

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**

Meeting Agenda

Tuesday, August 11, 2015, 7:00 P.M.

1. Call to Order
2. Adoption of the Agenda A+
3. In-Person Public Commentary
4. Consent Calendar
  - a. Adoption of the July 2015 Minutes+
  - b. Acknowledgement of Bills Paid in July 2015: \$19,157.07+
  - c. Monthly Activity Report
  - d. Other Activity Report+
5. Board Issue Discussion: How should the library respond to demographic changes in society?+

Old Business

6. Strategic Plan Update D+
7. Addressing Noise and Parking Issues D
8. Building Consultant Agreement with MSR A+

New Business

9. 2016 Budget Hearing August 18 at 3:30 p.m. D
10. Nominating Committee for the Position of Vice President A
11. Vacancy on the Board of Trustees I

Reports

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

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Monday, August 10, 2015.

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

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

Attachments: Calendar

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 14, 2015**

**Minutes**

**PRESENT:** Bell, Carlsen, Cassavante, Corbett, Keliher, Menikheim, Richie, Stark

**ABSENT:** Gordon

**STAFF:** Bertalmio, Keri Goeltl

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 7:03 pm by Keliher, Chair.

**AGENDA ITEM 2: Adoption of Agenda**

Adopted. MSP.

**AGENDA ITEM 3: In-Person Public Commentary**

None.

**AGENDA ITEM 4: Consent Calendar**

- Move Adoption of June 2015 Minutes to 4A for discussion.
- Consent calendar adopted with changes.

**AGENDA ITEM 4A: Adoption of June 2015 Minutes**

The board noted that the "June 9, 2015 Minutes Attachment" document contained an incomplete paragraph as well as an inaccurate meeting date. This document was included as it was presented at the June Board Meeting. During the June meeting under Agenda Item 7, the board discussed the policy and adopted it with revisions, including removing the incomplete paragraph.

**AGENDA ITEM 5: Strategic Plan Update**

- *3.2.4 Review current Library PR marketing efforts for effectiveness and efficiency/*  
*3.2.5 Create and implement a PR and marketing plan to increase awareness in the community:*  
Bertalmio reported that library staff is working on tactical efforts for implementing PR plan. Staff will also begin to work on key messaging, goals and strategies for PR plan.
- *2.3.7 Leadership Summit:* Richie reported that the Stillwater Public Library Foundation is working on their strategic plan and would like to stay informed about the library's progress on its plan. Board discussed starting with a meeting of the key library groups: the Board of Trustees, the Foundation and the Friends. Menikheim and Richie volunteered to help with this effort.
- *Past Due Items:* Keliher and Bertalmio reported that the past due tasks are related to the building study. The library is also behind on action steps related to city council as the board is waiting for the completion of the city's strategic plan.
- Stark requested an updated copy of the 2015 Board Action Plan excerpt from the Strategic Plan.

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**AGENDA ITEM 6: Addressing Noise and Parking Issues**

- The library received a complaint regarding loud music at Light A Spark and noise; however, the complaint occurred before attendees arrived, and it was determined that the music was coming from downtown. We have not had other noise or parking complaints.
- Anne Young and Bill Hickey are continuing to look at tie-downs being installed on the terrace for tents. Tent vendors may then be able to load equipment through the South fire escape instead of the 4<sup>th</sup> Street catering ramp.
- The curb in the loading zone should be striped soon.

**AGENDA ITEM 7: Building Study**

Bell and Keliher contacted references provided by the building study applicants. They reported that the references were enlightening as to both the project work and the process of obtaining funding. No red flags were raised for any of the applicants.

A motion was made to adopt the “Building Study” document included in the July board packet as the purpose of the study to help guide the board in the selection of a consultant and in the management of the project. Board discussed motion and weighed the benefits and disadvantages of using this document to define the scope of the project. Motion defeated. Yes – Menikheim, Bell; No – Corbett, Stark, Cassavante, Keliher, Richie.

The board discussed a ranked choice voting process for selecting the consultant. Trustees would rate the applicants from 1 to 4 with “1” as the first choice and “4” as the last choice. The votes of each trustee would be tallied and the applicant with the highest point total would be eliminated. The process would then be repeated until one candidate remained. A motion was made to use the ranked choice voting described to select the consultant and then have the executive committee negotiate with chosen consultant. MSP.

The ranked choice voting process resulted in the selection of Meyer Scherer & Rockcastle (MSR) as the consultant. A motion was made to appoint a task force of Keliher, Richie and Bell to negotiate with MSR. The board will then vote on the agreement. MSP.

**AGENDA ITEM 8: 2016 Budget Request**

Stark and Richie presented the 2016 budget request of the city and overviewed the budget process timeline. For the 2016 request, the library is projecting a decrease in revenue of about 10% and an increase in expenses of about 6%. Approximately, 4.5% of the 6% increase is based on the city’s recommended budgeting amounts for insurance and staffing. The primary decreases projected from revenues are in meeting/event rentals, Lake Elmo library card fees and processing fees. For the 2016 capital request, the library is requesting an increase of 9.5%. \$20,000 of this cost is based on city IT’s recommended budgeting for a phone system change.

Motion was made to adopt the revised 2016 Operating Budget document distributed at the meeting. Document is attached. Board discussed. MSP.

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**AGENDA ITEM 9: 2016 Capital Budget Request**

Stark and Richie reported on capital budget request as part of Agenda Item 8. Motion was made to adopt 2016 Capital Budget Request as presented in the Capital Requirements -2016 document in the July Board Packet. MSP.

**AGENDA ITEM 10: Succession Plan**

*Strategic Plan Item 2.2.5: Create a Board task force to create a succession plan for the Director and other leaders:* One of the board action steps for July – December 2015 is to establish a task force to create a succession plan for the director position in the event that the library may need this in the future. While the board does have a document outlining the hiring steps, it does not have a succession plan in place. Board discussed researching succession plans of other libraries and creating a task force that included non-board members with the appropriate expertise to help with this.

**AGENDA ITEM 11: WCL Relationship Task Forces**

*Strategic Plan Item 2.3.12: Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations.* Board discussed that the city would like the library to enhance relationship with Washington County. With the change in leadership at WA Cty Library, this may be the ideal time to bring in city council members and Board Trustees to meet with WA Cty Library leadership and discuss the path forward for cooperation between the two groups. Stark volunteered to assist with this.

**AGENDA ITEM 12: Director and Other Staff Reports**

Bertalmio reported that it is a busy summer at the library and encouraged the board to drop by to see or participate in our summer programming. Bertalmio highlighted the Z Puppets Summer Camps and their final performance at Teddy Bear Park, the Adult Summer Reading Program and the Summer Concert Series on the Terrace.

**AGENDA ITEM 13: Foundation Report**

Richie reported on the Foundation's interest in a library leadership summit as discussed under Agenda Item 5 – Strategic Plan Update. Richie reported that the Sunday Hours funding is almost complete through May 2016. The Donor Appreciation event is scheduled for September 24, 2015. Style Speaks Volumes is planned for November.

**AGENDA ITEM 14: Board Committee Reports**

- 14 a. Executive Committee:** Keliher reported that he has reached out to Gary Kriesel and Mike Polehna and asked for their support when we work through the WCL contract at the end of the year.
- 14 b. Facilities:** Nothing to report.
- 14 c. Finance:** Nothing to report.

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- 14 d. Governance and Policy:** The meeting room policy is under discussion by committee. Tomorrow, July 15, the Collection Development and Materials Buying draft will come up to review for the committee.
- 14 e. Human Resources:** HR Committee met with Angie Petrie and Bertalmio to develop goals and outcomes for the proposed changes in the youth services area. They will work on getting this information ready for the board and for the city presentation.

**AGENDA ITEM 15: Public Commentary and Communications**

Received a letter from Z Puppet Rosenschnoz commending Angie Petrie.

Cassavante reported that she will miss five board meetings this fall and winter and would like the board to think about if these absences would be acceptable or if the board should seek a replacement?

**AGENDA ITEM 16: Adjournment**

Meeting adjourned at 9:05 pm.

# July 14, 2015 Minutes Attachment - Revised 2016 Budget Request

## Budget Analysis

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



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

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606	239	0.00	0.00	3880-0050	Registration	0.00	0.00
282	290	300.00	29.85	3880-0100	Miscellaneous Income	0.00	300.00
23,209	35,912	26,400	6,665		MISCELLANEOUS Totals:	0.00	20,800.00
				R45	OTHER FINANCING SOURCES		
1,090,994	1,104,101	1,125,957.00	0.00	3910-0100	Transfer In-General Fund	0.00	1,210,404.00
1,155	0	0.00	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	0.00
0	0	0.00	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	0.00
0	0	0.00	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00
0	22,984	0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00
0	127,911	19,375.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00
0	0	30,700.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00
15,900	0	0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00
0	0	0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00
0	0	0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00
0	0	0.00	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	0.00
0	0	8,680.00	0.00	3910-0490	Transfer In-Capital Projects	0.00	0.00
1,108,049	1,254,996	1,184,712	0		OTHER FINANCING SOURCES Totals:	0.00	1,210,404.00

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1,215,295	1,361,282	1,292,012	21,236		REVENUES TOTALS:	0.00	1,307,804.00
				4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES		
130,179	128,626	211,802.00	51,223.99	1000-0000	Full Time Salaries	13.00	225,090.00
9	52	0.00	78.37	1100-0000	Overtime - Full Time	0.00	0.00
22,181	0	0.00	0.00	1111-0000	Severance Pay	0.00	0.00
8,291	13,412	0.00	4,093.01	1112-0000	Sick Pay	0.00	0.00
46,754	38,524	0.00	16,558.38	1113-0000	Vacation Pay	0.00	0.00
417,065	440,234	434,171.00	175,962.11	1200-0000	Part Time Salaries	0.00	456,430.00
0	134	0.00	0.00	1300-0000	Overtime - Part Time	0.00	0.00
41,564	44,081	48,448.00	18,336.92	1410-0000	PERA	0.00	51,114.00
44,795	44,346	49,416.00	17,953.22	1420-0000	FICA/Medicare	0.00	52,136.00
83,714	78,886	76,659.00	33,057.77	1500-0000	Hospital / Medical	0.00	98,782.00
3,369	3,022	4,802.00	1,122.56	1520-0000	Dental Insurance	0.00	4,714.00
602	655	650.00	268.80	1540-0000	Life Insurance	0.00	650.00
798,521	791,971	825,948	318,655		PERSONNEL SERVICES Totals:	13.00	888,916.00
				E10	SUPPLIES		



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370	200	250.00	0.00	2000-0000	Office Supplies	0.00	300.00
6,293	4,487	5,900.00	1,188.95	2101-0000	General Supplies	0.00	5,400.00
7,024	6,056	7,000.00	1,766.86	2113-0000	Reference	0.00	6,800.00
2,201	1,400	2,500.00	996.41	2114-0000	Data Base Searching	0.00	2,000.00
3,943	3,312	4,000.00	99.85	2302-0000	Other Minor Equipment	0.00	3,500.00
13,812	12,918	14,900.00	5,286.73	2400-0000	Childrens Books	0.00	16,000.00
17,818	18,044	19,400.00	6,117.78	2401-0000	Adult Books - Fiction	0.00	18,600.00
11,223	11,080	12,275.00	1,067.70	2402-0000	Audio	0.00	13,675.00
7,144	7,341	7,200.00	6,648.03	2403-0000	Periodicals	0.00	7,000.00
23,766	22,460	24,900.00	8,277.66	2405-0000	Adult Books - Non Fiction	0.00	24,000.00
0	0	0.00	0.00	2406-0000	Teen Books - Material	0.00	5,500.00
0	0	0.00	0.00	2407-0000	Programs	0.00	
7,890	8,747	9,000.00	3,118.01	2408-0000	Film/Video	0.00	9,000.00
0	0	2,500.00	0.00	2409-0000	Electronic Materials	0.00	5,000.00
273	560	650.00	90.78	2499-0000	Collection Development	0.00	600.00
101,756	96,602	110,475	34,659	SUPPLIES Totals:		0.00	117,375.00

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2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account E15	Description	FILE	16 requested
3,161	6,466	8,800.00	1,509.50	3098-0000	Technology Support	0.00	7,200.00
450	8,276	10,000.00	0.00	3099-0000	Other Professional Services	0.00	10,000.00
0	0	0.00	0.00	3100-0000	Circulation System	0.00	0.00
9,719	2,200	1,000.00	0.00	3101-0000	Telecommunications	0.00	
1,560	1,607	1,500.00	172.29	3102-0000	Postage	0.00	1,700.00
362	496	400.00	60.25	3200-0000	Mileage	0.00	500.00
0	0	2,000.00	219.00	3201-0000	Seminar/Conference Fees	0.00	4,000.00
0	0	0.00	0.00	3202-0000	Meals	0.00	0.00
0	0	0.00	0.00	3203-0000	Housing	0.00	0.00
204	133	500.00	777.50	3400-0000	Printing and Publishing	0.00	700.00
0	0	0.00	0.00	3401-0000	Binding	0.00	0.00
7,350	7,856	8,000.00	1,332.78	3404-0000	Processing Fee	0.00	8,250.00
7,657	1,326	1,391.00	0.00	3500-0000	General Insurance	0.00	1,559.00
29,227	30,355	22,000.00	8,437.93	3707-0000	Maintenance Agreements	0.00	23,000.00
0	0	0.00	0.00	3803-0000	Data Base Maintenance	0.00	0.00
0	0	0.00	0.00	3804-0000	Equipment Rental	0.00	0.00

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2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	F I E	16 Requested
776	408	750.00	98.80	3900-0000	Sales Tax	0.00	550.00
60,466	59,123	56,341	12,608		SERVICES AND CHARGES Totals:	0.00	57,459.00
				E20	MISCELLANEOUS		
390	533	400.00	205.00	4000-0000	Memberships and Dues	0.00	500.00
645	589	650.00	595.98	4001-0000	Subscriptions	0.00	625.00
1,431	2,071	1,500.00	352.70	4099-0000	Miscellaneous Charges	0.00	1,500.00
2,466	3,193	2,550	1,154		MISCELLANEOUS Totals:	0.00	2,625.00
				E25	CAPITAL OUTLAY		
0	5,000	15,338.00	0.00	5200-0000	C/O & Improvements	0.00	0.00
3,422	131,198	0.00	0.00	5300-0000	C/O Machinery & Equipment	0.00	0.00
5,703	0	16,700.00	11,205.00	5310-0000	C/O MIS Computer Equipment	0.00	0.00
9,125	136,198	32,038	11,205		CAPITAL OUTLAY Totals:	0.00	0.00
972,335	1,087,088	1,027,352	378,281		EXPENDITURES TOTALS:	13.00	1,066,375.00
0	0	0	0		DEPT REVENUES	0.00	0
972,335	1,087,088	1,027,352	378,281		DEPT EXPENSES	13.00	1,066,375
(972,335)	(1,087,088)	(1,027,352)	(378,281)		LIBRARY OPERATIONS Totals:	(13.00)	(1,066,375.00)

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2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Account	Description	FTE	Requested
				4231 E05	LIBRARY PLANT PERSONNEL SERVICES		16
43,052	43,704	48,901.00	18,644.28	1000-0000	Full Time Salaries	1.85	50,336.00
420	445	0.00	35.27	1100-0000	Overtime - Full Time	0.00	0.00
0	0	0.00	0.00	1111-0000	Severance Pay	0.00	0.00
602	1,096	0.00	367.34	1112-0000	Sick Pay	0.00	0.00
3,995	4,241	0.00	420.44	1113-0000	Vacation Pay	0.00	0.00
30,223	31,520	33,726.00	11,507.14	1200-0000	Part Time Salaries	0.00	35,853.00
5,347	5,507	6,198.00	2,224.37	1410-0000	PERA	0.00	6,464.00
5,216	5,768	6,321.00	2,264.38	1420-0000	FICA/Medicare	0.00	6,593.00
19,514	20,553	20,921.00	7,691.83	1500-0000	Hospital / Medical	0.00	22,776.00
758	758	828.00	283.55	1520-0000	Dental Insurance	0.00	864.00
115	115	116.00	48.00	1540-0000	Life Insurance	0.00	116.00
109,241	113,707	117,011	43,487		PERSONNEL SERVICES Totals:	1.85	123,002.00
				E10	SUPPLIES		
1,044	2,187	2,500.00	0.00	2101-0000	General Supplies	0.00	2,500.00
4,660	3,300	4,500.00	1,406.74	2102-0000	Janitorial Supplies	0.00	4,000.00

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149	642	200.00	470.68	2202-0000	Building Repair Supplies	0.00	500.00
0	0	200.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	100.00
1,352	994	1,000.00	48.75	2302-0000	Other Minor Equipment	0.00	800.00
7,205	7,123	8,400	1,926		SUPPLIES Totals:	0.00	7,900.00
				E15	SERVICES AND CHARGES		
0	0	0.00	0.00	3002-0000	Contractual	0.00	0.00
0	650	0.00	0.00	3099-0000	Other Professional Services	0.00	2,000.00
4,023	4,107	4,500.00	1,023.10	3101-0000	Telephone	0.00	4,250.00
23,554	30,770	31,832.00	0.00	3500-0000	General Insurance	0.00	31,082.00
40,959	38,957	40,000.00	10,715.59	3600-0000	Electricity	0.00	39,000.00
13,529	15,660	13,500.00	6,869.42	3601-0000	Natural Gas	0.00	13,500.00
12,078	9,627	12,000.00	4,027.14	3703-0000	Building Repair Charges	0.00	10,500.00
8,466	8,787	9,500.00	4,594.95	3707-0000	Maintenance Agreements	0.00	8,995.00
102,609	108,557	111,332	27,230		SERVICES AND CHARGES Totals:	0.00	109,327.00
				E20	MISCELLANEOUS		
1,100	1,488	1,200.00	330.16	4099-0000	Miscellaneous Charges	0.00	1,200.00
1,100	1,488	1,200	330		MISCELLANEOUS Totals:	0.00	1,200.00

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2013 Actual	2014 Actual	2015 Adopted	2015 Estimated	Accoun	Description	F I E	16 requested
				E25	CAPITAL OUTLAY		
6,775	1,875	24,717.00	0.00	5200-0000	C/O & Improvements	0.00	0.00
0	12,822	0.00	0.00	5300-0000	C/O Machinery & Equipment	0.00	0.00
0	0	2,000.00	0.00	5310-0000	C/O MIS Comupter Equipment	0.00	0.00
6,775	14,697	26,717	0		CAPITAL OUTLAY Totals:	0.00	0.00
226,930	245,573	264,660	72,973		EXPENDITURES TOTALS:	1.85	241,429.00
0	0	0	0		DEPT REVENUES	0.00	0
226,930	245,573	264,660	72,973		DEPT EXPENSES	1.85	241,429
(226,930)	(245,573)	(264,660)	(72,973)		LIBRARY PLANT Totals:	(1.85)	(241,429.00)
1,215,295	1,361,282	1,292,012	21,236		FUND REVENUES	0.00	1,307,804.00
1,199,266	1,332,661	1,292,012	451,254		FUND EXPENSES	14.85	1,307,804.00
16,030	28,621	0	(430,017)		LIBRARY FUND Totals:	(14.85)	0.00

**2015 Bill Resolutions - Payable in 2015**

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

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
7072015	7/7/2015	Baker and Taylor	Materials - Juv	329.91	230-4230-2400-0000	Childrens Books
7072015	7/7/2015	Baker and Taylor	Materials - YA Fic	98.56	230-4230-2401-0000	Adult Books - Fiction
7072015	7/7/2015	Baker and Taylor	Materials - YA NF	74.19	230-4230-2405-0000	Adult Books - Non Fiction
7072015	7/7/2015	Baker and Taylor	Materials - Processing	11.76	230-4230-3404-0000	Processing Fee
7072015	7/7/2015	Baker and Taylor	Materials - Ref	78.48	230-4230-2113-0000	Reference
770408	6/4/2015	Blackstone Audio	Materials - Audio (Friends)	63.20	235-4235-2101-0000	Library Donations Materials
7072015	7/2/2015	Blocher Carolyn	Mileage/Parking	54.30	230-4230-3200-0000	Mileage
7072015	7/2/2015	Blocher Carolyn	Supplies	13.00	230-4230-2101-0000	General Supplies
7072015	7/7/2015	Brodart Co	Materials - Adult Fic	943.20	230-4230-2401-0000	Adult Books - Fiction
7072015	7/7/2015	Brodart Co	Materials - Adult NF	1264.25	230-4230-2405-0000	Adult Books - Non Fiction
7072015	7/7/2015	Brodart Co	Materials - Processing	82.55	230-4230-3404-0000	Processing Fee
7072015	7/7/2015	Brodart Co	Materials - SPLF	587.67	232-4232-2113-0000	SPLF - Materials
26522	6/25/2015	Cartridge World	Supplies	48.99	230-4230-2101-0000	General Supplies
26529	6/25/2015	Cartridge World	Supplies	48.99	230-4230-2101-0000	General Supplies
5619467	6/9/2015	Demco Inc.	Processing Supplies	95.83	230-4230-3404-0000	Processing Fee
872717657	6/12/2015	Grainger	Building Repair Supplies	214.50	230-4231-2202-0000	Building Repair Supplies
7072015	7/7/2015	Henry Marvin	Mileage	25.30	230-4230-3200-0000	Mileage
67372	6/19/2015	Menards	Janitorial Supplies	44.19	230-4231-2102-0000	Janitorial Supplies
7072015	7/7/2015	Midwest Tape	Materials - Processing	10.65	230-4230-3404-0000	Processing Fee
7072015	7/7/2015	Midwest Tape	Materials - Audio (Friends)	79.97	235-4235-2101-0000	Library Donations Materials
7072015	7/7/2015	Midwest Tape	Materials - Audio	14.24	230-4230-2402-0000	Audio
7072015	7/7/2015	Midwest Tape	Materials - Video	150.67	230-4230-2408-0000	Film/Video
87846	6/17/2015	Minitex	Continuing Education	25.00	230-4230-3201-0000	Seminar/Conference Fees
W15050683	6/17/2015	Office of MN IT Services	Telephone	341.88	230-4231-3101-0000	Telephone
ALR00513161	6/1/2015	MN Dept of Labor and Industry	Elevator Contract	200.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
7072015	7/7/2015	Petrie Angela	Reward Books Reimbursement (SPLF - JSRP)	151.98	232-4232-2407-0000	SPLF - Programs
4914526	6/9/2015	Quill Corporation	June Office Supply Order	48.96	230-4230-2101-0000	General Supplies
11948926	6/16/2015	Toshiba Business Solutions	Maintenance Contract	73.69	230-4230-3707-0000	Maintenance Agreements
11937120	6/8/2015	Toshiba Business Solutions	Maintenance Contract	151.23	230-4230-3707-0000	Maintenance Agreements
68118059	6/24/2015	Uline Inc	Janitorial Supplies	106.27	230-4231-2102-0000	Janitorial Supplies
06112015 360.00	6/11/2015	Washington County Library	Cybrarian License	360.00	230-4230-3098-0000	Technology Support
2015-0418	6/7/2015	Water Works Irrigation LLC	Irrigation Contract	188.90	230-4231-3707-0000	Maintenance Agreements - Lib Plant
51-7976594-1	6/25/2015	Xcel Energy	Gas	135.99	230-4231-3601-0000	Natural Gas
51-7976594-1	6/25/2015	Xcel Energy	Electric	3753.35	230-4231-3600-0000	Electricity
			<b>INVOICES SUBTOTAL</b>	<b>9,871.65</b>		
<b>CREDIT CARD</b>						
	None					
			<b>CREDIT CARD SUBTOTAL</b>	<b>0.00</b>		
			<b>GRAND TOTAL</b>	<b>9,871.65</b>		

Submitted for payment

Lynne S. Bertalmio, Director

**2015 Bill Resolutions - Payable in 2015**

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

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
407	6/30/2015	16 Wins	Website Updates	780.00	230-4230-3098-0000	Technology Support
164152	6/11/2015	Ace Hardware	Janitorial Supplies	97.05	230-4231-2102-0000	Janitorial Supplies
164300	6/15/2015	Ace Hardware	Janitorial Supplies	7.98	230-4231-2102-0000	Janitorial Supplies
164694	6/25/2015	Ace Hardware	Janitorial Supplies	101.47	230-4231-2102-0000	Janitorial Supplies
7212015	7/21/2015	Baker and Taylor	Materials - Juv Books	816.37	230-4230-2400-0000	Childrens Books
7212015	7/21/2015	Baker and Taylor	Materials - Processing	39.20	230-4230-3404-0000	Processing Fee
7212015	7/21/2015	Baker and Taylor	Materials - Juv (SPLF)	426.94	235-4235-2101-0000	Library Donations Materials
7212015	7/21/2015	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	68.88	232-4232-2113-0000	SPLF - Materials
770407	6/4/2015	Blackstone Audio	Materials - Adult Audio (Friends)	50.00	235-4235-2101-0000	Library Donations Materials
774612	6/25/2015	Blackstone Audio	Materials - Adult Audio (Friends)	24.00	235-4235-2101-0000	Library Donations Materials
7212015	7/21/2015	Brodart Co	Materials - Adult Fiction	697.07	230-4230-2401-0000	Adult Books - Fiction
7212015	7/21/2015	Brodart Co	Materials - Adult NonFiction	342.65	230-4230-2405-0000	Adult Books - Non Fiction
7212015	7/21/2015	Brodart Co	Materials - Processing	40.95	230-4230-3404-0000	Processing Fee
7212015	7/21/2015	Brodart Co	Materials - LP (Eagles)	31.99	235-4235-2101-0000	Library Donations Materials
7212015	7/21/2015	Brodart Co	Materials - SPLF	420.96	232-4232-2113-0000	SPLF - Materials
9109803	7/9/2015	Cole Papers	Janitorial Paper Products	297.59	230-4231-2102-0000	Janitorial Supplies
306-02444792-3	6/30/2015	Culligan of Stillwater	Water	89.35	230-4230-4099-0000	Miscellaneous Charges
2455591	6/15/2015	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
12715	7/16/2015	Johnny's TV Inc.	Microphone	579.99	230-4230-2302-0000	Other Minor Equipment
68758	7/9/2015	Menards	Supplies	79.19	230-4231-2102-0000	Janitorial Supplies
7212015	7/21/2015	Midwest Tape	Materials - Audio	172.94	230-4230-2402-0000	Audio
7212015	7/21/2015	Midwest Tape	Materials - Video	293.90	230-4230-2408-0000	Film/Video
7212015	7/21/2015	Midwest Tape	Materials - Processing	18.30	230-4230-3404-0000	Processing Fee
6012015	6/1/2015	National Trust For Historic Preservation	Periodical Subscription	15.00	230-4230-2403-0000	Periodicals
7212015	7/21/2015	Stillwater Public Library Foundation	June CC Gift Reimbursement	1610.00	232-0000-2000-1300	SPLF - Accounts Payable Pass Thru
11996540	7/1/2015	Toshiba Business Solutions	Maintenance Contract	121.30	230-4230-3707-0000	Maintenance Agreements
353668-00	6/29/2015	Van Paper Company	Janitorial Paper Products	179.46	230-4231-2102-0000	Janitorial Supplies
070915_227.25	7/9/2015	Washington County Library	Q2 Processing Supplies	227.25	230-4230-3404-0000	Processing Fee
070915_211.66	7/16/2015	Washington County Library	Q1 Overdue Notices	211.66	230-4230-3102-0000	Postage
070915_144.91	7/9/2015	Washington County Library	Materials - Adult Nonfiction	133.08	230-4230-2405-0000	Adult Books - Non Fiction
070915_144.91	7/9/2015	Washington County Library	Materials - Adult Fiction	11.83	230-4230-2401-0000	Adult Books - Fiction
071315_210.00	7/13/2015	Washington County Library	Barcode Labels	210.00	230-4230-3404-0000	Processing Fee
070615_233.91	7/6/2015	Washington County Library	Q2 Lost/Damaged Fees	49.91	230-0000-3880-0030	Lost/Damaged Fees
070615_233.91	7/6/2015	Washington County Library	Q2 Overdue/Processing Fees	184.00	230-0000-3880-0040	Lost/Overdue Processing Fees
		<b>INVOICES SUBTOTAL</b>		<b>8,512.80</b>		



Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>CREDIT CARD</b>						
July CC		AED Superstore	AED	\$ 339.00	230-4230-2302-0000	Other Minor Equipment
July CC		Amazon	Materials - Video	\$ 45.16	230-4230-2408-0000	Film/Video
July CC		Amazon	Materials - Adult Nonfiction	\$ 18.49	230-4230-2405-0000	Adult Books - Non Fiction
July CC		Amazon	Supplies	\$ 110.50	230-4230-2101-0000	General Supplies
July CC		APL ITUNES.COM	Ipad Apps	\$ 12.82	230-4230-3098-0000	Technology Support
July CC		Direct Mop Sales	Janitorial Supplies	\$ 26.70	230-4231-2102-0000	Janitorial Supplies
July CC		DreamHost	Website	\$ 219.95	230-4230-3098-0000	Technology Support
		<b>CREDIT CARD SUBTOTAL</b>		<b>772.62</b>		
<b>GRAND TOTAL</b>				<b>9,285.42</b>		

Submitted for payment

Lynne S. Bertalmio, Director

**TOTAL LOANS from Washington County Libraries**

<b>2015 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April**</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
Woodbury	71,750	67,095	76,954	68,693	68,485	82,701	85,873						521,551
Forest Lake	30,253	28,338	32,361	29,237	27,544	35,465	36,788						219,986
Park-Grove	19,937	18,658	22,510	20,083	19,472	27,476	27,561						155,697
Oakdale	13,425	13,457	14,256	12,999	12,177	15,842	15,379						97,535
Wildwood	11,843	11,561	11,582	12,093	10,953	13,863	14,331						86,226
Valley	2,102	2,315	2,742	2,350	2,170	2,824	2,578						17,081
Marine*	465	463	438	578	471	380	444						3,239
Hugo*	539	364	341	346	253	393	349						2,585
Newport*	31	35	62	57	38	83	73						379
Law Library	43	69	62	92	37	43	55						401
Downloads	19,232	18,184	20,308	18,077	18,769	19,548	20,894						135,012
SS (Mostly ILL)	838	728	920	774	594	718	743						5,315
Stillwater	24,820	23,282	25,671	24,190	22,942	30,090	29,927						180,922
Bayport	5,211	4,556	5,587	5,046	4,250	5,175	5,905						35,730
<b>TOTAL Loans</b>	<b>200,489</b>	<b>189,105</b>	<b>213,794</b>	<b>194,615</b>	<b>188,155</b>	<b>234,601</b>	<b>240,900</b>						<b>1,461,659</b>

\* Library Express Service

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

<b>2014-15 % CHANGE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
Woodbury	-4.9%	-3.4%	-8.0%	-9.9%	-3.3%	-6.4%	-11.1%						-7.0%
Forest Lake	-4.0%	-4.1%	-9.3%	-11.8%	-10.3%	-2.2%	-8.4%						-7.2%
Park-Grove	-2.0%	-5.4%	-3.9%	-8.0%	-2.3%	8.0%	-0.5%						-1.7%
Oakdale	-17.2%	-3.6%	-14.2%	-12.4%	-15.7%	-4.2%	-19.9%						-12.8%
Wildwood	314.8%	32.8%	-13.8%	-0.1%	-6.6%	-4.8%	-13.3%						7.9%
Valley	-11.8%	-0.8%	16.6%	-8.9%	-13.0%	-14.2%	-26.3%						-9.8%
Marine	-27.9%	-22.8%	-38.5%	-13.5%	-25.4%	-40.9%	-44.8%						-31.1%
Hugo	79.7%	15.9%	5.2%	15.0%	-23.1%	-8.0%	-20.5%						6.2%
Newport	-58.1%	-32.7%	-3.1%	18.8%	-53.7%	43.1%	-18.0%						-18.8%
Law Library	-36.8%	-26.6%	-42.6%	-2.1%	-52.6%	-29.5%	-26.7%						-30.6%
Downloads	30.9%	34.8%	29.0%	32.6%	29.7%	32.6%	33.9%						31.9%
SS (Mostly ILL)	-8.0%	-3.4%	7.0%	-12.9%	-23.8%	-1.8%	-2.0%						-6.5%
Stillwater	-9.9%	-5.2%	-5.5%	-4.5%	-2.8%	0.7%	-3.0%						-4.2%
Bayport	-5.6%	-4.5%	4.1%	-13.2%	-15.4%	-3.2%	5.4%						-4.6%
<b>TOTAL % Change</b>	<b>1.0%</b>	<b>0.4%</b>	<b>-5.2%</b>	<b>-6.2%</b>	<b>-3.6%</b>	<b>-0.7%</b>	<b>-6.6%</b>						<b>-3.2%</b>

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

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

**TOTAL LOANS from Washington County Libraries**

<b>2014 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	75,459	69,446	83,665	76,237	70,797	88,377	96,598
Forest Lake	31,529	29,549	35,662	33,163	30,719	36,277	40,140
Park-Grove	20,336	19,722	23,434	21,838	19,927	25,435	27,698
Oakdale	16,222	13,959	16,618	14,837	14,442	16,544	19,195
Wildwood**	2,855	8,704	13,440	12,104	11,725	14,563	16,535
Valley	2,383	2,334	2,351	2,579	2,495	3,293	3,496
Marine*	645	600	712	668	631	643	805
Hugo*	300	314	324	301	329	427	439
Newport*	74	52	64	48	82	58	89
Law Library	68	94	108	94	78	61	75
Support Services	911	754	860	889	780	731	758
Stillwater	27,554	24,556	27,169	25,337	23,608	29,873	30,847
Bayport	5,519	4,772	5,368	5,816	5,021	5,346	5,601
<b>TOTAL Loans</b>	<b>183,855</b>	<b>174,856</b>	<b>209,775</b>	<b>193,911</b>	<b>180,634</b>	<b>221,628</b>	<b>242,276</b>

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

<b>2013-14 % CHANGE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	2.7%	-5.7%	-1.7%	-6.7%	-5.5%	4.5%	2.4%
Forest Lake	-6.3%	-9.2%	-2.2%	-7.1%	-2.6%	1.5%	-4.1%
Park-Grove	-4.9%	-10.5%	-8.3%	-12.6%	-14.2%	-7.6%	-7.5%
Oakdale	0.2%	-7.8%	-7.0%	-8.0%	-5.1%	-6.4%	-4.2%
Wildwood	-79.4%	-34.3%	-13.0%	-20.4%	-14.5%	-9.9%	-4.8%
Valley	-17.4%	-19.5%	-28.8%	-17.9%	-17.6%	-5.7%	-15.3%
Marine	10.1%	-19.6%	-19.5%	-30.2%	-26.0%	-21.8%	-16.7%
Hugo	-21.5%	-9.8%	-6.6%	-22.0%	-16.5%	14.2%	-16.7%
Newport	10.4%	-21.2%	-17.9%	-33.3%	9.3%	3.6%	117.1%
Law Library	21.4%	3.3%	33.3%	-23.0%	-4.9%	-25.6%	1.4%
Support Services	14.6%	16.2%	16.1%	7.4%	-3.8%	8.0%	-20.2%
Stillwater	10.1%	-1.4%	-3.9%	-5.9%	-5.6%	1.3%	-4.9%
Bayport	-14.9%	-18.6%	-14.5%	-11.1%	-21.9%	-4.5%	-10.9%
<b>TOTAL % Change</b>	<b>-5.6%</b>	<b>-9.0%</b>	<b>-4.8%</b>	<b>-8.8%</b>	<b>-7.5%</b>	<b>-0.3%</b>	<b>-2.7%</b>

<b>2013 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	73,471	73,616	85,080	81,685	74,926	84,576	94,366
Forest Lake	33,665	32,555	36,458	35,715	31,548	35,725	41,858
Park-Grove	21,380	22,040	25,549	24,976	23,231	27,540	29,957
Oakdale	16,193	15,145	17,867	16,133	15,220	17,669	20,027
Wildwood	13,845	13,257	15,454	15,213	13,713	16,161	17,373
Valley	2,886	2,901	3,301	3,141	3,028	3,493	4,128
Marine**	586	746	884	957	853	822	966
Hugo*	382	348	347	386	394	374	527
Newport*	67	66	78	72	75	56	41
Law Library	56	91	81	122	82	82	74
Support Services	795	649	741	828	811	677	950
Stillwater	25,019	24,900	28,269	26,912	25,004	29,485	32,452
Bayport	6,485	5,865	6,276	6,545	6,428	5,596	6,285
<b>TOTAL Loans</b>	<b>194,830</b>	<b>192,179</b>	<b>220,385</b>	<b>212,685</b>	<b>195,313</b>	<b>222,256</b>	<b>249,004</b>

<b>2012-13 % CHANGE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	11.0%	9.3%	10.9%	27.9%	9.7%	6.9%	15.6%

Forest Lake	3.9%	-0.8%	1.5%	15.8%	-5.3%	-0.5%	11.2%
Park-Grove	5.9%	10.9%	14.3%	31.6%	7.8%	12.5%	15.7%
Oakdale	5.8%	0.3%	9.5%	17.3%	-1.1%	9.5%	10.3%
Wildwood	5.0%	0.3%	9.3%	19.0%	-1.2%	9.5%	8.2%
Valley	12.3%	14.6%	96.7%	18.6%	9.2%	0.5%	21.4%
Marine	-7.1%	15.3%	26.6%	40.9%	28.5%	3.1%	34.9%
Hugo	N/A	N/A	N/A	N/A	N/A	N/A	33.8%
Newport	-71.8%	-63.1%	-55.7%	-56.1%	27.1%	51.4%	-32.8%
Law Library	-43.4%	-4.2%	-8.0%	40.2%	78.3%	-9.9%	54.2%
Support Services	-9.4%	-33.5%	-22.2%	-3.0%	-14.1%	-15.7%	44.4%
Stillwater	-3.5%	-3.5%	-2.5%	10.2%	2.4%	-3.5%	0.2%
Bayport	13.0%	-6.5%	-5.7%	20.7%	23.3%	-2.9%	-4.0%
<b>TOTAL % Change</b>	<b>6.0%</b>	<b>3.8%</b>	<b>7.4%</b>	<b>21.7%</b>	<b>4.5%</b>	<b>4.7%</b>	<b>11.4%</b>

<b>2012 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	66,204	67,368	76,700	63,846	68,302	79,123	81,617
Forest Lake	32,411	32,830	35,936	30,835	33,311	35,919	37,654
Park-Grove	20,194	19,871	22,350	18,983	21,557	24,479	25,903
Oakdale	15,302	15,101	16,312	13,756	15,396	16,140	18,163
Wildwood	13,190	13,220	14,133	12,779	13,881	14,762	16,053
Valley	2,570	2,532	1,678	2,648	2,773	3,474	3,400
Marine**	631	647	698	679	664	797	716
Hugo*	356	299	464	301	376	281	394
Newport*	238	179	176	164	59	37	61
Law Library	99	95	88	87	46	91	48
Support Services	877	976	952	854	944	803	658
Stillwater	25,916	25,791	29,004	24,418	24,426	30,552	32,392
Bayport	5,739	6,276	6,655	5,424	5,214	5,765	6,547
<b>TOTAL Loans</b>	<b>183,727</b>	<b>185,185</b>	<b>205,146</b>	<b>174,774</b>	<b>186,949</b>	<b>212,223</b>	<b>223,606</b>

\* Library Express Service

\*\*Full operation began 1/20/12; Library Express & Internal circulation

<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
83,314	77,413	74,384	67,228	66,309	929,227
35,452	31,330	32,754	29,059	28,728	394,362
24,201	21,418	21,136	19,416	18,811	263,372
16,350	15,454	15,500	12,861	12,640	184,622
13,999	13,186	12,894	11,642	11,474	143,121
3,132	2,744	2,834	2,526	2,301	32,468
630	608	582	418	477	7,419
426	468	292	322	380	4,322
65	105	64	45	36	782
58	70	82	53	42	883
710	839	474	642	759	9,107
27,446	24,619	25,483	22,306	21,447	310,245
5,242	5,188	5,117	4,361	4,482	61,833
<b>211,025</b>	<b>193,442</b>	<b>191,596</b>	<b>170,879</b>	<b>167,886</b>	<b>2,341,763</b>

<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
-5.0%	1.5%	-7.2%	-8.8%	-1.2%	-2.5%
-5.9%	2.3%	-3.5%	-3.2%	8.2%	-2.9%
-9.0%	-1.5%	-3.6%	-6.3%	5.6%	-7.1%
-7.4%	5.9%	-4.9%	-11.2%	1.3%	-4.7%
-11.0%	-0.1%	-5.1%	-6.4%	3.8%	-16.3%
-7.0%	3.2%	-3.5%	-7.2%	-17.6%	-13.1%
-35.3%	-31.5%	-28.2%	-34.5%	-11.0%	-23.2%
-4.5%	8.8%	-23.8%	22.4%	25.4%	-5.7%
35.4%	22.1%	39.1%	36.4%	-43.8%	6.8%
-30.1%	-16.7%	0.0%	-28.4%	-46.2%	-10.7%
-7.4%	8.3%	-46.4%	-9.3%	-2.9%	-2.8%
-6.7%	1.2%	-6.1%	-6.3%	5.5%	-2.1%
-7.3%	-1.4%	-14.0%	-14.7%	-0.3%	-11.6%
<b>-6.7%</b>	<b>1.3%</b>	<b>-6.1%</b>	<b>-7.5%</b>	<b>2.1%</b>	<b>-4.7%</b>

<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
87,744	76,298	80,114	73,716	67,097	952,689
37,681	30,611	33,943	30,008	26,552	406,319
26,583	21,735	21,934	20,714	17,814	283,453
17,655	14,595	16,304	14,475	12,472	193,755
15,728	13,197	13,583	12,444	11,052	171,020
3,367	2,659	2,936	2,723	2,794	37,357
974	888	811	638	536	9,661
446	430	383	263	303	4,583
48	86	46	33	64	732
83	84	82	74	78	989
767	775	884	708	782	9,367
29,410	24,316	27,150	23,813	20,320	317,050
5,654	5,263	5,949	5,111	4,494	69,951
<b>226,140</b>	<b>190,937</b>	<b>204,119</b>	<b>184,720</b>	<b>164,358</b>	<b>2,456,926</b>

<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>YTD %</b>
8.7%	23.1%	18.4%	17.7%	24.0%	14.7%

1.7%	5.1%	8.3%	0.7%	8.2%	4.0%
4.9%	10.7%	7.5%	10.5%	11.4%	11.8%
-4.3%	-5.8%	5.3%	1.6%	1.9%	4.1%
-0.6%	2.3%	1.6%	-1.9%	0.1%	4.4%
5.5%	18.6%	6.1%	16.2%	35.8%	17.9%
39.9%	60.3%	29.1%	1.9%	10.7%	23.5%
33.5%	48.3%	12.0%	-18.6%	95.5%	28.0%
-5.9%	38.7%	-11.5%	6.5%	33.3%	-36.8%
-22.4%	-27.0%	-25.5%	-11.9%	85.7%	-2.3%
-7.0%	10.6%	4.0%	4.4%	40.1%	-3.2%
-2.7%	7.1%	5.0%	4.7%	6.1%	1.2%
0.2%	1.2%	1.1%	-12.7%	-6.6%	1.4%
3.5%	11.6%	10.5%	8.2%	13.2%	8.6%

<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
80,746	61,999	67,648	62,616	54,096	830,265
37,052	29,127	31,344	29,805	24,549	390,773
25,339	19,643	20,410	18,739	15,997	253,465
18,441	15,499	15,479	14,243	12,238	186,070
15,815	12,903	13,373	12,682	11,042	163,833
3,190	2,242	2,766	2,343	2,057	31,673
696	554	628	626	484	7,820
334	290	342	323	155	3,915
51	62	52	31	48	1,158
107	115	110	84	42	1,012
825	701	850	678	558	9,676
30,235	22,703	25,858	22,753	19,147	313,195
5,645	5,199	5,886	5,855	4,812	69,017
218,476	171,037	184,746	170,778	145,225	2,261,872

**TOTAL LOANS from Washington County Libraries**

<b>2014 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	75,459	69,446	83,665	76,237	70,797	88,377	96,598
Forest Lake	31,529	29,549	35,662	33,163	30,719	36,277	40,140
Park-Grove	20,336	19,722	23,434	21,838	19,927	25,435	27,698
Oakdale	16,222	13,959	16,618	14,837	14,442	16,544	19,195
Wildwood**	2,855	8,704	13,440	12,104	11,725	14,563	16,535
Valley	2,383	2,334	2,351	2,579	2,495	3,293	3,496
Marine*	645	600	712	668	631	643	805
Hugo*	300	314	324	301	329	427	439
Newport*	74	52	64	48	82	58	89
Law Library	68	94	108	94	78	61	75
Downloads	14,687	13,486	15,747	13,632	14,467	14,738	15,607
ILL via MnLINK	911	754	860	889	780	731	758
Stillwater	27,554	24,556	27,169	25,337	23,608	29,873	30,847
Bayport	5,519	4,772	5,368	5,816	5,021	5,346	5,601
<b>TOTAL Loans</b>	<b>198,542</b>	<b>188,342</b>	<b>225,522</b>	<b>207,543</b>	<b>195,101</b>	<b>236,366</b>	<b>257,883</b>

\*\* Wildwood Branch was closed most of January due to a water line break.

\*Library Express Service

<b>2013-14 % CHANGE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	2.7%	-5.7%	-1.7%	-6.7%	-5.5%	4.5%	2.4%
Forest Lake	-6.3%	-9.2%	-2.2%	-7.1%	-2.6%	1.5%	-4.1%
Park-Grove	-4.9%	-10.5%	-8.3%	-12.6%	-14.2%	-7.6%	-7.5%
Oakdale	0.2%	-7.8%	-7.0%	-8.0%	-5.1%	-6.4%	-4.2%
Wildwood	-79.4%	-34.3%	-17.4%	-27.4%	-14.5%	-9.9%	-4.8%
Valley	-17.4%	-19.5%	-5.5%	54.3%	-17.6%	-5.7%	-15.3%
Marine	10.1%	-19.6%	-19.5%	-30.2%	-26.0%	-21.8%	-16.7%
Hugo	-21.5%	-9.8%	-6.6%	-22.0%	-16.5%	14.2%	-16.7%
Newport	10.4%	-21.2%	-17.9%	-33.3%	9.3%	3.6%	117.1%
Law Library	21.4%	3.3%	33.3%	-23.0%	-4.9%	-25.6%	1.4%
Downloads	53.7%	64.6%	38.8%	24.0%	38.7%	34.7%	34.9%
ILL via MnLINK	14.6%	16.2%	16.1%	7.4%	-3.8%	8.0%	-20.2%
Stillwater	10.1%	-1.4%	-3.9%	-5.9%	-5.6%	1.3%	-4.9%
Bayport	-14.9%	-18.6%	-14.5%	-11.1%	-21.9%	-4.5%	-10.9%
<b>TOTAL % Change</b>	<b>-2.9%</b>	<b>-6.0%</b>	<b>-2.7%</b>	<b>-7.2%</b>	<b>-5.2%</b>	<b>1.4%</b>	<b>-1.0%</b>

<b>2013 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	73,471	73,616	85,080	81,685	74,926	84,576	94,366
Forest Lake	33,665	32,555	36,458	35,715	31,548	35,725	41,858
Park-Grove	21,380	22,040	25,549	24,976	23,231	27,540	29,957
Oakdale	16,193	15,145	17,867	16,133	15,220	17,669	20,027
Wildwood	13,845	13,257	16,267	16,683	13,713	16,161	17,373
Valley	2,886	2,901	2,488	1,671	3,028	3,493	4,128
Marine*	586	746	884	957	853	822	966
Hugo*	382	348	347	386	394	374	527
Newport*	67	66	78	72	75	56	41
Law Library	56	91	81	122	82	82	74
Downloads	9,555	8,193	11,347	10,995	10,428	10,938	11,573
ILL viaMnLink	795	649	741	828	811	677	950
Stillwater	25,019	24,900	28,269	26,912	25,004	29,485	32,452
Bayport	6,485	5,865	6,276	6,545	6,428	5,596	6,285
<b>TOTAL Loans</b>	<b>204,385</b>	<b>200,372</b>	<b>231,732</b>	<b>223,680</b>	<b>205,741</b>	<b>233,194</b>	<b>260,577</b>

\*Library Express Service

<b>2012-13 % CHANGE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	11.0%	9.3%	10.9%	27.9%	9.7%	6.9%	15.6%
Forest Lake	3.9%	-0.8%	1.5%	15.8%	-5.3%	-0.5%	11.2%
Park-Grove	5.9%	10.9%	14.3%	31.6%	7.8%	12.5%	15.7%
Oakdale	5.8%	0.3%	9.5%	17.3%	-1.1%	9.5%	10.3%
Wildwood	5.0%	0.3%	15.1%	30.6%	-1.2%	9.5%	8.2%
Valley	12.3%	14.6%	48.3%	-36.9%	9.2%	0.5%	21.4%
Marine	-7.1%	15.3%	26.6%	40.9%	28.5%	3.1%	34.9%
Hugo	7.3%	16.4%	-25.2%	28.2%	4.8%	33.1%	33.8%
Newport	-71.8%	-63.1%	-55.7%	-56.1%	27.1%	51.4%	-32.8%
Law Library	-43.4%	-4.2%	-8.0%	40.2%	78.3%	-9.9%	54.2%
Downloads	29.1%	22.0%	67.2%	61.8%	52.5%	49.2%	50.9%
ILL via MNLink	-9.4%	-33.5%	-22.2%	-3.0%	-14.1%	-15.7%	44.4%
Stillwater*	-3.5%	-3.5%	-2.5%	10.2%	2.4%	-3.5%	0.2%
Bayport*	13.0%	-6.5%	-5.7%	20.7%	23.3%	-2.9%	-4.0%
<b>TOTAL % Change</b>	<b>6.9%</b>	<b>4.4%</b>	<b>9.3%</b>	<b>23.2%</b>	<b>6.2%</b>	<b>6.2%</b>	<b>12.7%</b>

<b>2012 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	66,204	67,368	76,700	63,846	68,302	79,123	81,617
Forest Lake	32,411	32,830	35,936	30,835	33,311	35,919	37,654
Park-Grove	20,194	19,871	22,350	18,983	21,557	24,479	25,903
Oakdale	15,302	15,101	16,312	13,756	15,396	16,140	18,163
Wildwood	13,190	13,220	14,133	12,779	13,881	14,762	16,053
Valley	2,570	2,532	1,678	2,648	2,773	3,474	3,400
Marine**	631	647	698	679	664	797	716
Hugo*	356	299	464	301	376	281	394
Newport*	238	179	176	164	59	37	61
Law Library	99	95	88	87	46	91	48
Downloads	7,403	6,718	6,787	6,795	6,840	7,331	7,670
ILL via MNLink	877	976	952	854	944	803	658
Stillwater	25,916	25,791	29,004	24,418	24,426	30,552	32,392
Bayport	5,739	6,276	6,655	5,424	5,214	5,765	6,547
<b>TOTAL Loans</b>	<b>191,130</b>	<b>191,903</b>	<b>211,933</b>	<b>181,569</b>	<b>193,789</b>	<b>219,554</b>	<b>231,276</b>

\* Library Express Service

\*\*Full operation began 1/20/12; Library Express & Internal circulation

<b>2011-12 % CHANGE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	-11.5%	-1.4%	-9.1%	-16.6%	9.2%	-6.8%	-7.6%
Forest Lake	-14.0%	-5.4%	-15.6%	-15.6%	11.3%	-6.8%	-8.8%
Park-Grove	-6.9%	-6.3%	-6.0%	-12.6%	26.5%	-1.5%	-0.9%
Oakdale	-5.6%	-2.5%	-12.4%	-13.9%	20.3%	-5.4%	-0.8%
Wildwood	-16.2%	-8.8%	-21.0%	-19.4%	10.8%	-17.1%	-9.7%
Valley	-9.0%	5.6%	-44.6%	-0.6%	36.7%	19.5%	-3.3%
Marine	-60.0%	-64.3%	-63.4%	-62.4%	-49.7%	-55.9%	-70.8%
Hugo	N/A	N/A	N/A	N/A	N/A	N/A	9.7%
Newport	-53.3%	-68.5%	-70.5%	-70.8%	-89.2%	-94.1%	-88.2%
Law Library	7.6%	53.2%	15.8%	50.0%	-25.8%	0.0%	-26.2%
Downloads	588.7%	664.3%	235.2%	111.0%	147.4%	135.0%	195.6%
ILL via MnLINK	3.1%	14.0%	14.4%	-13.3%	224.4%	10.2%	-10.6%
Stillwater*	1.4%	6.2%	-3.8%	-10.7%	16.2%	-3.7%	5.3%
Bayport*	-5.7%	2.0%	-9.6%	-16.3%	3.4%	-1.8%	14.4%
<b>TOTAL % Change</b>	<b>-7.6%</b>	<b>-0.7%</b>	<b>-10.2%</b>	<b>-14.4%</b>	<b>14.4%</b>	<b>-5.6%</b>	<b>-3.9%</b>



<b>2011 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
Woodbury	74,840	68,299	84,415	76,548	62,575	84,886	88,307
Forest Lake	37,703	34,701	42,591	36,524	29,938	38,538	41,298
Park-Grove	21,700	21,204	23,767	21,715	17,039	24,850	26,129
Oakdale	16,204	15,494	18,619	15,984	12,795	17,067	18,314
Wildwood	15,744	14,492	17,889	15,849	12,529	17,799	17,782
Valley	2,825	2,398	3,029	2,665	2,028	2,906	3,515
Marine	1,576	1,812	1,907	1,804	1,320	1,808	2,454
Hugo**	348	403	527	432	305	323	359
Newport	510	568	597	561	544	622	518
Lake Elmo	1,764	1,709	2,192	1,968	1,207	2,231	2,088
Law Library	92	62	76	58	62	91	65
Downloads	1,075	879	2,025	3,220	2,765	3,120	2,595
ILL to MnLINK	851	856	832	985	291	729	736
Stillwater*	25,547	24,275	30,163	27,343	21,025	31,733	30,755
Bayport*	6,086	6,152	7,361	6,483	5,044	5,868	5,721
<b>TOTAL Loans</b>	<b>206,865</b>	<b>193,304</b>	<b>235,990</b>	<b>212,139</b>	<b>169,467</b>	<b>232,571</b>	<b>240,636</b>

\* Associated Libraries    May 2011 is when the switch from Horizon to Symphony was made.

August	Sept.	October	Novem.	Decem.	TOTAL
83,314	77,413	74,384	67,228	66,309	929,227
35,452	31,330	32,754	29,059	28,728	394,362
24,201	21,418	21,136	19,416	18,811	263,372
16,350	15,454	15,500	12,861	12,640	184,622
13,999	13,186	12,894	11,642	11,474	143,121
3,132	2,744	2,834	2,526	2,301	32,468
630	608	582	418	477	7,419
426	468	292	322	380	4,322
65	105	64	45	36	782
58	70	82	53	42	883
16,015	15,631	15,788	15,968	16,701	182,467
710	839	474	642	759	9,107
27,446	24,619	25,483	22,306	21,447	310,245
5,242	5,188	5,117	4,361	4,482	61,833
<b>227,040</b>	<b>209,073</b>	<b>207,384</b>	<b>186,847</b>	<b>184,587</b>	<b>2,524,230</b>

August	Sept.	October	Novem.	Decem.	TOTAL
-5.0%	1.5%	-7.2%	-8.8%	-1.2%	-2.5%
-5.9%	2.3%	-3.5%	-3.2%	8.2%	-2.9%
-9.0%	-1.5%	-3.6%	-6.3%	5.6%	-7.1%
-7.4%	5.9%	-4.9%	-11.2%	1.3%	-4.7%
-11.0%	-0.1%	-5.1%	-6.4%	3.8%	-17.4%
-7.0%	3.2%	-3.5%	-7.2%	-17.6%	-7.4%
-35.3%	-31.5%	-28.2%	-34.5%	-11.0%	-23.2%
-4.5%	8.8%	-23.8%	22.4%	25.4%	-5.7%
35.4%	22.1%	39.1%	36.4%	-43.8%	6.8%
-30.1%	-16.7%	0.0%	-28.4%	-46.2%	-10.7%
34.9%	41.9%	37.7%	42.3%	22.0%	37.9%
-7.4%	8.3%	-46.4%	-9.3%	-2.9%	-2.8%
-6.7%	1.2%	-6.1%	-6.3%	5.5%	-2.1%
-7.3%	-1.4%	-14.0%	-14.7%	-0.3%	-11.6%
<b>-4.6%</b>	<b>3.5%</b>	<b>-3.8%</b>	<b>-4.6%</b>	<b>3.7%</b>	<b>-2.5%</b>

August	Sept.	October	Novem.	Decem.	TOTAL
87,744	76,298	80,114	73,716	67,097	952,689
37,681	30,611	33,943	30,008	26,552	406,319
26,583	21,735	21,934	20,714	17,814	283,453
17,655	14,595	16,304	14,475	12,472	193,755
15,728	13,197	13,583	12,444	11,052	173,303
3,367	2,659	2,936	2,723	2,794	35,074
974	888	811	638	536	9,661
446	430	383	263	303	4,583
48	86	46	33	64	732
83	84	82	74	78	989
11,870	11,012	11,468	11,219	13,688	132,286
767	775	884	708	782	9,367
29,410	24,316	27,150	23,813	20,320	317,050
5,654	5,263	5,949	5,111	4,494	69,951
<b>238,010</b>	<b>201,949</b>	<b>215,587</b>	<b>195,939</b>	<b>178,046</b>	<b>2,589,212</b>

August	Sept.	October	Novem.	Decem.	TOTAL
8.7%	23.1%	18.4%	17.7%	24.0%	14.7%
1.7%	5.1%	8.3%	0.7%	8.2%	4.0%
4.9%	10.7%	7.5%	10.5%	11.4%	11.8%
-4.3%	-5.8%	5.3%	1.6%	1.9%	4.1%
-0.6%	2.3%	1.6%	-1.9%	0.1%	5.8%
5.5%	18.6%	6.1%	16.2%	35.8%	10.7%
39.9%	60.3%	29.1%	1.9%	10.7%	23.5%
33.5%	48.3%	12.0%	-18.6%	95.5%	17.1%
-5.9%	38.7%	-11.5%	6.5%	33.3%	-36.8%
-22.4%	-27.0%	-25.5%	-11.9%	85.7%	-2.3%
64.3%	63.6%	64.7%	53.7%	70.7%	54.2%
-7.0%	10.6%	4.0%	4.4%	40.1%	-3.2%
-2.7%	7.1%	5.0%	4.7%	6.1%	1.2%
0.2%	1.2%	1.1%	-12.7%	-6.6%	1.4%
<b>5.5%</b>	<b>13.6%</b>	<b>12.5%</b>	<b>10.0%</b>	<b>16.2%</b>	<b>10.3%</b>

August	Sept.	October	Novem.	Decem.	TOTAL
80,746	61,999	67,648	62,616	54,096	830,265
37,052	29,127	31,344	29,805	24,549	390,773
25,339	19,643	20,410	18,739	15,997	253,465
18,441	15,499	15,479	14,243	12,238	186,070
15,815	12,903	13,373	12,682	11,042	163,833
3,190	2,242	2,766	2,343	2,057	31,673
696	554	628	626	484	7,820
334	290	342	323	155	3,915
51	62	52	31	48	1,158
107	115	110	84	42	1,012
7,225	6,729	6,962	7,299	8,017	85,776
825	701	850	678	558	9,676
30,235	22,703	25,858	22,753	19,147	313,195
5,645	5,199	5,886	5,855	4,812	69,017
<b>225,701</b>	<b>177,766</b>	<b>191,708</b>	<b>178,077</b>	<b>153,242</b>	<b>2,347,648</b>

August	Sept.	October	Novem.	Decem.	YTD %
-6.8%	-12.0%	-8.3%	-10.9%	-17.6%	-8.4%
-12.2%	-18.2%	-13.5%	-15.6%	-21.2%	-11.6%
-1.6%	-5.8%	-2.7%	-5.7%	-11.5%	-3.2%
-1.2%	1.0%	-5.4%	-5.1%	-12.7%	-4.0%
-13.9%	-13.0%	-13.6%	-14.9%	-15.3%	-13.2%
-11.2%	-20.6%	12.3%	-5.9%	-11.1%	-4.2%
-70.5%	-67.5%	-59.8%	-47.4%	-56.2%	-62.0%
-18.7%	-22.0%	-30.3%	-10.3%	-59.7%	-22.7%
-89.7%	-88.3%	-86.5%	-92.0%	-88.3%	-81.1%
35.4%	69.1%	46.7%	18.3%	-39.1%	16.6%
95.9%	78.0%	64.0%	67.7%	31.0%	126.5%
-19.9%	-15.7%	12.3%	-17.2%	-17.5%	3.0%
-6.0%	-7.3%	-1.8%	-11.8%	-16.0%	-2.9%
0.5%	-5.3%	9.5%	8.6%	-13.1%	-1.6%
<b>-7.3%</b>	<b>-10.6%</b>	<b>-7.0%</b>	<b>-9.9%</b>	<b>-16.0%</b>	<b>-6.8%</b>

<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
86,667	70,421	73,788	70,295	65,646	906,687
42,208	35,610	36,245	35,320	31,144	441,820
25,742	20,853	20,970	19,871	18,070	261,910
18,664	15,349	16,368	15,001	14,014	193,873
18,366	14,827	15,479	14,906	13,030	188,692
3,592	2,825	2,463	2,491	2,313	33,050
2,356	1,705	1,561	1,191	1,104	20,598
411	372	491	360	385	4,716
496	530	384	387	409	6,126
2,367	1,775	1,535	1,337	1,107	21,280
79	68	75	71	69	868
3,689	3,780	4,245	4,353	6,118	37,864
1,030	832	757	819	676	9,394
32,154	24,504	26,340	25,795	22,784	322,418
5,615	5,491	5,376	5,391	5,539	70,127
243,436	198,942	206,077	197,588	182,408	2,519,423

\*\* Library Express Service eBook downloads begin 3/11

Board Issue Discussion

Board meetings will now occasionally include discussion of large issues that are important to the operation of the library or that give Board members a good education in Board responsibility. Next month, City Attorney Dave Magnuson will talk about the legal aspects of the board's operation as governing body and employer. In August, we will discuss demographic changes in society.

Please view this informative presentation from the Pew Research Center before Tuesday's meeting. It has a wealth of information about how demographic change is affecting society overall. We will be particularly interested in what the demographics mean for library service.

<http://www.pewresearch.org/next-america/#Two-Dramas-in-Slow-Motion>

Please also take the following test that helps define the millennial generation.

<http://www.pewresearch.org/quiz/how-millennial-are-you/>

For "extra credit," you may want to look up these articles about millennials:

<http://pewrsr.ch/1lpqghi>

<http://pewrsr.ch/1BT1eQc>

<http://pewrsr.ch/1st8cUR>

<http://pewrsr.ch/1fNpZ1M>

As this document has been saved as a PDF, you may have to enter these addresses above to reach Pew's site.

## STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE

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

**- 2014 -**

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

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

## - 2015 -

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

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



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

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

Lynne Bertalmio  
Stillwater Public Library  
224 3<sup>rd</sup> Street North  
Stillwater, MN 54082

## STILLWATER PUBLIC LIBRARY PROPOSAL OUTLINE

July 30, 2015

Lynne

The following proposal describes our understanding of the intent of your planning project. This work will be structured to identify and describe potential alterations to the existing building that will facilitate realization of the Library's Strategic Plan, identify and describe a menu of potential alterations to the building that will improve the efficiency of the building, and clearly state the need for the proposed changes. This work will serve as a foundation for the Library to pursue funding to realize the proposed alterations.

Please indicate your acceptance with your signature below. This letter will constitute our agreement for this work.

We propose that the work will consist of three phases. The work will be complete by Jack Poling and Traci Lesneski of MSR with consulting review and opinion by Ben Trapskin of Library Strategies. MSR will engage additional MSR employees as required for production of the work.

### NEED

All successful projects are built on the foundation of a clearly articulated need. MSR will work with the Library to identify and elucidate the need for alterations to the building along with desired goals for the proposed alterations. This NEED document will examine the efficiency and workflow the existing layout affords and identify existing limitations the facility imposes on the library (in the context of the goals of the Strategic Plan). The document will also examine the building from an esthetic perspective as it relates to the experiential quality of the building. That is, qualities such as visual connection of floors, wayfinding, clarity of service points, etc. will be compared to ideals in library design.

The purpose of the NEED statement will be to elucidate the potential of the library to better serve the Library's mission and Strategic Plan goals and ultimately to assist in garnering financial support for the proposed alterations.

MSR will work with Library administration and staff to prepare this document and will work with the Library Board to review and finalize it. It will consist of a concise narrative with photographs as required to demonstrate the need.

### SHORT TERM – STRATEGIC PLAN ISSUES

Progress on the Library's Strategic Plan is being impeded by limitations the facility is placing on operations. The second portion of our work will examine the potential of the building to facilitate these goals rather than to limit.

We will first compile a current and accurate furnishings plan for the library and develop a series of options for efficient and cost effective layout changes that will help the Library achieve its goals of improving staff/patron interaction, improve security for patrons, staff and materials, address the isolation of the upper level, and consolidate service points.

We will subsequently work with the library to discuss, narrow and develop a layout plan for the facility that the Library can implement that will address these issues. The new plan will also allow for ongoing changes in the Library's service model and holdings.

MSR will work with the Library administration and representative staff to develop options for the plan layout and subsequently finalize a plan. As part of completing this work, the Library should identify a Building Committee consisting of appropriate staff and Board members. The Committee should be empowered to act on behalf of the Library in matters regarding this work.

The result of this stage of the work will be a plan identifying an alternative layout that will address the issues outlined above. The plan will also include a schematic layout of a revised or new service desk or desks that illustrates the plan, elevation, size and general characteristics of any revised service desks. The plan will be of sufficient detail to allow the Library to effect the changes illustrated therein.

#### LONG TERM – MENU OF OPTIONS

The building has limiting qualities that could be addressed by a series of smaller, more manageable projects. The third phase of our work will identify a menu of projects that the Library may consider to address other opportunities to improve the facility and the manner in which it supports the Library's mission.

MSR will figuratively empty the building, alter (if necessary) the contents of the building through a very brief programming discussion with the library, and then examine the way in which the components of the library could be reconfigured to improve workflow, patron service, visibility, safety, etc.

The result of this work will suggest ideas about reconfiguration of the library on a larger scale as well as minor (and realistic) construction efforts that can further improve the facility. This work will take the form of plan options and conceptually rendered interior views (as required) to demonstrate possibilities that exist to improve the building.

MSR will work with the Building Committee and appropriate other staff members to develop and complete this work.

MSR will work with the Library administration and Board to determine the most appropriate level of public interaction and input for this work and will engage the public accordingly. It is assumed that this will consist of one or two public meetings, the scope and goals for which are to be determined.

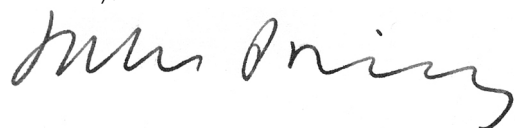
#### FEE

MSR proposed to complete this work for a lump sum fee of \$27,000. This fee is inclusive of all expenses. We propose to invoice the Library monthly on a percent complete basis. Payment is due 30 days from the Library's receipt of invoice. The Library may terminate this agreement at any time.

As discussed, MSR can begin this work upon execution of an agreement between MSR and the Library and can complete the work on the Library's schedule. We can further develop the schedule in the course of negotiating this agreement.

We appreciate the opportunity to work with the Library and look forward to commencing work. As you know, the Stillwater Public Library holds a special meaning for our firm and we are delighted to have the opportunity to further serve the Library.

Sincerely,



Jack Poling, AIA

Accepted:

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Stillwater Public Library

## Director's Report

**Relationship with the Board:** Lately, when I have been looking at the strategic plans for other libraries and organizations (i.e., the plan that the City of Stillwater is developing), most are stating that at least one of their goals is to increase community engagement. When the Episcopal Church of Minnesota advertised a job posting for a Missioner for Community Engagement, I really started to wonder about this mass longing of organizations for engagement. I spoke with local wise man and former state demographer Tom Gillaspay about the issue. Besides the obvious – that consultants always fall prey to current buzz words – he pointed to two sizeable demographic shifts: the aging and retirement of baby boomers and the very different approach of millennials to the whole concept of community. Two such shifts in what are the largest (millennials) and second largest (baby boomers) age cohorts in society are certain to be felt in any service organization. The discussion segment at the August meeting is an opportunity to focus on what these changes mean for library service.

**Goals and Objectives:** Staff members have been working on pieces of what will be the complete PR plan for the library. We have the design for a MailChimp e-newsletter that harmonizes with our website and are working on ways to organize production, editing, and distribution. At all-staff meetings, we have begun a discussion of the key messages that will be a significant part of the plan. \* We have gathered information about the loads handled by the four SelfChecks in the library and about circulation by day of the week and hour of the day for the month of June 2015. Volunteers have also done counts of people in the building by location for a week in April and a week in July. Activity measures should help us determine whether there is a need for different hours and when they might occur. People's use of the building by location may be valuable information for our building study. \* We have waited to publicize Sunday hours so that the Foundation could complete their matching fund drive and garner thanks and attention. However, we now need to publicize the openings so that the public may "put it on their calendars."\* The agreement with MSR for the building study is on the August agenda.

**Community and Professional Relationships:** Keith Ryskoski and I will be meeting in August to discuss strategic plans, new directions, and the importance of this relationship. I had hoped that the Bayport Director would be included, but Mark Blando is now at the Sioux Falls SD library. I understand that Bayport is about to name an interim director, but the interim may not be ready to participate. \* Summer Reading Program 2015 is ending, but boy what a summer! Hats off to Angie for her creativity, dedication, and energy! We will get a report with the numbers, but they will not be able to sum up the excitement in the library from the first day of Bookawocky 2015 to the end.\* Our second adult summer reading program has also been a hit. 82 people attended the Butanes concert on the terrace. Attendance at the S'mores party suffered from bad weather, but the gourmet marshmallows were a hit. The last concert with Brooklyn Rider on August 26 is always well attended. At these concerts, it is very interesting how the shade structure creates a sense of place on the larger terrace in addition to making people more comfortable.\* The Foundation's strategic planning

committee continues to meet to investigate how to help the Foundation move to the second step in its life as an organization.

**Staff and Personnel:** Carolyn Blocher and Jody Vasilakes attended a training session on how to use MobileCirc to take inventory. They are working on how to schedule an inventory effort by collection.

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

**Technology:** Every information services staff meeting begins with a tech training component as many of our electronic resources change their approach frequently. \* We are still waiting for WCL to complete its testing of NoveList recommendations on the SelfChecks.

## Board of Trustees Calendar

2015

### August

11 SPL Board Meeting 7 p.m.  
18 Council Budget Hearing, 3:30 P.M.  
19 SPLF Board Meeting 8 a.m.

### September

2 SPLF Executive Committee meeting 8 a.m.  
14 F of theSPL Meeting 6:30 p.m.  
15 SPL Board Meeting 7 p.m.  
16 SPLF Board Meeting 8 a.m.

### October

7 SPLF Executive Committee meeting 8 a.m.  
8 and 9 MLA Conference, RiverCenter, St. Paul  
12 F of theSPL Meeting 6:30 p.m.  
13 SPL Board Meeting 7 p.m.  
21 SPLF Board Meeting 8 a.m.

### November

4 SPLF Executive Committee meeting 8 a.m.  
9 F of the SPL Meeting 6:30 p.m.  
10 SPL Board Meeting 7 p.m.  
12 Give to the Max Day  
18 SPLF Board Meeting 8 a.m.  
4 through 7 Friends fall booksale  
Foundation Direct Mail Campaign

### December

2 SPLF Executive Committee meeting 8 a.m.  
14 SPL Board Meeting 7 p.m.  
15 SPLF Board Meeting 8 a.m.  
31 Board terms end  
31 Union contract ends