

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Tuesday, January 13, 2014, 7 p.m.

MEETING AGENDA

1. Call to Order
2. Adoption of the Agenda A+
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the December 2014 Minutes+
 - b. Acknowledgement of Bills Paid in December 2014: \$18,986.28+
 - c. Monthly Activity Report*
 - d. Other Activity Reports+
 - e. Director and Other Staff Reports+
 - f. Financial Reports +
 - g. Strategic Plan Dashboard+

OLD BUSINESS

5. Three and Six Month Goal Status D
6. Website Launch D
7. Maintaining an Archival Record of Strategic Plan A

NEW BUSINESS

8. 2015 Union Contract A+
9. 2015 Nonunion Wage Rates A+
10. Ratification of 2015 Wages A*
11. 2015 Capital Release A+
12. Director's Personnel Evaluation I+
13. Board Calendar A

REPORTS

14. Foundation Report
15. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Governance and Policy
 - e. Human Resources
 - f. Nominating Committee
16. Public Commentary and Communications
17. Adjournment

If you are unable to attend this meeting, please leave a message for Lynne (ext. 118) before 5 P.M. on Monday, January 12, 2015.

A=Action Item I=Information Item D=Discussion Item
+= Document in Packet *= Document to be Distributed Later #=Document Previously Distributed

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 9, 2014**

Minutes

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

ABSENT: Gordon

STAFF: Library Director Bertalmio, Sheila Allen, Carolyn Blocher, Keri Goeltl, Sue Hedin, Aurora Jacobsen

AGENDA ITEM 1: Call to Order

Meeting called to order at 6:35 pm by Corbett, Chair.

AGENDA ITEM 2: Adoption of Agenda

Motion to add Library Director Evaluation as agenda item 7a under New Business. MSP

Motion to adopt agenda as amended. MSP

AGENDA ITEM 3: Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Adopted.

AGENDA ITEM 5: Technology Review

- 5a. Automated Library Equipment:** Library Staff Blocher and Allen gave an overview and tour of the new automated library equipment.
- 5b. E-Resources:** Library Staff Bertalmio, Jacobsen and Hedin reported on the history, changes and upcoming developments in e-resources. It was noted that a 3M rep will attend a January or February board meeting to discuss the 3M Cloud Library. Discussion about e-resources, usage and changing technology.
- 5c. E-Resources Statistics:** Discussion of statistics from Washington County about Stillwater's use of e-resources.
- 5d. Download Exercise:** Board members shared their results in attempting to check out e-resources from library via 3M Cloud, Overdrive, One Click Digital and Zinio.

AGENDA ITEM 6: Donations Policy (Governance and Policy Committee)

Bell outlined policy and noted the library's preference for undesignated gifts. Discussion regarding the board's fundraising approach and its relationship to the Friends and the Foundation. Motion to approve the Donations Policy as included in the December board packet. MSP

AGENDA ITEM 7: 2014 Capital Release (Finance Committee)

Richie and Stark discussed transferring selected 2014 expenditures to the capital budget for the end of the year. Funds remaining in operations and plant at the end of 2014 would be requested to roll-over into 2015. Motion to approve the 2014 capital release as set forth in the December board packet. MSP

*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
December 9, 2014**

Minutes

AGENDA ITEM 7A: Library Director Evaluation

Motion to commence process. MSP

AGENDA ITEM 8: Foundation Report

Keliher reported on the results of Give to the Max Day, the progress of the direct mail campaign and the success of the Style Speaks Volumes event. The next event is Beer for Books on Feb 24, 2014. Keliher reported that the Foundation had been presented with the Library's strategic plan. It was noted that Friends@SPL still need to be presented with the strategic plan. Corbett to attend Friends@SPL January meeting to present the strategic plan.

AGENDA ITEM 9: Committee Reports

- 9a. Executive Committee – Union Contract Negotiations:** Meeting with union on December 10, 2014 at 7:00 pm.
- 9b. Facilities:** None.
- 9c. Finance:** The Finance Committee and library staff will work on revising the finance/revenue format for the board packet in January 2015.
- 9d. Governance and Policy:** Donations policy adopted per agenda item 6. Keliher reported that the committee is working through the parking and noise recommendations currently and have a meeting scheduled with Anne Young and then a subsequent meeting with neighbors. The next policies on the list are Collection Development and Meeting Room Usage.
- 9e. Human Resources:** Bell reported that the committee is contacting various groups about different library service models. They visited Wescott branch (co-located desk), and a site visit is scheduled for December 10, 2014 to Northtown branch. Discussion about staffing models, change management and the need for HR expertise and guidance during this process.
- 9f. Nominating Committee:** Corbett report that nominations had been received from Gordon. Additional nominations will be accepted through the next board meeting in January and also on the floor in January. Gordon's nominations were President – Keliher, Vice President – Bell, Secretary – Carlsen.

AGENDA ITEM 10: Public Commentary and Communications

None.

AGENDA ITEM 11: Adjournment

Meeting was adjourned at 8:50 pm.

Stillwater Public Library

Invoices Payable Dec 2, 2014

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

VENDOR	ITEM	AMOUNT	FUND CODE		INVOICE	FUND NAME
INVOICES PAYABLE						
American Library Association (ALA)	Annual Membership	158.00	235-4238-4099-0000		1047995_113014	Library Donations Miscellaneous
Allen, Sheila	Staff Reimbursement	34.16	230-4230-3200-0000		See attached voucher.	Mileage
AVENET, LLC.	Website	75.00	230-4230-3098-0000		35844	Technology Support
Blackstone	Materials	100.00	235-4235-2101-0000		734092	Library Donations Materials
Brodart	Materials	2,053.00			See attached.	
			230-4230-2401-0000		250.51	Adult Books - Fiction
			230-4230-2405-0000		925.43	Adult Books - Non Fiction
			235-4235-2101-0000		127.53	Library Donations Materials
			232-4232-2113-0000		482.00	SPLF - Materials
			230-4230-2499-0000		31.50	Collection Development
			230-4230-3404-0000		43.55	Processing Fee
			230-4230-2101-0000		192.48	General Supplies
Chris Amdahl Locksmith	Building Keys	162.00	230-4231-3703-0000		11064	Building Repair Charges
G&K Services	Towels & Rugs	82.54	230-4231-4099-0000		1182540428	Miscellaneous Charges - Lib Plant
Master Mechanical	Heater Repair	313.50	230-4231-3703-0000		41089	Building Repair Charges
Menards	Maintenance Supplies	187.01	230-4231-2102-0000		4968	Janitorial Supplies
Midwest Tape	Materials	638.65			See attached.	
			230-4230-2402-0000		284.32	Audio
			230-4230-2408-0000		41.23	Film/Video
			235-4235-2101-0000		289.91	Library Donations Materials
			232-4232-2113-0000		11.24	SPLF - Materials
			224-4224-2404-0000			Helen Lawson Fund - Other Books
			230-4230-3404-0000		11.95	Processing Fee
Petrie, Angela	Staff Reimbursement	170.78			See attached voucher.	
			230-4230-3200-0000		126.56	Mileage
			235-4238-4099-0000		22.96	Library Donations Miscellaneous
			230-4230-2101-0000		21.26	General Supplies
Quill	General Supplies	324.56	230-4230-2101-0000		7729044, 7856891, 7863250	General Supplies
Scholastic	SRP Reward Books	209.72	232-4232-2407-0000		10067266	SPLF - Programs
St. Croix Valley Foundation	Refund	120.00	230-0000-3500-0100		See attached voucher.	Meeting Room Rental (Refund)
Toshiba	Maintenance Contract	20.42	230-4230-3707-0000		11407550	Maintenance Agreements
Washington County	Ebooks	759.76			See attached.	
			227-4227-2404-0000		759.76	Other Govt Gifts - Other Books
INVOICES SUBTOTAL		5,409.10				

VENDOR	ITEM	AMOUNT	FUND CODE	INVOICE	FUND NAME
CREDIT CARD					
Amazon.com		\$748.40			
			230-4230-2408-0000	\$262.59	Film/Video
			235-4236-4099-0000	\$151.46	Library Donations Programs
			230-4230-2405-0000	\$134.47	Adult Books - Non Fiction
			232-4232-2113-0000	\$18.97	SPLF - Materials
			230-4230-2113-0000	\$180.91	Reference
HC Harris Connect	Materials	\$139.90	230-4230-2499-0000		Collection Development
Hilton Garden Inn	Hotel for MLA Conf	\$98.24	235-4238-4099-0000		Library Donations Miscellaneous
SIM Home Theater	Periodical	\$12.97	230-4230-2403-0000		Periodicals
Starbucks	Staff Recognition	\$25.00	230-4230-4099-0000		Miscellaneous Charges
Wayfair	Minor Equipment	\$29.98	230-4230-2302-0000		Other Minor Equipment
	CREDIT CARD SUBTOTAL	1,054.49			
GRAND TOTAL		6,463.59			

Submitted for payment

Lynne S. Bertalmio, Director

Stillwater Public Library

Invoices Payable Dec 16, 2014

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

VENDOR	ITEM	AMOUNT	FUND CODE		INVOICE	FUND NAME
INVOICES PAYABLE						
16 Wins	Website Development	3,700.00	230-4230-3098-0000		376	Technology Support
Ace Hardware	Supplies	54.12	230-4231-2102-0000		156645, 156646, 157105	Janitorial Supplies
Baker & Taylor	Materials	11.97			See attached.	
			230-4230-2400-0000	11.97		Childrens Books
Baker & Taylor Continuation Acct	Materials	200.76			See attached.	
			230-4230-2405-0000	75.58		Adult Books - Non Fiction
			230-4230-2113-0000	125.18		Reference
Bayport Public Library	Library Reimbursement	102.99			See attached voucher.	
			230-0000-3880-0040	72.00		Processing Fees
			230-0000-3880-0030	30.99		Lost/Damaged Fees
Bertalmio, Lynne	Staff Reimbursement	119.28	235-4238-4099-0000		See attached voucher.	Library Donations Miscellaneous
Brodart	Materials	3,854.64			See attached.	
			230-4230-2401-0000	466.74		Adult Books - Fiction
			230-4230-2405-0000	2,349.57		Adult Books - Non Fiction
			235-4235-2101-0000	301.04		Library Donations Materials
			232-4232-2113-0000	575.28		SPLF - Materials
			230-4230-2499-0000	44.96		Collection Development
			220-4220-2404-0000	24.75		Minerva - Other Books
			230-4230-3404-0000	92.30		Processing Fee
Chris Amdahl Locksmith Inc.	Building Keys	83.25	230-4231-3703-0000		11089	Building Repair Charges
Culligan	Water	14.55	230-4230-4099-0000		113014_14.55	Miscellaneous Charges
Goeltl, Keri	Staff Reimbursement	103.96			See attached voucher.	
			232-4232-4099-0000	88.97		SPLF - Miscellaneous Charges
			230-4230-2302-0000	14.99		Other Minor Equipment
Grainger	Maintenance Purchases	678.85			9607902401; 872717657; 1223630246	
			230-4231-2102-0000	12.00		Janitorial Supplies
			230-4231-2302-0000	655.59		Other Minor Equipment - Lib Plant
			230-4231-3703-0000	11.26		Building Repair Charges

Stillwater Public Library

Invoices Payable Dec 16, 2014

VENDOR	ITEM	AMOUNT	FUND CODE		INVOICE	FUND NAME
Henry, Marvin	Staff Reimbursement	32.69			See attached voucher.	
			230-4231-2302-0000	8.05		Other Minor Equipment - Lib Plant
			230-4230-3200-0000	24.64		Mileage
Jacobsen, Aurora	Staff Reimbursement	118.72	235-4238-4099-0000		See attached voucher.	Library Donations Miscellaneous
Menards	Maintenance Supplies	12.99	230-4231-2102-0000		55335	Janitorial Supplies
Midwest Tape	Materials	2,017.54			See attached.	
			230-4230-2402-0000	606.69		Audio
			230-4230-2408-0000	721.92		Film/Video
			235-4235-2101-0000	49.97		Library Donations Materials
			232-4232-2113-0000	479.66		SPLF - Materials
			230-4230-3404-0000	159.30		Processing Fee
Office of MN.IT	Telephone	340.18	230-4231-3101-0000		W14100674	Telephone
Petrie, Angela	Staff Reimbursement	14.45	230-4230-2113-0000		See attached voucher.	Reference
Recorded Books, Inc.	Materials	5,088.00	230-4230-2402-0000		SPLCOP2015_5088	Audio
Stillwater Public Library Foundation	Reimbursement	240.00	232-0000-2000-1300		See attached voucher.	SPLF - Accounts Payable Pass Thru
Toshiba	Maintenance Contract	41.47	230-4230-3707-0000		11459694	Maintenance Agreements
Washington County	NF Ebooks	447.79			See attached.	
			227-4227-2404-0000	194.34		Other Govt Gifts - Other Books
			232-4232-2113-0000	253.45		SPLF - Materials
Weston Woods	Materials	26.96	235-4235-2101-0000		10116334	Library Donations Materials
World Book, Inc.	Materials	949.00				
			230-4230-2113-0000	186.25		Reference
			232-4232-2113-0000	762.75		SPLF - Materials
Xcel Energy	Utilities	4,111.69			432684662	
			230-4231-3600-0000	2,968.99		Electricity
			230-4231-3601-0000	1,142.70		Natural Gas
INVOICES SUBTOTAL		22,365.85				
CREDIT CARD						
None						
CREDIT CARD SUBTOTAL		0.00				
GRAND TOTAL		22,365.85				

Submitted for payment

Lynne S. Bertalmio, Director

TOTAL LOANS from Washington County Libraries

2014 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	1/7/2015	TOTAL
Woodbury	75,459	69,446	83,665	76,237	70,797	88,377	96,598	83,314	77,413	74,384	67,228	66,309	929,227	
Forest Lake	31,529	29,549	35,662	33,163	30,719	36,277	40,140	35,452	31,330	32,754	29,059	28,728	394,362	
Park-Grove	20,336	19,722	23,434	21,838	19,927	25,435	27,698	24,201	21,418	21,136	19,416	18,811	263,372	
Oakdale	16,222	13,959	16,618	14,837	14,442	16,544	19,195	16,350	15,454	15,500	12,861	12,640	184,622	
Wildwood**	2,855	8,704	13,440	12,104	11,725	14,563	16,535	13,999	13,186	12,894	11,642	11,474	143,121	
Valley	2,383	2,334	2,351	2,579	2,495	3,293	3,496	3,132	2,744	2,834	2,526	2,301	32,468	
Marine*	645	600	712	668	631	643	805	630	608	582	418	477	7,419	
Hugo*	300	314	324	301	329	427	439	426	468	292	322	380	4,322	
Newport*	74	52	64	48	82	58	89	65	105	64	45	36	782	
Law Library	68	94	108	94	78	61	75	58	70	82	53	42	883	
Support Services	911	754	860	889	780	731	758	710	839	474	642	759	9,107	
Stillwater	27,554	24,556	27,169	25,337	23,608	29,873	30,847	27,446	24,619	25,483	22,306	21,447	310,245	
Bayport	5,519	4,772	5,368	5,816	5,021	5,346	5,601	5,242	5,188	5,117	4,361	4,482	61,833	
TOTAL Loans	183,855	174,856	209,775	193,911	180,634	221,628	242,276	211,025	193,442	191,596	170,879	167,886	2,341,763	

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

2013-14 % CHANGE	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	2.7%	-5.7%	-1.7%	-6.7%	-5.5%	4.5%	2.4%	-5.0%	1.5%	-7.2%	-8.8%	-1.2%	-2.5%
Forest Lake	-6.3%	-9.2%	-2.2%	-7.1%	-2.6%	1.5%	-4.1%	-5.9%	2.3%	-3.5%	-3.2%	8.2%	-2.9%
Park-Grove	-4.9%	-10.5%	-8.3%	-12.6%	-14.2%	-7.6%	-7.5%	-9.0%	-1.5%	-3.6%	-6.3%	5.6%	-7.1%
Oakdale	0.2%	-7.8%	-7.0%	-8.0%	-5.1%	-6.4%	-4.2%	-7.4%	5.9%	-4.9%	-11.2%	1.3%	-4.7%
Wildwood	-79.4%	-34.3%	-13.0%	-20.4%	-14.5%	-9.9%	-4.8%	-11.0%	-0.1%	-5.1%	-6.4%	3.8%	-16.3%
Valley	-17.4%	-19.5%	-28.8%	-17.9%	-17.6%	-5.7%	-15.3%	-7.0%	3.2%	-3.5%	-7.2%	-17.6%	-13.1%
Marine	10.1%	-19.6%	-19.5%	-30.2%	-26.0%	-21.8%	-16.7%	-35.3%	-31.5%	-28.2%	-34.5%	-11.0%	-23.2%
Hugo	-21.5%	-9.8%	-6.6%	-22.0%	-16.5%	14.2%	-16.7%	-4.5%	8.8%	-23.8%	22.4%	25.4%	-5.7%
Newport	10.4%	-21.2%	-17.9%	-33.3%	9.3%	3.6%	117.1%	35.4%	22.1%	39.1%	36.4%	-43.8%	6.8%
Law Library	21.4%	3.3%	33.3%	-23.0%	-4.9%	-25.6%	1.4%	-30.1%	-16.7%	0.0%	-28.4%	-46.2%	-10.7%
Support Services	14.6%	16.2%	16.1%	7.4%	-3.8%	8.0%	-20.2%	-7.4%	8.3%	-46.4%	-9.3%	-2.9%	-2.8%
Stillwater	10.1%	-1.4%	-3.9%	-5.9%	-5.6%	1.3%	-4.9%	-6.7%	1.2%	-6.1%	-6.3%	5.5%	-2.1%
Bayport	-14.9%	-18.6%	-14.5%	-11.1%	-21.9%	-4.5%	-10.9%	-7.3%	-1.4%	-14.0%	-14.7%	-0.3%	-11.6%
TOTAL % Change	-5.6%	-9.0%	-4.8%	-8.8%	-7.5%	-0.3%	-2.7%	-6.7%	1.3%	-6.1%	-7.5%	2.1%	-4.7%

2013 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	73,471	73,616	85,080	81,685	74,926	84,576	94,366	87,744	76,298	80,114	73,716	67,097	952,689
Forest Lake	33,665	32,555	36,458	35,715	31,548	35,725	41,858	37,681	30,611	33,943	30,008	26,552	406,319
Park-Grove	21,380	22,040	25,549	24,976	23,231	27,540	29,957	26,583	21,735	21,934	20,714	17,814	283,453
Oakdale	16,193	15,145	17,867	16,133	15,220	17,669	20,027	17,655	14,595	16,304	14,475	12,472	193,755
Wildwood	13,845	13,257	15,454	15,213	13,713	16,161	17,373	15,728	13,197	13,583	12,444	11,052	171,020
Valley	2,886	2,901	3,301	3,141	3,028	3,493	4,128	3,367	2,659	2,936	2,723	2,794	37,357
Marine**	586	746	884	957	853	822	966	974	888	811	638	536	9,661
Hugo*	382	348	347	386	394	374	527	446	430	383	263	303	4,583
Newport*	67	66	78	72	75	56	41	48	86	46	33	64	732
Law Library	56	91	81	122	82	82	74	83	84	82	74	78	989
Support Services	795	649	741	828	811	677	950	767	775	884	708	782	9,367
Stillwater	25,019	24,900	28,269	26,912	25,004	29,485	32,452	29,410	24,316	27,150	23,813	20,320	317,050
Bayport	6,485	5,865	6,276	6,545	6,428	5,596	6,285	5,654	5,263	5,949	5,111	4,494	69,951
TOTAL Loans	194,830	192,179	220,385	212,685	195,313	222,256	249,004	226,140	190,937	204,119	184,720	164,358	2,456,926

Director's Report: January 2015

✿EXTERNAL RELATIONS

SPL Foundation For the months of November and December, the Foundation's direct mail campaign has garnered fewer contributors but more funds than the 2013 campaign for the same time period. Direct mail receipts do trickle in all year, so the full impact of the effort is not yet known. Give to the Max receipts were down slightly as were the number of donors.

Friends of the Stillwater Public Library The Friends will hear a presentation about the library's new strategic plan on January 12.

✿BOARD INFORMATION

Reports The Finance Committee will work with Keri Goeltl on financial reporting formats that will give the Board a regular, fuller picture of our financial status.

✿STRATEGIC PLAN

Service Model Our HR Committee plus Aurora Jacobsen and I toured the Northtown Branch of the Anoka County Library. This very busy library has a co-located desk as a result of a building reorganization, completed in July 2014. The staff is satisfied with the new arrangement. As at Westcott, they think that the single desk results in a more efficient use of staff hours. We were somewhat surprised to learn, however, that they have maintained a separate children's desk that is staffed the majority of their open hours. * On December 16, our staff saw two presentations about alternative service models and customer experience efforts. There was a very high level of discussion and many staff members volunteered to discuss the ideas further. A meeting is scheduled for January 8.

✿TECHNOLOGY

Fiber Optics We have a growing list of possible uses for the new link between the library and City Hall. With a new, additional IT professional at the City, we hope that we will be able to move on some of these ideas soon.

✿FINANCES

2014 Budget With a number of Andersen Corporation meetings and a late November meeting, we have made some progress on our meeting and event revenue, but we will still be short of our budgeted goal.

✿COLLECTIONS

Weeding Weeding continues in all collections.

✿PUBLIC INFORMATION

Website Redesign The new website is operational as of December 30, 2014. We are treating the next few weeks as a soft opening. Our past website host would not allow us to extend our hosting agreement through the month of January as we had hoped. That would have allowed us to clean up some items that we could not see until the site was functioning. We have discovered some problems which must be fixed and would like to add some additional pictures, do some editing, and move a few items from one location to another. After that, we will happily advertise the new website to the community. Dan Gustafson, our design/build expert, has been wonderful to work with.

✿PERSONNEL

Personnel Policy The City of Stillwater has revised its background check process for employees and volunteers. This is a far more rigorous process than what existed before. Our personnel policy may need to be revised as a result.

✿WASHINGTON COUNTY LIBRARY

WCL Strategic Plan The first meeting of the Steering Committee was December 17. After spending some minutes on committee process, we heard about the different groups who are participating in the effort and discussed the RFP that will be sent to potential consultants and how the consultant will be chosen. The next meeting will be in February.

✿PROGRAMS

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Gallery We have a show of works by Stillwater resident and River Falls teacher Wynn Davis in the gallery during the months of January and February. His show, *A Field Menagerie to Birds of North America*, has a very interesting perspective on his subject matter.

Beginning Fund Balance 1/1/14		\$67,307.22			
Account	Description	Budgeted	Amount Rec'd	% YTD	% of year
			YTD	Rec'd	Elapsed
230-0000-3500-0100	Meeting Room Rental Fees	70,000.00	63,331.00	90.5%	91.7%
230-0000-3520-0100	Copier/Printer Sales	6,000.00	5,481.00	91.4%	91.7%
230-0000-3880-0200	Gallery Fees	750.00	426.00	56.8%	91.7%
230-0000-3880-0500	Book & Other Enterprise Sales	500.00	192.00	38.4%	91.7%
230-0000-3810-0200	Interest Earnings	850.00		0.0%	91.7%
230-0000-3820-0100	Gifts	5,000.00	3,931.00	78.6%	91.7%
230-0000-3830-0100	Sale of Property	0.00			91.7%
230-0000-3860-0100	Lease/Rentals	0.00			91.7%
230-0000-3860-0200	Parking Rental	0.00			91.7%
230-0000-3870-0100	Refunds and Reimbursements	500.00	427.00	85.4%	91.7%
230-0000-3880-0020	Library Card Fees	5,000.00	8,083.00	161.7%	91.7%
230-0000-3880-0030	Lost Materials	3,500.00	3,013.00	86.1%	91.7%
230-0000-3880-0040	Late Recovery Fees	7,000.00	8,334.00	119.1%	91.7%
230-0000-3880-0050	Materials rental		239.00		91.7%
230-0000-3880-0100	Miscellaneous Income	750.00	290.00	38.7%	91.7%
230-0000-3910-0100	Transfer In-General Fund	1,104,101.00	1,104,101.00	100.0%	91.7%
230-0000-3910-0202	Transfer In-Sport Complexes	0.00			
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00			
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00			
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00			
230-0000-3910-0406	Transfer In - CO Bonds 2006	0.00			
230-0000-3910-0407	Transfer In-GO CO Bonds 2007	0.00			
230-0000-3910-0408	Transfer In-CO Bonds 2008	0.00			
230-0000-3910-0409	Transfer In-GO CO Bonds 2009	0.00			
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	157,000.00			
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00			
230-0000-3910-0420	Transfer In-Co Bonds	0.00			
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00			
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00			
230-0000-3910-0480	Transfer In-Capital Proj Fund	0.00			
230-0000-3910-0490	Transfer In-Capital Projects	0.00			
		1,360,951.00	1,197,848.00	88.0%	
Account	Description	Budgeted	Amount Spent	% YTD	% of year
			YTD Spent		Elapsed
230-4230-1000-0000	Full Time Salaries	150,281.00	122,204.00	81.3%	95.0%
230-4230-1100-0000	Overtime - Full Time	0.00	52.00		
230-4230-1111-0000	Severance Pay	0.00			
230-4230-1112-0000	Sick Pay	0.00	13,151.00		
230-4230-1113-0000	Vacation Pay	0.00	34,840.00		
230-4230-1200-0000	Part Time Salaries	464,606.00	418,317.00	90.0%	95.0%

230-4230-1300-0000	Overtime - Part Time	0.00	134.00		
230-4230-1410-0000	PERA	45,347.00	41,917.00	92.4%	95.0%
230-4230-1420-0000	FICA/Medicare	47,039.00	41,876.00	89.0%	95.0%
230-4230-1500-0000	Hospital / Medical	88,781.00	86,260.00	97.2%	100.0%
230-4230-1520-0000	Dental Insurance	4,250.00	3,272.00	77.0%	100.0%
230-4230-1540-0000	Life Insurance	650.00	655.00	100.8%	100.0%
230-4230-2000-0000	Office Supplies	500.00	172.00	34.4%	100.0%
230-4230-2101-0000	General Supplies	5,900.00	3,935.00	66.7%	100.0%
230-4230-2113-0000	Reference	7,000.00	5,946.00	84.9%	100.0%
230-4230-2114-0000	Data Bases	3,000.00	1,400.00	46.7%	100.0%
230-4230-2302-0000	Other Minor Equipment	4,000.00	1,143.00	28.6%	100.0%
230-4230-2400-0000	Childrens Books	13,700.00	12,133.00	88.6%	100.0%
230-4230-2401-0000	Adult Books - Fiction	18,000.00	16,451.00	91.4%	100.0%
230-4230-2402-0000	Audio	11,275.00	9,342.00	82.9%	100.0%
230-4230-2403-0000	Periodicals	7,200.00	7,306.00	101.5%	100.0%
230-4230-2405-0000	Adult Books - Non Fiction	23,000.00	21,353.00	92.8%	100.0%
230-4230-2407-0000	Programs	0.00			100.0%
230-4230-2408-0000	Film/Video	8,500.00	6,785.00	79.8%	100.0%
230-4230-2499-0000	Collection Development	600.00	431.00	71.8%	100.0%
230-4230-3098-0000	Technology Support	8,800.00	6,446.00	73.3%	100.0%
230-4230-3099-0000	Other Professional Services	10,000.00	8,276.00	82.8%	100.0%
230-4230-3100-0000	Circulation System	0.00			100.0%
230-4230-3101-0000	Telecommunications	720.00	2,200.00	305.6%	100.0%
230-4230-3102-0000	Postage	1,500.00	978.00	65.2%	100.0%
230-4230-3200-0000	Mileage	400.00	421.00	105.3%	100.0%
230-4230-3201-0000	Seminar/Conference Fees	0.00			100.0%
230-4230-3202-0000	Meals	0.00			100.0%
230-4230-3203-0000	Housing	0.00			100.0%
230-4230-3400-0000	Printing and Publishing	700.00	111.00	15.9%	100.0%
230-4230-3401-0000	Binding	0.00			100.0%
230-4230-3404-0000	Processing Fees	9,000.00	7,389.00	82.1%	100.0%
230-4230-3500-0000	General Insurance	2,900.00		0.0%	100.0%
230-4230-3707-0000	Maintenance Agreements	30,161.00	30,268.00	100.4%	100.0%
230-4230-3803-0000	Data Base Maintenance	0.00			100.0%
230-4230-3804-0000	Equipment Rental	0.00			100.0%
230-4230-3900-0000	Sales Tax	1,000.00	388.00	38.8%	100.0%
230-4230-4000-0000	Memberships and Dues	400.00	533.00	133.3%	100.0%
230-4230-4001-0000	Subscriptions	625.00	589.00	94.2%	100.0%
230-4230-4099-0000	Miscellaneous Charges	1,000.00	2,004.00	200.4%	100.0%
230-4230-5200-0000	C/O & Improvements	5,000.00	5,000.00	100.0%	
230-4230-5300-0000	C/O Machinery & Equipment	132,000.00	131,198.00	99.4%	
230-4230-5310-0000	C/O MIS Computer Equipment	6,000.00		0.0%	
		1,113,835.00	1,044,876.00		
230-4231-1000-0000	Full Time Salaries	47,507.00	41,328.00	86.99%	95.0%
230-4231-1100-0000	Overtime - Full Time	0.00	445.00		

230-4231-1111-0000	Severance Pay	0.00			
230-4231-1112-0000	Sick Pay	0.00	1,096.00		
230-4231-1113-0000	Vacation Pay	0.00	4,008.00		
230-4231-1200-0000	Part Time Salaries	32,093.00	30,271.00	94.3%	95.0%
230-4231-1410-0000	PERA	5,871.00	5,227.00	89.0%	95.0%
230-4231-1420-0000	FICA/Medicare	6,089.00	5,472.00	89.9%	95.0%
230-4231-1500-0000	Hospital / Medical	20,553.00	22,266.00	108.3%	100.0%
230-4231-1520-0000	Dental Insurance	828.00	821.00	99.2%	100.0%
230-4231-1540-0000	Life Insurance	116.00	115.00	99.1%	100.0%
230-4231-2101-0000	General Supplies	3,600.00	2,187.00	60.8%	100.0%
230-4231-2102-0000	Janitorial Supplies	5,700.00	3,050.00	53.5%	100.0%
230-4231-2202-0000	Building Repair Supplies	125.00	642.00	513.6%	100.0%
230-4231-2203-0000	Furn/Air Cond Repair Supplies	300.00		0.0%	100.0%
230-4231-2302-0000	Other Minor Equipment	1,200.00	935.00	77.9%	100.0%
230-4231-3002-0000	Contractual	0.00			100.0%
230-4231-3099-0000	Other Professional Services	3,000.00	650.00	21.7%	100.0%
230-4231-3101-0000	Telephone	4,500.00	3,428.00	76.2%	100.0%
230-4231-3500-0000	General Insurance	30,934.00		0.0%	100.0%
230-4231-3600-0000	Electricity	38,000.00	34,856.00	91.7%	100.0%
230-4231-3601-0000	Natural Gas	12,000.00	12,162.00	101.4%	100.0%
230-4231-3703-0000	Building Repair Charges	9,000.00	15,282.00	169.8%	100.0%
230-4231-3707-0000	Maintenance Agreements	10,500.00	8,787.00	83.7%	100.0%
230-4231-4099-0000	Miscellaneous Charges	1,200.00	1,240.00	103.3%	100.0%
230-4231-5200-0000	C/O & Improvements	9,000.00	1,875.00	20.8%	
230-4231-5300-0000	C/O Machinery & Equipment	10,000.00	4,142.00	41.4%	
230-4231-5310-0000	C/O MIS Compupter Equipment	0.00			
		252,116.00	200,285.00		
	TOTAL LIBRARY	1,365,951.00	1,245,161.00		

2014 - 2017 Dashboard



Stillwater
Public Library

Goals

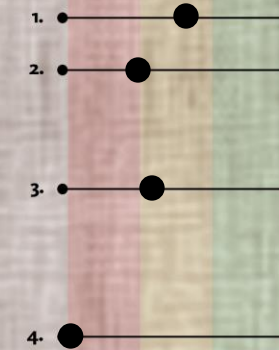
Strategies

Progress

Comments



- 1. Develop a service model to allow the Library to increase community engagement**
- 2. Restructure and right-size collections to better meet future community needs**
 - Increase virtual collections and decrease hard copy materials over time
 - Explore alternative options for the St. Croix collection
- 3. Assess and improve current and projected space use**
 - Conduct and implement the findings of a space and facilities study to maximize efficient service and patron/staff security
 - Partner with the Foundation to assess and address the various terrace issues
- 4. Restructure open hours to include Sundays and later hours**



1. HR Committee has toured sites; staff committee is discussing models and their implications

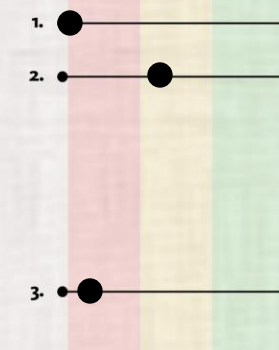
2. Weeding is taking place in most collections

3. Letter asking for interest in performing study ready to go out to consultant list supplied by state library office; terrace design is moving forward

4. Scheduling has yet to start



- 1. Implement a staffing plan based on the new service model and changes in the facility**
- 2. Maximize human resources**
 - Improve human resource management support
 - Restore funding for staff training and professional development, especially for technology and community outreach
 - Create a tech-savvy environment and culture where all staff keep pace with technology
 - Create a succession plan for staff leadership positions
 - Project future staff position requirements and descriptions, addressing the changing nature of the work environment
- 3. Advance and improve the relationships with critical public partners**
 - Enhance City/Library collaboration and understanding
 - Review, monitor and enhance the relationship with the Washington County Library System to improve SPL patron services and efficiency



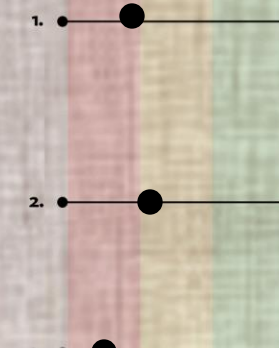
1. Has yet to start

2. HR Committee is considering sources of HR support; training via Lynda.com is being scheduled

3. City cooperation has yet to start per D. Menikheim's advice; SPL Director is on steering committee for WCL strategic plan



- 1. Expand outreach to underserved communities**
 - Expand programs and service offerings for teens
 - Ensure that the Library is a welcoming place, in all service areas, for seniors and people with physical challenges
 - Increase service to, education about, and the celebration of, ethnically diverse populations to foster greater understanding in the community
- 2. Increase public awareness of Library services**
 - Coordinate internal staff marketing activities and train staff to support promotional efforts
 - Create and implement a marketing plan especially to increase awareness of the broad array of services at the Library
 - Redesign the website to increase usability, enhance access, and increase patron interaction with social media
- 3. Build new and sharpen existing partnerships, based on the Library's future directions, to enhance Library resources, services, and programs**
 - Enhance Library support for, and collaboration with, the Foundation and Friends to advance marketing and fundraising efforts
 - Review existing community partnerships and maintain/expand effective relationships
 - Develop new partnerships that support the future directions for the Library in marketing, fundraising, programs and outreach
 - Explore a mutually collaborative partnership with the school district and/or community education



1. Teen advisory board meeting and suggesting programs; SPLF and Friends are examining resources for hearing loop in the meeting room

2. Website has new cleaner design, new host, is mobile-friendly, transfer of content is complete; editing and corrections are being performed during soft launch

3. Library working with ArtReach St. Croix to prepare for The Big Read; SPLF will look at additional and enhanced fundraising possibilities in January; Friends will hear about new strategic plan in January

STILLWATER PUBLIC LIBRARY
Strategic Plan Implementation: 3-6 Month Goals
1/7/15

90 Day Goals - to be completed by 11/15/14 *(red = top priority for community visibility)*

1. **Website redesigned, launched and initially promoted** *(Champions – Carolyn Blocher)* The website has been redesigned and was launched on December 30, 2014. Our design/build consultant Dan Gustafson asked for a few weeks as a soft launch to test usability. There have been a few connectivity problems. There is also a need for more photos and some editing. Dan will provide training to the staff the week of January 12. Once we have eliminated functional problems and done an initial edit, we will publicize the new website to the community.
2. **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** *(Champion – Aurora Jacobsen)* We have commissioned attractive, low-cost signage for the desks. On the staff page of the website, we will soon have pictures of staff by department with information about what services each desk provides. Staff has discussed the concept of the graceful hand-off that was a theme of the Westcott visit. We are working on strategies to help library users distinguish staff from volunteers. We will work with our Volunteer Coordinator to improve volunteers' referral and hand-off skills.
3. **Finalize plan with architect to provide shade on the terrace** *(Champion – Lynne Bertalmio)* The architectural firm of Collaborative Design is developing more detailed plans of the shade structure.
4. **Promote the strategic plan and directions to the staff, Foundation, and Friends. Meet with Foundation leadership to discuss possible financial support for strategic initiatives** *(Champions –Tom Corbett and other Board members; Lynne Bertalmio)* The Board President and Vice President presented the planning process and the formal plan to the staff and answered questions. Mary Richie presented the plan to the Foundation Board and Tom Corbett will present the plan to the Friends Board in January.
5. **Investigate City goals and determine how the Library can support the goals** *(Champions – Doug Menikheim and Lynne Bertalmio)* At Doug's suggestion, this activity is being moved to an April 1, 2015, deadline to coordinate with what is happening at City Hall.

6 Month Goals – to be completed by 2/15/15 *(red = top priority for community visibility)*

1. **Plan for Sunday hours during school year 2015 with implementation plan** *(Champion – Lynne Bertalmio and Carolyn Blocher)*
2. **Complete project to provide shade on the terrace** *(Champion – Lynne Bertalmio)*

3. **Actively engage and support at least one broader City goal through Library services** (*Champion – Lynne Bertalmio*) Doug Menikheim has suggested that this activity be delayed until the new City Administrator is in place.
4. **Select new service model, and develop plan for implementation** (*Champion – Lynne Bertalmio and Aurora Jacobsen with Board review and approval*)The HR Committee has visited both the Wescott Branch of the Dakota County Library and the Northtown Branch of the Anoka County Library where co-located desks have been in use for varying amounts of time. On December 16, the staff saw two presentations about service models and held a good discussion about the concepts. A staff committee was appointed to discuss the ideas further and identify possibilities and issues. The HR Committee discussed this development and was pleased to see this level of excitement about the staff process. The staff committee will meet in January and into February to create s recommendation to the HR Committee.
5. **Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections** (*Champion – Lynne Bertalmio*)Weeding is proceeding in all collections. The Management Team is examining resources available for e-collections before making a recommended plan to the Board for their enhancement.
6. **Issue an RFP for a facilities study consultant** (*Champion – Lynne Bertalmio*) We are developing a letter that will go to a list of consultants provided by the State library office.
7. **Designate a staff champion for creating a tech savvy environment within the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years** (*Champion – Carolyn Blocher and Aurora Jacobsen*) A schedule of Lynda.com training modules has been developed and is being assigned to staff.

Stillwater Public Library
224 Third St. N.
Stillwater MN 55082

The Board of Trustees contract negotiation team makes this offer to AFSCME Council 5, Local 517 on December 16, 2014. The Union membership voted on December 22, 2014 to accept it.

Article XIII Wages

The Board of Trustees agrees to a 3% wage increase for 2015.

The Board proposes a one-year contract.

Article XIX Insurance

19.1 The Employer agrees to inform union representatives of the schedule of insurance renewal and plan design LMC meeting dates.

Article IV Hours of Work

4.6 The Board of Trustees agrees to remove the existing provision 4.6.

The Board agrees to a new 4.6 provision as follows:

Flexible Daily Work Hours: Notwithstanding the normally established and observed daily work hours for employees, employees may, with the express written approval of their supervisor, establish and observe individual flexible daily work hours.

Article XXIV Termination

This agreement shall be effective as of December 1, 2015, and shall remain in full force and effect through December 31, 2015. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by November 1, 2015, that it desires to modify this Agreement. This Agreement shall remain in full force and be effective during the period of negotiations or until notice of termination of this Agreement is provided to the other party.

2015
Agreement

Between the

Stillwater Public Library Board of Trustees

and

Local 517 Council 5
of the American Federation of State, County,
and Municipal Employees, AFL-CIO

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ARTICLE 1. PREAMBLE

1.1 This AGREEMENT entered into by the Stillwater Public Library Board hereinafter referred to as the Employer, and Local 517 affiliated with Council No. 5 and the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose, the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

1.2 All personnel policies unless otherwise stated shall be applied uniformly across the entire bargaining unit.

ARTICLE II. RECOGNITION

2.1 The Employer recognizes the Union as the exclusive representative in a unit defined as:

All employees of the Stillwater Public Library who are public employees within the meaning of Minnesota Statutes 179A.03, Subd. 14, excluding supervisory and confidential employees and essential employees.

ARTICLE III. UNION SECURITY

3.1 The Employer agrees to deduct the Union dues from the pay of those employees who individually request, in writing, that such deductions be made. The amounts to be deducted shall be certified to the Employer by a designated representative of the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement, to the designated representative by the first of the succeeding month after such deductions are made.

Any fair share fee collected shall be processed in accordance with Minnesota Statutes, Section 179A.06, Subd. 3.

3.2 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE IV. HOURS OF WORK

4.1 The normal work week shall be five (5) eight (8) hours days. This article is intended only to define the normal hours of work to provide the basis for the calculation of overtime pay. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

4.2 Schedules. Work schedules showing the work shifts, work days and hours and employee assignment shall be posted on a personnel board at each work site at least two (2) weeks prior to the start of each scheduling period.

4.3 All employees shall be scheduled a one-half (1/2) hour lunch break.

4.4 All employees' work schedules shall provide for at least one (1) fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift, whenever possible. Employees who are authorized to work beyond their regular quitting time shall receive a fifteen (15) minute rest period before they start to work on each shift. In addition, they shall be granted the regular rest periods that occur during the shift.

4.5 It is the employer's responsibility to arrange for substitutes for time off requested at least two weeks in advance.

4.6 Flexible Daily Work Hours: Notwithstanding the normally established and observed daily work hours for employees, employees may, with the express written approval of their supervisor, establish and observe individual flexible daily work hours.

ARTICLE V. PART-TIME EMPLOYEES

5.1 Part-time employees shall be eligible to earn employee benefits, as pro-rated below, provided that such employees work regularly scheduled hours in each pay period, as opposed to being subject to call or to work when available.

<u>Average Hours Worked Per Week</u>	<u>Percent of Benefits</u>
20 to 25.99 hours per week	50%
26 to 35.99 hours per week	75%
36 or more hours per week	100%

Employees whose average hours total between 14 and 19.99 worked per week shall be eligible for a 50% prorated share of vacation, sick leave, and holiday benefits only. They are not eligible for any other benefits.

5.2 Part-time employees shall be paid an hourly rate computed by dividing the full-time annual rate for which they would be eligible by two thousand eighty (2080) hours.

5.3 Temporary Appointments. When positions are temporary, this is clearly stated at the time of appointment.

ARTICLE VI. PROBATIONARY PERIODS

6.1 All newly hired or rehired employees will serve a probationary period. The probationary period shall end upon the employee completing 1,040 work hours or,

provided the employee has been in the position for at least twelve (12) months, 780 work hours (the "Probationary Period"). The Probationary Period is the period during which time the employee's ability to perform the work will be determined.

6.2 All employees will serve a Probationary Period in any job classification in which the employee has not served a previous Probationary Period.

6.3 At any time during the Probationary Period, a newly hired or rehired employee may be terminated at the sole discretion of the Employer.

6.4 At any time during the Probationary Period, a promoted or reassigned Employee may be demoted or reassigned to the Employee's previous position at the sole discretion of the Employer.

ARTICLE VII. HOLIDAYS

7.1 Holidays with pay are defined as:

New Years Day	January 1
Martin Luther King Birthday	The third Monday in January
President's Day	The third Monday in February
Easter	Easter Sunday
Memorial Day	The last Monday in May
Independence Day	July 4
Labor Day	The first Monday in September
Thanksgiving Day	The fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25
New Year's Eve Day	December 31
Floating Holidays	Two (2) per year

Employees shall be eligible for holiday pay provided they are on paid status on the day before and the day after the holiday.

7.2 Employees scheduled to work on any of the above listed holidays shall be given an alternate day off.

7.3 Floating holidays shall accrue at the rate of 1/6 day per month during the employees first calendar year of employment and at the rate of two (2) days per year thereafter.

ARTICLE VIII. SICK LEAVE

8.1 Full time employees will earn sick leave at the rate of eight (8) hours per full month worked. Sick leave may be accumulated to a maximum of nine hundred and sixty (960) hours. Employees do not earn eight (8) hours of sick leave in months in which they will miss twenty-one (21) working days due to illness.

8.2 Sick leave may be authorized for the following reasons with limits as specified:

(a) For illness or injury, dental or medical treatment for the employee. Sick leave may be used for a sick or injured child in accordance with Minnesota Statutes. Sick leave usage by the employee may be subject to approval by the department head. The Employer may require verification for an absence of three (3) days or more, from a recognized medical authority attesting to the necessity of the leave, ability to return to duty, or other information deemed necessary.

(b) Employees shall be able to use up to 160 hours of accrued personal sick leave per year to care for an adult child, spouse, sibling, parent, grandparent, or step-parent. "Spouse" does not include unmarried domestic partners. Family care leave uses a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Family care leave cannot be carried over to a subsequent year and Employees shall not be eligible for pay for any unused family care leave. Proof of sickness or disability will need to be provided for any family member.

(c) A male employee shall be granted five (5) days of sick leave for the birth or adoption of his child.

8.3 An employee unable to work because of illness or accident whose paid sick leave is exhausted, shall be granted a leave of absence for a period not to exceed nine (9) months. Employees will return at the same seniority in the salary schedule, will retain promotion rights and will earn vacation schedule seniority for sick leave under this paragraph. Existence and extent of illness or disability must be verified by a written statement from a medical doctor when requested by the department head or his or her designee.

8.4 Should illness occur while an employee is on vacation, the period of illness may be charged to sick leave and the charge to vacation reduced accordingly. An employee requesting such a change may be required to submit a written statement from a physician attesting to illness and the period of disability.

8.5 Employees injured during the performance of their duties for the Employer and thereby rendered unable to work for the Employer will be paid the difference between the employee's regular pay and Workers Compensation insurance payments for a period not to exceed ninety (90) working days per injury not charged to the employee's vacation, sick leave, or other accumulated benefits, after a five (5) working day initial waiting period per injury. The five (5) working day waiting period shall be charged to the employee's sick leave account less Worker's Compensation insurance payments.

If recovery is not complete, an additional recovery period not in excess of thirty (30) sick leave days may be granted. Sick leave shall then be deducted on a prorated basis with no deduction of sick leave being made for that portion of the employee's absence which is covered by Workers Compensation insurance. No employee can receive more than the

employee's normal take home pay as a result of any library pay supplement to Worker's Compensation insurance benefits.

8.6 Sick leave will be suspended after the benefits specified in sections 8.1, 8.2, and 8.5 have been exhausted. However, an employee who has fulfilled all of the requirements for a vacation which has not been taken may request vacation during disability.

8.7 The Employer provides for Family Medical Leave Act leave in accordance with applicable laws. See the website of the U.S. Department of Labor (www.labor.gov) and the State of Minnesota Department of Labor (www.labor.mn.us) for details.

8.8 Use of Vacation and Sick Leave:

- A. During the first 40 hours for full-time employees, an employee may choose to take FMLA as unpaid. For part-time employees and those who work variable hours, a weekly average of the hours worked shall be used to determine the amount of time allowed as initial unpaid leave for FMLA purposes.

After the initial period of unpaid leave for FMLA purposes, an employee must substitute accrued paid vacation time for any part of a family/medical-leave taken for any reason. Accrued sick leave may only be used in the case of the illness or medical disability of the employee or the employee's child.

- B. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

ARTICLE IX. VACATION

9.1 Vacation is accrued to full time employees in accordance with the following schedule:

<u>Years</u>	<u>Days</u>	<u>Hours</u>
0 – 1	5/6 day per month	
1 – 4	10 days/year	80 hours/year
5 – 9	15 days/year	120 hours/year
10 – 15	20 days/year	160 hours/year
After 15	1 additional day for each year up to twenty years	

9.2 Vacation shall be granted at the time requested by the employee upon approval of department head. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater departmental seniority shall be given his/her choice of vacation period.

9.3 If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation used shall be reduced by one work day.

9.4 Any employee who is laid off, discharged, retired, or separated from the service of the Employer for any reason, prior to taking his/her vacation, shall be compensated in cash for the unused vacation he/she has accumulated at the time of separation.

9.5 Vacation may be used in units of fifteen (15) minutes with the approval of the department supervisor.

9.6 Inclement Weather. In cases where the library has been closed due to inclement weather or building conditions, those staff members who are scheduled to work will be paid for the hours missed, not to exceed eight (8) hours.

If the library remains open and a staff member is unable to be present when scheduled because of weather conditions, he/she will not receive payment, unless the employee requests that such time be counted as vacation and his/her vacation benefits have not been exhausted.

9.7 Employees may carry over a maximum of 80 hours of unused vacation to the next year.

ARTICLE X. SEVERANCE PAY

10.1 Permanent employees shall be eligible for severance compensation upon retirement, death or resignation in accordance with the following conditions:

- (a) Employee shall have been employed by the Library for ten (10) years or more.
- (b) Compensation will be one-half (1/2) of employee's unused sick leave.
- (c) Death benefits shall be paid to the surviving spouse or the employee's estate.

10.2 The Employer will sponsor a Post Employment Health Care Savings Plan that allows employees to save money to pay medical expenses and/or insurance premiums after termination of public service.

- A. All funds collected by the Stillwater Library on behalf of the employee will be deposited into the employee's Post Employment Health Care Savings Plan account administered by the MN Post Employment Health Care Savings Plan established under MN Stat. 352.98 and as outlined in the MN State Retirement System's (MSRS) Trust Plan and Documents.
- B. All employees shall be eligible to participate, including those employees that are covered under City Ordinance No. 844 who qualify for the City's Hospital/Medical Insurance for Retired Employees.
- C. Employees shall contribute 100% of their accrued severance in the Post Employment Health Care Savings Plan.

ARTICLE XI. LEAVES

11.1 Funeral Leave

(a) An employee shall be granted a paid funeral leave of up to three (3) working days in case of death in the immediate family. Immediate family shall be defined as the employee's spouse, children, parents, siblings, grandparents, grandchildren and shall include parents and siblings of the employee's spouse. Such leave shall not be deducted from any other accumulated leave.

(b) Time off with pay, not to exceed one (1) day, shall be allowed in the event an employee is selected to be a pallbearer in a funeral and/or is required to perform Color Guard activities as an active member of the United States Armed Forces, including reserve forces. Additional time off may be taken from personal or vacation leave with the approval of the Director.

11.2 Employees shall be granted a leave of absence with pay any time they are required to report to jury duty or jury service. All fees shall be returned to the Employer except those paid for duty on the employee's normal day off and those paid for meals and mileage. Any hours not on jury duty shall be worked.

11-3 Notice. An employee using jury duty or funeral leave shall notify the Employer of such intent as soon as the necessity for such leave is known.

11.4 Unpaid leave for a limited period, not to exceed six (6) months, may be granted for any reasonable purpose, and such leaves may be extended or renewed for any reasonable period. Employees shall submit a written request for personal leave to the Library Director, who may approve or disapprove such leave with the consent of the President of the Library Board. All personal leaves shall be without compensation.

(a) Application for Leave. Any request for a leave of absence without pay shall be submitted, in writing, by the employee to the Director or his or her designee. The request shall state the reason the leave of absence is being requested and the length of time off the employee desires. Authorization for a leave of absence shall be furnished to the employee by the Director or his or her designee, and it shall be in writing.

(b) A request for a leave not exceeding one (1) month shall be answered within five (5) work days. A request for a leave of absence exceeding one (1) month shall be answered within ten (10) work days.

(c) Employees shall be returned to the position in their department if the leave is for sixty (60) calendar days or less and to their classification in their department if the leave is in excess of sixty (60) calendar days.

(d) Union Business. Employees elected to a local union office or selected by the local union to work which takes them from their employment with the Employer, shall, at the

written request of the Union, be granted a leave of absence not to exceed six (6) months. Such leaves may be extended or renewed for any reasonable period.

(e) Parental Leaves. Parental leaves not to exceed six (6) months shall be granted at the request of the employee for the birth or adoption of the employee's child. Such leaves may be extended or renewed for any reasonable period.

(f) Educational Leaves. Educational leaves of absence shall be granted in accordance with the personnel regulations.

ARTICLE XII. RESPONSIBILITY OF EMPLOYMENT.

12.1 Prohibitions

No person shall knowingly make any false statement, certificate, mark, rating or report in regard to any test, certificate, or appointment held under the library's personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this resolution. No person seeking employment or promotion in the library's service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person for or on account of or in connection with his/her test, proposed appointment, promotion or proposed promotion.

12.2 Conflict of Interest

It is expected that every employee shall exercise good judgment in avoiding involvement with conflicting outside business interests. These include, but are not limited to:

- (a) Those in which an employee has financial interest in, or receives benefit from, a business in which he/she occupies a position which may enable him/her to influence the placing of library business.
- (b) Those in which he/she accepts full or part-time work elsewhere, where such activity interferes with his/her duties and job performance.

ARTICLE XIII. WAGES

13.1 Employees shall receive raises as reflected in the attached salary schedule marked Appendix A-1 2014 Wages; and Appendix B-1 (Longevity).

13.2 Call Time. Any full-time employee called to return back to work after his/her regularly scheduled shift shall be paid for a minimum of four (4) hours.

13.3 The following educational reimbursement pay shall be established beginning with the signing of the contract: Employees may be reimbursed for tuition and other expenses

as approved for courses in library science and other related fields when such courses are required or approved by the Library Director and the Employer.

13.4 Employees shall receive an additional \$0.50 per hour for all hours worked on any Sunday.

13.5 Employees promoted in classification shall receive a minimum 5% increase to the closest step and will be eligible for longevity pay based on total Library seniority.

ARTICLE XIV. OVERTIME

14.1 Time and one-half (1 1/2) the employee's regular hourly rate of pay shall be paid for work performed in excess of the normal work week of forty (40) hours. Compensated leave shall be considered worked hours for the purpose of determining eligibility for overtime compensation.

14.2 Overtime work shall be distributed as equally as practicable to qualified employees.

14.3 Employees have an obligation to work overtime at the request of the Employer.

14.4 Overtime shall be calculated to the nearest fifteen (15) minutes.

ARTICLE XV. GRIEVANCE PROCEDURE

15.1 Definition of Grievance. A grievance is defined as a dispute or disagreement as to the interpretation of application of the specific terms and conditions of this Agreement. An employee has the right to have Union representation.

15.2 Organization Representatives. The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article.

15.3 Processing of Grievance. If the employee and the employee representative have notified the designated supervisor, the employee and the aggrieved employee's representative shall be allowed a reasonable amount of time without loss in pay, if the grievance is investigated and presented to the Employer during the normal working hours.

15.4 Grievance Procedure. Grievances shall be processed in the following manner:

STEP 1. The Union Steward with or without the employee, shall take up the grievance or dispute with the employee's immediate supervisor within ten (10) working days of the employee's knowledge of its occurrence. The supervisor shall respond within five (5) work days.

STEP 2. If the grievance is not settled in Step 1, it shall be referred, in writing, to the Library Director or his/her designee within ten (10) working days after the designated supervisors answer in Step 1. The department head or his designee shall discuss the grievance within ten (10) working days with the employee and the Union representative at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the Library Director or his/her designee and the Union. If no settlement is reached, the Library Director or his/her designee shall give written answer to the Union within ten (10) days following their meeting.

STEP 3. If the grievance is not settled in Step 2 and the Union desires to appeal, it shall be referred by the Union, in writing, to the Employer or its designee within ten (10) working days after the department head or his/her designees answer in Step 2. A meeting between the Employer or its designee and the Union shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such a meeting, the settlement shall be reduced to writing and signed by the President of the Library Board or his/her designee and the Union. If no settlement is reached, the Employer or its designee shall give written answer to the Union within ten (10) working days following the meeting.

STEP 4. Choice of Remedy. If after Step 3, the grievance remains unresolved, an employee must choose, in writing, an avenue of remedy as follows:

If an employee pursues a dispute arising from any provision covered in this Agreement through any available appeal procedure other than the grievance procedure, the employee shall be prohibited from making any further appeal under the remaining steps of this grievance procedure unless precluded by law.

STEP 5. If the grievance is not settled in Step 3, it may be submitted to the Minnesota Bureau of Mediation Services by mutual consent.

STEP 6. Arbitration. If the grievance is not settled in accordance with the foregoing procedure, either party may refer the grievance to arbitration within ten (10) working days after the Union's receipt of the Employees written answer in Step 3, as provided in Minnesota's Statutes, Section 179A.21. The selection of an arbitrator shall be made in accordance with the *Rules Governing the Arbitration of Grievances* as established by the Public Employment Relations Board.

(a) The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of the contract. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by

the Employer or its designee and the employee and the Union, and shall have no authority to make a decision on any other issue not so submitted.

(b) The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing of the submission of briefs, by the parties, whichever be later, unless the parties agree to an extension. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the application of laws, ordinances, or rules and relations having the force and effect of law. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The parties may, by mutual written agreement, agree to submit more than one grievance to the arbitrator provided that each grievance will be considered as a separate issue and each on its own merit.

(c) The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for such a record. If both parties desire a verbatim record of the proceedings, the costs shall be shared equally.

15.5 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits or any agreed to extension, the employee and the Union may elect to treat the grievance as denied at that step and appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step. The term "working days" as used in this Article shall mean the days Monday through Friday, exclusive of holidays.

15.6 Grievance Representative. Employees presenting a grievance under Step 2 shall be represented by a representative of the Union.

15.7 Record. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of the involved employee(s).

ARTICLE XVI. DISCIPLINE

16.1 The Employer will discipline employees for just cause only. Discipline will be in one of the following forms:

- a. oral reprimand
- b. written reprimand
- c. suspension

- d. demotion
- e. discharge

16.2 Suspensions, demotions and discharges will be in written form.

16.3 Written reprimands, notices of suspension, notices of demotion and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.

16.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Library Director or his or her designee.

16.5 An employee receiving such discipline may submit the disciplinary action to the grievance procedure beginning at Step 2.

16.6 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a Union representative present at such a questioning.

ARTICLE XVII. SENIORITY/LAYOFF

17.1 Library seniority means an employees length of continuous service with the Employer as measured by cumulative hours worked.

17.2 Classification seniority means the length of continuous service in a particular classification.

17.3 On January 1 and July 1, the Employer or its designee shall establish a seniority list. The list shall contain the name of each Employee in the order of classification seniority and shall also reflect each employee's date of classification and library seniority.

17.4 A reduction of the work force will be accomplished by classification in reverse order of classification seniority provided all probationary and temporary employees in the classification(s) where the layoff occurs are laid off first. In the event of layoffs or a reduction of the work force employees may exercise their library seniority rights to a job classification of a higher, the same, or lower pay within the bargaining unit provided that all job relevant qualifications between employees are equal.

17.5 Employees shall be recalled from layoff according to seniority and job classification. No new employee shall be hired for a job classification in which a layoff has occurred until all employees on layoff status within that job classification have been given ample opportunity to return to work within twenty-four (24) months of said layoff. The Library Director will notify employees on layoff to return to work by registered mail

at the employee's last recorded address. The employee must return to work within three (3) weeks of receipt of this notice to be eligible for reemployment.

17.6 An employee being laid off retains seniority in the bargaining unit for two (2) years. Employees shall be recalled from layoff according to their seniority. Notice of recall shall be sent to employees at their last known address by registered mail. The employee must return to work within three (3) weeks of receipt of this notice in order to be eligible for re-employment. No new employee shall be hired, in a classification where employees are on layoff status until all employees on layoff status in the classification desiring to return to work have been recalled.

17.7 Breaks in Continuous Service

An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause or retirement.

ARTICLE XVIII. WORK FORCE

18.1 Any vacancy or newly created position in a department will be posted in a conspicuous place in all departments where employees within the bargaining unit work. Such notice shall be posted for at least five (5) work days prior to filling such vacancy or newly created position. Whenever practicable, vacancies shall be filled from among the present employees in the department, giving first consideration to seniority and qualifications. If it becomes necessary in filling a vacancy to bypass an employee's seniority, reasons for said denial shall be given, in writing, to such employee. The Employer or its designee agrees to meet and confer with the Union over a reduction in classification prior to reducing the classification for a vacancy which has not been posted.

ARTICLE XIX. INSURANCE

19.1 A. Employer will contribute up to \$1,141.86 per month per employee for group health insurance including dependent coverage.

B. The Employer will contribute \$42.10 per month per employee for group dental insurance including dependent coverage.

19.2 The Library shall provide a twenty thousand dollar (\$20,000) term life insurance policy for all employees regularly scheduled to work 20 hours per week or more.

19.3 The employer shall create a labor management committee for the purposes of discussing insurance renewal and plan design. The Union shall appoint a representative of the AFSCME Local 517 Stillwater Public Library to attend the committee meetings at no loss of pay.

ARTICLE XX. GENERAL PROVISIONS

20.1 Neither the Union nor the Employer shall discriminate against any employee because of Union membership or non-membership, nor because of age, race, creed, gender, color, religious belief or political belief, sexual or affectional preference.

20.2 Union Use Of Bulletin Boards. The Employer agrees to furnish and maintain suitable bulletin boards in convenient places. The Union shall limit its posting to official notices and bulletins of the Union to such bulletin boards.

20.3 The Employee agrees to recognize stewards and alternates as certified by the Union subject to the following stipulations:

(1) Employee Union officers shall be granted a reasonable amount of time off without pay during work hours for Union business, provided they notify their designated supervisor.

(2) Non-employee representatives of the Union shall be permitted to come on the premises of the Employer for the purpose of investigating and discussing grievances if they first notify the Employer's designee and provided the Union representative does not interfere with the work of the employees.

(3) The Union will notify the Employer, in writing, of the designated steward and alternate and of the other designated representative of the Union. The Union will notify the Employer of any changes in designation within ten (10) working days of the change.

20.4 Contract Negotiations. Up to two members of the Union will be allowed time with pay for the purposes of contract negotiations whenever negotiations are scheduled during regular working hours.

20.5 Work Rules. The Employer shall have the right to establish reasonable work rules and personnel policies which shall be equitably and uniformly applied. Prior to the effective date, any work rule or policy shall be posted on all bulletin boards for a period of ten (10) consecutive work days. In addition, copies shall be furnished to the Union and when effective, all existing rules and policies shall be furnished to all employees. New employees shall be furnished a copy of all work rules when hired.

20.6 The Employer will provide all in-service training required by the Employer at the Employer's expense.

20.7 Any subject matter placed in the employee's personnel file which could be detrimental to the employee's future promotion, transfer, present or future employment, shall be served upon the employee in writing. Such matters shall be a proper subject for the grievance procedure. All materials in an employee's file shall be available for the employee's inspection.

20.8 Mileage. The library will reimburse employees for the use of personal automobiles for authorized library business at the rate set by the Internal Revenue Service. The increase will become effective on the date the new rate is announced by the IRS.

20.9 Work Out of Classification. An employee who is specifically assigned to perform work which is in a higher classification for ten (10) consecutive days or more shall be paid at the higher classification retroactive to the first day of working at the higher classification.

20.10 Adding New or Existing Job Classifications. If new classifications or existing classifications are added, the Employer or its designee agrees to meet and negotiate over the wages with the Union.

ARTICLE XXI. SAVINGS CLAUSE

Should any Article, Section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the Article, Section or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE XXII. EMPLOYER AUTHORITY/EMPLOYEE RIGHTS

22.1 Employer Authority

- (a) The Employer retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.
- (b) Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.
- (c) Prior to contracting or subcontracting any work performed by employees covered by this Agreement, the Employer or its designee agrees to meet and confer with the Union to discuss possible ways and means to minimize the elimination of positions covered by this Agreement.

22.2 Employee Rights

- (a) Employees shall have the right, freely and without fear of penalty or reprisal by the Employer to join and participate in the Union.
- (b) Employees choosing to participate in the internal affairs of the Union as an officer, steward or other capacity, may do so without fear of reprisal by the Employer for such

participation consistent with the employee's job duties and responsibilities and the provisions of this Agreement.

ARTICLE XXIII. WAIVER

This Agreement shall present the complete agreement between the Union and the Employer.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the term of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

ARTICLE XXIV. TERMINATION

This agreement shall be effective as of December 1, 2015, and shall remain in full force and effect through December 31, 2015. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by November 1, 2015, that it desires to modify this Agreement. This Agreement shall remain in full force and be effective during the period of negotiations or until notice of termination of this Agreement is provided to the other party.

IN WITNESS THEREOF, the parties hereto have set their hands this _____ day of _____, 2015.

EMPLOYER

UNION

By: _____
Thomas J. Corbett, its President

By: _____

Printed name

Its: _____

By: _____

Printed name

Its: _____

By: _____

Printed name

Its: _____

Stillwater Public Library
AFSCME Contract 2015

Schedule A: Wages

Classification	Entry	1040 Hours	2080 Hours	4160 Hours	6240 Hours
Aide	13.18	13.84	14.53	14.81	16.02
Custodian I	16.81	17.89	18.97	20.02	21.08
Custodian II	18.51	19.67	20.86	22.01	23.16
Library Assistant I	17.23	18.33	19.42	20.48	21.58
Library Assistant II	18.23	19.39	20.50	21.64	22.78
Secretary					
Library Associate	20.69	21.99	23.27	24.59	25.87
Librarian I	23.98	25.49	26.96	28.47	29.97

Schedule B
Longevity Scale 2015

Monthly Longevity Payments

	After 10,400 Hrs. 5 Yrs.	After 20,800 Hrs. 10 Yrs.	After 31,200 Hrs. 15 Yrs.	After 41,600 Hrs. 20 Yrs.
Aide	56	110	165	196
Custodian I	60	118	177	212
Custodian II	60	118	177	212
Library Assistant I	61	121	180	216
Library Assistant II Secretary	64	128	192	231
Library Associate	72	144	216	261
Librarian I	84	168	251	303

Part-time employees shall be paid on a pro-rata basis as determined by dividing the appropriate monthly longevity pay by 173.3 hours and multiplying the result by the hours worked per month.

Nonunion Wage Rates for 2015

If the proposed union settlement is adopted at the January 13 meeting, the rate of increase for nonunion personnel must be decided. In the past, with the exception of recessionary years, the Board has awarded the same rate of increase to nonunion employees as to union employees. The reasons for this include staff morale, preserving the pay differential between supervisors and supervisees, and maintaining the intervals between classifications for pay equity. This is important as we have no HR support that would evaluate pay systematically. These intervals have already been eroded because nonunion staff members' wages were frozen in years when the library honored existing union contracts that awarded raises to union members.

The wage for shelvers, presently \$9.08/hour must be raised over the next two years to meet the new increased minimum wage of \$9.50/hour by August 1, 2016.

2015 Capital Release 1

At the December meeting the Board voted to roll \$15,338 in operations capital to 2015. The Finance Committee has discussed replacing three of the library's four SelfChecks (the fourth SelfCheck is in the children's library and is newer, not needing an upgrade).

The three SelfChecks were purchased in 2006. The computers that run them are now over eight years old and very slow. Moreover, they are running on Windows XP for their operating systems. Microsoft stopped supporting OS Windows XP in April 2014. WCL will be upgrading their SelfChecks in January 2015.

In addition to replacing the computers for safer and faster operation, the new generation of 3M SelfChecks offers enhanced functionality that will be helpful to library users and promote library events and collections to self-service patrons.

These improvements will include suggestions for further reading from NovellList based on what the user is checking out. A large format monitor will also display upcoming programs and customized messages that will help the library disseminate information to people who are bypassing service desks.

Computer and monitor upgrade with enhanced software package

3 SelfChecks at \$3,198 each

3 Installation and set-up at \$499 each

Total \$11,205

Stillwater Public Library
224 N. Third Street
Stillwater, MN 55082

Position Title: Library Director
Classification: Director
Reports To: Stillwater Public Library Board of Trustees
Status: Exempt

Job Summary:

Under the direction of the Stillwater Public Library Board of Trustees, the Library Director manages all library system operations, programming, policies and the library facility. Together, the Library Director and Library Board assure the Library's relevance to the community, the accomplishment of the Library's mission and vision and accountability to the public.

Job Duties and Responsibilities:

1. Develops and recommends long-range planning and policies to the Library Board that incorporate current national and local library trends for the development, operation and improvement of public library services; executes policies established by the Library Board.
2. Plans, organizes and directs all activities concerned with administration and operation of the Library.
3. Manages the preparation and administration of the Library budget.
4. Develops, implements and monitors programs and policies necessary to achieve the goals and objectives of the Library.
5. Selects, manages, develops, evaluates, promotes and discharges staff.
6. Maintains current knowledge of standards, developments and evolving national and local trends in library administration and techniques; represents the Library at various public and professional meetings and committees.
7. Serves as chief spokesperson for the Library, assuring positive public relations and marketing efforts for the Library.
8. Establishes and maintains effective working partnerships with Washington County Libraries, Stillwater City Council, Stillwater City Administration, Library Foundation and Friends @ SPL.
9. Plans and implements new technologies that meet the evolving needs of public library customers.
10. Performs other duties as assigned.

Essential Functions: The essential functions for this classification are numbers 1-9 from Job Duties and Responsibilities.

Work Environment: Work is sedentary in nature. Lifting requirement of 10-20 pounds on an occasional basis. Equipment used may include but is not limited to personal computer, calculator, telephone, copy and fax machine. Additional physical/mental requirements may not be listed above, but are inherent in performing the position's essential functions.

Title of Immediate Supervisor: Stillwater Public Library Board of Trustees

Employment Standards:

Education and Experience: Master's Degree in Library Science from an ALA-accredited school plus seven years of professional library experience including five years experience in library management or supervision of professional staff.

Knowledge: Comprehensive knowledge of the principles and practices of public library administration and management and of the principles and techniques of public library services and functions including reference and information services, adult and children services, collection development, public relations, computers, the internet and commercially available library software, library metrics, broad knowledge of state and federal laws and guidelines pertaining to public library administration and services.

Ability to: Plan, organize and execute policies and programs for a public library; analyze and evaluate complex problems and develop effective solutions; prepare comprehensive reports and present ideas clearly and concisely in written and oral form; motivate, establish and maintain effective working relationships with associates, supervisors, employees, volunteers, other community agencies and the public.

Skill in: Applying administrative principles in organizing and directing a public library; working effectively with people at all levels, especially in communicating with city government and community representatives; conflict resolution, problem solving and employee relations; developing and implementing library programs and services.

Adopted by the Board of Trustees: May 14, 2013

To: Stillwater Public Library Board of Trustees
Cc: Lynne Bertalmio, Library Director
From: Board of Trustees Governance Committee
Subject: Proposed Library Director Evaluation process
Date: May 14, 2013

One of the duties of the Stillwater Public Library Board of Trustees under its By-Laws is to evaluate the Library Director on a regular basis. The Board may delegate the evaluation of the Library Director to an officer of the Board, but the Board is not required to do so.

The Governance Committee recommends that the Board adopt the Library Director annual evaluation process described below:

A. Process for current Library Director for 2013 evaluation

1. At the regular May Board meeting, each Board member will receive the Evaluation of Library Director form attached hereto as Exhibit A (the “**evaluation form**”). Board members will complete the evaluation form and provide it to the President on or before May 28.
2. The Library Director will complete the Performance Self-Assessment attached hereto as Exhibit B (the “**self-assessment form**”) and provide it to the President on or before June 4.
3. The President, or his or her Board member designee, will compile a composite Evaluation of Library Director which summarizes and reflects, on an aggregate and anonymous basis, the input that Board members provided on the individual evaluation forms (the “**composite evaluation**”). After the composite evaluation has been compiled, the individual evaluation forms will be destroyed.
4. At the regular June Board meeting (but not prior), the President, or his or her Board member designee, will provide hard copies of the self-assessment form and the composite evaluation to the Board. The Board will have sufficient time at this meeting to review these documents and to discuss them. The Secretary will record the points of this discussion manually and without making any attributions to any individual Board member. This record will not be included in the minutes of the Board. At the end of this discussion, the President will collect all hard copies of the composite evaluation and the self-assessment form as well as the Secretary’s record of the discussion. After this Board meeting, the President may amend the composite evaluation to reflect the discussion at the meeting and then will destroy

the Secretary's record of the discussion. In compliance with Minnesota's Open Meeting Law, (1) the portion of the June Board meeting where the self-assessment form and the composite evaluation form are provided, reviewed and discussed may be closed to the public, and (2) the Library Director may, at his or her request, attend this portion of the meeting but may not participate in the discussion.

5. As soon after the regular June Board meeting as practicable, the President and the Vice President, or the Vice President's Board member designee, will deliver the composite evaluation to the Library Director in person. The Library Director may provide an addendum response to the composite evaluation.
6. At the regular July Board meeting, in compliance with Minnesota's Open Meeting Law, (1) the President will provide a summary of the conclusions of the evaluation of the Library Director, and (2) this portion of the regular July Board meeting must be open to the public.
7. The President will provide a copy of the self-assessment, the final composite evaluation, and the Library Director's addendum (if any) to the City Clerk for filing in the Library Director's personnel file. The President and Vice President may access the Library Director's personnel file; no other Board member may access the Library Director's personnel file without the consent of the Board.

B. Process for current Library Director for annual evaluation commencing in 2014

The process will be the same as set forth above, but on the following timeline:

- Board members will receive the evaluation form at the January Board meeting and will complete the evaluation form and provide it to the President on or before January 28.
- The Library Director will complete the self-assessment form and provide it to the President on or before February 4.
- With respect to Sections A.4 and A.5 above, the month of February (rather than June) will apply.
- With respect to Section A.6 above, the month of March (rather than July) will apply.

C. Process for future Library Directors

The process will be the same as set forth in Section A, on the following timeline:

- Board members will receive the evaluation form at the first regular Board meeting after the anniversary of the date of hire of the Library Director. Board members will complete the evaluation form and provide it to the President at least two weeks prior to the next regular Board meeting.
- The Library Director will complete the self-assessment form and provide it to the President at least one week prior to that meeting.
- With respect to Sections A.4 and A. 5 above, the second regular Board meeting after the anniversary of the date of hire of the Library Director (rather than June) will apply.
- With respect to Sections A.6, the third regular Board meeting after the anniversary of the date of hire of the Library Director (rather than July) will apply.

Adopted by the Board of Trustees: May 14, 2013

**Evaluation of Library Director
Stillwater Public Library**

Use the numerical scale below to evaluate the performance of the Library Director this past year. Select the number that best indicates your perception of the Director’s performance for each of the criteria listed.

<u>Points</u>	<u>Description</u>
5 – Outstanding	Far exceeding performance criteria
4 – Above average	Exceeds normal expectations
3 – Average	Meets expectations
2 – Weak	Inconsistent performance, falls short of normal expectations requires remedial action
1 – Unsatisfactory	Unacceptable performance which must improve immediately or may lead to termination

Rating **A. Relationship with Board**

- | | |
|-------|---|
| _____ | 1. Keeps the Board informed on issues, needs and operations of library and keeps the Board informed on national and local library trends |
| _____ | 2. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis |
| _____ | 3. Supports and executes Board policy and intent to public and staff |
| _____ | 4. Seeks and accepts constructive criticism of work |
| _____ | 5. Seriously considers, and/or acts on Board requests |
| _____ | 6. Prepares complete and accurate information packets for Board meetings |
| _____ | 7. Responds to Board requests for information in a timely and complete fashion |

COMMENTS:

Rating **B. Goals and Objectives**

- | | |
|-------|--|
| _____ | 8. Provides leadership in developing long and short term goals that address national and local evolving trends in libraries to accomplish the mission of the library |
| _____ | 9. Provides leadership in implementing long and short term goals that address national and local evolving trends in libraries to accomplish the mission of the library |
| _____ | 10. Keeps the Board updated on implementation of library goals and objectives |

COMMENTS:

Rating

C. Community and Professional Relationships

- 11. Actively works to gains the respect and support of the community on the operation of the library
- 12. Maintains an effective public relations and marketing campaign
- 13. Keeps abreast of local, state and national library issues
- 14. Participates in local, state and national library associations
- 15. Develops and maintains a collaborative working relationship with the Library Foundation and Friends@SPL

COMMENTS:

Rating

D. Staff and Personnel

- 16. Develops and executes sound personnel procedures and practices
- 17. Develops good staff morale and loyalty to the organization
- 18. Delegates authority appropriate to the position each staff member holds
- 19. Recruits and assigns the best available personnel in terms of their competencies
- 20. Evaluates performance of staff members, giving commendation for good work as well as constructive feedback and specific recommendations for improvement
- 21. Develops and supports professional development plans for all staff members

COMMENTS:

Rating

E. Business and Finance

- 22. Coordinates revenue generation with fundraising, gift management and grant writing
- 23. Keeps informed on needs of the library – building, equipment and supplies
- 24. Evaluates financial needs and makes recommendations for adequate financing
- 25. Determines that funds are wisely spent and within budget limitations
- 26. Provides clear budget guidance and appropriate administration of the Library budget

COMMENTS:

Rating

F. Personal Qualities

- | | |
|-------|---|
| _____ | 27. Maintains high standards of ethics, honesty and integrity in all professional matters |
| _____ | 28. Meets deadlines |
| _____ | 29. Ability to prioritize multiple responsibilities and/or assignments |
| _____ | 30. Ability to analyze complex problems and develop solutions |
| _____ | 31. Makes data driven decisions |
| _____ | 32. Seeks out professional development opportunities in order to stay current
on evolving library trends both at the national and local levels |

COMMENTS:

Rating

G. Technology

- | | |
|-------|---|
| _____ | 33. Keeps abreast of technology trends in libraries |
| _____ | 34. Implements new technologies that meet the needs of public library customers |

**Performance Self-Assessment
Library Director
Stillwater Public Library**

Employee Name: _____ Date: _____
Job Title: Library Director Performance Review Period: _____
Return Self-Assessment form to _____ By: _____

Your thorough and timely participation in the appraisal process will help facilitate a fair and comprehensive review of your progress and accomplishments since the last performance review.

1. List your most significant accomplishments or contributions since last year. How do these achievements align with the goals/objectives outlined in your 2012 review?
2. Since the last appraisal period, what new or innovative projects or programs have you undertaken to advance and enhance the performance of the Library?
3. What activities have you initiated or actively participated in, in an effort to encourage employee development, teamwork and engagement within the library? What was the result?
4. What professional development activities did you personally participate in this past year to keep abreast of library trends on the national and local levels? How did you use that knowledge to enhance library services and/or activities?
5. Describe areas you feel require improvement in terms of your professional capabilities. List the steps you plan to take and the resources you need to accomplish this.
6. Studies have shown that high customer satisfaction and employee satisfaction are closely linked. Name two significant ideas that you have implemented to improve the Library's customer and employee satisfaction.
7. State two career goals for the coming year and indicate how you plan to accomplish them.

8. Evaluate yourself on all the following factors that apply to you since your last performance appraisal. If a category does not apply to you indicate N/A. **On another sheet of paper, please include a short statement that supports your self-rating for each factor.**

Rating Scale: 4 = Outstanding 3 = Very Competent
2 = Satisfactory 1 = Inexperienced or Improvement Needed

<u>Category</u>	<u>Self Rating</u>
a. Knowledge of current Library trends Evidence that supports self -rating:	_____
b. Quality of Work Product (comprehensive, accurate, timely, etc.) Evidence that supports self-rating:	_____
c. Daily productivity (utilization of time) Evidence that supports self-rating:	_____
d. Business Development Evidence that supports self-rating:	_____
e. Project Management Skills Evidence that supports self-rating:	_____
f. Knowledge of operating systems and data bases used by the Library Evidence that supports self-rating:	_____
g. Time Management & Organizational Skills Evidence that supports self-rating:	_____
h. Interpersonal Skills (positive attitude, ability to get along well with co-workers, patrons, vendors, community, Board, etc.) Evidence that supports self-rating:	_____
i. Communications Skills – Verbal and Written Evidence that supports self-rating:	_____

- j. Innovation or Creativity _____
Evidence that supports self-rating:
- k. Collaboration/Teamwork/Mentoring Skills _____
Evidence that supports self-rating:
- l. Employee Policies (development and implementation) _____
Evidence that supports self-rating:
- m. Leadership Skills _____
Evidence that supports self-rating:
- n. Professionalism (punctuality, attendance, conduct, responsiveness, Follow-through) _____
Evidence that supports self-rating:
- o. Professional Development (stays current on trends in libraries on both the national and local levels) _____
Evidence that supports self-rating:
- p. **Overall rating for this performance review period** _____

9. In order to actualize your goals for the upcoming year, what type of support would you seek from the Board? (please be specific)

Thank you for taking the time to complete the Employee Self-Assessment.

Adopted by the Board of Trustees: May 14, 2013

COMMENT AND DISCUSSION

What are the three major strengths of the Director?

What areas might you suggest to the Director as opportunities for growth?

In the past year, what challenges has the Library faced and how did the Director help bring them to resolution?

What goals (organizational and personal development) would you want the Director to work towards in the coming year?

Overall Performance Rating

Based upon the preceding comments and evaluations, check the term which best describes the Director's overall performance for the evaluation period. This may not necessarily be an "average" of your criteria ratings, since some criteria are more important than others.

- Outstanding
- Above Average
- Average
- Weak
- Unsatisfactory

Adopted by the Board of Trustees: May 14, 2013

Board of Trustees Calendar

2015

January	7	SPLF Executive Committee meeting 8 a.m.
	12	F of theSPL Meeting 6:30 p.m., Strategic Plan presentation
	13	SPL Board Meeting 7 p.m.
	21	SPLF Board Meeting 8 a.m.
February	4	SPLF Executive Committee meeting 8 a.m.
	9	F of theSPL Meeting 6:30 p.m.
	10	SPL Board Meeting 7 p.m.
	12	Club Book with Peter Heller
	18	SPLF Board Meeting 8 a.m.
	24	SPLF Beer for Books (tentative)
March	4	SPLF Executive Committee meeting 8 a.m.
	9	F of theSPL Meeting 6:30 p.m.
	10	SPL Board Meeting 7 p.m.
	18	SPLF Board Meeting 8 a.m.
April	1	Annual Report due to State of MN
	1	SPLF Executive Committee meeting 8 a.m.
	12 to 18	National Library Week
	13	F of theSPL Meeting 6:30 p.m.
	14	SPL Board Meeting 7 p.m.
	15	SPLF Board Meeting 8 a.m.
	15	Library staff Appreciation Day Friends spring booksale
May	6	SPLF Executive Committee meeting 8 a.m.
	11	F of theSPL Meeting 6:30 p.m.
	12	SPL Board Meeting 7 p.m.
	20	SPLF Board Meeting 8 a.m. Historically, the month for county-wide joint Boards meeting
June	3	SPLF Executive Committee meeting 8 a.m.
	8	F of theSPL Meeting 6:30 p.m.
	9	SPL Board Meeting 7 p.m.
	17	SPLF Board Meeting 8 a.m.
July	1	SPLF Executive Committee meeting 8 a.m.
	4	SPLF Light a Spark 7 p.m.
	14	SPL Board Meeting 7 p.m.
	15	2016 budget request due
	15	SPLF Board Meeting 8 a.m.
August	5	SPLF Executive Committee meeting 8 a.m.

Board of Trustees Calendar

	11	SPL Board Meeting 7 p.m.
	19	SPLF Board Meeting 8 a.m.
September	2	SPLF Executive Committee meeting 8 a.m.
	14	F of theSPL Meeting 6:30 p.m.
	15	SPL Board Meeting 7 p.m.
	16	SPLF Board Meeting 8 a.m.
October	7	SPLF Executive Committee meeting 8 a.m.
	12	F of theSPL Meeting 6:30 p.m.
	13	SPL Board Meeting 7 p.m.
	21	SPLF Board Meeting 8 a.m.
November	4	SPLF Executive Committee meeting 8 a.m.
	9	F of the SPL Meeting 6:30 p.m.
	10	SPL Board Meeting 7 p.m.
	18	SPLF Board Meeting 8 a.m.
		Friends fall booksale
December	2	SPLF Executive Committee meeting 8 a.m.
	14	SPL Board Meeting 7 p.m.
	15	SPLF Board Meeting 8 a.m.
	31	Board terms end
	31	Union contract ends