

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, November 10, 2015, 7:00 P.M.

1. Call to Order
2. Adoption of the Agenda A+
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the October 2015 Minutes+
 - b. Acknowledgement of Bills Paid in October 2015: \$25,170.19+
 - c. Quarterly Activity Report
 - d. Other Activity Report
 - e. Third Quarter Financial Reports

Old Business

5. Strategic Plan Update D+
6. Building Study D
7. Board Vacancy Caused by Term Ending I
8. Collection Development Policy A+

New Business

9. Release of 2015 Capital Funds A+
10. Lighting Retrofit A+

Reports

11. Director and Other Staff Reports+
12. Foundation Report
13. Board Committee Reports
 - a. Executive+
 - b. Facilities
 - c. Finance
 - d. Governance and Policy
 - e. Human Resources
 - f. Succession Planning Task Force
 - g. Building Study Task Force
 - h. WCL/SPL Relationship Task Force
14. Public Commentary and Communications
15. Adjournment

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

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

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

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 13, 2015**

Minutes

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

ABSENT: Cassavante

STAFF: Bertalmio, Keri Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Adopted. MSP.

AGENDA ITEM 5: Board Education: Tom McCarty, City Administrator

McCarty provided board with an update on the city's strategic plan and distributed a Strategic Directions document to Board. The strategic plan is a 5-year plan with a two-year in-depth review planned for 2017 and action updates every six months. The plan will be available on city's website within the next few weeks. McCarty highlighted areas of interest to Library Board:

- **Increase Organizational Excellence:** Hire an HR staff person that would serve city, including the library. HR work would include a review of city employee wages and the completion of a classification/compensation study.
- **Update Overall Downtown Plans:** Create a plan for next 10 years in downtown Stillwater. As library and city hall are both downtown, they should be engaged in process.
- **Promote Economic Development and Create Plan:** Within next few months, city will be exploring the strategies needed for economic development for the community as a whole. The library, as an asset and community amenity, is a component of this.
- **Redesign City Website:** Increase ability to do online transactions.

McCarty also discussed future concepts that the city is discussing, including innovation, collaboration, citizen engagement, and performance management.

AGENDA ITEM 6: Strategic Plan Update

Keliher noted that documents updating progress on the library's strategic plan were included in the October board packet: Implementation Plan By Date and Board Action Steps.

AGENDA ITEM 7: Building Study

Board of Trustees met with MSR on Friday, October 9, 2015 to provide initial direction. MSR will soon meet with the Building Study Task Force consisting of 4 Trustees, 2 Staff, 1 Foundation representative, 1

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Friends representative and the Library Director. Bertalmio sent an email to taskforce members polling for availability on November 3 or 4, 2015.

AGENDA ITEM 8: Revised 2016 Budget Request

Richie discussed the "Revisions to the Stillwater Public Library 2016 Budget" document included in the October Board Packet. The document outlines changes from the initial budget request. The most significant change is eliminating the personnel initiatives planned for youth services in 2016. Board will explore creative options for helping fund this. Richie also noted that Sunday Hours are not included in this budget as this is totally covered by the Foundation.

Since a significant portion of the revised budget reduces funding to youth services, Bell recommended asking the HR Committee to look at youth services and how it fits with the strategic plan given the changing resources.

Motion made to adopt the 2016 Budget Request revisions presented in the October Board packet with the addition that the HR Committee will review the strategic plan as it pertains to Youth Services and look into enhancing this area within the financial structure as presented. MSP.

AGENDA ITEM 9: Vacancy on the Board of Trustees

Gordon reported that he and Carlsen interviewed 4 candidates for the opening on the board due to Corbett's vacancy. Task force recommended the appointment of Craig Hansen.

Motion made: "That the board accept the interview task force's recommendation that Craig J. Hansen be appointed to the Library Board to fill the unexpired term of Mr. Corbett; and that Mr. Hansen's name be forwarded with the Board's endorsement to Mayor Kozlowski and the City Council for appointment as a Director on the Board of the Stillwater Public Library." MSP.

AGENDA ITEM 10: Resolution of Thanks

Keliher and Gordon introduced the "Resolution of Thanks to Foundation and Donors", a formal expression of thanks by Board for the Foundations' support of Sunday Hours.

Motion made to adopt resolution with the following modifications:

- Clause 4: Remove "because of diminished public funding."
- Clause 6: Change date to May 22, 2016.

Adopt resolution as amended. MSP.

Bertalmio will send Resolution to Foundation and then coordinate a date for presentation to Foundation at a City Council meeting.

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AGENDA ITEM 11: Collection Development Policy

Bell asked the Board to review the proposed Collection Development Policy included in the October board packet and provide feedback to the Governance and Policy Committee. More detailed discussion and adoption of a new policy will occur at a future board meeting. Board requested a copy of the 2008 policy, the last adopted collection development policy.

AGENDA ITEM 12: Union Negotiations

Bertalmio was notified by the union of their desire to negotiate for the 2016 contract. Bertalmio will schedule negotiation sessions with the executive committee. The current contract ends 12/31/2015. The city's contact negotiations have been completed for 2015 and 2016.

AGENDA ITEM 13: 2016 Holiday Closings

2016 Holiday Closings document was included in the October board packet. This document lists the holidays which the library is normally closed and are in the union contract. There is no change from the holidays in 2015.

Motion made to adopt the dates for closings in the year 2016. MSP.

AGENDA ITEM 14: Board Terms Ending 12/31/15

The October Board Packet included a list of the Trustees and the expiration of their terms. If a Trustee's term ends on 12/31/15 and he/she would like to be reappointed, the board member can send a letter to mayor and city council requesting reappointment. Trustees are limited to three consecutive terms.

Trustee Gordon's term will expire at the end of 12/31/15. Gordon has served three consecutive terms and may not be reappointed. Board will have a vacancy.

AGENDA ITEM 15: Director and Other Staff Reports

Keliher asked for Anne Young's input on rate and event policy changes when the Policy & Governance Committee examines event policies.

Stark requested to hear reports back from staff on the conferences that they attend.

Menikheim reported that he attended the Washington County Library strategic planning workshops and noted that they faced similar problems to the Stillwater Public Library – a shortage of funds and people.

AGENDA ITEM 16: Foundation Report

Minutes from the Foundation's August meeting included in packet. Key updates include:

- Style Speaks Volumes II on November 9 and 10, 2015, including author Spike Carlsen.
- Annual direct mail piece going out around November 1, 2015.
- Give to the Max (Give MN) – November 12, 2015

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AGENDA ITEM 17: Board Committee Reports

- 17 a. Executive Committee:** Keliher, Menikheim and Richie worked on some structure for the SPL leadership summit with the Foundation and the Friends. Keliher is working with Bell and Richie on structure and plan for meeting/discussing with other committees about their inner workings and how workloads and priorities are balanced.
- 17 b. Facilities:** Pavers – The city has received a bid from James Steele construction for just under \$40,000 for installation of pavers (cost for western half of drive). City will solicit bids from two other firms. James Steels also offered to give us a proposal for repairing the cracks in ceiling.
- 17 c. Finance:** None.
- 17 d. Governance and Policy:** None.
- 17 e. Human Resources:** HR Committee is now tasked with looking at the Youth Services area in light of the budget changes for 2016.
- 17 f. Succession Planning Task Force:** Vicki DeFord has offered her services to help with this project.
- 17 g. Building Use Study Task Force:** None
- 17 h. The Washington County Library Relationship Task Force:** None. May be slower to get moving due to WCL's current strategic efforts.

AGENDA ITEM 18: Public Commentary and Communications

None.

AGENDA ITEM 19: Adjournment

Meeting adjourned at 9:15 pm.

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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						
10062015	10/6/2015	Baker and Taylor	Materials - Juv	1,321.91	230-4230-2400-0000	Childrens Books
10062015	10/6/2015	Baker and Taylor	Materials - YA Fiction	373.09	230-4230-2401-0000	Adult Books - Fiction
10062015	10/6/2015	Baker and Taylor	Materials - Processing	50.47	230-4230-3404-0000	Processing Fee
10062015	10/6/2015	Baker and Taylor	Materials - Reference	58.06	230-4230-2113-0000	Reference
10062015	10/6/2015	Baker and Taylor	Materials - Adult Nonfiction	36.61	230-4230-2405-0000	Adult Books - Non Fiction
10062015	10/6/2015	Baker and Taylor	Materials - Adult (SPLF)	55.59	232-4232-2113-0000	SPLF - Materials
10062015	10/6/2015	Blocher Carolyn	Staff Reimbursement - Mileage	60.95	230-4230-3200-0000	Mileage
10062015	10/6/2015	Brodart Co	Materials - Adult Fiction	1,500.11	230-4230-2401-0000	Adult Books - Fiction
10062015	10/6/2015	Brodart Co	Materials - Adult NonFiction	1,000.02	230-4230-2405-0000	Adult Books - Non Fiction
10062015	10/6/2015	Brodart Co	Materials - Processing	107.90	230-4230-3404-0000	Processing Fee
10062015	10/6/2015	Brodart Co	Materials - Adult Nonfiction (Athena)	82.38	235-4235-2101-0000	Library Donations Materials
10062015	10/6/2015	Brodart Co	Materials - Adult (SPLF)	864.90	232-4232-2113-0000	SPLF - Materials
10062015	10/6/2015	Cock A Doodle Zoo	Library Program (MELSA)	275.00	235-4236-4099-0000	Library Donations Programs
5947	9/9/2015	Linner Electric Co.	Parking Garage Repair	651.83	230-4231-3703-0000	Building Repair Charges
10062015	10/6/2015	Midwest Tape	Materials - Audio	330.82	230-4230-2402-0000	Audio
10062015	10/6/2015	Midwest Tape	Materials - Video	1,008.15	230-4230-2408-0000	Film/Video
10062015	10/6/2015	Midwest Tape	Materials - Processing	81.20	230-4230-3404-0000	Processing Fee
10062015	10/6/2015	Midwest Tape	Materials - Juv Audio Books (Friends)	314.91	235-4235-2101-0000	Library Donations Materials
W15080691	9/16/2015	Office of MN IT Services	Telephone	375.71	230-4231-3101-0000	Telephone
669575	9/18/2015	MN Council of Nonprofits	Continuing Education	249.00	230-4230-3201-0000	Seminar/Conference Fees
10062015	10/6/2015	Petrie Angela	Staff Reimbursement for Continuing Education	350.00	230-4230-3201-0000	Seminar/Conference Fees
9222015	9/22/2015	Recorded Books Inc	Adult Audio SOP	5,088.00	230-4230-2402-0000	Audio
12176221	9/10/2015	Toshiba Business Solutions	Maintenance Contract	36.69	230-4230-3707-0000	Maintenance Agreements
12155363	9/2/2015	Toshiba Business Solutions	Maintenance Contract	73.57	230-4230-3707-0000	Maintenance Agreements
09252015_88.04	9/25/2015	Washington County Library	Tech - MS Lic.	88.04	230-4230-3098-0000	Technology Support
51-7976594-1	9/25/2015	Xcel Energy	Gas	199.75	230-4231-3601-0000	Natural Gas
51-7976594-1	9/25/2015	Xcel Energy	Electric	4,151.34	230-4231-3600-0000	Electricity
10062015	10/6/2015	YOUNG Anne	Reimbursement of mtg/sec off pmt	120.00	230-0000-3500-0100	Meeting Room Rental (Refund)
		INVOICES SUBTOTAL		18,906.00		
CREDIT CARD						
		None				
		CREDIT CARD SUBTOTAL		0.00		
		GRAND TOTAL		18,906.00		

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						
167282	9/2/2015	Ace Hardware	Janitorial Supplies	15.98	230-4231-2102-0000	Janitorial Supplies
10102015	10/10/2015	Antonsen Robert	Reimbursement - Wedding Overpayment	400.00	230-0000-3500-0100	Meeting Room Rental (Refund)
10202015	10/20/2015	Baker and Taylor	Materials - YA Fiction	16.43	230-4230-2401-0000	Adult Books - Fiction
10202015	10/20/2015	Baker and Taylor	Materials - Processing	0.49	230-4230-3404-0000	Processing Fee
10202015	10/20/2015	Baker and Taylor	Materials - Adult NonFiction (SPLF NF 15)	58.93	232-4232-2113-0000	SPLF - Materials
787941	9/15/2015	Blackstone Audio	Materials - Adult Audio (Friends)	147.99	235-4235-2101-0000	Library Donations Materials
10202015	10/20/2015	Brodart Co	Materials - Adult Fiction	728.08	230-4230-2401-0000	Adult Books - Fiction
10202015	10/20/2015	Brodart Co	Materials - Adult Non Fiction	344.34	230-4230-2405-0000	Adult Books - Non Fiction
10202015	10/20/2015	Brodart Co	Materials - Processing	44.85	230-4230-3404-0000	Processing Fee
10202015	10/20/2015	Brodart Co	Materials - Adult Non Fiction (Athena)	72.60	235-4235-2101-0000	Library Donations Materials
10202015	10/20/2015	Brodart Co	Materials - Adult (SPLF)	372.60	232-4232-2113-0000	SPLF - Materials
306-02444792-3	9/30/2015	Culligan of Stillwater	Water	14.55	230-4230-4099-0000	Miscellaneous Charges
2455591_SEPT	9/25/2015	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
24112	10/2/2015	Heritage Printing Inc.	Printing	322.10	230-4230-3400-0000	Printing and Publishing
10202015	10/20/2015	Jacobsen Aurora	Staff Reimbursement - Parking & Mileage	87.39	230-4230-3200-0000	Mileage
10202015	10/20/2015	Midwest Tape	Materials - Audio Reimbursement (Friends JA14)	-134.97	235-4235-2101-0000	Library Donations Materials
10202015	10/20/2015	Midwest Tape	Materials - Audio	848.56	230-4230-2402-0000	Audio
10202015	10/20/2015	Midwest Tape	Materials - Video	101.19	230-4230-2408-0000	Film/Video
10202015	10/20/2015	Midwest Tape	Materials - Processing	96.40	230-4230-3404-0000	Processing Fee
10042015	10/4/2015	Star Tribune	Materials - Periodical	350.48	230-4230-2403-0000	Periodicals
12238232	10/2/2015	Toshiba Business Solutions	Maintenance Contract	84.68	230-4230-3707-0000	Maintenance Agreements
10202015	10/20/2015	Value Line Publishing Inc.	Materials - Reference	289.00	230-4230-2113-0000	Reference
100115_216.79	10/1/2015	Washington County Library	Q3 Postage/Stock	216.79	230-4230-3102-0000	Postage
100115_99.84	10/1/2015	Washington County Library	Materials - Video	87.36	230-4230-2408-0000	Film/Video
100115_99.84	10/1/2015	Washington County Library	Materials - Adult Fiction (SPLF BF)	12.48	232-4232-2113-0000	SPLF - Materials
100115_398.73	10/1/2015	Washington County Library	Q3 2015 Processing Fees	276.00	230-0000-3880-0040	Lost/Overdue Processing Fees
100515_230.75	10/5/2015	Washington County Library	Q3 2015 Processing Supplies	230.75	230-4230-3404-0000	Processing Fee
100115_398.73	10/1/2015	Washington County Library	Q3 2015 Lost/Damaged Fees	122.73	230-0000-3880-0030	Lost/Damaged Fees
2015-0606	9/28/2015	Water Works Irrigation LLC	Maintenance	150.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		5,440.32		
CREDIT CARD						
Oct CC		Amazon	Materials - Video	71.35	230-4230-2408-0000	Film/Video
Oct CC		Amazon	Materials - Adult Non Fiction	87.53	230-4230-2405-0000	Adult Books - Non Fiction
Oct CC		Amazon	Materials - SCC	69.98	230-4230-2499-0000	Collection Development
Oct CC		Amazon	Materials - Adult Fiction (SPLF BF)	47.23	235-4235-2101-0000	Library Donations Materials
Oct CC		DreamHost	Tech Support	19.95	230-4230-3098-0000	Technology Support
Oct CC		Kowalski's Market	Gallery Reception	106.01	230-4230-4099-0000	Miscellaneous Charges
Oct CC		Minnesota Library Association	MLA Conference	340	230-4230-3201-0000	Seminar/Conference Fees
Oct CC		Starbucks	Staff Recognition	70	230-4230-4099-0000	Miscellaneous Charges
Oct CC		USPS	Postage	11.82	230-4230-3102-0000	Postage
		CREDIT CARD SUBTOTAL		823.87		
		GRAND TOTAL		6,264.19		

Submitted for payment

Lynne S. Bertalmio, Director

LIBRARY 2015

STILLWATER PUBLIC LIBRARY (CITY FUND 230)

SUMMARY OF REVENUES AND EXPENDITURES

PERIOD: 1/1/2015 - 9/30/2015

REVENUES:	2015 Budget	Rec'd YTD	Comments
Taxes:			
Property Taxes	\$ 1,125,957	\$ -	
Charges for Services:			
Meeting Room Rental Fees	\$ 74,000	\$ 50,619	
Other	\$ 6,900	\$ 4,571	Other includes copier/print fees, book sales, gallery fees
Charges for Services Total	\$ 80,900	\$ 55,190	
Miscellaneous			
Interest Earnings	\$ 850	\$ -	
Processing Fees	\$ 7,000	\$ 6,639	
Registration	\$ -	\$ -	
Other	\$ 18,550	\$ 10,465	Other includes 230 Gifts, Refunds & Reimbursements, Library Card Fees, Lost Materials and Misc.
Miscellaneous Total	\$ 26,400	\$ 17,104	
Revenue Total	\$ 1,233,257	\$ 72,294	

EXPENDITURES	2015 Budget	Spent YTD	Comments
Operations:			
Personnel Services	\$ 825,948	\$ 609,776	Doesn't include \$32,684 in 2014 personnel costs pd in 2015
Supplies	\$ 110,475	\$ 61,317	Includes Library Materials (Books, Periodicals, A/V, etc.)
Services & Charges	\$ 56,341	\$ 19,734	
Miscellaneous	\$ 2,550	\$ 1,773	
Capital Outlay	\$ 32,038	\$ 11,205	
Operations Total	\$ 1,027,352	\$ 703,805	
Plant:			
Personnel Services	\$ 117,011	\$ 88,878	Doesn't include \$3,418 in 2014 personnel costs pd in 2015
Supplies	\$ 8,400	\$ 5,484	
Services & Charges	\$ 111,332	\$ 50,608	
Miscellaneous	\$ 1,200	\$ 670	
Capital Outlay	\$ 18,037	\$ -	
Plant Total	\$ 255,980	\$ 145,641	
Total Expenditures	\$ 1,283,332	\$ 849,446	

Revenues not including capital over (under) expenditures \$ (50,075) \$ (777,152)

OTHER FINANCING SOURCES:	2015 Budget	Rec'd YTD	Comments
Capital Transfer In:			
Capital Rollover from 2013	\$ 19,375	\$ -	
Capital Outlay Bonds - 2014		\$ -	
Capital Projects	\$ -	\$ -	
Capital Bonds Proceeds	\$ 19,375	\$ -	

TOTAL REVENUES & OTHER FINANCING	\$ 1,252,632	\$ 72,294
TOTAL EXPENDITURES	\$ 1,283,332	\$ 849,446
REVENUES & OTHER FINANCING OVER (UNDER) EXPENDITURES	\$ (30,700)	\$ (777,152)

TRANSFERS TO 2016:		
Capital:		
<i>2015 Capital Balance Remaining</i>		
<i>Capital Rollover Request to 2016</i>		
<i>Beginning Balance - General</i>	\$	92,175
<i>Net Increase (Decrease) in Fund Balance</i>		
<i>Less Transfer to Comp Absences</i>		
Ending Gen Fund Balance 12/31/2015		
<i>Beginning Balance - Comp Absences</i>	\$	21,221
<i>Transfer From General Fund</i>		
Ending Comp Absences Balance 12/31/2015		

LIBRARY 2015

STILLWATER PUBLIC LIBRARY (CITY FUND 230)

BUDGET STATUS REPORT

PERIOD: 1/1/2015 - 9/30/2015

REVENUE

Account Number	Description	Budget	YTD	Var
<i>TAXES</i>				
230-0000-3010-0100	Current Property Taxes	0	0	0
	Sub Totals:	0	0	0
 <i>CHARGES FOR SERVICES</i>				
230-0000-3500-0100	Meeting Room Rental Fees	74,000	50,619	23,381
230-0000-3520-0100	Copier/Printer Sales	6,000	4,016	1,984
230-0000-3880-0200	Gallery Fees	600	490	110
230-0000-3880-0500	Book & Other Enterprise Sales	300	64	236
	Sub Totals:	80,900	55,190	25,710
 <i>MISCELLANEOUS</i>				
230-0000-3810-0200	Interest Earnings-Investments	850	0	850
230-0000-3820-0100	Gifts	5,000	2,217	2,783
230-0000-3830-0100	Sale of Property	0	0	0
230-0000-3860-0100	Lease/Rentals	0	0	0
230-0000-3860-0200	Parking Rental	0	0	0
230-0000-3870-0100	Refunds and Reimbursements	250	20	230
230-0000-3880-0020	Library Card Fees	8,000	6,282	1,718
230-0000-3880-0030	Lost Materials	5,000	1,966	3,034
230-0000-3880-0040	Processing Fees	7,000	6,639	361
230-0000-3880-0050	Registration	0	0	0
230-0000-3880-0100	Miscellaneous Income	300	-20	320
	Sub Totals:	26,400	17,104	9,296
 <i>OTHER FINANCING SOURCES</i>				
230-0000-3910-0100	Transfer In-General Fund	1,125,957	0	1,125,957
230-0000-3910-0232	Transfer In-Library Fundraiser	0	0	0
230-0000-3910-0404	Transfer In-Co Bonds 2004	0	0	0
230-0000-3910-0405	Transfer In-GO CO Bonds 2005	0	0	0
230-0000-3910-0412	Transfer In-GO CO Bonds 2012	0	0	0
230-0000-3910-0414	Transfer In-GO CO Bonds 2014	19,375	0	19,375
230-0000-3910-0415	Transfer In-2015 GO CO Bonds	30,700	0	30,700
230-0000-3910-0416	Transfer In-CO Bonds 2006	0	0	0
230-0000-3910-0420	Transfer In-Co Bonds	0	0	0
230-0000-3910-0423	Transfer In-2001 C/O Bonds	0	0	0
230-0000-3910-0424	Transfer In-Co Bonds 2000	0	0	0
230-0000-3910-0426	Transfer In - CO Bonds 2016	0	0	0
230-0000-3910-0490	Transfer In-Capital Projects	0	0	0
	Sub Totals:	1,176,032	0	1,176,032
	Revenue Sub Totals:	1,283,332	72,294	1,211,038

LIBRARY OPERATIONS EXPENSES

Account Number	Description	Budget	YTD	Var
<i>PERSONNEL SERVICES</i>				
230-4230-1000-0000	Full Time Salaries	211,802	97,190	114,612
230-4230-1100-0000	Overtime - Full Time	0	279	-279
230-4230-1111-0000	Severance Pay	0	0	0
230-4230-1112-0000	Sick Pay	0	9,381	-9,381
230-4230-1113-0000	Vacation Pay	0	30,784	-30,784
230-4230-1200-0000	Part Time Salaries	434,171	335,639	98,532
230-4230-1300-0000	Overtime - Part Time	0	0	0
230-4230-1410-0000	PERA	48,448	34,875	13,573
230-4230-1420-0000	FICA/Medicare	49,416	34,116	15,300
230-4230-1500-0000	Hospital / Medical	76,659	62,267	14,392
230-4230-1520-0000	Dental Insurance	4,802	2,114	2,688
230-4230-1540-0000	Life Insurance	650	430	220
230-4230-1990-0000	Health Insur. Pass Thru	0	2,700	-2,700
	<i>Sub Totals:</i>	<i>825,948</i>	<i>609,776</i>	<i>216,172</i>
<i>SUPPLIES</i>				
230-4230-2000-0000	Office Supplies	250	0	250
230-4230-2101-0000	General Supplies	5,900	3,365	2,535
230-4230-2113-0000	Reference	7,000	3,713	3,287
230-4230-2114-0000	Data Base Searching	2,500	1,470	1,030
230-4230-2302-0000	Other Minor Equipment	4,000	1,988	2,012
230-4230-2400-0000	Childrens Books	14,900	9,681	5,219
230-4230-2401-0000	Adult Books - Fiction	19,400	11,594	7,806
230-4230-2402-0000	Audio	12,275	2,534	9,741
230-4230-2403-0000	Periodicals	7,200	6,736	464
230-4230-2405-0000	Adult Books - Non Fiction	24,900	14,306	10,594
230-4230-2406-0000	Teen Books - Materials	0	0	0
230-4230-2407-0000	Programs	0	0	0
230-4230-2408-0000	Film/Video	9,000	5,669	3,331
230-4230-2409-0000	Electronic Materials	2,500	0	2,500
230-4230-2499-0000	Collection Development	650	261	389
	<i>Sub Totals:</i>	<i>110,475</i>	<i>61,317</i>	<i>49,158</i>
<i>SERVICES AND CHARGES</i>				
230-4230-3098-0000	Technology Support	8,800	3,982	4,818
230-4230-3099-0000	Other Professional Services	10,000	0	10,000
230-4230-3100-0000	Circulation System	0	0	0
230-4230-3101-0000	Telecommunications	1,000	0	1,000
230-4230-3102-0000	Postage	1,500	451	1,049
230-4230-3200-0000	Mileage	400	193	207
230-4230-3201-0000	Seminar/Conference Fees	2,000	244	1,756
230-4230-3202-0000	Meals	0	0	0
230-4230-3203-0000	Housing	0	0	0
230-4230-3400-0000	Printing and Publishing	500	913	-413
230-4230-3401-0000	Binding	0	0	0
230-4230-3404-0000	Processing Fee	8,000	4,610	3,390
230-4230-3500-0000	General Insurance	1,391	0	1,391
230-4230-3707-0000	Maintenance Agreements	22,000	9,096	12,904
230-4230-3803-0000	Data Base Maintenance	0	0	0
230-4230-3804-0000	Equipment Rental	0	0	0
230-4230-3900-0000	Sales Tax	750	244	506
	<i>Sub Totals:</i>	<i>56,341</i>	<i>19,734</i>	<i>36,607</i>

	<i>MISCELLANEOUS</i>			
230-4230-4000-0000	Memberships and Dues	400	205	195
230-4230-4001-0000	Subscriptions	650	596	54
230-4230-4099-0000	Miscellaneous Charges	1,500	972	528
	<i>Sub Totals:</i>	<i>2,550</i>	<i>1,773</i>	<i>777</i>
	 <i>CAPITAL OUTLAY</i>			
230-4230-5200-0000	C/O & Improvements	15,338	0	15,338
230-4230-5300-0000	C/O Machinery & Equipment	0	0	0
230-4230-5310-0000	C/O MIS Computer Equipment	16,700	11,205	5,495
	<i>Sub Totals:</i>	<i>32,038</i>	<i>11,205</i>	<i>20,833</i>
	 <i>DEPRECIATION</i>			
230-4230-7010-0000	Depreciation-Purchased	0	0	0
230-4230-7020-0000	Depreciation-Contributed	0	0	0
	<i>Sub Totals:</i>	<i>0</i>	<i>0</i>	<i>0</i>
	 Lib Ops Expense Sub Totals:	1,027,352	703,804	323,548

LIBRARY PLANT EXPENSES

Account Number	Description	Budget	YTD	Var
<i>PERSONNEL SERVICES</i>				
230-4231-1000-0000	Full Time Salaries	48,901	31,135	17,766
230-4231-1100-0000	Overtime - Full Time	0	35	-35
230-4231-1111-0000	Severance Pay	0	0	0
230-4231-1112-0000	Sick Pay	0	1,966	-1,966
230-4231-1113-0000	Vacation Pay	0	4,197	-4,197
230-4231-1200-0000	Part Time Salaries	33,726	26,277	7,449
230-4231-1410-0000	PERA	6,198	4,262	1,936
230-4231-1420-0000	FICA/Medicare	6,321	4,645	1,676
230-4231-1500-0000	Hospital / Medical	20,921	15,384	5,537
230-4231-1520-0000	Dental Insurance	828	567	261
230-4231-1540-0000	Life Insurance	116	86	30
230-4231-1990-0000	Health Insur. Pass Thru	0	325	-325
	<i>Sub Totals:</i>	<i>117,011</i>	<i>88,878</i>	<i>28,133</i>
 <i>SUPPLIES</i>				
230-4231-2101-0000	General Supplies	2,500	960	1,540
230-4231-2102-0000	Janitorial Supplies	4,500	2,879	1,621
230-4231-2202-0000	Building Repair Supplies	200	685	-485
230-4231-2203-0000	Furn/Air Cond Repair Supplies	200	0	200
230-4231-2302-0000	Other Minor Equipment	1,000	960	40
	<i>Sub Totals:</i>	<i>8,400</i>	<i>5,484</i>	<i>2,916</i>
 <i>SERVICES AND CHARGES</i>				
230-4231-3002-0000	Contractual	0	0	0
230-4231-3099-0000	Other Professional Services	0	0	0
230-4231-3101-0000	Telephone	4,500	2,389	2,111
230-4231-3500-0000	General Insurance	31,832	0	31,832
230-4231-3600-0000	Electricity	40,000	26,910	13,090
230-4231-3601-0000	Natural Gas	13,500	7,531	5,969
230-4231-3703-0000	Building Repair Charges	12,000	7,222	4,778
230-4231-3707-0000	Maintenance Agreements	9,500	6,556	2,944
	<i>Sub Totals:</i>	<i>111,332</i>	<i>50,608</i>	<i>60,724</i>
 <i>MISCELLANEOUS</i>				
230-4231-4099-0000	Miscellaneous Charges	1,200	670	530
	<i>Sub Totals:</i>	<i>1,200</i>	<i>670</i>	<i>530</i>
 <i>CAPITAL OUTLAY</i>				
230-4231-5200-0000	C/O & Improvements	16,037	0	16,037
230-4231-5300-0000	C/O Machinery & Equipment	0	0	0
230-4231-5310-0000	C/O MIS Comupter Equipment	2,000	0	2,000
	<i>Sub Totals:</i>	<i>18,037</i>	<i>0</i>	<i>18,037</i>
 <i>OTHER FINANCING USES</i>				
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0	0	0
	<i>Sub Totals:</i>	<i>0</i>	<i>0</i>	<i>0</i>
	Lib Plant Expense Sub Totals:	255,980	145,642	110,338
	230 Revenue Sub Totals:	1,283,332	72,294	1,211,038
	230 Expense Sub Totals:	1,283,332	849,446	433,886
	Fund 230 Totals:	0	777,152	-777,152

LIBRARY CAPITAL 2015

STILLWATER PUBLIC LIBRARY (CAPITAL OUTLAY)
 SCHEDULE OF 2015 CAPITAL OUTLAY WITH EXPENDITURES
 PERIOD: 1/1/2015-9/30/2015

OPERATIONS	Budget	Spent YTD	Amount Remaining	Projected Total Cost Changes	Notes	Account	Funding Source
Improvements Rollover Request	\$ 15,338	\$ -					
3M Self Check Upgrades (3)	-	\$ 11,205			Remaining balance may be spent on another project	Improvement	2014 Bonds
Rollover Total	\$ 15,338	\$ 11,205	\$ 4,133	\$ (4,133)			
Computer Equipment	\$ 13,000	\$ -	\$ 13,000	\$ -	Public access pc rplcmnt purchase late in 2015	Machinery & Equipment	2015 Bonds
Failsafe Fiber Connection	\$ 1,200	\$ -	\$ 1,200	\$ (1,200)	No longer needed	Computer Equipment	2015 Bonds
RFID Pad Replacement	\$ 2,500	\$ -	\$ 2,500	\$ 300	Price is now \$2,800	Machinery & Equipment	2015 Bonds
NEW: Microfilm Reader/Scanner Grant Supplement	\$ -	\$ -	\$ -	\$ 1,250	New purchase		
Total Library Operations	\$ 32,038	\$ 11,205	\$ 20,833	\$ (3,783)	After acctng for incr. RFID and new microfilm rdr, \$3,783 remains to be spent or rolled over.		
PLANT							
Improvements Rollover Request	\$ 4,037	\$ -	\$ 4,037	?	Capital needs reallocation (originally for pavers)	Improvement	2014 Bonds
Portable Projector for Margaret Rivers A	\$ 2,000	\$ -	\$ 2,000	?	IT verifying costs.	Computer Equipment	2015 Bonds
Major Building Repairs & Improvements	\$ 12,000	\$ -	\$ 12,000	?	Capital needs reallocation (originally for pavers)	Improvement	2015 Bonds
Total Library Plant	\$ 18,037	\$ -	\$ 18,037	?	\$16,037 needs reallocation (originally for pavers)		
TOTAL LIBRARY FUND	\$ 50,075	\$ 11,205	\$ 38,870	\$ (3,783)			

SUPPLEMENTAL 2015

STILLWATER PUBLIC LIBRARY
 SUMMARY OF REVENUES AND EXPENDITURES
 PERIOD: 1/1/2015-9/30/2015

SUPPLEMENTAL FUNDS	2014		2015		2015		Comments
	Starting Fund Balance	Spendable Balance Remaining	Revenue	Expenses	2015 Balance Remaining		
Library Supplemental Accounts 220 - 232							
XXX - Lawson Short Term Fund	\$ 23,055	\$ -	\$ -	\$ -	\$ -	\$ -	Funds at SCVF; Need to request to spend
220 - Minerva	\$ 24,392	\$ 521	\$ -	\$ 649	\$ (128)		
221 - MC Webster	\$ 10,095	\$ -	\$ -	\$ -	\$ -		
222 - HR Murdock	\$ 1,798	\$ -	\$ -	\$ -	\$ -		
224 - Lawson Library Fund	\$ 222,784	\$ 19,208	\$ 10,476	\$ -	\$ 29,684		\$29,684 Needs Board Allocation
226 - Van Meier	\$ 1,246	\$ -	\$ -	\$ -	\$ -		
227 - Other Govt Gifts	\$ -	\$ 9,854	\$ 5,000	\$ 631	\$ 14,223		\$14,100 Needs Board Allocation
223 - FOUNDATION - Staff Service Funds	\$ -	\$ (688)	\$ 1,764	\$ 4,800	\$ (3,724)		223 = SPLF staff grant costs and 2 Puppets grant; Expenses incurred before reimbursement rec'd.
232 - FOUNDATION - SPLF Account	\$ -	\$ (4,475)	\$ 8,535	\$ 7,247	\$ (3,186)		Expenses incurred before reimbursement received.
<i>Lib Supp SubTotal</i>		\$ 24,420	\$ 25,775	\$ 13,327	\$ 36,869		
Library Donations Acct 235							
235 - FOUNDATION	\$ -	\$ 2,312	\$ -	\$ 427	\$ 1,885		Remaining SPLF dollars from original 235 account;
235 - FRIENDS	\$ -	\$ 4,015	\$ 3,400	\$ 3,094	\$ 4,321		\$1,000 Youth Programming; \$2,400 Q1&2: Audio
235 - Wright/Berglund	\$ -	\$ 173	\$ -	\$ 26	\$ 147		
235 - Welshons	\$ -	\$ 600	\$ -	\$ -	\$ 600		
235 - Athena	\$ 29,441	\$ 268	\$ 1,373	\$ 273	\$ 1,369		
235 - Eagles	\$ -	\$ 77	\$ -	\$ 112	\$ (36)		
235 - Margaret Rivers	\$ -	\$ 4,105	\$ 1,500	\$ 3,544	\$ 2,061		Exp: Zinio + Sand Creek
235 - Miscellaneous, Mkt Adjust	\$ -	\$ 2,966	\$ -	\$ 55	\$ 2,911		
235 - SRI	\$ -	\$ 100	\$ -	\$ -	\$ 100		
235 - St. Paul Foundation	\$ -	\$ 1,258	\$ -	\$ -	\$ 1,258		Account Close Out from 2014
235 - MELSA STEM Programming	\$ -	\$ -	\$ -	\$ 55	\$ (55)		\$225 committed but expenses incurred before reimb.
235 - Alice O'Brien Estate Remainder	\$ -	\$ -	\$ 4,909	\$ -	\$ -		\$4,909 Needs Board Allocation
235 - Laatsch Memorial	\$ -	\$ -	\$ -	\$ -	\$ -		\$795 coming in October; Designated by donor.
235 - Burton Memorial	\$ -	\$ -	\$ -	\$ -	\$ -		\$505 coming in October; Designated by donor.
<i>235 SubTotal</i>		\$ 15,874	\$ 11,182	\$ 7,586	\$ 14,561		
<i>235 Starting Liabilities</i>		\$ (446)	\$ -	\$ -	\$ -		
235 Total		\$ 15,428	\$ 11,182	\$ 7,586	\$ 19,024		
Supplemental Funds Total (Excluding Lawson Short Term)		\$ 39,849	\$ 36,957	\$ 20,912	\$ 55,893		
Total Funds ('14 Balance + '15 Revenue)		\$ 76,806					
Total Expenses		\$ 20,912					
Total Balance Remaining		\$ 55,893					

2015 City, Supplemental, Friends, & Foundation Materials Allocations By Area

Time Period: 1/1/2015 - 9/30/2015

PERIOD: 1/1/2015-9/30/2015	City <i>(Source: Trial Balance)</i>		Other Supplemental * <i>(Source: Access)</i>			Friends <i>(Source: Access)</i>			Foundation <i>(Source: Access)</i>			Total Balance	Total	Total
	Dollars in 2015 city budget for library.		Grant dollars paid to library from various sources. Some designated by donors. Others need Board allocation.			Grant dollars paid to library by Friends. Dollars designated by Friends for use.			Grants pledged to library by SPLF and not received until spent. ** All grants designated by SPLF for a specific use.			Remaining	Grants	Orders
	Budget 2015	Spent YTD 2015	Balance Remaining 2014	New Grants YTD 2015	Orders YTD 2015	Balance Remaining 2014	New Grants YTD 2015	Orders YTD 2015	Balance Remaining 2014	New Grants YTD 2015	Orders YTD 2015	2014	YTD 2015	YTD 2015
Board Allocation Needed	-	-	28,886	20,385	-	-	-	-	-	-	-	28,886	20,385	-
Materials														
Reference	7,000	3,713	-	-	-	-	-	-	-	-	-	-	7,000	3,713
Children's Books	14,900	9,681	-	180	160	-	-	-	-	-	-	-	15,080	9,841
Adult Fiction	19,400	11,594	77	1,492	592	-	-	-	5,640	7,700	7,508	5,717	28,592	19,694
Adult Nonfiction	24,300	14,306	792	2,271	1,436	-	-	-	49	1,500	1,263	841	28,071	17,004
St. Croix Collection	600	261	227	-	-	-	-	-	-	1,125	1,125	227	1,725	1,386
eBooks	2,500	-	631	-	631	-	-	-	7,520	7,000	427	8,151	9,500	1,058
Audio	12,275	2,534	100	-	-	4,015	2,400	3,376	-	-	-	4,115	14,675	5,910
Video	9,000	5,669	-	-	-	-	-	-	235	-	200	235	9,000	5,869
Periodicals	7,200	6,736	809	-	393	-	-	-	-	-	-	809	7,200	7,129
<i>Materials Subtotal</i>	<i>97,175</i>	<i>54,494</i>	<i>2,635</i>	<i>3,943</i>	<i>3,211</i>	<i>4,015</i>	<i>2,400</i>	<i>3,376</i>	<i>13,444</i>	<i>17,325</i>	<i>10,522</i>	<i>20,094</i>	<i>120,843</i>	<i>71,604</i>
Programs	-	-	1,858	-	-	-	1,000	245	7,659	7,350	10,449	9,517	8,350	10,694
Other Grants														
Staff Service Grants	-	-	-	-	-	-	-	-	1,797	3,300	2,901	1,797	3,300	2,901
Equipment	-	-	173	-	26	-	-	-	-	1,500	1,500	173	1,500	1,526
Miscellaneous	-	-	3,058	400	1,750	-	-	-	94	400	314	3,152	800	2,064
Gifts 230 (Gen Op)	-	-	-	525	-	-	-	-	-	-	-	-	525	-
MELSA ***	-	-	-	1,061	479	-	-	-	-	-	-	-	-	-
Grand Total	97,175	54,494	36,610	26,314	5,466	4,015	3,400	3,621	22,994	29,875	25,686	63,619	155,703	88,788

GRANTS ARE MADE TO LIBRARY BY INDEPENDENT ENTITY. DOLLARS MUST BE SPENT AS GRANTED BY INDEPENDENT ENTITY.

* Other Supplemental does not include principal amounts from trusts. Only shows dollars available for use from prior or current year. Lawson Short-Term Fund also not included as dollars have not been requested for use.

** Foundation "Balance Remaining" and "New Grants" totals are for grants pledged to the library by SPLF. Actual donations are not received until expenses have been reported to SPLF for reimbursement. Thus account totals will not directly tie to Library Funds 232/235 as these city accounts only reflect dollars received/spent and do not record pledged dollars.

*** MELSA dollars often do not come directly to library. Invoices are submitted to MELSA for direct reimbursement by MELSA.

STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE agenda item 5

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

- 2014 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	Accomplished in 2015 budget	Increase of \$2,000 in professional development funds in 2015 budget; additional \$2,000 in 2016 budget request
1.3.1	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
1.3.7	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction completed
2.3.1	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
2.3.2	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
2.3.3	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	Accomplished	
2.3.4	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	January 2016	
2.3.9	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	November 2015	City is working on strategic issues
3.2.1	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public
3.2.2	Promote the new website	Carolyn Blocher	Accomplished	Website has received kudos; staff still have some bugs to work out

3.2.3	Install new signs and messaging in the Library (and perhaps do PR in the community to emphasize the tech services currently available. Conduct staff training on promoting available tech services to patrons	Aurora Jacobsen	Accomplished; training continues	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
1.2.1	Run ILS reports on collection use and analysis for potential downsizing	Management team	First week February	Reports are supporting creation of new Collection Development Policy and collection plan
1.2.6	Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases	Management team	By March, 2014	Carolyn Blocher reported to the Board at March 2015 meeting
2.3.5	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	October 15, 2015 and ongoing	Administrator and Council will receive updates on plan progress
2.3.7	Plan a Library "Leadership" Summit of Library Board, Foundation Board, Friends Board, City Council – with specific goals and outcomes for the Summit	Board and Board Chair	By October 15,, 2015	Dates must be determined soon
2.3.11	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	The County has signed with Library Strategies for plan support; community planning retreats are being held

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.3.6	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	Once Administrator and Council have heard strategic plan presentation, they will receive updates on plan progress; presentation need to be scheduled

3.2.4	Review current Library PR marketing efforts for effectiveness and efficiency	Director, Foundation and possibly outside consultant, volunteers with PR expertise	By January, 2015	PR/PI needs inventory completed
3.1.1	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reported at April 2015 Board meeting; information for 2016 budget request has been generated
1.1.1	Select new service model, 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
1.2.2	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	Plan is to reduce by 4% in 2014 (achieved), 3% in 2015, and 3 percent in 2016
1.3.2	Issue a letter for a facilities study consultant	Director	By February 1, 2015	
1.3.8	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
1.4.2	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Schedule completed for September 2015 – May 2016; Funds raised; change communicated
2.2.4	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By January 1, 2016	Tech competencies developed; staff assessments starting; training occurring
2.3.10	Actively engage and support at least one broader City goal through Library services	Director	By March 1, 2016	
1.4.1	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
1.2.3	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
3.2.5	Create and implement a PR and	Management team	March - December,	An online newsletter – sympathetic to the

	marketing plan to increase awareness in the community		2015	website – has been created; conversation with SPLF on PR needs continues
1.3.3	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
2.2.3	Assess current staff levels and standard competencies in technology	Management team	By October 2015 Follow-up evaluation on annual basis.	Ongoing for current staffing model; draft summary report of base line status for comparison; Happening as part of personnel evaluations
1.4.3	Create recommended change plan for additional open hours (other than Sunday)	Director and Management team, Board review and approval	ON HOLD	There does not look to be money for additional hours in 2016
1.2.4	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been written; it will go to the Board in November; a collection management plan and materials buying plan are under development
1.3.4	Facilities consultant presents findings and report to Management Team and Board	Director, Board	By December 2015	A date for this should be discussed at the meeting on October 9, 2015
1.3.5	Budget to implement facilities recommendations	Director, Board	June, 2016	Although it will not be sufficient, there is a figure in the 2016 capital budget to implement facilities changes; it is not possible to be precise without the study
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	This effort is on hold
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collections budgets for 2016 will need revision as part of the total 2016 budget revision
1.2.7	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	By December 2015	
3.2.6	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization are taking place. Staff is examining tools and key messages.

2.1.1	Create a staffing plan based on the directions of the new service model	Director and management team	February 2016 to June 2016	
2.1.3	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	Timing dictated by City of Stillwater	The City of Stillwater understands that there is a need for this City-wide HR
2.2.1	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	An HR staffer is in the City's recommended budget for 2016
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	
2.3.8	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Working on projects with Planning Department and the Fire Department
2.2.5	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	February 2016	Task Force established
2.3 .12	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	Director sets task force. Include Board members.	February 2016	Task Force is established
1.4.5	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
1.4.6	Communicate new open hours to the public	Management team	August, 2015-December, 2015	Sundays hours have been advertised by the library and the Foundation; the communications will continue for the rest of the year
3.3.1	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships, the Management Team is completing an inventory of current partnerships, looking for ways to evaluate potential partners

3.3.2	Create methods to evaluate present and future library partnerships	Management team	November - December, 2015	
2.1.2	Present staffing directions to the Board	Director	By February 2016	

STILLWATER PUBLIC LIBRARY (the Gordon edit)
Collection Development and Management Policy

Adopted April 4, 1995
Revised July 1998
Revised April 2000
Revised November 2001
Revised May 2004
Revised September 2008
Revised July 2015

Vision for the Collection

Patron use is the most powerful influence on the library's collection. Circulation, patron purchase requests, and hold levels are important components in the development of the collection. The other driving force is the library's Strategic Plan 2014-2017.

In addition to patron demand, selections are made to provide depth and diversity of viewpoints to the existing collection. The library may also collect in greater depth any identified special collections.

Inherent in the collection development philosophy is an appreciation of each patron of the Stillwater Public Library. The library provides materials and access to materials to support each individual's life journey and does not place a value on one patron's needs or preferences over another's. The library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, provide recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, and lead to recognition and appreciation of literature. The reading and viewing activity of children is ultimately the responsibility of parents who guide and oversee their own children's development. The library does not intrude on that relationship.

2

Purpose of the Policy

The purpose of this policy is to define the underlying principles which direct the development and management of the library's collection. This policy guides the selection, acquisition, accessibility, maintenance, preservation and scope of the Stillwater Public Library collection. It establishes roles, responsibilities, and defines a process for addressing patron questions and concerns.

This policy further defines the work necessary to achieve the following key result as outlined in the Stillwater Public Library's Strategic Plan 2014-2017 Goal 1 Strategy 2: The Stillwater Public Library will develop current and contemporary collections to support a confident and self-reliant citizenry. The library will consistently rebalance and right size collections to meet changing and developing needs and interests of the community. Annually, the library staff will create a collection plan to guide selection, weeding, and retention of materials to guarantee the vitality of the collection.

Principles of Collection Development

The Library's collection is one of the Stillwater Public Library's major assets. It is developed and managed to meet the cultural, informational, educational, and recreational needs of residents of Stillwater.

The Library follows professional standards defined by the American Library Association including Intellectual Freedom.

Definitions

"Materials" as it occurs in this policy has the widest possible meaning. It includes print, audiovisual, digital, and electronic formats.

"Collection" is defined as materials that are selected for the Stillwater Public Library. Selected materials may be owned, housed or leased by the Stillwater Public Library, made accessible via download, or via the Library's or other libraries' website and online databases.

"Selection" refers to the decision made to add a given item to the Stillwater Public Library collection and to make it accessible. Library-selected web-based resources accessed via the Library's website are considered a part of the Library's collection. Not all materials and information found via the Internet are part of the collection. Please refer to the Library's website policy.

"Weeding" refers to the action of removing a previously selected item from the collection, withdrawing it because it contains outdated or misleading information, is in deteriorating physical condition, or is no longer of interest to the public.

Add "WCL/SPL" – see P. 4

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Roles and Responsibilities in Collection Development

The Library Board is responsible for the Collection Development & Management Policy.

The Library Director operates under the direction of the Board of Trustees and within the framework of the Library Board's Collection Development and Management Policy. The Library Director delegates to staff the authority to interpret and apply this policy in daily operation.

The community is encouraged to participate in the collection development process through suggestions and feedback.

Target Audience

The target audience for the collection is the Stillwater resident. However, the Stillwater Public Library recognizes that its relationship and its participation in a joint library catalog with the Washington County Library create a unique reciprocal partnership in the provision of a collection to meet the needs of both city and county residents. The Stillwater Public Library also participates in both regional and national networks that coordinate efforts to share its collection via interlibrary loan. As a participant in these networks, the Stillwater Public Library serves residents beyond its borders, from the Twin Cities metropolitan area to the state of Minnesota, the upper Midwest region and beyond.

Scope of the Collection

The Stillwater Public Library collects, organizes, and makes available materials of contemporary, historic, and archival significance. The collection offers materials in choices of format, treatment, and level of difficulty. The collection is reviewed and revised on an ongoing basis to meet present-day needs.

The Library will not attempt to develop a complete research collection. Requests for materials not owned by the Library, especially scholarly materials, will be referred to other libraries in the metropolitan area through established channels.

The Library recognizes the purposes and resources of other libraries and media centers in the metropolitan area and will not needlessly duplicate functions and materials. The Library must make careful selection of materials due to constraints on the acquisition budget and on space. As a result the library:

- bullet is red** Purchases professional materials only when they are also of interest to the nonspecialist.
- Purchases textbooks or other curriculum-related materials only when they also serve the general public.
- Acquires materials in a variety of formats for the study of popularly requested languages other than English, but does not seek to build collections in foreign languages. **I don't understand the preceding sentence, esp. the verb "study". Would the following be clearer? – Acquires some materials in a variety of formats in popularly requested languages other than English, but does not, etc....** The library will work through the interlibrary loan system to secure these materials for patrons.

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- Acquires materials published about the local area and those produced or published by local authors, printer, or publishers only when such materials meet selection criteria established for all materials or have historic or archival significance.

Materials are weeded from the collection to maintain the collection's usefulness, currency, and relevance. Materials removed from the collection may be sold, donated to nonprofit organizations, or used in collaboration with other government agencies.

Special Collections

Please refer to the St. Croix Collection Policy.

Access & Resource Sharing

All Stillwater Public Library materials are available for use by all patrons within the building. For information on the circulation of library materials, please refer to the library's Circulation Policy. Access to materials is ensured by the way materials are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems. The collection is accessed through the joint WCL/SPL -- **first use of an abbreviation – either spell out or add to Definitions on p. 2** catalog, the Library's website, and patron/staff interaction.

Materials have use limitations to ensure equitable and efficient access. Access to some materials may be limited by their rarity, value, uniqueness, fragile physical condition, or a combination of these factors. In-house and remote access to digital and electronic resources is provided within technical, budgetary, cooperative and licensing constraints.

The Library participates in interlibrary loan networks to make materials not in the collection available for patrons. Collection development and management is a participative effort within the larger community of libraries throughout the metropolitan area, state, and nation. The Library will actively seek to broaden these networks through agreements with other libraries and groups of libraries.

Copyright

The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library subscribes to the American Library Association's Library Bill of Rights, (ala.org/advocacy/intfreedom/librarybill) Freedom to Read, ([link?](#)) and Freedom to View ([link](#)) statements.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no

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way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials.

Reconsideration of Library Materials

Library patrons may request reconsideration of a library material selection decision by submitting a written Request for Reconsideration of Library Materials form. The Library will respond in writing to an individual's written request.

The Library Board, upon request, hears written appeals of a decision about a Request for Reconsideration. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, the Library Bill of Rights, the Right to Read and the Right to View and the American Library Association's

guidelines on intellectual freedom. The final decision on appeals rests “s” is red with the Library Board and will be taken up at publicly held Board meetings.

Selection

□Funding Statement Library funding, which includes funding for the collection, is allocated annually by the Stillwater City Council. Additional support for the Library’s collection is provided by the Stillwater Public Library Foundation, the Friends of the Stillwater Public Library, trusts, gifts, and other donations. The collection is enhanced by gifts of money and actual materials. Please see the library’s Donations Policy. Gift materials must meet the same standards of selection as purchased items or have historic or archival significance before they will be added to the collection.

Evaluative Criteria Collection development staff members rely on a set of criteria to guide selection decisions. The library selects materials of both permanent and current interest, based on the merits of the work in relation to the needs, interests, and demands of the community. Each item is evaluated as a whole and not on the basis of a particular part or section. For more information on evaluative criteria, please see the *“Stillwater Public Library Collection Management”* document.

In addition, the staff monitors changes in the population, patterns of use of the collection, changes in learning styles, and technology to determine the need for modifications in the

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composition of the collection, the inclusion of new formats, or the discontinuance of elements of the collection.

Maintenance and Preservation

Collection Maintenance Staff relies on a set of criteria to guide on-going collection maintenance decisions. Based on the evaluation, materials may either be kept, replacement copies may be purchased, materials may be preserved to ensure long term retention, or materials may be permanently withdrawn from the collection. For more information on collection maintenance, please see the *“Stillwater Public Library Collection Management”* document.

Preservation The library uses a variety of means to preserve materials of long-standing value. Preservation methods used include the following: preservation photocopying, microfilming, encapsulation, digitization, replacement of content through the purchase of another edition, rebinding, repair and use restrictions.

Process This policy is reviewed by the Library Director (or designee) every four years and makes recommendations to the Library Board Program/Policy Committee. The Committee reviews and revises as necessary, endorses and advances to the full Library Board for approval.

STILLWATER PUBLIC LIBRARY

INSTITUTIONAL BOARD POLICY

ADOPTED APRIL 4, 1995
REVISED JULY 1998
REVISED APRIL 2000
REVISED NOVEMBER 2001
REVISED MAY 2004
REVISED SEPTEMBER 2008

COLLECTION POLICY

Purpose of the Collection Policy

The purpose of the collection policy is to guide staff in the selection of materials and the development and maintenance of the collection. It also informs the public about the principles upon which selections are made.

Mission Statement

The Stillwater Public library selects, acquires, organizes, preserves, and makes available books, electronic resources and other materials of contemporary interest and permanent value to meet the needs of the community. It acts as a gateway to lifelong learning. It provides access to a wide range of information and ideas. It stimulates and helps to satisfy the intellectual life and curiosity of people. It offers opportunities for pleasure and recreation. It upholds the principles of intellectual freedom and the public's right to know. It gives people of all ages access to materials that provide an extensive, balanced collection. The scope of the collection provides a choice of format, treatment, and level of difficulty to meet the needs of individuals of all ages without duplicating the resources of other libraries, organizations, and institutions. With the exception of some special collections, the collection is not archival and is reviewed and revised on an ongoing basis to meet the changing needs of the community.

Population Served

The Library's collections are chosen for the individual user. Materials may be chosen to serve groups and organizations only after this primary function has been fulfilled. The collection is designed to serve a small primary service territory within the city of Stillwater and adjacent areas, encompassing people of all ages, opinions, and learning styles. The collections are of importance to non-users as well as users in that the community as a whole realizes benefits from an informed citizenry.

Through formal and informal agreements, the collection is also used by Washington County, MELSA area, state, and Wisconsin residents. The Library recognizes that many of the residents in its service territory have wide-ranging information needs and are mobile. Therefore, agreements are made that allow the use of other library collections.

Responsibility for Selection

The ultimate responsibility for the selection of materials rests with the Library Board. The collection development policy is adopted by the Board of Trustees and reviewed regularly. The Director is charged with its implementation and may delegate to members of the staff the authority to interpret and guide its application. Any materials selected in accordance with this policy shall be held to have been selected by the Board of Trustees.

Intellectual Freedom

The Stillwater Public Library subscribes to the Library Bill of Rights and the Freedom to Read statements of the American Library Association and interpretations of these documents. The selection of any material for inclusion in the collection does not constitute an endorsement of its contents. The Library recognizes that some materials might be considered controversial and that any given item may offend some patrons. A decision to select an item is not made on the basis of anticipated approval or disapproval, but on the merits of the work in relation to building the collection and serving the interests of the Library's patrons.

The right and the responsibility to guide the reading, viewing, and listening of children rests with their parents or legal guardians. Selection of materials for adults will not be inhibited by the possibility that the materials may come into the possession of children.

The Library will reconsider material in its collection upon the written request of a patron. Persons seeking the reconsideration of an item are asked to complete a Request for Reconsideration of Library Materials (Appendix B). Upon receipt of this form, the Library reviews the item for inclusion in the collection in light of the Library's overall goals and its Collection Policy.

Criteria for Selection

The Library acquires materials of both permanent and current interest, based upon the merits of the work in relation to the needs, interests, and demands of the community. Each item is evaluated as a whole and not on the basis of a particular part or section. The process of evaluation is guided by the application of a series of distinct standards or criteria. A single standard cannot be applied to each work. Each of these criteria may not and need not be used to evaluate each item; but, generally, the following criteria are used for the consideration of all material:

- Relationship and importance to the collection
- Significance of the subject matter
- Timeliness or popularity
- Reputation or qualifications of author, artist, publisher, or producer
- Local interest
- Availability of materials on the subject
- Provision of alternative viewpoint
- Inclusion in standard bibliographies or indexes
- Level of difficulty
- Critical review
- Imprint
- Purchase price
- Accessibility to materials elsewhere in region
- Suitability of format to library purposes
- Physical characteristics

The library will consider adding other, newer formats when these formats satisfy the criteria for selection above.

Selection Sources

The impetus to select an item may come from a number of different sources including, but not limited to, the following:

Reviews*
Patron title requests

Weeding/replacement schedule
Standing orders

Publishers' catalogs
Staff recommendations
Interlibrary loan requests
Subject needs
Collection evaluations

Gifts
Approval plans
Bibliographies
Advertisements

* Selection librarians use many standard and specialized review periodicals as selection sources, for example:

Baker & Taylor Forecast, Booklist, Bulletin for the Center for Children's Books, Choice, The Horn Book, Kirkus, Library Journal, Minneapolis Star Tribune, New York Times Book Review, Publishers' Weekly, Saint Paul Pioneer Press, School Library Journal, Video Librarian, VOYA

Scope of the Collection

The Library selects materials for a public with differing age levels, educational backgrounds, interests, and learning and reading skills. It therefore seeks to select materials of varying complexity. The Library also recognizes that other resources exist within the community and when ever possible will avoid duplication of functions and materials.

Professional materials (i.e., those in the fields of law, medicine, technology) are purchased only when of value to the nonspecialist.

The Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.

The Library acquires materials in audiovisual, electronic and print formats for the study of a number of popularly requested languages other than English. The Library has a very small collection of children's books in languages other than English that may be of use to those learning a language. For readers fluent in language other than English, the Library will seek to find materials through electronic resources or the interlibrary loan system.

Materials pertaining to local history are given special consideration (see St. Croix Collection Policy). However, the Library is under no obligation to add everything published about the local area or everything produced or published by local authors, printers, or publishers.

The Library purchases a variety of both fiction and nonfiction large print titles. The Library does not purchase books in Braille. The Library refers patrons wanting Braille materials to the Minnesota Braille and Talking Book Library.

Library Website

The Stillwater Public Library website is a gateway to information for users and staff of the library. It provides convenient access to information outside the time and space confines of traditional library service. It gathers together the online information resources most often needed by staff in their task of providing access to timely and accurate information. It also enriches, broadens, and complements the library's print and audiovisual collections.

The website identifies resources selected to reflect the needs of users and staff of Stillwater Public Library. It is not intended to be a comprehensive organization of available resources, nor is it intended to provide the kinds of information available at commercial websites.

The library's mission, interests of users, validity and quality of information, access, design, and local importance are deciding factors in the selection of linked sites on the Library's website. The website also is used to help users in their efforts to find information online by bringing together authoritative sites that provide the kinds of information staff normally assists customers in finding.

The Library does not provide the web pages as an advertising or promotional service; rather it serves as an information resource. The Library has no obligation to advertise or promote businesses, agencies, services or organizations, or personal web pages.

The Library can provide no warranty as to the accuracy, value or appropriateness of information found on any particular website. Online resources may change or disappear at any time and the Library cannot be responsible for these factors outside of its control.

Decisions to include specific online resources are made using the following criteria. The selected resource or page:

- provides information about the Library and its services, or relevant local information;
- provides information specifically of interest to residents in the service area of the library.
- provides online access to reference materials;
- provides government information from federal, state or local governments;
- provides resources that support lifelong learning;
- provides access to the kinds of information chosen for acquisition in the print collection development policy for the Stillwater Public Library;
- assists the general public in participating in our political process, having equal access to the information resources of our society and our government, and to the traditional routes of self-education and exploration that have always been fostered by public libraries;

Budget

Each year, the Director and staff prepare a collection budget that is adopted by the Board of Trustees. The budget is based on the collection development plan, public needs and the available collection dollars.

Evaluation of the Collection

Evaluation of the collection is done regularly to identify needs for specific items, increased subject coverage and additional viewpoints. Collection development projects identified by the evaluation may be referred to the budget process.

The collection is weeded on a regular basis to remove materials that are no longer useful. The criteria used in acquisition for the collection will also be used in considering items for withdrawal.

The physical condition of the collection is examined on a regular basis with items being designated for replacement, binding, or weeding.

Collection Development Planning

To anticipate collection needs, the staff monitors changes in the population, patterns of use of the collections, educational practice, and technology. These changes may signal the need for modifications in the composition of the collection, the inclusion of new formats, or the discontinuance of elements of the collection. These considerations are referred to in the Stillwater Public Library's Long Range Plan. Periodically, the staff and the Board will identify issues for special consideration.

Access to the Collection

The Library strives to provide materials on subjects of interest to the community. In order to make this material available freely, all materials in the collection, with the exception of materials requiring special treatment to protect them from damage or theft, are placed on open shelves. Library materials are not marked or identified to show approval or disapproval of their contents.

Interlibrary Loan

The interlibrary loan (ILL) process is not a substitute for collection development, but is intended to expand the range of materials available to library patrons without duplicating the resources of other libraries. Recently published materials are considered for purchase, particularly if request volume justifies acquisition.

Gifts/Donations

The Library is grateful for gifts both in the form of money and actual materials. Gift materials must meet the same standards of selection as purchased items before they will be accepted or added to the collection. If the decision is made to add a donated item to the collection, the Library reserves the right to determine the placement of a donated item in the collection; the library cannot provide separate shelving or special treatment for the item. The Library reserves the right to make final disposition of all gifts received. They may be added to the collection, given to other organizations, sold, or discarded. Gifts are not returned to the donor.

COLLECTION ACCESS

Access to Materials in the Building

The Stillwater Public Library makes its collections available within the building to all patrons regardless of the type of material or the age, gender, sexual orientation, origin, or residency of the user.

Access to Materials for Loan

The Stillwater Public Library allows registered MELSA users to borrow most collection items from the library, with the exception of reference materials, newspapers, current issues of magazines, special collections and microforms. Under the Minnesota Statewide Borrowers Compact, registered borrowers from Minnesota libraries outside MELSA may check out materials. There are no restrictions on loans of materials based on the patron's age or origin. Parents or guardians have the responsibility to guide and direct the library use of their minor children or wards.

2015 Capital Release II

The staff and the Finance Committee recommend that you request that the City Council release capital funds two projects from the library's approved 2015 capital budget.

Public Access Computer Replacement \$13,000

We have a plan of active computer maintenance and replacement for the all of the computers used in the library. If the library is to achieve a "tech-savvy" service as specified in the strategic plan, the 26 computers available to the public will need an upgrade. We intend to replace half of the computers in 2015 and the other half early in 2016 with 2016 capital funds. All of the public computers must be formatted alike and have the same image.

RFID Pad Replacement \$2,800

RFID pads are used by staff to check materials out, check materials in, and program RFID tags. With these funds, we will replace the oldest pad which has failed.

Lighting Retrofit

The library has received a time-limited offer from Xcel Energy for rebates if the library retrofits its lighting to adapt to LED technology. To qualify for this rebate, the project must be complete and copies of project invoices must be in Xcel's hands by December 31, 2015.

The library's lighting was broken into two parts – interior and exterior lighting. Xcel's estimate of net cost to the library for the interior lighting portion was \$56,760.87 with a payback period of 7.9 years. We judged that we did not have the resources to fund this portion of the lighting. However, the estimated net cost of retrofitting the exterior lights was \$9,599.08 with estimated annual savings of \$2,232.05 and a payback period of 4.3 years. Xcel has provided estimates of the total cost of the project, how much the rebate would be, how much the final cost to the library would be, what the length of the payback would be, and how much the library stands to save on electricity bills project (see attached). This was a scenario worth investigating further.

Xcel provides the rebate; it does not do the work of retrofitting. We have contacted two electrical service/supply firms to ascertain actual costs for the project. We received a proposal from Premier Lighting (see attached). This proposal followed the scheme outlined by Xcel. However, it estimates a shorter payback time and greater annual savings. We also contacted Linner Electric of Stillwater who brought in Viking Electrical Supply. The estimate that Linner will propose differs from the approach suggested by Xcel, which specified retrofitting exterior lights but replacing the lighting fixture in the parking garage. Linner would retrofit the garage fixtures instead of replacing them at some savings to the library. As this differs from what Xcel had envisioned, it was necessary to run the idea past Xcel to see if it would qualify for a rebate. It will. Due to this extra step, we do not have the estimate from Linner/Viking at this time but expect to have it before your Board meeting. The Linner/Viking proposal is expected to be less than the Premier Lighting proposal.

We checked with the City of Stillwater and this project – as a retrofit - could qualify for capital funding. To meet Xcel's deadline and have capital dollars available for this project (please refer to the 2015 capital budget elsewhere in your packet), you would have to request that the City Council release the funds at your November meeting. It is possible that there may be some monies in the operating budget that could reduce the amount of capital required. We have questions out to some of our IT partners (i.e., City of Stillwater and WCL) to see if some tech support funds will be unused and therefore available for this project. As always, capital funds that are released and not used remain in library's capital budget to be reallocated or rolled into 2016.

Lighting Upgrades	Estimated Costs	Estimated Annual Savings	Payback
Total Installed Cost <i>Before rebate</i>	\$13,165.00		
Utility Rebate*	\$3,565.92		
Your Final Cost <i>After rebate</i>	\$9,599.08	\$2,232.05 ^(a)	4.3 years
⇒ Rebate equals 27% of installed cost. (Including special orders)			

**Job must be completed and invoices submitted within 90 days or by 11/06/2015, whichever comes first. One-Stop reserves the right to withdraw this rebate offer after expiration. You may request an extension, which includes re-verification of eligibility, kW/kWh savings, installation costs, estimated rebate, and program rules by One-Stop.*

CEE Financing Option

Estimated monthly savings	\$186.00 ^(a)	
Monthly loan payments at 3.9% for 57 month term	\$190.00 ^(b)	4.9 years
<small>(b) Estimate based on a loan amount of \$9,799.08, including a \$200.00 loan processing fee. The loan term has a maximum of 5 years, with monthly payments not less than the estimated monthly savings. Final terms and conditions set by lender upon loan approval.</small>		<small>(Including Loan Financing Charges)</small>

Utility Cost Analysis	Demand (KW)	Energy (KWh)	Annual Cost	CO2 (lbs) *
Existing Lights	9.594	42,022	\$2,731.41	71,437
New Lights	1.754	7,683	\$499.36	13,060
Estimated Savings	7.840 ^(a)	34,339	\$2,232.05^(a) ◀	58,377 *

* How do CO2 emissions affect me and my business? ¶ Rising concentrations of greenhouse gases (GHG) produce an increase in the average surface temperature of the Earth over time. Rising temperatures produce changes in precipitation patterns, storm severity, and sea level commonly referred to as "climate change." ¶ Carbon dioxide (CO2), methane, nitrous oxide and four groups of fluorinated gases (sulfur hexafluoride, HFCs, PFCs and CFCs) are the major GHG. In the U.S., GHG emissions come primarily from the combustion of fossil fuels in energy use. CO2 emissions from coal-fired electricity generation comprise nearly 80 percent of the total CO2 emissions produced by the generation of electricity in the U.S. ¶ Installing energy-efficient lighting and implementing other conservation measures that reduce electric energy use significantly reduces GHG emissions and mitigates global climate change. Read more at: www.eia.doe.gov or www.epa.gov

(a) Savings estimates are based on standard engineering calculations and are NOT guaranteed. Your actual savings may be higher or lower depending on various factors, including how you operate your lights and other electric equipment in your building. Electric Utility Rates = \$0.0650/KWh and \$11.20/KW, where Demand cost savings occurs primarily during the summer months peak rate hours of 9am to 9pm. (10 [-26,-04] [0] [00,00] [00] [True] [0.000KW])



One-Stop Efficiency Shop Recommended Lighting Projects

Recommended Lighting System Upgrades	Schedule Name & Hours/year of Operation	Installed Cost (Without Rebate)	Estimated Annual Savings	Selected
Area A: Exterior				
Project: #1	Exterior 4,380 hrs/yr (Night-Only)	\$8,310.64 Incl Special Order	\$901.93	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
32 130 MH 100W STD1 1L	32 31 LED 031W 1L-NewFix			
Project: #2	Exterior 4,380 hrs/yr (Night-Only)	\$3,275.47 Incl Special Order	\$645.70	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
21 130 MH 100W STD1 1L	21 22 LED 022W 1L Omni Cob Retrofit			
Project: #3	Exterior 4,380 hrs/yr (Night-Only)	\$434.46	\$439.58	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
8 210 MH 175W STD1 1L	8 17 LED 017W-1L PAR38			
Project: #4	Exterior 4,380 hrs/yr (Night-Only)	\$415.67 Incl Special Order	\$137.23	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
2 295 MH 250W STD1 1L	2 54 LED 054W 1L Omni Cob Retrofit			
Project: #5	Exterior 4,380 hrs/yr (Night-Only)	\$728.76 Incl Special Order	\$107.62	<input checked="" type="checkbox"/>
Qty Watts EXISTING Luminaire	Qty Watts NEW Luminaire			
7 62 MH 0050W STD1 1L	7 8 LED 8W 1L Omni Cob Retrofit			
Totals <i>(Including special orders)</i>		\$13,165.00	\$2,232.05	



Summary of Suggested Lighting Upgrades

Company Name: STILLWATER PUBLICLIBRARY
 Project: LED Retrofit - EXTERIOR

Contact Name: Marvin Henry

LIGHTING UPGRADES		EST. COSTS	EST. SAVINGS
MATERIAL COSTS	<i>Before Rebates</i>	\$9,865.00	
INSTALLATION (WITH LIFT AND PERMIT IF NECESSARY)		\$3,160.00	
ANNUAL MAINTENANCE SAVINGS			\$866.15
RECYCLING		\$140.00	
FREIGHT			
TAX			
ANNUAL ENERGY SAVINGS			\$3,427.35
TOTAL COST BEFORE SAVINGS		\$13,165.00	
TOTAL ANNUAL SAVINGS			\$4,293.50
EST. REBATES	CEE	\$3,565.92	
FINAL COST		\$9,599.08	
		PAYBACK (Years)	2.24
		RETURN ON INVESTMENT	44.73%

Director's Report

Relationship with the Board/Issues: The New York Public Library and the Kansas City Public Library had a running Twitter battle over the World Series that garnered a lot of (library) attention. We are not about to start heckling other libraries. However, we have been getting a lot of compliments about our Facebook page without offending anyone. * Continuing along the pro sports path, the Minnesota Public Library Survey – aka the annual report – has revealed an interesting fact. In 2014, more people visited Minnesota public libraries than have attended a Vikings home game – ever!

Goals and Objectives: Our second online newsletter went out just before November 1. We have received thanks from a number of library users, but we know it is not going to enough people. We are currently promoting it through signage and announcements at events. We are preparing a form for distribution to targeted allied groups that advertises the newsletter and seeks permission for the library to sign people up if they do not want to do it themselves.

Community and Professional Relationships: Our youth services staff is in discussions with Jill Smith at the Bayport Public Library about opportunities for collaboration. *The fourth meeting of the Stakeholders' group for WCL's strategic planning effort was held recently. The draft strategic plan was released for this meeting. Most of the meeting consisted of walking through the plan, looking at the rationale for the goals announced and at the strategies for reaching those goals. Many of the goals are familiar to those who have seen other plans led by Library Strategies: increase a variety of services to meet the needs of targeted communities; advance public knowledge of the library to increase the use of services; improve library facilities; develop additional resources and partnerships; explore new staffing models and increase efficiency. The plan acknowledges that many of the goals would require increased funding. Washington County has put most of its planning information on the county website. As some of this information is pertinent to SPL, you may want to examine the materials. <https://www.co.washington.mn.us/index.aspx?nid=2298>

Staff and Personnel: We are reflecting on how fortunate we have been to have Melissa Butler with us as she nears the end of her internship. We have tried to give her exposure to all of the aspects of the library's work. We are hoping to sign her up as a substitute library associate once she has submitted her final internship report to Kent State. * See attached for information about recent staff continuing education experiences.

Business and Finance: I have received suggestions from Anne Young on revised rates for events. Once the Policy and Governance Committee has completed the Collection Development Policy, I think that the committee should look at the suggested rates so that they are in place for any future 2016 bookings. * We are watching with interest the development of the former Connolly Shoe Factory (our home for nine months in the mid'80's). A number of possibilities are envisioned for the large building – 28,000+ square feet. Mentioned uses are large event space, a brewery and taproom, a speakeasy, and a community workspace. Although SPL has no plan to open a speakeasy, both the

event space and the community workspace are of interest to the library, having the capacity to affect usage.

Technology: We are collecting information on the recent sale of 3M Library Division to Biblioteka. We have learned that almost every 3M employee that worked on 3< Cloud ebooks has transferred to Biblioteka. Carolyn participated in a Webinar held by 3M and Biblioteka about our RFID equipment and other systems. She heard that the now-combined company will continue to service 3M equipment. The situation is helped by Biblioteka's decision to site their North American headquarters in the Twin Cities area.

2015 Minnesota Library Association Conference, October 8-9

[highlights]

Angie Petrie, Youth Services Supervisor

The first session I attended, *Special Ops: Teaming Teens and Kids through Hands-on STEM Learning*, was about a program developed and implemented last summer in Anoka County Library system. The intent is for older teens (10-12 graders) who may have outgrown the teen volunteer program, or simply be a good fit for something more advanced, to go through an application process (building resume skills) and receive additional specialized training. Those selected pair up and lead a STEM program geared toward upper elementary students. This program could be of interest to area teachers as a way to incorporate STEM (outreach possibility). I have the information needed to develop this program for next summer should this be something we decide to pursue.

50 in 60 Youth Book Blast, a reader's advisory session, was presented by four of my colleagues. The premise is for 50 books to be highlighted, rapid pace, leaving attendees with a vetted list of books for preschool through teen, including non-fiction. This is the first time in many years that a session geared toward youth reader's advisory was offered. The adult format is always a well-attended crowd pleaser. During my stint as MLA-CYP (Children/Young People's) Chair, I worked with the RART (Reader's Advisory Round Table) leadership to make this a future offering. It was well attended and well done.

Meeting the Needs of Teens to Boost Your Library's Impact presented by the Executive Director of YALSA (Young Adult Library Services Association) highlighted the importance of job preparedness and how that might be incorporated into teen services. For instance, having teens apply for roles at the library including volunteering and participating in the Teen Groups. Larger systems have partnered with Community Job Services to bring resume building classes.

The Designful Library: Applying Design Thinking Principles to Create a Patron-Centered Library presented by Tony Molaro. This was a brief overview of the mindset of design thinking which basically seems like, instead of *thinking outside the box*, think as if there is no box. This is an interesting idea to bring to libraries as we strive to be even more creative about connecting with customer needs. It resonated with me as I attempt to develop program offering aspects that can't be found elsewhere.

<http://designthinking.ideo.com/>

Keynote: Eli Neiburger, Deputy Director, Ann Arbor District Library

Watch at least the last 20 minutes of his presentation here:

<https://www.youtube.com/watch?v=FryTDUDWBsg>

*~~Makerspaces~~ – If a kid doesn't see themselves as a MAKER = no appeal – would a library call itself "reader places"

*Offer unique value people can't get elsewhere – "You can get things – and do things – at your library, that you can't do anywhere else." "Love your library – it is what you make of it." "Do what people love."

*redefine Summer Reading Programs to make them more experiential – add more layers, online game

made it more valuable because they can do this, it's not required. Virtual badges have been super popular.

MLA Conference 2015

Lindy Howe

I attended the following:

Rapid Fire Reference introduced 30 useful resources available for free on the Internet. They ranged from AARP to Jane's Military Aircraft to MNopedia, to the MN Trade Office Made in Minnesota Directory. I emailed the list to all the Information Desk staff.

Keynote Friday's very entertaining keynote speech by Eli Neiburger emphasized that libraries shouldn't be doing what everyone else is doing because they are uniquely a reflection of their community. Libraries should provide services that no one else in the community can, such as *free* access to historical resources. He also strongly feels that maker spaces have no place in a library. You can find his enlightening presentation on Youtube under the title "A Romance of Many Dimensions".

Mr. Neiburger's message was also the theme of **Meeting the Needs of Teens to Boost Your Library's Impact**: libraries need to get past books and provide services to teens that they can't easily find elsewhere. Examples were workforce readiness, which could be as easy as asking teens to provide a resume for TAB membership or as comprehensive as providing a resume class, and college prep/college test prep for underserved populations.

Minnesota Council of Nonprofits Conference

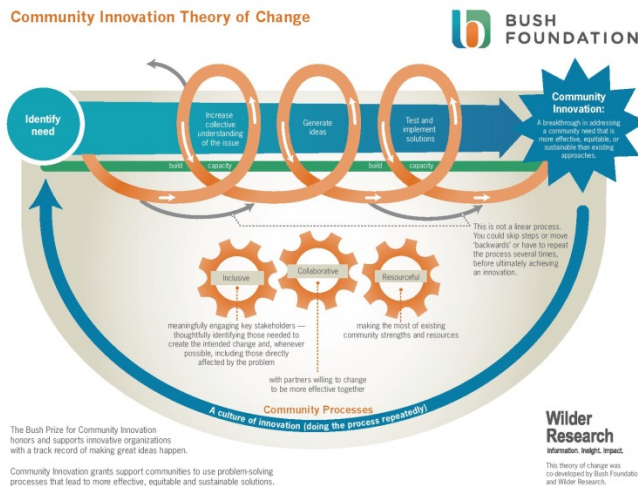
Think Bigger, Think Differently: An Innovation Workshop

Coordinated by Bush Foundation community innovation directors.

Aurora Jacobsen

The biggest takeaway from the panel was from Makeda Zulu-Gillespie, Director of Outreach for UROC (Urban Research and Outreach-Engagement Center, part of the University of Minnesota). Zulu-Gillespie's work is to establish alliances with the Northeast Minneapolis community and her biggest challenge to creating innovation is navigating egos to get more staid institutions listening to members of the public. The presentation also contained a neat little graphic I included below, symbolizing how complex anything involving "community" can be.

The session finished with small group discussion and I met the founder of an organization who wanted to be all things to all people, creating programs from scratch rather than partnering with organizations serving similar needs and it brought home the necessity to focus on organizational mission and goals.



Thursday afternoon’s keynote

Lori Swanson, Attorney General of Minnesota.

Session summary: call them with questions about nonprofit law before you get into trouble. However, if you DO get in trouble, they can be a good resource.

Ask Us Anything: Everything You Need to Know About Working Better With the Media

Kenza Hadj-Moussa communications director for the Minnesota Council for the Homeless and Tom Weber, MPR

Hadj-Moussa had many bits of practical advice, including “Journalists are human, too”. Tom Weber is her husband so her comment was especially pointed. Weber gave the journalists’ side. His most valuable pieces of advice—1) Want big coverage? Promote something during the holidays, when news is slow and 2) regularly communicate with your local media, don’t wait until a big event is on the horizon.

Changing what Community Engagement Looks Like

A filmmaker and a neighborhood association presented ways to make focus groups truly inclusive. Their experience focused on organizations that plan a listening session to say they did without accounting for transportation, work life of participants, etc. My biggest takeaway from this is that even documentary filmmakers now criticize government employees as unengaged, even at a conference with so many agencies need to engage government agencies. That this view of government is now considered a universal truth seems problematic and frustratingly hard to resolve.

Equity, Capacity, Collective Impact and Other Shiny Objects and Their Effects on the Nonprofit Sector.

Vu Lee, the author of the blog “Nonprofit With Balls” talked about some of the issues that face nonprofits. I’m highlighting some that are also true for libraries. Lee is well known for his questioning of “innovation”-- that we end up with “Bright Shiny Object Syndrome (BSOS), this apparent inclination to drop everything and zoom in on the newest, sexiest concept to support, with sometimes negative consequences.” This echoes Angie’s conference notes. Lee also talked about the “nonprofit hunger games” in which investors’ increasing reliance on competitive grants requires nonprofits to compete with each other for dollars, reminding me mightily of some city or county funding processes. Finally, Lee mentioned how difficult funding capacity work can be through a competitive process. However, none of the “sexy” projects work if there isn’t a great backbone behind them.

Can You Really Measure That? Evaluating the Arts

Renea Youngs, director of research and evaluation, Minnesota State Arts Board

Because libraries are still known primarily as a place for literature, and have had a difficult time measuring that value, I chose this workshop. The presenter had the longest, most complete set of references to review of any presenter of the conference, basically assigning homework. Youngs also covered the basics of Outcome Based Measurement.

Socially Intelligent Leadership

Ann Anderson, Practical Leadership

This presentation was about using Self Awareness, Self Management, Social Awareness and Relationship Management to lead. Anderson provided us with 4-5 concrete examples of ways to fulfill these four ideals at work and had us talk more directly about our core values. Good introspection about what makes management both valuable and frustrating.

Minnesota Council of Nonprofits

Tapping the Potential of Community Engagement: Effective Tools for Community Engagement

Lynne Bertalmio

This was the second of four sessions on community engagement but the most applicable to us. The most valuable part of the morning was the discussion and tools that treat how to think about what we do vis a vis the community. In any specific instance, are we doing outreach to a targeted group or are we in partnership with the group. These questions have been a stumbling block to our attempts to inventory our current efforts. The workshop provided us with a tool to clarify thinking and place our efforts on a continuum. For example, we may look at our efforts and ask “Is the relationship primarily transactional or is it foundational? Are we trying to accomplish a specific and perhaps short-term goal or are we building a space for people to connect and reach potential?” With this spreadsheet format, we have asked intern Melissa Butler to compile a current picture of our relationships with staff members.

PLAN FOR REVIEWING COMMITTEE WORK

November 4, 2015

Overview

The executive committee plans to meet with members of each of the board's four standing committees – facilities, finance, governance and HR – as well as key members of the library's staff. The goal is to develop a more thorough understanding of how these committees approach their work, how they balance or share that work with library staff (and, if relevant, other partners), whether and how the committees' missions might be adjusted, etc.

Process

An initial meeting with each committee will primarily be a listening and learning opportunity for the executive committee. After that round of meetings, the executive committee will meet to review and discuss its findings. As a final step, the executive committee will present its findings and any relevant recommendations to the committees and/or the full board.

As the board's bylaws give the president the authority to establish committees and their charges, those recommendations do not necessarily need to be submitted for board approval. However, any substantial changes could be put to the board for consideration and formal approval to help ensure thorough vetting and broad support.

Meeting Plan

The following outlines which executive committee members would meet with each group. The plan is designed to share the workload reasonably evenly among executive committee members and to avoid having a quorum present at any of these meetings.

Facilities committee

- Members: Spike, Ned, Doug
- Executive committee representatives: Mary, Maureen
- (We need to avoid having five trustees in attendance; check with committee members for thoughts on how best to handle)

Finance committee

- Members: Mary, Kathy
- Executive committee representatives: Mike, Maureen

continued on next page...

Governance and policy committee

- Members: Maureen, Spike, Craig
- Executive committee representatives: Mike, Mary
- (We need to avoid having five trustees in attendance. Options include having Craig sit out [new member, no working experience with the group yet] or Maureen [as she'd have an opportunity to weigh in separately from this meeting])

Human resources committee

- Members: Maureen, Michele, Doug
- Executive committee representatives: Mike, Mary
- (We need to avoid having five trustees in attendance; check with committee members for thoughts on how best to handle. Depending on meeting time, Michele might be out of the country.)

Library staff

- Members: Director, assistant director, office specialist
- Executive committee representatives: Mike, Maureen

Potential Discussion Topics

- Recent tasks/projects
- The committee's work process
- The other players involved (which staff? other support/partners?)
- Balance of work between the committee and library staff
- Has that shifted over the past few years?
- Committee members' ideas about future function/role

Board of Trustees Calendar

2015

November	4	SPLF Executive Committee meeting 8 a.m.
	9	F of the SPL Meeting 5:30 p.m.
	9 & 10	SPLF Style Speaks Volumes
	10	SPL Board Meeting 7 p.m.
	12	Give to the Max Day
	18	SPLF Board Meeting 7:30 a.m.
	4 through 7	Friends fall booksale Foundation Direct Mail Campaign
December	2	SPLF Executive Committee meeting 8 a.m.
	14	SPL Board Meeting 7 p.m.
	15	No SPLF Board meeting in December
	31	Board terms end
	31	Union contract ends

Board of Trustees Calendar

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BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
2	7/14/2015	Strategic Plan - 2015 Board Action Steps	Provide board with an updated copy of the 2015 Board Action Plan, list of action items on strategic plan that are the responsibility of the board. Requested by Stark.	Keliher	10/13/15 - Completed: Document included in October Board Packet.
11	8/11/2015	Pavers	Pavers are defective. Follow up with city engineering and Dave Magnuson.	Gordon	9/8/15 - In Progress: Gordon reported that city has agreed to take responsibility for replacement of pavers. Timing on replacement TBD.
12	8/11/2015	Supplemental Funds Meeting	Schedule meeting with Finance Committee and Magnuson to discuss use of McCluer-Webster and some of the smaller funds held at the city.	Bertalmio	9/8/15 - In Progress: Magnuson spoke briefly about funds at Sept Bd Mtg; He will write opinion about this for Bd
13	9/8/2015	City Email Accounts	Bertalmio contact city IT to see if city email accounts may be created for library trustees as email communications between board members or emails about library business could be public data.	Bertalmio	9/24/15 - In Progress: Bertalmio asked City IT; No response to date.
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	9/24/15 - In Progress: Young has talked with Hickey
16	9/8/2015	Building Study Task Force Meetings	Schedule special meeting of full board with MSR and schedule building task force meetings with MSR.	Bertalmio	10/16/15 - Completed: MSR meeting with Board scheduled for 10/9/15; First Task Force Mtg scheduled for 11/4/15.
17	9/8/2015	2016 Budget	Revise operating and capital budget in accordance with the new budget numbers adopted by the city. Bring to board for approval at October's meeting.	Stark Richie Bertalmio	10/13/15 - Completed: Brought revised budget to Board at October's meeting. Approved.
18	9/8/2015	Board Vacancy	Interview board applicants and provide recommendation.	Carlsen Gordon	10/30/15 - Completed: Gordon and Carlsen completed interviews with 4 applicants. Presented recommendation to board and board approved.
19	9/8/2015	SelfChecks - Book Recommendations	Provide board with update on status of providing book recommendations via SelfCheck machines.	Bertalmio	10/13/15 - Completed: Self-Check machines are displaying recommended reads.
21	9/8/2015	Appreciation Resolution	Draft a resolution thanking donors and community for support of Sunday Hours.	Gordon	10/13/15 - In Progress: Resolution to be presented to SPLF at November 17 City Council meeting.
24	9/8/2015	Board List	Provide Board with a list of members and terms at October Board meeting.	Bertalmio	10/13/15 - Completed: List provided at October's Board Meeting.
25	9/8/2015	Meeting Time Change - Bylaws	Investigate bylaws to see how/if meeting times for monthly meetings can be changed.	Bertalmio Keliher	9/27/15 - Completed: Bylaws don't restrict time. President's preference is to hold 7 p.m. time for remainder of 2015 and revisit topic when scheduling the 2016 slate of meetings.
26	9/8/2015	Greeting Card for Corbett	Distribute greeting card and collect funds to thank him for his service as an outgoing member of the board.		10/13/15 - In Progress: Card available at board meeting.
27	10/13/2015	2016 YS	HR Committee to review strategic plan as it pertains to YS and look into enhancing this area within the changed financial structure.	HR Committee	10/30/15 - In Progress: Will review in December when Cassavante returns.
28	10/13/2015	Union Negotiations	Bertalmio to schedule negotiation sessions with Union and Executive Committee.	Bertalmio	11/2/15 - In Progress: Union membership must meet first.
"TO DO" REMINDER FILE (Items to keep on board radar but not ready for action)					

ID	Board Meeting	Task	Description	Responsible	Status
23	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: No known date for paver replacement; Communicate to neighbors when date is known.

COMPLETED - BOARD MEETING FOLLOW-UP		
ID	Board Meeting	Task
3	7/14/2015	Strategic Plan 2.3.12 WCL/SPL Relationship
4	8/11/2015	Strategic Plan 1.4.1 Visitation Patterns
5	8/11/2015	Strategic Plan
6	8/11/2015	Building Study Committee
7	8/11/2015	Wedding/Events Report
8	8/11/2015	Sunday Hours
10	8/11/2015	Trustee Interviewing Committee
15	9/8/2015	Building Study Task Force Members
22	9/8/2015	Library in the News

Description	Responsible
Create a task force to examine relationship to and explore collaborations with Washington County. Stark volunteered to help	Keliher Stark
Create a report to show the count of people in library by day of week, hour of day and location. Bertalmio will prepare report and distribute to Board. Gordon volunteered to provide graphing	Bertalmio Gordon
Review Strategic Plan and provide new timeframe recommendations for board approval.	Bertalmio Keliher
Provide recommended list of Building Study Committee members for board approval.	Keliher
Provide board with comparison of number of weddings booked to date for 2016 in comparison with bookings at this time for prior years.	Bertalmio
Provide board with a list of key contacts receiving information about Sunday Hours.	Bertalmio
Form Committee to interview Board of Trustee Applicants. Gordon volunteered to serve on Committee.	Gordon
Recruit 2 staff members, 1 Foundation member, 1 Friends member and 4 Bd Members to serve on Task Force.	Bertalmio Keliher
Send out copies of articles when library is in the news.	Bertalmio

Status
9/8/15 - Complete: Task Force created, and Stark and
9/8/15 - Complete: Bertalmio distributed report to board at Sept meeting.
9/8/15 - Complete: Provided updated strategic plan in September Board Packet and presented at Sept meeting. Board
9/8/15 - Complete: Keliher distributed list of proposed task force members (Bell, Gordon, 1 SPLF member, 1
9/8/15 - Complete: Bertalmio's Director's Report in September Board packet indicated that 2016 bookings are on par with 2015 bookings at this
9/8/15 - Complete: Bertalmio's Director's Report in September Board packet indicated that info was sent to Pionner Press, Star Tribune, and local papers. Flyers sent to churches, SAPS digital backpack
9/8/15 - Complete: Gordon and Carlsen agreed to serve on committee.
9/25/15 - Complete: Recruited Bd Members Bell, Gordon, Menikheim, Stark, Staff Aurora Jacobsen and Jody Vasilakes, SPLF Jean Morse and
9/14/15 - Complete: Sunday Hour clippings and Mad Men article emailed to Board. Articles will be emailed going

STILLWATER PUBLIC LIBRARY FOUNDATION MEETING
September 16, 2015

MEMBERS PRESENT: Peggy Ahola, Lynne Bertalmio, Steve Brady, Jane Dickinson, Andy Kass, Jean Morse, Rebecca Peterson, Fred Rengel, Mary Richie, Mary Ann Sandeen, Carol Stabenow, Ann Wolff

WELCOME: President Ann Wolff called the meeting to order at 7:35 a.m.

SECRETARY'S REPORT: The minutes for the August 19, 2015 meeting were approved as corrected.

TREASURER'S REPORT: There was no treasurer's report for the month. A meeting for the "treasurer transition" was scheduled for later in the day on Sept. 16.

STRATEGIC PLAN/MEMBERSHIP & NOMINATING: Committee members had visited with members of the Stillwater Partnership to learn about their administrative assistance position. As a result of their meeting and after visiting with Keri, Andy made the following motion on behalf of the committee: "I move the SPLF create a new position of bookkeeper/administrative assistant. We would contract these services for \$20 per hour but would cap the remuneration at 500 hours per year, or no more than \$10,000. I nominate Keri Goeltl to fill this position." Mary Ann seconded the motion. Following discussion during which Keri's capabilities and flexibility were recognized as being advantages for us, the motion was unanimously approved.

GRANT EVALUATIONS: Lynn reported that it is difficult to get the Grant Evaluation forms returned.

TAPAS & THANKS: Jane stated that all seemed to be in order for the September 24 donor appreciation event. She requested that centerpiece baskets be delivered by 6:30. The caterer was scheduled to be on site by 5:00 p.m. Ann said that about \$3,000 had been donated by past and present SPL and SPLF trustees to support the donor event.

STYLE SPEAKS VOLUMES II –NOV. 9 & 10: Carol commented on the report that she sent to board members prior to this meeting. (*See attached report.)

WEBSITE: Ann reported that the new SPLF website should be ready by October 1. Registration information for the Style Speaks Volumes II event should be available at that time. It will be set up for the November 12th "Give to the Max" prior to that event.

SUNDAY HOURS: Lynne said that the first open Sunday of the Sept.- May Open Sundays (Sept. 13) was very successful. She indicated that the public was appreciative. Blaise Junker was at the library as a volunteer and observed the same success.

DIRECT MAIL APPEAL: Ann shared examples of our direct appeal letters from several previous years. She distributed a draft for consideration for this year's letter and requested any suggestions for modifying it. The bookmark that is included with the thank-you letter sent to previous donors was also discussed. Ann asked for suggestions for a theme for this year's

REPORTS sent to board members by e-mail for the September '15 meeting:

<u>Sender</u>	<u>Date</u>	<u>Title</u>
Jean	8/26/15	Minutes for the August '15 Meeting
Ann	9/2/15	Tapas & Thanks Invitation List Directions for Donorsnap
Ann	9/3/15	Valley Bookseller Event Invitation
Ann	9/8/15	Tapas & Thanks Update Request for Realtor Contacts
Carol	9/15/15	Report for Style Speaks Volumes II
Lynne	9/15/15	Update on Grant Requests

* Committee Report for Style Speaks Volumes II
September 15, 2015

Committee Members: Ann Wolff, Sandy Nicholson, Fred Rengel, Carrie Byrne, Becky Peterson, Carol Stabenow

Event Dates: Monday, November 9, and Tuesday, November 10; Social Hour 11:00;
Luncheon/Style Show 12:00-2:00; Shopping and Book Signing 2:00

Price per Ticket: \$55 (\$25 for lunch/tax/gratuuity; \$30 to SPLF)

Ability to Seat: 74 Attendees

Menu: Garden Salad, Butternut Squash Stuffed Shells, Cheesecake

Confirmed Author Models: Ute Buehler, Sue Leaf, Diane Dettmann, Michele Hermansen, Kristi Belcamino, Kerstin March, Spike Carlsen, Mark Berriman, Thomas Maltman

Authors Invited But Not Yet Confirmed: Stephanie Landsem, Peter Geye

Keri Goeltl has sent a "Save the Date" to last year's attendees. Registration will begin October 1 on the SPLF website.

Last year's flyers/registration forms have been edited with this year's information, but we are waiting for two additional author confirmations before they can be printed. Print date September 21.

Fred is contacting authors for bio information for the programs. Becky and Carol will get a press release written and sent..

Any corrections or questions, please let us know!

bookmark. Members of the community should receive the direct mail appeal about November 2 by both mail and email. There will also be Mail Chimp reminder for the Nov. 12 “Give to the Max” fund-raiser.

LIGHT A SPARK TO REALTORS: Fred explained that an effort is being made to solicit a new segment of donors for LAS: realtors in the community. He said that a letter will be sent to both individuals and managers of area real estate businesses introducing and explaining the SPLF and our fund-raising efforts with a special emphasis/request for their support of LAS. A copy of the 2015 LAS program will be included with each letter. Fred mentioned that we could invite area realtors to meet at the SPL for one of the meetings that they have regularly.

FRIENDS’ REPORT: Mary Ann announced that the November Book Sale will be held Nov. 4-7 with the preview on the 4th from 5 – 7:30 p.m. Used book donation drop-off dates are Oct. 24 & 31.

The next Friends’ meeting will be Nov. 12.

She also mentioned that she learned at the state Friends level that some community libraries have memorial cards at mortuaries/funerals for donation purposes.

CLUB BOOK: Lynne reminded us that there will be a MELSA supported Club Book presentation on Monday, Oct. 12. Author Emily St. John Mandel will be discussing her book, Station Eleven.

SPL TRUSTEE REPORT: Mary reported that the city has set its 2016 budget with some increase for the SPL, though it is not as much as the amount requested. She announced that a task force is being formed to work with consultants from MSR on an assessment of the SPL for safety, security, and efficiency. The gathering of the SPL trustees, SPLF board members, and members of the Friends for informal communication is still in the plans.

OTHER: Andy announced that Oct. 1 is the opening night of the exhibit of paintings by Mike McGuire at Art Reach Alliance.

He also mentioned that the Canvas Health Valley Vine & Harvest Throwdown fundraising event would be at the Lake Elmo Inn Event Center on Oct. 11.

ADJOURNMENT: 8:50 a.m.

Respectfully submitted,
Jean Morse, Secretary