

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, December 8, 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 November 2015 Minutes+
 - b. Acknowledgement of Bills Paid in November 2015: \$21,693.95+
 - c. Quarterly Activity Report
 - d. Other Activity Report
 - e. Collection Development Policy+

Old Business

- 5. Strategic Plan Update D+
- 6. Building Study D
- 7. Board Vacancy Interview Process I
- 8. Union Negotiations D
- 9. Finance 101 D+

New Business

- 9. Extension of Existing WCL/SPL Contract A+
- 10. Rollover of 2016 Capital Funds A*
- 11. City of Stillwater Strategic Plan I+

Reports

- 12. Director and Other Staff Reports+
- 13. Foundation Report
- 14. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Governance and Policy
 - e. Human Resources
 - f. Succession Planning Task Force
 - g. Building Study Task Force
 - h. WCL/SPL Relationship Task Force

- 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, December 7, 2015.

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, SPL Foundation Board Minutes, Friends Board Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 10, 2015**

Minutes

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

ABSENT: Cassavante, Stark

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

New trustee Craig Hansen introduced himself.

AGENDA ITEM 4: Consent Calendar

- Move 4e, Financial Reports, to 4A for discussion.
- Consent calendar adopted with changes. MSP.

AGENDA ITEM 4A: Third Quarter Financial Reports

Preliminary financial reports in draft format included in November Board Packet as a preview for board. Finance Committee will spend more time discussing at next month's meeting. Board would like to see the full picture of what it costs to run the library.

AGENDA ITEM 5: Strategic Plan Update

- Library Leadership Summit: This was originally planned for November but has been postponed until 2016.
- WCL Task Force: Trustees have been assigned to this task force. Members from WCL have not been recruited as they are in the middle of a strategic planning process and have a new director. Estimated completion date for WCL strategic plan is February.

AGENDA ITEM 6: Building Study

The first meeting of the Building Study Task Force was November 4, 2015. MSR presented four options of reconfiguring the lower level and creating a co-located desk. These options were to address goals of increased safety and security and improved flow, service and efficiency. The next meeting is November 23, 2015. Menikheim requested that the St. Croix Collection be on the Board agenda as an item for discussion.

AGENDA ITEM 7: Board Vacancy Caused By Term Ending

Trustee Gordon's term ends December 31, 2015. City has published the vacancy. Applications are due by December 14, 2015.

*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
November 10, 2015**

Minutes

AGENDA ITEM 8: Collection Development Policy

Board discussed Collection Development Policy presented in the November Board Packet and suggested some modifications. Governance and Policy Committee will review these suggestions and submit another version for approval in December.

AGENDA ITEM 9: Release of 2015 Capital Funds

Bertalmio discussed the "2015 Capital Release II" document included in the November Board Packet. The library is requesting release of capital funds for public access computer replacement and RFID pad replacement. Motion made to approve release request as detailed in the 2015 Capital Release II document. MSP.

AGENDA ITEM 10: Lighting Retrofit

Board reviewed the "Lighting Retrofit" documents in the November Board Packet. Xcel Energy is offering a limited time rebate if the library retrofits its lighting to adapt to LED Technology. To qualify for this rebate, the project must be completed by December 31, 2015.

The cost for exterior lighting retrofit from Premier Lighting would be \$9,599.08 (\$13,165.00 less the \$3,565.92 Excel Rebate). The estimated payback would be 2.24 -4.3 years. Immediate savings would be seen on monthly energy bills with an annual energy savings of \$2,323.05.

Gordon discussed that this retrofit ties to the Library's Strategic Goal 2.3.9 as it allows the Library to support one of the city's goals: Becoming greener and more sustainable. It also supports efforts to become more efficient and reduce costs. Acting now would allow the library to take advantage of the rebate and start seeing immediate cost savings.

Richie discussed that this was not a planned capital project. Capital dollars are a precious resource and spending this money now would allow fewer capital dollars to roll into 2016. In the future, the library could explore this. Lighting replacement could become less expensive and cost savings could become greater as technology evolves.

Menikheim questioned if this expenditure would be the appropriate use of capital funds.

Motion made to act on Xcel Energy proposal and ask city council to release an amount not to exceed \$10,000 from capital to install LED exterior lighting and to accept the cost estimate offered by Premier Lighting. Motion defeated. Yes – Gordon, Hansen, Bell. No – Menikheim, Carlsen, Keliher, Richie.

AGENDA ITEM 11: Director and Other Staff Reports

Board discussed Director's Report and staff reports on conferences/seminars as presented in the November Board Packet.

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**STILLWATER PUBLIC LIBRARY
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AGENDA ITEM 12: Foundation Report

Minutes from the Foundation's September meeting are included in the November Board packet. Richie reported:

- Style Speaks Volume event was held on November 9 and 10, 2015 was sold out.
- Direct Mail appeal was mailed to SPLF donors and people living in 55082.
- SPLF is working on recruiting new board members and reviewing its Governance.
- Give to the Max Day, a statewide online giving day, is November 12, 2015.

AGENDA ITEM 13: Board Committee Reports

a. Executive Committee:

- Plan for reviewing Committee work was included in November Board Pack. The timeline for completion of review is early 2016.
- Union membership is meeting with business agent on November 13, 2015.

b. Facilities: None

c. Finance: In December, the Finance Committee will review the third quarter financial reports. They have also been in discussions with city attorney Dave Magnuson about the supplemental funds.

d. Governance and Policy: Committee will finish its work on Collection Development. The next policy is Events.

e. Human Resources: A pending task for the HR Committee is considering how to handle the Youth Services area since the budget did not meet needs. Committee will begin task when Cassavante returns in December.

f. Succession Planning Task Force: Vick DeFord has offered her services to help. Committee estimates completion by February/March with the following objectives: a plan to manage recruitment/replacement of staff, a plan for a smooth transition, and job/descriptions and organizational chart.

g. Building Use Study Task Force: None.

h. WCL Relationship Task Force: Already provided under Strategic Plan Update.

AGENDA ITEM 14: Public Commentary and Communications

None

AGENDA ITEM 15: Adjournment

Meeting adjourned at 8:48 pm.

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.

2015 Bill Resolutions - Payable in 2015

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
Q74601	10/9/2015	1000 Bulbs.com	Lighting	1,187.80	230-4231-2101-0000	General Supplies - Lib Plant
11032015	11/3/2015	Baker and Taylor	Materials - Juv	642.12	230-4230-2400-0000	Childrens Books
11032015	11/3/2015	Baker and Taylor	Materials - YA Fiction	215.62	230-4230-2401-0000	Adult Books - Fiction
11032015	11/3/2015	Baker and Taylor	Materials - Processing	26.46	230-4230-3404-0000	Processing Fee
11032015	11/3/2015	Baker and Taylor	Materials - Ref	85.65	230-4230-2113-0000	Reference
11032015	11/3/2015	Baker and Taylor	Materials - Adult NonFiction (SPLF)	66.29	232-4232-2113-0000	SPLF - Materials
1032015	1/3/2015	Bertalmio Lynne	Staff Reimbursement - Mileage	32.78	230-4230-3200-0000	Mileage
11032015	11/3/2015	Brodart Co	Materials - Adult Fiction	621.78	230-4230-2401-0000	Adult Books - Fiction
11032015	11/3/2015	Brodart Co	Materials - Adult NonFiction	1,354.06	230-4230-2405-0000	Adult Books - Non Fiction
11032015	11/3/2015	Brodart Co	Materials - Processing	64.35	230-4230-3404-0000	Processing Fee
11032015	11/3/2015	Brodart Co	Materials - Adult NonFiction (Athena)	125.43	235-4235-2101-0000	Library Donations Materials
11032015	11/3/2015	Brodart Co	Materials - Adult (SPLF)	857.82	232-4232-2113-0000	SPLF - Materials
11032015	11/3/2015	Brodart Co	Materials - St Croix Collection	35.56	230-4230-2499-0000	Collection Development
5714976	10/14/2015	Demco Inc.	Processing Supplies	137.13	230-4230-3404-0000	Processing Fee
6054	10/13/2015	Linner Electric Co.	Parking Garage Repairs	358.17	230-4231-3703-0000	Building Repair Charges
43575	10/22/2015	Master Mechanical Inc.	Q4 Preventative Maintenance	1,126.50	230-4231-3707-0000	Maintenance Agreements - Lib Plant
11032015	11/3/2015	Midwest Tape	Materials - Audio	600.24	230-4230-2402-0000	Audio
11032015	11/3/2015	Midwest Tape	Materials - Video	234.65	230-4230-2408-0000	Film/Video
11032015	11/3/2015	Midwest Tape	Materials - Processing	49.45	230-4230-3404-0000	Processing Fee
W15090709	10/21/2015	Office of MN IT Services	Telephone	370.95	230-4231-3101-0000	Telephone
11032015	11/3/2015	Petrie Angela	Staff Reimbursement - Supplies	10.70	230-4230-2101-0000	General Supplies
11032015	11/3/2015	Petrie Angela	Staff Reimbursement - YS Programming (Friends)	46.56	235-4236-4099-0000	Library Donations Programs
11032015	11/3/2015	Petrie Angela	Staff Reimbursement - YS Equipment (Wright-Berglund)	22.45	235-4237-2302-0000	Library Donations Minor Equipment
11032015	11/3/2015	Petrie Angela	Staff Reimbursement - Mileage & Parking	28.63	230-4230-3200-0000	Mileage
8643404	10/13/2015	Quill Corporation	Supplies	102.48	230-4230-2101-0000	General Supplies
8707999	10/15/2015	Quill Corporation	Supplies	13.99	230-4230-2101-0000	General Supplies
1095174	10/25/2015	Security Response Services Inc	Security Monitoring	168.12	230-4231-3707-0000	Maintenance Agreements - Lib Plant
12260145	10/12/2015	Toshiba Business Solutions	Maintenance Contract	48.38	230-4230-3707-0000	Maintenance Agreements
10192015_407.54	10/19/2015	Washington County Library	Annual Antivirus Renewal	407.54	230-4230-3098-0000	Technology Support
					230-4230-3707-0000	Maintenance Agreements
		INVOICES SUBTOTAL		9,041.66		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		0.00		
		GRAND TOTAL		9,041.66		

Submitted for payment

Lynne S. Bertalmio, Director

2015 Bill Resolutions - Payable in 2015

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

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
168891	10/15/2015	Ace Hardware	Janitorial Supplies	97.82	230-4231-2102-0000	Janitorial Supplies
169720	10/26/2015	Ace Hardware	Janitorial Supplies	28.95	230-4231-2102-0000	Janitorial Supplies
169271	10/26/2015	Ace Hardware	Janitorial Supplies	0.75	230-4231-2102-0000	Janitorial Supplies
11172015	11/17/2015	Baker and Taylor	Materials - Juv	739.78	230-4230-2400-0000	Childrens Books
11172015	11/17/2015	Baker and Taylor	Materials - YA Fiction	47.43	230-4230-2401-0000	Adult Books - Fiction
11172015	11/17/2015	Baker and Taylor	Materials - Processing	20.09	230-4230-3404-0000	Processing Fee
11172015	11/17/2015	Baker and Taylor	Materials - Adult Nonfiction	100.63	230-4230-2405-0000	Adult Books - Non Fiction
11172015	11/17/2015	Baker and Taylor	Materials - Ref	37.42	230-4230-2113-0000	Reference
11172015	11/17/2015	Brodart Co	Materials - Adult Fiction	833.76	230-4230-2401-0000	Adult Books - Fiction
11172015	11/17/2015	Brodart Co	Materials - Adult NonFiction	932.53	230-4230-2405-0000	Adult Books - Non Fiction
11172015	11/17/2015	Brodart Co	Materials - Processing	71.50	230-4230-3404-0000	Processing Fee
11172015	11/17/2015	Brodart Co	Materials - Adult NonFiction (Athena)	158.99	235-4235-2101-0000	Library Donations Materials
11172015	11/17/2015	Brodart Co	Materials - Adult (SPLF)	375.15	232-4232-2113-0000	SPLF - Materials
27506	9/30/2015	Cartridge World Hudson	Supplies	59.99	230-4230-2101-0000	General Supplies
56644432	11/5/2015	Cengage Learning	Materials - Adult Fiction (230 Memorial)	27.19	230-4230-2401-0000	Adult Books - Fiction
306-02444792-3	10/31/2015	Culligan of Stillwater	Water	60.30	230-4230-4099-0000	Miscellaneous Charges
5730449	11/3/2015	Demco Inc.	Small Equipment	1,062.86	230-4230-2302-0000	Other Minor Equipment
2455591_OCT	10/25/2015	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
9885440686	11/4/2015	Grainger	Building Repairs (Toilets)	1,125.01	230-4231-3703-0000	Building Repair Charges
43670	10/29/2015	Master Mechanical Inc.	Building Repairs (Gas Line & Aqua Stat)	840.89	230-4231-3703-0000	Building Repair Charges
11172015	11/17/2015	Midwest Tape	Materials - Audio	304.40	230-4230-2402-0000	Audio
11172015	11/17/2015	Midwest Tape	Materials - Video	172.42	230-4230-2408-0000	Film/Video
11172015	11/17/2015	Midwest Tape	Materials - Processing	35.35	230-4230-3404-0000	Processing Fee
9013686	11/11/2015	Quill Corporation	Supplies	155.56	230-4230-2101-0000	General Supplies
11052015	11/5/2015	Recorded Books Inc	Materials - Video (Film SOP)	349.23	230-4230-2408-0000	Film/Video
11052015	11/5/2015	Recorded Books Inc	Materials - Video (Film SOP - SPLF DVD Rent)	116.97	232-4232-2113-0000	SPLF - Materials
12314233	11/2/2015	Toshiba Business Solutions	Maintenance Contract	78.02	230-4230-3707-0000	Maintenance Agreements
51-7976594-1	11/11/2015	Xcel Energy	Gas	359.86	230-4231-3601-0000	Natural Gas
51-7976594-1	11/11/2015	Xcel Energy	Electric	3,503.95	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		11,779.34		
CREDIT CARD						
Nov CC		Amazon	Materials - Video	\$47.11	230-4230-2408-0000	Film/Video
Nov CC		Amazon	Materials - Adult NonFiction	\$321.81	230-4230-2405-0000	Adult Books - Non Fiction
Nov CC		Amazon	Minor Equipment	\$91.76	230-4230-2302-0000	Other Minor Equipment
Nov CC		Amazon	Materials - Audio	\$16.98	230-4230-2402-0000	Audio
Nov CC		DreamHost	Tech Support	\$19.95	230-4230-3098-0000	Technology Support

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
Nov CC		Etsy	Materials - Processing	\$34.20	230-4230-3404-0000	Processing Fee
Nov CC		Home Depot	Minor Equipment	\$111.20	230-4230-2302-0000	Other Minor Equipment
Nov CC		MN Council of Nonprofits	Seminar	\$75.00	230-4230-3201-0000	Seminar/Conference Fees
Nov CC		New Day Films	Materials - Video	\$64.00	230-4230-2408-0000	Film/Video
Nov CC		SIM Home Theater	Materials - Periodicals	\$12.97	230-4230-2403-0000	Periodicals
Nov CC		Starbucks	Staff Recognition	\$20.00	230-4230-4099-0000	Miscellaneous Charges
Nov CC		USPS	Postage	\$2.30	230-4230-3102-0000	Postage
Nov CC		www.atbatt.com	Supplies	\$55.67	230-4231-2102-0000	Janitorial Supplies
		CREDIT CARD SUBTOTAL		872.95		
GRAND TOTAL				12,652.29		

Submitted for payment

Lynne S. Bertalmio, Director

STILLWATER PUBLIC LIBRARY

Collection Development and Management Policy

Adopted April 4, 1995

Revised July 1998

Revised April 2000

Revised November 2001

Revised May 2004

Revised September 2008

Revised December 2015

Vision for the Collection

Patron use is the most powerful influence on the library's collection. Circulation, patron purchase requests, and hold levels are important components in the development of the collection. The other driving force is the library's Strategic Plan 2014-2017.

In addition to patron demand, selections are made to provide depth and diversity of viewpoints to the existing collection. The library may also collect in greater depth any identified special collections.

Inherent in the collection development philosophy is an appreciation of each patron of the Stillwater Public Library. The library provides materials and access to materials to support each individual's life journey and does not place a value on one patron's needs or preferences over another's. The library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, provide recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, and lead to recognition and appreciation of literature. The reading and viewing activity of children is ultimately the responsibility of parents who guide and oversee their own children's development. The library does not intrude on that relationship.

Collection Development

Purpose of the Policy

The purpose of this policy is to define the underlying principles which direct the development and management of the library's collection. This policy guides the selection, acquisition, accessibility, maintenance, preservation and scope of the Stillwater Public Library collection. It establishes roles, responsibilities, and defines a process for addressing patron questions and concerns.

This policy further defines the work necessary to achieve the following key result as outlined in the *Stillwater Public Library's Strategic Plan 2014-2017 Goal 1 Strategy 2*:

The Stillwater Public Library will develop current and contemporary collections to support a confident and self-reliant citizenry. The library will consistently rebalance and right-size collections to meet changing and developing needs and interests of the community. Annually, the library staff will create a collection plan to guide selection, weeding, and retention of materials to guarantee the vitality of the collection.

Principles of Collection Development

The Library's collection is one of the Stillwater Public Library's major assets. It is developed and managed to meet the cultural, informational, educational, and recreational needs of residents of Stillwater.

The Library follows professional standards defined by the American Library Association including Intellectual Freedom.

Definitions

“Materials” as it occurs in this policy has the widest possible meaning. It includes print, audiovisual, digital, and electronic formats.

“Collection” is defined as materials that are selected for the Stillwater Public Library. Selected materials may be owned, housed or leased by the Stillwater Public Library, made accessible via download, or via the Library's or other libraries' website and online databases.

“Selection” refers to the decision made to add a given item to the Stillwater Public Library collection and to make it accessible. Library-selected web-based resources accessed via the Library's website are considered a part of the Library's collection. Not all materials and information found via the Internet are part of the collection. Please refer to the Library's *website policy*.

“Weeding” refers to the action of removing a previously selected item from the collection, withdrawing it because it contains outdated or misleading information, is in deteriorating physical condition, or is no longer of interest to the public.

“WCL/SPL” refers to Washington County Library/Stillwater Public Library.

Roles and Responsibilities in Collection Development

The Library Board is responsible for the Collection Development & Management Policy.

The Library Director operates under the direction of the Board of Trustees and within the framework of the Library Board's Collection Development and Management Policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

The community is encouraged to participate in the collection development process through suggestions and feedback.

Target Audience

The target audience for the collection is the Stillwater resident. However, the Stillwater Public Library recognizes that its relationship and its participation in a joint library catalog with the Washington County Library create a unique reciprocal partnership in the provision of a collection to meet the needs of both city and county residents. The Stillwater Public Library also participates in both regional and national networks that coordinate efforts to share its collection via interlibrary loan. As a participant in these networks, the Stillwater Public Library serves residents beyond its borders, from the Twin Cities metropolitan area to the state of Minnesota, the upper Midwest region and beyond.

Scope of the Collection

The Stillwater Public Library collects, organizes, and makes available materials of contemporary, historic, and archival significance. The collection offers materials in choices of format, treatment, and level of difficulty. The collection is reviewed and revised on an ongoing basis to meet present-day needs.

The Library will not attempt to develop a complete research collection. Requests for materials not owned by the Library, especially scholarly materials, will be referred to other libraries in the metropolitan area through established channels.

The Library recognizes the purposes and resources of other libraries and media centers in the metropolitan area and will not needlessly duplicate functions and materials.

The Library must make careful selection of materials due to constraints on the acquisition budget and on space. As a result the library:

- Purchases professional materials only when they are also of interest to the nonspecialist.
- Purchases textbooks or other curriculum-related materials only when they also serve the general public.
- Acquires materials in a variety of formats for the study of popularly requested languages other than English, but does not seek to build collections in foreign

languages. The library will work through the interlibrary loan system to secure these materials for patrons.

- Acquires materials published about the local area and those produced or published by local authors, printers, or publishers only when such materials meet selection criteria established for all materials.

Materials are weeded from the collection to maintain the collection's usefulness, currency, and relevance. Materials removed from the collection may be sold, donated to nonprofit organizations, or used in collaboration with other government agencies.

Special Collections

Please refer to the *St. Croix Collection Policy*.

Access & Resource Sharing

All Stillwater Public Library materials are available for use by all patrons within the building. For information on the circulation of library materials, please refer to the library's *Circulation Policy*. Access to materials is ensured by the way materials are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. The collection is accessed through the joint WCL/SPL catalog, the Library's website, and patron/staff interaction.

Materials have use limitations to ensure equitable and efficient access. Access to some materials may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, cooperative and licensing constraints.

The Library participates in interlibrary loan networks to make materials not in the collection available for patrons. Collection development and management is a participative effort within the larger community of libraries throughout the metropolitan area, state, and nation. The Library will actively seek to broaden these networks through agreements with other libraries and groups of libraries.

Copyright

The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library subscribes to the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs

and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials.

Reconsideration of Library Materials

Library patrons may request reconsideration of a library material selection decision by submitting a written *Request for Reconsideration of Library Materials* form. The Library will respond in writing to an individual's written request.

The Library Board, upon request, hears written appeals of a decision about a Request for Reconsideration. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, the Library Bill of Rights, the Right to Read and the Right to View and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rests with the Library Board and will be taken up at publically held Board meetings.

Selection

Funding Statement

Library funding, which includes funding for the collection, is allocated annually by the Stillwater City Council. Additional support for the Library's collection is provided by the Stillwater Public Library Foundation, the Friends of the Stillwater Public Library, trusts, gifts, and other donations. The collection is enhanced by gifts of money and actual materials. Please see the library's *Donations Policy*. Gift materials must meet the same standards of selection as purchased items before they will be added to the collection.

Evaluative Criteria

Collection development staff members rely on a set of criteria to guide selection decisions. The library selects materials of both permanent and current interest, based on the merits of the work in relation to the needs, interests, and demands of the community. Each item is evaluated as a whole and not on the basis of a particular part or section. For more information on evaluative criteria, please see the "*Stillwater Public Library Collection Management*" document.

In addition, the staff monitors changes in the population, patterns of use of the collection, changes in learning styles, and technology to determine the need for modifications in the composition of the collection, the inclusion of new formats, or the discontinuance of elements of the collection.

Maintenance and Preservation

Collection Maintenance

Staff relies on a set of criteria to guide on-going collection maintenance decisions. Based on the evaluation, materials may either be kept, replacement copies may be purchased, materials may be preserved to ensure long term retention, or materials may be permanently withdrawn from the collection. For more information on collection maintenance, please see the *“Stillwater Public Library Collection Management”* document.

Preservation

The library uses a variety of means to preserve materials of long-standing value. Preservation methods used include the following: preservation photocopying, encapsulation, digitization, replacement of content through the purchase of another edition, rebinding, repair and use restrictions.

Process

This policy is reviewed by the Library Director (or designee) every four years and makes recommendations to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE agenda item 5

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

- 2014 -

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

3.2.3	Install new signs and messaging in the Library (and perhaps do PR in the community to emphasize the tech services currently available. Conduct staff training on promoting available tech services to patrons	Aurora Jacobsen	Accomplished; training continues	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
1.2.1	Run ILS reports on collection use and analysis for potential downsizing	Management team	First week February	Reports are supporting creation of new Collection Development Policy and collection plan
1.2.6	Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases	Management team	By March, 2014	Carolyn Blocher reported to the Board at March 2015 meeting
2.3.5	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	October 15, 2015 and ongoing	Administrator and Council will receive updates on plan progress
2.3.7	Plan a Library "Leadership" Summit of Library Board, Foundation Board, Friends Board, City Council – with specific goals and outcomes for the Summit	Board and Board Chair	By October 15, 2015 January 2016	Dates must be determined soon
2.3.11	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	The County has signed with Library Strategies for plan support; community planning retreats are being held

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.3.6	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	Once Administrator and Council have heard strategic plan presentation, they will receive updates on plan progress; presentation need to be scheduled

3.2.4	Review current Library PR marketing efforts for effectiveness and efficiency	Director, Foundation and possibly outside consultant, volunteers with PR expertise	By January, 2015	PR/PI needs inventory completed
3.1.1	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reported at April 2015 Board meeting; information for 2016 budget request has been generated
1.1.1	Select new service model, and develop plan for implementation	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
1.2.2	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	Plan is to reduce by 4% in 2014 (achieved), 3% in 2015, and 3 percent in 2016
1.3.2	Issue a letter for a facilities study consultant	Director	By February 1, 2015	
1.3.8	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
1.4.2	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Schedule completed for September 2015 – May 2016; Funds raised; change communicated
2.2.4	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By January 1, 2016	Tech competencies developed; staff assessments starting; continuous technology training plan in place
2.3.10	Actively engage and support at least one broader City goal through Library services	Director	By March 1, 2016	By this date, we will have identified a suitable goal to support and have established a plan for implementation
1.4.1	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
1.2.3	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
3.2.5	Create and implement a PR and	Management team	March - December,	An online newsletter – sympathetic to the

	marketing plan to increase awareness in the community		2015	website – has been created; Staff is finalizing key messages
1.3.3	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
2.2.3	Assess current staff levels and standard competencies in technology	Management team	By October 15, 2015 Follow up on annual basis	Established for current staffing model; Happening as part of individual personnel evaluations
1.2.4	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been written; it will go to the Board in November; a collection management plan and materials buying plan was completed but did not receive funding for 2016
1.3.4	Facilities consultant presents findings and report to Management Team and Board	Director, Board	By December 2015 January 2016	Establish revised timeline with MSR
1.3.5	Budget to implement facilities recommendations	Director, Board	June, 2016	Although it will not be sufficient, there is a figure in the 2016 capital budget to implement facilities changes; it is not possible to be precise without the study
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	This effort is on hold
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collections budgets for 2016 will need revision as part of the total 2016 budget revision
1.2.7	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	By December 2015 January 2016	
3.2.6	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization are taking place. Staff is examining tools and key messages.
2.1.1	Create a staffing plan based on the directions of the new service model	Director and management team	February 2016 to June 2016	
2.1.3	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure	Management Team (possibly with outside HR support)	Timing dictated by City of Stillwater	The City of Stillwater understands that there is a need for this City-wide HR

	consistency across job classes and pay equity. Create transition plan.			
2.2.1	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	An HR staffer is in the City's recommended budget for 2016
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	
2.3.8	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Working on projects with Planning Department and the Fire Department
2.2.5	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	February 2016	Task Force established; plan/report to Board winter 2016
2.3 .12	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	Director sets task force. Include Board members.	February 2016	Task Force is established; Begin with research of MELSA Plan of Association, contract, other associate library contracts; Later, meet with WCL
1.4.5	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
1.4.6	Communicate new open hours to the public	Management team	August, 2015-December, 2015	Sundays hours have been advertised by the library and the Foundation; the communications will continue for the rest of the year
3.3.1	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships, the Management Team is completing an inventory of current partnerships, looking for ways to evaluate potential partners
3.3.2	Create methods to evaluate present and future library partnerships	Management team	November-December, 2015 February 2016	
2.1.2	Present staffing directions to the Board	Director	By February 2016	Depends on pending change in service model

- 2016 -

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Building changed to increase efficiency and make the building more secure
2.2	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Enhancement of tech environment of the Library for both patrons and staff
1.4.3	Create recommended change plan for additional open hours (other than Sunday)	Director and Management team, Board review and approval	May 2016	There does not look to be money for additional hours in 2016
3.3	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	
3.3	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Library services and events are identified in 2 new media venues.
3.3	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations (school, government, social service agencies, arts organizations, etc.)
3.3	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	November 2016	Library and School District partner on 2 new projects (1 each year)
1.1	Implement the new service model in 2-3 phases, to start in 2016	Management team	Begins January, 2016	Approval budget decisions in June, 2015. Implement in 2016
1.2	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
3.1	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations

3.1	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting, early 2016	Provide ongoing status to Library Board on this partnership, 2016 - 2017
3.1	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By April, 2016	Increase Library services and programs by 10% for targeted audiences
1.1	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in July, 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
1.3	Budget to implement facilities recommendations	Director, Board	June, 2015 and June, 2016	Facilities changes incorporated into annual budget(s)
2.1	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	June 2015 to June 2016	A plan for restructuring staffing, based on the service model
2.1	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	New, consistent job descriptions and evaluation criteria and procedures in place by January 1, 2017
2.1	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns
2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
1.2	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	Report to Board on opportunities and options.

-2017-

1.4	Implement additional open hours if approved	All staff	January, 2017	New hours
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LIBRARY 2015

STILLWATER PUBLIC LIBRARY (CITY FUND 230)

SUMMARY OF REVENUES AND EXPENDITURES

PERIOD: 1/1/2015 - 9/30/2015

REVENUES:	2015 Budget	Rec'd YTD	Comments
Taxes:			
Property Taxes	\$ 1,125,957	\$ -	
Charges for Services:			
Meeting Room Rental Fees	\$ 74,000	\$ 50,619	
Other	\$ 6,900	\$ 4,571	Other includes copier/print fees, book sales, gallery fees
Charges for Services Total	\$ 80,900	\$ 55,190	
Miscellaneous			
Interest Earnings	\$ 850	\$ -	
Processing Fees	\$ 7,000	\$ 6,639	
Registration	\$ -	\$ -	
Other	\$ 18,550	\$ 10,465	Other includes 230 Gifts, Refunds & Reimbursements, Library Card Fees, Lost Materials and Misc.
Miscellaneous Total	\$ 26,400	\$ 17,104	
Revenue Total	\$ 1,233,257	\$ 72,294	

EXPENDITURES	2015 Budget	Spent YTD	Comments
Operations:			
Personnel Services	\$ 825,948	\$ 609,776	Doesn't include \$32,684 in 2014 personnel costs pd in 2015
Supplies	\$ 110,475	\$ 61,317	Includes Library Materials (Books, Periodicals, A/V, etc.)
Services & Charges	\$ 56,341	\$ 19,734	
Miscellaneous	\$ 2,550	\$ 1,773	
Capital Outlay	\$ 32,038	\$ 11,205	
Operations Total	\$ 1,027,352	\$ 703,805	
Plant:			
Personnel Services	\$ 117,011	\$ 88,878	Doesn't include \$3,418 in 2014 personnel costs pd in 2015
Supplies	\$ 8,400	\$ 5,484	
Services & Charges	\$ 111,332	\$ 50,608	
Miscellaneous	\$ 1,200	\$ 670	
Capital Outlay	\$ 18,037	\$ -	
Plant Total	\$ 255,980	\$ 145,641	
Total Expenditures	\$ 1,283,332	\$ 849,446	

Revenues not including capital over (under) expenditures \$ (50,075) \$ (777,152)

OTHER FINANCING SOURCES:	2015 Budget	Rec'd YTD	Comments
Capital Transfer In:			
Capital Rollover from 2013	\$ 19,375	\$ -	
Capital Outlay Bonds - 2014		\$ -	
Capital Projects	\$ -	\$ -	
Capital Bonds Proceeds	\$ 19,375	\$ -	

TOTAL REVENUES & OTHER FINANCING	\$ 1,252,632	\$ 72,294	
TOTAL EXPENDITURES	\$ 1,283,332	\$ 849,446	
REVENUES & OTHER FINANCING OVER (UNDER) EXPENDITURES	\$ (30,700)	\$ (777,152)	

TRANSFERS TO 2016:			
Capital:			
<i>2015 Capital Balance Remaining Capital Rollover Request to 2016</i>			
<i>Beginning Balance - General Net Increase (Decrease) in Fund Balance Less Transfer to Comp Absences Ending Gen Fund Balance 12/31/2015</i>		\$ 92,175	
<i>Beginning Balance - Comp Absences Transfer From General Fund Ending Comp Absences Balance 12/31/2015</i>		\$ 21,221	

LIBRARY 2015

STILLWATER PUBLIC LIBRARY (CITY FUND 230)

BUDGET STATUS REPORT

PERIOD: 1/1/2015 - 9/30/2015

REVENUE

Account Number	Description	Budget	YTD	Var
<i>TAXES</i>				
230-0000-3010-0100	Current Property Taxes	0	0	0
	Sub Totals:	0	0	0
 <i>CHARGES FOR SERVICES</i>				
230-0000-3500-0100	Meeting Room Rental Fees	74,000	50,619	23,381
230-0000-3520-0100	Copier/Printer Sales	6,000	4,016	1,984
230-0000-3880-0200	Gallery Fees	600	490	110
230-0000-3880-0500	Book & Other Enterprise Sales	300	64	236
	Sub Totals:	80,900	55,190	25,710
 <i>MISCELLANEOUS</i>				
230-0000-3810-0200	Interest Earnings-Investments	850	0	850
230-0000-3820-0100	Gifts	5,000	2,217	2,783
230-0000-3830-0100	Sale of Property	0	0	0
230-0000-3860-0100	Lease/Rentals	0	0	0
230-0000-3860-0200	Parking Rental	0	0	0
230-0000-3870-0100	Refunds and Reimbursements	250	20	230
230-0000-3880-0020	Library Card Fees	8,000	6,282	1,718
230-0000-3880-0030	Lost Materials	5,000	1,966	3,034
230-0000-3880-0040	Processing Fees	7,000	6,639	361
230-0000-3880-0050	Registration	0	0	0
230-0000-3880-0100	Miscellaneous Income	300	-20	320
	Sub Totals:	26,400	17,104	9,296
 <i>OTHER FINANCING SOURCES</i>				
230-0000-3910-0100	Transfer In-General Fund	1,125,957	0	1,125,957
230-0000-3910-0232	Transfer In-Library Fundraiser	0	0	0
230-0000-3910-0404	Transfer In-Co Bonds 2004	0	0	0
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0	0	0
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0	0	0
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	19,375	0	19,375
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	30,700	0	30,700
230-0000-3910-0416	Transfer In-CO Bonds 2006	0	0	0
230-0000-3910-0420	Transfer In-Co Bonds	0	0	0
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0	0	0
230-0000-3910-0424	Transfer In-Co Bonds 2000	0	0	0
230-0000-3910-0426	Transfer In - CO Bonds 2016	0	0	0
230-0000-3910-0490	Transfer In-Capital Projects	0	0	0
	Sub Totals:	1,176,032	0	1,176,032
	Revenue Sub Totals:	1,283,332	72,294	1,211,038

LIBRARY OPERATIONS EXPENSES

Account Number	Description	Budget	YTD	Var
<i>PERSONNEL SERVICES</i>				
230-4230-1000-0000	Full Time Salaries	211,802	97,190	114,612
230-4230-1100-0000	Overtime - Full Time	0	279	-279
230-4230-1111-0000	Severance Pay	0	0	0
230-4230-1112-0000	Sick Pay	0	9,381	-9,381
230-4230-1113-0000	Vacation Pay	0	30,784	-30,784
230-4230-1200-0000	Part Time Salaries	434,171	335,639	98,532
230-4230-1300-0000	Overtime - Part Time	0	0	0
230-4230-1410-0000	PERA	48,448	34,875	13,573
230-4230-1420-0000	FICA/Medicare	49,416	34,116	15,300
230-4230-1500-0000	Hospital / Medical	76,659	62,267	14,392
230-4230-1520-0000	Dental Insurance	4,802	2,114	2,688
230-4230-1540-0000	Life Insurance	650	430	220
230-4230-1990-0000	Health Insur. Pass Thru	0	2,700	-2,700
	<i>Sub Totals:</i>	<i>825,948</i>	<i>609,776</i>	<i>216,172</i>
<i>SUPPLIES</i>				
230-4230-2000-0000	Office Supplies	250	0	250
230-4230-2101-0000	General Supplies	5,900	3,365	2,535
230-4230-2113-0000	Reference	7,000	3,713	3,287
230-4230-2114-0000	Data Base Searching	2,500	1,470	1,030
230-4230-2302-0000	Other Minor Equipment	4,000	1,988	2,012
230-4230-2400-0000	Childrens Books	14,900	9,681	5,219
230-4230-2401-0000	Adult Books - Fiction	19,400	11,594	7,806
230-4230-2402-0000	Audio	12,275	2,534	9,741
230-4230-2403-0000	Periodicals	7,200	6,736	464
230-4230-2405-0000	Adult Books - Non Fiction	24,900	14,306	10,594
230-4230-2406-0000	Teen Books - Materials	0	0	0
230-4230-2407-0000	Programs	0	0	0
230-4230-2408-0000	Film/Video	9,000	5,669	3,331
230-4230-2409-0000	Electronic Materials	2,500	0	2,500
230-4230-2499-0000	Collection Development	650	261	389
	<i>Sub Totals:</i>	<i>110,475</i>	<i>61,317</i>	<i>49,158</i>
<i>SERVICES AND CHARGES</i>				
230-4230-3098-0000	Technology Support	8,800	3,982	4,818
230-4230-3099-0000	Other Professional Services	10,000	0	10,000
230-4230-3100-0000	Circulation System	0	0	0
230-4230-3101-0000	Telecommunications	1,000	0	1,000
230-4230-3102-0000	Postage	1,500	451	1,049
230-4230-3200-0000	Mileage	400	193	207
230-4230-3201-0000	Seminar/Conference Fees	2,000	244	1,756
230-4230-3202-0000	Meals	0	0	0
230-4230-3203-0000	Housing	0	0	0
230-4230-3400-0000	Printing and Publishing	500	913	-413
230-4230-3401-0000	Binding	0	0	0
230-4230-3404-0000	Processing Fee	8,000	4,610	3,390
230-4230-3500-0000	General Insurance	1,391	0	1,391
230-4230-3707-0000	Maintenance Agreements	22,000	9,096	12,904
230-4230-3803-0000	Data Base Maintenance	0	0	0
230-4230-3804-0000	Equipment Rental	0	0	0
230-4230-3900-0000	Sales Tax	750	244	506
	<i>Sub Totals:</i>	<i>56,341</i>	<i>19,734</i>	<i>36,607</i>

MISCELLANEOUS

230-4230-4000-0000	Memberships and Dues	400	205	195
230-4230-4001-0000	Subscriptions	650	596	54
230-4230-4099-0000	Miscellaneous Charges	1,500	972	528
	<i>Sub Totals:</i>	<i>2,550</i>	<i>1,773</i>	<i>777</i>

CAPITAL OUTLAY

230-4230-5200-0000	C/O & Improvements	15,338	0	15,338
230-4230-5300-0000	C/O Machinery & Equipment	0	0	0
230-4230-5310-0000	C/O MIS Computer Equipment	16,700	11,205	5,495
	<i>Sub Totals:</i>	<i>32,038</i>	<i>11,205</i>	<i>20,833</i>

DEPRECIATION

230-4230-7010-0000	Depreciation-Purchased	0	0	0
230-4230-7020-0000	Depreciation-Contributed	0	0	0
	<i>Sub Totals:</i>	<i>0</i>	<i>0</i>	<i>0</i>

Lib Ops Expense Sub Totals: 1,027,352 703,804 323,548

LIBRARY PLANT EXPENSES

Account Number	Description	Budget	YTD	Var
<i>PERSONNEL SERVICES</i>				
230-4231-1000-0000	Full Time Salaries	48,901	31,135	17,766
230-4231-1100-0000	Overtime - Full Time	0	35	-35
230-4231-1111-0000	Severance Pay	0	0	0
230-4231-1112-0000	Sick Pay	0	1,966	-1,966
230-4231-1113-0000	Vacation Pay	0	4,197	-4,197
230-4231-1200-0000	Part Time Salaries	33,726	26,277	7,449
230-4231-1410-0000	PERA	6,198	4,262	1,936
230-4231-1420-0000	FICA/Medicare	6,321	4,645	1,676
230-4231-1500-0000	Hospital / Medical	20,921	15,384	5,537
230-4231-1520-0000	Dental Insurance	828	567	261
230-4231-1540-0000	Life Insurance	116	86	30
230-4231-1990-0000	Health Insur. Pass Thru	0	325	-325
	<i>Sub Totals:</i>	<i>117,011</i>	<i>88,878</i>	<i>28,133</i>
 <i>SUPPLIES</i>				
230-4231-2101-0000	General Supplies	2,500	960	1,540
230-4231-2102-0000	Janitorial Supplies	4,500	2,879	1,621
230-4231-2202-0000	Building Repair Supplies	200	685	-485
230-4231-2203-0000	Furn/Air Cond Repair Supplies	200	0	200
230-4231-2302-0000	Other Minor Equipment	1,000	960	40
	<i>Sub Totals:</i>	<i>8,400</i>	<i>5,484</i>	<i>2,916</i>
 <i>SERVICES AND CHARGES</i>				
230-4231-3002-0000	Contractual	0	0	0
230-4231-3099-0000	Other Professional Services	0	0	0
230-4231-3101-0000	Telephone	4,500	2,389	2,111
230-4231-3500-0000	General Insurance	31,832	0	31,832
230-4231-3600-0000	Electricity	40,000	26,910	13,090
230-4231-3601-0000	Natural Gas	13,500	7,531	5,969
230-4231-3703-0000	Building Repair Charges	12,000	7,222	4,778
230-4231-3707-0000	Maintenance Agreements	9,500	6,556	2,944
	<i>Sub Totals:</i>	<i>111,332</i>	<i>50,608</i>	<i>60,724</i>
 <i>MISCELLANEOUS</i>				
230-4231-4099-0000	Miscellaneous Charges	1,200	670	530
	<i>Sub Totals:</i>	<i>1,200</i>	<i>670</i>	<i>530</i>
 <i>CAPITAL OUTLAY</i>				
230-4231-5200-0000	C/O & Improvements	16,037	0	16,037
230-4231-5300-0000	C/O Machinery & Equipment	0	0	0
230-4231-5310-0000	C/O MIS Comupter Equipment	2,000	0	2,000
	<i>Sub Totals:</i>	<i>18,037</i>	<i>0</i>	<i>18,037</i>
 <i>OTHER FINANCING USES</i>				
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0	0	0
	<i>Sub Totals:</i>	<i>0</i>	<i>0</i>	<i>0</i>
	Lib Plant Expense Sub Totals:	255,980	145,642	110,338
	230 Revenue Sub Totals:	1,283,332	72,294	1,211,038
	 230 Expense Sub Totals:	 1,283,332	 849,446	 433,886
	 Fund 230 Totals:	 0	 777,152	 -777,152

LIBRARY CAPITAL 2015

STILLWATER PUBLIC LIBRARY (CAPITAL OUTLAY)
 SCHEDULE OF 2015 CAPITAL OUTLAY WITH EXPENDITURES
 PERIOD: 1/1/2015-9/30/2015

OPERATIONS	Budget	Spent YTD	Amount Remaining	Projected Total Cost Changes	Notes	Account	Funding Source
Improvements Rollover Request	\$ 15,338	\$ -					
3M Self Check Upgrades (3)	-	\$ 11,205			Remaining balance may be spent on another project	Improvement	2014 Bonds
Rollover Total	\$ 15,338	\$ 11,205	\$ 4,133	\$ (4,133)			
Computer Equipment	\$ 13,000	\$ -	\$ 13,000	\$ -	Public access pc rplcmnt purchase late in 2015	Machinery & Equipment	2015 Bonds
Failsafe Fiber Connection	\$ 1,200	\$ -	\$ 1,200	\$ (1,200)	No longer needed	Computer Equipment	2015 Bonds
RFID Pad Replacement	\$ 2,500	\$ -	\$ 2,500	\$ 300	Price is now \$2,800	Machinery & Equipment	2015 Bonds
NEW: Microfilm Reader/Scanner Grant Supplement	\$ -	\$ -	\$ -	\$ 1,250	New purchase		
Total Library Operations	\$ 32,038	\$ 11,205	\$ 20,833	\$ (3,783)	After acctng for incr. RFID and new microfilm rdr, \$3,783 remains to be spent or rolled over.		
PLANT							
Improvements Rollover Request	\$ 4,037	\$ -	\$ 4,037	?	Capital needs reallocation (originally for pavers)	Improvement	2014 Bonds
Portable Projector for Margaret Rivers A	\$ 2,000	\$ -	\$ 2,000	?	IT verifying costs.	Computer Equipment	2015 Bonds
Major Building Repairs & Improvements	\$ 12,000	\$ -	\$ 12,000	?	Capital needs reallocation (originally for pavers)	Improvement	2015 Bonds
Total Library Plant	\$ 18,037	\$ -	\$ 18,037	?	\$16,037 needs reallocation (originally for pavers)		
TOTAL LIBRARY FUND	\$ 50,075	\$ 11,205	\$ 38,870	\$ (3,783)			

SUPPLEMENTAL 2015

STILLWATER PUBLIC LIBRARY
 SUMMARY OF REVENUES AND EXPENDITURES
 PERIOD: 1/1/2015-9/30/2015

SUPPLEMENTAL FUNDS	2014		2015		2015		Comments
	Starting Fund Balance	Spendable Balance Remaining	Revenue	Expenses	2015 Balance Remaining		
Library Supplemental Accounts 220 - 232							
XXX - Lawson Short Term Fund	\$ 23,055	\$ -	\$ -	\$ -	\$ -	\$ -	Funds at SCVF; Need to request to spend
220 - Minerva	\$ 24,392	\$ 521	\$ -	\$ 649	\$ (128)		
221 - MC Webster	\$ 10,095	\$ -	\$ -	\$ -	\$ -		
222 - HR Murdock	\$ 1,798	\$ -	\$ -	\$ -	\$ -		
224 - Lawson Library Fund	\$ 222,784	\$ 19,208	\$ 10,476	\$ -	\$ 29,684		\$29,684 Needs Board Allocation
226 - Van Meier	\$ 1,246	\$ -	\$ -	\$ -	\$ -		
227 - Other Govt Gifts	\$ -	\$ 9,854	\$ 5,000	\$ 631	\$ 14,223		\$14,100 Needs Board Allocation
223 - FOUNDATION - Staff Service Funds	\$ -	\$ (688)	\$ 1,764	\$ 4,800	\$ (3,724)		223 = SPLF staff grant costs and 2 Puppets grant; Expenses incurred before reimbursement rec'd.
232 - FOUNDATION - SPLF Account	\$ -	\$ (4,475)	\$ 8,535	\$ 7,247	\$ (3,186)		Expenses incurred before reimbursement received.
<i>Lib Supp SubTotal</i>		\$ 24,420	\$ 25,775	\$ 13,327	\$ 36,869		
Library Donations Acct 235							
235 - FOUNDATION	\$ -	\$ 2,312	\$ -	\$ 427	\$ 1,885		Remaining SPLF dollars from original 235 account;
235 - FRIENDS	\$ -	\$ 4,015	\$ 3,400	\$ 3,094	\$ 4,321		\$1,000 Youth Programming; \$2,400 Q1&2: Audio
235 - Wright/Berglund	\$ -	\$ 173	\$ -	\$ 26	\$ 147		
235 - Welshons	\$ -	\$ 600	\$ -	\$ -	\$ 600		
235 - Athena	\$ 29,441	\$ 268	\$ 1,373	\$ 273	\$ 1,369		
235 - Eagles	\$ -	\$ 77	\$ -	\$ 112	\$ (36)		
235 - Margaret Rivers	\$ -	\$ 4,105	\$ 1,500	\$ 3,544	\$ 2,061		Exp: Zinio + Sand Creek
235 - Miscellaneous, Mkt Adjust	\$ -	\$ 2,966	\$ -	\$ 55	\$ 2,911		
235 - SRI	\$ -	\$ 100	\$ -	\$ -	\$ 100		
235 - St. Paul Foundation	\$ -	\$ 1,258	\$ -	\$ -	\$ 1,258		Account Close Out from 2014
235 - MELSA STEM Programming	\$ -	\$ -	\$ -	\$ 55	\$ (55)		\$225 committed but expenses incurred before reimb.
235 - Alice O'Brien Estate Remainder	\$ -	\$ -	\$ 4,909	\$ -	\$ -		\$4,909 Needs Board Allocation
235 - Laatsch Memorial	\$ -	\$ -	\$ -	\$ -	\$ -		\$795 coming in October; Designated by donor.
235 - Burton Memorial	\$ -	\$ -	\$ -	\$ -	\$ -		\$505 coming in October; Designated by donor.
<i>235 SubTotal</i>		\$ 15,874	\$ 11,182	\$ 7,586	\$ 14,561		
<i>235 Starting Liabilities</i>		\$ (446)	\$ -	\$ -	\$ -		
235 Total		\$ 15,428	\$ 11,182	\$ 7,586	\$ 19,024		
Supplemental Funds Total (Excluding Lawson Short Term)		\$ 39,849	\$ 36,957	\$ 20,912	\$ 55,893		
Total Funds ('14 Balance + '15 Revenue)		\$ 76,806					
Total Expenses		\$ 20,912					
Total Balance Remaining		\$ 55,893					

2015 City, Supplemental, Friends, & Foundation Materials Allocations By Area

Time Period: 1/1/2015 - 9/30/2015

PERIOD: 1/1/2015-9/30/2015	City <i>(Source: Trial Balance)</i>		Other Supplemental * <i>(Source: Access)</i>			Friends <i>(Source: Access)</i>			Foundation <i>(Source: Access)</i>			Total Balance	Total	Total
	Dollars in 2015 city budget for library.		Grant dollars paid to library from various sources. Some designated by donors. Others need Board allocation.			Grant dollars paid to library by Friends. Dollars designated by Friends for use.			Grants pledged to library by SPLF and not received until spent. ** All grants designated by SPLF for a specific use.			Remaining	Grants	Orders
	Budget 2015	Spent YTD 2015	Balance Remaining 2014	New Grants YTD 2015	Orders YTD 2015	Balance Remaining 2014	New Grants YTD 2015	Orders YTD 2015	Balance Remaining 2014	New Grants YTD 2015	Orders YTD 2015	2014	YTD 2015	YTD 2015
Board Allocation Needed	-	-	28,886	20,385	-	-	-	-	-	-	-	28,886	20,385	-
Materials														
Reference	7,000	3,713	-	-	-	-	-	-	-	-	-	-	7,000	3,713
Children's Books	14,900	9,681	-	180	160	-	-	-	-	-	-	-	15,080	9,841
Adult Fiction	19,400	11,594	77	1,492	592	-	-	-	5,640	7,700	7,508	5,717	28,592	19,694
Adult Nonfiction	24,300	14,306	792	2,271	1,436	-	-	-	49	1,500	1,263	841	28,071	17,004
St. Croix Collection	600	261	227	-	-	-	-	-	-	1,125	1,125	227	1,725	1,386
eBooks	2,500	-	631	-	631	-	-	-	7,520	7,000	427	8,151	9,500	1,058
Audio	12,275	2,534	100	-	-	4,015	2,400	3,376	-	-	-	4,115	14,675	5,910
Video	9,000	5,669	-	-	-	-	-	-	235	-	200	235	9,000	5,869
Periodicals	7,200	6,736	809	-	393	-	-	-	-	-	-	809	7,200	7,129
<i>Materials Subtotal</i>	<i>97,175</i>	<i>54,494</i>	<i>2,635</i>	<i>3,943</i>	<i>3,211</i>	<i>4,015</i>	<i>2,400</i>	<i>3,376</i>	<i>13,444</i>	<i>17,325</i>	<i>10,522</i>	<i>20,094</i>	<i>120,843</i>	<i>71,604</i>
Programs	-	-	1,858	-	-	-	1,000	245	7,659	7,350	10,449	9,517	8,350	10,694
Other Grants														
Staff Service Grants	-	-	-	-	-	-	-	-	1,797	3,300	2,901	1,797	3,300	2,901
Equipment	-	-	173	-	26	-	-	-	-	1,500	1,500	173	1,500	1,526
Miscellaneous	-	-	3,058	400	1,750	-	-	-	94	400	314	3,152	800	2,064
Gifts 230 (Gen Op)	-	-	-	525	-	-	-	-	-	-	-	-	525	-
MELSA ***	-	-	-	1,061	479	-	-	-	-	-	-	-	-	-
Grand Total	97,175	54,494	36,610	26,314	5,466	4,015	3,400	3,621	22,994	29,875	25,686	63,619	155,703	88,788

GRANTS ARE MADE TO LIBRARY BY INDEPENDENT ENTITY. DOLLARS MUST BE SPENT AS GRANTED BY INDEPENDENT ENTITY.

* Other Supplemental does not include principal amounts from trusts. Only shows dollars available for use from prior or current year. Lawson Short-Term Fund also not included as dollars have not been requested for use.
 ** Foundation "Balance Remaining" and "New Grants" totals are for grants pledged to the library by SPLF. Actual donations are not received until expenses have been reported to SPLF for reimbursement. Thus account totals will not directly tie to Library Funds 232/235 as these city accounts only reflect dollars received/spent and do not record pledged dollars.
 *** MELSA dollars often do not come directly to library. Invoices are submitted to MELSA for direct reimbursement by MELSA.

**Joint Powers Agreement
Between Washington County Library and
Stillwater Public Library**

WHEREAS, the Board of Trustees of the Stillwater Public Library (hereinafter referred to as the “City Library”) and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the “County Library”), desire to enter into a joint powers agreement pursuant to the authority granted under Minnesota Statutes sections 471.59

WHEREAS, the City Library and County Library have entered into an agreement to provide public library services to each other’s cardholders, and

WHEREAS, it is desirable to coordinate the provision of the services of both the libraries for all residents of the City and of the County, and

WHEREAS, the City Library desires to participate in some services provided by the County Library in order to more efficiently provide a catalog, loaning of library materials, delivery and other electronic resources and services to its cardholders, and

WHEREAS, the City Library has agreed to meet the requirements to participate fully in MELSA, (the Metropolitan Library Service Agency) as an associate member under its Plan of Association (see Attachment 1) which includes but is not limited to providing reciprocal borrowing and interlibrary loan,

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the parties to this Agreement do agree as follows:

The purpose of this agreement is to maintain and improve services to city and county library cardholders while at the same time reduce some of the costs of providing library services through the coordination, compatibility, and cooperative sharing of certain activities in the operations of the City Library and County Library.

I. The County Library shall:

1. Provide an integrated library system database including circulation, acquisitions, serials and cataloging into which the City library can store its bibliographic records and holdings and use the catalog and database to search, access and manage the inventory and control of its library materials;
2. Provide for the basic cataloging of city library materials by County Library staff through the bibliographic utility, OCLC;
3. Provide for basic processing of City owned library materials;
4. Prepare, print and post overdue and billing notices and/or email notifications to City cardholders;
5. Provide an option for public Internet filtering for City Library owned public computers in the City library;

6. Provide information to MELSA for the completion of various federal and state aid programs and grants and coordinate with the City library to ensure opportunities to the City library cardholders to participate in related MELSA and/or state and federally sponsored library activities as per the Plan of Association;
7. Provide a means of delivery of library materials between the City and County libraries;
8. Provide system delivered integrated library system generated statistics and reports including but not limited to the use of City library materials and City cardholder registrations;
9. Provide an electronic copy of basic operating policies and procedures used in maintaining the catalog and integrated library system for City library staff use;
10. Arrange for the extraction of the City library's bibliographic records and holdings in Machine Readable (MARC) format from the shared database at the City's request with all such extraction costs paid by the City library;
11. Offer the City library the opportunity to discuss and participate in future enhancements or customizations to the integrated library system database at mutually agreed upon costs necessary to implement and maintain such enhancements or customizations;
12. Maintain a secure remote connection to SirsiDynix following County Information Technology standards and procedures and those of SirsiDynix to access the remote database and coordinate work with SirsiDynix in the event of system failure.
13. Maintain county owned routers, firewall and equipment located in the Stillwater library used to coordinate access to the Internet and other shared library electronic resources.

II. The City Library shall:

1. Keep up-to-date the City cardholder and City library materials holdings information stored in the catalog and integrated library system database following the policies and procedures of the County library;
2. Manage the cataloging and processing of special library materials such as the City's rental DVD collection that the City library may choose to purchase that fall outside the County library's collections following mutually agreed upon policies and procedures for entering these items into the database and catalog;
3. Reimburse the County library for processing supplies used for City materials;
4. Reimburse the County library for the printing, postage and mailers used for mailing overdue and billing notices to City cardholders;
5. Reimburse the County library for fees set and charged by County Financial Services Collections Division for handling delinquent City library cardholder accounts managed through the County library;
6. Report regularly on the operation of the public Internet filtering;
7. Provide information in a timely manner to ensure completion of required reports to MELSA for various federal and state aid library related programs and grants;
8. Prepare materials for delivery to MELSA, MINITEX and other library locations in the County using bins and other forms as necessary for sorting materials within the established delivery schedule;

9. Ensure City library staff are trained on the routine operating policies and procedures used for assisting the public with catalog and maintaining information in the integrated library system database;
 10. Maintain City library telecommunications and technology in order to securely access the catalog and integrated library system database provided through the County Library's contract with the library vendor, SirsiDynix;
 11. Reimburse the County library for any customized technology support requested and mutually agreed upon by both parties in advance at the current rates established by County Information Technology for such work.
 12. Charge at a minimum the same fee amounts as set by the County library.
 13. Maintain city owned staff and public computers, software and wireless technology for access to the Internet and other shared electronic resources.
- III. Each party shall be separately responsible for its own expenditures of funds made under this agreement.
- IV. The Parties' total liability under this Agreement shall be governed by Minn. Stat. § 471.59, subd. 1a.
- a. Each Party agrees that it will be responsible for the acts or omissions of its officials, agents, and employees, and the results thereof, in carrying out the terms of this Agreement, to the extent authorized by law and shall not be responsible for the acts/omissions of the other Parties and the results thereof. For purposes of determining total liability for damages, the participating governmental units are considered to be a single governmental unit, the total liability of which shall not exceed the limits for a single governmental unit as provided in Minn. Stat. § 466.04, subd. 1.
- V. It is understood and agreed that the entire Agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.
- VI. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the Participating Parties hereto.
- VII. A default in this Agreement may occur when a Party fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement.
- VIII. The terms of Article III, V, XI, and XII shall survive the expiration, termination or withdrawal from this Agreement.

- IX. To the extent required by Minnesota Statutes Section 16C.05, Subd. 5 (as may be amended), the Parties agree that any Party, the State Auditor, the Legislative Auditor or any of their duly authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the other Parties and involve transactions relating to this Agreement. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the Agreement and for seven (7) years after its termination or cancellation.

- X. Each Party, its employees, agents, owners, partners, and subcontractors agree to abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended.

- XI. Each Participating Party shall be responsible for injuries or death of its own Employees to the extent required by law. Each Participating Party will maintain workers' compensation insurance or self-insurance coverage, covering its own Employees while they are providing assistance pursuant to this Agreement.

- XII. **Effective Date, Termination**
 This Agreement shall become effective upon signature of both parties, and shall continue in force until December 31, 2016 unless rescinded by action of one of the parties by giving notice to the other party at least three (3) months prior to the end of a calendar year or by mutual agreement of the parties. Upon termination of this agreement, all right, title and interest in the real and personal property used in furtherance of this agreement will remain with the entity providing the property.

IN WITNESS WHEREOF, the undersigned governmental units, by action of their Governing bodies has caused this Agreement to be executed in accordance with the authority of Minnesota Statute Section 471.59.

 Chair
 WASHINGTON COUNTY BOARD
 Dated: _____

 President, Board of Trustees
 STILLWATER PUBLIC LIBRARY
 Dated: _____

 County Administrator
 Dated: _____

APPROVED AS TO FORM:

COUNTY ATTORNEY

Dated: _____



City of Stillwater

Strategic Plan Summary

2015-2020

How can the City of Stillwater.....

MISSION STATEMENT

To provide the community with a quality living environment, quality public services and facilities while protecting cultural, historical and natural resources through fair and open government, careful planning, effective management and efficient fiscal policy

Develop Organization Excellence

- *Engage & Develop City Council*
- *Maintain High Community Standards*
- *Increase Organization Excellence*

Develop Our Community

- *Create an Economic Development Strategy and Promote Economic Development*
- *Update Overall Downtown Chapter of City Comprehensive Plan*
- *Review Events Strategy and Polices*

Sustain Strategic Planning and Implementation

- *Commit to Strategic Planning*
- *Implement and Launch Capital Planning*
- *Develop a Legislative Agenda*

Develop Organization Excellence

- **Implement State Performance Management Plan**
- **Create City Council Manual**
- **Update Council Code of Ethics Policy**
- **Create and fill Human Resources position**
- **Develop staff Performance Evaluation System**
- **Perform and Implement Class/Comp Analysis**
- **Create Community Communication Strategy and Branding Initiative**
- **Create Zoning Administrator position**
- **Value City Employees**

Develop Community

- **Create Economic Development Strategy**
- **Evaluate need for Economic Development Staff support**
- **Update Economic Development Chapter of City Comprehensive Plan**
- **Update Downtown Chapter of City Comprehensive Plan**
- **Complete City Park Plan for Community**
- **Review City Events Strategy and Update Event Policies**

Strategic Planning & Implementation

- **Conduct regular Strategic Planning Sessions with Council and Staff**
- **Review Department Vision and Goals**
- **Develop and Implement Capital Improvement Plan (CIP)**
- **Accelerate 5-year CIP to find priority needs within two (2) years**
- **Remodel Police Department and Upgrade City Hall**
- **Develop CIP Funding Plan within City's Debt Service Standards**
- **Develop a Legislative Agenda**

**City of Stillwater
2020 Practical Strategic Vision**

GOAL I Develop Organizational Excellence
Strategic Initiative: Engage & Develop City Council

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Update Council Code of Ethics Policy	City Administrator /City Clerk / Staff / City Attorney / City Council	4 th Quarter 2015	Updated Council Code of Ethics adopted by City Council
Create Council Member City Manual	City Department Staff / City Council	1 st Quarter 2016	Manual available as a resource of City operations for Council Members.
Develop tracking form for Council/Dept/community contacts	City Administrator /Staff / City Council	4 th Quarter 2015	Tracking form available for use by Council/Departments by year end 2015.

**City of Stillwater
2020 Practical Strategic Vision**

GOAL I Develop Organizational Excellence
Strategic Initiative: Maintain High Community Standards

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Develop community standards for snow removal, garbage & recycling removal, landscaping, etc.	Community, Department Heads Council	On going	Updated Ordinance Standards
Create Zoning Administrator / Code Enforcement Officer position	Community Development Director/City Administrator /City Council	2017 Budget Proposal; position funded in 2017 budget, fill position early in 2017.	Land use regulation and violation enforcement issues resolved in more timely fashion.

**City of Stillwater
2020 Practical Strategic Vision**

GOAL I Develop Organizational Excellence
Strategic Initiative: Increase Organizational Excellence

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Create and fill Human Resources position	City Administrator / City Council	2016 Budget proposal; fill position by April 1, 2016	HR position filled
Develop staff performance evaluation system and conduct regular performance evaluations	City Administrator / HR Manager / City Clerk	November 2015 – July 2016	Performance evaluation system implemented; annual evaluations being conducted
Complete and implement compensation/classification analysis for city staff	City Administrator / HR Manager / City Council	2016 Budget proposal; complete analysis by June 1, 2016	Compensation/classification results implemented as part of 2017 labor negotiations
Implement State of Minnesota performance management plan for City of Stillwater	City Administrator / Finance Director / City Council	City Council approval of resolution by January 2016	State performance plan annual results published by July 1 each year / increase in LGA received
Value City employees – create professional development opportunities, succession planning, employee orientation programs	City Administrator / HR Manager / Dept. Heads/	Proposals to be included in annual budget requests	Employees motivated to seek professional development and advancement opportunities; provide higher quality customer service

**City of Stillwater
2020 Practical Strategic Vision**

GOAL I Develop Organizational Excellence
Strategic Initiative: Develop and Enhance Messaging (also for Strategic Goal II.)

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Create a Community communication strategy	IT Manager. / City Clerk / City Administrator / City Council	4 th Quarter 2015 – 2 nd Quarter 2016	Approve clear communication strategy; identify city spokesperson as necessary; implement updated City website
Develop City Branding Policy Initiative	City Administrator / City Clerk/ City Council	4 th Quarter 2015 – 2 nd Quarter 2016	Adoption of a City branding policy and standards

City of Stillwater
2020 Practical Strategic Vision

GOAL II Develop Our Community
Strategic Initiative: Promote Economic Development and Create Plan

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Develop Economic Development Strategy	City Administrator/Comm. Development Director/City Attorney/City Council	4 th Quarter 2015 – 2nd Quarter 2016	Council conducts Economic Development work session; develop and adopts strategy
Update Economic Development Chapter of City Comprehensive Plan	Community Development Director – City Council	2017-2018 – (part of City Comprehensive Plan Update)	Approval by Met Council 2018-2019
Evaluate Economic Development staffing requirements	City Administrator/Community Development Director	2016	Review staffing needs as part of strategy review. Initiate recommendations with available funds in 2016.

**City of Stillwater
2020 Practical Strategic Vision**

GOAL II Develop Our Community
Strategic Initiative: Update Overall Downtown Plans

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Develop and Update Downtown Chapter in City Comprehensive Plan	Community Development Director / City Council	4 th Quarter 2015 – 4 th Quarter 2016	Updated Downtown Chapter in City Comp Plan approved by Met Council in 2016
Complete Overall City Park Plan for Downtown and the community	City Planner / Public Works Supervisor / Parks Commission / City Council	2016-2017	Inclusion in City Comprehensive Plan update approval by Met Council in 2018/2019

**City of Stillwater
2020 Practical Strategic Vision**

GOAL II Develop Our Community
Strategic Initiative: Redefine Events Strategy and Policy

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Review Stillwater Events Strategy	City Administrator & Community Development Staff / City Council / Public Works Supt./Parks Secretary	4 th Quarter 2015 – 1 st Quarter 2016	Council approves Stillwater Events Strategy
Review and Update Special Events Policies and Programs Consistent with Events Strategy	City Administrator & Community Development / City Council/ Parks Secretary	1 st Quarter 2016 – 3rd Quarter 2016	Updated Special Events policies and programs approved by Council; changes effective for 2016.

**City of Stillwater
2020 Practical Strategic Vision**

GOAL III Sustain Strategic Planning & Implementation
Strategic Initiative: Commit to Strategic Planning

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Conduct regular strategic planning meetings with Council and Staff	City Administrator / City Council	Conduct strategic planning work sessions every six months (spring and fall)	Update status and results of strategic initiatives
Review Department vision and goals	Department Managers	Oct. 2015 – March 2016	Dept. vision and goals are aligned with City Strategic Plan Elements
Make tough decisions	Staff and City Council	Immediate	Consistent application of policies and procedures

City of Stillwater
2020 Practical Strategic Vision

GOAL III Sustain Strategic Planning & Implementation
Strategic Initiative: Commit to/ Implement and Launch Capital Planning

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Develop and Implement realistic and functional Capital Improvement Plan (CIP)	Department Heads / Finance Director / City Administrator / City Council	Complete 2016-2020 CIP by January 2016 Update CIP by August 1 on annual basis	City Council approves CIP consistent with City Strategic Plan and City Comp. Plan
Accelerate 5-year CIP to fund priority needs within 2 years	Dept. Heads / Finance Director/ City Administrator / City Council	2016 Budget Process	City Council includes Capital Improvement budget as part of 2016 annual budget approval
Remodel Police Department and Upgrade City Hall	Police Chief / Community Development Director / City Clerk / City Administrator/ Finance Director / City Council	Phase 1 - 2016 Phase 2 - 2017	City Council approval of Phase 1 & 2, construction completed on budget & schedule, PD operates from remodeled space.
Develop a CIP funding plan that fits with current debt service standards	City Administrator / Finance Director / City Council	Annual Budget Proposals	Annual and long term City CIP funding plan comports with state, city and financial consultant debt service policies and practices

**City of Stillwater
2020 Practical Strategic Vision**

GOAL III Sustain Strategic Planning & Implementation
Strategic Initiative: Develop a Legislative Agenda

Action	Responsible Party	Timeline	Implementation Outcome/Measure
Develop a Legislative Agenda	Dept. Heads / City Administrator / City Council	December 2015 – February 2016	Identify legislative issues, meet and share issue positions with State elected officials

Board of Trustees Calendar

2015

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

2016

January	Date pending	SPLF Executive Committee meeting 8 a.m.
	11	Friends meeting
	12	SPL Board Meeting 7 p.m.
	12	SPL Annual Meeting
	27	SPLF Board meeting
February	Date pending	SPLF Executive Committee meeting 8 a.m.
	8	Friends meeting
	9	SPL Board Meeting 7 p.m.
	24	SPLF Board meeting
March	Date pending	SPLF Executive Committee meeting 8 a.m.
	8	SPL Board Meeting 7 p.m.
	8	WCL Director Keith Ryskoski will talk about WCL's strategic plan
	14	Friends meeting
	23	SPLF Board meeting
		MLA Legislative Day
April	1	Annual report due to the State of Minnesota
	11	Friends meeting
	Date pending	SPLF Executive Committee meeting 8 a.m.
	10 through 16	National Library Week
	12	SPL Board Meeting 7 p.m.
	13	Library staff Appreciation Day
	20 through 23	Friends Spring Booksale
	26	Club Book with Forrest Pritchard
	27	SPLF Board meeting
May	Date pending	SPLF Executive Committee meeting 8 a.m.
	9	Friends meeting
	10	SPL Board Meeting 7 p.m.
	10	Board 2017 Budget request discussion
	25	SPLF Board meeting
June	Date pending	SPLF Executive Committee meeting 8 a.m.
	13	Friends meeting

Board of Trustees Calendar

	14	SPL Board Meeting 7 p.m.
	22	SPLF Board meeting
July	Date pending	SPLF Executive Committee meeting 8 a.m.
	4	SPLF Light a Spark no Friends meeting
	12	SPL Board Meeting 7 p.m.
	13	2017 Budget Request Due
	27	SPLF Board meeting
August	Date pending	SPLF Executive Committee meeting 8 a.m. no Friends meeting
	9	SPL Board Meeting 7 p.m.
	24	SPLF Board meeting
September	Date pending	SPLF Executive Committee meeting 8 a.m. no Friends meeting
	12	no Friends meeting
	13	SPL Board Meeting 7 p.m.
	28	SPLF Board meeting
	29-30	MLA Conference in Duluth
October	Date pending	SPLF Executive Committee meeting 8 a.m.
	10	Friends meeting
	11	SPL Board Meeting 7 p.m.
	26	SPLF Board meeting
November	Date pending	SPLF Executive Committee meeting 8 a.m.
	8	SPL Board Meeting 7 p.m.
	14	Friends meeting
	23	SPLF Board meeting
	TBA	Give to the Max Day
	TBA	Friends fall booksale
	TBA	Foundation Direct Mail Campaign
December	Date pending	SPLF Executive Committee meeting 8 a.m.
	13	SPL Board Meeting 7 p.m.
		No SPLF Board meeting or Friends meeting in December
	31	Board terms end

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
11	8/11/2015	Pavers	Pavers are defective. Follow up with city engineering and Dave Magnuson.	Gordon	9/8/15 - In Progress: Gordon reported that city has agreed to take responsibility for replacement of pavers. Timing on replacement TBD.
12	8/11/2015	Supplemental Funds Meeting	Schedule meeting with Finance Committee and Magnuson to discuss use of McCluer-Webster and some of the smaller funds held at the city.	Bertalmio	11/10/15 - Completed: Magnuson said that some supplemental funds could be combined if they have a similar character and use, but that the terms of gifts must be honored.
13	9/8/2015	City Email Accounts	Bertalmio contact city IT to see if city email accounts may be created for library trustees as email communications between board members or emails about library business could be public data.	Bertalmio	9/24/15 - In Progress: Account forms will be available at the December Board meeting.
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	9/24/15 - In Progress: Young has talked with Hickey
21	9/8/2015	Appreciation Resolution	Draft a resolution thanking donors and community for support of Sunday Hours.	Gordon	10/13/15 - Complete: Resolution drafted and approved. Presented to SPLF at November 17 City Council meeting.
27	10/13/2015	2016 YS	HR Committee to review strategic plan as it pertains to YS and look into enhancing this area within the changed financial structure.	HR Committee	10/30/15 - In Progress: Will review in December when Cassavante returns.
28	10/13/2015	Union Negotiations	Bertalmio to schedule negotiation sessions with Union and Executive Committee.	Bertalmio	11/10/15 - In Progress: First negotiation session is scheduled for 12/1/15.

"TO DO" REMINDER FILE
(Items to keep on board radar but not ready for action)

ID	Board Meeting	Task	Description	Responsible	Status
23	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: No known date for paver replacement; Communicate to neighbors when date is known.
25	9/8/2015	Meeting Time Change - Bylaws	Investigate bylaws to see how/if meeting times for monthly meetings can be changed.	Bertalmio Keliher	9/27/15 - Complete: Bylaw research done. Bylaws don't restrict time. TICKLER: President's preference is to hold 7 p.m. time for remainder of 2015 and revisit topic when scheduling the 2016 slate of meetings.

COMPLETED - BOARD MEETING FOLLOW-UP		
ID	Board Meeting	Task
3	7/14/2015	Strategic Plan 2.3.12 WCL/SPL Relationship
4	8/11/2015	Strategic Plan 1.4.1 Visitation Patterns
5	8/11/2015	Strategic Plan
6	8/11/2015	Building Study Committee
7	8/11/2015	Wedding/Events Report
8	8/11/2015	Sunday Hours
10	8/11/2015	Trustee Interviewing Committee
15	9/8/2015	Building Study Task Force Members
22	9/8/2015	Library in the News
2	7/14/2015	Strategic Plan - 2015 Board Action Steps
17	9/8/2015	2016 Budget

19	9/8/2015	SelfChecks - Book Recommendations
24	9/8/2015	Board List
16	9/8/2015	Building Study Task Force Meetings
18	9/8/2015	Board Vacancy
26	9/8/2015	Greeting Card for Corbett

Description	Responsible
Create a task force to examine relationship to and explore collaborations with Washington County. Stark volunteered to help	Keliher Stark
Create a report to show the count of people in library by day of week, hour of day and location. Bertalmio will prepare report and distribute to Board. Gordon volunteered to provide graphing	Bertalmio Gordon
Review Strategic Plan and provide new timeframe recommendations for board approval.	Bertalmio Keliher
Provide recommended list of Building Study Committee members for board approval.	Keliher
Provide board with comparison of number of weddings booked to date for 2016 in comparison with bookings at this time for prior years.	Bertalmio
Provide board with a list of key contacts receiving information about Sunday Hours.	Bertalmio
Form Committee to interview Board of Trustee Applicants. Gordon volunteered to serve on Committee.	Gordon
Recruit 2 staff members, 1 Foundation member, 1 Friends member and 4 Bd Members to serve on Task Force.	Bertalmio Keliher
Send out copies of articles when library is in the news.	Bertalmio
Provide board with an updated copy of the 2015 Board Action Plan, list of action items on strategic plan that are the responsibility of the board. Requested by Stark.	Keliher
Revise operating and capital budget in accordance with the new budget numbers adopted by the city. Bring to board for approval at October's meeting.	Stark Richie Bertalmio

Provide board with update on status of providing book recommendations via SelfCheck machines.	Bertalmio
Provide Board with a list of members and terms at October Board meeting.	Bertalmio
Schedule special meeting of full board with MSR and schedule building task force meetings with MSR.	Bertalmio
Interview board applicants and provide recommendation.	Carlsen Gordon
Distribute greeting card and collect funds to thank him for his service as an outgoing member of the board.	

Status
9/8/15 - Complete: Task Force created, and Stark and
9/8/15 - Complete: Bertalmio distributed report to board at Sept meeting.
9/8/15 - Complete: Provided updated strategic plan in September Board Packet and presented at Sept meeting. Board
9/8/15 - Complete: Keliher distributed list of proposed task force members (Bell, Gordon, 1 SPLF member, 1
9/8/15 - Complete: Bertalmio's Director's Report in September Board packet indicated that 2016 bookings are on par with 2015 bookings at this
9/8/15 - Complete: Bertalmio's Director's Report in September Board packet indicated that info was sent to Pionner Press, Star Tribune, and local papers. Flyers sent to churches, SAPS digital backpack
9/8/15 - Complete: Gordon and Carlsen agreed to serve on committee.
9/25/15 - Complete: Recruited Bd Members Bell, Gordon, Menikheim, Stark, Staff Aurora Jacobsen and Jody Vasilakes, SPLF Jean Morse and
9/14/15 - Complete: Sunday Hour clippings and Mad Men article emailed to Board. Articles will be emailed going
10/13/15 - Completed: Document included in October Board Packet.
10/13/15 - Completed: Brought revised budget to Board at October's meeting. Approved.

10/13/15 - Completed:

Self-Check machines are displaying recommended reads.

10/13/15 - Completed:

List provided at October's Board Meeting.

10/16/15 -Completed:

MSR meeting with Board scheduled for 10/9/15; First Task Force Mtg scheduled for 11/4/15.

10/30/15 - Completed:

Gordon and Carlsen completed interviews with 4 applicants. Presented recommendation to board and board approved.

11/18/15 - Completed

Thank you from Corbett received.

STILLWATER PUBLIC LIBRARY FOUNDATION MEETING

October 21, 2015

MEMBERS PRESENT: Peggy Ahola, Steve Brady, Carrie Byrne, Jane Dickinson, Andy Kass, Jean Morse, Sandy Nicholson, Fred Rengel, Mary Richie, Mary Ann Sandeen, Carol Stabenow, Ann Wolff

WELCOME: President Ann Wolff called the meeting to order at 7:35 a.m. She shared an invitation to a program about “Little Free Libraries” sponsored by the St. Croix Valley Branch of AAUW. The presentation is scheduled at the SPL on November 9 at 6:00 p.m.

SECRETARY’S REPORT: The minutes for the September 16, 2015 meeting were approved.

TREASURER’S REPORT: Peggy fielded several questions regarding the treasurer’s report. Ann wondered if there should be a larger income balance shown in the report. Peggy said that she would prepare a prior year comparative to show the amount/percentage change compared with 2014. Peggy also explained reasons for including grants that are not yet being paid in the report.

The transition process for the new treasurer is underway including training on Quicken software with Keri and Andy.

The Wells Fargo accounts are closed now and subsequent accounts are set up at First State Bank of Bayport.

The treasurer’s report was unanimously approved as submitted.

LEADERSHIP SUMMIT: We agreed to suggest to the SPL trustees that the summit be scheduled for a one and one-half to two hour meeting on a week-day after November 10.

TAPAS & THANKS: Jane reported that the event was very successful. She said that enough money was donated to pay for its expenses. She plans to schedule a wrap-up meeting with the focus being on how to make it a more economical event. Sandy commented that she was impressed with the sociability of the event. All agreed that the speaker, Larry Millet, was an excellent presenter. Jane suggested that Alan Paige be considered to speak next year with a focus on foundations.

STYLE SPEAKS VOLUMES II –NOV. 9 & 10: Carol said that attendance for the style show was already filling to a maximum of 74 attendees per day. As of our meeting, 60 people had registered for the Monday show and 48 were on the list for Tuesday.

Carol indicated that the committee was working on publicity for the event with the St. Paul Pioneer Press, Spaces, and the Low Down, and the authors/models were coming in for their fittings (there will be 9 authors each modeling 3 outfits). The committee is still looking for a photographer for the events.

DIRECT MAIL & GIVE TO THE MAX: The proposed timeline was unanimously approved:

Nov 1 – Direct Mail Letters Are Received (date is not possible to pinpoint)

Nov 2 – Email blast about the vote to establish a library on this date in 1897. Call attention to Appeal coming in the mail and Give to the Max Day

Nov 12 – Give to the Max Day

Ann reported that Keri has been doing an excellent job editing the 55082 mailing list. Keri is separating addresses into donors versus non-donors and will code responses for pin-pointing the mailing for next year.

Discussion was held on communications with donors/inquiries regarding interest in undesignated versus designated donations and the potential of donations being used for a future match. Several possible special appeals were identified: endowments, hearing loops, and 2016-17 Sunday hours.

STRATEGY GROUP REPORT: Andy reported that Keri is now employed by the SPLF and will be working on our behalf primarily on Wednesdays. She should receive direction from only 1-2 people. Keri will provide training on several software programs next year. Regarding finances, in addition to the president, Andy will become a signer for checks. He plans to provide financial reports quarterly.

Andy also reviewed the committee structure proposal developed by the Strategic Group. This plan supports a move to fewer monthly full board meetings and stronger committee meetings using a variety of means of communication. Jane moved that the concept of the four committee structure be accepted. Discussion following the motion included that the new structure could tighten/focus procedures and record-keeping, create a strategy for expenditures, and strengthen a consistent message about the SPLF. The motion was unanimously approved. Members were requested to volunteer for committees. (See Board Structure Chart at end of minutes.)

MEMBERSHIP & NOMINATING: Ann reviewed the Board Member Expectations that are in the membership handbook.

Andy recommended that the board would benefit from additional members with the following skills:

Fund-raising	Legal
Finance	Grant writing
Social media	

Carol suggested that it might be advantageous to have a board member who represents the downtown businesses.

Ann shared a list of potential members. She made a motion to contact these people, meet with them, and invite them to come to the November board meeting. The motion passed unanimously.

OTHER: There was a discussion about planning for and using social media for communicating and marketing.

ADJOURNMENT: 9:15 a.m.

Respectfully submitted,
Jean Morse, Secretary

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

<u>Sender</u>	<u>Date</u>	<u>Title</u>
Jean	10/5/15	Minutes for the Sept. '15 Meeting
Ann	10/16/15	Revised Minutes for the Aug. '15 Meeting Message Oct. Meeting Agenda Executive Board Meeting Minutes Invitation to Trustee Summit SPLF Handbook
Ann	10/19/15	Style Speaks Volumes II Update
Mary Ann	10/20/15	Friends Report
Peggy	10/20/15	Message SPLF Financials



Friends of the Stillwater Public Library
November 9, 2015 meeting
Minutes

Special guests were Angie Petrie and the President of the Teen Volunteer Group. This was an excellent presentation. We look forward to working with this group.

Once again, our booksale was successful...\$2018.60.

At Lynne's reminder, a check for \$2814.00 was issued . These funds were for our November 2012 and part of our November 2013 sales.

Our next meeting will be in January, 2016.

Mary Ann Sandeen, President

Washington County Library Board
Regular Meeting at Library Administrative Offices
8595 Central Park Place
Woodbury, MN
September 30, 2015

Present

Board: Bull, Cram, Jurgens, Meyer, Reeves,
Commissioner Bigham (Library Board Liaison)

Staff: Ryskoski, Schneider

1. Call to Order

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

Pledge of Allegiance

2. Recognition of Public

3. Adoption of Agenda

Jurgens moved adoption of the agenda. Meyer seconded the motion. Vote: All in Favor. Motion carried.

4. Consent Calendar Approval – Bull asked for a motion to adopt the consent calendar which includes the minutes and donations. Cram moved adoption. Reeves seconded the motion. Vote: All in Favor. Motion carried.

5. Unfinished and New Business

A. Holiday Schedule – 2016 – Ryskoski reviewed the proposed calendar for the Library for 2016. He noted the anticipated days for staff training in April and in October. Once accepted by the Library Board the proposed calendar will be put on the consent calendar for the County Board for final approval. Cram moved to accept the Library 2016 calendar as proposed. Reeves seconded the motion. Vote: All in Favor. Motion carried.

B. Library Board Meeting Dates 2016 – Ryskoski outlined the draft of the Library Board’s meeting calendar for 2016. Generally the board schedules six meeting dates during the year. It is possible some dates will be added and/or deleted depending upon the work before the group. Jurgens moved the proposed calendar for the Library Board meeting dates in 2016. Cram seconded the motion. Vote: All in Favor. Motion carried.

C. 2016 Budget Proposal Update – Ryskoski reported the County Board has set the preliminary levy and has supported all of the Library’s budget requests including two positions and making the social media position fulltime. The intention would be to post these positions near the end of 2015 so they can be filled as quickly as possible in 2016. Final formal approval of the County’s 2016 budget occurs in December with funds becoming available in January. Cram thanked Schneider and Ryskoski on the budget work completed. Ryskoski indicated that new positions proposed will be closely tied to implementation of the strategic plan which is expected to be completed and presented by early 2016.

D. Strategic Planning Process Update and Discussion of September 26th Retreat – Board members that attended the first strategic planning retreat on September 24th discussed their perceptions of the process. Cram indicated she felt the meeting was tighter and better organized than the community forums and the facilitation in the small groups she was in went well. Bull was glad to see there were two teens in attendance and they contributed to the discussion. Reeves indicated he was perhaps more critical of the large group process and felt it was more tactical than strategic and visionary. Meyer said the note taking process was poorly done and could have been electronic. Some felt the consultants injected their opinions too much but some of the examples of state of the art spaces were good. Bigham felt much of the data and information could have been readily provided by library staff and told us what we already knew. Reeves felt the consultant with their group had to be pushed on identifying preschool children as the highest priority and discussion of diverse populations was lost. Consensus was there was some good discussion in the small groups and some board members remain hopeful that the consultants will bring all the data and comparisons gathered on resources and discussions together into a meaningful plan.

6. **Director and Board Reports** – Ryskoski reported that Kit Hadley has left the director position at St. Paul Public Library and Jane Eastwood, St. Paul education policy advisor has been appointed by the mayor to replace her. He is also beginning visits with individual library staff members and has almost completed appointments with staff in the north group. Meyer shared her paper on Valley and that she had made it available at the planning retreat. She also expressed continued concern that library administration and staff location be addressed and part of future facilities planning needs. Reeves volunteered to assist with any connections needed in discussions with Lake Elmo library.

7. **Adjournment**

Bull entertained a motion to adjourn. Reeves moved adjournment. Cram seconded the motion. The meeting adjourned at 8:15 p.m.

The next scheduled meeting of the Library Board is November 23, 2015 at 6:30 p.m. in the Library Administrative Offices, Washington County Library, 8595 Central Park Place, Woodbury, MN.