

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Tuesday, March 10, 2015, **7:30 P.M. Note Time Change**

Meeting Agenda

1. Call to Order
2. Adoption of the Agenda A+
3. In-Person Public Commentary
4. Consent Calendar A
 - a. Adoption of the February 2015 Minutes+
 - b. Acknowledgement of Bills Paid in February 2015 for 2014: \$6,307.63+
for 2015: \$11,798.49+
 - c. Monthly Activity Report*
 - d. Other Activity Reports*
 - e. Director and Other Staff Reports+
 - f. Financial Reports
5. St Croix Valley Collection Review – Assistant Director Carolyn Blocher D+

Old Business

6. Strategic Plan Update & Process for Amendment A+
7. Building Revision Project Options D+
8. Noise and Parking Complaints D*
9. Director's Goals D
10. Update Evaluation Process Document A+

New Business

11. WCL Contract D+

Reports

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

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Monday, March 9, 2015.

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

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

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

Minutes

PRESENT: Bell, Corbett, Gordon, Keliher, Menikheim, Richie, Stark

ABSENT: Cassavante, Carlsen

STAFF: Library Director Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

- Motion to add Agenda Item 8A under Old Business: Terrace Shading Project Update. MSP.
- Motion to adopt agenda as amended. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

- Correction to January 13, 2015 meeting minutes. Replace the last sentence of Agenda Item 5A which stated "Corbett requested that a note be added to Executive Committee to do outreach to Friends and Foundation" with the following: "Corbett requested that external, 'board-to-board' relationships with Foundation, Friends leadership and City Council be added to the duties of the Executive Committee."
- Move 4b, Acknowledgement of Bills Paid, to 4A for discussion of reimbursement of December gifts to Foundation.
- Move 4e, Director's Report, to 4B for discussion.
- Consent calendar adopted with changes.

AGENDA ITEM 4A: Acknowledgement of Bills Paid

Director Bertalmio reported that the December gifts reimbursed to the Foundation were credit card donations received by the Foundation but processed by the Library. The Foundation does not have a way to process credit card gifts that are received by mail or in-person.

AGENDA ITEM 4B: Director's Report

Director Bertalmio reported on the purchase of iPads to allow staff to begin roving as soon as software has been provided. Staff are in the process of determining what software should be purchased and loaded on the iPads for use when roving and assisting patrons.

AGENDA ITEM 5: Guest Doug Monson, 3M Cloud

Doug Monson, 3M Cloud, provided the board with information on the 3M Cloud framework along with the advantages and disadvantages of Stillwater using the Washington County/MELSA platform versus moving to its own platform. Monson also reported on the Discovery terminal, developments in 3M's Self-Checks, and benefits of using 3M's SmartCheck system.

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AGENDA ITEM 6: Election of Vice President

At January 17, 2015 Annual Meeting, a vote was taken for Vice President which resulted in a tie between Cassavante and Bell. A new vote was taken with Cassavante elected as Vice President.

AGENDA ITEM 7: Update on Noise and Parking Complaints

Bell and Keliher reported on their meeting with library neighbors regarding noise and parking issues as described in the documents "Meeting with Neighbors to Discuss Noise and Parking Complaints 1/19/2015" and "Noise and Parking Status and Improvements" included in the February Board Packet. Board discussed strategies for mitigating noise, improving adherence to parking restrictions and strengthening relationship with neighbors. Board requested that Director Bertalmio and Event Coordinator Young develop an implementation plan for the board's review to address the noise and parking complaints.

AGENDA ITEM 8: Strategic Plan Dashboard

Director Bertalmio asked Board if dashboard was a useful reporting tool. Discussion by Board on strategic plan updates for board, staff and public along with appropriate information to include. Bertalmio and Keliher will create a different way to measure progress, using the implementation plan by date as a guide. Board also discussed the library's current status and progress with the strategic plan.

AGENDA ITEM 8A: Terrace Shading Project Update

Motion made: "In order to proceed with Implementation Plan Goal 1, Strategy 3 – "Complete project to provide shade on terrace" and to meet the proposed May 1, 2015 installation completion date, that the architect's plans entitled "Stillwater Public Library: Terrace Shading", Project 14105.00, dated February 2, 2015, submitted by Collaborative Design Group, Inc. of Minneapolis, be accepted and approved; and that, implementation of the project will be dependent upon approval of costs and funding of the project." MSP. Board discussed the project and agreed to accept the gift of shade from the Foundation which will manage the project.

AGENDA ITEM 9: Building Discussion

Director Bertalmio reported that she is ready to send a letter out to potential consultants to conduct a space and facilities study to maximize efficient service and patron/staff security. Bertalmio asked Board for feedback on additional building items to be included for consideration of the consultant. Board discussed the influence of the service model and collection development decisions on space needs, the timing of hiring various consultants and alternate methods for soliciting building wish list items from Board. Board requested that Bertalmio provide a draft of the letter to the potential consultants, a list of building suggestions from library staff and a list of building suggestions from the Service Model committee.

AGENDA ITEM 10: Board Calendar

Director Bertalmio reported that she added numerous additional dates to board calendar included in the February Packet. Bell requested that she be added to the calendar for April to provide a quarterly

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treat from the Board to library staff. Keliher volunteered to provide the staff treat for July and have this added to the calendar. Stark requested that key city budget dates be added to the calendar when determined.

AGENDA ITEM 11: Personnel Policy Revision

Motion to add additional language regarding drug and alcohol testing in Section 3-3 Recruitment and Selection of the library's Personnel Policy as listed in the "Personnel Policy Revision" document in the February Board Packet. Board discussed that initial modification is for the recruitment and selection of candidates for vacancies. A separate drug and alcohol policy will need to be developed for the library. Policies developed by the City and other libraries will be reviewed when this separate policy is drafted. MSP.

AGENDA ITEM 12: Closed Session

Adjourned at 8:20 pm for a closed, executive session for Library Director performance review. Open meeting resumed at 9:30 pm.

AGENDA ITEM 13: Foundation Report

Richie and Keliher reported on recent and upcoming Foundation activities. Beer for Books will be on February 24, 2015. Mad Men event scheduled for May 9, 2015. Generation Next kicked off on February 9, 2015 with a meeting to discuss ideas and track interests of potential donors outside of the Foundation's traditional donor base. Conversations are underway with the Foundation about securing funding help for Sunday hours.

AGENDA ITEM 14: Board Committee Reports

- 14 a. Executive Committee:** See Agenda Item 12 – Library Director Performance Review.
- 14 b. Facilities:** See Agenda Item 8A – Terrace Shading Update. Gordon also reported that the roof leak in Lynne's office is still a concern but cannot be handled until Spring. Gordon reported that he has looked into the reserve study as requested by Richie last fall and is now in a position to respond to the board. Gordon requested that this be added to the agenda for an upcoming board meeting.
- 14 c. Finance:** None.
- 14 d. Governance and Policy:** Bell reported that work is underway with the meeting room and event/wedding policies. Bertalmio and Goeltl will be reviewing current policies and try to distill down to two policies – one for weddings/event and one for meeting rooms with some shared language where appropriate.
- 14 e. Human Resources:** Bell reported on "HR Committee Recommendations for an HR Service Model, 2/10/2015" as included in the February Board Packet and highlighted that HR is an area that can be a liability for an organization if not handled appropriately. Motion made "That the Library President, on behalf of the Board, forward to the City a formal recommendation that the City of Stillwater hire Human Resources staff to serve all city departments, including the library." MSP.

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AGENDA 15: Public Commentary and Communications

Director Bertalmio read email received from patron concerning the library's closing on Martin Luther King, Jr. Day.

AGENDA 16: Adjournment.

The meeting was adjourned at 9:50 pm.

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2014 Bill Resolutions - (2014 Purchases Payable in 2015)

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

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE		FUND NAME
INVOICES PAYABLE							
See attached.	Various	Baker & Taylor	Materials	275.37			
					230-4230-2400-0000	232.45	Childrens Books
					232-4232-2113-0000	34.59	SPLF - Materials
					230-4230-3404-0000	8.33	Processing Fee
739775, 744492	Various	Blackstone Audio, Inc.	Materials	154.77	232-4232-2113-0000		SPLF - Materials
See attached.	Various	Brodart	Materials	376.74			
					230-4230-2401-0000	266.18	Adult Books - Fiction
					230-4230-2405-0000	42.26	Adult Books - Non Fiction
					232-4232-2113-0000	53.35	SPLF - Materials
					230-4230-3404-0000	14.95	Processing Fee
5493726	1/8/2015	Demco	Small Equipment	284.16	230-4230-2302-0000		Other Minor Equipment
See attached.	Various	Midwest Tape	Materials	1,076.84			
					230-4230-2402-0000	672.98	Audio
					230-4230-2408-0000	296.03	Film/Video
					232-4232-2113-0000	67.23	SPLF - Materials
					230-4230-3404-0000	40.60	Processing Fee
W14110676	12/17/2014	Office of MN.IT	Telephone	339.31	230-4231-3101-0000		Telephone
75064546, 75062020, 75065270	Various	Recorded Books, Inc.	Materials	373.82	230-4230-2402-0000		Audio
11556803	1/12/2015	Toshiba	Maintenance Contract	21.66	230-4230-3707-0000		Maintenance Agreements
011615_213.95	1/16/2015	Washington County	Processing Supplies	213.95	230-4230-3404-0000	213.95	Processing Fee
INVOICES SUBTOTAL				3,116.62			
CREDIT CARD							
None							
CREDIT CARD SUBTOTAL				0.00			
GRAND TOTAL				3,116.62			

Submitted for payment

Lynne S. Bertalmio, Director

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE		FUND NAME
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Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE		FUND NAME
INVOICES PAYABLE							
See attached.	Various	Baker & Taylor	Materials	47.10			
					230-4230-2400-0000	26.74	Childrens Books
					232-4232-2113-0000	19.87	SPLF - Materials
					230-4230-3404-0000	0.49	Processing Fee
See attached.	Various	Brodart	Materials	113.01			
					230-4230-2401-0000	95.02	Adult Books - Fiction
					232-4232-2113-0000	17.99	SPLF - Materials
1182676549	12/29/2014	G&K Services	Towels & Rugs	82.54	230-4231-4099-0000		Miscellaneous Charges - Lib Plant
See attached.	Various	Midwest Tape	Materials	545.88			
					230-4230-2402-0000	29.99	Audio
					232-4232-2113-0000	515.89	SPLF - Materials
443202636	1/26/2015	Xcel Energy	Utilities	2,142.53			
					230-4231-3600-0000	1,005.90	Electricity
					230-4231-3601-0000	1,136.93	Natural Gas
			INVOICES SUBTOTAL	2,931.06			
CREDIT CARD							
Feb CC		Amazon		\$259.95			
					230-4230-2408-0000	\$14.99	Film/Video
					230-4230-2302-0000	\$185.11	Other Minor Equipment
					230-4231-2102-0000	\$59.85	Janitorial Supplies
			CREDIT CARD SUBTOTAL	259.95			
			GRAND TOTAL	3,191.01			

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2015 Bill Resolutions - Payable in 2015

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Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE		FUND NAME
INVOICES PAYABLE							
							#N/A
See attached.	Various	Baker & Taylor	Materials	284.29			
					230-4230-2400-0000	275.96	Childrens Books
					230-4230-3404-0000	8.33	Processing Fee
5013468684	1/22/2015	Baker & Taylor Continuation Acct	Materials	243.45	230-4230-2113-0000	243.45	Reference
		Brodart	Materials	773.52			
					230-4230-2401-0000	27.53	Adult Books - Fiction
					230-4230-2405-0000	503.15	Adult Books - Non Fiction
					232-4232-2113-0000	210.34	SPLF - Materials
					230-4230-3404-0000	32.5	Processing Fee
		Midwest Tape	Materials	243.36			
					230-4230-2408-0000	228.66	Film/Video
					230-4230-3404-0000	14.7	Processing Fee
7506357	1/15/2015	Recorded Books	Materials	144.40	235-4235-2101-0000		Library Donations Materials
11556803	1/12/2015	Toshiba	Maintenance Contract	23.20	230-4230-3707-0000		Maintenance Agreements
012015_1057.9	1/20/2015	Washington County	E-Books	1,057.93			
					227-4227-2404-0000	630.76	Other Govt Gifts - Other Books
					232-4232-2113-0000	427.17	SPLF - Materials
			INVOICES SUBTOTAL	2,770.15			
CREDIT CARD							
None							
			CREDIT CARD SUBTOTAL	0.00			
			GRAND TOTAL	2,770.15			

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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						
158987	1/16/2015	Ace Hardware	Supplies	20.03	230-4231-2102-0000	Janitorial Supplies
See attached.		Baker & Taylor	Materials	671.30		
					230-4230-2400-0000	652.19 Childrens Books
					235-4235-2101-0000	Library Donations Materials
					232-4232-2113-0000	SPLF - Materials
					230-4230-3404-0000	19.11 Processing Fee
See attached.		Brodart	Materials	2,182.73		
					230-4230-2401-0000	861.48 Adult Books - Fiction
					230-4230-2405-0000	1043.69 Adult Books - Non Fiction
					220-4220-2404-0000	91.73 Minerva - Other Books
					232-4232-2113-0000	117.58 SPLF - Materials
					230-4230-3404-0000	68.25 Processing Fee
11213	1/24/2015					
11248	2/8/2015	Chris Amdahl Locksmith, Inc.	Keys/Lock Repair	185.75	230-4231-3703-0000	Building Repair Charges
013115_10.96	1/31/2015	Culligan	Water	10.96	230-4230-4099-0000	Miscellaneous Charges
1182722284	1/26/2015	G&K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
See attached.		Midwest Tape	Materials	329.01		
					230-4230-2408-0000	308.11 Film/Video
					230-4230-3404-0000	20.9 Processing Fee
1234034	2/5/2015	Quill	General Supplies	82.66	230-4230-2101-0000	General Supplies
75069645	1/23/2015					
75070415	1/26/2015	Recorded Books	Materials	60.00	235-4235-2101-0000	Library Donations Materials
7469	2/5/2015	Revolution Screen Works	Supplies	75.00	230-4230-2101-0000	General Supplies
1054276	1/25/2015	Security Response Services, Inc.	Security Monitoring	155.67	230-4231-3707-0000	Maintenance Agreements - Lib Plant
Voucher	2/12/2015	Stillwater Public Library Foundation	Jan CC Gift Reimbursement	50.00	230-0000-2000-1300	Accounts Payable-Pass Thru
11611826	2/2/2015	Toshiba	Maintenance Contract	42.99	230-4230-3707-0000	Maintenance Agreements
443202636	1/26/2015	Xcel Energy	Utilities	3,756.47		
					230-4231-3600-0000	1,920.37 Electricity

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE		FUND NAME
					230-4231-3601-0000	1,836.10	Natural Gas
80441	1/28/2015	Washington County IT Dept	SmartNet Support	200.00	230-4230-3098-0000		Technology Support
012715_664.47 012715_331.94	1/27/2015	Washington County Library	Databases	996.41	230-4230-2114-0000		Data Base Searching
INVOICES SUBTOTAL				8,901.52			
CREDIT CARD							
Feb CC		Amazon	Materials	30.10			
					230-4230-2408-0000	20.97	Film/Video
					230-4230-2405-0000	9.13	Adult Books - Non Fiction
Feb CC		Cabelas	Janitorial Supplies	26.77	230-4231-2102-0000		Janitorial Supplies
Feb CC		DreamHost	Tech Support	19.95	230-4230-3098-0000		Technology Support
Feb CC		Starbucks	Staff Appreciation	50.00	230-4230-4099-0000		Miscellaneous Charges
CREDIT CARD SUBTOTAL				126.82			
GRAND TOTAL				9,028.34			

Submitted for payment

Lynne S. Bertalmio, Director

Director's Report: March 2015

☐ EXTERNAL RELATIONS

SPL Foundation The Foundation's annual meeting will be Wednesday, March 11 at 8 a.m. in the Margaret Rivers Room. You are all invited to attend.* The Foundation's *Mad Men* event is scheduled for May 9 at the Lowell Inn. Rich Sommer is excited about the venue as he used to sing at the Inn with the Vagabonds. Plans are still being made, but the event will probably include Rich being interviewed by his good friend Lee Valsvik.

Friends of the Stillwater Public Library The next book sale will run April 22 through 25. The Friends recently made a grant to youth services to cover program supplies – including food for the hungry teens of Stillwater.

WCL Strategic Plan Washington County has hired Library Strategies as consultants to their strategic planning process. The principle consultants will be Karen Rose and Professor Tony Molaro (St. Catherine's University library science department). At the request of the Board of Commissioners, there will also be a survey and statistical analysis as part of the effort. Rainbow Research will work on this aspect of the plan.

Joint Board Meeting Two members of the WCL Advisory Board attended the Stakeholders Committee for the WCL strategic plan on February 25. I took the opportunity to remind them that we usually hold a joint meeting of the library boards in May.

☐ STRATEGIC PLAN

Service Model Two thirds of the HR Committee is in warmer climes. While they bask in the sunshine, the staff committee is meeting to discuss a late-breaking service model that might minimize expensive alterations to the building. We will discuss this alternative from a number of angles to see if it would work well. The committee discussions will then be presented to the HR Committee for their recommendation.

☐ TECHNOLOGY

Minnesota Digital Library Our project in conjunction with WCL and the Washington County Parks Department was accepted for inclusion in Minnesota Reflections. These items about the history of area parks will be part of a display in the Digital Public Library of America. Personnel on this project included Carolyn Blocher from SPL, Joyce Schneider from WCL, and Mike Polenha and staff from the Parks Department.

Minnesota Reflections We are also applying to include materials on the following subjects in Minnesota Reflections: World War I, World War II, Minnesota Territory, National Guard, Company K, Stillwater Area High School, the City of Stillwater, Fairview Cemetery, and other items. As has been the case for the past eleven years, the applications are prepared by our great SCC volunteer Anne Simonet.

SelfChecks Equipment for the SelfCheck upgrades has arrived. We are scheduling installation.

Building Permit Project Carolyn Bocher is working with City Planner Abbi Wittman on a project to digitize City-owned building permits in the library's St. Croix Collection.

MobileCirc We are still waiting for WCL to roll out MobileCirc. MobileCirc allows staff to check out materials, register patrons for cards, and inventory collections remotely.

Database Training Circulation staff members attended a workshop provided by WCL on the range of popular databases that the library offers. Our staff reported that the presentation was informative and fun.

☐ FINANCES

2014 Budget The City's Finance Department has issued the official 2015 budget book. The department is now preparing for the annual audit. As all entries must be made for the auditors, I hope that we will get final 2014 financial information soon. The annual report to the state is ready for filing but lacks financials at this point. It is due April 1.

☐ COLLECTIONS

Weeding Weeding continues in all collections.

☐PUBLIC INFORMATION

Website Redesign We will work with Michele Hermansen and our own Ned Gordon to secure additional photographs for the website.*We have advertised the new website on social media and to some stakeholders. Doug Menikheim will announce the new, improved website to the Council at the first March Council meeting.* We had someone complain about the new website, that it was impossible to find anything there. When I asked to see the problem, it transpired this person's complaint was about the WCL Discovery Catalog. We knew that we would get complaints in cases where users went from our website to another library utility. When I showed her what our website is, she was delighted to find the community information session.

☐PERSONNEL

Goodbye Sheila We will miss Sheila Allen when she departs mid-March to move to Florida. Sheila has been our Circulation Specialist since 2013 when we revived this position that was lost during the recession. To remind you, the Circulation Specialist schedules circulations staff, trains employees in circulation procedures, manages the stacks, aids in the weeding of adult fiction, and participates in WCL circulation team meetings. If the Foundation is successful in securing funding for Sundays, one of the first duties that the new Circulation Specialist will take on is creating a Sunday circulation staffing schedule.

☐PROGRAMS

Gallery To accompany the Big Read, we have a show in March and April of photographic portraits of Native Americans by Tom Lindfors. On display in the cases will be quill boxes by Doug Limon.

March Programs The first puppet performance and workshop coming out of the collaboration among our youth services, Valley Friendship Club, and Z Puppets Rosenscholz occurs on March 5 & 7. Funded by a sizeable grant from the State Arts Board, our program has attracted state-wide attention. The performance on March 5 is Minnesota Aha! Puppet Ukulele Revue of Great Minnesota Inventions. It includes a cat named Walter Mondale. * Winter Jackets wrapped up at the end of February.

Moovelous Month of Moo The cows are coming! This is a statewide early literacy initiative, coordinated by Library Strategies for the Regional Public Library Systems

of Minnesota. SPL will host a Cow Scavenger hunt all month long (with costumed inflatable cows), a "Milk and Cookie" themed storytime over Spring Break on March 19, and a Cow's Vacation Scrapbook passive program. For one week through the month of March, families can take home a kit that contain the book *Moo!*, a plush cow, and a scrapbook with writing prompts. Each family coming to the storytime will receive a free copy of the book and each kid who checks out the scrapbook kit can receive a book upon return of the complete kit. There will be postcards that families can take home to write to Cow (this is the most famous cow from a picture book in a long time!).



St Croix Collection Operations Review

Background and History

Former library director Vera Maunsell was instrumental in starting the Minnesota Collection in 1972. All Minnesota-related items were housed in a room on the lower level. The room was not staffed at all times. Access was provided when the room was not open by staff pulling items for patrons to use in the library. The room was not near the desk or in line of sight of staff. Librarian Sue Collins was given responsibility for the collection among her other duties. During the 1985 - 1986 building project, the collection was relocated to a small room near the administration office, beyond the Reference area. The focus of the collection was narrowed to the St. Croix Valley due to space and budget constraints, and to avoid duplicating the efforts of the Minnesota Historical Society. It was renamed the St. Croix Collection. Access was available only with staff assistance during limited hours, or by request at the Reference Desk.

In the 2006 renovation, nearly \$250,000 was given to name the current St. Croix Room. A donor plaque on the window states "St. Croix Collection Room donated in honor of Margaret S. Kilty by Richard S. Kilty". Consultation with three library building consultants placed the collection next to the Information Desk to allow staff to easily assist patrons without leaving the desk unattended and to allow line of sight to and from the public service area. Access to the collection has been available during all library open hours since 2006 as a result of this location. An ongoing effort has been made to provide copies of fragile, irreplaceable items for public use, with originals stored in archival boxes in a staff area. These archival items may be used by the public upon advance request. Items are housed in temperature and humidity-controlled conditions. There are no charges for research, only copy fees.

Collections

The St. Croix Collection consists of over 3000 items. Many are out of print or rare, some valued at over \$400 each. There are 2,763 vertical file folders on topics from Aamodts Orchard to Zion's Hill, and 836 reels of microfilm including newspapers dating to 1854. The current replacement cost for microfilm is \$90 per reel.

Other unique items in the collection include plat maps, City directories from 1876, Kabekonians (Stillwater High School yearbooks) from 1916, building permits, tax records, WWI German Alien Registration records and library historical documents. Volunteers have created indexes to photos, birth and death records, obituaries from the Courier and Gazette, newspaper headlines from St. Croix Valley Press and Lowdown, building permits, lists of area veterans, records of the Withrow Cemetery and scrapbooks.

Staffing

Service to St. Croix Collection users is not staff-intensive. No staff members are specifically assigned to work in the local history collection. Information staff asks users to sign in and helps them to start their research. More complex questions, especially genealogy and house history research, are referred to one of the volunteers who staff the room. Volunteers gave 241.5 hours to the St. Croix Collection in 2014. This is second only to the number of

volunteer hours given to the Greeter Desk. In addition, another volunteer has submitted all the applications for digitization projects for Minnesota Reflections since its beginning over 10 years ago.

Use

Resources of the St. Croix Collection are searchable and discoverable from anywhere. Nearly all are cataloged and entered into the Washington County Library online catalog. The Runk photo collection has been scanned. Reproductions of the photos are available in the room, and digital versions are requestable.

Since a sign-in procedure was established in late 2009, there have been at least 660 in-person visits. One person wrote "I AM SO GRATEFUL FOR THIS RESOURCE!!!" on their sign-in slip. Yearbooks, the history of Little Carnelian, house research, Rogers' family history, 1860 Plat Map and City Directory addresses are some of the variety reasons people visited the collection. Other questions are mailed or emailed to the library.

Items that are owned by SPL or in the public domain are submitted annually to the Minnesota Digital Library. See our digitized collections at: <http://reflections.mndigital.org/cdm/landingpage/collection/spl>. Google Analytics for these collections show use from Minneapolis to Berlin. In 2015, the library began a partnership with Washington County Parks and Library in the creation of a digital display on the history of parks in Washington County for the Digital Public Library of America: <http://dp.la/>. All the library's collections in Minnesota Reflections are also discoverable through the DPLA. These digital collections provide exposure and promotion for the library.

Budget

The St. Croix Collection's annual budget is \$600. Gifts of items and funds supplement that amount when available.

The library has received grants in the following amounts in recent years:

📖 Minnesota History Bookshelf - \$847.00

📖 Collections care grant (consultation with Sherelyn Ogden, Head of Conservation at Minnesota Historical Society)

📖 John Runk Photo Collection Reprographic and Rehousing Project Legacy grant - \$3,505.00

📖 Naturalization records, newspapers, manuscripts on microfilm from Minnesota Historical Society - \$318.00

📖 Microfilm grant to film Stillwater Gazette from SPL Foundation - \$2700.00

The library will partner with the City of Stillwater in 2015 to apply for a Legacy grant to digitize existing microfilmed building permits.

2015 Implementation Plan Narrative Report – Tasks through May 1, 2015

Goal 1.1 Develop a service model to allow for increased community engagement

Key Task:

- **Select new service model, and develop plan for implementation – Target Date 3/1/15, needs adjustment**

The HR Committee extended the deadline for selecting a model to March 1 so that a staff committee could work through the implications of the various models. The staff committee narrowed the choice of models considerably. While we wait for members of the HR Committee to return from southern climes, the staff wants to discuss one more model, suggested by a staff member. This model could be an option if there are limited funds available for building revisions.

Goal 1.2 Restructure and right-size collections to better meet future community needs

Key Tasks:

- **Run ILS reports on collection use and analysis for potential downsizing- Completed**

The ILS reports were available the first week in February. WCL created special report structures at our request to refine the data. We now have statistics for turns (# of circulations/#of items) for various parts of the collection and are able to get finer data in some areas.

- **Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections – Target Date 2/1/15, needs adjustment for Collection Policy development**

The plan to downsize the collection will be based on the data generated above and will form a key part of the Collection Development Policy that the Governance and Policy Committee will address soon.

- **Weed the hard copy collection according to the model – Target Date 3/1/15-12/31/15, in process using CREW method**

The hard copy collections are being weeded at present based on age, condition, and usage (basically the CREW Method). Once these items have been removed, we will run turn reports again to see the real usage of the collections.

- **Establish future selection goals and strategies – Target Date 6/15, may need adjustment for Collection Policy development**

The real usage figures - by collection - will provide the information needed to establish future selection goals and strategies in the Collection Development Policy.

- **Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases – Completed**

A review of the current operations of the St. Croix Collection will be presented to the board of Trustees at the March 2015 meeting.

Goal 1.3 Assess and improve current and projected space use

Key Tasks:

- **Allocate funding to hire consultant – Target Date 10/14, needs adjustment**
This is yet to be done. We do not have a good forecast of how much the study will cost. There is quite a range in price tags on library studies that have recently been performed in the area.
- **Issue a letter for a facilities study consultant – Target Date 3/1/15, needs adjustment**
When the service model has been decided we will be able to solicit interest from firms of library building consultants and architects.
- **Hire a facilities consultant- Target Date 4/15, needs adjustment**
- **Finalize plan with architect to provide shade on the terrace – Completed**
The architectural plans have been completed. The architect is talking with a vendor solely to get a working estimate of price. The donors have been consulted about their preferences regarding a bidding process. Preparations are being made for the permitting process.
- **Complete project to provide shade on terrace- Target Date 5/1/15**

Goal 1.4 Restructure open hours to include Sundays

Key Tasks:

- **Study and review patron and visitation patterns and preferences – 1/15-5/15, in progress**
The Management Team is compiling those statistical measures that are currently available to us. We will establish where there are gaps in the information and see if sampling might be possible to provide the needed information.
- **Plan for Sunday hours during school year 2015-16 with implementation plan- Completed**
The Management Team created a prototype for a Sunday schedule for the school year 2015-16. The plan relies on both substitutes and regularly scheduled staff. Before the prototype was finished, SPLF officers expressed an interest in making 2015-16 Sundays an SPLF project. They have begun their efforts by securing a grant that would provide half the needed funding if matched.

Goal 2.3 Advance and improve the relationships with critical public partners

Key Tasks:

- **Present and promote the strategic plan and directions to the staff - Completed**
- **Present and promote the strategic plan and directions to Foundation and Friends - Completed**
- **Present and promote the strategic plan and directions to the City Council – Target Date 4/1/15**

- **Meet with the Foundation leadership to discuss possible financial support for the strategic plan – Target Date 1/1/15, SPLF supports Sunday Service 9/15-5/16**

SPLF is excited about supporting Sunday service and has successfully solicited a challenge grant to fund Sundays during the 2015-16 school year. They will soon develop a fundraising plan to match the challenge.

- **Ensure that all City Council members receive periodic communications from the Library, Friends and Foundation – Target Date 3/15 and ongoing**

The library will develop an online newsletter as part of its PR/Marketing plan. City Council members will receive this newsletter. Staff will speak with the new Foundation PR/Marketing Chair to include Council members in their online newsletter.

- **Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually - Target Date 4/15**

The first presentation will be about the Strategic Plan as soon as Board/Council member Menikheim indicates that the City is receptive to the presentation.

- **Investigate City goals and determine how the Library can support the goals- Target Date 4/15**

Library staff has supported Councilmember Polenha’s project to include park information in Minnesota Reflections. We are working with City staff on digitizing Stillwater building permits. We will work with Councilmember Menikheim to support the development of a film about aspects of Stillwater’s history.

- **Actively engage and support at least one broader City goal through Library services – Target Date 5/15**

Goal 3.1 Expand outreach to underserved communities

Key Task:

- **Develop teen services goals and objectives in relationship to the Library strategic plan- Target Date Target Date 4/15**

Angie Petrie is working on the plan with the Teen Advisory Board (TAB) with some help from Information Services staff. She has been compiling information about teen rooms and their features for the past two years.

Goal 3.2 Increase public awareness of Library services

Key Tasks:

- **Redesign the website, launch it, and promote it - Completed**

The website has been redesigned with the substantial help of Dan Gustafson. We continue to add to and refine the site. The next assignment is to add more photos; we have lined up two photographers to help with it. The website has been promoted via social networks, with key stakeholders, and to the City Council.

- **Install new signs and messaging in the Library (and perhaps do PR in the community) to emphasize the tech services currently available - Completed**

New banners have been installed to help users distinguish what happens at each desk. Staff members are wearing new lanyards that say Staff-Staff-Staff. Volunteers are now wearing lanyards of a contrasting color that bear the legend Volunteer.

- **Conduct staff training on promoting available tech services to patrons – Target Date 3/15, ongoing**

Promotion of tech services will be part of the PR/Marketing Plan.

- **Review current Library PR marketing efforts for effectiveness and efficiency – Completed, New PR Plan needed**

The management Team has met to discuss the overall PR/Marketing needs.

Process for amending strategic plan tasks and target dates

Proposed draft – March 3, 2015

The Stillwater Public Library's strategic plan was established in 2014 and charts a course of action to guide the library up to and through 2017. Despite the deliberate and thoughtful process that led to its creation, the strategic plan will undoubtedly require amendments to key tasks and deadlines.

Without a reasonable process for managing amendments, we risk trying to hold ourselves accountable to well-intentioned but possibly misguided deadlines and inflexible tasks. This document outlines a proposed process for giving the strategic plan enough flexibility to remain relevant and useful without deviating from its crucial purpose – and without reducing accountability.

To amend a date:

1. The library director, as the person primarily responsible for implementing the strategic plan for the library, or the board president, as the person primarily responsible for managing the board action steps within the plan, identifies a date that warrants updating.
2. Upon approval of the board president, the date is updated in the “implementation plan by date” and “implementation plan by goal” documents and is considered officially adopted.
3. These changes are reported, with appropriate explanation or justification, to the board during its next meeting in the director's regular report on strategic plan progress.
4. The board reserves the right to retroactively reject the amended date.

To amend a task or goal:

1. The library director or board president identifies a task or goal that warrants updating, replacing or eliminating.
2. The proposed change is presented, with appropriate explanation or justification, to the board during its next meeting in the director's regular report on strategic plan progress.
3. Upon approval of the board, the task or goal is updated in the “implementation plan by date” and “implementation plan by goal” documents.

Possible Elements of a Building Study

The Strategic Plan 2014-17 includes reconfiguring the building as one of the major goals to be accomplished in the plan. The first step in achieving that goal is to hire a library building consultant to study the current challenges and advantages of the facility and to make recommendations about changes that will allow the library to fulfill its mission better. In discussing a possible change to the library's service model, the staff added the following list of current issues and potential uses that might also be included in the study. The staff is more familiar with the specific challenges that the building presents. However, Board members may have seen features in other libraries that would be good additions to the desirable features list. If so, it would be a good idea to add them to the list at this point. It is also to be expected that a library building consultant might be able to elicit more ideas in a good planning process and may bring ideas from other libraries to the process.

I. Needs Identified in the Strategic Plan

Greater efficiency

Greater security

II. Needs Created by the New Service Model

If co-located desk is the new model, the following issues arise:

The circ workroom may need to be reconfigured; materials check in

Surveillance of teen area if no oversight

Surveillance of media collection if no oversight

What happens to the existing desks? (donor issues)

III. Existing Upper level issues

Fourth Street door

Solve issue of long distances for people with mobility problems, i.e., distance from the parking ramp to adult fiction or rest rooms--- scooters?

Not enough people present so rest rooms are spooky

Former coffee shop

Former coffee shop seating area

Surveillance of the upper level especially sci fi collection

What is there for kids to do when their parents are using the fiction collections?

IV. Existing Lower Level issues

Noise issues from children's library, teen library

Rest rooms are on mezzanine

The first thing people see are the Friends sale carts which are not terribly attractive

The Third St staircase is not welcoming or attractive

Teen area needs to be more appealing to teens

More dramatically visual entrance to children's library

Connect upper and lower levels better – signage?

V. Desirable features

eReader Bar perhaps with 3M kiosk

Space in a quiet area for a learning work station for consultation between a consumer and a staff member or one-on-one instruction?

More individual and group study rooms?

Space to "check out an expert"?

On site storage space for a tent or other equipment?

More evident and visible technology, technology education area

Business center with wireless printer, fax, postage vending machines, fast printers, skype capability

Couch area for seniors

Make the Margaret Rivers Room larger for bigger events

The Idea Box? A tech lab?

Gift shop for Friends with book sales, t-shirts, bags, postcards, mugs, etc.

Center for the book

Reader's advisory center on the upper level:

- space where patrons and staff may discuss books, give advice, share electronic kiosk with RA sites

- feature eCollections
- rotunda becomes patron to patron space, greet desk goes away or becomes display for new books
- area must be protected from effects of outside doors
- must be very attractive

Library director evaluation process

Proposed revision – March 3, 2015

One of the duties of the Stillwater Public Library Board of Trustees under its bylaws is to evaluate the library director on a regular basis. The board may delegate the evaluation of the library director to an officer of the board, but the board is not required to do so. Beginning in 2016, any annual wage increases for the library director shall take into consideration the annual performance evaluation process established by the board of trustees.

The evaluation process will be conducted as follows, which any deviation permissible upon board approval:

A. Process for current library director evaluation

1. At the regular January board meeting, each board member will receive the Evaluation of Library Director form attached here as Exhibit A (the “evaluation form”). Board members will complete the evaluation form and provide it to the president on or before January 28.
2. The library director will complete the Performance Self-Assessment attached here as Exhibit B (the “self-assessment form”) and provide it to the president on or before February 4.
3. The president, or his or her board member designee, will compile a composite Evaluation of Library Director (the “composite evaluation”), which summarizes and reflects, on an aggregate and anonymous basis, the input board members provided on the individual evaluation forms. After the composite evaluation has been completed, the individual evaluation forms will be destroyed.
4. At the regular February board meeting (but not prior), the president, or his or her board member designee, will provide hard copies of the self-assessment form and the composite evaluation to the board. The board will have sufficient time at this meeting to review these documents and to discuss them. The secretary will record minutes of the closed session, documenting board members present and the times at which the closed session is called to order and adjourned. To comply with Minnesota’s Open Meeting Law, an audio recording of this session will be made. At the end of this discussion, the president will collect all hard copies of the composite evaluation and the self-assessment as well as the audio recording. After this Board meeting, the president may amend the composite evaluation to reflect the discussion at the meeting. In compliance with Minnesota’s Open Meeting Law, (1) the portion of the February board meeting where the self-assessment form and the composite evaluation form are provided, reviewed and discussed may be closed to the public, and (2) a meeting must be open at the request of the individual who is the subject of the meeting.

5. As soon after the regular February board meeting as practicable, the president and the vice president, or the vice president's board member designee, will deliver the composite evaluation to the library director in person. The library director may provide an addendum response to the composite evaluation.
6. At the regular March board meeting, in compliance with Minnesota's Open Meeting Law, (1) the president will provide a summary of the conclusions of the evaluation of the library director, and (2) this portion of the regular March board meeting must be open to the public.
7. The president will provide a copy of the self-assessment, the final composite evaluation, the library director's addendum (if any), and the audio recording of the closed session to the city clerk for filing in the library director's personnel file. The president and vice president may access the library director's personnel file; no other board member may access the library director's personnel file without the consent of the board.

B. Process for future library directors

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

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

Adopted by the board of trustees: May 14, 2013

Revised: March 3, 2015

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

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

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

A. Process for current Library Director for 2013 evaluation

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

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

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

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

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

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

C. Process for future Library Directors

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

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

Adopted by the Board of Trustees: May 14, 2013

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

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

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

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

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

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

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

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

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

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

II. The City Library shall:

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

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

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

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

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

- XII. **Effective Date, Termination**
 This Agreement shall become effective upon signature of both parties, and shall continue in force until December 31, 2015 unless rescinded by action of one of the parties by giving notice to the other party at least three (3) months prior to the end of a calendar year or by mutual agreement of the parties. Upon termination of this agreement, all right, title and interest in the real and personal property used in furtherance of this agreement will remain with the entity providing the property.

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

 Chair
 WASHINGTON COUNTY BOARD
 Dated: _____

 President, Board of Trustees
 STILLWATER PUBLIC LIBRARY
 Dated: _____

 County Administrator
 Dated: _____

APPROVED AS TO FORM:

COUNTY ATTORNEY

Dated: _____