

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, June 13, 2017
7:00 PM
Library Conference Room

1. Call to Order
2. Introduction of new Trustee, Paula Hemer
3. Adoption of the Agenda
4. In-Person Public Commentary
5. Consent Calendar
 - a. Adoption of the May 9, 2017 Minutes +
 - b. Acknowledgement of Bills Paid in May **\$36,297.62+**
 - c. Budget Status Report +
 - d. 2017 Capital Release Requests +
 - e. 2018-2022 CIP and 2018 Capital Request +

Old Business

6. John Keister, Executive Search Update
7. Events/Zoning Discussion

New Business

8. 2018 Library Budget D+
9. Library Board Policy Update: SPL Trustee Job Description & Ethics A+
10. Director and Other Staff reports +
11. Foundation Report +
12. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance
 - d. Human Resources
 - e. WCL Task Force
13. Public Commentary and Communications
14. Adjournment

If you are unable to attend this meeting, please leave a message for Melissa at 651-275-4338 ext. 118 before 5 Pm on Monday, June 12, 2017.

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

Attachments: WCL Minutes, Calendar, Ongoing Board Work Assignments, Foundation Minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, May 9, 2017**

Minutes

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

ABSENT: None

STAFF: Brechon, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Add Agenda Item 8a Library Event Zoning and 8b Event Coordinator Position to agenda. Motion to adopt agenda as amended. MSP.

AGENDA ITEM 3: In-Person Public Commentary

- Ann Wolff, Stillwater Public Library Foundation, distributed Foundation's 2016 Impact Report. Wolff commented that the Library is a point of pride for the community. Staff is one of the key things that people appreciate. Wolff distributed Light a Spark sponsorship information. Wolff encouraged everyone to champion the library.
- Michele Cassavante, former trustee, thanked the library for offering its services and space to the St. Croix Valley Women's Alliance. They are thankful that the library opens its doors and meeting room spaces for groups to meet. The library is the heart of the town and is open to people in the valley.

Cassavante noted that she has taken the time to follow other city commissions and the council. Cassavante expressed concerns about the city's class compensation study in relation to the library, and the rumors that library staff are being overpaid. Cassavante's past work on the budget looked more as if staff were underpaid. Cassavante is concerned if only library employees, predominately females, are being singled out and paid differently. This would be a discrimination issue.

Cassavante has also been following the council's discussion regarding council members sitting on commissions as a voting or as a non-voting member. If a council member sits on the commission and the council, they essentially are getting two votes – one during the commission meeting and another as a council member. The same could be said of a council member sitting on the library board. Cassavante stated that one voice should carry one vote and not two.

- Bill Fredell told the board he has been active with the Friends and the library. Fredell was in the White Bear School District for 30 years, spending most of his time as a media specialist running programs in the junior high. Fredell noted that he is in attendance to hear what is happening at the library and to offer advice as needed.

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- Gemma Lockrem, vice president of the Friends of the Stillwater Public Library, spoke about the lack of continuity between the board of trustees and the Friends. Lockrem discussed the Friend's excellent volunteers that work tirelessly to put on book sales to support the library. She invited the board to join Friends as members. The Friends truly value this library and would like to see a strong relationship between the Board, Friends, and Foundation.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. MSP.

AGENDA ITEM 5: City Administrator, Tom McCarty – City of Stillwater Compensation Study

McCarty reviewed the city's recent classification study with the Trustees. McCarty review class comp study materials included in the May Board packet and distributed Flaherty & Hood's responses to library board questions regarding the study. This document is included as an attachment to the May minutes.

McCarty had an extensive discussions with the board regarding the study. The key points that McCarty discussed were:

- The city's classification system, not compensation system, was out of compliance. The methodology for determining the relative value of the work, job duties, and responsibilities needed to be evaluated. The library was included because it is part of the pay equity calculation for the city.
- The study assessed the relative value of jobs and determined a point value grid system. The positions were analyzed based on the skill required, effort, responsibility required, and work conditions. Every position was reviewed and every group was reviewed. A compensation comparison was also done with 20 other cities, and a comparison was done with additional entities when there was not a comparable. For example, additional wage markets were reviewed for the Ramsey, Dakota, and Washington County Library systems.
- When the study results were brought back to the city council, they asked for a re-review of the library positions. When the relative structure of all employees and point values were analyzed city-wide, there was not alignment from the original Hay study and the initial new study for library employees. This did not look right to the council.
- The consultant came to the library to re-review the point assessments. The consultant conducted in-person interviews of staff positions, reviewed position questionnaires, and developed revised point values representing the relative value of position within the entire city.
- The council asked the consultant to provide a proposed compensation system for the city to go along with the new classifications. Adoption of the proposed compensation is under negotiations with the unions. McCarty noted that anyone receiving compensation today would be placed in the compensation system at a step with equal or greater pay. He emphasized that no one gets reduced.
- The proposed pay grades were determined using wage comparatives in the market through benchmark positions in each grade. A best fit line was used for the maximum average salary representing 70-100% of the pay grade. Council directed staff to move employee groups onto system with grades and steps based on point values at step at or above current pay structure.

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- The council provided an appeals process for city employees (included in the May board packet). If an employee felt that the point values did not adequately look at degree requirements, background and experience, and job duties, the employee could complete the appeals form and provide supporting documentation. The submitted form was reviewed by the city's HR Manager and the Department Head or City Administrator. If criteria were met, the appeal was forwarded to the vendor for re-evaluation. If the points are changed by vendor, these points are followed and it does not go back to the council.
- McCarty encouraged the Trustees to allow an appeals process with timelines for the library staff. He also strongly encouraged that the Interim Director and HR Manager/City Administrator review those requests before forwarding to the vendor. The library board may also need to look at compensation plan and work with bargaining units.
- McCarty explained that the classification system will need to be maintained. In a 5 year period, the city would review every job with some reviewed in year 1, year 2, year 3. If any changes occur, this automatically goes into the point value system. In 2 years, the city will look at pay equity system report again, and the city will look at wages to determine if there is equity between genders for a similarly pointed job.

Trustees discussed McCarty's overview of the study. Bell note that while staff's current salary would not be diminished, a person's room to grow on the pay grid may be diminished.

Hansen expressed concerns that only one department, the library, was singled out for re-evaluation. It looks like discrimination and was unwise of the council to not review other departments. The decision to review the library by the council is not without the context of last year's library budget freeze. If the council is concerned that the library is over funded and its employees are overpaid, then the board and council need to have honest discussion about this.

Brechon expressed concerns on behalf of staff regarding the results of the re-evaluation. What happened between the initial February results and the revised April results to warrant such a change? Has the complexity of library staff jobs and responsibilities really changed?

Keliher asked about the vendor's response to question 5 (see attachment) regarding the changes from February to April. He indicated that he was not seeing data about what determined the actual change in the points. McCarty noted that he would follow-up with the vendor.

Stark asked how staff can move through the compensation system. McCarty explained that people can move through steps. Staff are placed on a step based on current salary and can move through steps until they get to the top. Board also has the option to make cost of living adjustments to the whole of the grid. If not done, the risk is that compensation falls behind and you will need to do another comparable adjustment as the market keeps moving. Steps and annual cost of living increases are negotiated with bargaining units.

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Stark asked if the Trustees could use the city's forms and process for the appeals. McCarty affirmed that the city could use the library's forms and process. The city allowed three weeks times for appeals, however, there is not a set timeframe. While the city contracts are expiring now, the library's employment contract is valid through the end of this year. Changes to the existing compensation will need to be negotiated with the bargaining units.

AGENDA ITEM 6: Board Vacancy Recommendation

Motion made that the Board of Trustees recommend to mayor and council that Paula Hemer fill the Board vacancy. Yes – Bell, Carlsen, Hansen, Keliher, Menikheim, Richie, No - Stark, Lunn.

AGENDA ITEM 7: 2018-2022 Library Capital Improvement Plan and 2018 Library Capital Outlay Request

Brechon discussed the CIP and outlay request documents included in the board packet.

Motion made that the Facilities Committee be given authority to approve 2017-2022 Capital Improvement Plan and 2018 Capital Outlay Request due to the City of Stillwater on May 19, 2017. MSP.

AGENDA ITEM 8: City of Stillwater Job Classification and Compensation Study

Board discussed the appeals process based on the forms and information provided by McCarty during the discussion under Agenda Item 5. Board discussed the importance of an appeals process, but also discussed concerns regarding the timeframe and structure of appeals.

Motion made that the Board finds general support for having an appeal process but would like to refer this to the HR Committee to come back to the Board to recommend a specific appeal process. MSP.

AGENDA ITEM 8a: Library Event Zoning

Keliher introduced the topic with a summary of recent discussions related to outdoor events hosted by the library. In advance of the library board's November 2016 workshop with the city council, the council asked city staff to research past conversations about the library, its outdoor terrace, and the library hosting outdoor events. The question had been raised about whether the library's zoning allows for such events or whether perhaps a special use permit or conditional use permit might be required. Keliher stated that it's his understanding that the council, with input from city staff, concluded that while pursuing a special or conditional use permit might have been a stronger, clearer way of proceeding, it was clear that a previous city council wanted and expected the library to host these types of events. At an earlier city council meeting, library trustee/councilmember Menikheim asked his colleagues on the council if they felt the city should proceed with a special or conditional use permitting process. Keliher stated that, in his interpretation of the brief discussion that followed this question, the council clearly indicated that as long as the library continued to work to mitigate any problems caused by these events, there was little appetite to spend time or resources pursuing any change in zoning or permitting -- in effect, things are acceptable as they are.

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Trustees discussed Keliher's overview of event zoning. Menikheim expressed concern that the council has not provided clear direction for the library. He requested that the board ask the council for an opinion if the library needs a permit for holding events. If the council says that the library is covered, then this is fine. If the council says that the library needs a special use or conditional permit, then the library applies for one. An opinion from Magnuson may also be needed on whether a resolution from the council would suffice.

Motion made to resolve issue of library as event host and ask the Mayor and City Administrator to give us advice on next steps. MSP. Keliher will send letter.

AGENDA ITEM 8b: Event Coordinator Position

Keliher explained that the Event Coordinator contract position, funded and hired by the Foundation, is now open.

Menikheim asked what role the library board has in the process. Keliher noted that the RFP was put out by the Foundation. The event coordinator works for the Foundation, and the Foundation hires this position, and event coordinator's work is bound by the library board's event policy and other applicable policies.

Menikheim acknowledged that he was appreciative of Foundation funding of this position, but he is concerned about the responsibility of this position to the library director. He noted that the event space is a part of library operations and questioned why the Foundation would govern this.

Bell indicated that the board's role in events is a policy role.

AGENDA ITEM 9: Director and Other Staff Reports

Brechon referenced Director and Staff reports included in board packet.

AGENDA ITEM 10: Foundation Report

Richie discussed upcoming Foundation events.

AGENDA ITEM 11: Board Committee Reports

a. Executive Committee:

- Keliher provided update from Keister regarding the director position. Response has been as expected. Deadline for preference is May 19. Skype interviews begin May 3. The job was posted multiple locations and the search is progressing on track. Response has been good.
- Keliher has been included on emails from neighbors regarding event items. Keliher will forward communications to board.

b. Facilities: Lynn Barnhouse is working on the entry to teen area. Carlsen has been talking with local artist for murals in teen area. Hearing Loops installation start on Monday.

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- c. **Finance:** The 2016 Library Financials Summary included in the board packet is an informational item that reviews city's general ledger and supplemental funds to get a full idea of the cost of the library.

- d. **Human Resources:** None.

AGENDA ITEM 12: Public Commentary and Communications

AGENDA ITEM 13: Adjournment

Meeting adjourned at 9:39 pm.

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Library Board, Human Resource Committee, questions for Flaherty & Hood:

1. What metro area libraries were contacted as part of the revision process for the proposed salary points for the Stillwater Public Library positions? **No additional libraries were contacted. However, in addition to interviews and my review, I did present numerous MN Library Position job postings at the April 18th City Council Meeting in support of maintaining the Master's Degree requirement for several positions.**
2. Three library markets were noted on a February 10, 2017 memo to City Employees mentioning that Flaherty & Hood had reviewed library staffing positions in:
Ramsey County – **Ramsey County responded to the survey request on 9/12/2016**
Dakota County – **Dakota County responded to the survey request on 9/8/2016**
Washington County – **Washington County responded to the survey request on 8/22/2016**
Can you provide the date for each of these studies and were they Classification/Compensation studies similar to what was done at the City of Stillwater? **Each entity responded to the survey request, providing either wage data or access to source documents. These were not separate wage studies.**
3. Please describe the process used to conduct the additional review.
 - a. Review of
 - i. Completed Job Analysis Questionnaires (JAQ)
 - ii. Any additional documentation related to job points
 - iii. Market data
 - iv. Flaherty & Hood Job Evaluation System, legal and best practices definitions for specific components of any JAQ that may need further explanation.
 - b. Conduct on-site interview with and direct observation of work activities of employees but no more than three in a position (i.e., 17 employees), addressing the skill, effort, responsibilities and working conditions required for each employee's position
 - i. Interview and observation for any employee separating from employment will be completed before their separation date
 1. Note: This was not possible for the Library Assistant Director as she had retired and left prior as of January 31, 2017.
 - c. Draft Interview notes
 - d. Report
 - i. Draft report review findings and recommendations, including any modifications to job evaluation points
4. Staff were required to fill out a 25 page questionnaire as part of this study, as part of the audit were any of these questionnaire's revised to account for the loss of points. **During the on-site reviews, I went through the entire JAQ with each employee confirming contents, noting if there were any changes. I adjusted factor points according to a subsequent review of notes and in comparison to other City and Library positions.**

5. In the additional review requested by the Stillwater City Council of library positions please explain the reduction in points for the following positions. What new information did you acquire during the dates of February 10 - April 19, 2017 on which you based these reductions?
- a. Library Director from 810 to 755, 2 points from a salary grade 12 to 11 what new information went into this reduction in salary grade points? (-55 points) As a result of comparing the Library Director JAQ responses, job description, results of the interview and JAQ responses with other City of Stillwater Management positions including responses by the City Administrator, Police and Fire Chief , I reduced the "complexity" and "supervision given" factors both by 1 point, which resulted in a 55 point difference. I did not change the education or the experience required factors.
 - b. Library Assistant Director from 710 to 645, what new information went into this reduction from salary grade 12 to 11? (-65 points) As a result of comparing the Library Assistant Director JAQ responses, job description, results of the interview and JAQ responses with other City of Stillwater Management positions including responses by the (Library Director that had generally been 1 factor response above the Library Assistant Director), and 2nd level supervisory/management positions for the Police and Fire Departments and other Director level positions, I reduced the "complexity" and "supervision given" factors both by 1 point, which resulted in a 55 point difference. I did not change the education or the experience required factors.
 - c. Library Supervisors: Information & Youth Services from 660 to 600, what new information went into this reduction from salary grade 10 to 9? (-60 points) As a result of comparing the Library Supervisor positions (Information & Youth Services) JAQ responses, job description, results of the interview and JAQ responses with the Library Assistant Director, and other City of Stillwater supervisory positions , I reduced the "complexity", "supervision needed" and "impact" factors each by 1 point, which resulted in a 60 point difference. The responses resulted generally in 1 factor degree less than the Library Assistant Director responses. I did not change the education or the experience required factors.
 - d. Librarian I: what new information went in this reduction from salary grade 8 to grade 7? (-20 points) During a discussion with the Library Director, Lynn had indicated this position was considered an entry level library position for someone new coming into the field. As a result of the information from the Library Director, and comparing the Librarian I position JAQ responses, job description, results of the interview and JAQ responses with other Library and entry level professional Stillwater positions, I reduced the "complexity" factor by 1 point, which resulted in a 20 point difference. I did not change the education or the experience required factors.
 - e. Library Maintenance Worker (proposed title change): what information went into this reduction from salary grade 7 to 6? (-50 points) As a result of comparing the Library Custodian II (Library Maintenance Worker) JAQ responses, job description, results of the interview and JAQ responses with other City of Stillwater Maintenance type positions including responses, I reduced the "Years of Experience" factor both by 1 year. This position remained at a higher level than another lead worker position and two other maintenance worker positions.

- f. Library Associates: (3 positions): what new information went in this reduction from salary grade 7 to 6 (-40 points) As a result of comparing the job description, results of the interview and JAQ responses with other Library and other Stillwater administrative & similar type positions, I reduced the “complexity” and “supervision needed” factors by 1 factor point, which resulted in a 40 point difference. I did not change the education or the experience required factors.
- g. Library Custodian I: what information went in this reduction from salary grade 4 to 3 (-10 points) As a result of comparing the Library Custodian JAQ responses, job description, results of the in person interview and JAQ responses with other City of Stillwater maintenance type positions including responses, I reduced the “impact” factor by 1 factor point, which resulted in a 10 point difference.

Thank you for providing answers to these questions.

2017 Bill Resolutions

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
50217	5/2/2017	Baker and Taylor	Materials - Juv	\$ 1,171.15	230-4230-2400-0000	Childrens Books
50217	5/2/2017	Baker and Taylor	Materials - YA	\$ 421.99	230-4230-2406-0000	Teen Books
50217	5/2/2017	Baker and Taylor	Materials - Processing	\$ 42.14	230-4230-3404-0000	Processing Fee
4282017	4/28/2017	Brechon Melissa J.	Interim Library Director - April	\$ 7,000.00	230-4230-3099-0000	Other Professional Services
50217	5/2/2017	Brodart Co	Materials - Adult Fiction	\$ 116.25	230-4230-2401-0000	Adult Books - Fiction
50217	5/2/2017	Brodart Co	Materials - Adult NonFiction	\$ 976.81	230-4230-2405-0000	Adult Books - Non Fiction
50217	5/2/2017	Brodart Co	Materials - Processing	\$ 33.80	230-4230-3404-0000	Processing Fee
50217	5/2/2017	Brodart Co	Materials - Adult Fiction (Tribute SPLF)	\$ 14.03	232-4232-2113-0000	SPLF - Materials
HLJ5427	4/6/2017	CDW Government Inc.	Receipt Printer	\$ 270.04	230-4230-2302-0000	Other Minor Equipment
9413490559	4/11/2017	Grainger	Maintenance Equipment	\$ 481.03	230-4231-2302-0000	Other Minor Equipment - Lib Plant
42017	4/20/2017	Junk 360	Metal Recycling	\$ 509.00	230-4900-5200-0000	C/O & Improvements
5492	4/24/2017	Library Furniture International	Building Reconfiguration	\$ 5,200.00	230-4900-5200-0000	C/O & Improvements
47559	4/17/2017	Master Mechanical Inc.	Q2 Maintenance	\$ 1,126.50	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
50217	5/2/2017	Midwest Tape	Materials - Audio	\$ 62.21	230-4230-2402-0000	Audio
50217	5/2/2017	Midwest Tape	Materials - Video	\$ 519.98	230-4230-2408-0000	Film/Video
50217	5/2/2017	Midwest Tape	Materials - Processing	\$ 28.65	230-4230-3404-0000	Processing Fee
50217	5/2/2017	Midwest Tape	Materials - Audio Books (Juv - Friends)	\$ 42.99	235-4235-2101-0000	Library Donations Materials
W17030686	4/19/2017	Office of MN IT Services	Telephone - March	\$ 382.22	230-4231-3101-0000	Telephone
702751	4/25/2017	MEI Total Elevator Solutions	Elevator Service	\$ 570.94	230-4231-3703-0000	Building Repair Charges
6611	4/11/2017	Pinnacle Building Services	Windows	\$ 775.00	230-4231-3703-0000	Building Repair Charges
1179420	4/10/2017	Security Response Services Inc	System Service	\$ 137.74	230-4231-3703-0000	Building Repair Charges
13585570	4/13/2017	Toshiba Business Solutions	Maintenance Contract	\$ 43.44	230-4230-3707-0000	Maintenance Agreements
042117 81.00	4/21/2017	Washington County Library	Barcoded CD/DVD Labels	\$ 81.00	230-4230-3404-0000	Processing Fee
			INVOICES SUBTOTAL	\$ 20,006.91		
CREDIT CARD						
SO-656399	3/1/3/17	Varidesk	Desk	\$ 495.00	230-4230-2302-0000	Other Minor Equipment
			CREDIT CARD SUBTOTAL	\$ 495.00		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	\$ -		
			GRAND TOTAL	\$ 20,501.91		

Submitted for payment

Melissa J. Brechon, Interim Director

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The following bills have been examined and are approved for payment.
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Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
187175	4/11/2017	Ace Hardware	Janitorial Supplies	\$ 107.96	230-4231-2102-0000	Janitorial Supplies
187327	4/17/2017	Ace Hardware	Janitorial Supplies	\$ 44.95	230-4231-2102-0000	Janitorial Supplies
187437	4/21/2017	Ace Hardware	Janitorial Supplies	\$ 10.78	230-4231-2102-0000	Janitorial Supplies
5162017	5/16/2017	Baker and Taylor	Materials - Juv	\$ 322.11	230-4230-2400-0000	Childrens Books
5162017	5/16/2017	Baker and Taylor	Materials - YA	\$ 161.23	230-4230-2406-0000	Teen Books
5162017	5/16/2017	Baker and Taylor	Materials - Processing	\$ 7.84	230-4230-3404-0000	Processing Fee
51617	5/16/2017	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	\$ 59.68	232-4232-2113-0000	SPLF - Materials
5162017	5/16/2017	Brodart Co	Materials - Adult Fiction	\$ 147.83	230-4230-2401-0000	Adult Books - Fiction
5162017	5/16/2017	Brodart Co	Materials - Adult NonFiction	\$ 349.24	230-4230-2405-0000	Adult Books - Non Fiction
5162017	5/16/2017	Brodart Co	Materials - Processing	\$ 15.60	230-4230-3404-0000	Processing Fee
5162017	5/16/2017	Brodart Co	Materials - SCC	\$ 145.03	230-4230-2499-0000	Collection Development
MIN-C-817474	4/10/2017	Coit Services	Tile Cleaning	\$ 3,144.77	230-4231-3703-0000	Building Repair Charges
306-02444792-3	4/30/2017	Culligan of Stillwater	Water	\$ 55.75	230-4230-4099-0000	Miscellaneous Charges
08-10365	5/11/2017	Cybrarian Corporation	Cybrarian Software License 8/1/17-7/31/18	\$ 349.95	230-4230-3098-0000	Technology Support
5022017	5/2/2017	Danielson Susie	Volunteer Recognition - Reimbursement	\$ 350.91	232-4232-4099-0000	SPLF - Miscellaneous Charges
42862	5/7/2017	Fredrick Tracy	Damage Deposit Refund	\$ 400.00	230-0000-3500-0100	Meeting Room Rental (Refund)
5062017	5/6/2017	Fremming Susan E	Programs - Adult (SPLF) Staff Reimbursement	\$ 38.20	232-4232-2407-0000	SPLF - Programs
104	5/2/2017	Furnish Office & Home	Teen Room Furniture	\$ 3,179.90	235-4900-5200-0000	Library Don - Improvement Projects - C/O
2455591-1182443817	4/30/2017	G & K Services	Towels & Rugs	\$ 87.34	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
25262	4/26/2017	Heritage Printing Inc.	Shelf Life Newsletter - Library (A O'B)	\$ 585.00	235-4238-4099-0000	Library Donations Miscellaneous
LMC GL 26585	5/11/2017	League of MN Cities Ins Tr	Insurance Claim	\$ 296.19	230-4230-4099-0000	Miscellaneous Charges
5990	4/26/2017	Menards	Janitorial Supplies	\$ 17.13	230-4231-2102-0000	Janitorial Supplies
5162017	5/16/2017	Midwest Tape	Materials - Audio	\$ 82.28	230-4230-2402-0000	Audio
5162017	5/16/2017	Midwest Tape	Materials - Video	\$ 80.21	230-4230-2408-0000	Film/Video
5162017	5/16/2017	Midwest Tape	Materials - Processing	\$ 23.05	230-4230-3404-0000	Processing Fee
5162017	5/16/2017	Midwest Tape	Materials - Audio Books Juv (Friends)	\$ 49.99	235-4235-2101-0000	Library Donations Materials
705551	5/10/2017	MEI Total Elevator Solutions	Elevator Repair	\$ 528.00	230-4231-3703-0000	Building Repair Charges
39648	5/8/2017	Premier Lighting Inc	LED Exterior Lights	\$ 537.18	230-4230-5200-0000	C/O & Improvements
1181518	4/25/2017	Security Response Services Inc	Alarm Monitoring	\$ 168.12	230-4230-3707-0000	Maintenance Agreements
			INVOICES SUBTOTAL	\$ 11,346.22		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	\$ -		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
51-7976594-1	5/9/2017	Xcel Energy	Energy	\$ 720.22	230-4231-3601-0000	Natural Gas
51-7976594-1	5/9/2017	Xcel Energy	Energy	\$ 3,729.27	230-4231-3600-0000	Electricity
			MANUAL PAYOUT SUBTOTAL	\$ 4,449.49		
			GRAND TOTAL	\$ 15,795.71		

Submitted for payment

Melissa J. Brechon, Interim Director

General Ledger

Budget Status

User: kgoeltl
 Printed: 6/7/2017 - 9:41 AM
 Period: 1 to 4, 2017



Account Number	Description	Budget Amount	Jan 1- Apr 30 Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	70,000.00	13,697.50	13,697.50	56,302.50	0.00	56,302.50	80.43
230-0000-3520-0100	Copier/Printer Sales	5,800.00	1,703.35	1,703.35	4,096.65	0.00	4,096.65	70.63
230-0000-3880-0200	Gallery Fees	600.00	0.00	0.00	600.00	0.00	600.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	R25 Sub Totals:	76,700.00	15,400.85	15,400.85	61,299.15	0.00	61,299.15	79.92
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
230-0000-3820-0100	Gifts	5,500.00	160.00	160.00	5,340.00	0.00	5,340.00	97.09
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	168.30	168.30	331.70	0.00	331.70	66.34
230-0000-3880-0020	Library Card Fees	10,212.00	3,066.85	3,066.85	7,145.15	0.00	7,145.15	69.97
230-0000-3880-0030	Lost Materials	3,200.00	563.13	563.13	2,636.87	0.00	2,636.87	82.40
230-0000-3880-0040	Processing Fees	8,200.00	1,033.46	1,033.46	7,166.54	0.00	7,166.54	87.40
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	300.00	-0.99	-0.99	300.99	0.00	300.99	100.33
	R40 Sub Totals:	29,412.00	4,990.75	4,990.75	24,421.25	0.00	24,421.25	83.03
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,171,625.00	390,541.68	390,541.68	781,083.32	0.00	781,083.32	66.67
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0426	Transfer In - CO Bonds 2016	22,700.00	0.00	0.00	22,700.00	0.00	22,700.00	100.00
230-0000-3910-0427	Transfer In - CO Bonds 2017	90,000.00	0.00	0.00	90,000.00	0.00	90,000.00	100.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,284,325.00	390,541.68	390,541.68	893,783.32	0.00	893,783.32	69.59
	Revenue Sub Totals:	1,390,437.00	410,933.28	410,933.28	979,503.72	0.00	979,503.72	70.45
	Dept 0000 Sub Totals:	-1,390,437.00	-410,933.28	-410,933.28	-979,503.72	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	223,923.00	38,724.60	38,724.60	185,198.40	0.00	185,198.40	82.71
230-4230-1100-0000	Overtime - Full Time	0.00	12.99	12.99	-12.99	0.00	-12.99	0.00
230-4230-1111-0000	Severance Pay	0.00	36,419.14	36,419.14	-36,419.14	0.00	-36,419.14	0.00
230-4230-1112-0000	Sick Pay	0.00	6,166.20	6,166.20	-6,166.20	0.00	-6,166.20	0.00
230-4230-1113-0000	Vacation Pay	0.00	33,696.42	33,696.42	-33,696.42	0.00	-33,696.42	0.00
230-4230-1200-0000	Part Time Salaries	469,003.00	154,108.42	154,108.42	314,894.58	0.00	314,894.58	67.14
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	51,974.00	15,979.59	15,979.59	35,994.41	0.00	35,994.41	69.25
230-4230-1420-0000	FICA/Medicare	53,005.00	18,100.19	18,100.19	34,904.81	0.00	34,904.81	65.85
230-4230-1500-0000	Hospital / Medical	105,454.00	29,615.02	29,615.02	75,838.98	0.00	75,838.98	71.92
230-4230-1520-0000	Dental Insurance	4,149.00	954.98	954.98	3,194.02	0.00	3,194.02	76.98
230-4230-1540-0000	Life Insurance	650.00	215.04	215.04	434.96	0.00	434.96	66.92
230-4230-1990-0000	Grant Pass Thru	0.00	200.00	200.00	-200.00	0.00	-200.00	0.00
	E05 Sub Totals:	908,158.00	334,192.59	334,192.59	573,965.41	0.00	573,965.41	63.20
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	250.00	0.00	0.00	250.00	0.00	250.00	100.00
230-4230-2101-0000	General Supplies	4,500.00	518.15	518.15	3,981.85	0.00	3,981.85	88.49
230-4230-2113-0000	Reference	5,040.00	458.03	458.03	4,581.97	0.00	4,581.97	90.91
230-4230-2114-0000	Data Base Searching	1,750.00	1,081.10	1,081.10	668.90	0.00	668.90	38.22
230-4230-2302-0000	Other Minor Equipment	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	100.00
230-4230-2400-0000	Childrens Books	13,020.00	3,661.33	3,661.33	9,358.67	0.00	9,358.67	71.88
230-4230-2401-0000	Adult Books - Fiction	14,923.00	2,306.86	2,306.86	12,616.14	0.00	12,616.14	84.54
230-4230-2402-0000	Audio	10,920.00	955.71	955.71	9,964.29	0.00	9,964.29	91.25
230-4230-2403-0000	Periodicals	4,500.00	4,212.03	4,212.03	287.97	0.00	287.97	6.40
230-4230-2405-0000	Adult Books - Non Fiction	16,818.00	2,500.99	2,500.99	14,317.01	0.00	14,317.01	85.13
230-4230-2406-0000	Teen Books - Materials	4,620.00	1,181.32	1,181.32	3,438.68	0.00	3,438.68	74.43
230-4230-2407-0000	Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	7,560.00	791.65	791.65	6,768.35	0.00	6,768.35	89.53
230-4230-2409-0000	Electronic Materials	3,360.00	0.00	0.00	3,360.00	0.00	3,360.00	100.00
230-4230-2499-0000	Collection Development	504.00	28.50	28.50	475.50	0.00	475.50	94.35
	E10 Sub Totals:	90,765.00	17,695.67	17,695.67	73,069.33	0.00	73,069.33	80.50

E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	6,500.00	707.24	707.24	5,792.76	0.00	5,792.76	89.12
230-4230-3099-0000	Other Professional Services	1,000.00	20,546.00	20,546.00	-19,546.00	0.00	-19,546.00	0.00
230-4230-3100-0000	Circulation System	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	214.75	214.75	1,285.25	0.00	1,285.25	85.68
230-4230-3200-0000	Mileage	500.00	267.50	267.50	232.50	0.00	232.50	46.50
230-4230-3201-0000	Seminar/Conference Fees	4,500.00	976.79	976.79	3,523.21	0.00	3,523.21	78.29
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	1,500.00	693.05	693.05	806.95	0.00	806.95	53.80
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	7,000.00	1,817.67	1,817.67	5,182.33	0.00	5,182.33	74.03
230-4230-3500-0000	General Insurance	1,914.00	0.00	0.00	1,914.00	0.00	1,914.00	100.00
230-4230-3707-0000	Maintenance Agreements	20,000.00	679.82	679.82	19,320.18	0.00	19,320.18	96.60
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	122.70	122.70	277.30	0.00	277.30	69.33
	E15 Sub Totals:	44,814.00	26,025.52	26,025.52	18,788.48	0.00	18,788.48	41.93
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	400.00	118.00	118.00	282.00	0.00	282.00	70.50
230-4230-4001-0000	Subscriptions	625.00	616.98	616.98	8.02	0.00	8.02	1.28
230-4230-4099-0000	Miscellaneous Charges	1,500.00	990.36	990.36	509.64	0.00	509.64	33.98
	E20 Sub Totals:	2,525.00	1,725.34	1,725.34	799.66	0.00	799.66	31.67
E25	CAPITAL OUTLAY							
230-4230-5200-0000	C/O & Improvements	21,640.00	0.00	0.00	21,640.00	0.00	21,640.00	100.00
230-4230-5300-0000	C/O Machinery & Equipment	9,000.00	0.00	0.00	9,000.00	0.00	9,000.00	100.00
230-4230-5310-0000	C/O MIS Computer Equipment	58,060.00	0.00	0.00	58,060.00	0.00	58,060.00	100.00
	E25 Sub Totals:	88,700.00	0.00	0.00	88,700.00	0.00	88,700.00	100.00
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,134,962.00	379,639.12	379,639.12	755,322.88	0.00	755,322.88	66.55
	Dept 4230 Sub Totals:	1,134,962.00	379,639.12	379,639.12	755,322.88	0.00	755,322.88	66.55
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	51,709.00	16,676.44	16,676.44	35,032.56	0.00	35,032.56	67.75
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	930.01	930.01	-930.01	0.00	-930.01	0.00
230-4231-1113-0000	Vacation Pay	0.00	1,059.53	1,059.53	-1,059.53	0.00	-1,059.53	0.00
230-4231-1200-0000	Part Time Salaries	33,876.00	10,039.67	10,039.67	23,836.33	0.00	23,836.33	70.36
230-4231-1410-0000	PERA	6,419.00	2,050.82	2,050.82	4,368.18	0.00	4,368.18	68.05
230-4231-1420-0000	FICA/Medicare	6,547.00	1,923.79	1,923.79	4,623.21	0.00	4,623.21	70.62
230-4231-1500-0000	Hospital / Medical	21,178.00	6,178.49	6,178.49	14,999.51	0.00	14,999.51	70.83
230-4231-1520-0000	Dental Insurance	758.00	252.56	252.56	505.44	0.00	505.44	66.68
230-4231-1540-0000	Life Insurance	116.00	38.40	38.40	77.60	0.00	77.60	66.90
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	120,603.00	39,149.71	39,149.71	81,453.29	0.00	81,453.29	67.54
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	2,300.00	370.21	370.21	1,929.79	0.00	1,929.79	83.90
230-4231-2102-0000	Janitorial Supplies	3,800.00	742.87	742.87	3,057.13	0.00	3,057.13	80.45
230-4231-2202-0000	Building Repair Supplies	300.00	517.93	517.93	-217.93	0.00	-217.93	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	100.00	0.00	0.00	100.00	0.00	100.00	100.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	E10 Sub Totals:	7,300.00	1,631.01	1,631.01	5,668.99	0.00	5,668.99	77.66
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-4231-3101-0000	Telephone	4,500.00	759.06	759.06	3,740.94	0.00	3,740.94	83.13
230-4231-3500-0000	General Insurance	29,741.00	0.00	0.00	29,741.00	0.00	29,741.00	100.00
230-4231-3600-0000	Electricity	40,000.00	7,925.45	7,925.45	32,074.55	0.00	32,074.55	80.19
230-4231-3601-0000	Natural Gas	12,000.00	4,257.52	4,257.52	7,742.48	0.00	7,742.48	64.52
230-4231-3703-0000	Building Repair Charges	10,750.00	4,022.76	4,022.76	6,727.24	0.00	6,727.24	62.58
230-4231-3707-0000	Maintenance Agreements	8,995.00	3,540.72	3,540.72	5,454.28	0.00	5,454.28	60.64
	E15 Sub Totals:	106,486.00	20,505.51	20,505.51	85,980.49	0.00	85,980.49	80.74
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	262.02	262.02	837.98	0.00	837.98	76.18
	E20 Sub Totals:	1,100.00	262.02	262.02	837.98	0.00	837.98	76.18
E25	CAPITAL OUTLAY							
230-4231-5200-0000	C/O & Improvements	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
230-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	24,000.00	0.00	0.00	24,000.00	0.00	24,000.00	100.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	259,489.00	61,548.25	61,548.25	197,940.75	0.00	197,940.75	76.28
	Dept 4231 Sub Totals:	259,489.00	61,548.25	61,548.25	197,940.75	0.00	197,940.75	76.28

Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	1,247.37	1,247.37	-1,247.37	0.00	-1,247.37	0.00
	E25 Sub Totals:	0.00	1,247.37	1,247.37	-1,247.37	0.00	-1,247.37	0.00
	Expense Sub Totals:	0.00	1,247.37	1,247.37	-1,247.37	0.00	-1,247.37	0.00
	Dept 4900 Sub Totals:	0.00	1,247.37	1,247.37	-1,247.37	0.00		
	Fund Revenue Sub Totals:	1,390,437.00	410,933.28	410,933.28	979,503.72	0.00	979,503.72	70.45
	Fund Expense Sub Totals:	1,394,451.00	442,434.74	442,434.74	952,016.26	0.00	952,016.26	68.27
	Fund 230 Sub Totals:	4,014.00	31,501.46	31,501.46	-27,487.46	0.00		

NOTES:

Budget line 230-4230-1111-0000 Severance Pay: This reflects severance compensation of \$22,477.62 paid out to retiring director and \$13,941.52 to the retiring assistant director. This expense is covered under the reserved fund balance. Monies will be transferred in by City Finance to a budget line under R45 Other Finance Sources to offset this expense. Library staff is confirming with City Finance the effect on the library fund balance. More details to follow.

Budget line 230-4230-1113-0000 Vacation Pay: \$13,182.19 of this line item reflects a Vacation Payout out to the retiring director and a \$503.44 payout to the retiring assistant director. This expense is covered under the reserved fund balance. Monies will be transferred in by City Finance to a budget line under R45 Other Finance Sources to offset this expense. The other vacation paid represents vacation time taken by staff, including time taken by the assistant director at the end of her employment, and is budgeted under regular salaries. Library staff is confirming with City Finance the effect on the library fund balance. More details to follow.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Capital Release Requests	
OWNER: Brechon	PRESENTER: Brechon
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Move to request the release of 2017 capital funds for the following: <ul style="list-style-type: none"> • Release \$20,000 of the \$20,000 allocated to the upgrade and transfer telephone system to City of Stillwater. • Release \$9,640 of the \$9,640 allocated to the Retrofit of Exterior Lights to LED. • Release of \$5,000 of the remaining \$16,000 allocated to the Building Reconfiguration. 	
BACKGROUND/CONTEXT: The funds requested for release are all part of the 2017 Library Capital Outlay budget and are being used as originally requested. <ul style="list-style-type: none"> • Phone System: IT has requested that the Library request the release of \$20,000 to upgrade and transfer the telephone system to the City. Following is the proposal from the Loffler IT Solutions Group. • Retrofit of Exterior Lights to LED: The Library would like to begin work to retrofit exterior lights to LED. • Building Reconfiguration: The library requests the release of building reconfiguration funds for finishing wiring work, signage, bulletin boards, and display units on the lower level. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Loffler IT Solutions Proposal for Phone System	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2018-2022 Capital Improvement Plan and 2018 Capital Outlay Request	
OWNER: Facilities Committee	PRESENTER: Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: At the May 2017 Board meeting, the Facilities Committee and library staff were given authority by the board to work on and approve the 2018-2022 Capital Improvement Plan and 2018 Capital Outlay Request due to the City of Stillwater on May 19, 2017. Attached are the documents submitted to the city.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <ul style="list-style-type: none"> • 2018-2022 CIP • 2018 Capital Outlay Request 	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Facilities Committee, Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

City of Stillwater, Minnesota
Capital Improvement Plan

2018 thru 2022

LIBRARY

DRAFT 5/22/17

Item	Priority	2018	2019	2020	2021	2022	Total
Software Licenses	1	5,000	5,200	5,400	5,600	5,800	27,000
Upgrade Computers - Public	2		18,000	17,000			35,000
New Computers - Public	1	4,500					4,500
Upgrade Computers - Staff	2	6,300	6,300	7,200		6,300	26,100
Upgrade Laptops - Staff	2		1,000		1,000		2,000
Upgrade Copier/Printers - Public	2		8,000				8,000
Upgrade Copier/Printers - Staff	2		1,000		7,200		8,200
Upgrade SelfChecks	1				52,000		52,000
RFID Pads	1	1,500	1,500	1,500	1,500	1,500	7,500
Data Projector/ AV Solution	3	14,000					14,000
Disc Repair Machine	1	4,000					4,000
Charging Station	2	700					700
Digital Signage	1	7,000					7,000
LED Light Conversion - Interior	1	12,415	12,415	12,415	12,415		49,660
Building Reconfiguration	2	25,000					25,000
Furniture Replacement	1	9,900					9,900
Repair of 1972 Roof	1	4,000				16,000	20,000
Ceiling Plaster Repair, Upper Level	1	5,000					5,000
Upgrade BAS (H factor) Operator Interface to HVAC System	1	12,178					12,178
Total		111,493	53,415	43,515	79,715	29,600	\$ 347,238

Notes for future years:

Materials Sorter: Purchased in 2014 for ~ \$120,000. Yearly maintenance paid. When would a replacement be needed?

CITY OF STILLWATER, MINNESOTA
2018 CAPITAL OUTLAY REQUEST FORM

DEPARTMENT: LIBRARY

DRAFT 5/22/17

**CAPITAL OUTLAY ITEM
REQUESTED**

REASON FOR REQUEST

AMOUNT

CAPITAL OUTLAY ITEM REQUESTED	REASON FOR REQUEST	AMOUNT
Software Licenses	Software licenses are needed for Microsoft products including Windows and Office.	5,000
Upgrade Computers - Staff	The library has computers available for staff use. Periodically, equipment must be upgraded or replaced. This project would replace computers on a 4-year cycle. In 2018, 7 staff computers would be replaced at an estimated cost of \$900 each.	6,300
New Computers - Public	Add five new public workstations to the library at an estimated cost of \$900 each.	4,500
RFID Pads	RFID (Radio-frequency identification) uses electromagnetic fields to automatically identify and track library materials. RFID pads read the RFID tags on materials to provide identifying information for circulation and to activate and deactivate security settings on materials. The library has 5 RFID pads with an estimated replacement cost of \$1,500 each. One pad would be replaced in 2018.	1,500
Data Projector/ AV Solution	Data projection equipment in the Margaret Rivers Room needs replacement. Projection equipment is used in the Margaret Rivers Room by staff, public, businesses, and local government to conduct meetings with audio-visual needs. The current projection system is not compatible with newer laptops that no longer have VGA ports. Replacement of the projection system also needs to be compatible with sound system. Many presentations include audio components (videos, music, etc.) that are amplified over the sound system. In discussion with IT, the library has determined that a fuller A/V solution should be implemented for the replacement of the data projector. To implement a fuller A/V solution, we would ask to rollover the \$6,000 in 2017 capital funds allocated to the data projector to 2018 and request an additional \$14,000 in capital funds for 2018 for a total project of \$20,000.	14,000
Disc Repair Machine	A new purchase of a disc repair machine will clean and repair circulating DVDs, CDs, books on CD for re-entry into the library collection.	4,000
Charging Station	Purchase a charging station to allow patrons to charge laptops, phones, tablets, and other devices.	700

Digital Signage	Two digital signs to be purchased - one for lower level (main level) in the welcome area by the public services desk and one for the upper level near the 4th Street Entry. The lower level sign would be a large, wall-mounted digital sign. The upper level signage would be a smaller, portable digital sign.	7,000
LED Light Conversion - Interior	Over a four-year period, the library would like to retrofit its lighting to use LED technology. In 2017, capital funds were requested for the replacement of exterior lighting. In 2018-2021, the library would like to begin replacing interior lights. Xcel Energy is currently offering rebates for customers who retrofit.	12,415
Building Reconfiguration	Ten years after the library's renovation and expansion, the library will reconfigure spaces for increased efficiency and security. Improvements were made on the lower level in 2016 and 2017. Changes are planned for the upper level in 2018.	25,000
Furniture Replacement	Furniture replacement of worn chairs in meeting room space and public areas. The replacement cost for 33 task chairs is approximately \$300 each, totalling \$9,900.	9,900
Repair of 1972 Roof	In 2006, new roofs were installed on all portions of the library building with the exception of the southern 1972 addition, which is a tile roof. An estimator walked the roof and determined that some tile replacement and underlayment work is needed on portions of the roof from 1972. There have been leaks in the roof which have been and continue to be repaired. Estimated cost of this project is \$15,000-\$20,000.	4,000
Ceiling Plaster Repair, Upper Level	The ceiling near the rotunda area on the upper level of the library is cracking and chipping and needs repair. While it was determined that there are not any structural issues, the cracks and chipping in the ceiling do pose safety concerns and need to be repaired.	5,000
Upgrade BAS (H factor) Operator Interface to HVAC System	The operator interface to the library's HVAC system needs to be upgraded for security and to replace an outdated JAVA plugin system.	12,178

TOTAL REQUESTED

111,493.00

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT #	17-4230-019
PROJECT NAME	Software Licenses

CATEGORY	Computer/Communication Equipment	Improvement	<input type="checkbox"/>	or	Equipment	<input checked="" type="checkbox"/>
PRIORITY	1 Very Important (1 High...4 Low)	Useful Life	5			

DESCRIPTION	Software licenses are needed for Microsoft products including Windows and Office.
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JUSTIFICATION	The library is very dependent of all of its computer technology and software. The software licenses are need for internal use and for use on our public computers.
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Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$5,000	\$5,200	\$5,400	\$5,600	\$5,800	\$27,000
					\$0
					\$0
					\$0
\$5,000	\$5,200	\$5,400	\$5,600	\$5,800	\$27,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$5,000	\$5,200	\$5,400	\$5,600	\$5,800	\$27,000
					\$0
					\$0
					\$0
\$5,000	\$5,200	\$5,400	\$5,600	\$5,800	\$27,000

OPERATIONAL IMPACT/OTHER	
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Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT #	18-4230-001
PROJECT NAME	Upgrade Computers - Public

CATEGORY	Computer/Communication Equipment	Improvement	<input type="checkbox"/>	or	Equipment	<input checked="" type="checkbox"/>
PRIORITY	2 Important (1 High...4 Low)	Useful Life	4			

DESCRIPTION
 The library has computers available for public use. Periodically, equipment must be upgraded or replaced. Replacement and upgrade of public computers must be coordinated with Washington County for alignment in hardware and software. The estimated cost for replacing a computer is between \$900-\$1000. This project would replace 35-39 public computers over 2 years.

JUSTIFICATION
 Public computers were upgraded in 2015. In 2019 and 2020, we anticipate that the public computers will need replacement to reduce increased need for IT support for repairs and to be compatible with Washington County Library equipment and the software demands of their Integrated Library System.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$0	\$18,000	\$17,000	\$0	\$0	\$35,000
					\$0
					\$0
					\$0
\$0	\$18,000	\$17,000	\$0	\$0	\$35,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$0	\$18,000	\$17,000	\$0	\$0	\$35,000
					\$0
					\$0
					\$0
\$0	\$18,000	\$17,000	\$0	\$0	\$35,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME New Computers - Public

CATEGORY Computer/Communication Equipment **Improvement** _____ or **Equipment** X

PRIORITY 1 Very Important (1 High...4 Low) **Useful Life** _____ 4 _____

DESCRIPTION

The library has computers available for public use and would like to add 5 additional computers at an estimated cost of \$900 each.

JUSTIFICATION

Use of computers continues to be a key service provided by the library. Adding 5 new computers would augment our existing complement of public workstations.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$4,500	\$0	\$0	\$0	\$0	\$4,500
					\$0
					\$0
					\$0
\$4,500	\$0	\$0	\$0	\$0	\$4,500

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$4,500	\$0	\$0	\$0	\$0	\$4,500
					\$0
					\$0
					\$0
\$4,500	\$0	\$0	\$0	\$0	\$4,500

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME Upgrade Computers - Staff

CATEGORY Computer/Communication Equipment **Improvement** _____ or **Equipment** X

PRIORITY 2 Important (1 High...4 Low) **Useful Life** _____ 4 _____

DESCRIPTION

The library has computers available for staff use. Periodically, equipment must be upgraded or replaced. This project would replace computers on a 4-year cycle. In 2018, 7 staff computers would be replaced at an estimated cost of \$900 each. In 2019, the next 7 staff computers would be replaced at an estimated cost of \$900 each. In 2020, the remaining 8 staff computers would be replaced at an estimated cost of \$900. In 2021, no replacements would occur. The 4-year replacement cycle would begin again in 2022 with the computers purchased in 2018 replaced.

JUSTIFICATION

IT recommends that the library has a four-year schedule for the replacement of staff computers to ensure the equipment is functional and can support appropriate software. Recent projects were upgrades and now replacement schedules are needed.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$6,300	\$6,300	\$7,200	\$0	\$6,300	\$26,100
					\$0
					\$0
					\$0
\$6,300	\$6,300	\$7,200	\$0	\$6,300	\$26,100

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$6,300	\$6,300	\$7,200	\$0	\$6,300	\$26,100
					\$0
					\$0
					\$0
\$6,300	\$6,300	\$7,200	\$0	\$6,300	\$26,100

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT #	19-4230-001
PROJECT NAME	Upgrade Laptops - Staff

CATEGORY	Computer/Communication Equipment	Improvement	_____	or	Equipment	X
PRIORITY	2 Important (1 High...4 Low)	Useful Life	4			

DESCRIPTION

The library has 3 laptops available for staff use for outreach, projection use in meeting rooms, and other activities. Periodically, equipment must be upgraded or replaced. This project would replace laptops at an estimated \$1000 each in 2019 and 2021.

JUSTIFICATION

Laptops/portable electronics are needed to facilitate outreach activities, project work, and meeting room use. We anticipate that laptops will need replacing on a periodic basis reduce increased need for IT support for repairs and to have functional equipment.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$0	\$1,000	\$0	\$1,000	\$0	\$2,000
					\$0
					\$0
					\$0
\$0	\$1,000	\$0	\$1,000	\$0	\$2,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$0	\$1,000	\$0	\$1,000	\$0	\$2,000
					\$0
					\$0
					\$0
\$0	\$1,000	\$0	\$1,000	\$0	\$2,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME Upgrade Copier/Printer - Public

CATEGORY Computer/Communication Equipment **Improvement** _____ or **Equipment** X

PRIORITY 2 Important (1 High...4 Low) **Useful Life** _____ 7

DESCRIPTION

The library has a copier/printer/scanner available for public use. Periodically, equipment must be replaced. When the public copier/printer/scanner is replaced, the associated coin boxes for printing payments should also be replaced. The estimated cost for replacing copier/printer/scanner and coin machine is \$8,000.

JUSTIFICATION

Public access to copying, printing, and scanning is a highly utilized service provided by the library. In 2019, we anticipate that the printer will need replacement to ensure functional equipment for the public.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$0	\$8,000	\$0	\$0	\$0	\$8,000
					\$0
					\$0
					\$0
\$0	\$8,000	\$0	\$0	\$0	\$8,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$0	\$8,000	\$0	\$0	\$0	\$8,000
					\$0
					\$0
					\$0
\$0	\$8,000	\$0	\$0	\$0	\$8,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME Upgrade Copier/Printer - Staff

CATEGORY Computer/Communication Equipment **Improvement** _____ or **Equipment** X

PRIORITY 2 Important (1 High...4 Low) **Useful Life** 7

DESCRIPTION

The library has a copier/printer/scanner available for staff use. Periodically, equipment must be replaced. The estimated cost for replacing copier/printer/scanner is \$7,200.

JUSTIFICATION

A functional copier/printer/scanner for staff use is critical to the daily operations of the library. The printer was last replaced in early 2014. The average life-expectancy is 7 years. In 2021, we anticipate that the printer will need replacement.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$0	\$0	\$0	\$7,200	\$0	\$7,200
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$7,200	\$0	\$7,200

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$0	\$0	\$0	\$7,200	\$0	\$7,200
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$7,200	\$0	\$7,200

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT #	21-4230-039
PROJECT NAME	Upgrade SelfChecks

CATEGORY	Computer/Communication Equipment	Improvement	_____	or	Equipment	X
PRIORITY	1 Very Important (1 High...4 Low)	Useful Life	_____			5

DESCRIPTION

SelfCheck equipment allows library users to check out their own materials. The technology on the SelfCheck machine also provide book recommendations and library programming information during checkout. The existing SelfChecks will need to be replaced in 2021. This includes new software, new monitors, and new hardware.

JUSTIFICATION

This equipment reduces repetitive stress for library staff. It allows most check out to be done by patrons themselves. This saves staff times and allows the library to operate with fewer staff than would be the case without patron self service. We have one SelfCheck on the upper level, two SelfChecks on the lower level by the Public Services desk, and one SelfCheck for children in the children's area. The SelfChecks need periodic replacement and need to be current to remain on Washington County's integrated automated circulation systems. For ease in maintenance and managing upgrades, we plan for replacement of all SelfChecks at the same time. In 2021, we anticipate the replacement of our self-check equipment.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$0	\$0	\$0	\$52,000	\$0	\$52,000
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$52,000	\$0	\$52,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$0	\$0	\$0	\$52,000	\$0	\$52,000
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$52,000	\$0	\$52,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)
PROJECT NAME RFID Pads

CATEGORY Computer/Communication Equipment	Improvement _____ or Equipment X
PRIORITY 1 Very Important (1 High...4 Low)	Useful Life 5

DESCRIPTION
RFID (Radio-frequency identification) uses electromagnetic fields to automatically identify and track library materials. RFID pads read the RFID tags on materials to provide identifying information for circulation and to activate and deactivate security settings on materials. The library has 5 RFID pads with an estimated replacement cost of \$1,500 each.

JUSTIFICATION
RFID pads are used repeatedly on a daily basis to track materials in and out of the library. The pads need to be replaced on a periodic basis to ensure efficient functioning of equipment. This project would replace 1 pad per year for 5 years.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500
					\$0
					\$0
					\$0
\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500
					\$0
					\$0
					\$0
\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$7,500

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT #	17-4230-015
PROJECT NAME	Data Projector/ AV Solution

CATEGORY	Computer/Communication Equipment	Improvement	<input type="checkbox"/>	or	Equipment	<input checked="" type="checkbox"/>
PRIORITY	3 Less Important (1 High...4 Low)	Useful Life	7			

DESCRIPTION

Data projection equipment in the Margaret Rivers Room needs replacement. Projection equipment is used in the Margaret Rivers Room by staff, public, businesses, and local government to conduct meetings with audio-visual needs. The current projection system is not compatible with newer laptops that no longer have VGA ports. Replacement of the projection system also needs to be compatible with sound system. Many presentations include audio components (videos, music, etc.) that are amplified over the sound system.

JUSTIFICATION

Data projection and audio-visual display is very important for activities in the Margaret Rivers Room. Due to the volume of use from various groups in the community, the projection needs to be functional and compatible with a variety of input sources and easy for groups with basic tech knowledge to utilize. In discussion with IT, the library has determined that a fuller A/V solution should be implemented for the replacement of the data projector.

To implement a fuller A/V solution, we would ask to rollover the \$6,000 in 2017 capital funds allocated to the data projector to 2018 and request an additional \$14,000 in capital funds for 2018 for a total project of \$20,000.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$14,000	\$0	\$0	\$0	\$0	\$14,000
					\$0
					\$0
					\$0
\$14,000	\$0	\$0	\$0	\$0	\$14,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$14,000	\$0	\$0	\$0	\$0	\$14,000
					\$0
					\$0
					\$0
\$14,000	\$0	\$0	\$0	\$0	\$14,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME Disc Repair Machine

CATEGORY Machinery & Equipment **Improvement** _____ or **Equipment** X

PRIORITY 1 Very Important (1 High...4 Low) **Useful Life** _____ 5 _____

DESCRIPTION

A disc repair machine will clean and repair circulating DVDs, CDs, books on CD for re-entry into the library collection. This is a new purchases. Technology has improved to make these machines a feasible way to repair damage to discs.

JUSTIFICATION

DVDs, CDS, Books on CD are popular items in the collection. After repeated use, these items become scratched and dirty and not playable. This new purchase of a disc repair machine would help clean, polish, and sand the discs. The disc can then be entered back into the collection and reduce the need to purchase replacement discs.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$4,000	\$0	\$0	\$0	\$0	\$4,000
					\$0
					\$0
					\$0
\$4,000	\$0	\$0	\$0	\$0	\$4,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$4,000	\$0	\$0	\$0	\$0	\$4,000
					\$0
					\$0
					\$0
\$4,000	\$0	\$0	\$0	\$0	\$4,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME Charging Station

CATEGORY Machinery & Equipment **Improvement** _____ or **Equipment** X

PRIORITY 2 Important (1 High...4 Low) **Useful Life** _____ 5

DESCRIPTION

Purchase a charging station to allow patrons to charge laptops, phones, tablets, and other devices.

JUSTIFICATION

A charging stations would allow patrons coming to the library a convenient place to plug in and charge their mobile devices. The charging stations contain power outlets and USB ports that allows users to charge a variety of different devices.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$700	\$0	\$0	\$0	\$0	\$700
					\$0
					\$0
					\$0
\$700	\$0	\$0	\$0	\$0	\$700

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$700	\$0	\$0	\$0	\$0	\$700
					\$0
					\$0
					\$0
\$700	\$0	\$0	\$0	\$0	\$700

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME Digital Signage

CATEGORY Computer/Communication Equipment **Improvement** _____ or **Equipment** X

PRIORITY 1 Very Important (1 High...4 Low) **Useful Life** _____ 5 _____

DESCRIPTION

Two digital signs to be purchased - one for lower level (main level) in the welcome area by the public services desk and one for the upper level near the 4th Street Entry. The lower level sign would be a large, wall-mounted sign. The upper level signage would be a smaller, portable digital sign.

JUSTIFICATION

The library has an active schedule of programming for patrons of all ages. It also has valuable resources, volunteer opportunities, meeting room happenings, and more that could be displayed in an efficient and eye-catching manner. Digital signage would provide a clear menus of messaging that could be changed througout the library with a single update. It would reduce paper clutter and be more noticeable and welcoming to the public.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$7,000	\$0	\$0	\$0	\$0	\$7,000
					\$0
					\$0
					\$0
\$7,000	\$0	\$0	\$0	\$0	\$7,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$7,000	\$0	\$0	\$0	\$0	\$7,000
					\$0
					\$0
					\$0
\$7,000	\$0	\$0	\$0	\$0	\$7,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT #	17-4230-241
PROJECT NAME	LED Light Conversion - Interior

CATEGORY	Machinery & Equipment	Improvement	_____	or	Equipment	X
PRIORITY	1 Very Important (1 High...4 Low)	Useful Life	_____		5	

DESCRIPTION

Over a four-year period, the library would like to retrofit its lighting to use LED technology. In 2017, capital funds were requested for the replacement of exterior lighting. In 2018-2021, the library would like to begin replacing interior lights. Xcel Energy is currently offering rebates for customers who retrofit.

JUSTIFICATION

The library expects to reduce energy costs by moving to LED technology. The retrofit would be a logical step in reducing energy reliance. It would also reduce pressure on the library's janitorial staff. LED bulbs last longer, reducing the frequency of relamping, a consideration in a facility with high ceilings and exterior lights.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$12,415	\$12,415	\$12,415	\$12,415	\$0	\$49,660
					\$0
					\$0
					\$0
\$12,415	\$12,415	\$12,415	\$12,415	\$0	\$49,660

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$12,415	\$12,415	\$12,415	\$12,415	\$0	\$49,660
					\$0
					\$0
					\$0
\$12,415	\$12,415	\$12,415	\$12,415	\$0	\$49,660

OPERATIONAL IMPACT/OTHER

Xcel Energy estimates that interior lighting package would pay for itself in 6.6 years with energy savings.

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME Building Reconfiguration - Upper Level

CATEGORY	Buildings & Building Improvements	Improvement	X	Equipment
PRIORITY	2 Important (1 High...4 Low)	Useful Life	20	

DESCRIPTION

Ten years after the library's renovation and expansion, the library will reconfigure spaces for increased efficiency and security. Improvements were made on the lower level in 2016 and 2017. Changes are planned for the upper level in 2018.

JUSTIFICATION

The 2006 restoration and expansion of the library solved many space needs and problems that we were experiencing. The facility is warm, beautiful, and beloved by the community. It is a complicated building, however. In order to create greater efficiency, increase security, and take advantage of new trends in library usage and services, we will reconfigure some interior spaces on the upper level. Some of this work may be accomplished in stages or all at once depending on the availability of funding.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$25,000	\$0	\$0	\$0	\$0	\$25,000
					\$0
					\$0
					\$0
\$25,000	\$0	\$0	\$0	\$0	\$25,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$25,000	\$0	\$0	\$0	\$0	\$25,000
					\$0
					\$0
					\$0
\$25,000	\$0	\$0	\$0	\$0	\$25,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME Furniture Replacement

CATEGORY	Furniture & Equipment	Improvement	X	Equipment
PRIORITY	2 Important (1 High...4 Low)	Useful Life	20	

DESCRIPTION

Furniture replacment of worn chairs in meeting room space and public areas. The replacement cost for 33 task chairs is approximately \$300 each, totalling \$9,900.

JUSTIFICATION

The upholstered chairs in the library were added in 2006. The library is visited by 52 people for every hour that it is open. The upholstered furniture is showing wear and needs replacement.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$9,900	\$0	\$0	\$0	\$0	\$9,900
					\$0
					\$0
					\$0
\$9,900	\$0	\$0	\$0	\$0	\$9,900

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$9,900	\$0	\$0	\$0	\$0	\$9,900
					\$0
					\$0
					\$0
\$9,900	\$0	\$0	\$0	\$0	\$9,900

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # 19-4230-934

PROJECT NAME Repair of 1972 Roof

CATEGORY	Buildings & Building Improvements	Improvement	X	Equipment	
PRIORITY	1 Very Important (1 High...4 Low)	Useful Life			20

DESCRIPTION

This project addresses repairs to the library's roof in the 1972 section and the original roof area. A roofing company walked the roof of the library and determined that the overall roof condition is fair to good. The original library and 1972 North and South wings are comprised of a Ludowici French tile at the steep slope areas and asphalt and gravel surfaced built-up roof system on the flat areas. This entire footprint is surrounded with a soldered seam built-in copper gutter system. These areas of the roof are where the current recommended repairs and near future budgeting are focused. Leaks have occ

JUSTIFICATION

To extend the life of the roof, the roofing company recommends the following:

1. The tile roof is in good condition. It appears that the original area was relayed during the 1972 addition. There are roughly (20) field tile, (4) 206 ridge pieces and (1) 102 hip roll that are broken and should be replaced in 2018.
2. There are also multiple areas where flexium sealant has fallen or should be used to seal openings at ridge and valley transitions in 2018.
3. At some point, the majority of the copper gutter has been lined with an EPDM membrane. There is (1) opening that may be contributing to the occasional Southeast office leak that should be repaired in 2018.
4. The built up roof areas on the 1972 additions are in fair condition and should be serviceable for approximately 10 years. For 2018, the recommended work at this time would be repairing some ridges that have formed around the drain sump.
5. The built up roof system above the original library area is showing degradation. It should be considered for replacement in about 5 years. The base flashing was a smooth surfaced fiberglass capsheet. The surface of the capsheet has been painted with an aluminum coating to help protect against UV degradation. At this time, the fiberglass mat in the capsheet is exposed and this base flashing is near the end of its useful life. These should be recoated, which may push this roof area life to 5-8 years of service.

The estimate for items 1-4 to be completed in 2018 work is \$3,000-\$4,000. The estimate for item 5 to be done in 5 years (2022) is \$16,000.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$4,000	\$0	\$0	\$0	\$16,000	\$20,000
					\$0
					\$0
					\$0
\$4,000	\$0	\$0	\$0	\$16,000	\$20,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$4,000	\$0	\$0	\$0	\$16,000	\$20,000
					\$0
					\$0
					\$0
\$4,000	\$0	\$0	\$0	\$16,000	\$20,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME Ceiling Plaster Repair, Upper Level

CATEGORY	Buildings & Building Improvements	Improvement	X	Equipment
PRIORITY	1 Very Important (1 High...4 Low)	Useful Life	20	

DESCRIPTION

The ceiling near the rotunda area on the upper level of the library is cracking and chipping and needs repair.

JUSTIFICATION

The library had the cracked and chipped ceiling area examined. While it was determine that there are not any structural issues, the cracks and chipping on the ceiling do pose safety concerns and need to be repaired.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$5,000	\$0	\$0	\$0	\$0	\$5,000
					\$0
					\$0
					\$0
\$5,000	\$0	\$0	\$0	\$0	\$5,000

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$5,000	\$0	\$0	\$0	\$0	\$5,000
					\$0
					\$0
					\$0
\$5,000	\$0	\$0	\$0	\$0	\$5,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Capital Improvement Plan Additions Worksheet 2018 - 2022

Department	Library
Responsible Person	Melissa Brechon

PROJECT # (to be assigned by Finance)

PROJECT NAME Upgrade BAS (H factor) Operator Interface to HVAC System

CATEGORY	Machinery & Equipment	Improvement	Equipment X
PRIORITY	1 Very Important (1 High...4 Low)	Useful Life	20

DESCRIPTION
The operator interface to the HVAC System needs updating for security purposes.

JUSTIFICATION
The operator interface to the library's HVAC system needs to be upgraded for security and to replace an outdated JAVA plugin system.

Expenditure Schedule

2018	2019	2020	2021	2022	TOTAL
\$12,178	\$0	\$0	\$0	\$0	\$12,178
					\$0
					\$0
					\$0
\$12,178	\$0	\$0	\$0	\$0	\$12,178

Funding Sources

2018	2019	2020	2021	2022	TOTAL
\$5,000	\$0	\$0	\$0	\$0	\$5,000
					\$0
					\$0
					\$0
\$5,000	\$0	\$0	\$0	\$0	\$5,000

OPERATIONAL IMPACT/OTHER

Operating Budget Impact

2018	2019	2020	2021	2022	TOTAL
					\$0
					\$0
					\$0
					\$0
					\$0
\$0	\$0	\$0	\$0	\$0	\$0

Drop Downs

Buildings & Building Improvements
Computer/Communication Equipment
Furniture & Equipment
Land
Machinery & Equipment
Other Improvements
Park Improvements
Sanitary Sewer System
Storm Sewer System
Street Construction/Improvements
Trails
Vehicles

1 Very Important
2 Important
3 Less Important
4 Future Consideration

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Search Update	
OWNER: Keliher	PRESENTER: Keister
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Identify a slate of finalists.	
BACKGROUND/CONTEXT: Keister will lead a brief discussion of potential finalist candidates and a discussion of next steps for the board's interviews with finalists. We will go over logistics, how to involve staff in the interview process, a possible public forum/reception, effective interviewing techniques, and other topics related to the interviews. We'll also have a discussion on how to address concerns of candidates regarding Stillwater.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Information about candidates will be provided separately.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Events/Zoning Discussion	
OWNER: Keliher	PRESENTER: Keliher
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: On June 6, the Stillwater City Council discussed the library events and zoning. A link to the recorded discussion for agenda item III.3 from last night's council meeting: http://cityofstillwater.granicus.com/MediaPlayer.php?view_id=3&clip_id=512 .	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Letter from Tom McCarty summarizing the discussion by the City Council at its June 6 meeting regarding the Library Events operations and the City Council request of the Library Board to conduct further analysis and update of the Library event policies.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



June 8, 2017

Mike Keliher, President
Stillwater Public Library Board of Trustees
224 North 3rd Street
Stillwater, MN 55082

SUBJECT: Summary of June 6, 2017 City Council Discussion Regarding Stillwater Public Library Events Operations – Land Use Controls

Dear President Keliher,

The Stillwater City Council, at its work session meeting on June 6, 2017, reviewed and discussed the Public Library's events operations. City Council discussion acknowledged that the Library has been conducting/hosting events at the facility since completion of the Library addition/renovation over 10 years ago, and that the City Council at that time had approved the Library project plans assuming that the Library would be raising revenue by conducting events at the facility, though no specific permit or conditions of approval were issued. More recently, concerns regarding noise, traffic, etc. related to events at the Library have been brought to the attention of the Library Board and City Council. The Council also reviewed with City staff potential Zoning Ordinance implications for use of the Library for events. In addition, the Council noted that the Library Board has been working on the development of guidelines for events held at the Library.

Based upon background information and discussion by the City Council and staff, the City Council requested that the Library Board, acting within its authority to govern the operations and control the grounds of the Library, review and update its Events Policy with input from neighbors in order to address concerns that have been expressed regarding hours of operation, noise, loading zones, number of events, etc. The Council further requested that the Library Board share the updated Events Policy with the City Council for review and discussion at a future City Council work session.

Sincerely,

A handwritten signature in blue ink that reads "J. Thomas McCarty".

J. Thomas McCarty,
City Administrator

cc: Stillwater Mayor and City Council
Diane Ward, City Clerk
Dave Magnuson, City Attorney
Bill Turnblad, Community Development Director
Melissa Brechon, Interim Library Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Board Policy Update: SPL Trustee Job Description & Ethics	
OWNER: Bell	PRESENTER: Bell
REQUESTED AGENDA TYPE (A, I, D):	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Board Job Description Board Ethics Statement	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/ Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Stillwater Public Library
Board of Trustees
Job Description**

As a member of the Stillwater Board of Trustees, trustees are responsible for the governance of the library, establishing policy, setting goals and objectives, hiring and evaluating the Library Director, establishing and monitoring the library budget, promoting and advocating for the library in the community.

Responsibilities include:

- **Attends all Board meetings and participates appropriately.**
 1. **Prepares for Board meetings**
 2. **Serves on Board Committees**
 3. **Abides by majority decisions reached by the Board and publically supports these decisions.**
- **Establishes library policies and reviews them on an annual basis, updating as needed**
- **Hire, set salary, evaluates and supervises a qualified library director to implement board decisions and directions and carry out day to day operation of the library its programs and services.**
- **Adheres to Minnesota Open Meeting laws**
- **Contributes to the Board adoption of written policies that govern the operation and services of the library; works with the director to establish short and long range goals.**
- **Contributes to the Board approval of the annual budget and expenditures of funds; monitors budget and expenses throughout he year**
- **Understands related local, state and federal laws, actively support library legislation in the state and nation.**
- **Advocates for the interests and needs of the library**
- **Represents the interests and needs of the community**
- **Acts as a liaison with the public, interpreting and informing local government, media and the public of library services and needs**
- **Reviews and signs necessary contracts**
- **Has the ability to work with others on the Board and in governing bodies, agencies and other libraries**
- **Keeps current on library trends and practices by: reading the literature, attending professional meetings for trustees, and visiting other libraries.**
- **Supports basic library tenets such as: Intellectual Freedom, Freedom to Read, Confidentiality of Patron Records, Library Bill of Rights and the Public's Right to Information.**

Adopted:

Addendum: From State Library of Iowa

Public Library Boards have five primary roles:

- 1. Advocate for the library in the community and advocate for the community as a member of the library board. Advocacy includes working to obtain adequate funding for the library; pursuing opportunities to meet and speak with community groups; getting to know the mayor and city council, making sure the community needs and interests are paramount when making board decisions.**
- 2. Plan for the future of the library. Planning is one of the most important trusts that the community gives to the library board. Planning is deciding what is going to happen with library services over the next few years. It is taking charge of the library future and creating it to be responsible to what the community needs.**
- 3. Monitor and evaluate the overall effectiveness of the library. The community puts its trust in the Library Board to make sure the library is operating in a way it should. The library helps determine whether the community is satisfied with the services received from the library**
- 4. Set library policies. The Library Board spends much of its time on policy issues- developing policies and monitoring the effectiveness of those policies. Once adopted by the Board the library staff carries out the policies on a day to day basis.**
- 5. Hire and evaluate the library director. The Board hires a qualified director to manage the day to day operations of the library and works with the director, carefully respecting each other's roles.**

**Stillwater Public Library
Board of Trustees
Ethics Statement**

The Stillwater Public Library Board of Trustees supports and adheres to the following statement regarding ethics of library trustees. This statement was developed by United for Libraries, an Association of Library Trustees, Advocates, Friends and Foundation a divisions of the American Library Association.

Public Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the options of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all laws, rules and regulations that apply to them and their library.
- Trustees adhere full with the Minnesota statutes regulating library rules and regulations.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patron's rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information Laws.
- Trustees must avoid situation in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or actual conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or other from the library or from those who do business with the library.
- Trustees shall support the efforts of librarian in resisting censorship of library materials by groups or individuals.

DRAFT

Director's Report: June, 2017

Current Issues:

1. Biblioteca/3M have installed the beta testing security gates on the main level of the library. When library materials are not checked out properly the gates light up (no noise). Old gates are in storage as the budget may not allow us to purchase the new gates at the end of the beta test.
2. Lynn Barnhouse, Interior Designer, continues to work with staff/facilities committee on the teen room so look for some additional furniture and wall pieces in the near future.
3. The Library presentation before the City Council on Tuesday, June 6th went well. It was surprising that there were no questions so essentially I rendered them speechless, but invited them to visit the library at any time to see what is happening. Obviously I went home that night and thought of 25 more things to say in praise of this stunning library and library staff. (Copy of the presentation is with this report).
4. The most popular books checked out of the Stillwater Library in 2016 showed our patrons love of travel, classics and adventures:
 1. ***Dead Wake*** by Erik Larson-***my favorite, terrific author***
 2. ***Girl on the Train*** by Paula Hawkins
 3. ***Fodor's Italy***
 4. ***Rick Steve's Spain***
 5. ***Make Me*** by Lee Child
 6. ***The Grapes of Wrath*** by John Steinbeck
 7. ***Our Souls at Night*** by Kent Haruf
 8. ***Fodor's Florida***
 9. ***Wild*** by Cherly Strayed
 10. ***Ordinary Grace*** by William Kent Krueger
5. The Stillwater Library Foundation hired an Event Coordinator to replace Anne Young. I was able to participate in the interviews and know that Sandra Ellis is a perfect fit for this position. We will miss Anne but certainly welcome Sandy.
6. Terrace has been prepared for summer with a good tree trimming, flowers planted and umbrella tables out for all to enjoy. What a beautiful space, bring your lunch one day and enjoy the outside.
7. Keith Ryskoski, Washington County Library Director and I met to discuss additional opportunities for collaboration. The county library system will include Lake Elmo starting in January, 2018 and administration is busy working on all of the details of that move.
8. Annually MELSA asks for a letter telling the amount of city levy dollars and that letter is enclosed with this report for 2016.
9. MELSA has a Foundation and as Robert H. Rohlf has been in poor health, I was asked then have taken over as President of this Foundation.
10. Addition meetings included visiting with the Library Trustee, Paula Hemer, Doug Menikheim, Stillwater Area Public Schools, Community Education, Director Annette Sallman, Biblioteca Business Development Manager, Lucille Windsor, MELSA Executive Director, Ken Behringer, interview panel of the Stillwater Library Foundation and several meetings with Library Board committees.

It is a privilege to be at this library as the Interim Director, thank you all for your gracious hospitality and for giving me the opportunity to be part of this library for the past few months.

June 5, 2017

Ken Behringer, Executive Director
Metropolitan Library Service Agency (MELSA)
1619 Dayton Avenue, Suite 314
Saint Paul, MN 55104

Dear Ken,

This letter is to inform you that County/ City of Stillwater provided \$1,171,625 for library services in 2016. This amount is the total of the library levy plus any state aid to cities that may have been assigned to the library for operating expenses. It does not include revenue from fines, photocopiers, etc., nor does it include indirect payments such as the costs incurred by the city/county for plowing the parking lot, for example.

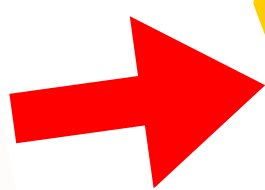
I am aware that this number will be compared to 90% of the 2011 dollars certified by the Department of Education and, subsequently, used in future years in order to determine if the Stillwater Library's funding entity has met maintenance of effort requirements. To the best of my knowledge, this number is true and accurate and I authorize you to submit it to the Minnesota Department of Education.

Sincerely,

Melissa J. Brechon, Interim Director
Stillwater Public Library




START
HERE!

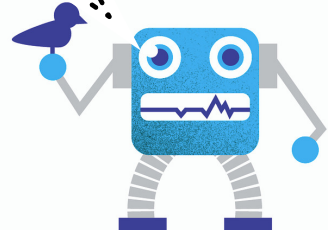
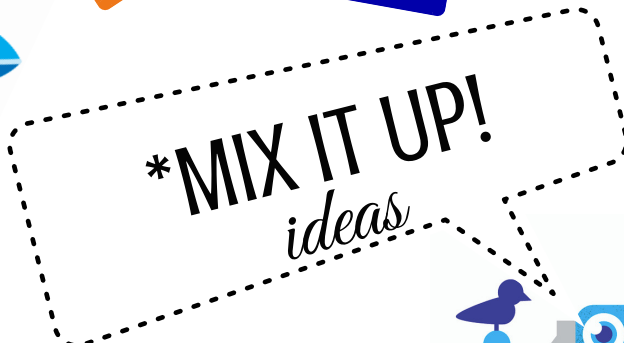
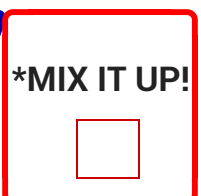
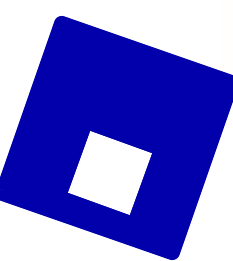
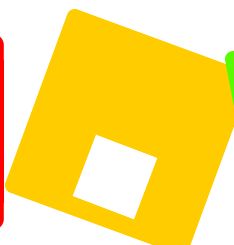
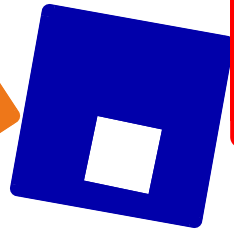
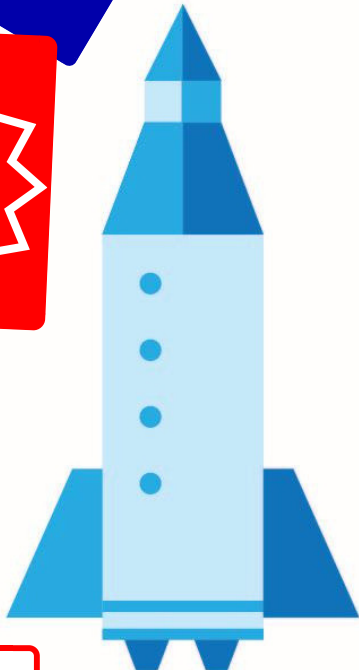
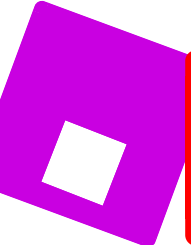
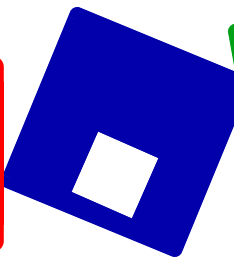
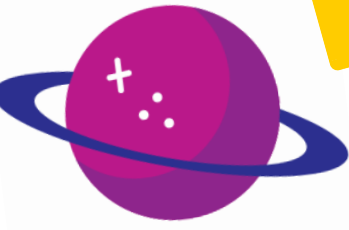
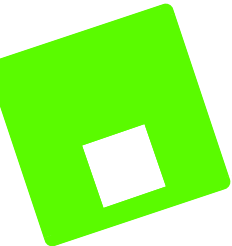
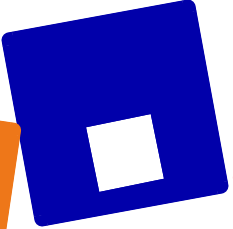
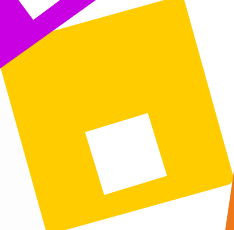
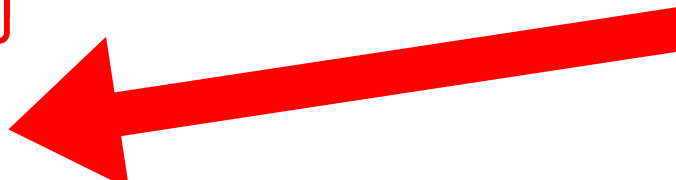
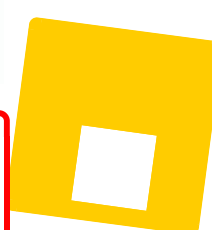
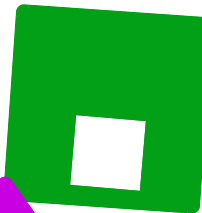
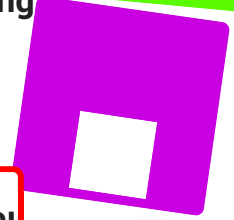
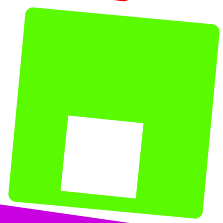


20 minutes
of reading



= *MIX IT UP! or  20 minutes
of reading

BOOKAWOCKY
MY SUMMER LIBRARY EXPERIENCE



Visit a museum or farmer's market
Write a haiku poem
Read about space
Read about bugs or ocean animals
Tell a friend about a book you read

Read about a famous explorer
Play a board game with someone
Learn about a place you'd like to visit
Attend a library program

Name _____

Grade _____

School _____

EARLY LITERACY ACTIVITY SHEET (Ages 0-5)

Only one reading record per child per summer

Name: _____

Hi friends! Help me get to the moon! Color the shapes as you complete each activity*! Bring your sheet to the library before summer reading ends on August 12, 2017 to pick up your prizes!

*reading a book can be substituted for any activity



YOU EARNED A BOOK!

Visit the library

Read a book

Go to a library event

Read a book

Read a book and retell the story

Do a scavenger hunt at the library

Read outside

Read a book

Read a book

Read a book

Read a poem

Read a book

Draw a picture about a book you read



Tell a story using puppets

Read a book

Say "Hi" to a librarian

Read a book

Go to a library event

Read a book

Read a book

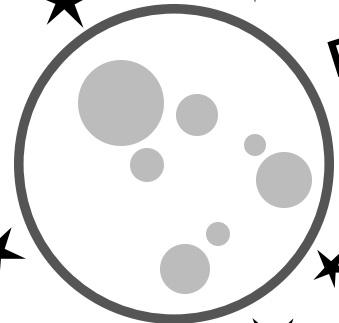
Dear Parents,
You can help your child's reading readiness by practicing these five early literacy skills every day:

- play together
- sing together
- write together
- talk together
- read together

BLAST OFF!!

YOU EARNED A BOOK!

Read a book



BOOKAWOCKY *Teen!*

June 10 to August 12
Ages 12 - 18

**Play Tic Tac Teen
&
Write/Draw Book Reviews for
prizes.**

Events

Knitting, Fri. July 21, 28 & Aug. 4

Mini Book Making, Sat. July 22

**Board games: drop in and
see what's here.**

STILLWATER PUBLIC LIBRARY
 224 THIRD STREET NORTH
 STILLWATER MN 55082-4832

ADDRESS CORRECTION REQUESTED

**Light Up Your Reading!
 Adult Summer Reading Program**



nence in their work. In any case, according to the poems of *Un río, un amor* were composed in all as those of the following volume, *Los placeres*. But the fact that a gap of some twenty and the two volumes indicates that even his first style was insufficient to overcome completely acuity to the world and that, no matter how still to transcend the agonizing feelings. By *placeres prohibidos*, much of the agitation is so in *Un río, un amor*, which erupts in the moment that the poet cannot solve through the sea. In this sense, *Un río, un amor* is part of a whole which does not end with this book.

all, what we can see in Cernuda's contact with a psychological release of pent-up feelings, a sentiment about ideas of agitation and revolt, and certain stylistic features of French poetry, not as a means of self-expression. It is noteworthy tendencies work against the theories of surrealism: sense that they maintain the priority of self-expression and ultimately to increasing the conscious content. Surrealism itself is scorned for art as a transcend expression, as is well known, through automatism. As has often been observed

Light Up Your Reading

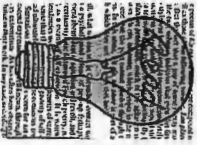
Jun 10- Aug 12

Bask in the small joys of summer while enjoying some great titles and prizes

Adult Summer Reading Program at the Stillwater Public Library.

Stop by the info desk for participation materials

**Stillwater
 Public Library**



BOOK TITLE _____

NAME _____

PHONE _____

EMAIL _____



Light Up Your Reading - Summer Reading Program June 10 -August 12, 2017

If – like us—you think summer is for READING, then have some fun at the Stillwater Library.

Here's how:

- **Drawings for Adult Readers**

We are offering weekly drawings for great local gift cards. Read something, complete an entry form and stay tuned for a call. We'll choose a winner every week! At the end of the program we will draw a name of the Grand Prize winner who will have free use of the library terrace for her/his own party!

- **Book Bags – Librarian's choice!**

If time is short or if you'd like to branch out your reading, we are putting together READ Bags. Staff has compiled 20 cool stenciled backpack bags -- which are only on LOAN in the usual library way – that contain 3 reading choices. Who wouldn't want a bag labeled "To Read With All the Lights On" or "Adrenaline Junkies"?

- **Terrace Concerts - Join us for our summer concert series**

- Thursday, June 29, 6:00 pm **Gene LaFond & Amy Grillo**
- Thursday, July 13, 6:30 pm **Valley Concert Winds**
- Wednesday, August 9, 6:00 pm **Fattenin Frogs**

- **Craft Classes – Taught by the White Bear Center for the Arts (registration required)**

- Thursday, July 15, 10:30 am – 12:30 pm **Embroidered Lavender Sachets**
- Wednesday, July 21, 10:30 am – 12:30 pm **String Art Stationary**

- **Lights Out Party**

A summer 'wrap up' party to celebrate and discuss a season of reading. Held at Maple Island Brewery in downtown Stillwater on Thursday, August 10 starting at 6:30. Snacks will be provided, beer available for purchase.

Our goal is to have fun, promote family literacy, adult reading, and the use of the library!



Enlightened Reads – 2017

A Body of Water by Chris Dombrowski, 2016.

About bonefishing, but also about ecosystem exploitation, class conflict, wealth inequity, race relations, Bahamian history, mentor-mentee relationships, nature as the catalyst for self-awareness and more.

The Girl With Seven Names, A North Korean Defector's Story by Hyeonse Lee, 2015. Lee who escaped North Korea in 1997, age 17, returns for her mother and brother. Extraordinary insight into life under one of the world's most ruthless dictatorships.

The Hidden Life of Trees by Peter Wohlleben, 2016

Yes, the forest is a social network. Groundbreaking scientific discoveries describe trees like human families: tree parents live together with their children, communicate with them, support them as they grow, share nutrients etc. "A paradigm-smashing chronicle."

It's What I Do, A Photographer's Life of Love and War by Lynsey Addario, 2015.

Photographing in virtually every major theater of war in the twenty-first century, Addario reports the complex lives of others with clarity, beauty and candor.

The Mayor of Mogadishu: A Story of Chaos and Redemption in the Ruins of Somalia by Andrew Harding, 2016. A rare insider's account of Somalia's unraveling and the intimate story of Tarzan and his family.

Memories of a Marriage by Louis Begley, 2013.

A look at two different, often obscured worlds: the private recesses of another couple's marriage and high-WASP society. A search for truth in private spaces and the larger question of how anyone does go about finding the truth. Personally I think it would be fun to read about society events that would have included J.F.K and Jackie! It's only 188 pp.

The Noise of Time by Julian Barnes, 2016.

1936: Shostakovich, just thirty, fears for his livelihood and his life. Stalin, hitherto a distant figure, has taken a sudden interest in his work and denounced his latest opera. The result is both a portrait of a relentlessly fascinating man and a brilliant meditation on the meaning of art and its place.

Red Notice, A True Story of High Finance, Murder, and One Man's Fight For Justice by Bill Browder, 2015.

A financial caper, a crime thriller, and a political crusade. A story of one man taking on overpowering odds to change the world, and also the story of how, without intending to, he found meaning in his life.

The Short and Tragic Life of Robert Peace: A Brilliant Young Man Who Left Newark for the Ivy League by Jeff Hobbs. 2014. A “haunting work of nonfiction”, the author tells about the complicated life of his Yale roommate. Peace, dead at age 30, never quite found a place within the clashing cultures of urban poverty and Ivy League privilege.

Street of Eternal Happiness, Big City Dreams Along a Shanghai Road by Rob Schmitz, 2016.

This beautifully conceived and written book conveys the joys, the tragedies, the comedy and the vivid humanity of modern China. No one will talk about “China’s rise” or “the China model” in the same way after reading this.

White Trash by Nancy Isenberg, 2016.

The author upends assumptions about America’s supposedly class-free society where liberty and hard work were meant to ensure real social mobility. A survey of over four hundred years. Marginalized as a class, “white trash” has always been at or near the center of major political debates over the character of the American identity.

Wolf Boys, Two American Teenagers and Mexico’s Most Dangerous Drug Cartel by Dan Slater, 2016

Abandoning a promising future for the allure of juvenile crime, the young boys in Lardo, Texas find themselves across the river involved with Mexico’s most dangerous drug cartel, Los Zetas. Extraordinary reporting, harrowing.

The Fire This Time: A New Generation Speaks about Race by Jesmyn Ward, 2016

National Book Award winner Jesmyn Ward takes James Baldwin’s 1963 examination of race in America, *The Fire Next Time*, as a jumping off point for this groundbreaking collection of essays and poems about race from the most important voices of her generation and our time.

Hillbilly Elegy: A Memoir of a Family and Culture in Crisis by J.D. Vance, 2016

A passionate and personal analysis of a culture in crisis—that of white working-class Americans. The decline of this group, a demographic of our country that has been slowly disintegrating over forty years, has been reported on with growing frequency and alarm, but has never before been written about as searingly from the inside.

Lab Girl by Hope Jahren, 2016

An illuminating debut memoir of a woman in science; a moving portrait of a longtime friendship; and a stunningly fresh look at plants that will forever change how you see the natural world

The Underground Railroad by Colson Whitehead, 2016

The Underground Railroad is at once a kinetic adventure tale of one woman’s ferocious will to escape the horrors of bondage and a shattering, powerful meditation on the history we all share.

May 2017

LITerati Reads - 2017

Favorite Books Read in the Last Five Years

The *Library Literati* is a group of 8 readers who organized to offer book ideas to their fellow Stillwater Public Library patrons. Voracious readers who enjoy both fiction and non-fiction, they will write about their favorite books for the next year. Check the corner of the fiction collection for new reading ideas!

(They are identifying themselves as book characters rather than by name.)

My Struggle: Book 1 by Karl Ove Knausgaard, 2013.

Eleanor and Park by Rainbow Rowell, 2013.

Hobbes



A Gentleman in Moscow by Amor Towles, 2016.

The Hungry Tide by Amitv Ghosh, 2005.

Georgia: A Novel of Georgia Okeefe by Dawn Clifton Tripp, 2016.

The Children Act by Ian McEwan, 2014.

Scout



Driftless by David Rhodes, 2009.

The Brothers K by David James Duncan, 1992.

Freedom by Jonathan Franzen, 2010.

Vestments by John Reimringer, 2010.

Michael Corleone



Outlander by Diana Gabaldon, 1997

Avenue of Mysteries by John Irving, 2015.

Sick Puppy by Carl Hiaasen, 2000.

Anne Shirley



The Underground Railroad by Colson Whitehead, 2016.

The Last days of Night by Graham Moore, 2016.

The Lost City of the Monkey God by Douglas Preston, 2017.

Hero of the Empire by Candice Millard, 2016.

Thomas Jefferson and the Tripoli Pirates by Brian Kilmeade and Don Yeager.

Martello Tower



Lab Girl by Hope Jahren, 2016.

The Fire This Time by Jesmyn Ward, 2016.

Home Going by Yaa Gyasi, 2016.

The Tennis Partner by Abraham Verghese, 2011.

War of the Whales: A True Story by Joshua Horwitz, 2014.

Jayber Crow



Goodbye To All That by Robert Graves, 1998

American Tabloid by James Ellroy, 1995

White Teeth by Zadie Smith, 2000

Madhatters



The Gods of Gotham by Lyndsay Faye, 2012.

The Museum of Extraordinary Things by Alice Hoffman, 2014.

The Brief Wondrous Life of Oscar Wao by Junot Diaz, 2007.

Jo Marsh



Stillwater Library, 2017.



Lightning Reads – 2017

Books to read in 24 hours or less!

You Will Know Me by Megan Abbott, 2016

How far will you go to achieve a dream? This rollercoaster of a book is focused on an elite teen gymnast, a tragedy that rocks her training facility, and the subsequent unraveling of everything the characters thought they knew about each other. A nail-biter from a Thriller Award winner.

Truly Madly Guilty by Liane Moriarty, 2016

Moriarty effortlessly dives deep in six different characters—the three married couples at a backyard barbeque in Sydney that goes horribly wrong. Chapters jump in time between the day of the barbecue and its aftereffects in the present, with the ripples of that evening disrupting and destroying relationships. She fits the puzzle pieces together into a tight and harrowing picture.

Rules of Civility by Amor Towles, 2011

This Gatsby-esque novel, set in 1938 in Greenwich Village, pulls several shocking plot twists. With its sparkling depiction of New York's social strata, its intricate imagery and themes, and its immensely appealing characters, ***Rules of Civility*** won the hearts of readers and critics alike.

Veronica Mars: The Thousand Dollar Tan Line by Rob Thomas, 2014.

Veronica is called in to investigate when a girl disappears from a Spring Break party, but it soon becomes apparent this is no ordinary missing person's case, and Veronica is quickly pulled back into Neptune's seedy underworld. Thomas has created a groundbreaking female detective who is part Phillip Marlowe, part Nancy Drew, and all snark.

A Fall of Marigolds by Susan Meissner, 2014

Historical fiction fans recommend this as Meissner's best novel. The action goes back and forth in time between two women, a century apart, who are linked by a beautiful scarf and by their unlikely survival in two devastating tragedies in New York City.

Dark Matter by Blake Crouch, 2017

This fast-moving, cinematic thriller begins when the protagonist is kidnapped on his way home from meeting a friend, and is asked a strange question by his strangely familiar captor: "Are you happy with your life?" What *The Martian* did for space exploration, *Dark Matter* does for physics and the multiverse.

As Good as Gone by Amy Gentry, 2016

Thirteen year old Julie is kidnapped, and a young woman who appears to be her arrives home safe eight years later. When Julie's mom is contacted by a former detective turned private eye, she begins a torturous search for the truth about the woman she desperately hopes is her daughter. For fans of *Gone Girl* and *The Girl on the Train*.

I Let You Go by Clare Mackintosh, 2016

On a dark, rainy night, a mother lets go of her son's hand for just an instant. The devastating accident sets the plot in motion. Part police procedural, part domestic suspense, with the ring of authenticity, no doubt thanks to Mackintosh's own 12 years as a police officer. Finely crafted with a killer twist.

What She Knew by Gilly Macmillan, 2016

In her enthralling debut, Gilly Macmillan explores a mother's search for her missing son, weaving a taut psychological thriller as gripping and skillful as *The Girl on the Train* and *The Guilty One*.

Maybe in Another Life by Taylor Jenkins Reid. 2015

From the acclaimed author of *Forever, Interrupted and After I Do* comes a breathtaking new novel about a young woman whose fate hinges on the choice she makes after bumping into an old flame; in alternating chapters, we see two possible scenarios unfold—with stunningly different results. Imagine a happier *Sliding Doors*.

Tell Me Three Things by Julie Buxbaum, 2016

A girl-next-door type suddenly finds herself in an elite California prep school, and has to figure out how to navigate this new privileged world while still grieving her mother's death. When she gets an email from an unidentified boy who calls himself "Somebody Nobody" offering to be her spirit guide to her new school. A lovable, well crafted YA book.

Eligible by Curtis Sittenfeld, 2016

Sittenfeld has crafted an entertaining modern update of Jane Austen's *Pride and Prejudice*, it's an utterly engrossing, hilariously over-the-top send-up that will appeal to Sittenfeld fans, Janeites, and lovers of chick lit.

Stillwater



Public Library

2016 Annual Report

Our Story



The Stillwater Public Library is a valuable cultural institution at the heart of the community.

It is the place where children grow their curiosity, adults ramp up their skills or take time out to reflect.

It is where the community meets, marries, studies, and watches the river flow by.

Our library use increases and diversifies.
Our library listens, adapts, and responds.

Our Strategic Plan

STRATEGIC PLAN OVERVIEW 2014-2017

Stillwater Public Library

STRATEGIC PLAN 2014-2017

MISSION

The mission of the Stillwater Public Library is to promote the power of knowledge, encourage the discovery of ideas, and instill the joy of reading.

VISION

The Stillwater Public Library is recognized throughout the community as the center for advancing literacy, enriching lifelong learning, and empowering civic engagement.



FACILITY & COLLECTIONS

Maximize Use of the Building Space and Collections to Better Address Community Needs



ORGANIZATIONAL RELATIONSHIPS & STRUCTURES

Foster a Culture of Organizational Innovation and Effectiveness



COMMUNITY ENGAGEMENT

Broaden Communication, Outreach and Services Throughout the Community

The Changing Face of the Library

Libraries are a key part of the community, but the way that they are used is changing. While traditional print books and materials continue to be important and valued resources, patrons now have instant access to information via the internet and are increasingly checking out electronic materials and accessing the library's online databases. In this digital age, however, physical visits are increasing as the community is using the library for a variety of other services.

The library is . . .

- **A first stop for tech help:** Our library staff are regularly assisting patrons one-on-one with tech questions regarding their tablets, phones, email accounts, and apps.
- **A printing hub:** Many patrons are not maintaining home printers. The library is their go-to destination for printing needs including boarding passes, permission forms, packing slips, reports, and more.
- **A door to communication and the internet:** In this digital era, more than a quarter of U.S. households do not have a computer with an internet connection. The Library's public computers and free wi-fi allow users to connect.



Don finds the library to be the best place for computer work. "The computers always work, the printers always work, and **there's always someone to ask if I have a question.**"

The Changing Face of the Library

The library is . . .

- **A social services information provider:** Patrons call or visit the library seeking information and referrals to social service agencies for assistance with housing, food, and safety concerns.
- **A personalized search engine:** In the past, finding enough information was the challenge. Now, we face an overload of data. Librarians educate users on how to filter search results to find relevant and accurate info on subjects ranging from medical questions and taxes to household repair and consumer products.
- **An employment assistance center:** Library staff assist patrons in their job searches. Staff help patrons use online search tools to identify openings. Staff work with users on how to complete online job application forms or assist them in using Word to write and submit resumes.

“Google Can Bring You Back
100,000 Answers.
A Librarian Can Bring You
Back the Right One.”
~ Neil Gaiman, Author

The Changing Face of the Library

The library is . . .

- **A place to meet, gather, and retreat:** The library provides year-round gathering spaces for the community with opportunities for both social interaction and quiet reflection. Meeting space is in demand at the library with all rooms booked many evenings.



- **A way to engage, connect, and give back:** In 2016, the library's 40 adult and 24 teen volunteers provided 2,574 hours of service to the library. Volunteering allows individuals to give meaningfully of their time and talents, provides opportunities to build relationships and learn new skills, and increases connections to our community.

Groups meeting at the library

- 4H
- AAUW
- Andersen Corp
- Arcola Mills
- Boy Scouts
- Brown's Creek
- City of Stillwater
- DFL Party
- DNR
- First State Bank & Trust
- Girl Scouts
- Greater Stillwater Chamber of Commerce
- Homeschool Groups
- Homeowner's Associations
- NAMI
- National Park Service
- Republican Party
- SARA
- St. Croix River Association
- St. Croix Valley Women's Alliance
- Stillwater Area Public Schools
- Stillwater Medical Group
- Toastmasters
- TEDx Stillwater
- Thrivent Financial
- Washington County
- Writing Groups
- *and many more*

What's Happening at the Library?

2016 was the second full year of the library's 2014-2017 Strategic Plan. As called for in the plan, the Library:

- Focused on the customer's experience and increased efficiency by combining the circulation and information desks. With a co-located desk, users don't have to worry about what desk is appropriate for their needs. Staff members are able to spend more time serving users throughout the building and offering increased outreach to the community.
- Continued Sunday Hours during the school year through a grant from the Stillwater Public Library Foundation.
- Enhanced PR efforts. The library refined and improved the its newly launched website and online newsletter *Shelf Life*. One print letter was mailed with the City newsletter in 2016.
- Developed plans for strengthening and expanding partnerships. In 2016, library staff began inventorying current partnerships and assessed how to build partnerships that will advance outreach. 2016 partnerships included WCL, ArtReach St. Croix, Headstart, ECFE, Stillwater School District, Community Thread, and Valley Friendship Club.



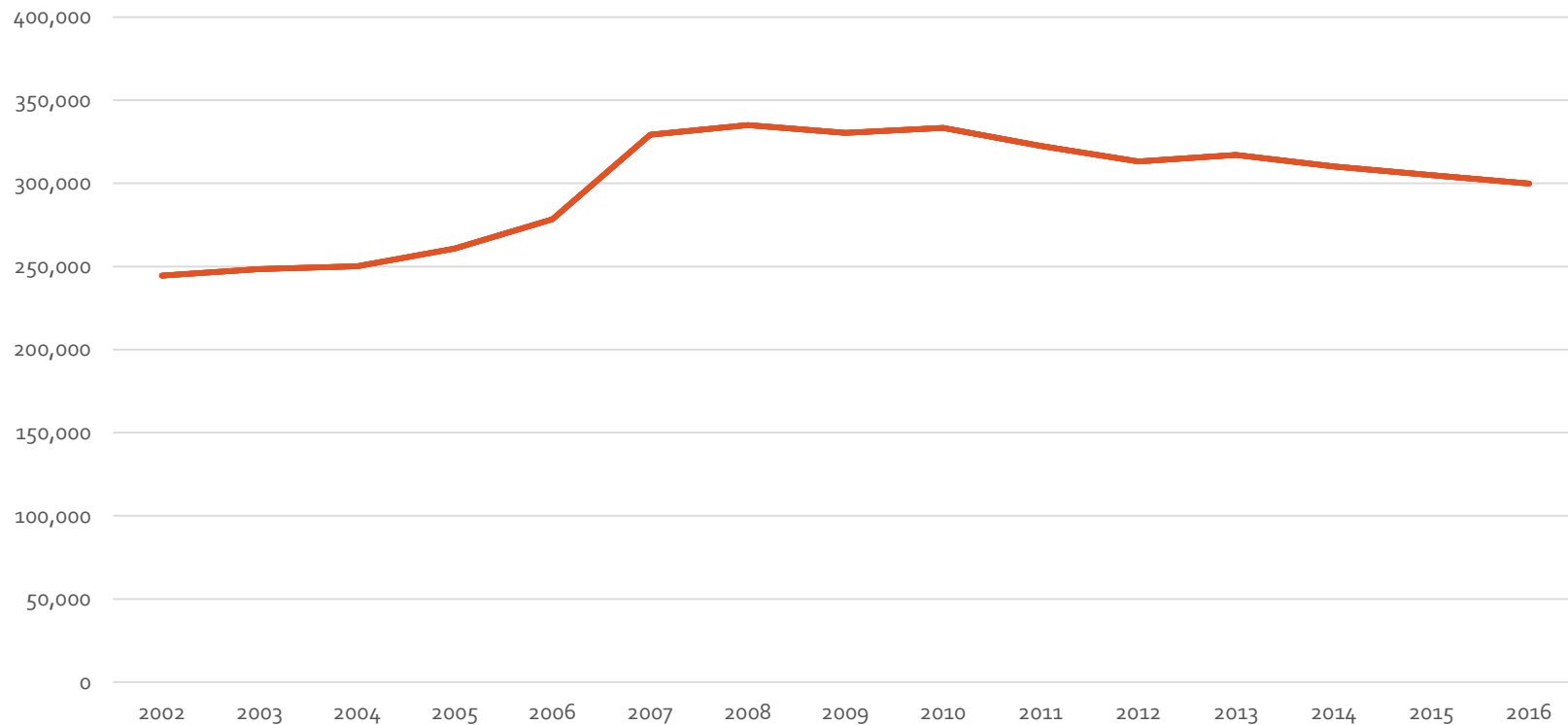
53 People per Hour Visited the Library in 2016

We are a community hot spot as well as a WiFi hot spot.



Circulation of Physical Items 2002-2016

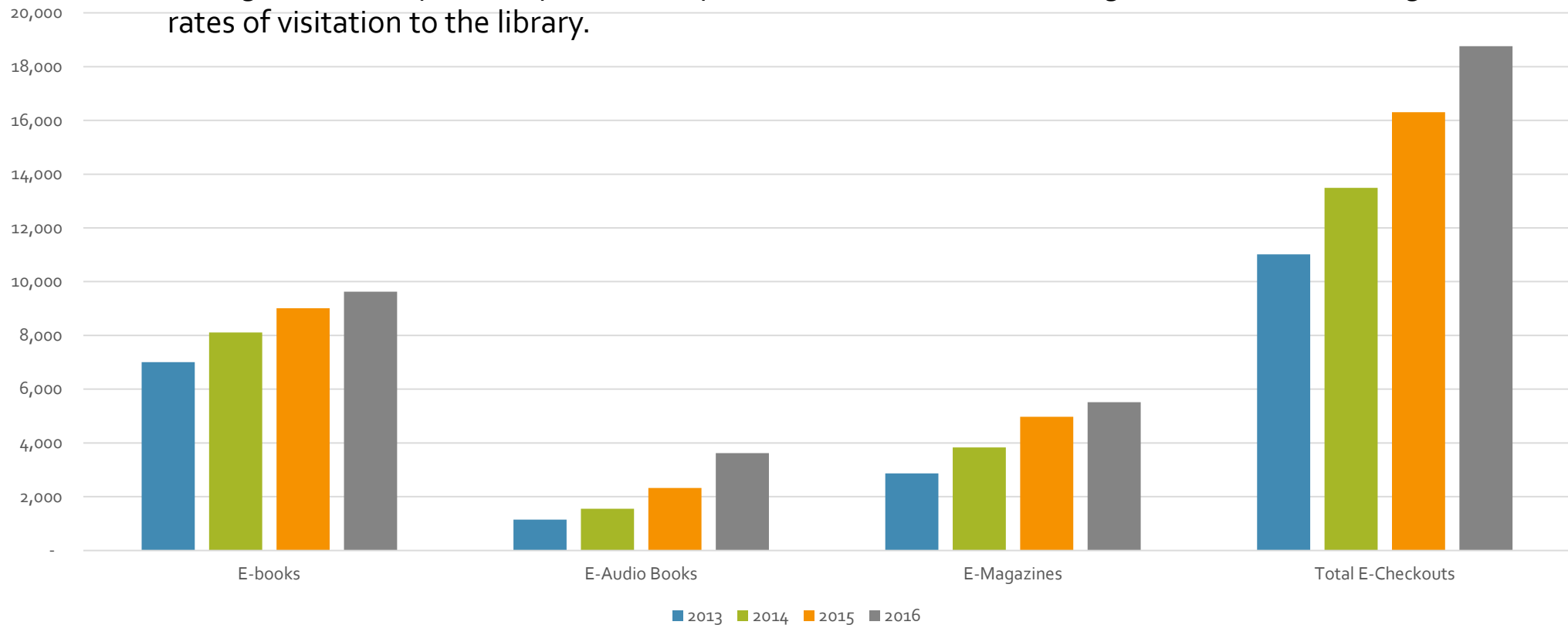
Annual physical circulation has been stable over the years.
Circulation increased during the recession and has continued at fairly steady levels.



E-Materials Checkouts by Stillwater Cardholders

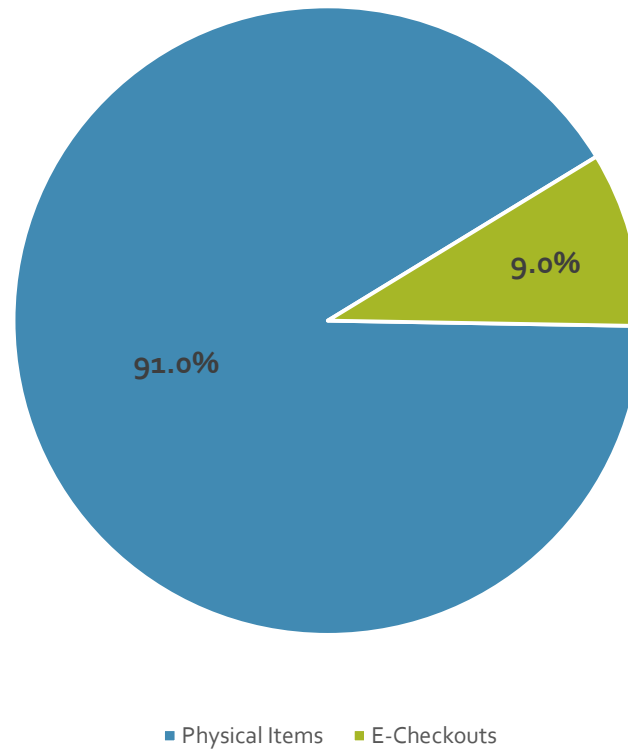
2011-2015

Checkouts of electronic materials by Stillwater Cardholders continues to increase. Nationally, having e-books as part of a public library's collection was related to higher circulation *and* higher rates of visitation to the library.

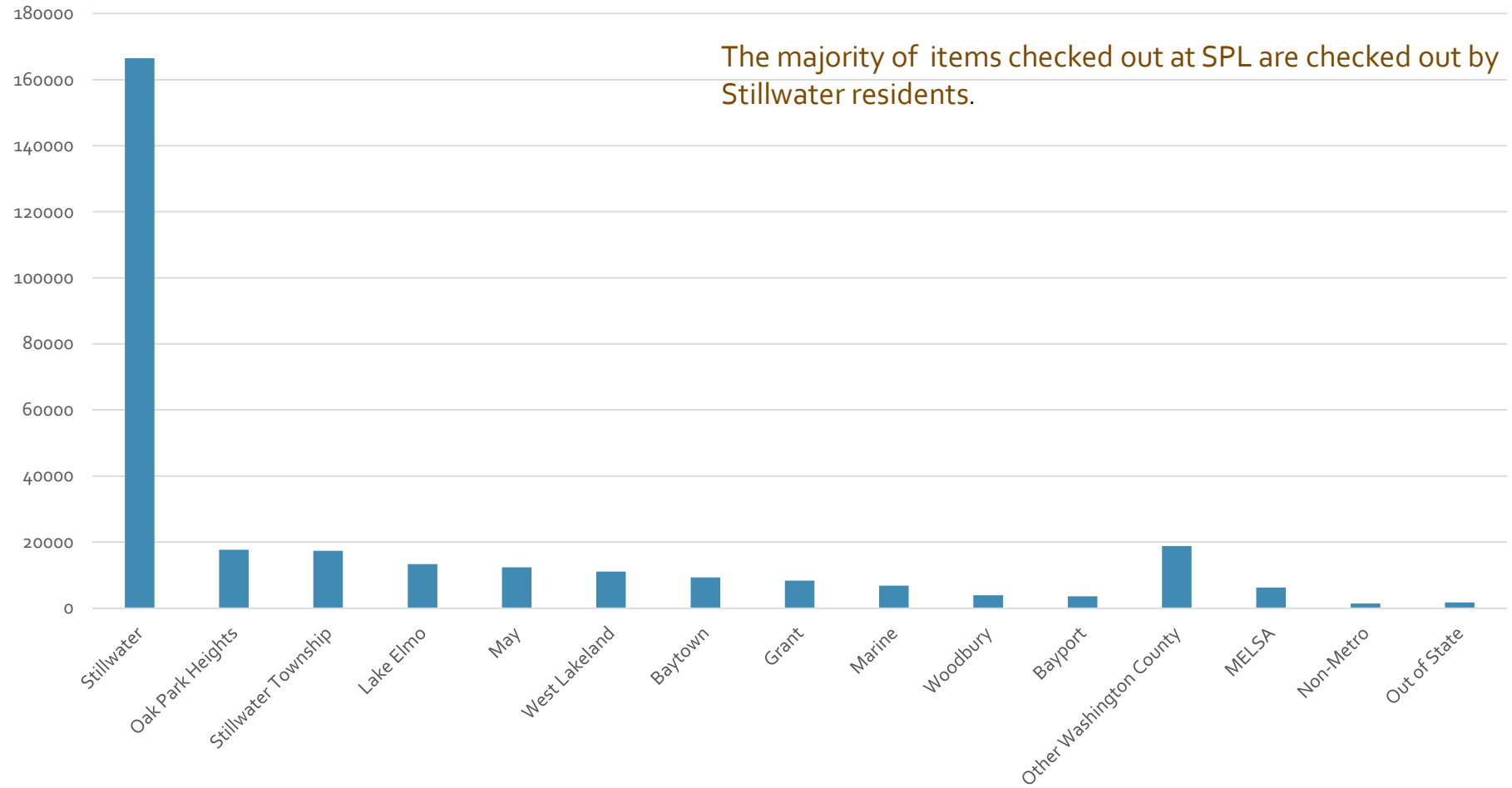


Usage Type by Stillwater Cardholders

Although e-materials checkouts are increasing, the majority of items that Stillwater residents “check out” are physical items.

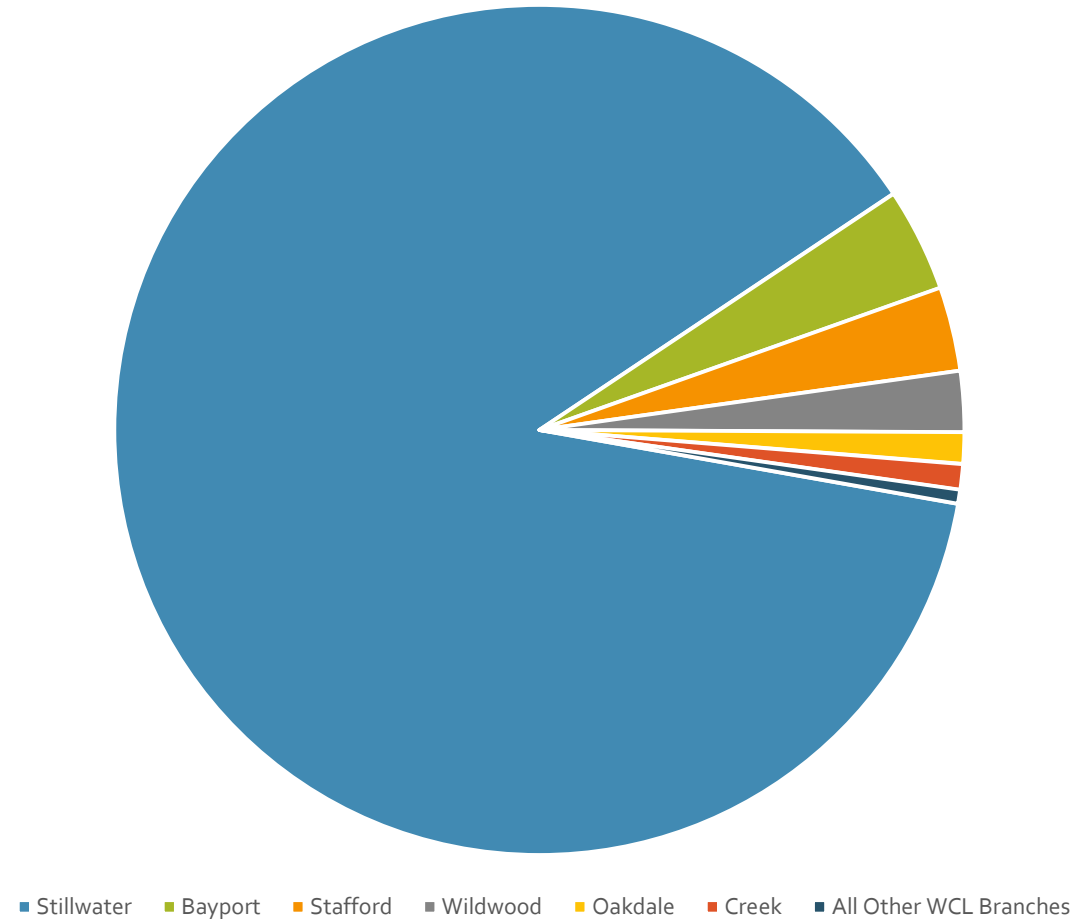


Circulation at SPL by Residence



Libraries in the County Used by Stillwater Residents

Most library use by Stillwater residents occurs at SPL.



Comparison to Other City Libraries of Similar Size

We pulled comparisons with other libraries in cities with about the same population that have a city public library. It shows that Stillwater has a healthy participation rate, a bigger collection and higher circulation than the others, and is a desirable meeting spot for the community.

Source: 2016 Annual Reports to the State of Minnesota.

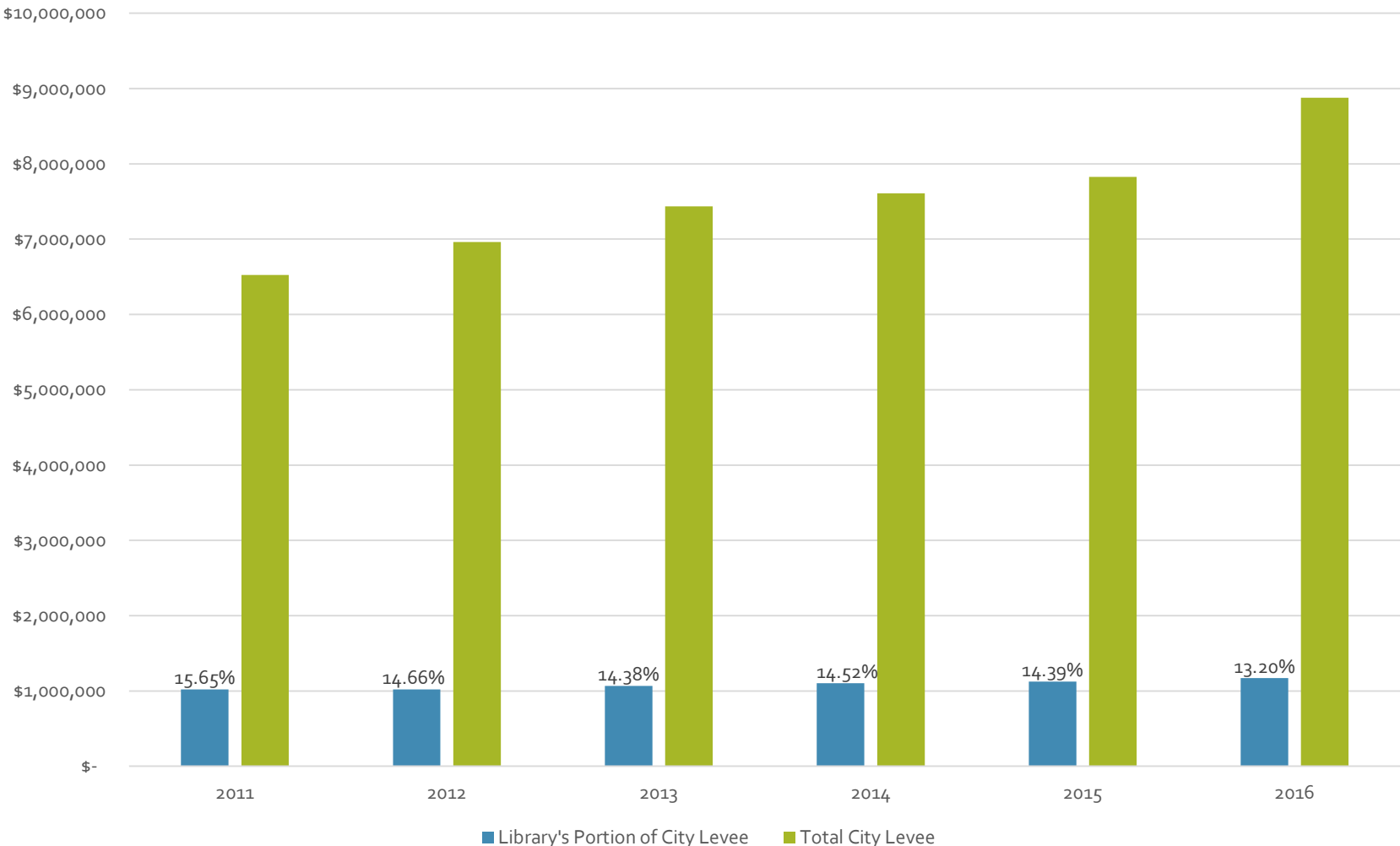
City	Population	Percent of Registered Residents	Visits	Total Public Service Hrs/Yr	Total Physical Materials Owned	Total Physical Circulation	Total E-Materials Circulation	Total Public Internet Computer Sessions	Total Wireless Sessions	Total Programs	Total Program Attendance	Meetings & Events
Fergus Falls	18,663	102%	144,460	2,853	64,939	224,939	13,792	15,051	11,241	615	17,586	111
Grand Rapids	21,205	52%	134,357	2,596	74,541	163,483	20,267	15,501	N/A	349	10,839	491
Hibbing	16,316	52%	83,190	2,140	85,830	88,282	10,213	14,536	4,860	138	6,986	0
Northfield	26,851	57%	143,093	2,976	70,368	266,472	19,265	17,706	53,779	408	8,501	175
Red Wing	20,772	58%	154,052	2,385	82,139	211,651	14,477	25,317	8,750	317	7,596	344
South St. Paul	20,351	56%	70,525	2,657	66,251	109,151	10,341	9,026	8,301	414	8,247	122
Stillwater	19,754	62%	149,618	2,782	106,030	299,863	24,047	24,364	32,031	313	9,029	648

Finances

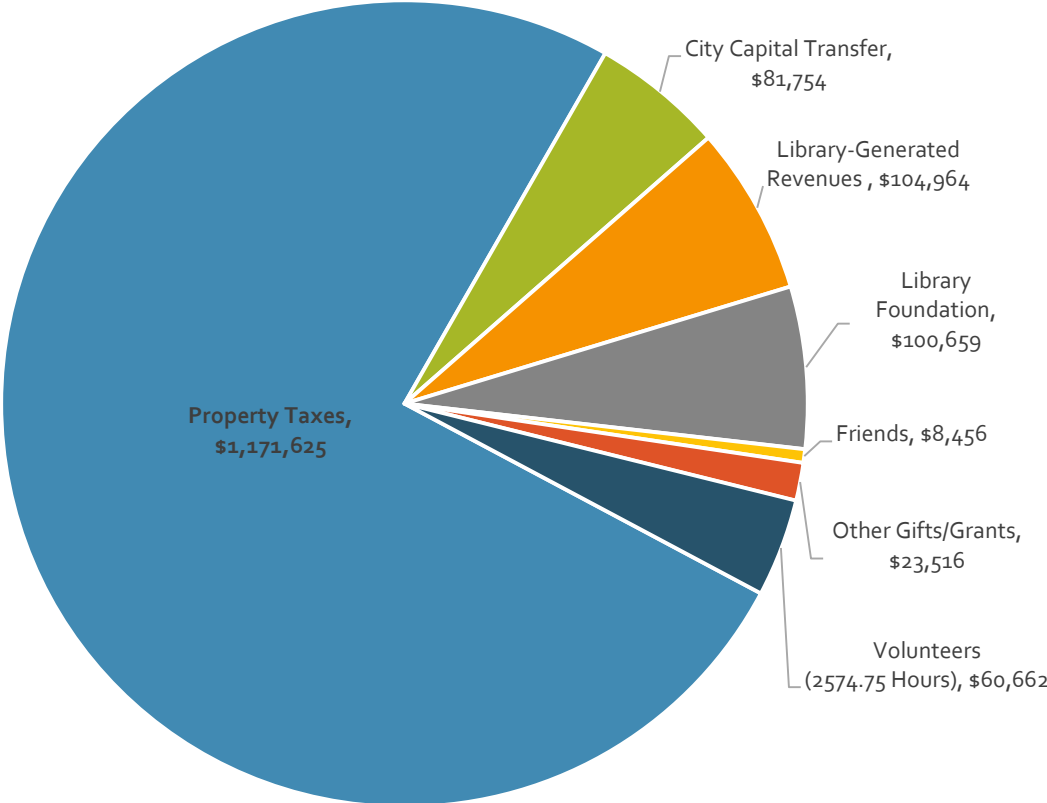
In addition to generating revenues through enterprise funds, the library staff searches for additional funding opportunities. In 2016 the Library was fortunate to receive grants and gifts from:

- Legacy Arts Programming
- Stillwater Public Library Foundation Grants
- Friends of the Stillwater Public Library Gifts
- Stillwater Township Gift
- Individuals Gifts

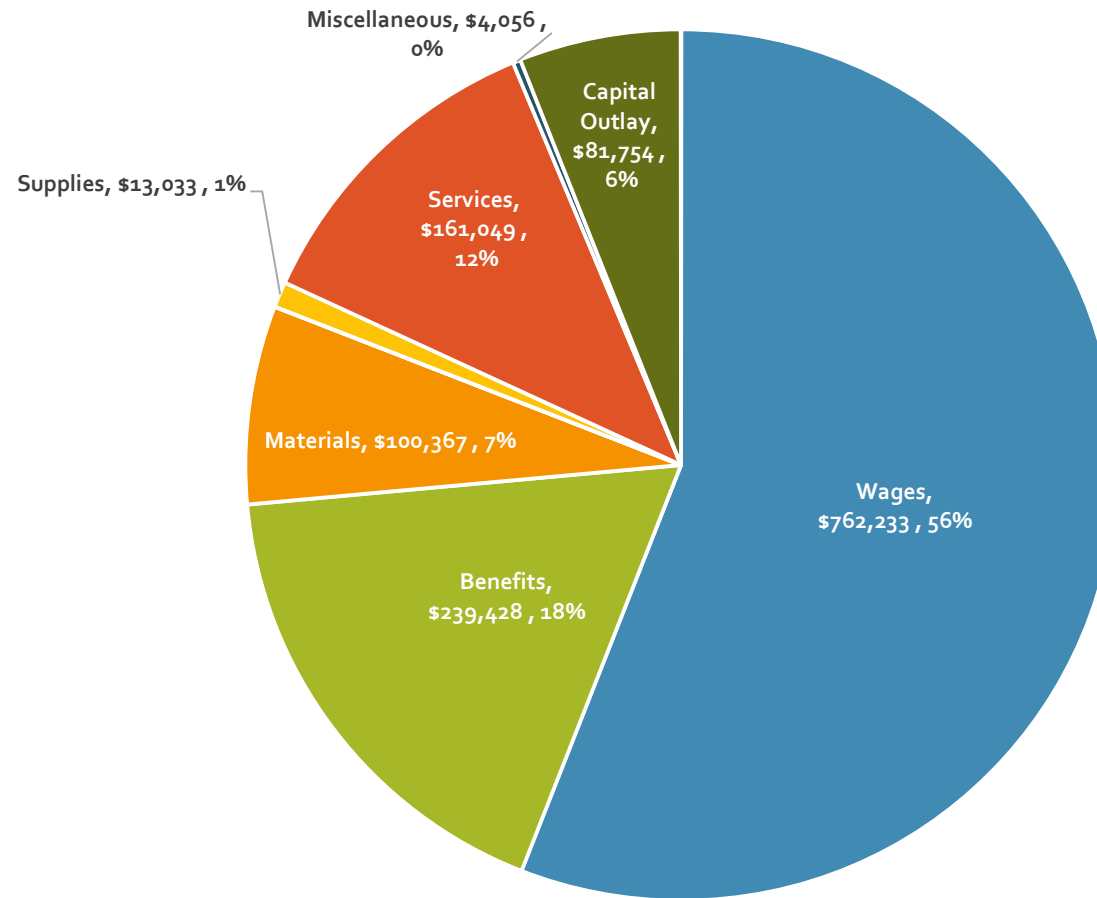
Library's Portion of City Levy



2016 Library Revenues (Including In-Kind Gifts): \$1,551,636



2016 Operating & Capital Expenditures (Excluding Supplemental/Grants)



2016 Revenue:

Property Taxes: \$1,171,625

Capital Outlay: \$81,754

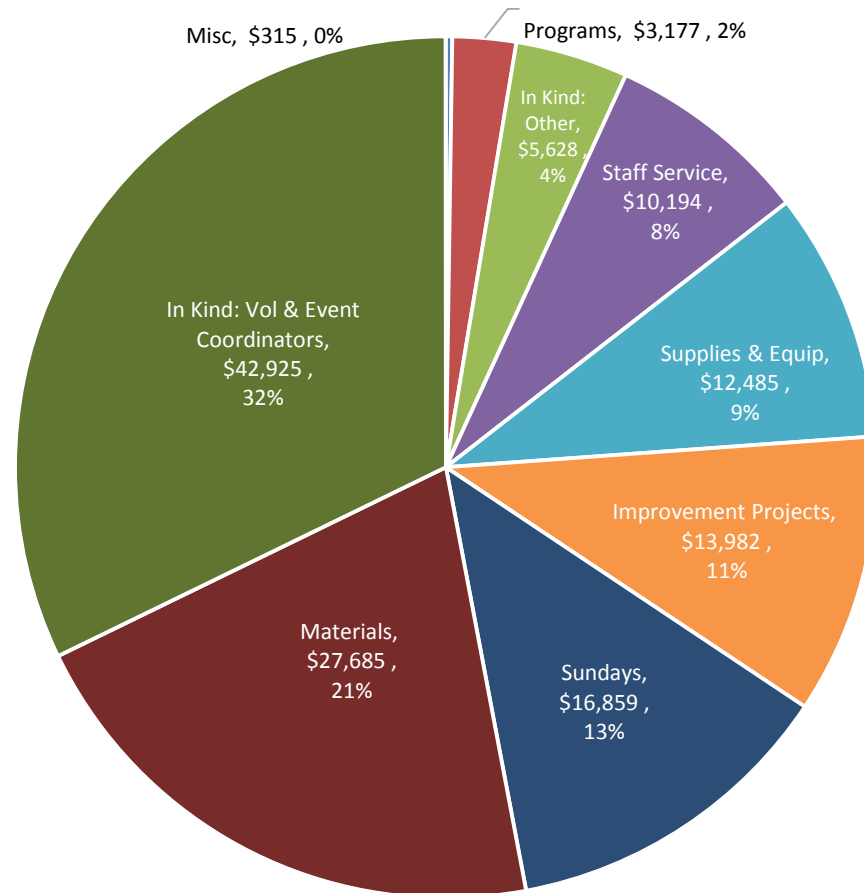
Library-Generated Revenue: \$104,964

Total: \$1,358,343

2016 Expenditures: \$1,361,920

Net: -\$3,576

2016 Supplemental & Grant Expenditures (Excluding Volunteer Hours)



Supplemental & Grant Funds:
2016 Revenue: \$132,631
2016 Expenditures: \$133,251

While city funds are year-to-year, supplemental grant funding can extend over multiple years.

Library Value Calculator

The value that the Library provided to the community in 2015 was **\$8,872,016**.

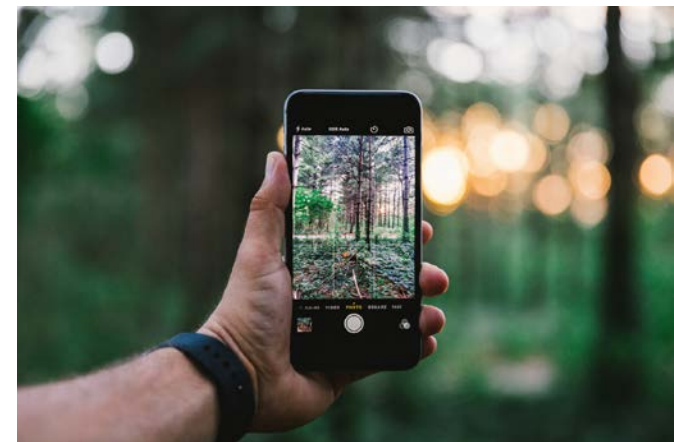
Library value calculators were developed in order to demonstrate the savings that a community realizes by sharing resources through a public library. This table shows the estimated cost that would be borne by Stillwater area community members if they purchased the materials and services they have received through the Stillwater Public Library in 2016.

The first value calculator was developed by the Massachusetts Library Association in 2004. The Maine State Library has updated the calculator, providing estimated 2015 retail values.

Use of SPL	Service	Est. retail value each	Total value to users
246,514	Books	\$25.47	6,278,712
6,537	Magazines	5	32,685
31,199	DVDs	17	530,383
7,606	Music CDs	22	167,332
13,311	Audiobooks	41	545,751
3,620	eAudiobooks	25	90,500
9,629	eBooks	15	144,435
5,514	ePeriodicals	5	27,570
1,649	Kits (Books & Audio)	75	123,675
Est. 364	Online tutoring per hour	35	249,254
Est. 30	Online job coaching per hour	35	1,050
3,065	Interlibrary loans	30	91,950
648	Meeting room uses	50	32,400
819	Programs or classes - adult	14	11,466
441	Programs or classes—teens	11.5	5,072
7,769	Programs or classes - child	11.5	89,344
24,634	Internet computer sessions	12	295,608
10,322	Reference questions	15	154,830
TOTAL VALUE			\$8,872,016

Programming

Programming is a way to make stories leap off the page, teach new skills, and bring community members together around their interests.



Adult Programs

Adult programming strives to interest adults in library activities beyond the traditional offerings with which they may be familiar, billing ourselves as the original Pinterest. Programs included craft workshops, computer skills classes, author appearances, and another successful year of the Adult Summer Reading Program.

More than 40 free programs
More than 800 participants

- Internet 101
- Mystery Book Club
- Writing Classes
- Fireside Knit
- Microsoft Word Basics
- Image Editing
- Art Classes
- Summer Concerts on the Terrace
- AAUW Program
- Gallery Exhibits
- TedX Sessions



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s a psychological release of pent-up feelings,
ment about ideas of agitation and revolt, and i
certain stylistic features of French poetry, ind
, as a means of self-expression. It is notew
tendencies were based on theories of surre
sense that the immediate priority of self-d
and ultimately the unconscious cor
. Surrealism was scorned for art
nscend expressionism, well known, through
is in automatism. As has often been observed

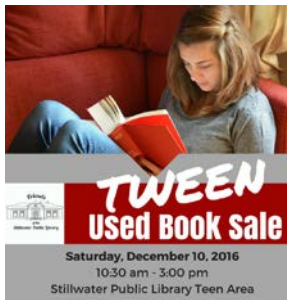
TEDx Stillwater
x = independently organized TED event

Teen Programs

With the active help of the Teen Advisory Board, programs for teens included writing classes, poetry slams, book clubs, and Teen Read Week. We continue to experiment to find the best programs to interest teens, one of the target audiences mentioned specifically in the strategic plan.

In 2016, teen volunteers became leaders and teachers through our summer programming series Teens Teach STEM. In a collaborative effort with Bayport Public Library, teen volunteers led science, technology, math, and engineering activities for children ages 6-10 years on Tuesdays in Stillwater and Wednesdays in Bayport.

“Working at the library was my favorite volunteer experience ever. Books and reading were a big part of my life growing up, so supporting the library and helping younger kids enjoy and understand it is really gratifying.” ~ Katie, SPL Teen Volunteer



Children's Programs

The library runs very successful programs for children year round. Storytimes stress pre-literacy and literacy skills. The summer reading program helps children maintain reading skills over the summer months. And, collaborations with artists, musicians, and scientists fueled children's imaginations.

**270 programs
attended by
8,210 children and
teens in 2016**



"By these experiences a new world has opened to them, and I believe it has expanded and has enriched their lives. Thanks so much for having the programs and people to do that."

"I cannot begin to thank you for all the support you gave to my family this summer. I have discovered the wonders of the local library with my grandchildren.

My 9 year-old grand-daughter needed to complete a summer project for school. Everyone had so much patience, time, and caring to help her.

Her 6 year-old brother is a sweet little boy with special needs. School has been a struggle for him. Reading a chore. The librarians were able to encourage him to do things that I could not ever imagine him doing. He is now doing well in school and is on grade level in first grade. Without all the wonderful programs, he would not be as comfortable talking to others. He is able to express his thoughts and he even asks to read books.

Their 2 year-old brother is a handful. But I am taking him to the story hours on Tuesday and Wednesday. He loves the stories and crafts. He is now singing the songs and trying to do the hand motions. I plan on continuing to attend as much as possible to give him a basis for learning to love to read. It is so incredible how much these children have improved in one summer. By these experiences a new world has opened to them and I believe it has expanded and has enriched their lives. Thanks so much for having the programs and people to do that."

~ Helen, Library Patron, 2016

Sunday Hours

The Stillwater Public Library continued Sunday Hours in 2016, open from 1:00 – 5:00 pm on Sundays in January through May and again in September through December. Sundays were funded by a grant from the Stillwater Public Library Foundation. The public tells us that Sunday is an important day for their library use:

“The doors open at 1:00 p.m. and right away there is a line of people. Often, there are people in every nook and cranny – studying, reading the newspaper, enjoying a book. The study rooms are all in use.”

“We like Sundays. We like that the library is available when we are. The staff is always so helpful with the computers and the library is a very pleasant place to be.” ~ Jean and Jay



“Sundays are a cool family time. It is especially fun to see grandparents bringing their grandchildren to the library.” ~ Gail, SPL Librarian



Community Partnerships

As a major thrust of the Library's strategic plan, partnerships help the library become closer to the community and reach its outreach targets. The Library currently works with many organizations and looks forward to developing new community connections. Current partners include:

The Washington County Library * Area Preschools * The Minnesota Digital Library * Community Thread * ECFE * Headstart * Valley Friendship Club * ArtReach St. Croix * Darn Knit Anyway * Valley Booksellers * The Science Museum * Therapy Dogs * White Bear Center for the Arts * Area Elementary Schools * The History Network * The Washington County Historical Society

Libraries change lives.

**Thank you for supporting the library and our community.
We look forward to continuing our collaboration with the city
in providing this valuable resource.**



Questions?

Washington County Library Board
Meeting Packet
May 22, 2017

- Agenda
- March 20, 2017 Library Board Minutes – Draft
- Library Project Planning – County Board Workshop May 2, 2017
- Circulation Statistics 2017
- Branch Narratives – March & April
 - ✓ Hardwood Creek
 - ✓ Oakdale
 - ✓ Park Grove
 - ✓ R. H. Stafford
 - ✓ Valley
 - ✓ Wildwood



WASHINGTON COUNTY LIBRARY

WASHINGTON COUNTY LIBRARY BOARD MEETING MAY 22, 2017

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

6:30 – 8:00 p.m.

AGENDA

1. **6:30 CALL to ORDER/PLEDGE of ALLEGIANCE**
2. **6:30 RECOGNITION of PUBLIC**
David Olufson – Candidate for Library Board District 1
3. **6:40 WELCOME NEW BOARD MEMBER**
Tammy McCulloch – District 5
4. **6:45 ADOPTION of AGENDA**
CONSENT CALENDAR APPROVAL
Accept Minutes of March 20, 2017*
Accept Donations & Grants Received
5. **6:50 ELECTION OF LIBRARY BOARD CHAIR FOR 2017**
6. **6:55 DISCUSSION OF ITEMS FROM MAY 2, 2017 COUNTY**
BOARD WORKSHOP *
 - **Wildwood**
 - **Park Grove**
 - **Valley Branch**
 - **Stafford**
 - **Lake Elmo**
7. **7:40 BOARD REPORTS**
A. Staff Reports – Strategic Plan, Restructuring
B. Board Members’ Reports
8. **8:00 ADJOURNMENT**

*Attachment

Inspire Curiosity Champion Innovation Spark Opportunity

Washington County Library Board
Regular Meeting at Library Administration Offices
8595 Central Park Place
Woodbury, MN 55125
March 20, 2017

Present

Board: Cram, Lande, Meyer, Reeves, Skinner, Gamnis
Commissioner Bigham

Staff: Ryskoski, Stenftenagel, Kaple, Schulte

1. Call to Order

Cram called the meeting to order at 6:30 p.m.

Pledge of Allegiance

2. Recognition of Public

3. Welcome New Library Board Member – The Board welcomed new Library Board member Gina Gamnis. Commissioner Bigham thanked Gamnis for joining the Library Board and expressed her excitement, especially because Gamnis represents a growing demographic in the county and she participated in the library’s strategic planning retreat.

4. Adoption of the Agenda and Consent Calendar – Cram asked for a motion to adopt the agenda. Skinner made a motion to amend the agenda by adding a review of Library Board member duties. Meyer seconded the motion. Vote: All in favor. Motion carried. Cram asked for a motion to adopt the agenda as amended. Lande seconded the motion. Vote: All in favor. Motion carried.

5. Review of Library Board Member Duties – Copies of the Washington County Board of Commissioners resolution number 2005-120 dated July 26, 2005, on the Washington County Library Board duties and responsibilities were distributed. Information sharing, strategic plan, demographics, and library reorganization were discussed. Skinner made a motion to recommend to the County Board to eliminate the labels contained in the CIVICTechnologies report and use neutral identifiers for the categories. Skinner amended her motion to recommend to Library Administration to eliminate the labels used in the report and use neutral labels. Meyer seconded. Vote approved 5-1.

6. Discussion of Items from February 21, 2017 County Board Workshop – The presentation from the February 21, 2017 County Board Workshop was shared. There was discussion of staff vacancies and staff reorganization.

7. Director and Board Reports – Ryskoski notified the Library Board that Public Works’ presentation to the County Board about Park Grove, Wildwood, and Valley will be April 25, 2017. There was discussion about Valley Library and Meyer explained the options of remodeling the current site or moving the library to the north end site. Ryskoski also said he and County Administrator O’Rourke are continuing discussions with Lake Elmo about their library returning to the county library system. Cram noted there was no donation report in the packet so the Board will wait until next meeting. Ryskoski reminded the Library Board that the minutes still needed to be approved. Cram asked for a

motion to approve the minutes. Reeves moved for approval of the minutes. Gamnis seconded the motion. Vote: All in favor. Motion carried.

8. Adjournment

Cram entertained a motion to adjourn. Skinner moved adjournment. Reeves seconded the motion. Vote: All in favor. Motion carried. The meeting adjourned at 8:06 p.m.

The next scheduled meeting of the Library Board is May 15, 2017 at 6:30 p.m. The meeting will be held in the Library Administration conference room in Woodbury.



**Library Project Planning
County Board Workshop
May 2, 2017**

Workshop Topics

- 2019 Capital Improvement Program (CIP) Library Projects
 - Wildwood
 - Park Grove
- Valley Branch Library
- Stafford Library
- Lake Elmo Library

Washington County Facilities

Wildwood Library

- Built 1990
- 24,000 residents within 15 minutes drive

Park Grove Library

- Built 1984
- 46,000 residents within 15 minutes drive

3

Washington County

Washington County Community Engagement Process – Library Design

Design to make Washington County a great place to live, work, and play.
Aligned with Washington County Building Services' design phases, community engagement occurs in all phases of a capital project.

Pre-Design 5-6 MONTHS	Schematic Design (SD) 3-4 MONTHS	Design Development (DD) 4-6 MONTHS	Construction Documents Phase (C) and beyond 12-18 MONTHS				
<p>Plan community engagement</p> <p>Designer submits a Committee process</p> <ul style="list-style-type: none"> Architectural team Community notice <p>Establish design analysis</p> <ul style="list-style-type: none"> Issues to be addressed by the project <p>Methods analysis</p> <ul style="list-style-type: none"> Project location Data analysis Community needs <p>Community & staff meetings/ focus groups</p> <ul style="list-style-type: none"> Schedule Event Analysis Communicate results <p>Other community engagement methods as needed</p>	<p>COMMUNITY UPDATES OCCUR THROUGHOUT THESE PHASES AND INCLUDE:</p> <ul style="list-style-type: none"> -Public Presentations -Social media updates -County website <p>Conduct community meetings and/or open houses</p> <p>Develop and disseminate surveys</p> <p>Provide community updates</p> <p>Incorporate visioning into initial designs</p> <p>Community meeting</p> <ul style="list-style-type: none"> Project scope Visioning Presentations Site selection <p>Community meeting</p> <ul style="list-style-type: none"> Master plan/program Presentations <p>Community meeting</p> <ul style="list-style-type: none"> Master plan/program Site design <p>Schematic design reports to the County Board</p> <ul style="list-style-type: none"> Project and present <p>Open House</p> <ul style="list-style-type: none"> Present design approved by County Board 	<p>Conduct community meetings and/or open houses</p> <p>Provide community updates</p> <p>Refine schematic design based on community feedback</p> <p>Community meeting</p> <ul style="list-style-type: none"> Present in panels and updated design Show project details <p>Community Meeting</p> <ul style="list-style-type: none"> Workshop presentation Public input 	<p>Develop plans for ground breaking and grand opening</p> <p>Provide community updates</p> <p>Contractor Request for proposal</p> <ul style="list-style-type: none"> Document preparation Public announcement of contractor award <p>Groundbreaking</p> <ul style="list-style-type: none"> Work with County Communication Invitations Schedule <p>Grand Opening</p> <ul style="list-style-type: none"> Schedule Programming Invitations 				
<p>CONCURRENT WITH THE LIBRARY'S ENGAGEMENT PROCESS IS WASHINGTON COUNTY BUILDING SERVICES' WORK:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none; vertical-align: top;"> <p><i>Define project scope and feasibility</i></p> <p><i>Develop preliminary needs and options</i></p> <p><i>Review current and potential sites</i></p> <p><i>Develop a program and key objectives, goals or specific concerns and operational plans</i></p> <p><i>Report to board</i></p> </td> <td style="width: 25%; border: none; vertical-align: top;"> <p><i>Develop initial design scheme with drawings</i></p> <p><i>Prepare cost estimates</i></p> <p><i>Submit completed plan to Washington County Board for approval</i></p> <p><i>Report to board</i></p> </td> <td style="width: 25%; border: none; vertical-align: top;"> <p><i>Prepare and construct, coordinate and electrical systems</i></p> <p><i>Implement new plans</i></p> <p><i>Show off rooms and spaces in correct size and shape</i></p> <p><i>Obtain specifications for major materials and room finishes</i></p> <p><i>Review cost estimates</i></p> <p><i>Report to board</i></p> </td> <td style="width: 25%; border: none; vertical-align: top;"> <p><i>Provide detailed drawings, specifications and legal documents</i></p> <p><i>Prepare cost estimate</i></p> <p><i>Conduct bid process, review and bid award</i></p> <p><i>Coordinate the library</i></p> <p><i>Report to board</i></p> </td> </tr> </table>				<p><i>Define project scope and feasibility</i></p> <p><i>Develop preliminary needs and options</i></p> <p><i>Review current and potential sites</i></p> <p><i>Develop a program and key objectives, goals or specific concerns and operational plans</i></p> <p><i>Report to board</i></p>	<p><i>Develop initial design scheme with drawings</i></p> <p><i>Prepare cost estimates</i></p> <p><i>Submit completed plan to Washington County Board for approval</i></p> <p><i>Report to board</i></p>	<p><i>Prepare and construct, coordinate and electrical systems</i></p> <p><i>Implement new plans</i></p> <p><i>Show off rooms and spaces in correct size and shape</i></p> <p><i>Obtain specifications for major materials and room finishes</i></p> <p><i>Review cost estimates</i></p> <p><i>Report to board</i></p>	<p><i>Provide detailed drawings, specifications and legal documents</i></p> <p><i>Prepare cost estimate</i></p> <p><i>Conduct bid process, review and bid award</i></p> <p><i>Coordinate the library</i></p> <p><i>Report to board</i></p>
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4

Washington County

Wildwood Library

Issues

- \$1.3 million in projected building needs over the next 5 years
 - Building replacement value \$1,856,000
 - Does not include parking lot work
- Current space not efficient or flexible for Library programs

5



Wildwood Library

• Preliminary Project Estimate

Item	Cost
Construction	\$4,000,000
Soft Costs <ul style="list-style-type: none"> • Architect • Construction Manager • Permits, Testing • Furniture • Information Technology 	\$1,000,000
Total	\$5,000,000

6



Park Grove Library

Issues

- \$2.4 million in projected building needs over the next 9 years
 - Does not include parking lot work
 - Building replacement value \$4,032,400
- Site re-development opportunity with City of Cottage Grove

7


 Washington
County

Park Grove Library

• Preliminary Project Estimate

Item	Cost
Construction	\$5,600,000
Soft Costs <ul style="list-style-type: none"> • Architect • Construction Manager • Permits, Testing • Furniture • Information Technology 	\$1,400,000
Total	\$7,000,000

8


 Washington
County

Project Estimates

At this stage estimates are based on gross square footages:

- Park Grove - 25,000 sf @ \$280/sf
 - Currently 20,162 sf
- Wildwood – 15,000 sf @ \$333/sf
 - Currently 9,284 sf

9



Project Estimates

Factors affecting cost:

- Final program
- Site development (soils, storm water)
- Code requirements
- Inflation

10



Project Milestone Schedule

Milestone	Date
<i>Select Professional Service Teams</i>	July 2017
Pre-Design (2% level)	December 2017
Schematic Design (30%)	June 2018
Detail Design (95%)	November 2018
Project Bidding	January 2019
Project Construction Start	March 2019
Library Opening	March – June 2020

11



Next step for CIP projects

- Select Professional Service teams
 - Architect
 - Construction Manager
- Future Board action to consider authorizing early expenditure of 2019 Bonds
 - Fund balance expenditures with 18 months of Bond Issue are reimbursable by Bond proceeds

12



Valley Branch Library

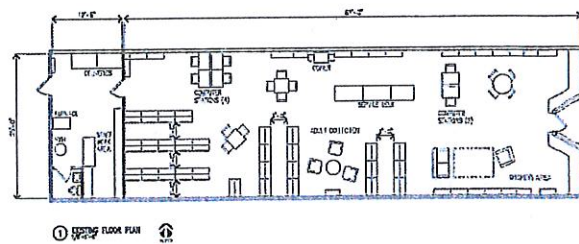
Issues:

- No American with Disabilities Act (ADA) compliant restroom, AND
- Restroom only accessible through mechanical and staff space
- No public meeting space
 - 10,000 residents within 15 minutes drive
- Interior finishes are original – 20+ years

13



Valley Branch Library



WASHINGTON COUNTY - VALLEY LIBRARY, LAKELAND, MN | CONCEPTUAL PRICING PACKAGE | 3/9/2017



14



Valley Branch Library

OPTIONS:

1 Remodel existing 2,500 s.f. space

- | | |
|--------------------------|-----------|
| - Estimated project cost | \$300,000 |
| - Annual lease | \$46,000 |

2 Relocate to 3,500 s.f. space @ north end of mall

- | | |
|--------------------------|-----------|
| - Estimated project cost | \$780,000 |
| - Annual lease | \$66,000 |

15



Next Steps for Valley Branch

- Negotiate 10 – year lease for existing space
- Program Option 1 in 2018-2022 CIP
 - Priority for 2018 Capital Repair Fund consideration

16



R. H. Stafford Library

Update:

- Building is approaching 20 years old
 - Age when major system replacement is expected
- City leading strategic planning effort for building future
 - Staff from City, County, School District, YMCA meeting to define
- No definitive plans yet
 - Capital investments are likely future recommendation

17



Lake Elmo Library

Update:

- Potential agreement for Lake Elmo to reenter County Library system includes:
 - City deeds building and land to the County
 - City provides funding for paving of parking lot and initial facility repairs
 - Future work dependent long-term vision

18



Thank you !

TOTAL LOANS
from
Washington
County
Libraries

2017 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	64,515	64,900	72,819	66,382									268,616
Forest Lake**	26,167	24,971	30,921	27,091									109,150
Park-Grove**	19,029	18,805	20,902	19,147									77,883
Oakdale	11,542	11,030	13,173	11,574									47,319
Wildwood	11,438	11,256	12,313	11,052									46,059
Valley	2,105	1,952	2,297	2,349									8,703
Marine*	395	331	414	345									1,485
Hugo*	374	301	282	297									1,254
Newport*	62	61	48	42									213
Law Library	38	56	60	45									199
Downloads	24,183	21,191	24,195	22,148									91,717
SS (Mostly ILL)	674	555	824	564									2,617
Stillwater	23,176	23,521	27,008	24,496									98,201
Bayport	5,232	4,979	6,062	5,291									21,564
TOTAL Loans	188,930	183,909	211,318	190,823	-	-	-	-	-	-	-	-	774,980

* Library

Express Service

**PG's Self-Check machine is pointing to a HC port, so their numbers have been adjusted (Jan 3190, Feb 6750, Mar 7865 and April 7052 subtracted from FL & added to PG)

2016-17 %	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
CHANGE													
Woodbury	-2.7%	-0.9%	0.6%	-1.9%									-1.2%
Forest Lake	-2.1%	-9.2%	1.1%	-8.8%									-4.7%
Park-Grove	1.1%	3.0%	-0.9%	-7.9%									-1.4%
Oakdale	5.0%	-6.4%	1.8%	-9.9%									-2.5%
Wildwood	1.6%	4.5%	1.4%	-6.5%									0.1%
Valley	-5.1%	-12.3%	-14.2%	-9.2%									-10.3%
Marine	-2.5%	-16.4%	-5.3%	-2.5%									-6.7%
Hugo	47.2%	-28.2%	-24.8%	19.3%									-3.3%
Newport	-15.1%	79.4%	-17.2%	44.8%									9.8%
Law Library	-50.0%	-27.3%	15.4%	2.3%									-20.1%
Downloads	2.3%	0.8%	2.8%	5.7%									2.9%
SS (Mostly ILL)	-13.7%	-24.8%	-5.1%	-23.8%									-16.3%
Stillwater	-0.4%	-0.4%	2.0%	-0.5%									0.2%
Bayport	0.6%	-8.7%	6.6%	-5.0%									-1.6%
TOTAL % Change	-0.6%	-2.1%	1.0%	-3.6%									-1.3%

March 2017 Branch Narrative Hardwood Creek

One hundred and twenty-one patrons came to Hardwood Creek Library to celebrate Family History Day. With them they brought in old photographs, documents, and other memorabilia. Professionals scanned in their items using a high resolution digital scanner or digitally photographed the items in a light box, made just for 3D objects. Staff entered all the metadata to go along with each item scanned or photographed. What a lovely gift for their generations to come to have. They got a family "portrait" taken, and were able to leave with all the digital images on a free flash drive.

There were presentations where they learned how to best preserve their digital memories and objects. Brent Peterson, the president of the Washington County Historical Society did a slide show presentation on local history, featuring of some of the early families in this area. There was a genealogy basics class on how to research your family history using the library databases and the best Internet sites. A big thanks to Minnesota Digital Library for the equipment and staff, Brent Peterson, our HC staff and volunteers for this special event.

The first meeting of the MN Book Club was on March 22nd at 1:30pm in the loft. We had seven people show up to discuss *THE SETTLERS, BOOK III* of *THE EMIGRANT SERIES* by Vilhelm Moberg. Another six people have signed up for a total of thirteen in April, where we'll be discussing Marty Seifert's book *SUNDOWN AT SUNRISE*. The MN Book Club is off to a running start.

There were classes for beginner computer users and getting the most out of LinkedIn.

For teens and adults we had a Life Skills 101 program with human resources professional to help them polish their job applications and interview skills, just in time to start applying for summer jobs.

For the younger crowd there was our ever popular Storytimes, Lego Block party and STEM Saturday program. This month kids used creative problem-solving, collaboration, and various arts and engineering techniques to create marble race tracks, catapults, kinetic sculptures, illuminated art pieces among other projects.

It was a busy month with many programs.



New display this month, Boomers & Beyond:

Submitted by: Suzanne Yoch

Hardwood Creek April 2017 narrative

Submitted by Lynn Lucking

April was a great month at Hardwood Creek, with fun stuff for people of all ages.



We continued our STEM Saturdays with two programs: Wonderful Watersheds (presented by our 4-H partners) and One Celled Wonders, presented by Dr. Mark Edlund, senior scientist at the Science Museum of Minnesota's St. Croix Watershed Research Station in Marine on St. Croix. Dr. Edlund helped participants discover the tiny one-celled life forms that live in every drop of water, using microscopes lent by the Science Museum. We had a LEGO block party for young engineers, too.

We hosted the Region 7AA Art Show yet again! It's a library favorite, with juried art from seven regional high schools displayed here for two weeks, before the winners move on to the next level of competition in this Minnesota State High School League event. One hundred twenty people attended the awards ceremony (we don't even try to count how many people look at the art!).



Pam Bailey and Kerri Maher attended the Oneka Elementary (Hugo) Kidz & Biz event on April 29th. More than 300 kids plus their parents attended the event. They signed people up for library cards, talked up the SRP and services/resources offered by the library plus handed out stickers, bookmarks and Tootsie rolls. They even had seven book bundles donated by Kerri's children to give away!

Even our geocache got in on the action, with this report from one group who found it:

After geocaching in the area with the MMCC SCD of SCDJLBD and I went grabbed a few more geocaches on the way back home. I can't pass up a good library cache so we stopped in. We had difficulty locating the first stage but SCD finally found what we were looking for after a little wandering around. We then went and I did some work on the computer to get the next bit of info. We were then off to the final where SCD made the find on the nice cache. Like most other library caches I love the container and am giving it a favorite point! Very nicely done! TFTC

(If you're not familiar with geocache lingo, TFTC means thanks for the cache. The other initials are essentially group or user names.)

Our story times and book clubs continue, including our new Minnesota Book Club.

Staff continues to prepare for our Summer Reading Program – we have some great stuff coming up! Of course staff also attended the All-Staff meeting on the 19th. Groups presented their ideas on all the initiatives, so everyone got a peek at what everyone else has been working so hard on. The library certainly has more than its share of creative and dedicated people, judging from what we heard there.

Branch Narrative

Branch: Oakdale

March 2017



“Sing, Play, Learn with MacPhail: Colors, Feelings, Music!” : MacPhail never “McFails” us *or* our patrons with the programming they bring to our libraries! (Profuse apologies for that one.) Children and parents experienced the value that music has in our lives, as well as the joy that it brings us - the young, and the *more mature* (or not! 😊) Participants made music, giggles, and friends here at the Oakdale library that Monday morning!

“Game On!” Our monthly Thursday night game night continued with great enthusiasm and appreciation from its participants! I myself overheard one of the gamers say at closing, “We should have this every week!” This statement was met with avid agreement by all of the gamers that attended our March “Game On!” night. Not a single person seems to leave “Game On!” without a smile on their face as *everyone is a winner!* (Sorry, again.)



Tech Tubs: Just as our tech tubs arrived, an impromptu mass-use of our iPads took place with a large number of our local middle-schoolers participating! Days on which the students would normally be rambunctious and antsy, they remain well-occupied and absorbed in the iPads. Have we here at Oakdale found the miracle cure to our after-school situation? *Please don't take them away from us!* (Not sorry.) They were wildly popular upon arrival and remain the focus of kids' attention to this day!



Marble Track Maniacs: Our STEM Saturday program this month had kids using their unparalleled design-thinking skills! They developed roller coasters for marbles through planning, testing, observing and revising their designs (though not necessarily in that order!)



Sing, Play, Learn en Español:

Children used a variety of instruments including but not limited to: rhythm sticks and shakers. They also used scarves to get their “cha-cha” on. Some songs were commonly known English-language songs translated into Spanish, and others were more traditional to the Spanish language and culture. All attendees were “*muy adorable*.”

Candy Science with 4-H:

Attendance at Candy Science had a **WIDE** range of age groups - kids explored the science of candy making. They especially had fun eating all the left over candy, as well as getting some to take home with them!



Volunteer party:

Our library volunteer “thank you” luncheon was held here at Oakdale on Sunday, April 30th with great success. Door prizes were awarded and volunteers were treated to a delicious meal of Dominoes pizza, Olive Garden salads, soda, and cupcakes!

Middle School Book Club: yet another success!

For the month of May, the Middle School Book Club maintained its boisterous reputation; producing many giggles and raucous laughter playing the game “Head Bandz!” The game was actually customized to the book that the kids read for the month: “Maximum Ride Fang.”



Branch Narrative: Park Grove Library

March 2017

Spring displays kept spirits high while we saw winter slowly fade away.



At the monthly Let's Make Stuff class, Artistry presented Collage Art



By the Numbers:



- PG raised over \$700 at the annual book sale!
- 151 people stopped by the WCL table at KidFest (the old Youth Expo at Cottage Grove Ice Arena)



Two tech tubs with Surface Tablets are currently housed at PG.

Toddlers at storytime loved “Rosie’s Walk” on Bookflix!

Over 40 attendees came to Teen Lab this month!

Activities included making lava lamps, playing video games, and experimenting with snap circuits.

One patron commented,

“I just need to tell you; my daughter loves Teen Lab! I love that she comes away with more than some other community programs. In the past, we’ve paid for some classes but I think she likes this way more.”



Branch Narrative: Park Grove Library

April 2017

Patron success story: In late March, staff spent time with Steve who was interested in using resources to complete a job interview. He needed access to a computer, camera, and microphone to film himself answering questions. On April 5th, he stopped by to say that he accepted the job! We're glad to help him, utilize our equipment, and further our mission of sparking opportunity.



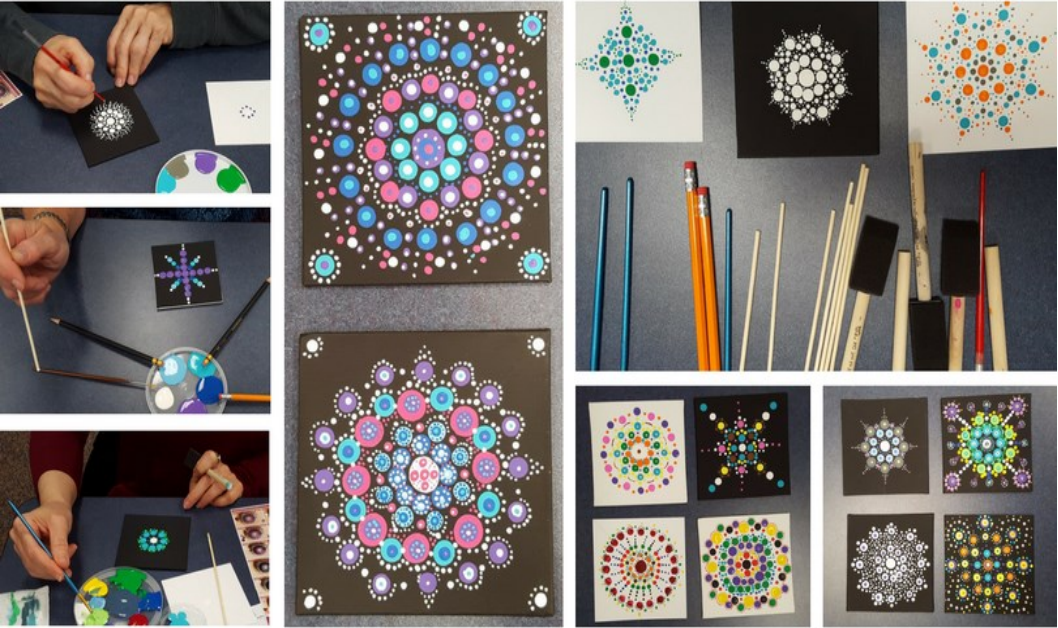
Inspire
curiosity



Champion
innovation



Spark
opportunity

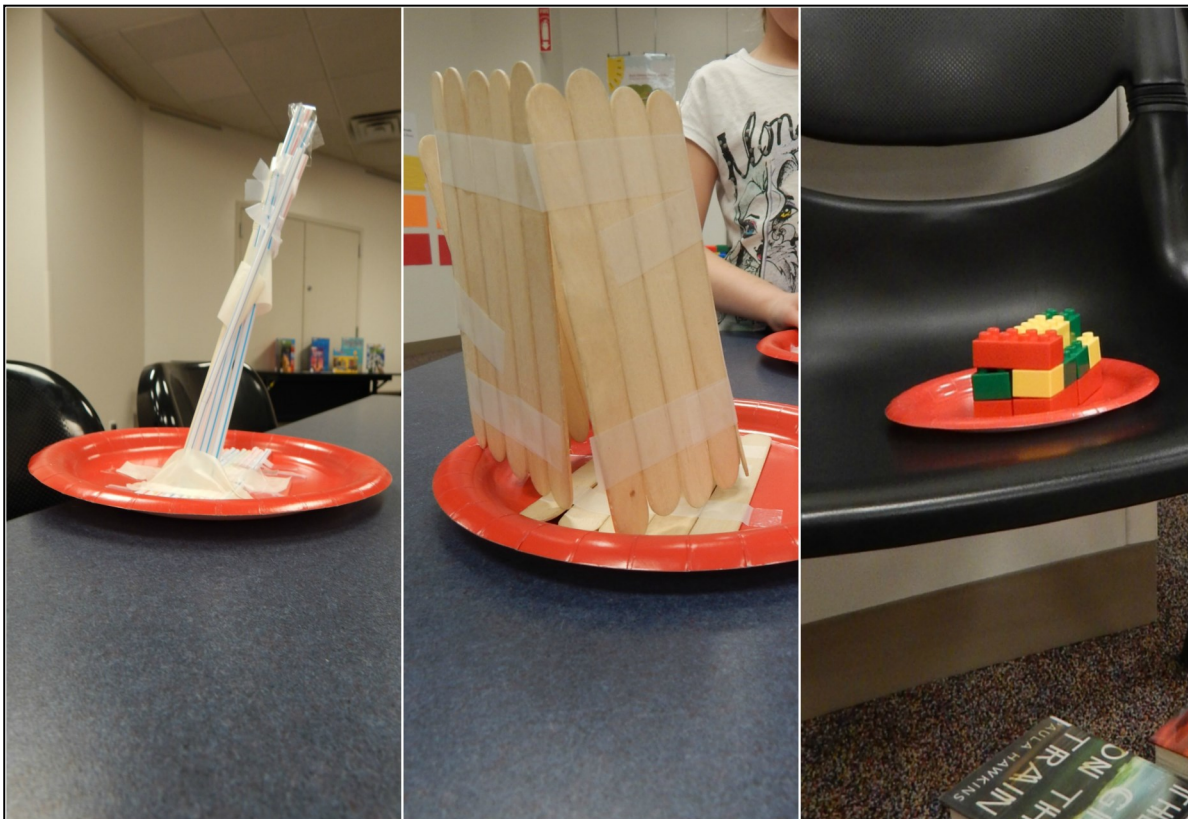


Kristin taught mandala dot painting at Let's Make Stuff! You might say it's "on point."



STEM Saturday: Three Little Pigs

We made houses out of straws, sticks, and LEGOS and tested if they withstood our breath or a hairdryer!



Our Mission: To enrich both the individual and the community by assisting people in their search for information, ideas, education, and recreation.

Branch Narrative

Branch: **R.H. Stafford**
Month: **March**
Year: **2017**

By *Teri J. Bennis*

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

On the **picture rail** at the R.H. Stafford Library for March 2017 was a group show. The group consisted of several local artists that are all members of the group "Artists of Woodbury." The Artists of Woodbury are a group of multi-media artists from the Woodbury, MN area whose purpose is to provide opportunities for artists to network, exhibit, and sell art.

The non-fiction and fiction dual **book display** this month was entitled "Celebrate National Women's History Month." Several positive comments were made to staff regarding this display. Books were displayed featuring narratives about women.

The glass display case featured a display of types of old-fashioned board games. The exhibit was entitled: "Put on your game face, it's game time."

On March 6, 2017 *Club Book* was held at R.H. Stafford library and featured author Chris Pavone. *Club Book* brings best-selling and award-winning national and regional authors to library communities throughout the seven-county Twin Cities metropolitan region. A program of Metropolitan Library Service Agency and coordinated by Library Strategies, *Club Book* is funded with money from Minnesota's Arts and Cultural Heritage Fund. ClubBook.org

The R.H. Stafford book club met on March 7, 2017. The club discussed *Rebel of the Sands* by Alwyn Hamilton. A lively discussion was held by over 10 people. One of the discussion questions the group considered during the meeting was: "Do you agree that Amani was the indirect hero in the book, even though Ahmed was depicted as the actual hero and Armani's story is just the sideline?"

Library staff member Ginny O. provided several story times for adults (aka Hear! Here!) in March. On March 2, a story time was conducted at St. Therese senior housing. Two selections from the *Minnesota Memories* book were read. There was also a presentation at Stonecrest senior housing on March 2nd. The presentation was about immigrants and family stories. Boutwells Landing story time was on March 13 and consisted of two selections from the *Minnesota Memories* book.

There were several ongoing adult monthly craft classes on March 7th, 14th, 21st and 28th. It consisted of learning to quilt workshop. The first one was discussing quilting basics, finding a pattern, choosing fabric, basic stitches, etc. Over the next three weeks they went over paper piecing, handwork, applique, design layout, folded piecing, borders, hand quilting and binding. Some of the attendees brought in quilts they were working

A great place to live, work and play...today and tomorrow

on or quilts they wanted to start and the women from the River Valley Quilters helped them get started with the whole project.

On March 11, Donna Chicone, author of "Being a super pet parent: everything you need to know to foster a long, loving relationship with your dog", came to the library to share her wisdom. She is author, advocate, entertainer, and proud parent of two Portuguese Water Dogs, Jazz and Jive. She created the internet TV series "The Jive and Jazz Show", and most recently, she presented a TEDx talk, "How Pet Parents Save Dogs Lives".

On March 16, the library hosted a speaker from Metropolitan Area Agency on Aging. The workshop was entitled "Understanding Medicare" and included information on Medicare Part A, B, C and D. The workshop had 6 attendees.

Youth services

On Monday evenings during March, twenty three children came to read with the Dog Gone Reading therapy dogs: "Joey", "Meissa", "Kima" and "Bear".

Storytime with Liz themes included: "Storytime Favorites" and "I love cats."

Fourteen children showed up for the **3-D Tunnel Books**, a workshop presented by the Artistry (of Bloomington Center for the Arts) for children ages 5-11 on Sunday, March 5th. (picture below)

Monday **Storytime** children are working through the alphabet with Miss Heather using one letter each week. This month for letter P, Miss Heather said it was an "Extravaganza" because so many words start with P such as Porcupine, Planet and of course, Piggy from Elephant & Piggy.

Other storytime themes at RH Stafford this month included: Dogs! , All kinds of Eggs, and When I Grow up. Attendance has been good at all four of the storytimes each week.

Outreach: Marty participated in the Royal Oaks Elementary **Family Literacy Night** on Thursday, March 2nd. More than 250 people showed up for this school event celebrating reading. Many families stopped at the library table for information on an assortment of topics including STEM programs, Dog gone Reading and storytimes.

MacPhail Music presented Sing Play Learn on Tuesday, March 21st. This program was a bilingual version to appeal to both English and Spanish-speaking families. Twenty three people attended this program. Although most of the participants were English speakers, the whole group had fun with song and dance.

On Saturday, March 18th, twenty three school aged children experimented and then talked about what they learned at our **STEM Saturdays** at Stafford Library program. This Candy Science program was presented by our partners from Washington County 4-H. And who wouldn't like to experiment with skittles or Hershey candy and carbonation? (picture below)

The March 2017 front Gate Count was 33,859 people, up from 33,076 people in March of 2016. This was how many people visited the library.

We had tremendous assistance from the ongoing in house library volunteers this month. The volunteers provided approximately 302 hours of service. This up from 80 completed service hours in March of 2016.



3-D Tunnel books program



STEM Saturdays: Candy Science with 4-H

Branch Narrative

Branch: RHS

Month: April Year: 2017

By Liz Gonzalez

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

Throughout the month of April, 27,407 people came through the front doors at R.H. Stafford Library. There were many events and activities for library users of all ages.

On Tuesday, April 4th, eleven people made greeting cards by recycling used greeting cards for all occasions. Techniques included paper tearing, cutting, embossing, and embellishment with string, cording, metals, punches, and rubber stamping.

Also on April 4th, a group of RHS book club members met at the Woodbury library to discuss the book: *Another Brooklyn* by Jacqueline Woodson. A lively discussion was held. Some of the questions that were discussed: What does it mean that the girls “came together like a jazz improve”? In what ways is jazz music about relationships?

On April 7th and 8th, the annual book sale was held at RH Stafford library in the lower level Valley Creek rooms. Several hundred people attended the book sale. A bag sale was held on Saturday where a bag of items was sold for \$5.00. Forty-five volunteers donated their time to complete tasks such as set up, take down, sales, sign hanging, shelving and straightening. All together, they worked 80 hours! We made a total of \$1,475.05.

On April 20, 2017, five people participated in the Lifelong Learning at your Library event. This month, a two-hour introductory computer class was presented for seniors. The class was taught by Metropolitan area Agency on Aging. The workshop covered the following topics: A description of the internet and how it works, how to get in or on the internet using a computer, how to find topics on the internet, and internet hazards.

On April 27th, twenty people met to hear about *Minnesota's Gangster Past- Land of 10,000 Crimes*. This was a presentation by author Chad Lewis. Chad has researched the MN gangster topic extensively. He discussed the footsteps of America's most infamous gangsters as they turned MN into their personal crime vacation land. The presentation was filled with deadly bank robberies, explosive shootouts, brutal murders, and daring kidnappings. This presentation let the audience discover the grisly locations where the gangster history will never die.

Our wonderful volunteers helped out by working a total of 345 hours throughout the month of April!

The front Fiction/Nonfiction display, “It’s Greening Up”, featured a variety of books with beautiful green covers.

The picture rail at the R.H. Stafford Library for April 2017 featured a group show. The group consisted of several local artists that are all members of the group "Artists of Woodbury." The Artists of Woodbury are a group of multi-media artists from the Woodbury, MN area whose purpose is to provide opportunities for artists to network, exhibit, and sell art.

The glass display featured Newbery Award books from librarian Alaina Johnson’s own collection.

There were some interesting things going on for teens during the month of April, including a self-directed Blackout Poetry activity in the teen area to celebrate National Poetry Month. Blackout Poetry is a type of poetry created by blacking out all the words on a page except the ones you want in your poem. The teen bulletin board featured some of the “blackout poetry” created by our young patrons.

Eleven teens attended the Teen Advisory Board meeting on Monday, April 10th. Here they discussed ideas for a library programs for teens. This is a great way for teens to have a say in what’s going on in the library for teens. The TAB meets on the second Monday of every month. Teens put in 78 volunteer hours throughout the month of April!

There were a lot of fun activities for children throughout April. Miss Heather continued to lead the kids thru the alphabet. Monday, April 17th, the stories were related to letter T. This was extremely popular because kids love Trucks, T-Rex and Trains! On April 24th, Miss Heather read about U-underwear, V-vegetables, and W-whales. Other storytime themes included “Birds” and “Storytime Favorites.”

On Monday, April 3rd, we had a visit to the library from the Woodbury Moms Club South. The group held their own meeting in our library rooms. Then children’s librarian Marty Hoekstra stopped in to talk to the group of 9 moms and 13 kids. They learned about e-books for moms and kids, Interlibrary Loan items, ABC Mouse at the library and the summer reading programs. We had a couple stories in that room and then everyone moved to the Kids Area of the library for a short tour.

A STEM Saturday event was held on April 8th. Everyone had a great time with our plastic egg races. 22 kids took part in different egg races to learn about Angles, Height, Size and how each can affect the speed of a plastic egg rolled down a five-foot length of plastic gutter. We had two different ramps so they were able to compete against another if they wanted to.

On Monday, April 24th, the teachers from Oakdale Headstart brought their class of 19 kids to the library for a short storytime and backroom tour which includes the always popular 3M book sorter. We were also joined by parents and siblings of two of the classmates.

Twenty-two kids participated in the ever-popular Dog Gone Reading program on Monday evenings in April.



Children’s librarian Heather Wiegand created this colorful spring bulletin board for April.

Branch Narrative

Branch: Valley

Month: March Year: 2017

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

March came in like a lamb; it went out like a lamb; and it was pretty much lamb-like all month! Spring has arrived!!

The winning participants in the January/February Winter Jackets Adult Reading Program stopped by the library to pick-up their prizes. 7 lucky readers received festively decorated book bundles that also included a book light, and a book bag.

On Thursday March 2nd an Artistry workshop titled *DYI Room Décor* was held. Three kids designed and created painted portraits, rock posters, hobby boxes, picture frames, and paper lanterns

On Saturday March 18th The Bakken Museum presented a STEM program called *Frogs, Volts, and Vinegar*. They recreated science experiments from years ago that led to important discoveries about electricity. 10 people attended.



On Thursday March 23rd the Valley Book Club met to discuss a classic science fiction novel “Ender’s Game” by Orson Scott Card that was written in 1985. Seven members were in attendance and they had mixed reviews of the book. Some had watched the movie version as well and thought the movie was better. The members also spent some time discussing what books to read in the summer months.

Our monthly STEAM story time was held on March 27th. The theme was “Weather.” In addition to stories, songs, and rhymes, the children participated in activities using weather flash cards, making thunder with a paper bag, blowing through a straw to create wind to move items in a bin, and their favorite activity -- making a cloud rain! We took clear cups and filled them halfway with water and then squirted shaving cream on top to create a cloud. The kids took eye droppers of colored water and dropped them on the ‘cloud’ until they broke through and ‘rained!’

Other story time themes in March included mail, elephants, and cats.

The theme for the adult window display was “National Women’s History Month” and featured biographies of famous women. The children’s window display had the theme “Non-Fiction – Reality seeps in.”

Our gate count was 1,330. We were open 27 days. Our volunteer hours totaled 11.5 hours.

Submitted by Diane Estreen.

Branch Narrative

branch: Valley

Month: April Year: 2017

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



Spring has arrived and Valley Library is bustling!

Youth events at Valley Library included Family Storytime, STEAM Storytime, Dog Gone Reading and STEM Saturdays.

Family storytime themes included spring and bunnies. We also had a special storytime on April 10th to celebrate National Library Week. Our storytime theme was books and libraries and each child got to pick out a book to take home. The kids were so excited to go home with a brand new book!



STEAM Storytime for April was all about water. I had a great discussion with the kids about water and after stories and songs the real fun began! Our activities included making coffee-filter sun catchers, a sink and float station, and each child got a small container of dough and they got to experiment with making boats that could float. It was tons



STEM Saturdays for April was *Tornado Twister*. Kids got to make a tornado in a jar and learn about how tornado's form in the atmos-

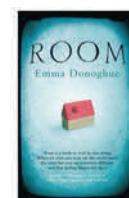
On Tuesday, April 25th Kris and Legacy were at the library for Dog Gone Reading. Legacy listened to two young readers. She also received lots of attention from our other patrons!



Window displays at Valley this month were: *Sweet Reads* in the adult window. The fiction books had a type of "sweet" in the title – cupcake, pie, cinnamon rolls, chocolate, etc. The non-fiction books were cookbooks on baking "sweet" treats.

The children's window theme was *But Wait There's More : Series and Sequels*. All the books were part of a series or had a sequel.

Six members of the Valley Book Club met on Thursday, April 27th to discuss the book *Room* by Emma Donoghue. Paula did a great job keeping everyone involved in the



Another very exciting development at Valley was the arrival of our new Self-Checkout machine. It has been well received by our customers and staff are thrilled to have a new, reliable machine in place.



Valley Stats

Gate Count: 1283

Volunteer Hours: 10.5

Days Open: 24

Submitted by Teresa Alessi

Branch Narrative

Branch: Wildwood

Month: March Year: 2017

March 2017: Jane Kuschnir-LSA

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



On Saturday March 11 an extremely satisfied patron came to the Library. They wanted to thank all the library staff for their help and for the opportunity to use the computer and internet services at the Library. Because of the Library computers he was able to apply for and accept a new job.

He was able to learn about and write his resume which he was unable to do at home because he didn't have a computer. He said the Library is now his favorite place and he brings his son to read here now too.



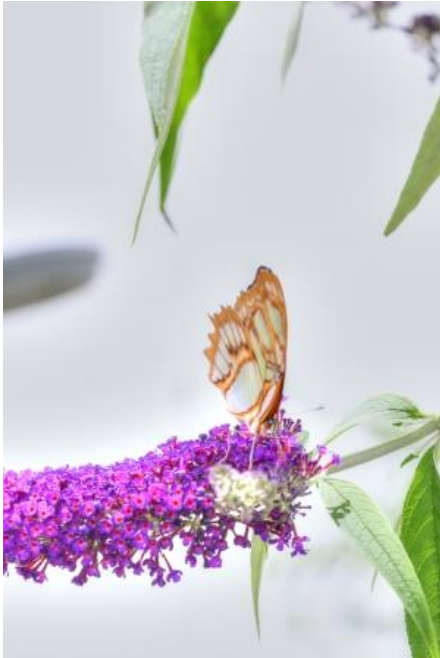
Branch Narrative

Branch: WW

Month: April Year: 2017

Carolyn Weaver

April brought many events to Wildwood Library. Our Art Rail featured some awesome photography by local photographer Pete Hartzel.



Andrea Hermanson, Wildwood's Youth Services Librarian, held several successful Teen's In programs; on the 6th she hosted Button Making; on the 13th Book Folding; and on April 27th teens enjoyed creating Coffee Stirrer Wall Art!

On the 15th our S.T.E.M Saturday featured Build Your Own Sprout House. Lots of fun for our community's future gardeners.



Wednesday April 19th all branches were closed for our All Staff workshop in Woodbury. Staff members were given the opportunity to hear about WCL Strategic Planning 2016-2019, including 11 Initiative Presentations along with Implementation Plans. Re-connecting with staff members from other branches was an additional bonus.



The library windows were decorated with colorful umbrella cutouts, heralding anticipation of April showers bringing May flowers!



STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING
March 22, 2017

MEMBERS PRESENT: Melissa Brechon, Nick Gorski, Andy Kass, Dustin Moeller, Jean Morse, Sandy Nicholson, Fred Rengel, Carol Stabenow, Ann Wolff - Keri Goeltl

WELCOME: Board President, Fred Rengel, called the meeting to order at 7:33 a.m. He announced that Sarah Quickel will be joining the Board as a new member.

SECRETARY'S REPORT: Andy moved that the minutes for the February, 2017 be accepted as written. Sandy seconded the motion, and it was unanimously approved.

BOB PARKE DONATION: Fred announced that Barb and Bob Parke made a recent unrestricted donation of 232 shares of Abbott Labs stock that has the approximate value of \$10,254. Mr. Parke grew up in Minneapolis and loved the library as a child. He currently uses the Stillwater Public Library often and has been a regular and generous donor to the SPLF. He has been impressed with the well-run nature of the SPL.

FINANCE COMMITTEE & TREASURER'S REPORT: Treasurer Dustin Moeller presented the report. He highlighted information on the February Balance Sheet and the Profit-Loss Previous Year Comparison that were among the reports sent to members. He also reviewed the Foundation tax return. It was agreed that the financial reporting is very clear and thorough. Andy made a motion to accept the financial report and submit the tax form. Ann seconded the motion and it was unanimously approved.

TECH TALK WITH ERIC & KERI: Keri demonstrated how to access the SPLF files on Google Drive. She explained how the files are organized and fielded questions. Members were urged to become familiar with the SPLF files. Eventually, the SPLF member handbook will be posted on the drive rather than being printed in hard copy.

MARCH GRANT REQUESTS: Melissa introduced four grant requests for the Board's consideration:

- | | |
|---|---------------|
| • Popular Nonfiction Books in Series | 1,500.00 |
| • Adult Reading – Light Up Your Reading | 2,500.00 |
| • Youth Services Summer Reading Program Grant | 1,500.00 |
| • Volunteer Services Support Budget | <u>400.00</u> |
| • Total Grant Funding Requested - | \$ 5,900.00 |

Following Nick's motion to approve the grant request and Carol's seconding of the motion, the motion was unanimously approved.

LIBRARY DIRECTOR SEARCH: SPL Board of Trustees President, Mike Keliher, had notified Foundation members that John Kiester's search firm had been selected to conduct the search for the new library director. Foundation members will be invited to attend an April 3 meeting with Mr. Kiester.

DEVELOPMENT & MARKETING REPORT: Ann recounted the story of the donor of a recent gift to the Foundation to illustrate the importance of making connections with people – talking with them and remembering their names – for the benefit of Foundation development and marketing. She emphasized that this is important to do at the upcoming gratitude breakfast. She reminded members that relationships take a lot of time to develop and nurture.

The committee will be focusing on the Foundation’s Facebook presence. Nick is continuing to build a library of photographs, graphics, and other resources that can be used for this and other marketing purposes.

Members are asked to contact Nick to arrange for him to take individual photos that can accompany members’ biographies on the Foundation website.

Nick mentioned that it would be helpful for marketing and development if members had a list of talking points that could be shared with donors. It was suggested that Keri and Melissa identify something happening at the library each month that could be included in social media in order to develop a sense of momentum.

HEARING LOOPS: Jean reviewed several details of the report that had been sent to members:

- The actual contract would be between the library and Hearing Loops since this project is being installed on city/library property.
- The engineering phase of the project was completed on March 16. This included an examination of the Margaret Rivers A&B, the Conference Room and the Children’s Storytime Room for design, configuration options, and pricing for the installation of the Hearing Loops System. The cost for this phase was \$2,000.
- The next Executive Committee meeting with Steve Walsh is scheduled on March 29, at which a menu of options for the project will be discussed to:
 - determine what options will be pursued for phase 1 (\$25,000 or under).
 - determine what needs to be in the contract/agreement for phase 1.
- The Installation of the first Phase of the project is scheduled to take up to a week. The weeks of May 8 or 15 are being considered for completing this.
- Thanks to Ann for having raised \$25,000 for phase one of the hearing loops project.

GRATITUDE BREAKFAST & ANNUAL IMPACT REPORT: Scheduled for 7:30 a.m., April 26, this event will be held in place of the Board’s April meeting. Board members are asked to mingle and visit with guests. The goals of the event will be express appreciation, and show who we are and what we do. Volunteer Coordinator, Susie Danielson, Event Coordinator, Ann Young and staff member, Angie Petrie will present reports as part of the program. Information about the Foundation Endowment fund will also be presented.

EVENTS: Fred reviewed future events:

- Beer for Books – Dates being considered for this event include July 25, and August 1, 22, and 29. It is anticipated that Craig Hansen’s musical group, Cattail Moon, will perform for this event.
- Light a Spark- July 4 – Plans are on track for this event.
- Destination Library – Sept. 22 - Auction items are needed. Board participation and additional volunteers are needed.

- Style Speaks Volumes IV – Nov. 10 & 11- Carol Stabenow announced that there will be a committee meeting for this event on Thursday, April 6 at 4:00 p.m. at Reve' and invited anyone interested in participating to attend.

OTHER: Andy mentioned that Denis McDonough, a Stillwater native who was Chief of Staff for President Obama during his second term in office, should be kept in mind to be a speaker for an event sometime in the near future.

The meeting was adjourned at 9:02 a.m.

Respectfully submitted,
Jean Morse, Secretary

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

Date	Sender	Title
3/2/17	Jean	Feb.'17 Board Meeting Minutes
3/11/17	Carol	Style Speaks Volumes IV e-mail
3/21/17	Fred	Agenda for SPLF March Meeting
3/21/17	Fred	SPLF March Exec. Committee Meeting Minutes
3/21/17	Jean	Hearing Loops Report
3/21/17	Keri	2/16 Hearing Loops Document
3/21/17	Keri	2017 03 Development & Marketing Report
3/21/17	Keri	2017 03 Grant Requests
3/21/17	Keri	Feb. 2017 Balance Sheet
3/21/17	Keri	Feb. 2017 Profit-Loss Previous Year Comparison
3/21/17	Keri	Feb. 2017 P-L YTD Comparison
3/21/17	Keri	List of Awards & Grants - March, 2017

Stillwater Public Library 2017 Calendar

<p>January 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Begin Development of 5-Year Capital Forecast (2018-2022) • Board passes ratification of wages prepared by Director 	<p>February 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 7:30 am</p>	<p>March 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:30 pm 22: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Presentation at Stillwater Township at 7:00 pm on March 14 • Grant proposals to Foundation
<p>April 1: Annual Report to State Due 9-15: National Library Week 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 12-15: Spring Used Book Sale 26: SPLF Annual Bd Meeting & Gratitude Breakfast, 7:30 am</p> <ul style="list-style-type: none"> • Big Read/Valley Reads w/ArtReach • Usual month for Club Book (MELSA) 	<p>May 8: Friends Meeting, 6:30 pm 9: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • 2018 Capital Outlay Request and 2018-2022 CIP Plan due May 19 • Begin operating budget prep 	<p>June 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Preliminary board budget discussion
<p>July 4: Light A Spark, 7:00 pm 11: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Board adopts budget request 	<p>August 8: SPL Board Meeting, 7:00 pm 22: SPLF Beer for Books, 6:00 pm 23: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Grant proposals to Foundation 	<p>September 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 22: Destination Library, Evening 27: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Levy adopted • Assist Foundation with Huelsmann grant application if requested, application due
<p>October 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 25: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Examine ending dates for Board Members, place on Board agenda • Usual month for Club Book (MELSA) • Adopt Holidays for succeeding year 	<p>November 10-11: Style Speaks Volumes, 11:00 am, Reve Bistro 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 7:30 am</p> <ul style="list-style-type: none"> • Union signifies desire to negotiate if communication has not been received earlier • Grant proposals to Foundation 	<p>December 12: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 7:30 am 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Set staff meeting schedule for succeeding year • Negotiate new union contract before December 31 if needed • Staff personnel evaluations

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Brechon	6/1/17: Closed Met with architect, donors, and Foundation. Decided to no longer pursue tent tie-downs as costs kept increasing. Foundation will work with donor to explore ideas for brightening Margaret Rivers as a backup indoor space for weddings.
52	3/8/2016	Partnerships & Outreach	Provide board with a plan for what would be realistic for the library to do in outreach over the next year.	Brechon	2/14/17: In progress An outreach plan for Youth Services and Seniors was provided in the February Board Packet. Staff are actively engaged in outreach as appropriate. Additional outreach plans may wait for new director.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area.	Brechon	4/6/17: In Progress WCL has purchased Civic Technologies software that can be mounted on the ILS system to report on demographics for outreach and marketing. WCL is scheduled to receive reports early in 2017. Reports for Stillwater will follow. Board would like an update on when they could receive a copy of this report. Melissa in conversation with WCL Director regarding this. Cost is an issue.
64	5/10/2016	Teen Area	Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined.	Brechon Staff Facilities Committee	6/7/17: In Progress Lynn Barnhouse is working with staff to design teen room. Furnishings have been purchased and added to space.
70	8/9/2016	Supplemental Funds	The Finance Committee will work on a process for how to manage any new endowment-type gifts received by the library and will bring proposed process to the Governance Committee.	Finance Committee	
76	8/9/2016	WCL Relations	Board asked Bertalmio to help drive relationship-building with WCL and reach out to WCL regarding a meeting with Bertalmio/McCarty.	Brechon McCarty	6/7/17: Brechon and Ryskoski met to discuss WCL/SPL relations. Anticipate no cost changes for 2018 contract with WCL.
80	9/13/2016	City Council Relations	Ask McCarty to formally place library on agenda on a quarterly or monthly basis. Library Director and a Board Member will attend meeting and provide brief update. 1st Report to Council: 2016 Library Graphic Annual Report	Brechon	6/7/17: Brechon presented 2016 Annual Report to City Council on 6/6/17.
99	1/10/2017	Building Reconfiguration	Plans and timelines for Upper Level phase need to be determined.	Facilities Committee	Recommend that project be on hold until new director is hired.
101	1/10/2017	Class Compensation Study	Review class compensation information as available and determine next steps. HR Committee asked to develop appeals process for staff.	HR Committee	6/7/17: In Progress Results received. McCarty attended May board meeting to discuss with board. HR Committee charged with developing an appeals process.
104	4/11/2017	Keister Contract	Work on addendum to contract to include an in-person visit to discuss candidates. Cost = \$1,250.	Executive Committee Brechon	5/4/17: In Progress
105	4/11/2017	Policies	Board to begin overall review of library policies. First step is board ethics policy and new board member orientation.	Brechon Exec Committee?	5/4/17: In Progress
TICKLER ITEMS					
ID	Board Meeting	Task	Description	Responsible	Status
TICKLER	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: The City of Stillwater lists this project in its capital project budget for 2017.No known date for paver replacement; Communicate to neighbors when date is known.
TICKLER	10/9/2018	Board Officers Nominating Committee	In October/November 2018, Board should appoint a nominating committee for officers on the Board for a two-year term beginning in 2019.	Board	TICKLER
TICKLER	3/14/2017	Library Open on Holidays	A patron, via the Foundation, asked the library to consider keeping the library open on Monday government holidays. Board discussed the request and considerations regarding demand for this service, outreach possibilities, programming opportunities, communications, and cost. More exploration may be needed if we choose to pursue,	Finance Committee Director	TICKLER
TICKLER	3/14/2017	Board Opening End of December 2017	Stark noted that her term ends at the end of 2017. Board asked library to work with city to coordinate the timing of this posting so that the position may be filled with the new trustee by the January board meeting.	Director	TICKLER

STILLWATER

PUBLIC LIBRARY

2017 LIBRARY BOARD

Members	Public Contact Info	Date Appointed	Term Expires
Maureen Bell 205 Crestwood Terrace	651-439-7193 (h)	9/17/2013; Unexp term of DeFord; Reappt for 1st full term '14, '17; 2nd Term	12/31/2019
Gregg "Spike" Carlsen 220 4th St S	651-430-0038 (h)	9/17/2013; Unexp term of Dickinson; Reappt for first full term '16, 1st Full Term	12/31/2018
Craig Hansen 1109 4th St S	651-430-2687 (h) 651-734-5267 (w)	10/20/2015; Unexp term of Corbett; Reappt for first full term '17; 1st Full Term	12/31/2019
Paula Hemer 855 Eagle Ridge Lane	651-439-2808	5/9/17; Unexp term of Otte;	12/31/2018
Mike Keliher 704 Pine Tree Trail	651-324-0213 (h)	12/20/2011; Reappt '15; 2nd Term	12/31/2017
Sheri Lunn 313 Country Rd	651-271-2819	12/13/2016; Unexp term of Cassavante ending 12/31/16; Reappt for first full term '17; 1st Full Term	12/31/2019
Doug Menikheim	651-439-9742 (w)	5/6/2014; Unexp term of Lindbergh- Jones; Reappt for first full term '15; 1st Full Term	12/31/2017
Mary Richie 218 Everett St N	651-439-2365 (h)	12/18/2012; Unexpired term of Sandstrom; Reappt for first full term'13, '16; 2nd Term	12/31/2018
Kathy Stark 920 Amundson Dr	651-351-7811 (h)	1/1/2009; Reappt 2012; 2015; 3rdTerm	12/31/2017

Committee Roster:

Executive: Keliher, Bell, Richie
 Finance: Richie, Stark
 Human Resources: Bell, Hansen, Menikheim
 Facilities: Carlsen, Menikheim
 Communications/Outrch: Keliher, Lunn