

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Tuesday, May 12, 2015, 7:30 P.M. Meeting Agenda **NOTE: election day time change**

1. Call to Order
2. Adoption of the Agenda A+
3. In-Person Public Commentary

Reports

4. Director and Other Staff Reports+
5. Foundation Report
6. Board Committee Reports
 - a. Executive
 - b. Facilities
 - c. Finance – New Finance Report*
 - d. Governance and Policy
 - e. Human Resources – Compensation and Performance Evaluation+

Consent Calendar - 8 P.M. A

- a. Adoption of the April 2015 Minutes+
- b. Acknowledgement of Bills Paid in April 2015: \$22,485.41+
- c. Monthly Activity Report*
- d. Other Activity Report+

Old Business

7. Strategic Plan Update D+
8. Addressing Noise and Parking Issues D+
9. Replacement of Defective Pavers I
10. Building Study D+

New Business

11. 2016 Budget Goals D+
12. June 2 Strategic Plan Presentation to the City Council 4:30 p.m. D
18. Public Commentary and Communications
19. 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, May 11, 2015.

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

Director's Report

Relationship with the Board: The packet for the May 2015 Board meeting includes questions to help generate Board discussion on two issues – the 2016 budget request and the building study. I hope that they are useful and generate fuller discussion of these major issues.

Goals and Objectives: This month, Strategic Plan work has included a return to the website for some modifications to help with the presentation of events. With mainly part time staff managing a 24/7 website can be eased by implementing some features offered by WordPress. * We are also having a MailChimp e-newsletter designed to harmonize with our website while we determine editorial responsibility and policies. * Carolyn continues to work with the City Planner on a project to digitize building permits, a City planning goal. * Volunteers have helped to gather usage information to add to our other statistical sources for a look at activity by day of the week and hour of the day.

Community and Professional Relationships: After finalizing its contract with Library Strategies, WCL has scheduled two community planning sessions before mid-June. A third stakeholders meeting will be scheduled to follow. There will be two additional community forums in September. Library Strategies appealed for a small committee to work more intensively on the plan in order to prepare for the community planning retreats. To date, most of the planning effort seems to have concentrated on process. I will be very interested to hear the substantive discussions. * Tom McCarty has been very helpful on a number of issues. He asked if the library would be interested in being included in a study of City-wide job descriptions and compensation. I don't know when this might take place, but I said "yes, of course, it is one of the major HR needs that the library has identified in its Strategic Plan."* Angie is preparing for visits to the schools prior to the launch of the Summer Reading Program 2015. She has begun work with Youth Advantage to encourage SRP participation. She has also had some encouraging interchanges with St. Croix Catholic Schools about SRP. * We were pleased to co-sponsor The Big Read with ArtReach St. Croix and receive a grant from the Stillwater Public Library Foundation for support of Everyday Brave in the gallery and for public performance rights for Smoke Signals. Should ArtReach be successful in securing a NEA grant for The Big Read in 2016, we will partner again on this focus on reading, the arts, and issues.

Staff and Personnel: In addition to any other training that they receive, Information Services staff members are reviewing an aspect of our technological offerings at each of their staff meetings because these interfaces change frequently in ways that may puzzle the public. * At a recent all-staff meeting, staff members contributed their views on how to improve and direct the library's PR efforts. * Marvin Henry, Custodian II, has been doing a great job coordinating and facilitating the work of James Steele Construction to minimize the impact of the project for library users.

Business and Finance: As of May 1, the way that WCL, BPL, and SPL handle reimbursement for Lake Elmo residents' cards changed. WCL will run reports of cards sold at regular intervals. These reports will be sent to Lake Elmo for reimbursement. Lake Elmo will then pay Stillwater directly for reimbursable cards. Lake Elmo has given SPL a letter to be given to Lake Elmo residents who apply

for a card here that explains Lake Elmo's policy on purchased cards.* We plan to market the terrace for smaller weddings when the shade structure is in place as an attractive feature for weddings that do not want to run to the extent of renting a tent.

Technology: Staff members are experimenting with the new iPads for use away from desks. It is easier to find information on applications that libraries are using for work with children than for work with adults who have a much broader range of needs and interests. This effort will be much more useful once WCL releases Mobile Circ for our use.* We are still waiting for WCL to complete its testing of NoveList recommendations on the SelfChecks.

HR Committee Report
May 12, 2015

Update: Compensation and Performance Evaluation

This report summarizes the HR Committee's discussion on how to implement the change outlined in the motion (see below) which was adopted by the Library Board in January, 2015. *"For 2015, the wage increase for nonunion members of the library shall be 3%. Beginning in 2016, (1) any annual wage increases for the Library Director shall take into consideration the annual performance evaluation process established by the Library Board, and (2) any annual increases for the Assistant Director and Supervisory Librarians will take into consideration the annual performance evaluation required by Article VII of the Library's Personnel Policy & Procedures Manual and conducted by the Library Director."*

During our discussions, we became aware that the second provision in the motion is problematic. Taking annual performance evaluations into consideration in setting wage increases for the Assistant Director and Supervisory Librarians raises questions about maintaining an appropriate salary differential between supervisors and the staff they supervise, complying with Minnesota's pay equity law, and initiating a merit pay system which is not used elsewhere in the City. We lack the expertise to address these significant questions.

A message from the League of Minnesota Cities (attached) provides information on pay equity and includes a link to the Compensation Chapter of the League's HR Reference Manual.

We learned that the City of Stillwater is considering various options regarding HR services, including the possibility of conducting a review of job descriptions and compensation in all departments, including the library. In the short term, the City will devote some additional staff hours to HR issues. Precise details aren't yet available, but we consider these to be encouraging developments.

Recommendations

Add a formal annual performance evaluation process to the current practice of conducting periodic check-in meetings for all library staff.

Defer a decision to tie compensation to performance until results of the City's review of job descriptions and compensation are available.

HR committee reports attachment:

When contacted, an HR consultant from the League of Minnesota Cities said that as written, the motion appears to be the introduction of a merit pay system for some classifications in the library. She said: "If the proposal is indeed for merit pay...the Library Board needs to work with the City Administrator when making adjustments based on performance so they will not become a pay equity problem for the City and to make sure their proposal is within the scheme already in place for the City."

When contacted, City Administrator Tom McCarty said that the City does not have any merit pay provisions in its compensation system.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 14, 2015**

Minutes

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

ABSENT: Corbett

STAFF: Library Director Bertalmio, Keri Goeltl, Angie Petrie

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:04 pm by Keliher, Chair.

AGENDA ITEM 2: Adoption of Agenda

MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

MSP.

AGENDA ITEM 5: Teen Services Plan Review

Angie Petrie presented on teen services at SPL. She overviewed attached document "Teen Services @ SPL". Petrie discussed the history of the program from 2010 to 2014, shared anecdotes of teen experiences at the library and presented future objectives and needs. Petrie also shared the attached "YALSA Teen Services Evaluation Tool" which measures the library's overall level of success in providing services to teens. Petrie noted the library is at the basic level of operations on the YALSA scale in terms of the staff time, training and materials devoted to teens and teen programming. Petrie explained that there is not city money dedicated to programming and noted that more equitable funding in teen programming is need to achieve the teen services objectives set in the strategic plan.

Board requested precise information from teen services on needed staffing levels. Board also requested information and communication of the value-add of teen services along with teen service narratives for sharing with the community. Board discussed past and potential collaboration with external partners in the area of teen services.

AGENDA ITEM 6: Strategic Plan Update

Board reviewed strategic plan.

- *Goal 2.3 - Present and promote the strategic plan and directions to City Council:* Keliher noted that presentation to the city council has not yet occurred. Discussed presenting at the city council workshop session as soon as possible. Bertalmio and Keliher will discuss dates and speak with City Administrator McCarty.
- *Goal 2.3 – Meet with the Foundation leadership to discuss possible financial support for the strategic plan:* Members of the board did meet with SPLF on possible funding options but holding on making a more formal request to Foundation until after the facilities study is done.

*Note: The notation MSP is used in instances of unanimous approval of a motion.
In the event of division, the vote of each trustee voting will be recorded.*

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Motion made to amend timeframe to September 1, 2015 for Goal 2.3 -Meet with Foundation to leadership to discuss possible financial support for the strategic plan. MSP.

- *Goal 1.3 - Issue a letter for facilities study consultant:* Letter sent to 8 consultants.
- *Goal 1.3 – Allocate funding to hire a consultant:* Mark as complete. \$10,000 in funding is allocated. Board later will need to make a motion to spend allocation when consultant is hired.

AGENDA ITEM 7: Modification of Director’s Personnel Evaluation Process

- A revised “Library Director Evaluation Summary” document presented to board which includes an updated from April 9, 2015.
- Motion made to change the director’s self-assessment rating scale to a scale of 1-5 which would mirror the scale used on the board’s performance assessment of the director. MSP.

AGENDA ITEM 8: Noise and Parking Complaints

Bertalmio overviewed “Noise and Parking Problems: Progress Report” included in the April board packet and clarified that the library abides by the city’s noise ordinance rules and is not subject to a different set of rules. Board discussed strategies to address noise, parking and ongoing communication with neighbors.

- Board requested that the document titled “Security Officer Expectations for Stillwater Public Library” be changed to “Stillwater Public Library Expectations for Security Officer”.
- Board requested that the document titled “Vendor Delivery Instructions for Stillwater Public Library” be changed to “Stillwater Public Library Rules for Vendor Deliveries.”

AGENDA ITEM 9: Letter of Support – HR Staff at City of Stillwater

At previous meeting, board passed a motion for Keliher to write a letter to the city advocating for HR Support. Keliher has been waiting for new City Administrator to be in place and for feedback from HR Committee on support needed. Lynne and Doug have also been talking with City Administrator McCarty about HR needs. Keliher will write and send letter soon.

AGENDA ITEM 10: Acceptance of Gift for Sunday Service for School Year 2015-16

SPLF is raising funds through a matching donation to pay for Sunday hours for the 2015-16 school year. The estimated cost for Sunday hours for the 2015-15 school year is \$18,000. Motion made to accept Sunday Service gift and thank Foundation. MSP.

AGENDA ITEM 11: Capital Reserve Fund

Gordon presented information on the possibility of using a capital reserve account to set aside funds in anticipation of future issues. Gordon explained that reserve funds in municipal and government accounting are rare for smaller items. Occasionally reserve funds are in place for larger items such as fire engines. Gordon noted that the facilities committee has a schedule developed by an architect that indicates what the needs for repair and replacement might be in the future. This tool can be used to help anticipate and budget for future expenses. Board requested that this schedule be sent to them.

AGENDA ITEM 12: New Service Model Recommendation

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Bertalmio presented the new service model recommended by the HR Committee as outlined in the April board packet. The recommended model is a hybrid model with a co-located desk and scheduled staff roving (if it can be done within the facility). The committee recommended that one of the tasks for the building consultant would be to study the feasibility of implementing this model. Motion made to adopt the HR Committee Report "New Service Model Recommendation" in April board packet and to include the review and feasibility of implementing this model as a task for the building consultant. MSP.

AGENDA ITEM 13: Gift of Hearing Loop

Keliher presented attached SPLF/Friends document "Hearing Loops, April 2015" for Board regarding Hearing Loops project that they are exploring for library meeting rooms Margaret Rivers A&B. Motion made: In an effort to further support the implementation of the library's strategic plan (particularly goal 3, strategy 1) and to continue to improve our ability to serve the community, the board of trustees acknowledges and supports the Stillwater Public Library Foundation's and Friends of the Stillwater Public Library's plans to raise funds for the purchase and installation of a hearing loop system for the Margaret Rivers room. This support is offered for the pursuit of the hearing loop installation in concept only, with the understanding that a formal proposal will follow, outlining necessary factors for the trustees to consider and approve at a future date. MSP.

AGENDA ITEM 14: Building Study Process

Keliher reported that a letter was sent to eight library consultants on March 31, 2015 with an expression of interest due back by April 17, 2015. Board discussed possible approaches for reviewing applications, vetting consultants and providing recommendations to board. Board discussed pros and cons of approaches in timing/efficiency, board input and board buy-in. Board decided to go with a full board review of applicants with the possibility of scheduling special meetings of the board to determine a consultant to hire.

AGENDA ITEM 15: Director and Other Staff Reports

The Director's Report agenda item was moved from consent calendar to the Reports section of the agenda for this meeting and future board meetings. The Director's report new format follows the sections of Director's performance evaluation headers. Bertalmio presented highlights from the attached "Director's Report" document.

AGENDA ITEM 16: Foundation Report

Richie reported that the Foundation's Mad Men event is scheduled for Saturday May, 9 and consists of two events - Mix & Mingle and Starring Rich Sommers. Some of the monies from the event will go to the Sunday Service Grant. Preparations and fundraising for Light A Spark, the Foundation's on 4th of July event, are underway.

AGENDA ITEM 17: Board Committee Reports

- 17 a. Executive Committee:** Discussed under Agenda Item 7.
- 17 b. Facilities:** Gordon reported on facilities.

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- Pavers - Anchor Block has acknowledged in writing that the pavers on the 4th Street side of the library are defective product and need to be replaced. Lynne will set up a meeting with Anchor Block to discuss replacement.
- Shade System – The project is proceeding but is behind by about a week. Contractors are still anticipating meeting the wedding date targets.

17 c. Finance: None.

17 d. Governance and Policy: Governance/Policy is starting work on collection development and continuing work on neighbors/noise issues.

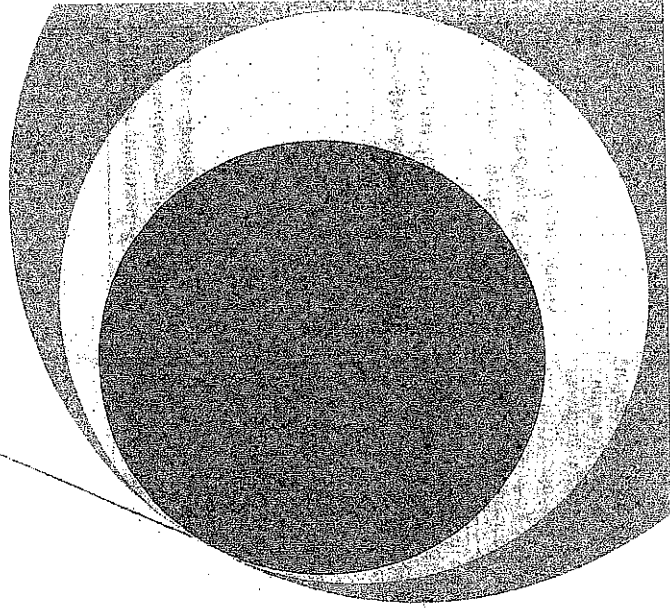
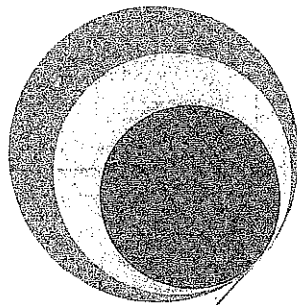
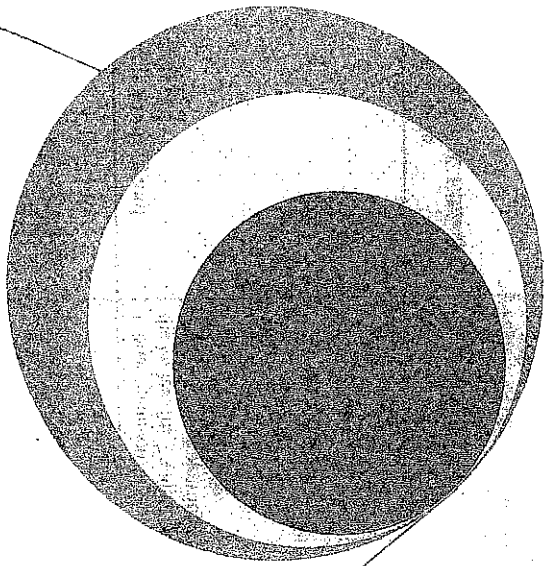
17 e. Human Resources: None.

AGENDA 18: Public Commentary and Communications

None.

AGENDA 19: Adjournment.

The meeting was adjourned at 9:48 pm.



YALSA Teen Services Evaluation Tool

This is a tool for evaluating a public library's overall level of success in providing services to teens, aged 12-18. Potential users of this tool include library administrators, library trustees, teen services librarians, and community members and job-seekers hoping to assess a library's commitment to teen services. The tool is not intended to be an evaluation of an individual teen services librarian, but rather of an institution's program; however, of necessity some things will apply specifically to teen services staff. The areas for evaluation are derived primarily from YALSA's Competencies for Librarians Serving Youth: Young Adults Deserve the Best (YALSA, 2010). Not every element of the rubric will apply to every library situation, but the tool can serve as a place to begin the conversation about what constitutes excellent public library service for teens.

Young Adult Library Services Association
Adopted by the YALSA Board January 8, 2011

Leadership and Professionalism

Essential Element	Distinguished	Proficient	Basic	Below Basic	Examples/Resources
Equitable funding and staffing levels	Library maintains line items in the budget for YA materials and staff at levels proportionate to YA usage and circulation.	Line item for YA materials budget; at least one librarian FTE devoted to YA services for each branch.	Line item for YA materials budget. Some staff/professional or paraprofessionally devoted to YA services.	No line item for YA materials or staff.	YALSA White Paper: The Benefits of Including Dedicated Young Adult Librarians on Staff in the Public Library <i>Young Adults Deserve the Best: YALSA's Competencies in Action</i> , Chapter 1 "Defending the YA Budget" by Audra Caplan, YALS, Fall 2009
Commitment to Professionalism & Ethical Behavior	All library staff demonstrates extensive knowledge of ALA Code of Ethics, ALA Bill of Rights, YALSA Competencies and Guidelines for Service to Teens. The library defends YA services and the rights of teens to privacy and access. YA staff are actively involved in at least one professional organization on the national, regional, state or local level. Subscriptions to appropriate professional journals are provided by library and accessible to all interested staff.	YA staff demonstrate knowledge of ALA Code of Ethics, ALA Bill of Rights, and YALSA Competencies and Guidelines for Service to Teens; defend YA services and the rights of teens to privacy and access. YA staff belong(s) to a professional organization and reads appropriate professional journals.	YA staff read appropriate professional journals.	Library staff, including the YA staff, are uninformed about Code of Ethics, Bill of Rights, Competencies, etc. YA staff do not read professional journals or belong to professional organizations.	<i>School Library Journal</i> <i>VOYA</i> <i>Journal of Research on Libraries & Young Adults</i> <i>YALS</i> YALSA issue paper: The Importance of a Whole Library Approach to Public Young Adult Library Services. Institutional membership to YALSA. Active involvement includes committee responsibilities, writing for professional journals, presentations at conferences
Plan for personal & professional growth and career development	Written professional development plan in place for the YA staff that is updated yearly. At least one professional development activity (course, conference, etc.) is completed each year. Library supports and pays for all professional development.	YA staff have a professional development plan and have regular opportunities for professional development, at least some of which are paid for by the library.	YA staff have no professional development plan but do have occasional professional development opportunities.	YA staff have no professional development plan or opportunities for professional development.	YALSA Webinars University classes Workshops ALA Annual Conference State and regional association library conferences
Develop & supervise formal youth participation	Library has ongoing teen advisory group, teen volunteers, and opportunities for teen employment	Library has ongoing teen advisory group OR teen volunteers OR teen employees	Library uses teen advisors on an ad hoc basis	No teen input to programs or services	Ladder of Young People's Participation: freeshild.org/ ladder.htm
Implement methods to attract, develop & train staff working with young adults	Library routinely includes information about YA services in all staff development activities, including regular staff meetings. Staff at all levels are encouraged to learn about working with teens.	Library occasionally includes information about YA services in staff development activities and staff meetings. YA staff are supported in professional development and encouraged to share their knowledge with other staff.	Library staff are aware minimally of YA services but are not encouraged or trained to work with young adults.	Library staff are not offered opportunities to learn more about young adults.	YALS is routed to entire staff. Library offers workshops or presenters specific to working with teens. YALSA Speaker Database

Administration

Essential Element	Distinguished	Proficient	Basic	Below Basic	Examples/Resources
Develop a strategic plan for library service with YAs based on their unique needs	Library has created a YA mission statement or strategic plan with goals that connect to the overall institutional mission statement with input from YA staff that is subject to ongoing (at least annually), output-based evaluation.	Library mission statement addresses teen services. A separate YA mission statement or strategic plan is in development with input from YA staff.	Library mission statement and strategic plan do not specify teen goals or services.	Neither library nor YA department has a strategic plan. YA staff operate in isolation.	YA Strategic Plan with short-term and long-term goals. YA Mission Statements is a guide to serving young adults in the community. <i>Young Adults Deserve the Best: YALSA's Competencies in Action, Chapter 4</i>
Design and conduct a community analysis and needs assessment	Programs and services are offered on the basis of needs articulated in a written community analysis and needs assessment. Young adults are involved in development of Needs Assessment.	Library has a Community Analysis and Needs Assessment that includes some data on young adults.	Community analysis and needs assessment is in development.	Neither library nor YA department has a current community analysis or needs assessment.	Community Analysis and Needs Assessment Document. Circulation and population statistics.
Develop, justify, administer and evaluate a budget for YA services	YA department has a budget proportionate to young adult usage and circulation. Annual reports show young adult circulation, usage, materials spending, etc. Funding sources are identified and available for additional services and programs.	YA department has adequate funding for materials, staff, technology, facilities. Spending is planned annually. Special projects can be funded through separate requests to administration or other funding sources.	Young adult materials and staffing are funded as part of the overall library budget, but not recorded or tracked separately.	Inadequate funding for YA materials, staff, and programs.	Funding for materials in multiple formats. Funding for staff. Funding for programs and additional services. Funding for spaces
Develop written policies that mandate the rights of YAs to equitable library service.	All library policies and practices reflect a commitment to intellectual freedom and equitable access. Policies and procedures are examined annually and developed collaboratively and ensure that collections, resources, and services are available to all teens.	All library policies and practices reflect a commitment to intellectual freedom and equitable access. Policies and procedures are addressed on an ad-hoc basis with the help of YA staff when requested.	Most library policies and practices reflect a commitment to equitable access for teens. Policies are not reviewed.	Young adults are limited in access to certain materials, services, or areas.	Collection development policy. Challenged materials policy. Patron confidentiality policy & practice. Internet access policy. Absence of barriers to access.
Document YA programs and activities	Library maintains thorough documentation of all young adult programs and activities, including information on presenters, statistics, evaluations, notes about successes and failures. Reports with abundant data and statistics are shared at least quarterly and published widely within the library and the community.	YA department maintains statistics on young adult programs and services. Information is reported periodically, at least annually, to library administration.	YA department provides a basic report annually to the library administration.	Little or no reporting with regard to young adult services and programs is required.	Annual report to administration & library-board. Articles for professional journals. Output data.

www.ala.org/yalsa

Administration

Essential Element	Distinguished	Proficient	Basic	Below Basic	Examples/Resources
<p>Use the skills, talents, and resources of YAs in programs and services.</p>	<p>Teens are involved at every level of planning and presenting young adult programs and services. Teens are encouraged to use their skills in creating and implementing programs and services, volunteering, and applying for employment in the library.</p> <p>The library includes a dedicated space for young adults that is open and staffed all hours that the library is open. This space is equal or greater than the percentage of the full square feet of the library as the percentage of teens in the community.</p> <p>The young adult space has been planned and is updated regularly with the assistance of young adults.</p> <p>The young adult space includes at a minimum print fiction, print nonfiction, media, technology and devices, and comfortable seating</p>	<p>Teens are involved in some aspects of planning and presenting young adult programs and services.</p> <p>The library includes a dedicated space for young adults. The young adult space has been planned and is updated regularly with the assistance of young adults.</p> <p>The young adult space includes at a minimum print fiction, print nonfiction, media, technology and devices, and comfortable seating.</p>	<p>Teens are occasionally consulted when the library is developing young adult programs and services.</p> <p>The library includes a dedicated space for young adults.</p>	<p>Teens are never or rarely consulted in the development of programs and services.</p> <p>There is a young adult collection located in the library.</p>	<p>Teen Advisory Group</p> <p>One-time or short-term focus groups.</p> <p>Online polls.</p> <p>YALSA White Paper: The Need for Teen Spaces in Public Libraries</p> <p>YA Spaces of Your Dreams (VOYA column)</p> <p>Teen Spaces, by Kimberly Bolan for YALSA, (ALA Editions)</p>
<p>Dedicated spaces for Young Adults</p>					

Teen Services @ SPL



2010

- *No dedicated website teen presence
- *No formal teen participation (TAB)
- *7 teen programs
- *10 teen volunteers—summer only

2014 and beyond

- *Dedicated teen presence on new website
- *Active TAB group attended by 10
- *34 teen programs
- *27 teen volunteers—some year round



100% It's all about the books!

Survey Results (small sample)

90% ages 12-14

100% come to find books, 40% to do

homework, 40% to attend programs

80% use Netflix, 40% OverDrive

*add comfy seating, modern lighting, color, more graphic novels

YALSA Teen Services Evaluation Tool

<http://bit.ly/1b0EsNY>

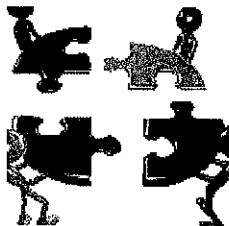
35

Number of hours per week dedicated to *all* of young services, birth to teen, including collection development, program development, press/marketing, communications, outreach, and professional development.



42%

of YS staff time spent in direct public service at the Information desk.



Needs

- *equitable funding and staffing levels
- *professional development

HOMAGO = Hang Out! Mess Around! Geek Out!

<http://www.valsa.org/yals/tag/homago/>



yalsa
Young Adult Library Services Association
www.ala.org/yalsa

Objectives

- 1) YS staff will develop and supervise teen participation.
 - *create/maintain TAB
 - *passive/active programming
 - *recruit teen volunteers
 - *encourage active engagement
- 2) YS Staff will provide teen content for website
 - *events, programs
 - *minutes from teen meetings
 - *photos to increase engagement
- 3) Professional development
 - *ys staff will discuss trends, review professional journals, and seek out opportunities to learn about adolescent development

HEARING LOOPS

April, 2015

The Stillwater Public Library Foundation board of directors recognizes the importance of providing adequate hearing conditions for people participating in programs and meetings in the Margaret Rivers Room. To this end, we are investigating Hearing Loops to meet the needs of those requiring assistive audio technology. The committee is working with Steve Walsh who affiliated with MN Hearing Loops.

Hearing Loops are quickly becoming the hearing assistive listening system of choice for bringing clear sound to people with hearing loss.

Hearing Loops is the only system that is directly hearing aid compatible. The loop projects an electromagnetic signal to a "telecoil" receiver now found in a growing number of hearing aids.

"Hearing Loop" technology takes an audio signal from a microphone in a PA system.; the signal/current is amplified and sent to a magnetic cable loop which creates a zone surrounding listeners. A magnetic field then delivers the amplified, high-quality signal to the "telecoil" receiver in the listeners' hearing aids.

According to Dr. Juliette Sterkens, AuD., a hearing loop helps persons hear sounds from an audio system directly and clearly in their hearing aids because it reduces or cuts out background noises.

Hearing loops are effective because they deliver sound customized by a person's hearing aids for an individual's particular hearing needs (David Meyers, PhD, psychology professor and advocate for hearing loops in the U.S Monitor on Psychology, Dec.2011)

As stated on loopminnesota.org, "The advantages to using the hearing loop vary greatly and include so much more than just clearer sound. People suffering with hearing loss have the ability to adjust their T Coil in a way to hear the presenter as loud as they desire. This means that the person with hearing loss is the one in control of the volume. Those with hearing loss are not required to wear headsets, which means that their hearing loss is kept discrete and not broadcasted to the entire building. This technology can change the way that people with hearing loss interact in public buildings."

Several online references for further information:

www.hearingloop.org
www.hearingloss.org
www.minnesotahearingloops.com
www.loopminnesota.org

SPLF Hearing Loop Committee Members:

Lynne Bertalmio, Carrie Byrne, Keri Goeltl,
Jean Morse, Mary Ann Sandeen, Ann Wolff

Director's Report

Relationship with the Board: In the discussion of the Director's personnel evaluation, the Board President and Secretary/Treasurer suggested that the monthly Director's report follow the sections of the established Director's evaluation. Therefore, for information on library programming and happenings, I refer you to the library's lovely new website.

Goals and Objectives: A new strategic plan reporting tool was distributed with the April 2015 Board packet. This report puts a narrative progress statement in the implementation plan by date. Color cues show whether the item is completed, in progress, or late according to the plan. Does this give Board members enough information to track progress/problems?

Community and Professional Relationships: Washington County has finalized its contract with Library Strategies for WCL's strategic plan. I expect that the stakeholder meetings will resume. Washington County named Joyce Schneider as acting director. Joyce has been WCL's Deputy Director for some time. Before her appointment at WCL, Joyce was the state librarian. She is well versed in state and county library operations. * I had a substantive discussion with Tom McCarty, the City Administrator. Although Eau Claire County did not have a county library system, Tom mentioned a county-owned nature center with its own governing board as an example of a similar situation to the City/library relationship. Tom read the library's new strategic plan on our website before our meeting, but he and the Council should see the full implementation plan before much longer. * Angie is engaged in a substantive relationship with Z Puppets Rosenschos and Valley Friendship Club. Z Puppets received an \$83,829 State Arts Board grant to produce puppet performances and workshops with the two Stillwater organizations. In addition to our long-standing history of puppetry, working with Valley Friendship Club helps build support for our sensory storytimes, in which Angie is a pioneer. * April is showtime for the Big Read, our partnership with ArtReach St. Croix around Louise Erdrich's *Love Medicine*. This is a \$15,000 NEA grant. Together with the library Foundation, we are sponsoring *Everyday Brave* in the gallery, hosting live and online book discussions, and showing *Smoke Signals*, a film made from Sherman Alexie's book *The Lone Ranger and Tonto Fistfight in Heaven*.

Staff and Personnel: The staff committee that examined service models and recommended a hybrid model - co-located desk with scheduled roving - saw good possibilities of enhanced team work and professional growth in this model. * The building study will test the feasibility of co-location and outline problems that the model will not address. We are aware that this new model will require changes beyond physical arrangements. A lot of cross training will be needed for it to succeed and new communication channels will need to be established. One of our staff members who has substituted at both existing desks has been promoted to the position of Circulation Specialist. Jody Vasilakes will be in position to train information services staff in some of the intricacies of circulation work and may help circulation staff adjust to receiving and referring reference questions. Much of the success of service at a co-located desk comes from the ability to recognize what one is able to

handle and how to hand a patron/question to another staff member smoothly gracefully. * Recognizing that the role of information services staff has changed quickly in the past few years and that it is important for this department to increase in cohesion, I contacted Sand Creek Group for some help. Susan Herreid from Sand Creek has met with information services staff individually and will meet with the staff as a group next week to discuss improvements in communications and operations.

Business and Finance: I am working with the Event Space Coordinator to find ways to expand the wedding/event income. Extending the wedding/event season and branching into different kinds of events are under discussion. The upcoming building study may include issues of how modifications to the facility itself could help increase these revenues. * We have been generating revenue from purchased borrower's cards, an income stream that has increased with Lake Elmo's library situation. This may continue through 2015. However, with serious talk about the Lake Elmo Public Library re-entering the WCL fold as an associate library by January 1, 2016, the 2016 budget request must look at a replacement revenue stream. * SPL's current contract with WCL ends at the end of 2015. The contracts that the Bayport Public Library and SPL have with WCL look quite different from associate library contracts in other counties in MELSA. A new WCL director and the re-entry of Lake Elmo as an associate library will require a careful renegotiation of the contract.

Technology: Apps have been loaded on the new iPads after City IT developed a management system for them. WCL is still working on details of Mobile Circ so we will begin using the iPads without the circulation function.* The new SelfChecks now promote library programs. Recommended reads from NoveList will be added when WCL completes its testing.

2015 Bill Resolutions - Payable in 2015

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

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE		FUND NAME
INVOICES PAYABLE							
See attached.		Baker & Taylor	Materials	1,920.47			
					230-4230-2400-0000	1868.04	Childrens Books
					230-4230-3404-0000	52.43	Processing Fee
See attached.		Baker & Taylor Continuation Acct	Materials	115.33			
					230-4230-2405-0000	58.68	Adult Books - Non Fiction
					230-4230-2113-0000	56.65	Reference
753506	3/2/2015	Blackstone	Materials	141.98	235-4235-2101-0000		Library Donations Materials
		Blocher, Carolyn	Staff Reimbursement	47.20			
					230-4230-3200-0000	32.20	Mileage
					230-4230-2101-0000	15.00	General Supplies
See attached.		Brodart	Materials	3,013.47			
					230-4230-2401-0000	1422.42	Adult Books - Fiction
					230-4230-2405-0000	973.01	Adult Books - Non Fiction
					235-4235-2101-0000	85.80	Library Donations Materials
					232-4232-2113-0000	258.19	SPLF - Materials
					220-4220-2404-0000	183.70	Minerva - Other Books
					230-4230-3404-0000	90.35	Processing Fee
Voucher	4/1/2015	Carnelian Consulting, LLC.	Meeting Room Cancellation	75.00	230-0000-3500-0100		Meeting Room Rental (Refund)
M-743893	1/17/2015	Coit	Tile & Grout Cleaning	623.27	230-4231-3703-0000		Building Repair Charges
Voucher	4/1/2015	Fremming, Susan	Supplies	49.94	230-4230-2101-0000		General Supplies
032415_200	3/24/2015	The Friends of the Saint Paul Public Library	Library Program	200.00	232-4232-2407-0000		SPLF - Programs
9687668302	3/11/2015						
9607902393	1/1/15	Grainger	Building Repair Supplies	470.68	230-4231-2202-0000		Building Repair Supplies
103164	3/5/2015	Greater Stillwater Chamber of Commerce	Membership	133.34	230-4230-4099-0000		Miscellaneous Charges
See attached.		Midwest Tape	Materials	1,213.75			
					230-4230-2402-0000	276.82	Audio
					230-4230-2408-0000	835.78	Film/Video
					230-4230-3404-0000	101.15	Processing Fee

Stillwater Public Library

Invoices Payable April 7, 2015

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE		FUND NAME
W15020674	3/18/2015	Office of MN.IT	Telephone	339.23	230-4231-3101-0000		Telephone
Voucher	4/1/2015	Petrie, Angela	Staff Reimbursement	114.82			
					230-4230-3200-0000	8.05	Mileage
					235-4236-4099-0000	106.77	Library Donations Programs
2195057							
2209065	3/10/2015	Quill	General Supplies	75.60	230-4230-2101-0000		General Supplies
75062013	3/12/2015	Recorded Books	Materials	62.99	235-4235-2101-0000		Library Donations Materials
11715261	3/16/2015	Toshiba	Maintenance Contract	41.14	230-4230-3707-0000		Maintenance Agreements
342343-00	3/16/2015	Van Paper Company	Paper Supplies	673.84	230-4231-2102-0000		Janitorial Supplies
450420668	3/25/2015	Xcel Energy	Utilities	4,380.31			
					230-4231-3600-0000	2706.00	Electricity
					230-4231-3601-0000	1674.31	Natural Gas
INVOICES SUBTOTAL				13,692.36			
CREDIT CARD							
		None					
CREDIT CARD SUBTOTAL				0.00			
GRAND TOTAL				13,692.36			

Submitted for payment

Lynne S. Bertalmio, Director

2015 Bill Resolutions - Payable in 2015

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

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
3798-160476	3/5/2015	Ace Hardware	Supplies	\$ 7.99	230-4231-2102-0000	Janitorial Supplies
3798-160725	3/13/2015	Ace Hardware	Supplies	\$ 282.61	230-4231-2102-0000	Janitorial Supplies
4212015	4/21/2015	Baker and Taylor	Materials	\$ 480.57	230-4230-2400-0000	Childrens Books
4212015	4/21/2015	Baker and Taylor	Materials	\$ 11.27	230-4230-3404-0000	Processing Fee
4212015	4/21/2015	Baker and Taylor	Materials	\$ 23.73	230-4230-2113-0000	Reference
4212015	4/21/2015	Brodart Co	Materials	\$ 966.49	230-4230-2401-0000	Adult Books - Fiction
4212015	4/21/2015	Brodart Co	Materials	\$ 2,085.14	230-4230-2405-0000	Adult Books - Non Fiction
4212015	4/21/2015	Brodart Co	Materials	\$ 96.20	230-4230-3404-0000	Processing Fee
4212015	4/21/2015	Brodart Co	Materials	\$ 85.28	235-4235-2101-0000	Library Donations Materials
4212015	4/21/2015	Brodart Co	Materials	\$ 490.29	232-4232-2113-0000	SPLF - Materials
4212015	4/21/2015	Brodart Co	Materials	\$ 128.21	220-4220-2404-0000	Minerva - Other Books
306-02444792-3	3/31/2015	Culligan of Stillwater	Water	\$ 48.95	230-4230-4099-0000	Miscellaneous Charges
2455591 Mar	3/31/2015	G & K Services	Towels & Rugs	\$ 82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
4212015	4/21/2015	Jacobsen Aurora	Staff Reimbursement	\$ 20.00	230-4230-3200-0000	Mileage
4212015	4/21/2015	Jacobsen Aurora	Staff Reimbursement	\$ 5.18	230-4230-2101-0000	General Supplies
42168	4/6/2015	Master Mechanical Inc.	Q2 Preventative Maintenance	\$ 947.25	230-4231-3707-0000	Maintenance Agreements - Lib Plant
62047	3/30/2015	Menards	Supplies	\$ 80.79	230-4231-2102-0000	Janitorial Supplies
4212015	4/21/2015	Midwest Tape	Materials	\$ 266.25	230-4230-2402-0000	Audio
4212015	4/21/2015	Midwest Tape	Materials	\$ 176.91	230-4230-2408-0000	Film/Video
4212015	4/21/2015	Midwest Tape	Materials	\$ 28.55	230-4230-3404-0000	Processing Fee
4212015	4/21/2015	Midwest Tape	Materials	\$ 150.94	235-4235-2101-0000	Library Donations Materials
664956	4/4/2015	MN Council of Nonprofits	Staff Training	\$ 219.00	230-4230-3201-0000	Seminar/Conference Fees
67454	3/27/2015	Pioneer Press	Newspaper Subscription	\$ 496.60	230-4230-2403-0000	Periodicals
2687139	3/25/2015	Quill Corporation	Supplies	\$ 116.95	230-4230-2101-0000	General Supplies
4212015	4/21/2015	Stillwater Public Library Foundation	March CC Gift Reimbursement	\$ 100.00	232-0000-2000-1300	SPLF - Accounts Payable Pass Thru
4012015	4/1/2015	Washington County Library	Q1 2015 Lost/Damaged Fees	\$ 139.84	230-0000-3880-0030	Lost/Damaged Fees
4032015	4/3/2015	Washington County Library	ST Lib Matls Inv - Oct/Nov/Mar	\$ 36.45	230-4230-2499-0000	Collection Development
4032015	4/3/2015	Washington County Library	ST Lib Matls Inv - Oct/Nov/Mar	\$ 366.64	230-4230-2405-0000	Adult Books - Non Fiction
4032015	4/3/2015	Washington County Library	ST Lib Matls Inv - Oct/Nov/Mar	\$ 14.95	230-4230-2401-0000	Adult Books - Fiction
4102915	4/10/2015	Washington County Library	Postage and Stock for Overdue No	\$ 172.29	230-4230-3102-0000	Postage
4012015	4/1/2015	Washington County Library	Q1 2015 Processing Fees	\$ 192.00	230-0000-3880-0040	Lost/Overdue Processing Fees
4072015	4/7/2015	Washington County Library	Q1 2015 Processing Supplies	\$ 242.30	230-4230-3404-0000	Processing Fee
			INVOICES SUBTOTAL	\$ 8,562.16		

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
CREDIT CARD						
April CC		Amazon	Materials	\$ 64.08	230-4230-2408-0000	Film/Video
April CC		Amazon	Materials	\$ 106.86	230-4230-2113-0000	Reference
April CC		DreamHost	Tech Support	\$ 19.95	230-4230-3098-0000	Technology Support
April CC		Starbucks	Staff Recognition	\$ 40.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
		CREDIT CARD SUBTOTAL		\$ 230.89		
GRAND TOTAL				\$ 8,793.05		

Submitted for payment

Lynne S. Bertalmio, Director

TOTAL LOANS from Washington County Libraries

2015 LOANS	January	February	March	April**	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	71,750	67,095	76,954	68,693									284,492
Forest Lake	30,253	28,338	32,361	29,237									120,189
Park-Grove	19,937	18,658	22,510	20,083									81,188
Oakdale	13,425	13,457	14,256	12,999									54,137
Wildwood	11,843	11,561	11,582	12,093									47,079
Valley	2,102	2,315	2,742	2,350									9,509
Marine*	465	463	438	578									1,944
Hugo*	539	364	341	346									1,590
Newport*	31	35	62	57									185
Law Library	43	69	62	92									266
Downloads	19,232	18,184	20,308	18,077									75,801
SS (Mostly ILL)	838	728	920	774									3,260
Stillwater	24,820	23,282	25,671	24,190									97,963
Bayport	5,211	4,556	5,587	5,046									20,400
TOTAL Loans	200,489	189,105	213,794	194,615									798,003

* Library Express Service

**WW's Self-Check machines were pointing to WB's ports, so their numbers have been adjusted accordingly (7850 subtracted from WB & added to WW)

2014-15 % CHANGE	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	-4.9%	-3.4%	-8.0%	-9.9%									-6.7%
Forest Lake	-4.0%	-4.1%	-9.3%	-11.8%									-7.5%
Park-Grove	-2.0%	-5.4%	-3.9%	-8.0%									-4.9%
Oakdale	-17.2%	-3.6%	-14.2%	-12.4%									-12.2%
Wildwood	314.8%	32.8%	-13.8%	-0.1%									26.9%
Valley	-11.8%	-0.8%	16.6%	-8.9%									-1.4%
Marine	-27.9%	-22.8%	-38.5%	-13.5%									-25.9%
Hugo	79.7%	15.9%	5.2%	15.0%									28.3%
Newport	-58.1%	-32.7%	-3.1%	18.8%									-22.3%
Law Library	-36.8%	-26.6%	-42.6%	-2.1%									-26.9%
Downloads	30.9%	34.8%	29.0%	32.6%									31.7%
SS (Mostly ILL)	-8.0%	-3.4%	7.0%	-12.9%									-4.5%
Stillwater	-9.9%	-5.2%	-5.5%	-4.5%									-6.4%
Bayport	-5.6%	-4.5%	4.1%	-13.2%									-5.0%
TOTAL % Change	1.0%	0.4%	-5.2%	-6.2%									-2.7%

2014 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	75,459	69,446	83,665	76,237	70,797	88,377	96,598	83,314	77,413	74,384	67,228	66,309	929,227
Forest Lake	31,529	29,549	35,662	33,163	30,719	36,277	40,140	35,452	31,330	32,754	29,059	28,728	394,362
Park-Grove	20,336	19,722	23,434	21,838	19,927	25,435	27,698	24,201	21,418	21,136	19,416	18,811	263,372
Oakdale	16,222	13,959	16,618	14,837	14,442	16,544	19,195	16,350	15,454	15,500	12,861	12,640	184,622
Wildwood**	2,855	8,704	13,440	12,104	11,725	14,563	16,535	13,999	13,186	12,894	11,642	11,474	143,121
Valley	2,383	2,334	2,351	2,579	2,495	3,293	3,496	3,132	2,744	2,834	2,526	2,301	32,468
Marine*	645	600	712	668	631	643	805	630	608	582	418	477	7,419
Hugo*	300	314	324	301	329	427	439	426	468	292	322	380	4,322
Newport*	74	52	64	48	82	58	89	65	105	64	45	36	782
Law Library	68	94	108	94	78	61	75	58	70	82	53	42	883
Downloads	14,687	13,486	15,747	13,632	14,467	14,738	15,607	16,015	15,631	15,788	15,968	16,701	182,467
SS (Mostly ILL)	911	754	860	889	780	731	758	710	839	474	642	759	9,107
Stillwater	27,554	24,556	27,169	25,337	23,608	29,873	30,847	27,446	24,619	25,483	22,306	21,447	310,245
Bayport	5,519	4,772	5,368	5,816	5,021	5,346	5,601	5,242	5,188	5,117	4,361	4,482	61,833
TOTAL Loans	198,542	188,342	225,522	207,543	195,101	236,366	257,883	227,040	209,073	207,384	186,847	184,587	2,524,230

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

STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE

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

- 2014 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	Accomplished in 2015 budget	Increase of \$2,000 in professional development funds in 2015 budget
1.3	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
1.4	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction will be completed in early May
2.3	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
2.3	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
2.3	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	By April 1, 2015	Scheduled for June 2
2.3	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	By September 1, 2015	
2.3	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	By April 1, 2014	City will have a planning session on May 8; City-wide goals may be announced thereafter
3.2	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public
3.2	Promote the new website	Carolyn Blocher	By March 1, 2015	Website has received kudos; staff still have some bugs to work out

3.2	Install new signs and messaging in the Library (and perhaps do PR in the community to emphasize the tech services currently available. Conduct staff training on promoting available tech services to patrons	Aurora Jacobsen	By March 1, 2015	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
1.2	Run ILS reports on collection use and analysis for potential downsizing	Management team	End of 2014 First week February	Reports are supporting creation of new Collection Development Policy and collection plan
1.2	Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases	Management team	By March, 2014	Carolyn Blocher reported to the Board at March 2015 meeting
2.3	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	By March, 2015 – then on-going	Once Administrator and Council have heard strategic plan presentation, they will receive updates on plan progress
2.3	Plan a Library “Leadership” Summit of Library Board, Foundation Board, Friends Board, City Council – with specific goals and outcomes for the Summit	Board and Board Chair	By July, 2015	Dates must be determined soon
2.3	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	The County has just signed with Library Strategies for plan support; community planning retreats will be held

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.3	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning April 2015	Once Administrator and Council have heard strategic plan presentation, they will receive updates on plan progress; presentation need to be scheduled

3.2	Review current Library PR marketing efforts for effectiveness and efficiency	Director, Foundation and possibly outside consultant, volunteers with PR expertise	By January, 2015	PR/PI needs inventory completed
3.1	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reported at April 2015 Board meeting; information for 2016 budget request needs to be generated
1.1	Select new service model, and develop plan for implementation	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
1.2	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	Once a new Collection Development Policy is adopted the collection plan 2015-2016 will be drafted
1.3	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Letter issued to 8 consultants; responses are due April 17
1.3	Complete project to provide shade on terrace	Director	Before May 1, 2015	Will complete early May
1.4	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Scheduling in train for September 2015 – May 2016; SPLF is fundraising
2.2	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By February 1, 2015	Tech competencies developed; staff assessments starting; training occurring
2.3	Actively engage and support at least one broader City goal through Library services	Director	By May 1, 2015	
1.4	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	We are sampling usage patterns
1.2	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Overall collection size reduced by 4% in 2014; specific collection reductions vary
3.2	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	Plan development begins mid-April

1.3	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
2.2	Assess current staff levels and standard competencies in technology	Management team	By April, 2015. Follow-up evaluation on annual basis.	Ongoing for current staffing model
1.4	Create recommended change plan for additional open hours (other than Sunday)	Director and Management team, Board review and approval	May, 2015	
1.2	Establish future selection goals and strategies	Management team	June, 2015	Once a new Collection Development Policy is adopted the collection plan 2015-2016 will be drafted
1.3	Facilities consultant presents findings and report to Management Team and Board	Director, Board	By June, 2015	Date will need revision
1.3	Budget to implement facilities recommendations	Director, Board	June, 2015 and June, 2016	
1.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June, 2015	
1.2	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	
1.2	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	By June, 2015	
3.2	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	
2.1	Create a staffing plan based on the directions of the new service model	Director and management team	June 2015 to June 2016	
2.1	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	The City of Stillwater understands that there is a need for this City-wide
2.2	Explore HR support options and make	Director, Board HR	By June, 2015	

	recommendations to the Board	Committee		
2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	
2.3	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Working on common problem with Planning Department
2.2	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	July – December, 2015	
2.3	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	Director sets task force. Include Board members.	July – December, 2015	
1.4	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	
1.4	Communicate new open hours to the public	Management team	August, 2015-December, 2015	
3.3	Review existing community partnerships	Management team	By October, 2015	
3.3	Create methods to evaluate present and future library partnerships	Management team	November - December, 2015	
2.1	Present staffing directions to the Board	Director	By December, 2015	

Stillwater Public Library Expectations for Security Officers

1. Upon arrival check in with the Event Coordinator.
2. Review the 10:00 PM music cut off with the DJ.
3. Check in with bartenders review bar closing time, no underage serving, offer assistance with difficult guests if needed, etc.
4. Throughout the shift:
 - check the parking ramp for skateboarders/trespassers/alcohol stored in vehicles
 - check terrace & catering ramp for smoking or outside alcohol (alcohol is only allowed on the upper level, smoking is only allowed in the designated areas on the south side of the building).
 - check for parking outside of the loading zone in the 4th Street parking lot, and require violators to move immediately (they cannot park outside the loading zone, even if they are just unloading).
 - Discourage children from playing on steps in the 3rd Street stairwell, or near the railing on the terrace.
5. After the library's 5:00 PM work with the Event Coordinator to make sure that all doors leading into the library services areas are locked including:
 - The 4th Street exterior door (between the library and 4th Street)
 - The interior doors between the event wing and the library fiction section are locked.
 - The door between the 3rd Street stairwell and the Lower Level library services area.
6. After 10:00 PM work with the Event Coordinator to make sure
 - Music is shut off in a timely manner
 - If music continues inside, that all exterior doors are kept closed when not in use
 - The Parking ramp in-gate is closed
 - Only wedding vendors are using the 4th Street catering ramp (guests may not loiter on the ramp)

7. Watch for potential problems with guests regarding property, alcohol, arguments, etc. Work with staff or employ your own discretion to resolve the situation.
8. At the end of the event work with the Event Coordinator make sure all guests have left the building to assist in closing/locking the building.

Stillwater Public Library
Noise Policy for Weddings & Events

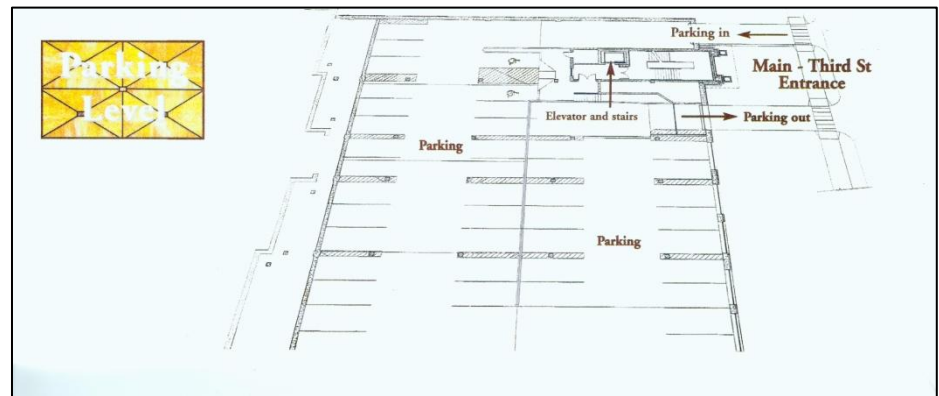
1. Bands and DJ's must use minimal amplification. Bands and DJ's must honor requests from event staff for music to be turned down. The library retains the right to end music early if requests to turn the music down are not honored.
2. All events must conclude by 11:00 p.m. or earlier, and vacate by 12:00 a.m. or earlier.
3. All bands and DJ's must keep volume levels within City of Stillwater noise ordinances.
4. All outdoor amplified music/sound must end no later than 10:00 p.m.
5. All bands and DJ's must be located along the North gallery wall to project sound over downtown and away from residential neighborhoods.
6. Music played inside or outside the library must have minimal bass levels.
7. If music is played inside the library after 10:00 p.m., gallery and loading doors must be kept closed when not in use.
8. Washington County Department of Health requires that all food and food waste is removed from the building on the day of the event. To eliminate frequent trips to the library trash facility, trash bins are rolled to the bottom of the ramp before the ceremony, and moved to the terrace after the ceremony (and before 10:00 p.m.) each evening and moved back to the trash room the morning after the event.
9. All bar service must end by 11:00 p.m. and ½ hour before the end of the event.
10. All vendors are asked to hand-carry as many items as possible, rather than roll a cart across the library's cobblestone pavers.
11. All vendor vehicles will be single-parked next to the ramp, and remain clear of the left/North side of the driveway/fire lane.
12. Rental clients are asked to give all guests directions to the Third Street entrance so guests will enter through our ramp and main entrance.
13. After 10:00 p.m. vendors using the ramp will refrain from personal conversations, shouting, trips to the garbage room, use of carts with wheels (when reasonable) and to hand-carry any items that do not require a cart or dolly, and to close the loading doors to prevent noise from carrying.
14. At the event coordinator's discretion, a Noise Deposit of \$200 may be collected and held. All or a portion of the deposit may be retained by the library for violations of the noise policy above.

STILLWATER PUBLIC LIBRARY VENDOR DELIVERY RULES

The library has several different entrances and delivery doors. Please make sure you have contacted the event coordinator and are arriving at the correct address and door to make your delivery. **Parking in the incorrect location to unload will result in ticketing and towing of your vehicle.** There is zero-tolerance for unloading in Fire Lanes or No Parking areas. Call Anne at 651-233-7124 to receive or confirm your parking/load-in assignment.

THIRD STREET DELIVERIES

Address: **224 3rd Street North, Stillwater, MN 55082**



To keep peace and quiet in the neighborhood during event load-out, we ask that as many vendors as possible use the Third Street Parking ramp as their parking and load-in point.

- The parking ramp is located under our building
- There is access to an elevator that will take you to the event wing
- The event wing is located on the Upper Level (UL)
- The library has a hand cart available to make your load-in easier
- Do not block the elevator door when bringing deliveries into the building - blocking the door will result in the fire department being paged
- Check in with the on-site event coordinator for instructions before starting to unload
- You will NOT be locked in the parking ramp after the event. Event staff will make sure that all vendors using the ramp have time after the event to load their vehicles before securing the ramp gates

You should not use the 3rd Street ramp if:

- You are driving a vehicle that requires more than 8 feet of clearance
- You have a trailer
- You are the main food caterer for the event

FOURTH STREET DELIVERIES

Address: 223 4th Street North, Stillwater, MN 55082



If you are the main food caterer for the event, have a trailer, or a vehicle that requires more than 8 feet of clearance, you need to use our 4th Street Catering Ramp. The ramp has a black railing and is located on the North end of the building. **The brick parking lot is NOT owned by the library.** The parking lot is shared between the bed and breakfast located on the left-hand (north) side, the apartment building located at the back (east side) of the parking lot, and the library.

IMPORTANT INFO FOR VENDORS USING THE 4th Street Ramp:

- Park within the white striped box located next to the catering ramp
- Check in with the event coordinator before you begin unloading
- DO NOT block the handicap parking spot at the base of the ramp
- DO NOT park outside the white striped box
- DO NOT PARK ON THE LEFT SIDE OF THE BRICK PARKING LOT AT ANY TIME (even if someone is in the vehicle, even if you only have one quick thing to unload – NEVER PARK ON THE LEFT)
- Did you read the above? NEVER PARK ON THE LEFT - ONLY PARK IN THE WHITE STRIPED BOX
- Do not advance past the orange construction barrels to turn around (everything after the barrels is private property that does not belong to the library)
- If you will be loading out after 10 PM, ask for a copy of our noise policy
- You may need to move your vehicle after unloading
- City of Stillwater regulations for trailer parking may be changing. If you will have a trailer, please contact the event coordinator before you arrive

QUESTIONS?

Call Anne at 651-233-7124, or email abyevents@yahoo.com

Building Study

In order to make interviews with the candidates as productive as possible, it will be helpful if you consider the following questions in preparing for the discussion at Tuesday's meeting.

How do you see the course of changes to the building running?

1. What should the result of the study be:
 - a building program?
 - an actual design?
 - suggestions for improvements (i.e. an improved teen library)?
 - a test of the service model?
2. What is the scope of the project that you envision:
 - In size?
 - In dollars?
 - What is the desired outcome of the project in light of the strategic plan?
3. What are the political ramifications and possible ramifications of changes to the building:
 - with the City Council?
 - with donors to the capital campaign 2002-2007?
 - with the public?
4. What is the budget for this study? What sources of funding do you envision to pay for the study (beyond the \$10,000 in our budget for consultants)?
5. What is the budget for the eventual project? What sources of funding do you envision to pay for the changes to the building? If you think that fundraising will be a potential avenue to funding, how will that fundraising program be handled?
6. What is the schedule that you envision for the study? The project?
7. Should the project be completed all at once or in stages? Which will be easier to fund?

2016 Budget Request Goals

Your thoughts are valuable to the development of the 2016 budget request. Please consider these questions in advance of the May board meeting and come prepared to discuss.

1. What aspects of the 2016 strategic plan require funding?
2. What new initiatives would you like to see the library undertake?
3. What changes in operations would you like to see made?
4. What changes in hours would you like to see funded (this is a good opportunity to discuss the funding of Sunday hours September through December 2016)?
5. What changes do you foresee in the balance of the budget divisions – i.e. personnel, materials, other operating costs?
6. What do you foresee for our sources of revenue? Where may we enhance revenues? What sources of revenue are at risk?
7. What external forces must be reckoned with in the 2016 budget – i.e. changes in the WCL/SPL contract?
8. How do we budget for items which we cannot as yet foresee – i.e. a new staffing pattern?

Board of Trustees Calendar

2015

May	6	SPLF Executive Committee meeting 8 a.m.
	9	SPLF Mad Men Fundraiser at the Lowell Inn
	11	F of theSPL Meeting 6:30 p.m.
	12	SPL Board Meeting 7 p.m.
	12	Board 2016 Budget Request Discussion
	20	SPLF Board Meeting 8 a.m. Historically, the month for county-wide joint Boards meeting; delayed until further notice by WCL
June	2	Strategic Plan Presentation to City Council 4:30 p.m.
	3	SPLF Executive Committee meeting 8 a.m.
	8	F of theSPL Meeting 6:30 p.m.
	9	SPL Board Meeting 7 p.m.
	9	2016 Budget Request Preview
	17	SPLF Board Meeting 8 a.m.
July	1	SPLF Executive Committee meeting 8 a.m.
	4	SPLF Light a Spark 7 p.m.
	14	SPL Board Meeting 7 p.m.
	15	2016 budget request due
	15	SPLF Board Meeting 8 a.m. Tentative Library Leadership Conference
August	5	SPLF Executive Committee meeting 8 a.m.
	11	SPL Board Meeting 7 p.m.
	19	SPLF Board Meeting 8 a.m. Historically, month for budget hearing
September	2	SPLF Executive Committee meeting 8 a.m.
	14	F of theSPL Meeting 6:30 p.m.
	15	SPL Board Meeting 7 p.m.
	16	SPLF Board Meeting 8 a.m.
October	7	SPLF Executive Committee meeting 8 a.m.
	8 and 9	MLA Conference, RiverCenter, St. Paul
	12	F of theSPL Meeting 6:30 p.m.
	13	SPL Board Meeting 7 p.m.
	21	SPLF Board Meeting 8 a.m.
November	4	SPLF Executive Committee meeting 8 a.m.
	9	F of the SPL Meeting 6:30 p.m.
	10	SPL Board Meeting 7 p.m.
	18	SPLF Board Meeting 8 a.m.
	4 through 7	Friends fall booksale Give to the Max Day

Board of Trustees Calendar

Foundation Direct Mail Campaign

December	2	SPLF Executive Committee meeting 8 a.m.
	14	SPL Board Meeting 7 p.m.
	15	SPLF Board Meeting 8 a.m.
	31	Board terms end
	31	Union contract ends

Stillwater Public Library

Cyclical Maintenance Plan and Checklist

Cyclical Maintenance Plan and Checklist										
Frequency Code										
D = Daily Task										
W = Weekly Task										
M = Monthly Task										
S = Seasonal Task (Jan 1, April 1, July 1, Oct 1)										
A = Annual Task										
Cost Assumptions										
Costs are in 2010 dollars										
In-house custodial labor estimated at \$35.00 p/h (all work except major equipment repairs and service)										
Contract labor estimated at \$80.00 p/h (major equipment repairs and service by contractor)										
Tasks are repetitive in nature and occur cyclically during life of building but costs are Annual										
YEAR 1/ANNUAL MAINTENANCE TASKS										
FREQUENCY		1902 BUILDING		NEW BUILDING		SCOPE OF WORK			Est. Annual Cost	CHECKLIST
D	W	M	S	A	Bldg.	Cost	Bldg.	Cost	Task Description	Item complete?
									SITE	
				X	X	\$20	X	\$20	Inspect porches, stoops, stairs and railings	\$40.00
				X	X	\$75	X	\$100	Repair, paint porches, stoops, stair and railings as necessary	\$175.00
				X	X	\$10	X	\$25	Inspect walkways and paths	\$35.00
				X	X	\$50	X	\$100	Repair walkways and paths as necessary	\$150.00
				X	X	\$10	X	\$10	Inspect site lighting	\$20.00
				X	X	\$50	X	\$50	Repair poles and relamp lights as necessary	\$100.00
				X	X	\$15	X	\$15	Inspect site drainage for positive drainage away from buildings	\$30.00
				X	X	\$50	X	\$50	Regrade site as necessary for positive drainage	\$100.00
		X			X	\$30	X	\$30	Inspect landscape materials as necessary	\$60.00
		X			X	\$75	X	\$75	Trim, prune, replace landscape materials as necessary	\$150.00
		X			X	\$100			Inspect and repair fence as necessary	\$100.00
									BUILDING EXTERIOR	
				X	X	\$125	X	\$125	Perform a pest inspection	\$250.00
				X	X	\$250	X	\$250	Perform an air test in building	\$500.00
				X	X	\$75	X	\$75	Perform a hazardous materials inspection	\$150.00
				X	X	\$20	X	\$20	Inspect exposed foundation walls	\$40.00
				X	X	\$50	X	\$50	Repair foundation walls as necessary	\$100.00
				X	X	\$50	X	\$100	Inspect and repair wood lintels and sills	\$150.00
		X			X	\$50	X	\$50	Inspect main historic roof trusses	\$50.00
		X			X	\$50	X	\$50	Inspect caulking at door frames, window frames, entrances etc.	\$100.00
		X			X	\$200	X	\$200	Clean and recaulk as necessary	\$400.00
		X			X	\$10	X	\$20	Inspect exposed columns, posts, and subsidiary roofs	\$30.00
		X			X	\$125			Repair, patch and repaint as necessary	\$125.00
		X			X	\$15	X	\$15	Inspect soffits, overhangs, etc. for nests (birds, hornets etc.)	\$30.00
		X			X	\$75	X	\$30	Remove all nests; patch and repair as necessary	\$105.00
		X			X	\$75	X	\$75	Inspect brick, mortar joints and stone flashings	\$150.00
		X			X		X	\$250	Clean, repair, re-point joints and flashings as necessary	\$250.00
				X	X	\$75	X	\$75	Inspect exterior walls	\$150.00
				X	X	\$500	X	\$500	Repair and patch as necessary	\$1,000.00
				X	X	\$75	X	\$75	Inspect floors for sagging or moisture	\$150.00
				X	X	\$500	X	\$500	Identify problem and repair as necessary	\$1,000.00
		X			X	\$100	X	\$100	Inspect attic and mechanical spaces for moisture and pests	\$200.00
		X			X	\$75			Identify problems and repair as necessary	\$75.00
									ROOF & TERRACE	
		X			X	\$75			Inspect gutters, downspouts and ice guards	\$75.00
		X			X	\$150			Repair and replace as necessary	\$150.00
		X			X	\$20			Inspect roof, drip edge and flashings	\$20.00
		X			X	\$250			Repair roofing sheets, repair drip edge and flashings as necessary	\$250.00
		X			X	\$250			Repair and maintain per the manufacturer's warranty	\$250.00
		X					X	\$150	Inspect roof flashings and copings	\$150.00
		X					X	\$175	Repair as necessary	\$175.00
		X			X	\$50	X	\$50	Clean roof, remove all debris	\$100.00
									BUILDING DOORS & WINDOWS	
				X	X	\$50	X	\$50	Repair, patch and re-paint as necessary	\$100.00
				X	X	\$40	X	\$40	Inspect windows and glazing	\$80.00
				X	X	\$125	X	\$100	Repair, reglaze and re-paint as necessary	\$225.00
		X			X	\$150	X	\$200	Clean all window exteriors	\$350.00
		X			X	\$50	X	\$125	Inspect door and hardware operation	\$175.00
		X			X	\$75	X	\$75	Adjust, lubricate and clean as necessary/Repair weatherstrip	\$150.00
		X			X	\$50	X	\$50	Inspect screens	\$100.00
		X			X	\$75	X	\$75	Adjust, clean and repair as necessary.	\$150.00
									BUILDING INTERIOR	
				X	X	\$30	X	\$30	Inspect window coverings (blinds, drapes etc.)	\$60.00

Stillwater Public Library

				X	X	\$6,535	X	\$7,045	Annual Maintenance Tasks as listed above	\$13,580.00	
					X	\$6,000	X	\$4,000	Touch-ups and misc. repairs - exterior	\$10,000.00	
							X	\$2,500	Check floor framing and re-level	\$2,500.00	
							X	\$3,500	Tuckpointing	\$3,500.00	
						\$12,535		\$11,045	Totals	\$29,580.00	

YEAR 6/ANNUAL MAINTENANCE TASKS

FREQUENCY					1902 BUILDING		NEW BUILDING		SCOPE OF WORK		CHECKLIST	
D	W	M	S	A	Bldg.	Cost	Bldg.	Cost	Task Description	Est. Annual Cost	Item Complete?	
				X	X	\$6,535	X	\$7,045	Annual Maintenance Tasks as listed above	\$13,580.00		
						\$6,535		\$7,045	Totals	\$13,580.00		

