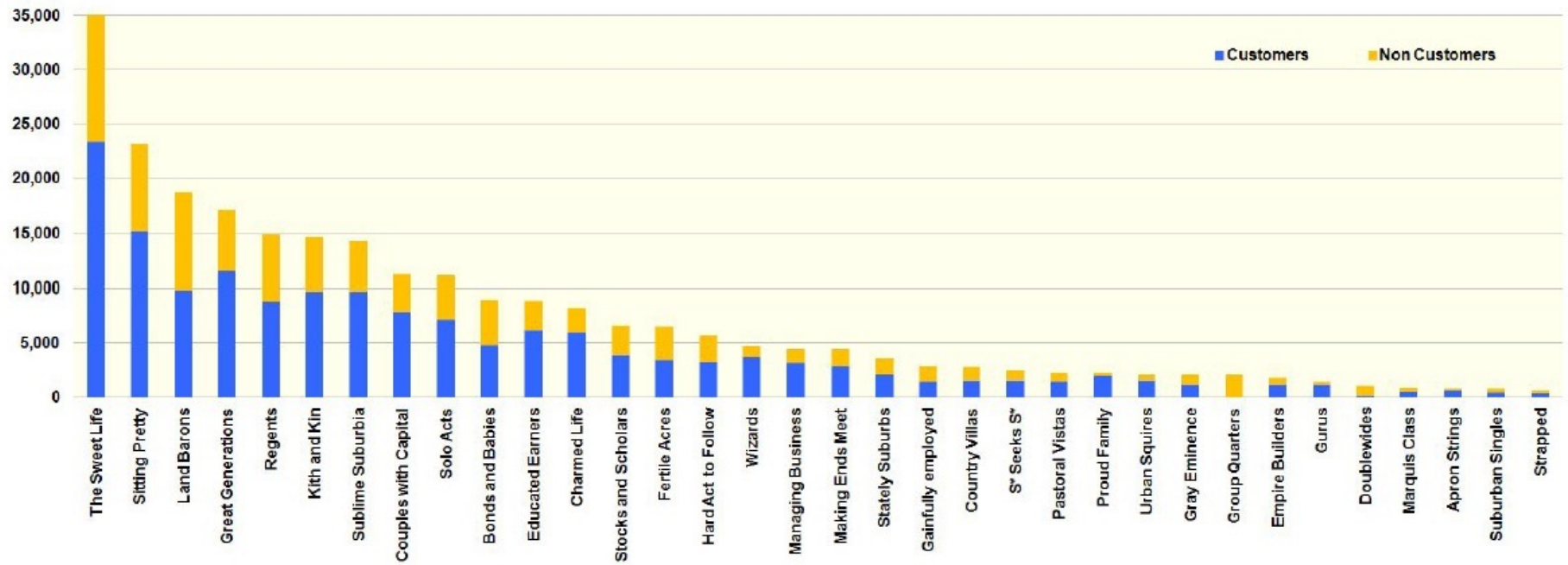


Non Customer Density

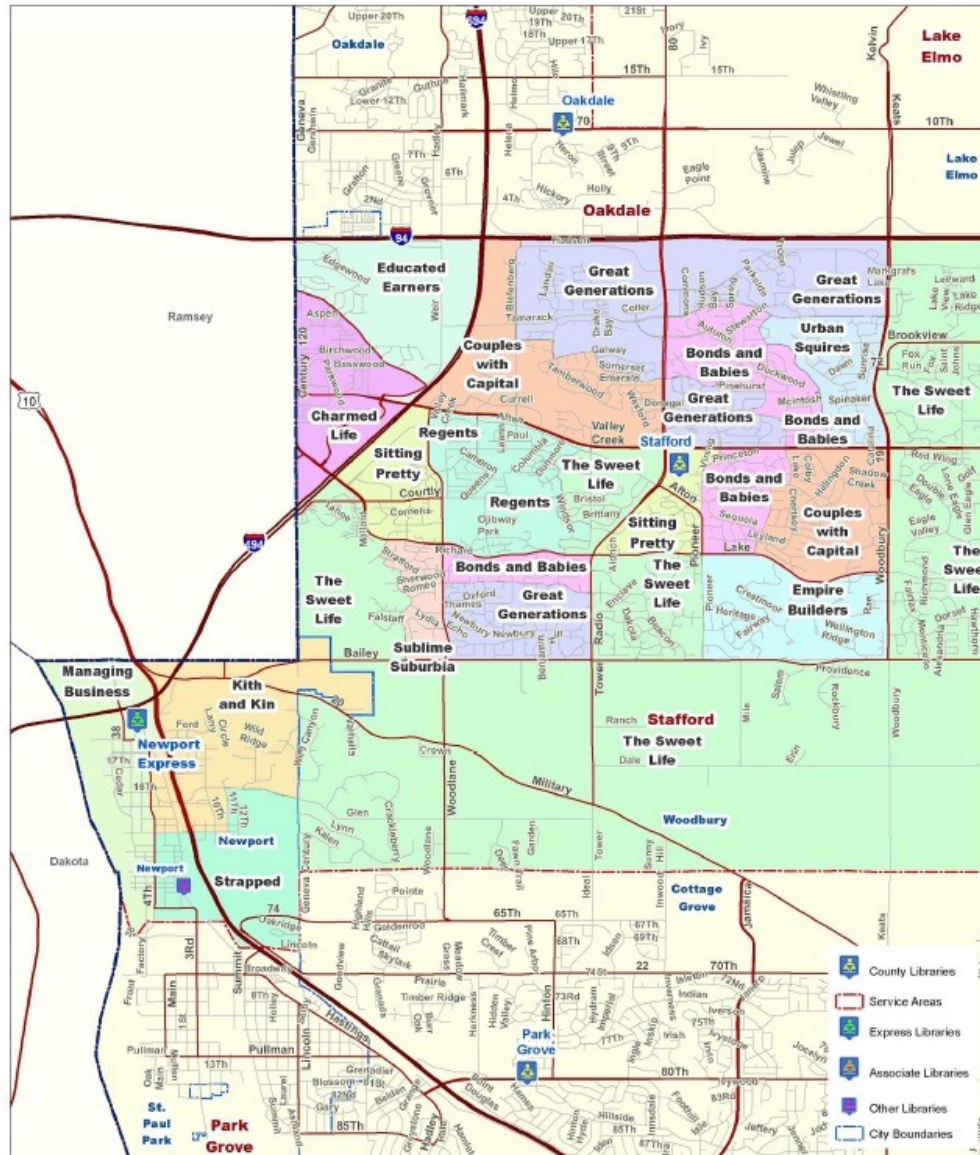


Washington County Library

Market Share and Market Potential



Stafford Service Area Detail: Map of Segments



Stafford (Detail) Service Area Segments

Washington County Library

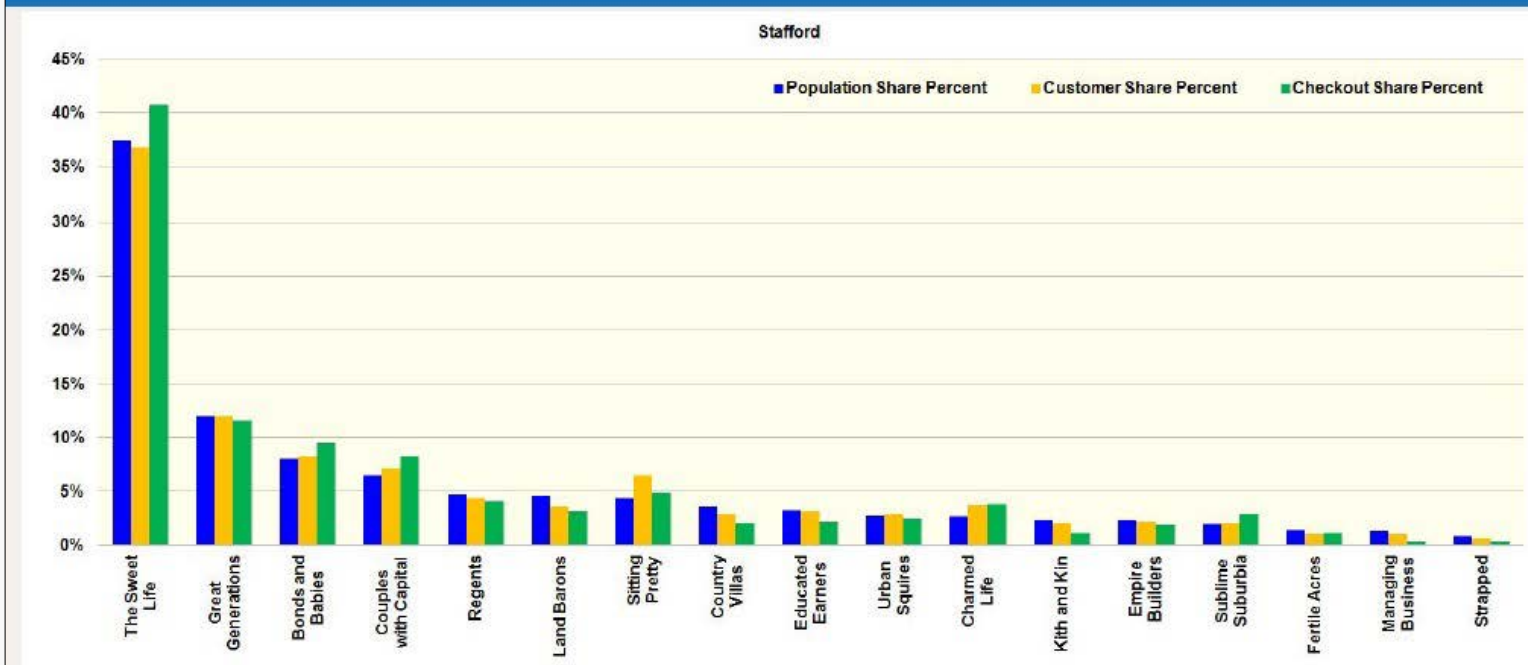
Park Grove Service Area Detail: Map of Segments



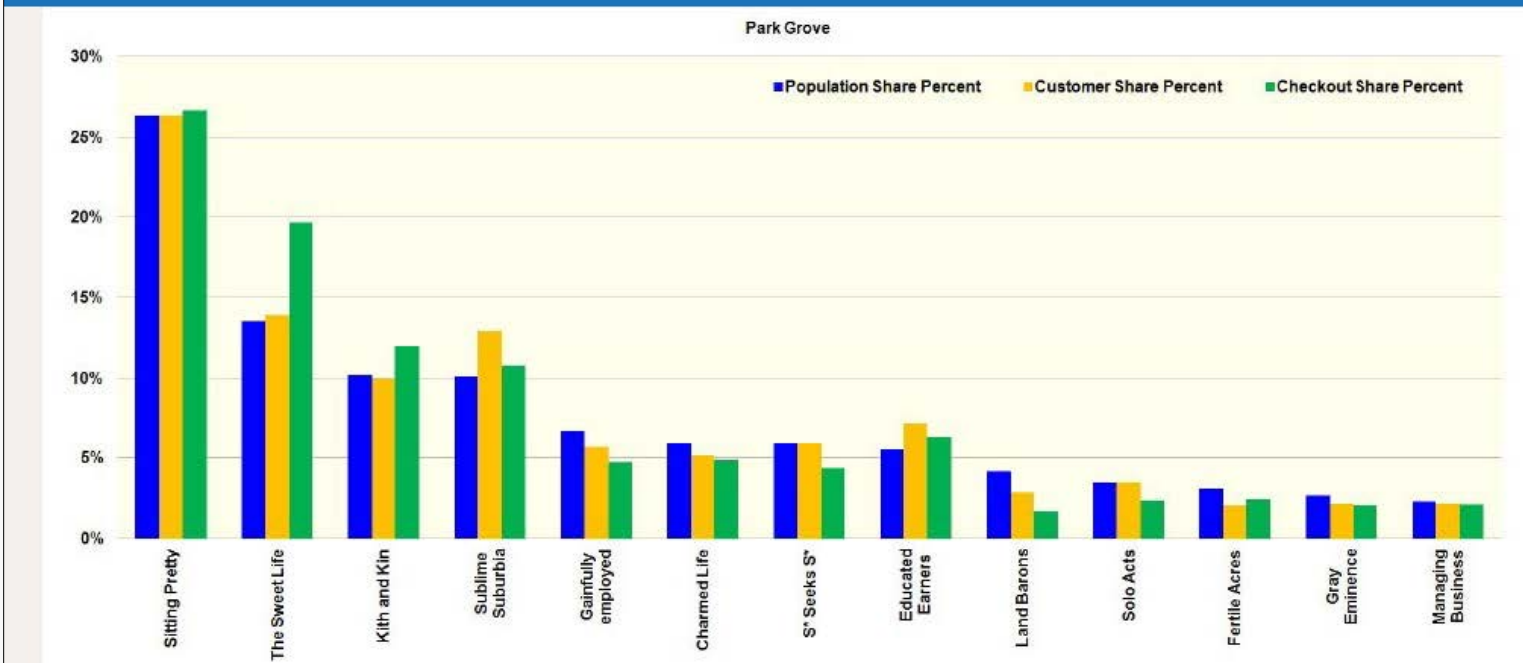
Park Grove (Detail) Service Area Segments

Washington County Library

Stafford Service Area: Figures



Park Grove Service Area: Figures



Workshops

Characteristics to focus on Park Grove 9

families & children !!!

activities

Community

Convenience

Safety & convenience

interest & convenience

Community

Family Ed

From STAFF (INDEPENDENT) INITIATIVE ACTIVE/PASSIVE ACTIVITIES WASH CO LIFE 1

Objective: Purchase activities/games for EACH Building Storage for materials toys-plastic group or

Activities w/o remember for Pick up and

Schedule: March - June

OWNER:

RHS		Pg 12
Programming	MOD	<ul style="list-style-type: none"> missing mark Always looking for something to do middle grades
Collection	MOD	<ul style="list-style-type: none"> online for kids family Find quick & go! Focus/Targeted collection
Staff Align	HIGH	<ul style="list-style-type: none"> no staff no provide need to make needs us to serve them staff for children/family not ready
Cust. Develop	LOW	<ul style="list-style-type: none"> Connections Large market share they are here Increase frequency
Facilities	HIGH	<ul style="list-style-type: none"> Need the best Convenience - self focus Spaces to gather Parking - All in one reach them where they are can help fill staff gaps schools - so many kids
Partnerships	LOW	<ul style="list-style-type: none"> don't realize what we offer so busy - how reach to schools - focused market Digital marketing
Marketing Communication	MOD	<ul style="list-style-type: none"> Have what need Already Savvy can we get ahead of them we are behind
Technology Consumer	MOD	



Thematic Statements

Hardwood Creek: Vetted value for doers, earners, learners

Oakdale: Space, service, spark to make the world mine

Park Grove: Connecting families, neighborhoods, and friends

Stafford: Gather and grow on the go

Valley: Traveling down the river of life, we are here for every launch of your journey

Wildwood: A once-in-a-lifetime experience. Every day.

Washington County Library Strategic Plan 2016-2019

Goal 1: Deliver Extraordinary Programs, Services, and Collections

- Strategy 1: Expand outreach services to underserved populations.
- Strategy 2: Support the growth and development of youth and families.
- Strategy 3: Cultivate lifelong learning opportunities for adults.
- Strategy 4: Align library collections to meet changing needs.
- Strategy 5: Demonstrate value and advocate for resources.

Goal 2: Expand Public Awareness of the Library

- Strategy 1: Revise and refresh the Library Mission Statement.
- Strategy 2: Overhaul the Library's website.
- Strategy 3: Create a three-year marketing and promotions plan.
- Strategy 4: Increase dedicated marketing and promotions resources.

Goal 3: Improve Library Facilities

- Strategy 1: Update existing space and plan for new facilities.
- Strategy 2: Explore opportunities to rework current space to meet evolving community needs.
- Strategy 3: Develop a capital improvement plan.

Goal 4: Cultivate Partnerships

- Strategy 1: Create a community engagement plan which includes partnerships with area organizations, businesses, and schools.
- Strategy 2: Expand use of volunteers to support and advocate for current and future library needs.
- Strategy 3: Work with fundraising and advocacy groups and other community partners to increase support for the Library.

Goal 5: Serve as a Community Technology Hub

- Strategy 1: Enhance public technology training opportunities.
- Strategy 2: Champion emergent technologies.
- Strategy 3: Provide ongoing information technology training for staff.

Limitless Learning **Initiatives Implementation**

3. Initiative: STEM Learning

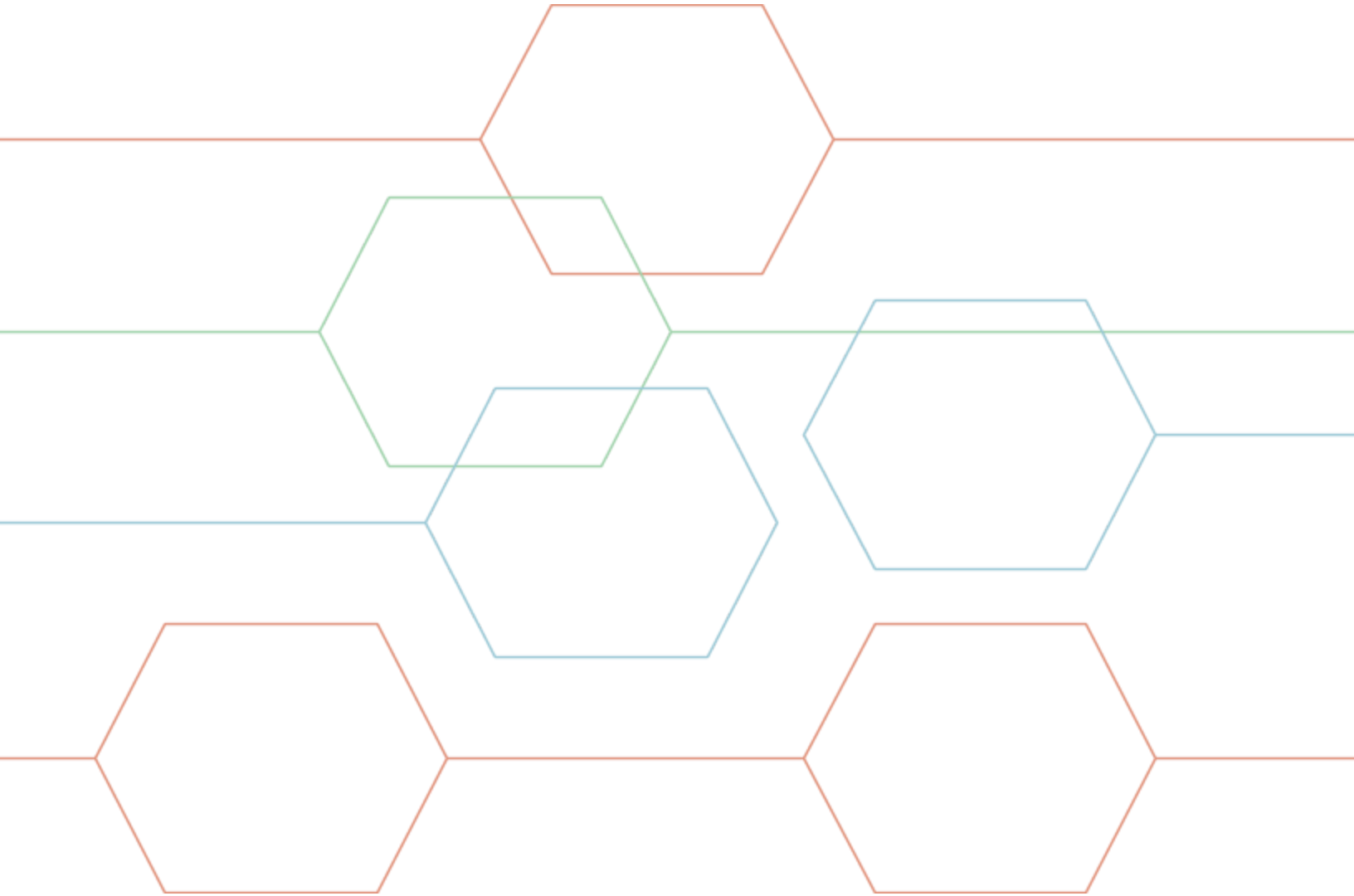
Elements	Investment Name
Description	Focus on children and teens from K through 12th grade utilizing a range of resources and services.
Objectives	Update the STEM Programming for Youth plan: 1) refocus age ranges from Kindergarten up; 2) include a countywide trial hackathon for teens; 3) identify success measures; and 4) define specific actions for community collaborators or drop from list.
Actions	<ol style="list-style-type: none"> 1. Refocus age ranges: update documentation on age appropriate STEM audiences and disseminate system wide. 2. Countywide trial hackathon: plan, market, implement, and assess a trial hackathon, in coordination with local school districts, to be held in Fall 2017. 3. Active collaborator engagement: define specific actions for the Library to engage community collaborators to improve STEM programs.
Detailed Action Plan	Link to SharePoint document
Schedule	See schedule
Measures	<ol style="list-style-type: none"> 1. Revised STEM document. 2. Trial hackathon completed with participation of 50 hackers. 3. Increase in program participants from active collaborator engagement
Partnerships	See Actions above.
Stop Doing	To be determined by Owner, approved by Director.
Dependency	Approval of a partnership agreement with community collaborators.
Ownership and Team	<p>Owner: Alaina Johnson (RHS)</p> <p>Team: Amy Oelkers (OA), Lynn Lucking (HC), Sophie Kaplan (HC), Christian Koegel (PG), Traci Etzkorn (RHS), Kaela Breezee (HC), Kirsten Redding (PG), Carolyn Weaver (WW)</p>

Next Steps

- Reorganization aligned with Strategic Plan
- Marketing Plan
- Community Connect Analytics
- Organizational Development Proposal
 - Career development and planning
 - Communications skills development
 - Project management skills development
 - Learning to lead from any level
 - Engaging in new work processes

Washington County Library

Restructuring the Library



CIVICTechnologies

February 10, 2017

1.0 Table of Contents

1	1.0 Table of Contents
2	2.0 Background
3	3.0 The Strategic Plan Context
6	4.0 Restructuring Plan

2.0 Background

2.1 Introduction

The Washington County Library (WCL or Library) is restructuring. Restructuring means reorganizing the functional delivery of services and reporting requirements to align with and best implement the Library's revised strategic plan.

2.2 What Restructuring Means for Me

Restructuring acknowledges the forward movement of the Library. Restructuring breaks with work methods, mindsets, and attitudes that the Library had in the past but are no longer viable in our evolving community and society.

Restructuring unlocks the potential for staff engagement, leverages staff's commitment to serve the community, and evolves a new organizational culture.

The Library's new internal positioning statement is "***Reinventing the Library starts with ME.***" This statement reflects the opportunity for each staff member to take self-responsibility to embrace restructuring and evolve the Library's culture.

Restructuring is far-reaching and will, within the next three years, significantly change the way the Library delivers services. All Library staff is strongly encouraged to engage in the professional development opportunities that will be available to build skills, improve work processes, achieve personal career objectives, and evolve the Library's culture.

Most importantly, every member of the Library's staff will be placed on a team to assist in implementing one of 11 initiatives set forth in the revised strategic plan.

To support engagement, a cohort of existing and emerging Library leaders has been convened as a "Coordination Team" to lead this effort. The Coordination Team will receive unique educational information and training during the first year of restructuring and will be asked to share and disseminate this information to all staff as strategic plan initiatives are implemented. Educational information will address such issues as communications skills, project management techniques, work engagement and career planning, risk taking, and managing change.

3.0 The Context of the Strategic Plan

3.1 Introduction

In February 2016, the County Board of Commissioners approved the Library's strategic plan. For several months after Board approval, a select staff cohort struggled to prepare the implementation element of the plan. In September 2016, the Library retained CIVICTechnologies to guide this process. CIVICTechnologies convened a three month process in which interactive staff workshops interpreted community information to identify specific actions that the Library could take.

During this process the Library's executive team recognized that the strategic plan could only be implemented if the Library as an organization was restructured and the organizational culture changed.

The strategic plan was revised around three specific "market strategies," in addition to core services. These market strategies focus on Library services that address community needs as the public face of the Library, as described in the figure below.

Figure 1: Strategic Framework



4.0 Restructuring PLaN

4.1 Functional Restructuring

The following diagram describes the overall reorganization of the Library. There are three elements described in Figure 2: Functional Restructuring, below:

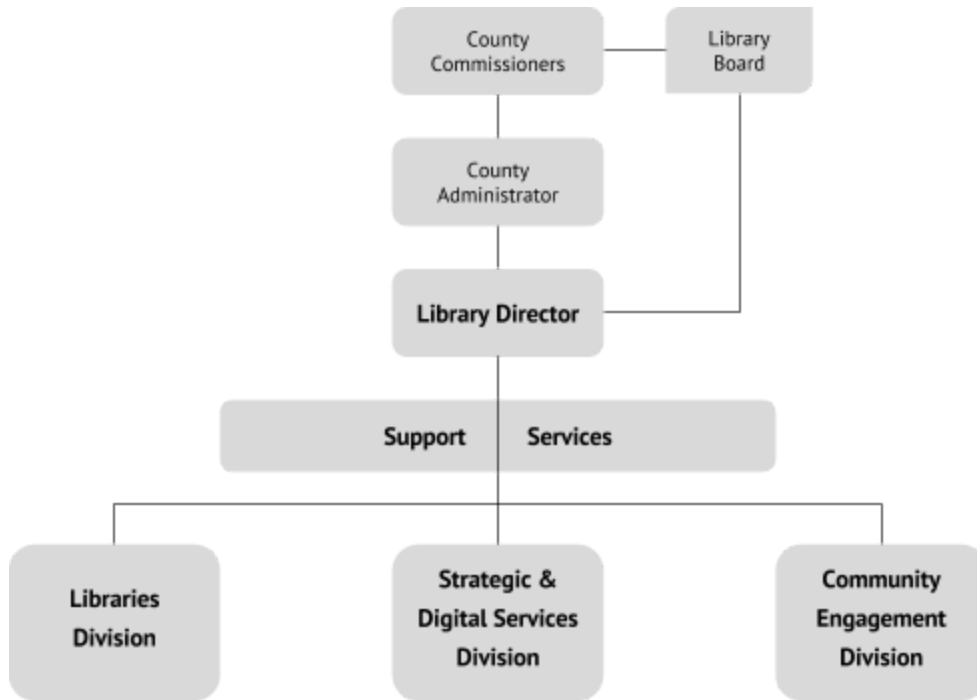
1. The **Library Director** remains the chief executive officer of the organization reporting to the County Administrator and County Board. The Director receives direct reports from specific staff in the support services group and each of the three public service divisions.
2. There are three divisions, at the bottom of the figure below, which provide public services:
 - a. **Libraries Division** that maintains branch services and includes the Law Library
 - b. **Strategic & Digital Services Division** that implements strategic initiatives and digital services including website, mobile applications, social media, and other digital services that will evolve over time
 - c. **Community Engagement Division** that will connect outside of branches throughout the county community

Historically, the Library has delivered services through branch facilities and more recently online. Maintaining and improving branch facilities will continue; the Library has a long-term commitment to the county's significant investment in these facilities.

As the restructuring concept implies, the Library is moving into two new delivery methods and will assign more resources to increasing its public footprint through these two new domains. Eventually these two new domains will touch as many if not more people than the facilities.

3. **Support Services** provide internal support, behind the scenes, to the three public service divisions. Support Services include, possibly among others, adult services, youth services, communications, office support, and information technology.

Figure 2: Functional Restructuring

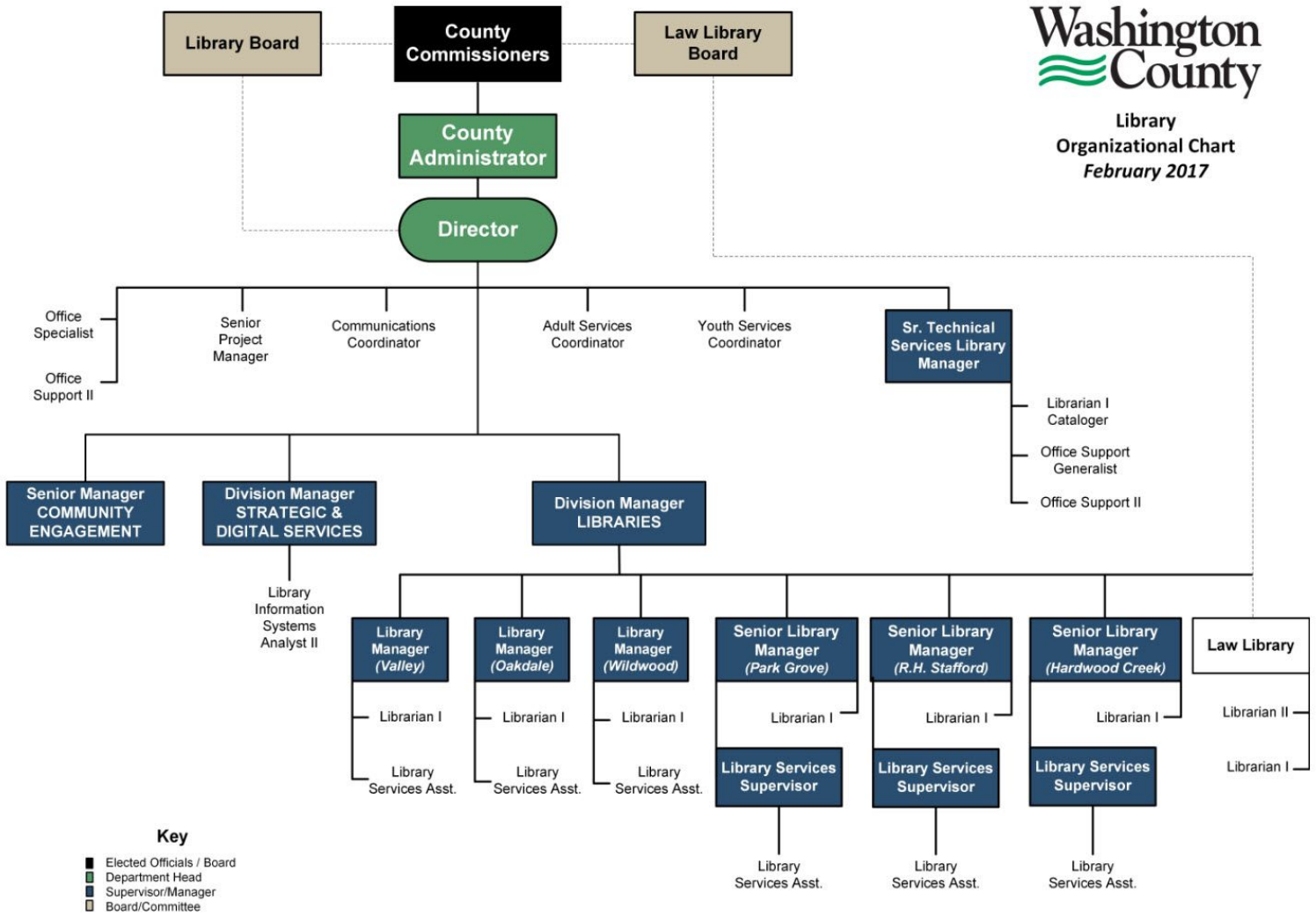


4.2 Positions Restructuring

In order to best staff the restructuring diagram set forth in Figure 2 above, some existing positions will be removed or reclassified, and some new ones created. Figure 3: Restructuring Positions describes the specific positions to implement reorganization.

The information in Figure 3 is the first phase of restructuring. It will be implemented immediately, beginning this month (February 2017). It is expected that other positions will be changed and/or added over time, so the diagram below will evolve, as further discussed below.

Figure 3: Restructuring Positions



4.3 Implementation, Schedule, and Phasing

The first steps are to formally reorganize into the three public service divisions and support services. This approach has been reviewed and approved by the County Administrator, and the Library is working with the County’s Human Resources department to move this forward.

Two new division managers and a senior manager will be hired in the next few months: a division manager for Strategic and Digital Services, a division manager for Libraries, and a senior manager for Community Engagement. These positions will solicit applications from existing Library staff and from outside of the Library. The division and senior managers, with the Library Director, will develop detailed staffing plans. During the remainder of 2017, the

Library will either promote from within or retain from outside to fill these and other positions. Existing Library staff are encouraged to apply and compete for these positions. Over the next three years the Library Director will continue to implement specific actions to align the Library with the strategic plan vision.

4.4 Impacts on Us

Restructuring reflects changing priorities to meet evolving community needs and societal conditions. Historically, libraries have been slow to change in the face of changing needs and conditions. No longer will this be the case in Washington County.

Staff should expect to be able to deal with a range of changes. This is a two way street: the Library will make significant efforts to assist staff adjust through training and development; and, individual staff will need to take self-responsibility to maintain a positive, productive, and learning mindset that values growth, change, effort, engagement, and excellence.

Restructuring offers a number of opportunities:

- Career development and planning
- Communications skills development
- Project management skills development
- Learning to take risks
- Learning to employ design thinking
- Learning to live with ambiguity
- Taking self-responsibility for changing the Library's organizational culture
- Learning to lead from any level
- Engaging in new work processes

This is an important time of change for the Library to sustain its relevance for the residents of Washington County.

The Library Director welcomes your input and encourages you to positively engage in this process.

Reinventing the Library starts with ME.

TOTAL LOANS from Washington County Libraries													
2017 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	64,515	64,900											129,415
Forest Lake	29,357	31,721											61,078
Park-Grove	15,839	12,055											27,894
Oakdale	11,542	11,030											22,572
Wildwood	11,438	11,256											22,694
Valley	2,105	1,952											4,057
Marine*	395	331											726
Hugo*	374	301											675
Newport*	62	61											123
Law Library	38	56											94
Downloads	24,183	21,191											45,374
SS (Mostly ILL)	674	555											1,229
Stillwater	23,176	23,521											46,697
Bayport	5,232	4,979											10,211
TOTAL Loans	188,930	183,909	-	-	-	-	-	-	-	-	-	-	372,839
* Library Express Service													
2016-17 %CHANGE	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	-2.7%	-0.9%											-1.8%
Forest Lake	9.8%	15.3%											12.6%
Park-Grove	-15.8%	-34.0%											-24.8%
Oakdale	5.0%	-6.4%											-0.9%
Wildwood	1.6%	4.5%											3.0%
Valley	-5.1%	-12.3%											-8.7%
Marine	-2.5%	-16.4%											-9.4%
Hugo	47.2%	-28.2%											0.3%
Newport	-15.1%	79.4%											15.0%
Law Library	-50.0%	-27.3%											-38.6%
Downloads	2.3%	0.8%											1.6%
SS (Mostly ILL)	-13.7%	-24.8%											-19.1%
Stillwater	-0.4%	-0.4%											-0.4%
Bayport	0.6%	-8.7%											-4.2%
TOTAL % Change	-0.6%	-2.1%											-1.3%

Narrative from the Hardwood Creek Library January 2017



While the 2017 New Year began with a burst of cold weather, the Hardwood Creek Library's New Year began with a burst of activities for both children and adult library patrons. Children activities included a number of story times such as: Baby Story Time held on Wednesday mornings followed by Toddler Story time, Family Story Time held on Thursday mornings and Super Story Time held on Tuesday mornings. Readers may be wondering, what is Super Story Time? Super Story time is where crafts and other various activities are added to what was previously known as Preschool Story Time to help children develop skills and encourage the development of early literacy. In all, the library had 17 Story Time programs attended by 411 parents and children during January 2017. In addition, children completed and returned 240 Scavenger Hunt forms on the *Happy Birthday New Year!* theme. These popular Scavenger Hunts not only help to familiarize children with different sections of the library but also teaches them how to correctly identify and match pictures of items and characters.

On Saturday afternoon January 14th, school age children had an opportunity to learn a bit of chemistry when they attended *STEM Saturday: Chromatography Lab* where they learned that both visible and invisible components of a solution can be separated.

On Sunday afternoon January 22, our teen patrons socialized and participated in game day where they played their old favorite games and also learned some new ones. Both school age and pre- school children attended our popular LEGO and Block party on the afternoon of January 28. In all, there were fifty-eight attendees.

While our young patrons were busy learning listening, reading, writing, social and communication skills, our adult patrons also had a busy month at the Hardwood Creek Branch. Preliminary counts indicate that over seventy-five adult patrons participated in *Winter Reads* this month by selecting from a list of suggested titles, reading and returning review forms in exchange for gift bags with a book light, a tea bag, a "suggested reads" brochure, a review form, information on SmART-Pass, a January/February calendar, and an entry form for drawings for WCL book bags.

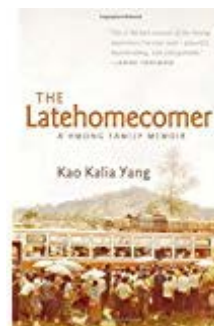
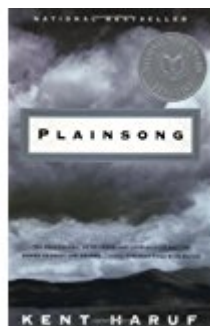
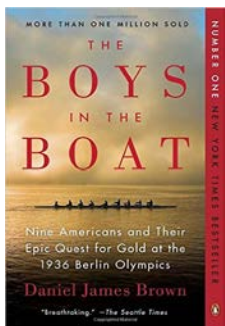
Twenty-five adult patrons attended a three-part course on the basics of Microsoft Excel 2010 taught by volunteer instructor, Ken Noyes on Thursday evenings: January 5th, 12th and 19th from 5:30 p.m. to 7:30 p.m. For attendees who attended all three parts, they learned about defining the parts of a spread sheet, data entry, functions, formatting, tables, file saving, graphs, and copying data into other programs.

For seniors with little to no computer experience, the library held Beginner Surf Day from 10:00 A.M. to Noon on January 10 for seniors to learn basic computer functions and how to search the Internet. The class was taught by a volunteer instructor from the Metro Area Agency on Aging. We have been playing with the program name a bit in hopes of attracting more attendees above the age of 40.

On January 28th, seven adults attended the Library's sponsored program on *Identity Theft! What would you do if your Identity were stolen?* This program was presented by Twin Cities Media Alliance and funded by MELSA. The purpose of the program was to encourage attendees to make identity protection

part of their regular routine by learning how to protect their identity to avoid identity theft and what steps to take to minimize the damages if they are ever victimized by rampant crime.

In addition to learning more about computers and attending other continuing education events, more adults appear to be interested in book clubs. In January, 17 adults attended Hardwood Creek Library's three book clubs that meet on the third Monday, Tuesday, and Thursday evenings to discuss the three titles they selected for January: *Plainsong* by Kent Haruf, *Boys in the Boat* by Daniel James Brown and *The Latehomecomer* by Kao Kalia Yang.



In response to increased interest in book clubs, it was decided in January that the Hardwood Creek Library will offer a fourth book club at 3:30 in the afternoon on the fourth Wednesday of the month that will focus on both Minnesota authors and books about Minnesota. The first selection will be *The Settlers: The Emigrant Novels Book III* by Vilhelm Moberg that describes young settlers struggling to adapt and survey as new farmers near Scandia, Minnesota.

On January 31, 2017, the Hardwood Creek Library Staff together with other Washington County Library Staff Members said goodbye to Barbara Halligan at a staff potluck luncheon. Barbara has been an outstanding example of a reference librarian. We will all miss learning from her example and her good works.

Library Narrative

**Library
Date**

Hardwood Creek
February 2017

Narrative *Highlights, including public comments, special activities, visitors, and displays.*
Submitted by Sarah Rosten, Librarian I

Hardwood Creek Librarians are responsible for answering email reference questions through the “Ask a Librarian” service. We answer a wide-range of questions through this service. Librarian Lynn Lucking helped a patron place a hold request on a new material during February and received this response, “Thanks. Love your service. It’s like having a friend to help you out.”



Stem Saturdays: Bakken Science Museum: Frogs, Volts, & Vinegar
Families were treated to a Stem Saturdays event presented by the Bakken Museum on February 18. Kids learned how the battery was invented, and created their own batteries using vinegar, cloth, and two types of metal! **The picture on the left** is of three boys creating a battery “sandwich.” **The picture on the right** is the Bakken instructor explaining the premise of discovery and invention! We learned that first we must observe, then make a claim, and then find evidence to back up that claim.



Storytimes

A total of 484 children and caregivers attended 17 storytimes at Hardwood Creek throughout the month of February. Included in this number are 4 special “Winter Wonder” storytimes that we held in celebration of Forest Lake’s annual winter celebration “FLake Festival.” **The picture on the left is a family who attended our “Winter Wonder” pajama storytime!** At these special events, children created snow flake mobiles to take home, and enjoyed stories, songs, and rhymes celebrating winter.

Drawing to Watercolor

We welcomed an instructor from Artistry Workshop to teach a class of 10 people about watercolor. Our group of 10 local aspiring artists ranged in age from adolescents to senior citizens. One mother and teenaged daughter attended the event together as a bonding activity, and expressed their delight at the age inclusiveness.

Washington County Library



Branch Narrative

Branch: Oakdale

Month: January Year: 2017

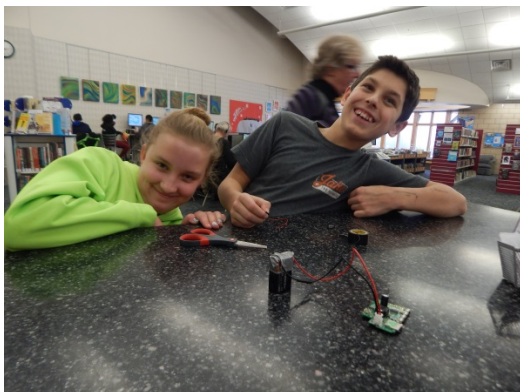


Static Electricity Stem Saturday:

What an engaging and hair-raising STEM Saturday it was! Kids were highly amused by the wonders of static electricity. In between “sharing shocks” kids learned that most static electricity discoveries were not made by scientists but rather artists and doctors! Their curiosity was *explosively sparked* when they observed what can happen if a home gets struck by lightning and it doesn’t have a lightning-rod! “Ka-boom!”

Pacer Puppets:

Our PACER Puppet program was a success as children learned that people with disabilities are just like them! Children were enriched, engaged, and entertained by the demonstration held that January Saturday morning!



Homework Help:

As can be expected in January we found our students are getting back into the swing of school after a long Winter break. We were happy to offer the kids help and inspiration with a number of projects and assignments.

Game Night:

We were excited to hear that our attendees got word about our game night through the app “Meet-up!” We played Sushi-Go, Burgoo, and Captain Carcass. Attendance wasn’t astronomical, however this turned out to be ideal for a great Oakdale game night!

Branch Narrative

Branch: Oakdale

February 2017



“Minute to Win it!”

Our middle school book club this month was full of raucous laughter! “Maximum Ride: Angel Experiment” was the book our middle schoolers tackled for this month’s club. Kids were put through a series of tasks just as Angel was made to do in the book. If the level of noise from giggles and cheering was any indication of success for this book club it was an absolute *winner!*

“Get inspired by Claude Monet:”

We got quite the turn-out for our art class centered around famed impressionist painter Claude Monet! Students in the class learned about the characteristics of impressionism and subsequently had the opportunity to produce their own impressionist work! We were lucky enough to have these great artists in the library that Saturday afternoon so that we could promote submissions to our community art fair to be held this May!



Tai-Chi: (No pictures taken so as to not disrupt attendee’s “chi.”) Our tai-chi class took place on the first day of February and what a turn-out there was! People arrived early and anxiously waited for their class to start. By the conclusion of the class attendees exited with a new balance!

**We also held our book sale this month which was a great success! We have many thanks for our volunteers without whom we could not have pulled it off!

Branch Narrative: Park Grove Library

January 2017



New Location for Juvenile Nonfiction

Juvenile nonfiction books have found a new home at our library! Separating the juvenile from the adult nonfiction was a hefty task, but we are already receiving positive feedback from families and children regarding the ease of browsing this new and improved shelving area.

Busy Teens, Busy Library

The work of shifting items continued throughout the month as we prepare to give our teen patrons a new space in our library.

Pictured here, the teens have filled the current space and are busy working on the computers and interacting with each other.



Let's Make Stuff

In this month's Let's Make Stuff class for adults, we explored DIY block printing and freezer paper stencils. The class was given a variety of household materials, such as string, burlap, and buttons, then invited to decorate a zippered pouch with their handmade block prints.

They were also introduced to freezer paper stenciling (bottom right photo).





Avengers Comics Drawing Class

The Hulk, Iron Man, and Spiderman were just a few of the Marvel Comic characters that grade school kids were taught to draw during this Saturday class. By using basic art elements, the students were able to break each character down to its basic parts and draw their own characters. Learning to add 3-dimensional qualities brought their characters to life even more.



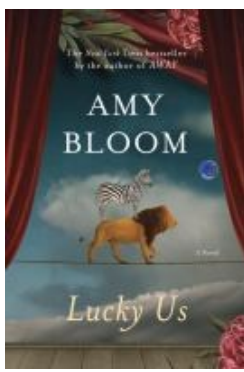
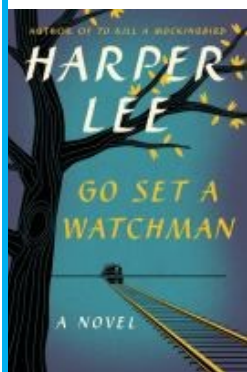
Graphic Novel/Sequential Art

In this sequential art drawing class presented by Artistry, teens were given a blank pre-bound novel to use as the basis for their own illustrated graphic novel. They were taught drawing and painting techniques, then set loose to create their own unique world of storytelling.



Book Clubs

Book clubs this month read and discussed Harper Lee's "Go Set a Watchman" and Amy Bloom's "Lucky Us".



Meet Margaret!

We are delighted to welcome Margaret Behr as our new Youth Librarian! She has hit the ground running with storytimes and programming, and is a great fit to our team!

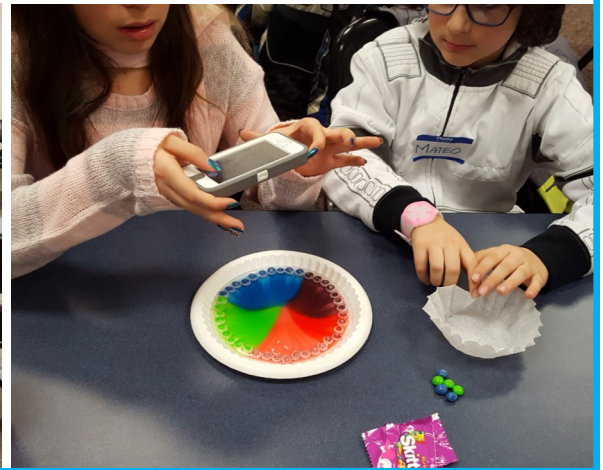


Branch Narrative: Park Grove Library

February 2017

STEM Saturday

School age children flocked to this month's STEM Saturday when Washington County 4-H led science experiments with candy. The Skittles and water experiment had one of the most interesting outcomes and was apparently worthy of social media (bottom right).



All About Hats
One of the many storytimes this month was all about hats. Children were able to craft their own hats after listening to stories.

Book Clubs



Apollo

This friendly volunteer, Apollo, is our newest addition to Dog Gone Reading. He'll be joining us once a month, along with Fritz, Betty and Lucy, to lend an ear as children practice reading aloud.



Teen Lab

Teens decorated journals and played with the Wii in one of the weekly teen labs this month.



New Teen Space

After an immense rearrangement of much of the library, the new space for teens has taken shape! A whole lot of teamwork and elbow grease made this transition happen. Now for the finishing touches...

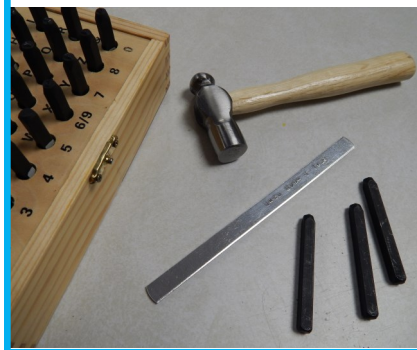
Vintage Valentines

Local patron, Sharon, proudly displayed her vintage valentines in our community display case this month.



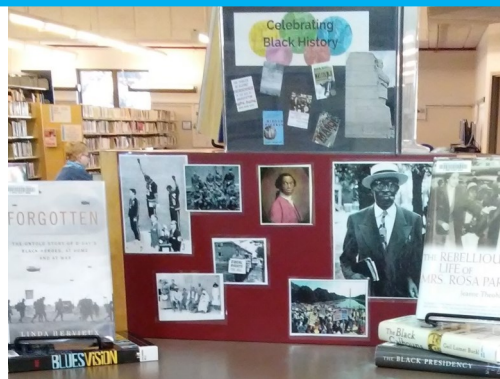
Let's Make Stuff

Participants personalized metal bookmarks by stamping words and quotes onto them. Did you know librocubicularist is a slang word used to describe people who read in bed?



Books on Display

Some of February's displays included Love, Sherlock, Black History, and Winter Reads.



Senior Outreach

With a great turnout at the South Washington County Senior Center, Jessi taught a class about Streaming TV. Next month's class will focus on downloading magazines with a library card.

Branch Narrative

Branch R.H. Stafford
Month January Year 2017

Narrative *Highlights, including public comments, special activities, visitors, and displays.*

By Janet L. Poff

We continued to have good attendance at all of the storytimes. Some of the storytime themes this month were "Fun in the Snow," "Animals in Winter," and "Adventures."

On Saturday, January 7th, Marty and Dawn participated in the Woodbury Moms Club annual Preschool Fair. We saw many familiar faces and were able to connect with people new to the area or those who were unaware of what the library offers for preschool kids. This is the fourth time that we have been part of this well-attended event.

Babies from birth to 2 years and their caregivers had a special Baby Storytime on Wednesday, January 25th. Teresa held a "Block Party" using the assortment of block toys in the blocks kits that rotate between the branches. Everyone enjoyed building and deconstructing.

Marty visited with an ECFE parenting class on January 30th to talk about early literacy and the learning opportunities at our library for preschool kids, their older siblings, and the parents. Next Monday the parents will visit the library with their kids during their regular class meeting.

Nineteen kids read in our Dog Gone Reading program throughout the month of January.

As part of our STEM Saturday programs, we hosted a program by the Bakken Museum about static electricity on January 14th. This engaging and energizing presentation had a hands-on focus allowing students to learn about electricity by experiencing its effects, asking questions, and creating their own experiments to try, leaving the students excited to learn more about science.

Ten people attended the R. H. Stafford book club on Tuesday, January 3rd. They met to discuss the book: *Kitchens of the Great Midwest* by J. Ryan Stradal. One question discussed was "Food takes center stage in this book. How does it bring people together and how does it keep them apart?"

For teens we had a "Teen Coloring Night" Monday, January 23rd. This session explored the idea of coloring as a form of relaxation.

On Thursday, January 19th, we had a Life Long Learning class entitled "iPad Tips and Tricks" where seniors could get help and suggestions for their devices. Each of the patrons brought in their own iPad so they could get one-on-one specific assistance.

"Winter Reads" got underway and continued for the entire month of January at the R.H. Stafford Library. "Winter Reads" is an adult reading program that Washington County Library and other metro libraries participate in each January and February. The purpose of the program is to encourage adults to read, review books, attend library programs, and share what they're reading on social media. "Winter Reads" is sponsored by [MELSA](#). Library users participate by picking up review forms, booklists, and a book light at WCL branches. Then they return the review forms to the library. Each review form serves as an entry form to win a book reward pack. The R.H. Stafford library is decorated in full "Winter Reads" décor!

During January of 2017, the picture rail exhibit at R.H. Stafford Library featured over fifty art pieces. The paintings and drawings were created by members of the Community Education Drawing 2 class at the city of Woodbury.

We had one "Reference by Appointment" session for a patron who wished to learn more about using Ancestry Library Edition.

The nonfiction book display was entitled "I Resolve to Learn Something New." The fiction display was called "I Resolve to Read More Fiction."

Stafford's gate count for January was 26,530 and we logged 211 volunteer hours.

Branch Narrative

Branch: R.H. Stafford Library
Month: February Year: 2017

Narrative *Highlights, including public comments, special activities, visitors, and displays.*

By Ginny Ogura

Our new manager celebrated her one-year anniversary with Washington County Libraries by becoming a grandmother. Congratulations!

All staff has been involved in working on the CIVICTechnologies Initiatives. It's been an interesting process involving everyone on a team project and there's been a lot of enthusiastic participation.

Winter reads continued for the entire month of February 2017 at the R.H. Stafford library. Winter Reads (formerly known as Winter Jackets) is an adult reading program that Washington County Library and other metro libraries participate in each January and February. The purpose of the program is to encourage adults to read, review books, attend library programs, and share what they're reading on social media. Winter Reads is sponsored by MELSA. Library users participated by picking up review forms, booklists, and promotional items at WCL branches. Then they returned the review forms to the library. Each review form served as an entry form to win a book pack. There were nearly 200 entries and 33 people won prizes.

Tina presented an outreach computer workshop at the DPC Community Center in Cottage Grove, on February 21st at 2:30 called "So You've Got a New Device ... Now What?" Nine people attended.

A volunteer taught four watercolor classes during the month. The first class had 17 participants and the next three all had 10 or 11. People were quite excited about the classes and enjoyed them very much. Several people went out and bought themselves painting supplies so they could continue working on their new hobby at home.

Nearly 20 adults attended the *3D (Three- Dimensional) Sculpture for adults* workshop on February 9, 2017. The workshop was provided by Artistry. The workshop focused on a basic exploration of sculptural concepts and technical processes translated into three-dimensional art forms. Wire, wood, foam core, recycled materials, and found objects were all used by the attendees to make their own sculptural forms.

Seven people attended the *Lifelong Learning at Your Library: Caring for the Caregiver* workshop on Thursday February 16th. The workshop was presented by Metropolitan Area agency on Aging. Attendees learned about resources for the caregiver, including services that help provide care and services that support caregiver needs.

Twenty-two children read to dogs in our Dog Gone Reading Program throughout the month of February. This is a great opportunity to read aloud without being judged. Children learn to associate reading with being with the dog, and begin to view reading in a positive way.

On Monday, February 6th, both kids and parents from one of the ECFE classes visited our library for a short storytime and tour of the kids area to learn how to find items to check out.

Saturday, February 11th, families stopped by the kids area for the STEM Saturday program to make an LED valentine. Kids designed their cards from construction paper and added one LED bulb to connect with a disc battery taped to the back of the card.

Tuesday, February 21st, MacPhail Music presented the program, "Animals make music". 37 kids and adults had fun with eggs, wooden sticks, dancing and singing.

Displays: Our small glass display case has moved to the front of the library, where we hope even more people will see it. In February a resident of Stonecrest shared her collection of polar bears with us. There were bears made of glass, stone, ceramics and wood.

We moved our Fiction and Non-fiction displays to the front of the building and we showcased "Recently Returned" books this month. They were extremely popular and the shelves were in need of constant replenishing.

We pulled all the Kids Juvenile fiction books that we consider comics/graphic novels. These are now located at the end of the Juvenile fiction after the XYZ authors. Kids and parents are both ecstatic over this new area.

In our juvenile nonfiction display of books, we highlighted Black History Month by dedicating one unit of shelves to nonfiction books about Black History and Black Americans-past and present.

Storytimes have been well attended as usual. At Monday Preschool storytimes, Miss Heather is reading the kids through the entire alphabet. This month, the topic one week was letter M. Miss Heather talked to the kids about the Moon and the difference between nocturnal and diurnal animals. After reading a couple of the stories, she quizzed them. As she held up a picture of an owl, a human, a cat and other animals the kids could guess if the creature was nocturnal or diurnal.

On the picture rail for February was a group show by the Artists of Woodbury. Over 40 pieces were on display and featured many genres of art including sculpture, watercolor, mixed media, oil paint, photography and acrylic paint.

The Artists of Woodbury is a group of multi-media artists from Woodbury, MN, and the surrounding area whose purpose is to provide opportunities for artists to network, exhibit, and sell art. They seek to learn from one another and share their art with Woodbury and the surrounding communities.

On February 7, the R H Stafford book club met to discuss the book "Dream Lover" by Elizabeth Berg. The attendance was 12. This is one of the questions they discussed: "Do you think that George and the things she wrote about are still relevant more than 150 years later?"

The gate count for February was 27,501. Volunteers put in a total of 222 hours at the library in February.

Branch Narrative

Branch: Valley

Month: January Year: 2017

Narrative *Highlights, including public comments, special activities, visitors, and displays.*

Happy New Year! A new year is a time for new beginnings and changes. We hope that 2017 will be a year of growth for Valley Library.

We had two special adult programs at Valley in January. On January 19th, Janet Poff taught an internet genealogy class, concentrating on the *Ancestry.com* database available at the library. An emphasis was placed on how to overcome the errors frequently contained in computerized records. Other online databases were also covered. Four people attended the class. On January 24th a *Homemade Memory Book Class* was held at Valley. This program was made possible with funding from the Minnesota Arts and Cultural Heritage Funds. The Artistry of Bloomington presented the class and four people attended. They learned the steps for binding a book and each person made their own book to take home. The ladies really enjoyed the class.

The Valley Book Club met on Thursday, January 26th to discuss the book *The Light Between Oceans* by M. L. Stedman. The seven members who attended had a great discussion and they also picked the next three books that they want to read.

The window displays for children and adults both had the same theme for January : *Begin Your New Year With Some New Books* and both displays featured new books at the library.

Children and youth programs for January included STEM Saturday, Family Storytime, STEAM Storytime and Dog Gone Reading. STEM Saturday was held on January 21st. The project was making structures out of straws and six people attended. Family Storytimes for January featured the themes: Winter and Shapes & Shadows. The STEAM Storytime for January was *Star Light, Star Bright*. We read stories and talked about stars, planets and constellations. After storytime the kids had a chance to make their own constellation, LED throwie, and play a shadow matching game and use flashlights to make their own shadows. Dog Gone Reading was held on Tuesday, January 24th. Two children stopped by to read stories to Legacy and Kris, her trainer.

Gate Count for the month was 1114, but since our people counter wasn't working for several days our tally marks for those days may have been short.

6.5 hours of volunteer time

The library was open 24 days in January.

Submitted by Teresa Alessi



Branch Narrative

Branch: Valley

Month: February Year: 2017

Narrative *Highlights, including public comments, special activities, visitors, and displays.*

Valley gate count for February 2017 showed that 1097 persons came through the front door. The Valley Branch was open for 23 days. We had 9.5 volunteer hours worked this month. Most of those hours were worked by our longtime Valley volunteer, Beth Fretland, who comes into the library 2 afternoons a week.

Adult Programs:

Winter Reads Adult Reading program ended on February 28th. Nineteen book reviews were turned in by the Valley patrons during the two month run of the program. Seven names were drawn for the book bundle prizes.

The Valley Book Club met on Thursday, February 23rd to discuss the nonfiction book "Devil in the White City" by Erik Larson. The six women and one man who attended the meeting had mostly positive reviews for this book.

Displays:

The children's side of the front display window was filled books with red covers in acknowledgement of Valentines Day this month. The adult window display titled "All about the Heart" featured nonfiction books focused on the topic of Heart Health. The fiction side of the display featured books on 'love and romance.'

Youth Services: Children's programming in February included 1) Sing, Play, Learn : A Musical Snowstorm (15 attended), 2) Valentine's Day storytime (7 attended), and 3) STEAM Storytime - the theme was transportation. Some of the activities for the Transportation storytime included making a name train, a count and clip game, and Hot Wheels cars for free play. The STEM Saturday program "Candy Science" on February 18th was presented at the library by the Washington County 4H staff. Also, on Saturday, February 18th, The Artistry from Bloomington MN presented the program "Toy Lab" with 8 people attending. Legacy our Reading Therapy dog and his trainer stopped at the library on February 28th for the monthly Dog Gone Reading session. One young reader spent some quality time reading to Legacy.

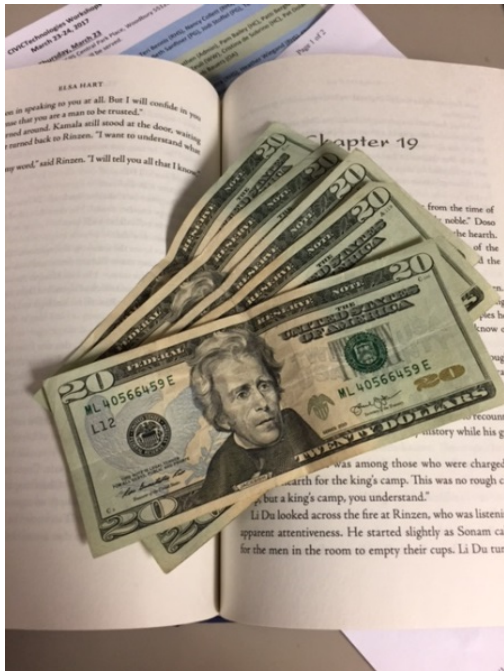
Submitted by Marty Hoekstra

Branch Narrative

Month: January Year: 2017

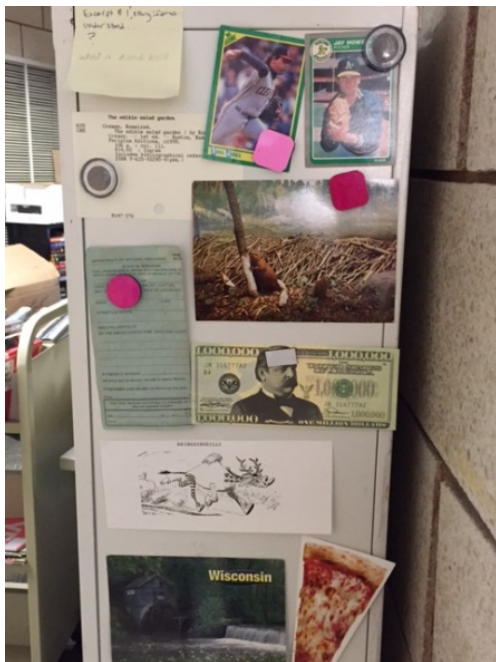
Location: Wildwood

Things we find in books



I must confess, I am a book checker, I can't just check in a book without looking inside! I have to look inside every book and condition check it as well. I feel it's my job to make sure nobody left their treasures behind. It amazes me and sometimes makes me laugh at the type of things left in books.

Some examples of what I have found are: bank deposit slips with uncashed checks, bills that need to be paid, used boarding passes (it's fun for me when I see a non-revenue pass – I'm a retiree from Delta), candy wrappers, panty wrapper, toilet paper squares, used/unused Kleenex, used Q-Tip, pictures, love letter, artwork/doodles, Dr.'s cards/notes/reports (SR) etc. you get my point.



My biggest so far was a \$50.00 Cub Gift Card! We had dreams of ice cream and Swedish Fish candy if it went unclaimed. I was able to track her down, hopefully make her day. It makes my day to get patron's property back if I can. Barb Lunn has the big score so far, someone left \$100.00 cash in their book. We had to call that one in to the police. It made the paper and it was published in the White Bear Press. We haven't heard back if it was claimed or not. I myself use a bookmark, post-it-note, or a scratch piece of paper. What do you use, or what kind of treasures have you found?

Jeanne Gustafson – LSA

Location: Wildwood

Winter Reads:

Wildwood participated decorated the library to celebrate Winter Reads – we had a lot of PUN coming up with our window displays this year!

This year, funded by MELSA, we were able to give out these nifty bendable book lights when each participant turned in their first reviews.

Wildwood had 135 book reviews turned in by 37 unique community members.

We were able to draw 23 prizes for either a cloth Washington County tote bag or a book bundle (collections of books we make from donations).

Everyone has been very happy so far!



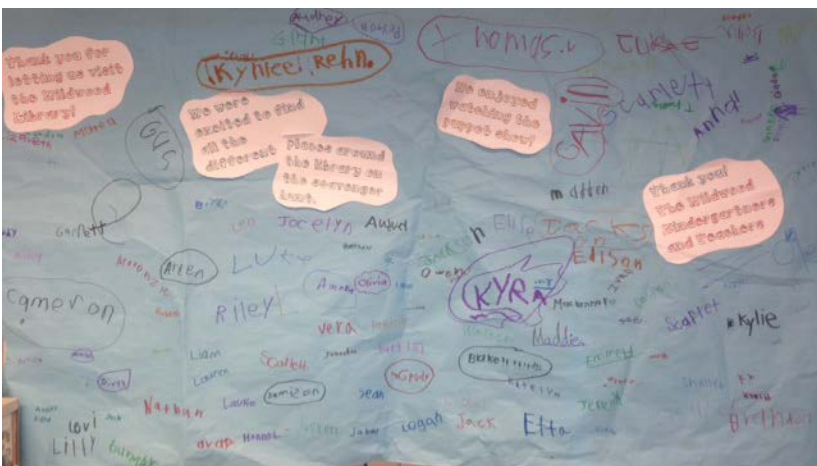
On the Art Rail:

During the month of February Wildwood displayed art from the Mahtomedi area schools, from elementary to high school. We displayed art from 76 different students and we were able to display 3D objects this year thanks to receiving a display case for our use.

The teachers put on an open on house one Tuesday night and we have over 100 parents, grandparents, students and friends stop in to share and talk about art. It was a great success and something we look forward to putting on again next year!

Community Outreach:

The kindergartens came again this year for a tour of the building and a New and Improved puppet show about library services. Andrea and Amy gave 16 tours and puppet shows with approximately 160 students and teachers – it was a WILD day here at Wildwood. To show their appreciation all the students got together and made us a handmade thank you sign that we have hung up in the library for everyone to see!



Prepared by: Manger Megan

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Brechon	4/5/2017: In Progress Specifications out for bid.
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	3/9/17: In Progress The Facilities Committee will meet with Marvin this spring to assess the state of the facility to prepare for the 2017-2022 Capital Plan. Meeting to be scheduled in April.
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.	Brechon	2/14/17: In progress An outreach plan for Youth Services and Seniors was provided in the February Board Packet. Staff are actively engaged in outreach as appropriate. Additional outreach plans may wait for new director.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area.	Brechon	4/6/17: In Progress WCL has purchased Civic Technologies software that can be mounted on the ILS system to report on demographics for outreach and marketing. WCL is scheduled to receive reports early in 2017. Reports for Stillwater will follow. Board would like an update on when they could receive a copy of this report. Melissa in conversation with WCL Director regarding this.
64	5/10/2016	Teen Area	Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined.	Brechon Staff Facilities Committee	4/5/17: In Progress Hired Lynn Barnhouse to assist with design and purchasing of materials. Teen committee meeting scheduled for 4/11/17.
70	8/9/2016	Supplemental Funds	The Finance Committee will work on a process for how to manage any new endowment-type gifts received by the library and will bring proposed process to the Governance Committee.	Finance Committee	
76	8/9/2016	WCL Relations	Board asked Bertalmio to help drive relationship-building with WCL and reach out to WCL regarding a meeting with Bertalmio/McCarty.	Brechon McCarty	4/5/17: In Progress Brechon and McCarty discussed. McCarty will connect with WCL by the end of April if they don't hear back from them first.
80	9/13/2016	City Council Relations	Ask McCarty to formally place library on agenda on a quarterly or monthly basis. Library Director and a Board Member will attend meeting and provide brief update.	Brechon	4/5/17: In Progress Brechon requested appearance on the City Council agenda for May.
96	1/10/2017	Hiring of Search Firm	Complete the RFP document, to obtain review from the City Administrator and City Attorney, and to post and distribute the RFP publicly.	Executive Committee	4/3/17: Completed John Keister hired and contract signed.
98	1/10/2017	Building Reconfiguration	Plans and timelines for Lower Level Welcome Center and Reading Room need to be determined.	Facilities Committee	4/7/17: In Progress Meeting scheduled with Facilities Committee to discuss shelving rearrangement in welcome area.
99	1/10/2017	Building Reconfiguration	Plans and timelines for Upper Level phase need to be determined.	Facilities Committee	Recommend that project be on hold until new director is hired.
101	1/10/2017	Class Compensation Study	Review class compensation information as available and determine next steps.	HR Committee	4/5/17: In Progress Library should receive results of study on 4/18/17. Will request McCarty or Robole to attend May board meeting to discuss.
103	3/14/2017	Transition Costs	Board requested that Finance Committee provide an update to the board on funding possibilities for the search firm contract and other transition costs.	Finance Committee	4/5/17: In Progress Finance Committee has reviewed and an update will be provided at the April board meeting.
TICKLER ITEMS					
ID	Board Meeting	Task	Description	Responsible	Status
TICKLER	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: The City of Stillwater lists this project in its capital project budget for 2017. No known date for paver replacement; Communicate to neighbors when date is known.
TICKLER	10/9/2018	Board Officers Nominating Committee	In October/November 2018, Board should appoint a nominating committee for officers on the Board for a two-year term beginning in 2019.	Board	TICKLER
TICKLER	3/14/2017	Library Open on Holidays	A patron, via the Foundation, asked the library to consider keeping the library open on Monday government holidays. Board discussed the request and considerations regarding demand for this service, outreach possibilities, programming opportunities, communications, and cost. More exploration may be needed if we choose to pursue.	Finance Committee Director	TICKLER
TICKLER	3/14/2017	Board Opening End of December 2017	Stark noted that her term ends at the end of 2017. Board asked library to work with city to coordinate the timing of this posting so that the position may be filled with the new trustee by the January board meeting.	Director	TICKLER

Stillwater Public Library 2017 Calendar

<p>January 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2018-2022) • Board passes ratification of wages prepared by Director 	<p>February 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 7:30 am</p>	<p>March 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:30 pm 22: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Presentation at Stillwater Township at 7:00 pm on March 14 • Grant proposals to Foundation
<p>April 1: Annual Report to State Due 9-15: National Library Week 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 12-15: Spring Used Book Sale 26: SPLF Annual Bd Meeting & Gratitude Breakfast, 7:30 am</p> <ul style="list-style-type: none"> • Big Read/Valley Reads w/ArtReach • Usual month for Club Book (MELSA) 	<p>May 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Begin budget request preparation 	<p>June 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Preliminary board budget discussion
<p>July 4: Light A Spark, 7:00 pm 11: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Board adopts budget request 	<p>August 8: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Grant proposals to Foundation 	<p>September 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: Destination Library, Evening 27: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Levy adopted • Assist Foundation with Huelsmann grant application if requested, application due
<p>October 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Examine ending dates for Board Members, place on Board agenda • Usual month for Club Book (MELSA) • Adopt Holidays for succeeding year 	<p>November 10-11: Style Speaks Volumes, 11:00 am, Reve Bistro 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Union signifies desire to negotiate if communication has not been received earlier • Grant proposals to Foundation 	<p>December 12: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 7:30 am 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Set staff meeting schedule for succeeding year • Negotiate new union contract before December 31 if needed • Staff personnel evaluations