

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda,
Tuesday, December 13, 2016, 7 PM

1. Call to Order and Welcome to Sheri Lunn
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the November 2016 Minutes+
 - b. Acknowledgement of Bills Paid in November \$36,670.58+
 - c. Quarterly Activity Report
 - d. Other Activity Report*
 - e. Financial Report
5. Keith Ryskoski, WCL Director

Old Business

- | | |
|--|----|
| 6. Strategic Plan Update | I+ |
| 7. Building Reconfiguration Update | D+ |
| 8. 2017 Budget | A+ |
| 9. 2017 Capital Budget | A+ |
| 10. City Council Workshop and Communication Plan | A+ |
| 11. Reallocate Alice O'Brien Funds | A+ |
| 12. 2016 Capital Fund Release Request | A+ |
| 13. 2016 Capital Rollover Request | A+ |

New Business

- | | |
|---|----|
| 14. Circulation Policy Revision | A+ |
| 15. 2017 WCL/SPL Contract | A+ |
| 16. Possible Change to February 2017 Meeting Date | A+ |

Reports

- | | |
|--|------------------------------------|
| 17. Director – Includes New Staffing Plan and Outreach Plan+ | |
| 18. Foundation Report | |
| 19. Board Committee Reports | |
| a. Executive | f. Succession Planning Task Force |
| b. Facilities | g. WCL/SPL Relationship Task Force |
| c. Finance | h. Nominations Task Force |
| d. Governance and Policy | |
| e. Human Resources | |
| 20. Public Commentary and Communications | |
| 21. 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 Tuesday, December 12, 2016.

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

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

Attachments: Calendar, Ongoing Board Work Assignments, SPLF Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 9, 2016
Minutes**

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

ABSENT: None

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Keliher requested the addition of item "9A. Event Operations" to the agenda.

Agenda adopted as amended. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Stark requested the removal of the January 1 – September 30, 2016 Financial Report (agenda item 4e) from the Consent Calendar and the October Board Packet as the report contains errors. The Board requested that the October Board packet on the library's website be corrected to exclude the Financial Report.

Consent calendar adopted as amended. MSP.

AGENDA ITEM 5: Strategic Plan Update

- **Building Reconfiguration Update:** Construction is well underway. Two in-use drainage pipes were discovered during the project but modifications were quickly made to accommodate this. Bertalmio is meeting with the designers to finalize furnishing choices.
- **2.3.7 Leadership Summit:** Board discussed changing the summit to a gathering of the Board, Foundation and Friends only. The Board is already working on strengthening its relationship with the city council. The summit could then be a more focused discussion. Keliher will call meeting with Menikheim and Richie to plan for summit.
- **2.3.5 Communications:** Recently, a Club Book event was cancelled at the last minute by the author. The Board asked if notifications could be emailed to patrons regarding cancellations or other major issues. Bertalmio noted that while we cannot use the library's patron database to send emails due to privacy restrictions, the library could send out an email to the subscribers of the library's electronic newsletter.
- **3.3 Partnerships:** Menikheim noted that the library also needs to pursue revenue-generating partnerships.
- **3.1 Demographic Analysis:** Menikheim requested that Bertalmio follow-up with Ryskoski regarding Civic Technologies and generating reports for Stillwater.
- **3.1 Community Organization Reports:** Bertalmio will speak to Sunrise Rotary in December.

*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 9, 2016
Minutes

AGENDA ITEM 6: Building Reconfiguration

In addition to the drainage pipe issue and other updates discussed under agenda item 5, Bertalmio reported that Gardner Builder did need to change the project manager assigned due to illness. Gardner is projecting 3 weeks until the construction portion of the project is completed. The teen chairs in the library are scheduled to be picked up this week to be reupholstered.

AGENDA ITEM 7: 2017 Budget

Board discussed the \$56,729 reduction needed to the proposed 2017 budget.

While the Finance Committee and Director have met to discuss possible scenarios, final numbers on health insurance costs are still being determined. The Finance Committee expressed concern about discussing specific options for budget cuts at this meeting and recommended waiting until December when actual numbers are available. The Board decided to discuss general areas of preference for reduction to provide Bertalmio and Finance Committee with guidance.

The Board expressed a preference for retaining Sunday Hours even if it meant closing on some less busy hours during the week. The Board expressed that scenarios including cuts in materials and in personnel/service hours should be considered. When the scenarios are presented, the board would like the seen and unseen implications of the cuts explained. The Board also discussed using a modest portion of the Library's fund balance to assist with the budget reductions.

AGENDA ITEM 8: 2017 Capital Budget

The Board needs to reduce the Library's capital budget by \$15,000 from what was originally requested. The Board asked that the Facilities Committee review the budget and then communicate proposed changes with the Finance Committee.

AGENDA ITEM 9: Council Workshop Session – November 15

The Board discussed the upcoming workshop session with the City Council on November 15. The agenda of the meeting will include a building reconfiguration update, library event operations, the 2017 budget, and the WCL relationship. Bell, Bertalmio, Hansen, Keliher, Menikheim, Otte, Stark, and Richie are planning to attend the meeting. Carlsen may attend meeting.

AGENDA ITEM 9A: Neighbor Proposal for Event Space

Keliher reviewed the progress to date on the list of suggestions to ease the effects of events at the library that was presented by neighbors at September 2016 board meeting and included in the September 2016 minutes.

Board would like an update from the City Council and Clerk regarding their research on the standing of events at the library before additional recommendations are addressed.

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BOARD OF TRUSTEES MEETING
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AGENDA ITEM 10: Board Vacancy Recommendation

The Interviewing Committee recommended Sheri Lunn to the Library Board of Trustees.

Motion made to support recommendation of interviewing committee to nominate Sheri Lunn for the Library Board of Trustees vacancy. MSP.

AGENDA ITEM 11: 2016 Capital Budget Release

In August 2016, an accessible automatic door operator failed on the Fourth Street Door. The new operator cost \$4,930. The bill was initially paid from the library's operating budget under building repair expenses. This cost was a significant capital expense to the Library and would be better paid from Capital funds.

Motion made to request the release of \$5,000 in 2016 capital funds to pay for the new accessible door operator. MSP.

AGENDA ITEM 12: Director and Other Staff Reports

Board asked about the timing of the class/comp plan. Bertalmio reported that the City was to hear back from Flaherty Hood about two weeks ago but has not received the plan yet.

Board also asked about the outreach efforts that will occur due to co-location. Board asked staff to consider a tangible outreach project with clear results.

AGENDA ITEM 13: Foundation Report

Richie provided an update on the Stillwater Public Library Foundation and referenced the Foundation's minutes provided in the Board Packet. Richie noted that the Foundation's annual direct mail campaign was underway, Style Speaks Volume III is scheduled for November 14th and 15th, 2017 budget discussions are occurring, and the Foundation is recruiting new board members.

Richie also mentioned that it would be helpful to receive the minutes from the Friend's meetings.

AGENDA ITEM 14: Board Committee Reports

- **Executive Committee:**
 - Keliher requested that board committees keep him apprised of committee meetings, agendas, and notes from meeting. This information helps preparations with agendas and board packets.
 - Hansen and Richie will serve on the nominating committee for officers of the Board. An officer has a two-year term. Board requested that the nominating committee/election of officers be added to a board tickler for future years.
- **Facilities:** Bertalmio to schedule meeting with Carlsen and Menikheim to discuss 2017 Capital Budget.
- **Finance:** In the spring of 2016, the Board set aside money for the library to send a printed newsletter to be included with the city's new newsletter mailing that was slated to be mailed 2-3 times/year. The Board allocated \$1,500 of the Alice O'Brien funds to cover the printing costs.

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The library was part of the first mailing. The city sent a second newsletter in the Fall, but a library newsletter was not included. As a result, there are funds remaining from the Board's allocation to printing. The reallocation of these funds for 2017 newsletters will be on the December agenda.

- **Governance and Policy:** None.
- **Human Resources:** None.
- **Succession Planning Task Force:** Documents coming from staff in December.
- **WCL Relationship Task Force:** Carlsen, Menikheim and Stark will meet with Ryskoski.

AGENDA ITEM 15: Public Commentary and Communications

None.

AGENDA ITEM 16: Adjournment

Adjourned at 9:02 pm.

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2016 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
11012016	11/1/2016	Baker and Taylor	Materials - Juv	456.74	230-4230-2400-0000	Childrens Books
11012016	11/1/2016	Baker and Taylor	Materials - YA	215.64	230-4230-2406-0000	Teen Books
11012016	11/1/2016	Baker and Taylor	Materials - Processing	23.03	230-4230-3404-0000	Processing Fee
11012016	11/1/2016	Brodart Co	Materials - Adult Fiction	861.83	230-4230-2401-0000	Adult Books - Fiction
11012016	11/1/2016	Brodart Co	Materials - Adult NonFiction	706.12	230-4230-2405-0000	Adult Books - Non Fiction
11012016	11/1/2016	Brodart Co	Materials - Processing	52	230-4230-3404-0000	Processing Fee
11012016	11/1/2016	Brodart Co	Materials - Adult Fiction (Tribute)	45.88	235-4235-2101-0000	Library Donations Materials
11012016	11/1/2016	Brodart Co	Materials - Adult Fiction (SPLF MC/BF)	356.72	232-4232-2113-0000	SPLF - Materials
10042016	10/4/2016	Butler Melissa	YA Programming Staff Reimbursement (Friends)	13.87	235-4236-4099-0000	Library Donations Programs
9254869	10/25/2016	Cole Papers	Janitorial Supplies	328.15	230-4231-2102-0000	Janitorial Supplies
10132016	10/13/2016	Howe Linnea	Materials - YA Staff Reimbursement	61.02	230-4230-2406-0000	Teen Books
95497	10/12/2016	Menards	Janitorial Supplies	44.83	230-4231-2102-0000	Janitorial Supplies
95562	10/14/2016	Menards	Janitorial Supplies	47.52	230-4231-2102-0000	Janitorial Supplies
11012016	11/1/2016	Midwest Tape	Materials - Audio	148.37	230-4230-2402-0000	Audio
11012016	11/1/2016	Midwest Tape	Materials - Video	303.61	230-4230-2408-0000	Film/Video
11012016	11/1/2016	Midwest Tape	Materials - Processing	133.39	230-4230-3404-0000	Processing Fee
11012016	11/1/2016	Midwest Tape	Materials - Juv Audio Books (Friends)	129.95	235-4235-2101-0000	Library Donations Materials
W16090695	10/19/2016	Office of MN IT Services	Telephone	378.67	230-4231-3101-0000	Telephone
IN000024730	10/11/2016	Nardini Fire Equipment	Fire Inspection	149.15	230-4231-3707-0000	Maintenance Agreements - Lib Plant
235367	9/19/2016	Paper Roll Products	Supplies	143.03	230-4230-2101-0000	General Supplies
75426672	10/21/2016	Recorded Books Inc	Materials - Audio Books (SPLF)	35	232-4232-2113-0000	SPLF - Materials
1151875	10/25/2016	Security Response Services Inc	Alarm Monitoring (11/25/16-2/24/17)	168.12	230-4231-3707-0000	Maintenance Agreements - Lib Plant
10272016	10/27/2016	Stillwater Public Library Foundation	Reimbursement of Aug/Sept SPLF CC	18	232-0000-2000-1300	SPLF - Accounts Payable Pass Thru
422034	10/21/2016	ECM Publishers	Board Meeting Notice	23.7	230-4230-3400-0000	Printing and Publishing
			INVOICES SUBTOTAL	4,844.34		
CREDIT CARD						
1068218	9/4/2016	Amazon.com	Materials - Adult Nonfiction	16.73	230-4230-2405-0000	Adult Books - Non Fiction
3167456	9/5/2016	Amazon.com	Materials - Adult Nonfiction	32.81	230-4230-2405-0000	Adult Books - Non Fiction
1068218	9/6/2016	Amazon.com	Materials - Adult Nonfiction	104.66	230-4230-2405-0000	Adult Books - Non Fiction
4601025	9/6/2016	Amazon.com	Materials - Adult Nonfiction	73.30	230-4230-2405-0000	Adult Books - Non Fiction
9009827	9/8/2016	Amazon.com	Materials - Adult Nonfiction	26.99	230-4230-2405-0000	Adult Books - Non Fiction
7161869	9/2/2016	Amazon.com	Materials - Book Club Kits (SPLF)	221.16	232-4232-2113-0000	SPLF - Materials
666618	9/29/2016	Amazon.com	Materials - Book Club Kits (SPLF)	128.30	232-4232-2113-0000	SPLF - Materials
73661940	10/1/2016	American Library Association	Materials - Juv Ref	57.00	230-4230-2113-0000	Reference
73662039	10/1/2016	American Library Association	Supplies	83.00	230-4230-2101-0000	General Supplies
400042092	9/18/2016	Constructive Playthings	Minor Equipment	49.94	230-4230-2302-0000	Other Minor Equipment
1133553239	9/27/2016	Etsy	Supplies	33.13	230-4230-2101-0000	General Supplies
10054753	9/14/2016	Lakeshore Learning Materials	Minor Equipment	37.48	230-4230-2302-0000	Other Minor Equipment
9004037	9/23/2016	The University of Chicago Press	Materials - Book Club Kit (SPLF)	109.32	232-4232-2113-0000	SPLF - Materials
15503540	9/11/2016	Dream Host	Monthly Website Fee	19.95	230-4230-3098-0000	Technology Support
			CREDIT CARD SUBTOTAL	993.77		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	0.00		
			GRAND TOTAL	5,838.11		

Submitted for payment

Lynne S. Bertalmio, Director

2016 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
181691	10/11/2016	Ace Hardware	Janitorial Supplies	24.05	230-4231-2102-0000	Janitorial Supplies
181883	10/17/2016	Ace Hardware	Janitorial Supplies	32.95	230-4231-2102-0000	Janitorial Supplies
181915	10/17/2016	Ace Hardware	Janitorial Supplies	32.31	230-4231-2102-0000	Janitorial Supplies
11152016	11/15/2016	Baker and Taylor	Materials - Juv Books	1460.61	230-4230-2400-0000	Childrens Books
11152016	11/15/2016	Baker and Taylor	Materials - YA Books	323.52	230-4230-2406-0000	Teen Books
11152016	11/15/2016	Baker and Taylor	Materials - Processing	48.02	230-4230-3404-0000	Processing Fee
11152016	11/15/2016	Baker and Taylor	Materials - Adult Nonfiction	22.27	230-4230-2405-0000	Adult Books - Non Fiction
11152016	11/15/2016	Baker and Taylor	Materials - Reference	55.14	230-4230-2113-0000	Reference
11152016	11/15/2016	Brodart Co	Materials - Adult Nonfiction	923.23	230-4230-2405-0000	Adult Books - Non Fiction
11152016	11/15/2016	Brodart Co	Materials - Adult Fiction	994.68	230-4230-2401-0000	Adult Books - Fiction
11152016	11/15/2016	Brodart Co	Materials - SCC	39.14	230-4230-2499-0000	Collection Development
11152016	11/15/2016	Brodart Co	Materials - Processing	73.45	230-4230-3404-0000	Processing Fee
11152016	11/15/2016	Brodart Co	Materials - Adult Fiction (SPLF)	434.36	232-4232-2113-0000	SPLF - Materials
31320	11/7/2016	Cartridge World Hudson	Supplies	59.99	230-4230-2101-0000	General Supplies
306-02444792-3	10/31/2016	Culligan of Stillwater	Water	54.95	230-4230-4099-0000	Miscellaneous Charges
16-179	10/31/2016	Garner Builders	Building Reconfiguration	19197.22	230-4231-5200-0000	C/O & Improvements
2455591-1182128785	10/5/2016	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
11152016	11/15/2016	Midwest Tape	Materials - Audio	712.7	230-4230-2402-0000	Audio
11152016	11/15/2016	Midwest Tape	Materials - Video	375.59	230-4230-2408-0000	Film/Video
11152016	11/15/2016	Midwest Tape	Materials - Processing	46.75	230-4230-3404-0000	Processing Fee
683625	11/3/2016	MEI Total Elevator Solutions	Elevator Repairs	510	230-4231-3703-0000	Building Repair Charges
10272016	10/27/2016	Petrie Angela	Staff Reimbursement - Mileage	37.4	230-4230-3200-0000	Mileage
10272016	10/27/2016	Petrie Angela	Staff Reimbursement - Seminar/Conf Fees	316.6	230-4230-3201-0000	Seminar/Conference Fees
10067454	10/12/2016	Pioneer Press	Materials - Periodicals	642.23	230-4230-2403-0000	Periodicals
75426669	10/21/2016	Recorded Books Inc	Materials - Adult Audio Books	42.99	230-4230-2402-0000	Audio
75434924	11/3/2016	Recorded Books Inc	Materials - Juv Audio Books	23.17	230-4230-2402-0000	Audio
		INVOICES SUBTOTAL		26,565.86		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		0.00		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
51-7976594-1	10/25/2016	Xcel Energy	Energy	339.41	230-4231-3601-0000	Natural Gas
51-7976594-1	10/25/2016	Xcel Energy	Energy	3927.2	230-4231-3600-0000	Electricity
		MANUAL PAYOUT SUBTOTAL		4,266.61		
		GRAND TOTAL		30,832.47		

Submitted for payment

Lynne S. Bertalmio, Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Keith Ryskoski, Director of the Washington County Library	
OWNER: Board of Trustees	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: Please give Keith Ryskoski, Director of the Washington County Library, a warm welcome. And, let's thank the board's WCL-SPL relationship task force for bringing Keith to us today after their initial meeting with him in November. WCL recently purchased Civic Technologies. The mission of Civic Technologies is to “connect libraries in essential, new, and innovative ways with their ever changing communities and customers.” As we develop and deliver outreach services to the community, the information provided by Civic Technologies could prove very important.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Strategic Plan Update	
OWNER: Board of Trustees	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: A major portion of the strategic plan was accomplished in December with the completion of the co-located desk. Staff members noticed some efficiencies while at the temporary co-located desk and began investigating both outreach and partnership opportunities.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

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	SPLF has funded Sunday hours September 2015- May 2016 and Sept – Dec 2016; Foundation has agreed to pay for half of 2017 Sundays
2.3.9	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	December 2015	The City Administrator thinks that the library could best help with communication of City goals, initiatives, and opportunities; He will discuss this further with us as the City's planning advances
3.2.1	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public

3.2.2	Promote the new website	Carolyn Blocher	Accomplished	Website has received kudos; staff still have some bugs to work out
3.2.3	Install new signs and messaging in the Library (and perhaps do PR in the community to emphasize the tech services currently available. Conduct staff training on promoting available tech services to patrons	Aurora Jacobsen	Accomplished; training continues	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
1.2.1	Run ILS reports on collection use and analysis for potential downsizing	Management team	First week February	Reports are supporting creation of new Collection Development Policy and collection plan
1.2.6	Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases	Management team	By March, 2014	Carolyn Blocher reported to the Board at March 2015 meeting
2.3.5	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	October 15, 2015 and ongoing	Administrator and Council will receive updates on plan progress
2.3.7	Plan a Library "Leadership" Summit of Library Board, Foundation Board, Friends Board, City Council – with specific goals and outcomes for the Summit	Board and Board Chair	To be scheduled	Keliher, Richie, and Menikheim will schedule a summit for early in 2017
2.3.11	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	WCL Strategic Plan has been adopted; facilities plan has been drafted and approved by the Board of Commissioners

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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2.3.6	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	When the building study is completed and the library has made decisions on the issues raised, the advantages of some building changes should be presented to the Council
3.2.4	Review current Library PR marketing efforts for effectiveness and efficiency	Director, Foundation and possibly outside consultant, volunteers with PR expertise	By January, 2015	PR/PI needs inventory completed
3.1.1	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reported at April 2015 Board meeting; information for 2016 budget request has been generated
1.1.1	Select new service model	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
1.1.1	Develop a plan for implementation of the new service model	Director, Carolyn Blocher, Aurora Jacobsen, Jody Vasilakes	By August 1, 2016	A plan for staffing, facilities, equipment needed in the new model
1.2.2	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	Plan is to reduce by 4% in 2014 (achieved), 3% in 2015, and 3 percent in 2016
1.3.2	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Completed
1.3.8	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
1.4.2	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Schedule completed for September 2015 – May 2016; Funds raised; change communicated
2.2.4	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By January 1, 2016	Tech competencies developed; staff assessments done; 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	When appropriate in the City's schedule, we will develop a plan to aid the City in communications
1.4.1	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
1.2.3	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
3.2.5	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	An online newsletter – sympathetic to the website – has been created; Staff is finalizing key messages; A mailed newsletter will be distributed twice in 2016
1.3.3	Hire a facilities consultant	Director and Board	By April, 2015	Done
2.2.3	Assess current staff levels and standard competencies in technology	Management team	By October 15, 2015 Follow up on annual basis	Established for current staffing model; Was part of individual personnel evaluations
1.2.4	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been adopted; a collection management plan and materials buying plan was completed but did not receive funding for 2016
1.3.4	Facilities consultant presents findings and report to Management Team and Board	Director, Board	March 2016	Done
1.3.5	Budget to implement facilities recommendations	Director, Board	June, 2016	These items are included in the 2016 budget and in the proposed 2017 budgets
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	On hold
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets are included in the graphic annual report
1.2.7	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	February 2016	On hold

3.2.6	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization have been made. Staff is examining tools and key messages.
2.1.1	Create a staffing plan based on the directions of the new service model	Director and management team	April 2016 to June 2016	Staff is working on parameters for off-desk time, partnership framework, staff accountability
2.1.3	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	May – October 2016	The staff has completed job questionnaires; Flaherty Hood have selected benchmark positions and completed the market study; preliminary reports are due in October December
2.2.1	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	HR Director started work in April 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	In budget
2.3.8	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Director is participating in steering committee for class/comp study
2.2.5	Complete a succession plan for the Director and other leaders	Board leadership	December 2016	Vicki DeFord has presented findings of her study; key staff are drafting transition plans that are due in November or December
2.3 .12	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	Director sets task force. Include Board members.	February 2016	Task Force is established; Members have MELSA Plan of Association, WCL contract, other associate library contracts; WCL has expressed desire to continue current contract through 2017; Committee has met with Keith Ryskoski
1.4.5	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
1.4.6	Communicate new open hours to the public	Management team	August, 2015- December, 2015	Sundays hours have been advertised by the library and the Foundation; the communications will continue for the rest of the year

3.3.1	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships, the Management Team has completed an inventory of current partnerships
3.3.2	Create methods to evaluate present and future library partnerships	Management team	February 2016	Staff is revising – and simplifying – methodology developed by Cornell University for approving new partnerships, evaluating partnerships, and determining if partnerships have been successful in reaching outreach goals
2.1.2	Present staffing directions to the Board	Director	By May/June 2016	Some staffing changes have been incorporated in the 2017 budget request; Additional changes may be dependent on the class/comp study

- 2016 –

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Desk work began October 2016; Construction should be complete in early December
2.2	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Report to Board in August 2016
1.4.3	Create recommended change plan for additional open hours (other than Sunday) in 2017	Director and Management team, Board review and approval	May 2016	On hold
3.3	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	Staff is maintaining existing partnerships; exploring new partnerships, developing a process for proposing partnerships, and creating partnership agreements; we have three areas of focus for 2017: seniors, disadvantaged youth, and community library skills

3.3	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Thanks to Spike Carlsen, the library corner appears regularly in the Gazette; we are partnering with the City of Stillwater on a printed/mailed newsletter
3.3	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations; we began work with Our Community Kitchen; Adult Basic education; Valley Outreach; and Community Ed
3.3	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	November 2016	Library and School District partner on 2 new projects (1 each year); Youth Services staff have begun working with Lily Lake School on book tasting; Director has met with Community Ed Director, meeting of library and district staff being planned for January 2017
1.1	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implementation of plan to extent possible in 2016, post co-location
1.2	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
3.1	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations; in 2016, we have presented information about library services to Valley Outreach and Adult Basic Education; the library joined the discussion hosted by the St. Croix Valley Resource Center on building community; schedule is under development for meetings with senior housing staff; Sunrise Rotary is scheduled for December

3.1	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting on services to seniors autumn of 2016	Staff participated in dementia-friendly service provision; Trainings schedule for seniors services under development with MAAA and U of M resources
3.1	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By September, 2016	WCL has purchased Civic Technologies product to provide analytics about users and nonusers; once WCL receives reports in October Ryskoski will approach vendor about reports for Stillwater
1.1	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in October 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
1.3	Budget to implement facilities recommendations	Director, Board	June 2016 and June 2017	Facilities changes incorporated into annual budget(s)
2.1	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	By June 2016	A plan for restructuring staffing, based on the service model
2.1	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	Class/comp study is beginning; New, consistent job descriptions and evaluation criteria and procedures in place by January 1, 2017
2.1	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns
2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
1.2	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

-2017-

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	New co-located desk is nearing completion; next phases and schedule to be determined.
2.2	Implement additional elements of tech savvy environment plan	Management team	2016 and 2017	Enhancement of tech environment of the Library for both patrons and staff
3.3	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations (school, government, social service agencies, arts organizations, etc.)
3.3	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	2016-2017	Retreat being planned for January 2017 between public library and district staff
2.1	Begin first phase of implementing the staffing plan (projected 3 year process)	Management team	January 1, 2017	Significant change in staffing patterns and use. Direction for future changes.
1.2	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board

2.2	Develop and determine future staffing needs addressing the changing nature of work and evolving service model, to be used to direct future hiring and professional development activities	Management team	2017 and then annual review thereafter	Written report or guidelines to be used to direct future HR directions. Review by the Board by October, 2017.
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Building Reconfiguration Update	
OWNER: Facilities Committee	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>By the time of the December Board meeting, all construction related work should be complete. The staff seems to be happy with the new desk which provides very good visibility and is a relief after the cramped conditions in the temporary combined desk. There are still a few minor adjustments to be made by staff, but Gardner has completed its work. The one problem remaining is the carpeting where the Information Desk used to be. The carpet installer did a very good job of patching carpet in the area, but the carpet that he had to install where the millwork had been is worn and stained. We will try a thorough shampoo job, but this may be our first candidate for replacement with capital funds in 2017.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Revised 2017 Budget	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Adopt the revised 2017 budget	
BACKGROUND/CONTEXT: To adjust the budget to cover the gap between the adopted public support and the requested public support, the following changes have been made in the library’s 2017 budget. These changes show in purple in the far right-hand column of the attached spreadsheet. <ul style="list-style-type: none"> • <i>Remove 2017 increase in youth service staffing hours</i> • <i>Remove 2017 materials increase</i> • <i>Increase expected 2017 revenue in library card fees</i> • <i>Retaining funding for the library’s school-year Sunday schedule in 2017</i> • <i>Reducing the budget for substitutes at all levels, made possible by the efficiencies gain with the co-located desk</i> • <i>Reduction in part-time custodial which will be instead covered through the substitute custodial account</i> • <i>Hospital/medical operations decreased due to lower than estimated enrollment</i> • <i>Reduced budget for periodicals and adult nonfiction</i> • <i>Most materials funding replaced with \$14,500 in gift funds</i> • <i>Reducing the budgets for Other Professional Services (Operating), Seminar/Conference Fees, and Building Repair Supplies</i> • <i>Printing and publishing decrease because of 2016 unused funds from Alice O’Brien gift planned rolled over</i> • <i>Using \$5,000 of the library’s reserve fund</i> Director affirms these budget reductions will not affect the library’s 2017 outreach and partnership efforts as directed by its strategic plan.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2017 Library Budget	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



Account	Description	2016 Approved	2017 Requested	2017 Revised	\$ Change from 2017 Requested
230	LIBRARY FUND				
R25	CHARGES FOR SERVICES				
3500-0100	Meeting Room Rental Fees	70,000.00	70,000.00	70,000.00	-
3520-0100	Copier/Printer Sales	5,800.00	5,800.00	5,800.00	-
3880-0200	Gallery Fees	600.00	600.00	600.00	-
3880-0500	Book & Other Enterprise Sales	300.00	300.00	300.00	-
CHARGES FOR SERVICES Totals:		76,700.00	76,700.00	76,700.00	-
R40	MISCELLANEOUS				
3810-0200	Interest Earnings-Investments	1,500.00	1,500.00	1,500.00	-
3820-0100	Gifts	5,100.00	5,500.00	5,500.00	-
3830-0100	Sale of Property	0.00		0.00	-
3860-0100	Lease/Rentals	0.00		0.00	-
3860-0200	Parking Rental	0.00		0.00	-
3870-0100	Refunds and Reimbursements	500.00	500.00	500.00	-
3880-0020	Library Card Fees	7,000.00	7,000.00	10,212.00	(3,212.00)
3880-0030	Lost Materials	3,200.00	3,200.00	3,200.00	-
3880-0040	Processing Fees	8,200.00	8,200.00	8,200.00	-
3880-0050	Registration	0.00		0.00	-
3880-0100	Miscellaneous Income	300.00	300.00	300.00	-
MISCELLANEOUS Totals:		25,800.00	26,200.00	29,412.00	(3,212.00)
R45	OTHER FINANCING SOURCES				
3910-0100	Transfer In-General Fund	1,171,625.00	1,228,444.00	1,171,625.00	56,819.00
3910-0232	Transfer In-Library Fundraiser	0.00		0.00	-
3910-0404	Transfer In-Co Bonds 2004	0.00		0.00	-
3910-0405	Transfer In-GO CO Bonds 2005	0.00		0.00	-

3910-0412	Transfer In-GO CO Bonds 2012	0.00		0.00	-
3910-0414	Transfer In-GO CO Bonds 2014	0.00		0.00	-
3910-0415	Transfer In-2015 GO CO Bonds	0.00		0.00	-
3910-0416	Transfer In-CO Bonds 2006	0.00		0.00	-
3910-0420	Transfer In-Co Bonds	0.00		0.00	-
3910-0423	Transfer In-2001 C/O Bonds	0.00		0.00	-
3910-0424	Transfer In-Co Bonds 2000	0.00		0.00	-
3910-0490	Transfer In-Capital Projects	0.00		0.00	-
OTHER FINANCING SOURCES Totals:		1,171,625.00	1,228,444.00	1,171,625.00	56,819.00
REVENUES TOTALS:		1,274,125.00	1,331,344.00	1,277,737.00	53,607.00
4230	LIBRARY OPERATIONS				
E05	PERSONNEL SERVICES				
1000-0000	Full Time Salaries	217,015.00	229,077.00	223,923.00	5,154.00
1100-0000	Overtime - Full Time	0.00		0.00	-
1111-0000	Severance Pay	0.00		0.00	-
1112-0000	Sick Pay	0.00		0.00	-
1113-0000	Vacation Pay	0.00		0.00	-
1200-0000	Part Time Salaries	451,070.00	475,404.00	469,003.00	6,401.00
1300-0000	Overtime - Part Time	0.00		0.00	-
1410-0000	PERA	50,106.00	52,837.00	51,974.00	863.00
1420-0000	FICA/Medicare	51,109.00	53,893.00	53,005.00	888.00
1500-0000	Hospital / Medical	95,494.00	108,747.00	105,454.00	3,293.00
1520-0000	Dental Insurance	4,330.00	4,149.00	4,149.00	-
1540-0000	Life Insurance	650.00	650.00	650.00	-
PERSONNEL SERVICES Totals:		869,774.00	924,757.00	908,158.00	16,599.00
E10	SUPPLIES				
2000-0000	Office Supplies	250.00	250.00	250.00	-
2101-0000	General Supplies	5,100.00	4,500.00	4,500.00	-
2113-0000	Reference	6,800.00	6,000.00	6,000.00	-

2114-0000	Data Base Searching	2,000.00	1,750.00	1,750.00	-
2302-0000	Other Minor Equipment	3,000.00	3,500.00	3,000.00	500.00
2400-0000	Childrens Books	15,500.00	17,050.00	15,500.00	1,550.00
2401-0000	Adult Books - Fiction	17,765.00	19,541.00	17,765.00	1,776.00
2402-0000	Audio	13,000.00	13,000.00	13,000.00	-
2403-0000	Periodicals	7,000.00	7,000.00	4,500.00	2,500.00
2405-0000	Adult Books - Non Fiction	22,900.00	22,900.00	19,900.00	3,000.00
2406-0000	Teen Books - Material	5,500.00	5,500.00	5,500.00	-
2407-0000	Programs	0.00	0.00	0.00	-
2408-0000	Film/Video	9,000.00	9,000.00	9,000.00	-
2409-0000	Electronic Materials	4,000.00	4,000.00	4,000.00	-
2499-0000	Collection Development	600.00	600.00	600.00	-
	Use 2017 Lawson Interest and Township gift as replacement funds			-14,500.00	14,500.00

SUPPLIES Totals:		112,415.00	114,591.00	90,765.00	23,826.00
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E15	SERVICES AND CHARGES				
3098-0000	Technology Support	6,700.00	6,500.00	6,500.00	-
3099-0000	Other Professional Services	8,000.00	2,000.00	1,000.00	1,000.00
3100-0000	Circulation System	0.00		0.00	-
3101-0000	Telecommunications	0.00		0.00	-
3102-0000	Postage	1,600.00	1,500.00	1,500.00	-
3200-0000	Mileage	500.00	500.00	500.00	-
3201-0000	Seminar/Conference Fees	3,540.00	5,500.00	4,500.00	1,000.00
3202-0000	Meals	0.00		0.00	-
3203-0000	Housing	0.00		0.00	-
3400-0000	Printing and Publishing	700.00	3,500.00	1,500.00	2,000.00
3401-0000	Binding	0.00		0.00	-
3404-0000	Processing Fee	8,000.00	7,000.00	7,000.00	-
3500-0000	General Insurance	1,559.00	1,559.00	1,559.00	-

3707-0000	Maintenance Agreements	21,565.00	20,000.00	20,000.00	-
3803-0000	Data Base Maintenance	0.00	0.00	0.00	-
3804-0000	Equipment Rental	0.00	0.00	0.00	-
3900-0000	Sales Tax	550.00	400.00	400.00	-
SERVICES AND CHARGES Totals:		52,714.00	48,459.00	44,459.00	4,000.00
E20	MISCELLANEOUS				
4000-0000	Memberships and Dues	400.00	400.00	400.00	-
4001-0000	Subscriptions	625.00	625.00	625.00	-
4099-0000	Miscellaneous Charges	1,500.00	1,500.00	1,500.00	-
MISCELLANEOUS Totals:		2,525.00	2,525.00	2,525.00	-
E25	CAPITAL OUTLAY				
5200-0000	C/O & Improvements	0.00		0.00	-
5300-0000	C/O Machinery & Equipment	0.00		0.00	-
5310-0000	C/O MIS Computer Equipment	0.00		0.00	-
CAPITAL OUTLAY Totals:		0.00		0.00	-
EXPENDITURES TOTALS:		1,037,428.00	1,090,332.00	1,045,907.00	44,425.00
DEPT EXPENSES		1,037,428.00	1,090,332.00	1,045,907.00	44,425.00
LIBRARY OPERATIONS Totals:		1,037,428.00	1,090,332.00	1,045,907.00	44,425.00
4231	LIBRARY PLANT				
E05	PERSONNEL SERVICES				
1000-0000	Full Time Salaries	50,336.00	51,709.00	51,709.00	-
1100-0000	Overtime - Full Time	0.00		0.00	-
1111-0000	Severance Pay	0.00		0.00	-
1112-0000	Sick Pay	0.00		0.00	-
1113-0000	Vacation Pay	0.00		0.00	-
1200-0000	Part Time Salaries	35,939.00	37,434.00	33,876.00	3,558.00
1410-0000	PERA	6,471.00	6,686.00	6,419.00	267.00
1420-0000	FICA/Medicare	6,600.00	6,819.00	6,547.00	272.00
1500-0000	Hospital / Medical	20,916.00	21,192.00	21,178.00	14.00

1520-0000	Dental Insurance	792.00	758.00	758.00	-
1540-0000	Life Insurance	116.00	116.00	116.00	-
PERSONNEL SERVICES Totals:		121,170.00	124,714.00	120,603.00	4,111.00
E10	SUPPLIES				
2101-0000	General Supplies	2,300.00	2,300.00	2,300.00	-
2102-0000	Janitorial Supplies	3,800.00	3,800.00	3,800.00	-
2202-0000	Building Repair Supplies	300.00	400.00	300.00	100.00
2203-0000	Furn/Air Cond Repair Supplies	100.00	100.00	100.00	-
2302-0000	Other Minor Equipment	800.00	800.00	800.00	-
SUPPLIES Totals:		7,300.00	7,400.00	7,300.00	100.00
E15	SERVICES AND CHARGES				
3002-0000	Contractual	0.00	0.00	0.00	-
3099-0000	Other Professional Services	1,000.00	500.00	500.00	-
3101-0000	Telephone	4,250.00	4,500.00	4,500.00	-
3500-0000	General Insurance	31,082.00	31,082.00	31,082.00	-
3600-0000	Electricity	38,000.00	40,000.00	40,000.00	-
3601-0000	Natural Gas	13,300.00	12,000.00	12,000.00	-
3703-0000	Building Repair Charges	10,500.00	10,750.00	10,750.00	-
3707-0000	Maintenance Agreements	8,995.00	8,995.00	8,995.00	-
SERVICES AND CHARGES Totals:		107,127.00	107,827.00	107,827.00	-
E20	MISCELLANEOUS				
4099-0000	Miscellaneous Charges	1,100.00	1,100.00	1,100.00	-
MISCELLANEOUS Totals:		1,100.00	1,100.00	1,100.00	-
E25	CAPITAL OUTLAY				
5200-0000	C/O & Improvements	0.00		0.00	-
5300-0000	C/O Machinery & Equipment	0.00		0.00	-
5310-0000	C/O MIS Computer Equipment	0.00		0.00	-
CAPITAL OUTLAY Totals:		0.00		0.00	-
EXPENDITURES TOTALS:		236,697.00	241,041.00	236,830.00	4,211.00

DEPT REVENUES	##	0.00	0.00	0.00	-
DEPT EXPENSES	##	236,697.00	241,041.00	236,830.00	4,211.00
LIBRARY PLANT Totals:	##	236,697.00	241,041.00	236,830.00	4,211.00
FUND REVENUES	##	1,274,125.00	1,331,344.00	1,277,737.00	53,607.00
FUND EXPENSES	##	1,274,125.00	1,331,344.00	1,282,737.00	48,607.00
LIBRARY FUND Totals:	##	0.00		(5,000.00)	

Planned use of reserve 5,000.00

Balance 0.00

12/7/2016

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Capital Budget Revision	
OWNER: Director	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Reduce the 2017 capital budget	
BACKGROUND/CONTEXT: The library requested a capital budget of \$105,160. The City of Stillwater approved a 2017 library capital budget of \$90,000. The attached budget information shows how the library could revise its requested capital budget to preserve most of the previously approved capital projects.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

2017 CAPITAL OUTLAY

Library Allocation \$90,000

To reach the City's allocation level, the library must reduce its capital budget by \$15,160.

Reductions are listed below (in brown).

CAPITAL OULAY ITEM REQUESTED	REASON FOR REQUEST	AMOUNT	NOTES
Software licenses			New pricing from Rose Holman, City IT
	The library is heavily dependent on computers for internal work and for public access to information. The City's IT department will negotiate Microsoft software licenses for library computers.	10,000.00	
		5,000.00	
Revised budget			
Digital signage			Defer this project to 2018 or seek grant funds
	The library has an active schedule of programming for patrons of all ages. In addition to other PR avenues, the library would like to display program information in the library in an efficient manner. Digital signage systems would provide a clear menu of messaging that could be changed throughout the library with a single update. It would reduce clutter and be more noticeable to the public than a welter of competing posters.	7,000.00	
		0.00	
Revised budget			

Mobile computer lab

The building reconfiguration upon which the library has embarked will co-locate desks for greater staff efficiency, but the space in the current computer lab will be required for the new desk. So as to continue teaching computer and database searching classes, we will use a mobile computer cart with laptops and charging station to teach in various locations in the building.

7,860.00

Data projectors for meeting rooms

Our current meeting room data projector is 10 years old and incompatible with newer computer equipment. Also, to make maximum use of our meeting rooms and attract more business users, each room needs a data projector.

4,500.00

Move security camera system to City's system

To improve the quality of images and to improve efficiency for the IT staff, we would like to move the library's security camera system to the City's system.

20,000.00

Project requested by City IT

Revised budget

18,000.00

Retrofit exterior lights to LED

The library's current exterior lighting is energy-intensive. The lighting fixtures are also well above the ground, necessitating the use of a ladder and a second janitor's assistance to change bulbs. Xcel Energy estimates that the replacement of these lights may save \$1,900 in annual energy costs that will achieve payback in under six years. The library will take advantage of rebates offered by Xcel and hopes to replace interior lighting over time to reduce energy usage.

9,800.00

Spike Carlsen researched this project with Xcel Energy; The City of Stillwater will be working on reducing utility usage in 2017. With the constraints on the 2017 operating budget, we can reduce electric bills, something that does not impair public services.

Revised budget

9,640.00

Carpeting

We average 52 people per hour in the facility. The carpeting is 10 years old and is showing signs of wear.

12,000.00

Upholstered furniture

We average 52 people per hour in the facility. The upholstered furniture is ten years old and some pieces are showing signs of wear. We will either reupholster or replace these pieces.

5,000.00

4 Tables for meeting rooms	We are trying to attract more business meetings to our meeting spaces to increase revenues. To accommodate these meetings we need more tables that look polished and presentable.	4,000.00	
Building reconfiguration	The library intends to reconfigure aspects of the facility in 2016 using a combination of approved 2016 capital funds and its own supplemental funds which have been amassed for this purpose. We plan to complete any unfinished parts of the project in 2017. The object of the project is to improve service to patrons and create staffing efficiencies, providing the staff time to achieve the outreach goals in the strategic plan.	25,000.00	The library got a very good start on its reorganization in 2016. The financial demands for Phases II and III are lighter.
Revised budget		24,000.00	
ORIGINAL TOTAL REQUESTED		105,160.00	
Revised Total		90,000.00	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: City Council Workshop and Communication Plan	
OWNER: Board President	PRESENTER: Board President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Adopt the proposed communication plan	
BACKGROUND/CONTEXT: The Library Board met in a workshop session with the City Council on November 15, 2016. The Board President developed the attached communication plan for discussion at this meeting. For anyone who was not at that workshop meeting or who wants to review the video, the recording may be seen here: http://cityofstillwater.granicus.com/MediaPlayer.php?view_id=3&clip_id=449 He also asks that Board members read the attached Lowdown article about the meeting.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

City council communication plan

DRAFT - Updated November 25, 2016

Recent events have made it clearer than ever that the library – its board and its director – must work diligently to reframe how it thinks about its relationship with the city council and to improve upon its relationship building and communication efforts. This document outlines basic tactical measures the library will employ to help achieve those goals, but those tactics must be paired with a philosophical shift: The way we've been operating, with regard to our working relationship with the city council, isn't working as well as we need it to. The burden is on us to change that.

The following is a basic “role sort” intended to serve as a guide for identifying what sort of tasks will fall to each party. It should be seen neither as inflexible nor comprehensive, but in the absence of a reason to deviate...

The director shall:

- Take a lead role in council presentations and communication when the emphasis is on library operations, budgeting, procedures, etc.
- Attend city council meetings when items relevant to the library are on the agenda
- Work with the city administrator to secure opportunities to present regular updates about library operations to the city council as part of the standing “staff reports” section of council meeting agendas, perhaps on a monthly basis
- Prepare and present financial reports 2-4 times annually, giving the council members a look at the status of the library's budget, its connection to library operations and patron service, any potential adjustments or red flags, etc. – with an emphasis not on numbers but their meaning and context
- Provide for council members an annual report that goes beyond basic data points, offering a narrative about their significance and the story they tell (key trends, findings, lessons learned, etc.)
- Deliver approved meeting minutes for council review (and/or a summary of key topics and actions via email after each board meeting)
- Ensure the council members receive the library's email newsletter

The board of trustees shall:

- Take a lead role in council presentations and communication when the emphasis is on library governance, policymaking, mission and vision, etc.
- Accompany the director to council meetings when library business is on the agenda
- Keep council members informed about significant policy topics, long-range plans, etc. (emphasizing governance and “political” topics, in contrast to the director's emphasis on operational topics)

- Identify strategically significant opportunities, ideally 2-3 times per year aside from budget hearings, for formal presentations to or workshop discussions with the council
- Work to make themselves familiar to the council, fostering familiarity and trust (coffee meetings, individual conversations and emails, informal interactions in the community, etc.)
- Lean on the perspective and knowledge of the council liaison and ensure the council liaison has all necessary information to do his/her job

Once this plan (or some modified version of it) is adopted by the library's board of trustees, the board should consider also formally updating the director's job description and, similarly, the board's bylaws or, perhaps more appropriately, the "board job description" document we've seen copies of from time to time.

Masquers winter show captures the chaos of romance

BY JACKIE BUSSJAEGER
STAFF WRITER

FOREST LAKE — Anyone who's ever lamented their luck in love or found themselves frustrated with a significant other may see something familiar in Masquers Theatre's latest production, titled "I Love You, You're Perfect, Now Change."

The show is a series of quirky scenes interspersed with musical numbers bemoaning the woes, struggles, confusion and (occasionally) the happier moments of dating and marriage. There are six actors who play various roles in the production, from nervous first-daters to judgmental parents to unhappy bachelors. The musical debuted Off Broadway in 1996 and is the second-longest running off-Broadway musical to date, stretching for a span of 12 years.

Four Forest Lake High School theater alumni will reunite after six years for this production: artistic director Vanessa Brooke Agnes, technical director Tricia Hofeld and actors Ian Lexvold and Jake Stendahl, who are two of the six cast members playing multiple parts each. Many of the cast and crew have been involved in previous Masquers Theatre productions. Masquers Theatre Company has been operating in the Forest Lake area for 40 years, and its mission is



JACKIE BUSSJAEGER | PRESS PUBLICATIONS

A strangely aggressive group moderator, played by Joe Finn-Bolling, frightens singles into dating each other.

to present quality drama and related arts that enrich the community.

Director Agnes said that the winter shows allow Masquers to be a little more "edgy" in theme, as opposed to the summer shows, which are usually beloved crowd-pleasers, such as last summer's "Willy Wonka."

Agnes, a Forest Lake native, has been involved in theater since elementary school, she said. She even participated in the Masquers children's program when she was young, and graduated from the University of Wisconsin-River Falls with a degree in communication and theater. She currently works at Lakeshore Players in White Bear Lake as a production assistant, where she handles graphic design, social media and marketing. This show marks her directorial debut outside of her experience at school.

"What makes this show so special and funny is that it's relatable," Agnes said. "We can think back to every moment we experience on the journey of a relationship, from being utterly single and wondering, 'Why are all of the good ones taken?' to finally meeting someone and wondering, 'Will they like me?' to experiencing true vulnerability, elation, and heartbreak."

Agnes has been involved with theater in some way or another for the last several years — this past year she played the sea witch Ursula in a production of "The Little Mermaid" at Rosetown Playhouse in Roseville.

"Whether it's performing or directing or behind the scenes, theater is something I'll always come back to," she said. She's excited to kick-start her real world directorial experience with this production, thanks to the talent and enthusiasm of the cast and the relatable appeal of the show.

"From the belly laughs to the futile fights and ev-

erything in between, this show captures so many of those intimate and ridiculous moments that will not only make you laugh, but will also really cut to the core and touch your heart," she said.

The show will run Dec. 2-18, Fridays and Saturdays at 7 p.m. and Sundays at 2 p.m. at the Forest Lake American Legion (355 Broadway Ave. W., Forest Lake). Tickets are \$16 for adults, and \$14 for students and seniors. This show is written for a mature audience and contains some material unsuitable for children. To purchase tickets or learn more, visit the Masquers website www.masquerstheatre.org/on-stage.

Jackie Bussjaeger can be reached at 651-407-1229 or at lowdownnews@presspubs.com.



JACKIE BUSSJAEGER | PRESS PUBLICATIONS

Characters played by Katlyn Moser and Ian Lexvold wonder if they're doing the right thing when they decide to get married.



JACKIE BUSSJAEGER | PRESS PUBLICATIONS

Jake Stendahl becomes more invested than he expected when his date, played by Stephanie Johnson, drags him to the movies to see a "chick flick."

Council/library talks continue

BY JULIE KINK
CONTRIBUTING WRITER

STILLWATER — In a workshop last Tuesday, members of the Stillwater City Council continued to grapple with the financial implications of retaining the Stillwater Public Library versus transitioning to a county library system.

After updating the council on the building remodeling project, Library Board President Mike Keliher fielded questions about funding, communications and the possibility of a merger.

Communication problems between the library, its board of trustees, and city staff occupied much of the discussion. Councilmember Tom Weidner was among those who expressed frustration about how information is communicated. He characterized the relationship between library leaders and the city as "adversarial."

Councilmember Dave Junker said he appreciates email updates and would like to have more ongoing communication with the facility than primarily during budget talks. Mayor Ted Kozlowski suggested a library report could be included during regular staff updates at council meetings. Councilmember Doug Menikheim, who serves on the Library Board, spoke to the need for more information flow between the

library, its staff, and its Friends and Foundation, which are independent organizations with their own bylaws and funding targets.

Asked by Weidner if the library could operate without the funding provided by its Foundation and Friends, Board Trustee Craig Hansen replied, "The library would still be there, but I think what the Friends and the Foundation do is bring the enriching experiences ... Yes, we could run a library with fewer services, people would still visit it and it would be a good library, but all the things that we're able to do [because of the Friends and Foundation] are things that make it a good library for the city."

Keliher said the board has discussed the impact of the 2017 budget reduction, and how to reallocate line items for 2017. The board would prefer cutting the material budget "as a first step" but is also looking at reducing hours of operation and requesting support from the Foundation to help pay for Sunday hours, he said.

City Administrator Tom McCarty said that at the council's direction, he and Library Director Lynne Bertalmio met with Washington County Library representatives in September to explore operational models and the implications of merging. A comparative analysis done by county staff indicated that under various scenarios, if a county library tax were levied on Stillwater

homeowners, it could cut roughly in half the \$115 that residents currently pay. No decisions were made; future meetings with the county are planned after year's end, he added. The library's 2014-2017 strategic plan includes a goal of enhancing its relationship with the Washington County Library System to improve patron services and efficiency.

Regarding neighborhood discontent with library event spillover, Keliher reported that after "a productive conversation" with neighbors in September, changes have been made to the event policy such as requiring events to end earlier, improving signage language regarding parking, working with the library's event coordinator to have a volunteer police the loading ramp area for a longer time during events and tightening up restrictions on delivery vehicles.

"Don't get me wrong, I'd like us to have a robust library, but I'd also like to figure out how there is a sustainable budget for the future to do that," Weidner remarked. "I see the library as a department of the city; it's our financial responsibility. It's also your financial responsibility to work within the budget that you have," he told library representatives. "We need to have more discussion on how the budgets are going to go forward. It's all about fiscal responsibility, it's all about the effective administration of the services that the

library performs."

Also on Tuesday, Community Development Director Bill Turnblad reported that bids for the police station and city hall remodeling project came in \$280,000 over budget. Design consultants led discussion of changes that could bring the project back under budget, including altering some exterior treatments and HVAC specifications and eliminating exterior security cameras, among other items. Individual items may still be negotiated with contractors via change orders.

In other business, Water Department Manager Robert Benson explained how the water department intends to meet Metropolitan Council goals, including lowering the residential demand to 82 gallons per day per capita. Historically, demand since 1984 has ranged from 72 to 100 gallons per day per capita. Given fixed costs, he said, even as customers use less water, the rates will have to increase proportionally.

The council extended a deadline for Stillwater Collision to install a new paint booth ventilation system. Equipment could not be manufactured in time to meet the Nov. 4 deadline, but should be installed by Nov. 21.

The council also presented a certificate of appreciation to Jim Martin for his work as the first Washington County Veterans Court mentor, part of the Beyond the Yellow Ribbon initiative.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Alice O'Brien Fund Reallocation	
OWNER: Finance Committee	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Reallocate \$1,800 from the Alice O'Brien Fund not used in 2016 to cover the expenses of the 2017 newsletter.	
BACKGROUND/CONTEXT: <i>The board approved a motion in March 2016 for the director to complete 2-3 issues of printed newsletters in conjunction with the city for 2016. The motion included partial funding from the library's print budget with the remaining \$1,800 to come from the Alice O'Brien gift. At the November finance committee meeting, it was learned that the library will complete one newsletter in 2016. The finance committee recommends the necessary reallocation of the Alice O'Brien funds of \$1,800, which requires a board motion.</i>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2016 Capital Budget Release	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Request the release of \$5,000 in 2016 capital funds for major building repairs and improvements	
BACKGROUND/CONTEXT: Request the release of capital funds for the building project now underway. Motion: Request the release of \$5,000 from 2016 capital for major building repairs and improvements account 230-4231-5200-0000.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2016 Capital Budget	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2016 Capital Rollover Request	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Request the rollover of <ul style="list-style-type: none"> • \$1,200 for new printers for circulation and tech services • \$1,500 for a data projector for the Margaret Rivers Room • \$20,000 for the transfer of the library’s telephone system to the City of Stillwater’s telephone system 	
BACKGROUND/CONTEXT: The City’s IT Department requested that these projects be deferred to 2017. Motion: Request the rollover of the funds as noted above (account # 230-4230-5310-0000).	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Circulation Policy Revision	
OWNER: Policy and Governance Committee	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Revise the circulation policy to authorize the deletion of accounts over six years in age	
BACKGROUND/CONTEXT: The Washington County Library deletes all accounts that have been inactive for 6 years, and also deletes bills that are 6 years old in compliance with County standards for writing off bills. We would like to delete accounts and bills on this schedule as it is very difficult to separate usage by patrons and of materials between the two libraries. This is essentially a housekeeping initiative.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Circulation Policy	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

CIRCULATION POLICY

The Stillwater Public Library does not discriminate in providing access and will not restrict the use or loan of our materials, resources and services based on the origin, age, background or views of people wishing to use the library.

Purpose:

The purpose of the circulation policy is to establish specific regulations to ensure fair and equitable access to the library's collections, resources and services for all customers.

Process:

This policy is reviewed every 3 years by the Library Board or more frequently as needed. Upon completion of the review, the Library Board considers the policy for revision or reaffirmation.

Library Cards

Stillwater Public Library welcomes all individuals to use its collections, resources and services within the library. Individuals wanting to borrow materials or use digital resources must have a library card.

Library Cards for Individuals

Anyone who lives at or owns property that is taxed by the City of Stillwater for support of the Stillwater Public Library may, upon presenting valid identification, register with and receive a library card from the Stillwater Public Library. Children of any age may, with valid identification, register for a library card. Only one type of library card is issued to an individual.

Under a contractual agreement with the Washington County Library, Stillwater Public Library issues and recognizes cards for individuals who qualify for borrower's cards at the Washington County Library and the Bayport Public Library. All library services are available to these card holders.

As an associate member of MELSA (Metropolitan Library Service Agency, our regional public library system), Stillwater Public Library recognizes all cards issued by MELSA libraries. Some restrictions may be placed on materials that circulate to MELSA card holders.

Stillwater Public Library offers its services to all Minnesotans consistent with terms of the State Borrower's Compact. Anyone with a valid library card from another Minnesota public library that is a member of a Minnesota regional library system may, upon presenting valid identification, register the card with Stillwater Public Library.

Residents of other states or of a Minnesota jurisdiction that does not participate in a Minnesota regional library system may also obtain user privileges by purchasing a library card annually. Fee-based cards do not allow the checkout of downloadable content or remote access to subscription databases.

Library e-Cards

Anyone who lives at or owns property that is taxed by the City of Stillwater for support of the Stillwater Public Library may apply for a library e-card which allows access to the library's digital resources but does not allow borrowing privileges. Under contractual agreement with Washington County and the City of Bayport, their residents may apply for a library e-card. The card has no expiration date.

Library Cards for Institutions

Organizations, institutions or businesses located in the City of Stillwater may register for a Stillwater Public Library card which is good for one year and may be renewed annually. Institutional library cards may be used to borrow library materials or access digital library resources. Only one library card is issued to an institution.

Lost Library Card

There is a charge for replacement of a lost card.

Borrowing Privileges

The library cardholder has full responsibility for all materials borrowed on the card. Parents/guardians are responsible for materials checked out by their minor children. The institution is responsible for materials checked out on an institutional card.

Loan Policies

A total of 100 items may be checked out at any one time. Most materials may be borrowed for 2 weeks. Loan periods vary by format. See Loan Policies ([link to table here](#)) for details.

Renewals

Most items may be renewed three times unless someone else has requested them. Items may be renewed online, by phone or in person. Interlibrary loan items may not be renewed.

Requests

Items in the collection of Stillwater Public Library, Bayport Public Library or Washington County Library may be requested and sent to Stillwater Public Library for pickup. Customers will be notified when the requested items are available.

Interlibrary Loan

Items not owned by the Stillwater Public Library, Bayport Public Library or Washington

County Library may be requested by interlibrary loan. The lending library sets the loan period. Interlibrary loan items may not be renewed. There is no charge for interlibrary loan service; however, fees charged by the lending library may be passed on to the customer.

Loan Restrictions

Customers with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Use of the library may be denied for due cause. Such cause may be failure to return library materials or pay charges, destruction of library property, disturbance of other customers or any other illegal or disruptive conduct on library premises.

Overdues

Overdue notices are sent at intervals set by the Washington County Library. The final notice is a billing notice.

Lost Materials

An item is declared lost when a billing notice is generated. Payment for a lost item is non-refundable.

Debt Collection


Unpaid charges of more than \$50 are sent to Washington County Financial Services for debt collection thirty days after the billing notice is sent. **Washington County Library deletes all accounts that have been inactive for 6 years, and also deletes bills that are 6 years old in compliance with County standards for writing off bills. Stillwater Public Library accounts and bills also will be deleted on this schedule.**

Replacement and Repair Charges

All charges, including those for repair, replacement and recovery costs for lost items will be determined by the Stillwater Library Board as part of the Fee Schedule ([link to table of fees here](#)).

Policy Adoption/Revision Dates:

ADOPTED MAY 1992
REVISED JULY 1998
REVISED JULY 1999
REVISED OCTOBER 1999
REVISED OCTOBER 2000
REVISED APRIL 2002
REVISED JUNE 2002
REVISED AUGUST 2003
REVISED NOVEMBER 2004
REVISED SEPTEMBER 2005
REVISED DECEMBER 2006
REVISED MARCH 2008
REVISED MARCH 2009

Stillwater

Public Library

**STILLWATER PUBLIC LIBRARY
INSTITUTIONAL BOARD POLICY:
CIRCULATION POLICY**

REVISED DECEMBER 2010
REVISED JULY 2012
REVISED DEC. 2012
REVISED JULY, 2013
REVISED MARCH 2014
REVISED OCTOBER 2014

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 WCL/SPL Contract	
OWNER: Board President	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Adopt the 2017 WCL/SPL contract.	
BACKGROUND/CONTEXT: WCL has provided a contract between the libraries for 2017. There are only minor changes in wording from the 2016 contract.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: WCL/SPL contract	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

WASHINGTON COUNTY	
CONTRACT NO.	_____
DEPT.	Library _____
DIVISION	_____
TERM	_____

**JOINT POWERS AGREEMENT BETWEEN WASHINGTON COUNTY
AND THE 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 section 471.59

WHEREAS, the City Library and the County Library have desire to provide public library services to each other’s cardholders, and

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

WHEREAS, the City Library desires to participate in systems owned and maintained by the County Library to provide cataloging, the loaning and return of library materials, notification and collection of payments for unreturned items, a public catalog of library materials, the delivery of library materials between the City Library and County Library, the interlibrary lending of library materials with other libraries, provision of digital resources, and

WHEREAS, the City Library agrees to meet the requirements to participate fully in Melsa, the Metropolitan Library Service Agency, as an associate member through its County Library under Melsa’s current Plan of Association (Attachment 1) which includes but is not limited to providing for the reciprocal borrowing and return of library materials, interlibrary lending and reporting,

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

The purpose of this agreement is to maintain and improves services to city and county library cardholders while at the same time sharing and reducing the costs of providing library services through the coordination, compatibility and cooperative support of certain systems, operations, programs and activities of the City Library and County Library.

I. The County Library shall:

- a. Provide and maintain an integrated library system which includes modules supporting acquisitions, serials, cataloging, circulation of library materials and the accounts of library cardholders into which the City Library may store and maintain its bibliographic and cardholder records;
- b. Provide for the basic cataloging of City library materials by County library staff through the bibliographic utility, OCLC;

- c. Provide for the basic processing of City owned library materials;
- d. Generate, print and post overdue and billing notices and/or email notifications for overdue and hold items to City cardholders and maintain equipment for such purposes;
- e. Provide access to system delivered integrated library system reports and statistics on the inventory and use of City Library materials and City Library cardholders and their accounts;
- f. Provide for the extraction of the City Library's bibliographic records and holdings in machine readable (MARC) format from the integrated library system if requested by the City Library with all related extraction costs paid by the City Library;
- g. Provide instruction, procedures, standards and guidelines to the City Library on the use of the integrated library systems, the bibliographic utility and services of the County Library;
- h. Provide the City Library opportunities to discuss and participate in future replacement, improvements or customizations to the integrated library system at mutually agreed upon shared costs necessary to implement and maintain such changes;
- i. Maintain a secure remote connection to the integrated library system in compliance with County Information Technology policies and standards for such connections and those of the integrated library system vendor;
- j. Provide an option for public internet connections and internet filtering;
- k. Provide a means of delivery of library materials between the City and County libraries;
- l. Provide for the interlibrary lending and delivery of library materials between the City Library and other libraries through Minitex and MnLINK;
- m. Provide for and coordinate the completion of various federal and state aid reports to Melsa by the County and City library through its Plan of Association.

II. The City Library shall:

- a. Keep up-to-date the City cardholder and City library materials holdings records in the integrated library system following the instructions, procedures, standards and guidelines set by the County Library;
- b. Provide for and maintain City Library telecommunications and technology following standards set by County Information Technology in order to securely connect to the integrated library system database and internet services including internet filtering provided by the County Library;
- c. Reimburse the County Library for any County purchased third party applications required to maintain the security and management of public internet and catalog computers based upon the number of licenses necessary at the City Library.
- d. Train City Library staff on all policies, procedures, standards and guidelines for the use of the integrated library system and other services and operations shared with the County Library;
- e. Train City Library staff on Minnesota statutes regarding the data privacy of library

records; provide for the destruction of any records that may contain private data after the use of such records for business purposes; and ensure that volunteers in the City Library do not have access County Library systems and services that may disclose private data on individuals;

- f. Reimburse the County library for processing supplies used for city owned materials;
- g. Prepare library materials for interlibrary lending and delivery to the County Library, Melsa, Minitex and other libraries following the policies, standards and procedures set for the interlibrary lending and return of library materials;
- h. Provide information and complete reports within set timelines to ensure the completion of all required reporting to Melsa for various state and federal library related programs and grants by and through the County Library;
- i. Reimburse the County Library for the printing, postage, mailers, and a portion of the postage meter rental used for mailing the overdue notices to City Library cardholders;
- j. Reimburse the County Library for each City Library cardholder account sent to the County Financial Services Collections Division at the current account fee set by that Division;
- k. Annually purchase digital resources and print and media materials for the City Library collections.

- 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 Minnesota Statute 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 the 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 Minnesota Statute 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 this 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, the 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, 2017 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.

STILLWATER PUBLIC LIBRARY

WASHINGTON COUNTY

By: _____
President, Board of Trustees

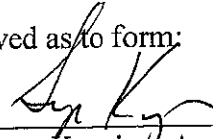
By: _____
Fran Miron, Chair
Board of County Commissioners

Date: _____

Date: _____

By: _____
Molly O'Rourke, County Administrator

Date: _____

Approved as to form:
By: 
George Kuprian, Assistant County Attorney
Date: 11/16/16

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Possible Change in February 2017 Meeting Date	
OWNER: Board President	PRESENTER: Board President
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Schedule the February 2017 Meeting Date	
BACKGROUND/CONTEXT: The February 2017 Board meeting would normally be scheduled for February 14, Valentine’s Day. Does the Board want to reschedule the meeting, move the meeting, or skip the February meeting?	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Director's Report + December 2016

Staff members are moving into the new desk and workroom. We should finish most of the move by December 15. With the holidays and vacations scheduled for December, we anticipate beginning our new staffing pattern January 3, 2017.

Below is the approach that we are taking to increasing outreach and partnership efforts.

Considering demographics and discussions that we have already had in the community, the following seem like the places to start. Senior staff members have been assigned target areas for the increased outreach efforts – while still maintain existing outreach efforts and partnerships.

The assignments are:

- Carolyn is leading outreach to seniors; we have already had dementia-friendly training and are scheduling service-to-seniors training for early 2017
- Aurora is leading library skills outreach (first target is adult basic education and job seekers); In a partnership with ABE and the Workforce Center, 3 to 4 open labs are planned for job seekers; Workforce staff will conduct the labs and our staff will present an intro to library services
- Angie is looking for additional children's targets beyond our current partnerships, of which there are many; libraries in Washington and Anoka Counties are collaborating for the Parent Aware Newsletter that will be sent to all child care providers and Head Start families in the two counties
- Lynne is meeting with Community Ed to look for possibilities for cooperation; we are talking about a possible retreat early in 2017 to acquaint each other with operations and goals

All these efforts will start with the development of a plan against which we may check the effectiveness of our efforts, a survey of service providers and organizations, and an assessment of staff training needs. The area leaders are talking with librarians and library associates about their interest levels in these areas of assignment.

Board of Trustees Calendar

2016

December
13 SPL Board Meeting 7 p.m.
31 Board terms end

2017

January
10 Begin Development of Five-Year Capital Forecast 2018-2022
bd mtg

February
14? bd mtg

March
14 bd mtg

April
11 bd mtg

May
9 bd mtg

June
13 bd mtg

July
11 bd mtg

August
8 bd mtg

September
12 bd mtg

October
10 bd mtg

November
14 bd mtg

December
12 bd mtg
31 Board terms end

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	11/28/16: In Progress Board decided to proceed with tie-downs on Terrace. SPLF confirmed that a donor is willing to fund project.
30	12/9/2015	Prioritize Facility Repairs/Work	Facilities should catalog a list of repairs needed and prioritize the work, including the leak in Bertalmio's office and the ceiling cracks throughout the building. List should be provided to board by the Spring of 2016.	Facilities Committee	11/28/16: In Progress The Facilities Committee should assess the state of the facility to prepare for the 2017-2022 Capital Plan.
50	3/8/2016	Building Reconfiguration	Develop a staffing model plan in preparation for co-location change.	Bertalmio	11/28/16: In Progress A prototype desk schedule has been developed. Cross-training has occurred. Senior staff have received outreach assignments of areas that they will lead. Area leaders are developing training schedules for staff for selected areas. First training opportunity is dementia training. Staff is participating with Adult Basis Education staff on a grant proposal.
52	3/8/2016	Partnerships & Outreach	Provide board with a plan for what would be realistic for the library to do in outreach over the next year.	Bertalmio	11/28/16: In progress Management Team is working on training needs, staffing pattern, and outreach goals.
53	3/8/2016	Board Goals	Discuss 2016 Board Goals.	Keliher	10/31/16: In Progress Process will begin with a review of bylaws and other existing "job descriptions" for trustees.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area.	Bertalmio Otte	11/9/16: In Progress WCL has purchased Civic Technologies software that can be mounted on the ILS system to report on demographics for outreach and marketing. WCL is scheduled to receive reports early in 2017. Reports for Stillwater will follow.
57	4/12/2016	Long-Term Financial Planning	Meet individually with members of the city council to help educate them about the library.	Bell Carlsen Hansen Keliher	11/28/16: In Progress This does not seem to be the Council's preferred method of receiving library information.
61	5/10/2016	Building Name Rights Task Force	After naming rights plan is received from staff, convene a small task force of Board, staff members and an SPLF board member to review plan and determine donor approach.		11/28/16: In Progress Staff will meet with Wells Fargo to offer an alternative opportunity for naming.
64	5/10/2016	Teen Area	Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined.	Bertalmio	11/28/16: In Progress Design work will begin after the co-location work is complete.
70	8/9/2016	Supplemental Funds	The Finance Committee will work on a process for how to manage any new endowment-type gifts received by the library and will bring proposed process to the Governance Committee.	Finance	

73	8/9/2016	City Council Relations	Board requested that Bertalmio and Keliher put together an action plan for building city council relationships and educating council members. The board asked Bertalmio and Keliher to consider including the following components: Director attending council meetings if there is library business before the council, Director being part of the City team that plans agenda, Director building relationships with council members.	Bertalmio Keliher	11/28/16: In Progress Director will attend Council meetings when library actions are on the agenda.
76	8/9/2016	WCL Relations	Board asked Bertalmio to help drive relationship-building with WCL and reach out to WCL regarding a meeting with Bertalmio/McCarty.	Bertalmio	11/28/16: In Progress A meeting with Washington County administrators, the WCL Director, and the Stillwater Administrator and Library Director was held on September 15, 2016. The County is willing to meet with Stillwater representatives, but the WCL Director voiced concerns about unwieldy structures and a complicated facility.
77	9/13/2016	Events	Board asked Bertalmio and Keliher to meet with Young to discuss the mitigation suggestions received in a 9/8/16 letter from the neighbors regarding events at the library.	Bertalmio Keliher	11/28/16: In Progress Board voted to approve changes to event policy at 10/11/16 meeting. The library is also looking to address other concerns presented by the neighbors and is pursuing the possibility of increasing the yellow curb painting on 4th Street to extend the no parking area, updating signage in the alley, increased staffing during event loading/unloading, and moving tent delivery away from the former Mulberry St.
80	9/13/2016	City Council Relations	Ask McCarty to formally place library on agenda on a quarterly or monthly basis. Library Director and a Board Member will attend meeting and provide brief update.	Bertalmio	11/28/16: In Progress The Council was not united in how they wish to receive communications..
82	9/13/2016	2017 Budget	Provide budget reduction options for board review at October meeting.	Bertalmio Finance	10/5/16: In Progress
83	10/11/2016	Building Reconfiguration	Board requested that ongoing photo updates appear on website about project.	Bertalmio	10/31/16: In progress To date, photos of construction are unclear. When there is more on which to focus, photos will be displayed.
85	10/11/2016	Technology Plan	In the Annual Report to the State, it stated that the technology plan was updated in 1999. Bertalmio explained that a majority of the library's technology is coordinated with Washington County Library. Board requested more information on the SPL and WCL technology plans to assess if updates are needed to the SPL plan.	Bertalmio	10/31/2016: In Progress The 1999 Technology Plan was not a policy but a plan done in conjunction in with WCL to apply for an e-rate discount (a telecommunications discount) that is no longer applicable. The plan assessed fiber, wireless, hardware, software needs for the libraries.
86	10/11/2016	City Council Relations	Board requested that Bertalmio meet with City Administrator McCarty regarding agenda for a work session with council. Items on the agenda could include the Council Communication Plan, Washington County Library relationship, and building reconfiguration update.	Bertalmio	11/15/16: In Progress Council and Board met.
88	11/9/2016	2017 Capital Budget	Facilities Committee to review budget and provide recommendations for reducing the 2017 Capital Budget at the December board meeting.	Bertalmio Carlsen Menikheim Otte	
89	11/9/2016	Board Office Nominations	Nominating Committee form and meet in preparation for the election of officers on the board for a two-year term beginning in 2017.		Keliher to appoint Nominations Committee

TICKLER ITEMS

ID	Board Meeting	Task	Description	Responsible	Status
TICKLER	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: The City of Stillwater lists this project in its capital project budget for 2017.No known date for paver replacement; Communicate to neighbors when date is known.
TICKLER	10/9/2018	Board Officers Nominating Committee	In October/November 2018, Board should appoint a nominating committee for officers on the Board for a two-year term beginning in 2019.	Board	TICKLER

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
2	7/14/2015	Strategic Plan - 2015 Board Action Steps	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	10/13/15 - Completed: Document included in October Board Packet.
3	7/14/2015	Strategic Plan 2.3.12 WCL/SPL Relationship	Create a task force to examine relationship to and explore collaborations with Washington County. Stark volunteered to help with this.	Keliher Stark	9/8/15 - Complete: Task Force created, and Stark and Carlson assigned.
4	8/11/2015	Strategic Plan 1.4.1 Visitation Patterns	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 suggestions.	Bertalmio Gordon	9/8/15 - Complete: Bertalmio distributed report to board at Sept meeting.
5	8/11/2015	Strategic Plan	Review Strategic Plan and provide new timeframe recommendations for board approval.	Bertalmio Keliher	9/8/15 - Complete: Provided updated strategic plan in September Board Packet and presented at Sept meeting. Board approved plan as amended.
6	8/11/2015	Building Study Committee	Provide recommended list of Building Study Committee members for board approval.	Keliher	9/8/15 - Complete: Keliher distributed list of proposed task force members (Bell, Gordon, 1 SPLF member, 1 Friends member and 2 staff members) at Sept meeting.
7	8/11/2015	Wedding/Events Report	Provide board with comparison of number of weddings booked to date for 2016 in comparison with bookings at this time for prior years.	Bertalmio	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 time last year. More ceremonies than in past which has less furniture rental revenue.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
8	8/11/2015	Sunday Hours	Provide board with a list of key contacts receiving information about Sunday Hours.	Bertalmio	9/8/15 - Complete: Bertalmio's Director's Report in September Board packet indicated that info was sent to Pioneer Press, Star Tribune, and local papers. Flyers sent to churches, SAPS digital backpack and area libraries. Signs up in library and on building. Bookmarks distributed to patrons. Info on website and social media.
10	8/11/2015	Trustee Interviewing Committee	Form Committee to interview Board of Trustee Applicants. Gordon volunteered to serve on Committee.	Gordon	9/8/15 - Complete: Gordon and Carlsen agreed to serve on committee.
12	8/11/2015	Supplemental Funds	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 - Meeting Completed
13	9/8/2015	City Email Accounts	Bertalmio contact city IT to see if city email accounts may be created for library trustees as email communications between board members or emails about library business could be public data.	Bertalmio Keliher	3/23/16: Completed The email address is LibraryBoard@ci.stillwater.mn.us and these emails will be received by Keliher.
15	9/8/2015	Building Study Task Force Members	Recruit 2 staff members, 1 Foundation member, 1 Friends member and 4 Bd Members to serve on Task Force.	Bertalmio Keliher	9/25/15 - Complete: Recruited Bd Members Bell, Gordon, Menikheim, Stark, Staff Aurora Jacobsen and Jody Vasilakes, SPLF Jean Morse and Friends Nancy Prince to serve on task force and sent introductory email.
16	9/8/2015	Building Study Task Force Meetings	Schedule special meeting of full board with MSR and schedule building task force meetings with MSR.	Bertalmio	10/16/15 - Completed: MSR meeting with Board scheduled for 10/9/15; First Task Force Mtg scheduled for 11/4/15.
17	9/8/2015	2016 Budget	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	10/13/15 - Completed: Brought revised budget to Board at October's meeting. Approved.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
18	9/8/2015	Board Vacancy	Interview board applicants and provide recommendation.	Carlsen Gordon	10/30/15 - Completed: Gordon and Carlsen completed interviews with 4 applicants. Presented recommendation to board and board approved.
19	9/8/2015	SelfChecks - Book Recommendations	Provide board with update on status of providing book recommendations via SelfCheck machines.	Bertalmio	10/13/15 - Completed: Self-Check machines are displaying recommended reads.
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.
22	9/8/2015	Library in the News	Send out copies of articles when library is in the news.	Bertalmio	9/14/15 - Complete: Sunday Hour clippings and Mad Men article emailed to Board. Articles will be emailed going forward when library is in the news.
24	9/8/2015	Board List	Provide Board with a list of members and terms at October Board meeting.	Bertalmio	10/13/15 - Completed: List provided at October's Board Meeting.
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 - Research Complete: Bylaw research done. Bylaws don't restrict time. Discuss at annual meeting in January 2016
26	9/8/2015	Greeting Card for Corbett	Distribute greeting card and collect funds to thank him for his service as an outgoing member of the board.		11/18/15 - Completed Thank you from Corbett received.
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	12/15/15 - Completed Motion for funding will be on January 2016 agenda.
28	10/13/2015	Union Negotiations	Bertalmio to schedule negotiation sessions with Union and Executive Committee.	Bertalmio	12/16/15 - Completed Agreement reached. Contract ready for ratification.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
29	12/9/2015	Board of Trustee Opening	Carlsen and Stark to interview candidates for Board of Trustees position and provide recommendation after all applications are received (due by 12/14/15).	Carlsen Stark	2/9/16: Completed Otte recommended at mtg
31	12/9/2015	Capital Funds	The Board requested that Bertalmio clarify with McCarty if capital funds may be used for building repairs.	Bertalmio	12/10/15 - Completed: Bertalmio clarified with McCarty that capital funds may be used for major building repairs (repairs over \$1,000).
32	12/9/2015	Capital Funds	Board requested that an updated Library Capital 2015 document be sent with the updated expenditure and rollover information	Bertalmio	12/22/15 - Completed Report has been generated and will be distributed in January Board packet.
33	11/10/2015	Supplemental Funds	Board should develop a document that describes the conditions and use of each fund.	Goeltl	4/13/16: Completed
34	12/9/2015	City Email Accounts	Bertalmio to research and provide board with a list of possible considerations when using city email account. Bertalmio to provide board with a copy of the tech policy.	Bertalmio	1/12/16: Completed Bertalmio provided policy and considerations list to Board.
35	1/12/2016	City Email Accounts	Bertalmio to follow-up with City IT to determine if (1) all of the Board members need to adopt use of a city email address, and (2) of a single Trustees email address could be created for constituents to send questions and feedback which would then trigger an email to all	Bertalmio	
36	1/12/2016	Stillwater Scene	Board moved that Bertalmio should meet with Tom McCarty regarding the Library having a continuing presence on the Stillwater Scene and report back to the board.	Bertalmio	3/8/16: Completed City has budgeted for 2 - 3 mailed newsletters in 2016. Library may will be included. Bd moved that funds to new for this will come from printing
37	1/12/2016	Building Task Force	Board to contact Carlsen to see if he is interested in taking Gordon's place on the task force.	Keliher	1/19/16 Completed
38	1/12/2016	Building Task Force	Board requested to see versions of the MSR plans as they become available.	Bertalmio	3/8/16: Completed Copies of the latest plans with a description will be available in the March Board packet for discussion
39	1/12/2016	Personnel	Board requested that Bertalmio provide a full summary and background of the non-union wage scale and the personnel policy for non-union employees at the February Board meeting.	Bertalmio	2/9/16: Completed The information was provided in the February Board Packet.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
41	1/12/2016	Personnel	Conduct Library Director Evaluation. * Board members to submit evaluation forms to Keliher by January 28th.	All	3/8/16: Completed Passed at March board meeting
43	1/12/2016	Long-Term Financial Planning	Board requested that Bertalmio provide and review with them the 2014 Annual Report at February's meeting to help aid in the understanding of the annual dollars needed to run the library and the monies moving in and out of the library.	Bertalmio	4/12/16: Completed The 2014 report was provided in the February Board Packet. The 2015 report was provided in the April Board Packet.
47	1/12/2016	2016 Policy Review List	Policy and Governance Committee asked Bertalmio to provide them with a prioritized list of policies to review in 2016.	Bertalmio	2/1/16: List submitted to Bell.
51	3/8/2016	Supplemental Funds	Develop a formal process for the acceptance and fund allocation of gifts.	Keliher	8/9/16: Complete * List of 2016 gifts received will be received quarterly in the board packet. * Supplemental fund procedures have been formally documented, an evolving proces that is continually reviewed and refined.
47	3/8/2016	Building Task Force	Schedule a meeting with building task force prior to board meeting with MSR so task force can provide recommendations to board.	Bertalmio	3/23/16: Completed The Task Force met on March 24 and drafted a recommendation to the Board on the findings of the building
60	5/10/2016	Building Name Rights Plan	Board requested that staff prepare a list of donor-named features that will be disrupted by the building reconfiguration, develop a list of alternative features that could be offered to the donor for naming, and provide staff recommendations on the best alternatives.	Bertalmio	9/2/16: Complete Only a few features will be disrupted by the construction.
62	5/10/2016	Address Reallocation of Capital Funds	Menikheim raised concerns that the Board was requesting reallocation of money from one area to another, and tax dollars bonded for specific purposes shouldn't be used for other purposes. To further explore this concern, the Director, Finance Committee, and Board President will meet with Tom McCarty.	Bertalmio Keliher Otte Richie Stark	6/9/16: Completed Keliher, Richie, Stark, and Bertalmio met with McCarty. He explained the City of Stillwater's capital fund procedures and said that reallocation

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
63	5/10/2016	Capital Improvements Forecast	Board requested the Capital Improvement Forecast be added to the Board's calendar and agenda for January/February next year in preparation for this request.	Bertalmio	6/9/16 Completed:
65	6/14/2016	Building Reconfiguration	Create a comprehensive building reconfiguration document that includes full project costs (construction, furnishings and equipment), funding sources, and project timelines.	Bertalmio Carlsen Otte Richie	7/29/16: Complete This document was preented at the July meeting
66	6/14/2016	Reschedule November Board Meeting	November's regularly scheduled board meeting is on Election Day. Reschedule November meeting for another date.	Keliher Bertalmio	7/29/16: Complete Meeting rescheduled for Wednesday, November 9
67	7/12/2016	August 3 Meeting with City Council	Set agenda for meeting and provide reports for Council packet	Bertalmio McCarty	7/29/16: Complete Discussion of library history and finances will be on Council's agenda for the 3:30 meeting; reports distributed in packet
68	7/12/2016	Select construction firm for co-location	The Facilities Committee and Director will review construction estimates and select firm	Facilities Bertalmio	9/2/16: Complete Selected Gardner Builders to do co-location project.
69	8/9/2016	Strategic Plan Update	Board asked Bertalmio to provide board with a document that reviews the three major goals of the current strategic plan, assesses progress to date, and key learnings.	Bertalmio	9/2/16: Complete Assessment will be presented in September packet materials.
75	8/9/2016	Director's Report	Board asked Director to include programming numbers and other data in the monthly report along with the narratives.	Bertalmio	10/5/16: Complete Reports from staff programmers will be included in Director and other staff reports porion of the Board agenda.
81	9/13/2016	City Council Relations	Board asked Keliher to draft a response letter to the City Council regarding the levy, the WCL meeting, and next steps.	Keliher	10/5/16: Completed The letter was sent to Council members on October2, 2016.
87	10/11/2016	Building Reconfiguration	Board requested a copy of FAQ document provided to staff regarding the construction project.	Bertalmio	10/31/16: Completed Document e-mailed to Board members

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING
October 26, 2016

MEMBERS PRESENT: Lynne Bertalmio, Steve Brady, Jane Dickinson, Keri Goeltl, Andy Kass, Dustin Moeller, Jean Morse, Fred Rengel, Mary Richie, Carol Stabenow, Ann Wolff

WELCOME: President Ann Wolff called the meeting to order at 7:35 a.m. Members signed a card for Event Coordinator, Ann Young, who had recently had a baby. An announcement was made for a 10th Anniversary Celebration meeting scheduled for 1:00 in the afternoon that day, the 26th.

BOARD MEMBERS FOR 2017: The process for selecting new board members outlined in the SPLF Board Handbook, Chapter 3.4 Executive Committee Charter 2016, was reviewed:

- Candidate names, a brief biography and references will be presented to the EXECC;
- If all members of the EXECC agree the selection, the candidate's name will be brought before the full Board for discussion and vote;
- If the board is in full agreement, the candidate will be contacted and invited to an informal meeting with the EXECC. Typically the candidate will immediately want to know the level of commitment and responsibility. The handbook page listing the board responsibilities may be emailed in advance. During the meeting, the candidate may be offered a seat on the Board.
- If, during the informal meeting, an EXECC member has the feeling that this would not be a fit, he/she will indicate that both parties should give time for the candidate to discuss with family and the EXECC to discuss with the Board. At an agreed upon time, the EXECC will contact the candidate and either offer a seat on the board or let the candidate know that it would not be a fit.

The list of potential candidates for board membership was presented and discussed. The above procedure will be followed during the next several weeks.

SLATE OF OFFICERS: The Executive team will present a slate of officers for 2017 at the November meeting,

SECRETARY'S REPORT: The minutes for the September board meeting were approved as corrected.

FINANCE COMMITTEE & TREASURER'S REPORT: Andy reported on the October financial committee details:

- The balance sheet as of September 30, 2016 indicates that we are ahead of our budget for 2016.

- The committee will be interviewing the CPA firms that Dustin has suggested to complete the 2016 tax filings.
- The Finance Committee recommends that we stick to the grant amount of \$22,000 as originally budgeted for 2016.
- Additionally, the committee recommends that a reserve fund of \$5,000 be approved for the upcoming year. This will be on the agenda for approval in November. The committee will begin to investigate a place to invest it.
- The overview of the budget for 2017 was discussed. The budget proposal will be voted on at the November meeting.
- The Direct Mail appeal will be addressed to “Library User” and will be sent to donor addresses and current 55082 addresses. There will be a cost-effective advantage to having the mailing printed and addressed accordingly.

“HARVEST OF THANKS”: Jane and Mary commented on the success of the donor event. All were encouraged to send a note to attendees.

STYLE SPEAKS VOLUMES III: The plans for event, scheduled for Nov. 14 & 15, continue to evolve nicely. Reservations for the style show coming in.

HEARING LOOPS: Jean briefly reviewed the information that had been sent to board members regarding the hearing loops project. At this time, the scope of the project is limited to the Margaret Rivers Room. A grant request has been submitted to the Huelsmann Foundation to fund approximately half of the cost of the project. When we know the status of this grant request, we will write additional grant requests to solicit funds to meet the cost of the hearing loop installation.

PERMANENT TENT TIE-DOWNS: Lynne reported that Terry and Roxie Johnson are willing to fund the purchase and installation of the tie-downs that are required by the tent rental companies in order to provide continued use of tents for events on the terrace. The financial support will be given to the Foundation and the SPLF will then forward the gift to the Library. Three written estimates will be required for this expenditure. The addition of the permanent tie-downs should allow for ease of tent installations and appease library neighbors. The Johnsons recently contributed funds for several pieces of furniture for the terrace, also.

POLICY STATEMENTS: It has been agreed that the Foundation should develop several policy statements to guide decisions. Steve will begin to work on them.

EVENTS: Fred discussed upcoming events.

- Spring Events – It is unlikely that we will repeat Beer for Books in 2017. An event at Swirl in Afton was suggested to replace it. This would be more intimate setting and would be designed for a smaller, more targeted group of attendees. Including musical entertainment was discussed.
- Members brain-stormed ideas for events to engage younger adults.

ENDOWMENT PROMOTION: Mary suggested that we should give thought to methods to promote donations to our endowment fund. It was recommended that we consider various

mechanics / literature/ approaches that could be employed to accomplish this. It might be appropriate to introduce the endowment fund at the 10th anniversary event.

SUNDAY HOURS: Foundation funding for Sunday Hours for 2017 is still under discussion. We are waiting to follow the lead of the SPL Board of Trustees.

NOVEMBER MEETING: The next meeting for the SPLF will be on Wednesday, November 30 in order to avoid the Thanksgiving Holiday.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Jean Morse, Secretary

REPORTS sent to board members by e-mail for the October, 2016 meeting:

<u>Date</u>	<u>Sender</u>	<u>Title</u>
10/2	Ann	Letter from patron re: children's services Agenda for "Harvest of Thanks" donor event + Discovery/Conversation Questions SPL 2015 Annual Report Guest List for Donor Event
10/3	Ann	Background Information for Donor Event re: Sunday Hours, Hearing Loops, City Council Meeting & Levy Decision
10/7	Ann	Review of Donor Event & "Harvest" Comments
10/10	Ann	E-Mail with Thanks & Thoughts about Nov. & Dec. Meetings
10/13	Ann	E-Mail with comments/updates/reminders
10/14	Keri	Harvest of Thanks Donor Attendee Address Database
10/14	Keri	Info re: e-mailed Newsletter about Style Speaks Vol. III
10/17	Jean	Sept., 2016 Board Meeting Minutes
10/23	Ann	Oct., 2016 Board Meeting Agenda
10/24	Ann	Draft of Letter to Mayor, City Council Members, City Administrator, and Library Trustees
10/24	Jean	Hearing Loops Information
10/25	Ann	Final Version of Letter to Mayor, City Council Members, City Administrator, and Library Trustees
10/25	Keri	Financial Reports: Balance Sheet Sept. 30, '16 Profit & Loss Budget vs. Actual Jan.- Sept 2016 Profit & Loss YTD Comparison, Sept. '16 Profit & Loss Previous Year Comparison, Jan. - Sept. '16 Budget v Actual YTD, 2016 2011-2015 2017 Calendar Year Budget by Program Harvest of Thanks Letter