

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Meeting Agenda, Tuesday, October 11, 2016, 7 PM

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
  - a. Adoption of the September 2016 Minutes+
  - b. Acknowledgement of Bills Paid in September \$19,456.00+
  - c. Quarterly Activity Report+
  - d. Other Activity Report+

Old Business

5. Strategic Plan Update I+
6. Building Reconfiguration D+
7. 2017 Budget D+
8. Revised 2015 Annual Report to the State of Minnesota A+
9. Council Communication Plan D+

New Business

10. Board Vacancy- Interviews Being Scheduled I
11. Event Policy Revision A+
12. 2017 Holidays A+
13. Allocate Undesignated Gifts A+

Reports

14. Director's and Other Staff Reports+
15. Foundation Report
16. Board Committee Reports
  - a. Executive
  - b. Facilities
  - c. Finance
  - d. Governance and Policy
  - e. Human Resources
  - f. Succession Planning Task Force
  - g. WCL/SPL Relationship Task Force
17. Public Commentary and Communications
18. Adjournment

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Monday, October 10, 2016.

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, WCL Draft Board Minutes 7/25/16, SPLF Minutes, St Croix Valley Foundation Spending Policy

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
September 13, 2016  
Minutes**

**PRESENT:** Bell, Hansen, Keliher, Menikheim, Richie, Stark

**ABSENT:** Carlsen, Otte

**STAFF:** Bertalmio, Goeltl

**AGENDA ITEM 1: Call to Order**

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

**AGENDA ITEM 2: Adoption of Agenda**

*Agenda adopted. MSP.*

**AGENDA ITEM 3: In-Person Public Commentary**

None.

**AGENDA ITEM 4: Consent Calendar**

*Consent calendar adopted. MSP.*

**AGENDA ITEM 5: Event Operations**

A committee of Board members has met with neighbors several times to try to ease the effects of events at the library. The library has made efforts to implement a number of suggestions from the neighbors. On September 8, 2016, the library received a letter from a neighbor with additional mitigation suggestions. This letter along with a document titled "A brief statistical look at events in 2015" was included in the September board packet.

Five neighbors of the Stillwater Public Library Neighbor attended the board meeting. They reviewed the concerns and suggestions outlined in an amended version of the September 8, 2016 letter (included as an attachment to minutes).

The board asked the President and Library Director to meet with the Event Manager to discuss the options presented by the neighbors and present recommendations to the board in October.

The neighbors also raised the issue of a special use permit. Menikheim will approach the Council to see if a special use permit is required for the library to hold events.

**AGENDA ITEM 6: Strategic Plan Update & Assessment**

Board discussed the library's progress on the Strategic Plan as presented in the Implementation Plan, Strategic Plan Assessment, and Dashboard documents in the September board packet.

On the Assessment document, the Board suggested the following:

- Goal 2 – Strategy 2: Maximize human resources: Add more quantifiable information such as number of conferences attended, dollars allocated to training, etc.

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

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- Goal 3, Strategy 2: Increase public awareness of Library services: The assessment discusses the purchase of Civic Technologies by WCL. Board requested additional information be provided about this product.

**AGENDA ITEM 7: Building Reconfiguration: Construction & Teen Library**

Library has a signed contract with Gardner Construction. Bertalmio met with Gardner on September 12, 2016 to determine schedule and sequencing of project.

The board discussed using the Lawson Short Term Fund to redo the teen library, which will be affected by the reconfiguration of the service desk. MSR has proposed a fee not to exceed \$4,000 to perform the teen room redesign and furniture selection.

*Motion made to approve \$4,000 design fee for the teen area. MSP.*

**AGENDA ITEM 8: 2017 Budget**

The Council adopted a levy on September 6, 2016 that provides the library with no increased support for the operating budget. This levy requires the library to reduce its proposed operating budget by \$56,729. The Director asked for ideas and guidance from the board on how to approach this sizeable reduction. The Director and Finance Committee will then present a menu of options at the October meeting.

Board discussed the Council meeting and the challenges presented by a flat budget. Board asked Bertalmio to draft budget reduction options for board review in October. Board asked Keliher to draft a response letter to the City Council regarding the levy, the WCL meeting, and next steps.

Director Bertalmio and City Administrator McCarty will meet with Washington County Administrator Molly O'Rourke and WCL Director Keith Ryskoski on September 15, 2016 to discuss relationship between WCL and SPL.

**AGENDA ITEM 9: Board Vacancy**

Applications for the vacancy on the Library Board of Trustees are due on September 26, 2016. Board members Doug Menikheim, Maureen Bell and Kathy Stark will interview applicants.

**AGENDA ITEM 10: Set Aside \$4,604 of Fund Balance for Class/Comp Study Fee**

The City hired a firm to complete a classification and compensation plan. The library's portion of the cost to conduct the study and plan is \$4,604. The Finance Committee discussed this expenditure with City Administrator McCarty who advised that the expenditure could be handled as a payment from the fund balance and that the Board should formally vote to set these funds aside.

*Motion made to set aside \$4,604 of the library's fund balance to pay the library's portion of the classification and compensation plan. MSP.*

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**AGENDA ITEM 11: Council Communication Plan**

Board discussed City Council Messaging Plan 2016-2017 included in the board packet.

Menikheim suggested that under Key Concepts, item 1 to change the use of the word “comparable” as the Library Board and City Council are not comparable bodies.

Board discussed the distinction between individual board member opinions and the voice of the board. Board also discussed the role of the Director versus the role of the Board in communications with the Council. Stark requested that the job description of the director be consulted when updating the communication plan.

Board also requested that the library is formally placed on the agenda of a city council meeting each month or quarter. A board member and director would attend and briefly update the Council on the library.

**AGENDA ITEM 12: Director and Other Staff Reports**

Board reviewed Director’s Report included in the September Board Packet.

**AGENDA ITEM 13: Foundation Report**

Richie reported on the Foundation and directed the board to the Foundation Minutes included in the September board packet. Richie highlighted the upcoming Foundation events: a donor appreciation event on October 6 featuring board member Craig Hansen, Style Speaks Volumes III on Monday, November 14 and Tuesday, November 15, and Destination Library, 10<sup>th</sup> Anniversary Event, on Friday, Sept 22, 2017.

**AGENDA ITEM 14: Board Committee Assignments and Reports**

- a) **Executive Committee:** None
  
- b) **Facilities:** None
  
- c) **Finance:** The Finance Committee reported on revenue and cost numbers for events as provided in an email from President Keliher on August 25, 2016 to the mayor and City Council members. Email is included as an attachment to the minutes.
  
- d) **Governance and Policy:** None
  
- e) **Human Resources:** None
  
- f) **Succession Planning Task Force:** Key library staff are working on transition plans.
  
- g) **WCL/SPL Relationship Task Force:** Meeting with WCL is scheduled for Thursday, September 15, 2016.

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**AGENDA ITEM 15: Public Commentary and Communications**

Stark discussed concerns with regarding the library “holds” system. Washington County no longer does phone and mail based notification of materials requested by patrons that have arrived at the library. Notifications are sent by email only. If a patron does not have an email address in the system, the patron will not receive notification of the hold. The patron will need to call the library or check online to find out the status of the materials.

**AGENDA ITEM 16: Adjournment**

Adjourned at 9:56 pm.

September 8, 2016

Board of Trustees  
Stillwater Public Library  
224 Third Street North  
Stillwater, Minnesota 55082

Re: Events held at the library

I would like to formally submit this feedback and these suggestions to the Board of Trustees of the Stillwater Public Library. My goal is for the library to adjust some of its current policies regarding the events held at the library. I am hoping that we can find compromises that will allow the library to continue to generate funds with events, but also further reduce some of the intrusions on the lives of those neighbors most affected by these events.

I acknowledge and appreciate that there has been a good faith effort this year in trying to accommodate our requests and minimize the problems. I was very happy to see the loading zone signs go up on the north side of the building, the yellow curb along the fire lane, and that someone is now stationed on the loading ramp while caterers are unloading for the events. However, there are items that were brought up in a previous meeting with some of the board members that have not been addressed.

The first item is that the signs directly across from the loading ramp do not address, specifically, loading and unloading in the fire lane. I understand that the board followed the suggestion of the fire department with these signs, but as we knew as neighbors, without specifically addressing the idea of **LOADING** and **UNLOADING**, drivers often ignore the no parking signs with the rationalization that they will only be there for a short time. That short time is very subjective, with some thinking that twenty to thirty minutes is a short time.

Another request made by the neighbors was that some of the vendors be required to load in and out in the parking ramp to help minimize the noise and parking congestion on and near the loading ramp. Although I understand that some of the vendor vehicles will not fit in the parking ramp, I fail to understand why those that do fit are not required to load in and out in the parking ramp. Moving some of the vendor vehicles to that door would help with some of the parking and loading problems on the north side of the building.

The next topic I would like to address is the City's Code of Ordinances, specifically section 31-325, wherein the city has outlined what are and are not allowable uses in each zoning district. As you know, the library is zoned as Public Administration, and the following are three uses in this zoning that are NOT allowed in the Code of Ordinances. Those uses are as follows:

- Outside entertainment, commercial (8)
- Outside sales or special events (8)
- Exterior phonographs, paging systems, musical instruments, etc. that may disturb the peace and quiet of the public.

Footnote (8) reads as follows: These uses may be approved directly by the city council if the event is a one-time special event not occurring on a regular basis.

I am in possession of the email, dated May 10, 2016, from Dave Magnuson to Doug Menikheim regarding these points. This email is added to the Board of Trustees meeting packet for June.

Mr Magnuson summarized the "talking points" as follows:

- 1) The library is a permitted use.
- 2) The events are secondary to the function of the library.
- 3) As a secondary use, the Council approved the bonding for the construction of the library addition with a terrace for event rental.
- 4) No outside music is allowed after 10 PM unless the event requests a variance and the Council holds a public hearing to approve it.

Although it is true that the City Council approved the bonding for the construction of the library addition, and that those plans included the terrace for event rental, there is no notation about an amplification of sound that disturb the peace and quiet of the public, even though that is noted as a use that is not allowed in the zoning codes. Although one could infer that events would have the amplification of sound, it is not stated specifically, just as Mr Magnuson points out that "regular basis" is not defined specifically.

I think anyone can rationalize that 30-40+ events in a six-month period should be considered as a "regular basis", just as most can rationalize that events of this nature will most likely have an amplification of sound. By that logic, you can or cannot assume one without the other.

On point #2, that events are a secondary use to the function of the library, I would like to point out that it is true that rented events can be considered a secondary use for this library now, it should also be pointed out that most libraries do not also operate as an outdoor event center to generate funds, so this should have been considered a new use, which would not qualify as a permissible use without a Special Use Permit. I would point to the Historic Courthouse, also zoned Public Administration, which does hold a Special Use Permit dating back to the 1980s, for its events.

\*Previously read: "...that 40-50 events in a six-month period..."

The Stillwater Public Library, although considered a gathering place for the general public, has not been granted a Special Use Permit or a Variance for the new use, which began in 2007, as an outdoor event center for the purpose of generating rental income. Although a comment at a city council meeting and approval of building plans are occasionally used as justification for a new use, when a use specifically violates a zoning code, it is usually required that it is only allowed to do so by way of a Special Use Permit from the city council.

I point all of this out because there is a case to be made that for the last ten seasons the library has been violating the City Code of Ordinances. This violation has undoubtedly\* caused problems and changed the lives of some neighboring residents.

I have spent hundreds of hours researching and documenting, and over a thousand dollars in sound proofing, legal fees and other misc. expenses all in an effort to squelch the noise and put an end to the problems caused by the library events. I have been advised that there are a\*\* few different civil options, but this would be expensive, both for the library and for myself. I strongly believe that sitting down with the Board of Trustees to try and find a compromise is the best approach at this time.

Although I would like to see the events come to an end entirely, I do not think this is a fair or equitable resolution for anyone. I do not want to stop those funds from helping maintain the services our public library provides for our community, but I do not believe that our neighborhood should pay such a high price for the library to serve the entire community. I am also very aware that the city council is not in favor of increasing the city's portion of the library's budget, leaving the library searching for ways to generate funds. Therefore, I submit the following items I would like to see implemented or changed and I welcome a discussion about these ideas:

1. **LIMIT THE NUMBER OF WEDDING RECEPTIONS TO ONE EACH CALANDAR MONTH.** The number of vendors and how those vendors park, the alcohol, and a wedding party and guests who often act very entitled having paid their rental fees, all seem to cause the most problems. I see a very distinct difference in how people act when it is just a ceremony vs when they are settled in for an eight to twelve-hour event.

I would like to see no more than ONE wedding reception or similar party-style event that allows the consumption of alcohol AND is scheduled past 10 PM each month. Ideally this could be set up to be scheduled the same day (Friday or Saturday only) every month. For example; the second Saturday of every month. This way the neighbors will always know, without having to check several emails, and we can plan accordingly.

I realize this could limit the number of wedding bookings, as some couples are adamant in wanting to have the ceremony and reception at the same location. However, as you are aware, there are more bookings for ceremony only events than there are for a combination of the ceremony and reception. I think that given time the number of ceremony only weddings and other types of events that are slowly starting to be booked will fill the financial gap that will be left by cutting the wedding receptions from three to six per month to one per month.

\* Previously read: "This violation has undoubtable caused problems..."

\*\* Previously read: "I have been advised that there are few different civil options..."



2. **LIMIT THE HOURS OF SUNDAY THRU THURSDAY EVENTS TO 9 AM to 9 PM.** Given that the library has nearly a dozen residential neighbors within fifty to one hundred feet, unlike the Historic Courthouse, I don't think this is an unreasonable request for weeknights to include Sundays.
3. **LIMIT THE HOURS OF ALL OTHER FRIDAY AND SATURDAY EVENTS (excluding the one reception with the option to go until midnight and the Light a Spark event) TO 9AM to 10 PM.**
4. **ANNUAL LIGHT A SPARK FOURTH OF JULY EVENT.** Provided the same care is taken every year, in relation to the neighbors, as it was this year, I have no objection to the event continuing in its current form and would NOT consider this to be the one monthly event as outlined in #1.
5. **AUCTIONEER, HORNS AND OTHER BOUNCING SOUNDS.** There are few sounds that seem to bounce and amplify differently in the neighborhood. Lakeview's annual fundraiser with an auctioneer, and horn instruments seem to be two of those sounds. Although the auction was shorter this year and Anne did try to squelch the sound some, it was still more than a minor annoyance. I would like to see this auction handled without amplification. Last weekend we had an issue with a band but Anne was able to quickly adjust that volume to an acceptable level. I would like to see this response every time, instead of being told it's not too loud. Early in this summer's event season I was told, at about 9:45 PM, by the officer working a wedding reception; "I don't think it's that loud". This was his personal opinion, but he even acknowledged that he wouldn't want to live here when I pointed to my bedroom window. This should not be at each officer's discretion. If the neighbors were complaining about volume during every event, I could understand some push-back but that it not the case. I don't know that there have been more than a handful of volume complaints this entire season.
6. **VENDOR VEHICLES THAT FIT IN THE PARKING RAMP SHOULD BE REQUIRED TO LOAD IN AND OUT IN THE PARKING RAMP.** This will help reduce the noise and congestion around the loading ramp.
7. **FIRE LANE.** Although it will be a great benefit to have someone sit on the loading ramp while vendors are unloading, our biggest problem seems to be with the tent people. They are often unloading well in advance of an event and often loading back up a day or two later. I address how this could be handled in #8. If we continue to have a person on the loading ramp and start fining these vendors, I don't think additional signage to specifically address un/loading is necessary.
8. **FINES FOR VENDORS IF VEHICLE IS PHOTOGRAPHED IN THE FIRE LANE WITHOUT A DRIVER AT THE WHEEL.** I believe this explains itself. I would think that the vendor contract could be amended to add a clause stating that \$50 will be deducted from payment if a vehicle is parked illegally. Or, if the library is not paying the vendor, deduct \$50 from the renter's deposit and they can withhold it from payment to the vendor.

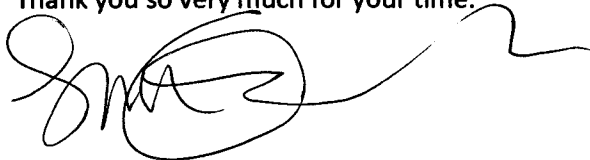
9. **EVENTS TO BE LIMITED TO THE FOOTPRINT OF THE BUILDING.** As explained in a previous email to Mike, during a wedding event in June, part of the festivities included the amplification of music and dancing in Mulberry Street (also our driveway). This went on for about twenty minutes and unfortunately I picked that time to come home from work. I was blocked out and stuck sitting in my car in the middle of Mulberry. Amending the policy and/or contract to keep all activities (other than pictures) within the footprint of the building should stop this from happening again.

I did have one more request and that was to stop all events on Sundays, but I realized this was probably too big of an ask. When the library is closed on Sundays it is wonderful not having cars constantly turning around in our driveway and people mulling about. I know that does not sound very neighborly but the traffic and number of people has increased drastically since the library expanded and the walking path was introduced next to our property. I understand that this is simply a growing pain and there is nothing that can be done about it, but if event renters could be gently persuaded to pick a different day of the week, or even if Sunday events could be concluded by early afternoon, it would be greatly appreciated.

I would like to stress that these thoughts and suggestions are my own. Although some neighbors may agree with all of the requests, others may agree with only some or none. Those neighbors living closest to the library, who I know have had issues with the events, have been given a copy of this letter and have been notified that they are free to attend the meeting on September 13 with their own feedback and ideas.

I greatly look forward to discussing these items with you all, and I hope you find these compromises to be workable solutions.

Thank you so very much for your time.

A handwritten signature in black ink, appearing to read 'Suzi Quaderer', with a long, sweeping flourish extending to the right.

Suzi Quaderer  
[qqsuziqq@msn.com](mailto:qqsuziqq@msn.com)

**From:** Mike Keliher [<mailto:mjkeliher@gmail.com>]  
**Sent:** Thursday, August 25, 2016 9:23 PM  
**To:** Ted Kozlowski <[tkozlowski@ci.stillwater.mn.us](mailto:tkozlowski@ci.stillwater.mn.us)>; Doug Menikheim <[dmenikheim@ci.stillwater.mn.us](mailto:dmenikheim@ci.stillwater.mn.us)>; David Junker <[djunker@ci.stillwater.mn.us](mailto:djunker@ci.stillwater.mn.us)>; Tom Weidner <[tweidner@ci.stillwater.mn.us](mailto:tweidner@ci.stillwater.mn.us)>; Mike Polehna <[mpolehna@ci.stillwater.mn.us](mailto:mpolehna@ci.stillwater.mn.us)>  
**Cc:** Tom McCarty <[tmccarty@ci.stillwater.mn.us](mailto:tmccarty@ci.stillwater.mn.us)>; Lynne Bertalmio <[lynneseb@ci.stillwater.mn.us](mailto:lynneseb@ci.stillwater.mn.us)>; Matt Richie <[matt.mary.richie@gmail.com](mailto:matt.mary.richie@gmail.com)>; Kathy Stark <[kistark@hotmail.com](mailto:kistark@hotmail.com)>  
**Subject:** Stillwater Public Library event revenue

Mayor and city council members,

Following up on recent conversations about events and event revenue at the library, the library board's finance committee and library staff have compiled the following data. Please let us know if you have any questions about this information.

**In 2015, the library hosted 36 events:** 3 private/non-profit, 1 corporate, 19 ceremony-only weddings and 13 weddings with ceremony and reception. Please note that these numbers include *events* only, which the library classifies separately from *meetings* -- simpler, smaller gatherings that just require a basic reservation for a meeting room. **Those 36 events yielded \$60,446 in income for the library.** In the course of hosting those events, the library's operating budget incurred \$3,123 worth of event setup costs.

This \$60k in event revenue is made possible in large part by support from the Stillwater Public Library Foundation, which pays for:

- a \$24,000 contract for an event coordinator
- \$2,025 in event advertising costs (such as promoting the library in wedding-venue listings and other similarly targeted outlets)
- \$513 in temp help costs

Crunch those numbers and you could reach the conclusion that the library had a net revenue of \$30,785 for events in 2015. I'd offer a simple caution that his conclusion isn't completely accurate, in that the \$60k truly is the library's unrestricted event-related income, and the foundation could indeed choose to put that \$24k toward some specific purpose other than an event coordinator. In short: If events were to change substantially (or cease altogether) at the library, it's that \$60k we'd need to replace, not a mere \$30k. (And further, one of the foundation's largest annual sources of revenue -- Light A Spark each July 4th! -- is an event on the library's terrace.)

I hope this information makes sense and is helpful to you. Thanks for your time, and again, please let us know if you have questions!

mjk

Mike Keliher  
651-324-0213  
[michaelkeliher.com](http://michaelkeliher.com)

[Donate to the Stillwater Public Library Foundation!](#)

**2016 Bill Resolutions**

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
9062016	9/6/2016	Baker and Taylor	Materials - Juv	778.56	230-4230-2400-0000	Childrens Books
9062016	9/6/2016	Baker and Taylor	Materials - Processing	15.68	230-4230-3404-0000	Processing Fee
9062016	9/6/2016	Baker and Taylor	Materials - YA (SPLF)	116.75	232-4232-2113-0000	SPLF - Materials
9062016	9/6/2018	Baker and Taylor	Materials - Ref	93.2	230-4230-2113-0000	Reference
9062016	9/6/2016	Ballweg Anne	Furniture Rental Refund	28	230-0000-3500-0100	Meeting Room Rental (Refund)
9062016	9/6/2016	Brodart Co	Materials - Adult Fiction	694.34	230-4230-2401-0000	Adult Books - Fiction
9062016	9/6/2016	Brodart Co	Materials - Adult Nonfiction	1344.83	230-4230-2405-0000	Adult Books - Non Fiction
9062016	9/6/2016	Brodart Co	Materials - Processing	79.3	230-4230-3404-0000	Processing Fee
9062016	9/6/2016	Brodart Co	Materials - Adult Fiction (Tributes)	99.29	235-4235-2101-0000	Library Donations Materials
9062016	9/6/2016	Brodart Co	Materials - Adult Fiction (SPLF MC)	390.28	232-4232-2113-0000	SPLF - Materials
8172016	8/17/2016	Darn Knit Anyway	SRP Class - YA (StPF)	256	235-4236-4099-0000	Library Donations Programs
5943730	8/25/2016	Demco Inc.	Processing Supplies	74.41	230-4230-3404-0000	Processing Fee
5943730	8/25/2016	Demco Inc.	Supplies	48.34	230-4230-2101-0000	General Supplies
2443579	8/24/2016	Gaylord Bros Inc.	Supplies (SCC)	57.94	230-4230-2101-0000	General Supplies
9062016	9/6/2016	Midwest Tape	Materials - Audio	293.78	230-4230-2402-0000	Audio
9062016	9/6/2016	Midwest Tape	Materials - Video	192.64	230-4230-2408-0000	Film/Video
9062016	9/6/2016	Midwest Tape	Materials - Processing	65.55	230-4230-3404-0000	Processing Fee
ALR0062255I	8/23/2016	MN Dept of Labor and Industry	Elevator Operating Permits	200	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
200002203	8/12/2016	Petrie Angela	Staff Reimbursement for MLA Conf Fee	199	230-4230-3201-0000	Seminar/Conference Fees
9062016	9/6/2016	Puente Mateo	Furniture Rental Refund	17	230-0000-3500-0100	Meeting Room Rental (Refund)
8189131	9/1/2016	Quill Corporation	Supplies	91.41	230-4230-2101-0000	General Supplies
583380	8/9/2016	Stillwater Medical Group	Drug Screening	68	230-4230-4099-0000	Miscellaneous Charges
13030343	8/24/2016	Toshiba Business Solutions	Maintenance Contract	75.5	230-4230-3707-0000	Maintenance Agreements
12996930	8/9/2016	Toshiba Business Solutions	Maintenance Contract	65.66	230-4230-3707-0000	Maintenance Agreements
401776	8/4/2016	University of Wisconsin- Extension	YS Mgmt Course	112.5	230-4230-3201-0000	Seminar/Conference Fees
51-7976594-1	8/25/2016	Xcel Energy	Energy	75.96	230-4231-3601-0000	Natural Gas
51-7976594-1	8/25/2016	Xcel Energy	Energy	5164.72	230-4231-3600-0000	Electricity
		<b>INVOICES SUBTOTAL</b>		<b>10,698.64</b>		
<b>CREDIT CARD</b>						
3200211	42571	Amazon.com	Materials - Adult Nonfiction	19.70	230-4230-2405-0000	Adult Books - Non Fiction
CVG 4163825	42552	Design Within Reach	Terrace Furniture (SPLF)	1,687.22	232-4232-2302-0000	SPLF - Minor Equipment
4077003	42560	Amazon.com	Materials - Local History	16.95	230-4230-2401-0000	Adult Books - Fiction
15229272	42562	Dream Host	Monthly Website Fee	19.95	230-4230-3098-0000	Technology Support
55266434	42562	Joker.com EIS	Internet Domain	31.00	230-4230-3098-0000	Technology Support
1657809	42557	TechSoup	Skype	2.00	230-4230-3098-0000	Technology Support
231356	42556	Valley Bookseller	Materials - Adult Fiction	13.56	230-4230-2401-0000	Adult Books - Fiction
231356	42556	Valley Bookseller	Materials - Local History	13.56	230-4230-2499-0000	Collection Development
		<b>CREDIT CARD SUBTOTAL</b>		<b>1,803.94</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>0.00</b>		
		<b>GRAND TOTAL</b>		<b>12,516.14</b>		

Submitted for payment

Lynne S. Bertalmio, Director

**2016 Bill Resolutions**

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
180092	8/24/2016	Ace Hardware	Janitorial Supplies	42.46	230-4231-2102-0000	Janitorial Supplies
180111	8/25/2016	Ace Hardware	Janitorial Supplies	32.83	230-4231-2102-0000	Janitorial Supplies
9202016	9/20/2016	Baker and Taylor	Materials - Juv	947.33	230-4230-2400-0000	Childrens Books
9202016	9/20/2016	Baker and Taylor	Materials - Processing	28.91	230-4230-3404-0000	Processing Fee
9202016	9/20/2016	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	40.14	232-4232-2113-0000	SPLF - Materials
9202016	9/20/2016	Brodart Co	Materials - Adult Fiction	123.44	230-4230-2401-0000	Adult Books - Fiction
9202016	9/20/2016	Brodart Co	Materials - Adult NonFiction	202.64	230-4230-2405-0000	Adult Books - Non Fiction
9202016	9/20/2016	Brodart Co	Materials - YA NonFiction	21.02	230-4230-2406-0000	Teen Books
9202016	9/20/2016	Brodart Co	Materials - Processing	14.3	230-4230-3404-0000	Processing Fee
9202016	9/20/2016	Brodart Co	Materials - Adult Fiction (Tribute)	14.03	235-4235-2101-0000	Library Donations Materials
9202016	9/20/2016	Brodart Co	Materials - Adult Fiction (SPLF)	134.92	232-4232-2113-0000	SPLF - Materials
306-02444792-3	8/31/2016	Culligan of Stillwater	Water	14.55	230-4230-4099-0000	Miscellaneous Charges
2455591_1182838950	8/10/2016	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
10003023557	8/25/2016	Infogroup	Materials - Ref	620	230-4230-2113-0000	Reference
9202016	9/15/2016	Midwest Tape	Materials - Audio	81.23	230-4230-2402-0000	Audio
9202016	9/20/2016	Midwest Tape	Materials - Video	95.19	230-4230-2408-0000	Film/Video
9202016	9/20/2016	Midwest Tape	Materials - Processing	21.4	230-4230-3404-0000	Processing Fee
9202016	9/20/2016	Midwest Tape	Materials - Audio Books Juv (Friends)	143.93	235-4235-2101-0000	Library Donations Materials
ABR0147170I	9/1/2016	MN Dept of Labor and Industry	Boiler License	10	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
B05458289	9/6/2016	SHI International Corp	MS Office and Windows Licenses	4269	230-4230-3098-0000	Technology Support
		<b>INVOICES SUBTOTAL</b>		<b>6,939.86</b>		
<b>CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>0.00</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>0.00</b>		
		<b>GRAND TOTAL</b>		<b>6,939.86</b>		

Submitted for payment

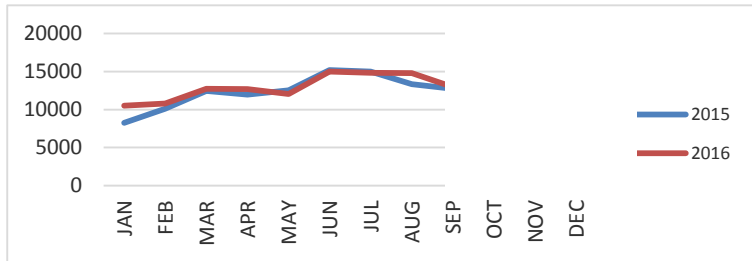
Lynne S. Bertalmio, Director

# STILLWATER PUBLIC LIBRARY QUARTERLY SCORECARD (Q3: July - Sept 2016)

## VISITS TO LIBRARY (Through September 2016)



	2016	2015	Trend
Q3	42,623	41,036	↑ 3.9%
YTD	116,342	111,530	↑ 4.3%



## CIRCULATION

	Q3 2016	Q3 2015	Trend	YTD 2016	YTD 2015	Trend
Physical Items	80,777	82,419	↓ -2.0%	232,715	233,414	↓ -0.3%

	Q3 2016	Q3 2015	Trend
E-Materials			
OverDrive eBooks	2,335	2,381	↓ -1.9%
Bibliotheca eBooks	1,362	1,277	↑ 6.7%
eAudiobooks	928	580	↑ 60.0%
eMagazines	1,326	1,159	↑ 14.4%



## PROGRAMMING

	Q3 2016	Q3 2015	Trend	YTD 2016	YTD 2015	Trend
<b>Children's Programs</b>						
# Programs	55	63	↓ -12.7%	171	169	↑ 1.2%
Attendance	1,829	1,789	↑ 2.2%	5,875	5,813	↑ 1.1%
<b>Teen Programs</b>						
# Programs	7	8	↓ -12.5%	32	30	↑ 6.7%
Attendance	101	89	↑ 13.5%	389	353	↑ 10.2%
<b>Adults Programs (Including Gallery)</b>						
# Programs	9	11	↓ -18.2%	35	27	↑ 29.6%
Attendance	99	500	↓ -80.2%	465	163	↑ 185.3%

## COMPUTER & WI-FI USAGE



	Q3 2016	Q3 2015	Trend	YTD 2016	YTD 2015	Trend
Computer Minutes	216,250	163,206	↑ 32.5%	544,033	521,942	↑ 4.2%

	Q3 2016	Q3 2015	Trend	YTD 2016*	YTD 2015*	Trend
WiFi Minutes	328,864	259,640	↑ 26.7%	900,031	677,474	↑ 32.9%

\*Does not include January numbers as data was not available for Jan '16 due to WCL reporting issue.

# STILLWATER PUBLIC LIBRARY QUARTERLY SCORECARD (Q3: July - Sept 2016)

## ONLINE/ E-COMMUNICATIONS

	Monthly Avg:			Totals:		
	Q3 2016	Q3 2015	Trend	YTD 2016	YTD 2015	Trend
<b>Website</b>						
# Users	3,725	4,131	↓-9.8%	33,213	39,794	↓-16.5%
# Sessions	5,949	6,232	↓-4.5%	52,693	55,990	↓-5.9%
# Pageviews	10,899	13,499	↓-19.3%	99,272	134,992	↓-26.5%
<b>St. Croix Collection Online Users</b>						
# Users	184	N/A	N/A	836		
# Sessions	104	N/A	N/A	1003		
# Pageviews	1,161	N/A	N/A	14,227		

E-Newsletter Subscribers as of September 2016: 191

Facebook Likes as of Sept 2016: 1,693

## VOLUNTEERS

	Q3 2016	Q3 2015	Trend	YTD 2016	YTD 2015	Trend
# Hours	743.5	647.5	↑14.8%	1,910	1,968	↓-2.9%

Active Volunteers as of September 2016:

40 Adults

24 Teens



## COLLECTION DEVELOPMENT

	YTD 2016	YTD 2015	Trend
Physical Items Added	6,762	6,924	↓ -2.3%
Physical Items Weeded	7,734	6,764	↑ 14.3%
Ebooks Added	6	154	↓ -96.1%



## WEDDINGS/EVENTS & MEETINGS

	Q3 2016	Q3 2015	Trend	YTD 2016	YTD 2015	Trend
# Weddings/Events	19	15	↑ 26.7%	30	29	↑ 3.4%
# Meetings	119	103	↑ 15.5%	438	376	↑ 16.5%



**TOTAL LOANS from Washington County Libraries**

<b>2016 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
Woodbury	66,320	65,518	72,376	67,634	64,709	79,340	80,839	79,566	67,325				643,627
Forest Lake	26,731	27,510	30,591	29,695	27,879	33,031	33,329	34,012	30,838				273,616
Park-Grove	18,815	18,256	21,099	20,786	19,969	24,114	24,996	25,102	17,020				190,157
Oakdale	10,992	11,778	12,937	12,844	11,613	13,361	13,808	13,630	12,262				113,225
Wildwood	11,262	10,771	12,141	11,823	11,406	14,172	15,258	14,034	10,973				111,840
Valley	2,217	2,225	2,676	2,588	2,119	2,813	3,037	2,967	2,191				22,833
Marine*	405	396	437	354	413	481	473	452	425				3,836
Hugo*	254	419	375	249	337	327	313	219	237				2,730
Newport*	73	34	58	29	31	55	46	48	66				440
Law Library	76	77	52	44	34	60	43	61	48				495
Downloads	22,486	21,021	23,537	20,950	19,789	21,267	21,405	20,893	19,969				191,317
SS (Mostly ILL)	781	738	868	740	782	620	674	858	733				6,794
Stillwater	23,274	23,618	26,482	24,626	23,786	30,152	28,854	28,251	23,672				232,715
Bayport	5,199	5,455	5,685	5,569	4,819	5,893	4,600	5,414	5,384				48,018
<b>TOTAL Loans</b>	<b>188,885</b>	<b>187,816</b>	<b>209,314</b>	<b>197,931</b>	<b>187,686</b>	<b>225,686</b>	<b>227,675</b>	<b>225,507</b>	<b>191,143</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,841,643</b>

\* Library Express Service

<b>2015-16 % CHANGE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
Woodbury	-7.6%	-2.4%	-5.9%	-1.5%	-5.5%	-4.1%	-5.9%	-0.5%	-4.5%				-4.2%
Forest Lake	-11.6%	-2.9%	-5.5%	1.6%	1.2%	-6.9%	-9.4%	-3.7%	4.8%				-3.9%
Park-Grove	-5.6%	-2.2%	-6.3%	3.5%	2.6%	-12.2%	-9.3%	1.3%	-21.2%				-5.9%
Oakdale	-18.1%	-12.5%	-9.3%	-1.2%	-4.6%	-10.2%	-10.5%	-9.3%					-10.3%
Wildwood	-4.9%	-6.8%	4.8%	-2.2%	4.1%	2.2%	6.5%	4.8%	-2.8%				0.8%
Valley	5.5%	-3.9%	-2.4%	10.1%	-2.4%	-0.4%	17.8%	5.0%	-10.0%				2.2%
Marine*	-12.9%	-14.5%	-0.2%	-38.8%	-12.3%	26.6%	6.5%	2.0%	-3.0%				-6.9%
Hugo*	-52.9%	15.1%	10.0%	-28.0%	33.2%	-16.8%	-10.3%	-32.4%	-29.3%				-15.8%
Newport*	135.5%	-2.9%	-6.5%	-49.1%	-18.4%	-33.7%	-37.0%	-5.9%	0.0%				-11.3%
Law Library	76.7%	11.6%	-16.1%	-52.2%	-8.1%	39.5%	-21.8%	0.0%	-22.6%				-5.5%
Downloads	16.9%	15.6%	15.9%	15.9%	5.4%	8.8%	2.4%	-1.2%	3.3%				9.0%
SS (Mostly ILL)	-6.8%	1.4%	-5.7%	-4.4%	31.6%	-13.6%	-9.3%	23.8%	-2.3%				0.5%
Stillwater	-6.2%	1.4%	3.2%	1.8%	3.7%	0.2%	-3.6%	2.8%	-5.3%				-0.3%
Bayport	-0.2%	19.7%	1.8%	10.4%	13.4%	13.9%	-22.1%	5.4%	7.5%				4.7%
<b>TOTAL % Change</b>	<b>-5.8%</b>	<b>-0.7%</b>	<b>-2.1%</b>	<b>1.7%</b>	<b>-0.2%</b>	<b>-3.8%</b>	<b>-5.5%</b>	<b>-0.6%</b>	<b>-4.3%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-2.5%</b>

<b>2015 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April**</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
Woodbury	71,750	67,095	76,954	68,693	68,485	82,701	85,873	80,002	70,519	68,385	63,879	62,385	866,721
Forest Lake	30,253	28,338	32,361	29,237	27,544	35,465	36,788	35,309	29,430	28,753	26,141	25,435	365,054
Park-Grove	19,937	18,658	22,510	20,083	19,472	27,476	27,561	24,786	21,609	20,983	19,201	18,497	260,773
Oakdale	13,425	13,457	14,256	12,999	12,177	15,842	15,379	15,231	13,524	13,111	11,398	11,089	161,888
Wildwood**	11,843	11,561	11,582	12,093	10,953	13,863	14,331	13,394	11,284	11,900	11,132	10,414	144,350
Valley	2,102	2,315	2,742	2,350	2,170	2,824	2,578	2,827	2,435	2,483	2,076	2,010	28,912
Marine*	465	463	438	578	471	380	444	443	438	381	467	469	5,437
Hugo*	539	364	341	346	253	393	349	324	335	343	350	264	4,201
Newport*	31	35	62	57	38	83	73	51	66	65	38	35	634
Law Library	43	69	62	92	37	43	55	61	62	75	56	136	791
Downloads	19,232	18,184	20,308	18,077	18,769	19,548	20,894	21,146	19,329	19,371	19,365	19,758	233,981
SS (Mostly ILL)	838	728	920	774	594	718	743	693	750	730	702	685	8,875
Stillwater	24,820	23,282	25,671	24,190	22,942	30,090	29,927	27,493	24,999	25,224	23,971	22,285	304,894
Bayport	5,211	4,556	5,587	5,046	4,250	5,175	5,905	5,136	5,010	5,597	5,076	4,840	61,389
<b>TOTAL Loans</b>	<b>200,489</b>	<b>189,105</b>	<b>213,794</b>	<b>194,615</b>	<b>188,155</b>	<b>234,601</b>	<b>240,900</b>	<b>226,896</b>	<b>199,790</b>	<b>197,401</b>	<b>183,852</b>	<b>178,302</b>	<b>2,447,900</b>

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

<b>2014-15 % CHANGE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
Woodbury	-4.9%	-3.4%	-8.0%	-9.3%	-3.3%	-6.4%	-11.1%	-4.0%	-8.9%	-8.1%	-5.0%	-5.9%	-6.7%
Forest Lake	-4.0%	-4.1%	-9.3%	-11.8%	-10.3%	-2.2%	-8.4%	-0.4%	-6.1%	-12.2%	-10.0%	-11.5%	-7.4%
Park-Grove	-2.0%	-5.4%	-3.9%	-8.0%	-2.3%	8.0%	-0.5%	2.4%	0.9%	-0.7%	-1.1%	-1.7%	-1.0%
Oakdale	-17.2%	-3.6%	-14.2%	-12.4%	-15.7%	-4.2%	-19.9%	-6.8%	-12.5%	-15.4%	-11.4%	-12.3%	-12.3%
Wildwood	314.8%	32.8%	-13.8%	-0.1%	-6.6%	-4.8%	-13.3%	-4.3%	-14.4%	-7.7%	-4.4%	-9.2%	0.9%
Valley	-11.8%	-0.8%	16.6%	-8.9%	-13.0%	-14.2%	-26.3%	-9.7%	-11.3%	-12.4%	-17.8%	-12.6%	-11.0%
Marine*	-27.9%	-22.8%	-38.5%	-13.5%	-25.4%	-40.9%	-44.8%	-29.7%	-28.0%	-34.5%	11.7%	-1.7%	-26.7%
Hugo*	79.7%	15.9%	5.2%	15.0%	-23.1%	-8.0%	-20.5%	-23.9%	-28.4%	17.5%	8.7%	-30.5%	-2.8%
Newport*	-58.1%	-32.7%	-3.1%	18.8%	-53.7%	43.1%	-18.0%	-21.5%	-37.1%	1.6%	-15.6%	-2.8%	-18.9%
Law Library	-36.8%	-26.6%	-42.6%	-2.1%	-52.6%	-29.5%	-26.7%	5.2%	-11.4%	-8.5%	5.7%	223.8%	-10.4%
Downloads	30.9%	34.8%	29.0%	32.6%	29.7%	32.6%	33.9%	32.0%	23.7%	22.7%	21.3%	18.3%	28.2%
Support Services	-8.0%	-3.4%	7.0%	-12.9%	-23.8%	-1.8%	-2.0%	-2.4%	-10.6%	54.0%	9.3%	-9.7%	-2.5%
Stillwater	-9.9%	-5.2%	-5.5%	-4.5%	-2.8%	0.7%	-3.0%	0.2%	1.5%	-1.0%	7.5%	3.9%	-1.7%
Bayport	-5.6%	-4.5%	4.1%	-13.2%	-15.4%	-3.2%	5.4%	-2.0%	-3.4%	9.4%	16.4%	8.0%	-0.7%
<b>TOTAL % Change</b>	<b>1.0%</b>	<b>0.4%</b>	<b>-5.2%</b>	<b>-6.2%</b>	<b>-3.6%</b>	<b>-0.7%</b>	<b>-6.6%</b>	<b>-0.1%</b>	<b>-4.4%</b>	<b>-4.8%</b>	<b>-1.6%</b>	<b>-3.4%</b>	<b>-3.0%</b>

<b>2014 LOANS</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept.</b>	<b>October</b>	<b>Novem.</b>	<b>Decem.</b>	<b>TOTAL</b>
Woodbury	75,459	69,446	83,665	76,237	70,977	88,377	96,598	83,314	77,413	74,384	67,228	66,309	929,227
Forest Lake	31,529	29,549	35,662	33,163	30,719	36,277	40,140	35,452	31,330	32,754	29,059	28,728	394,362
Park-Grove	20,336	19,722	23,434	21,838	19,927	25,435	27,698	24,201	21,418	21,136	19,416	18,811	263,372
Oakdale	16,222	13,959	16,618	14,837	14,442	16,544	19,195	16,350	15,454	15,500	12,861	12,640	184,622
Wildwood	2,855	8,704	13,440	12,104	11,725	14,563	16,535	13,999	13,186	12,894	11,642	11,474	143,121
Valley	2,383	2,334	2,351	2,579	2,495	3,293	3,496	3,132	2,744	2,834	2,526	2,301	32,468
Marine**	645	600	712	668	631	643	805	630	608	582	418	477	7,419
Hugo*	300	314	324	301	329	427	439	426	468	292	322	380	4,322
Newport*	74	52	64	48	82	58	89	65	105	64	45	36	782
Law Library	68	94	108	94	78	61	75	58	70	82	53	42	883
Downloads	14,687	13,486	15,747	13,632	14,467	14,738	15,607	16,015	15,631	15,788	15,968	16,701	182,467
Support Services	911	754	860	889	780	731	758	710	839	474	642	759	9,107
Stillwater	27,554	24,556	27,169	25,337	23,608	29,873	30,847	27,446	24,619	25,483	22,306	21,447	310,245
Bayport	5,519	4,772	5,368	5,816	5,021	5,346	5,601	5,242	5,188	5,117	4,361	4,482	61,833
<b>TOTAL Loans</b>	<b>198,542</b>	<b>188,342</b>	<b>225,522</b>	<b>207,543</b>	<b>195,101</b>	<b>236,366</b>	<b>257,883</b>	<b>227,040</b>	<b>209,073</b>	<b>207,384</b>	<b>186,847</b>	<b>184,587</b>	<b>2,524,230</b>

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

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Strategic Plan Update</b>	
OWNER: <b>Board</b>	PRESENTER: <b>Lynne Bertalmio</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  <b>We are about to start one of the largest elements of our strategic plan – the building reconfiguration. Gardner Construction expects to start work on October 17, 2016.</b>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Strategic Plan Update</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

## 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
<b>2.2.2</b>	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
<b>1.3.1</b>	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
<b>1.3.7</b>	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction completed
<b>2.3.1</b>	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
<b>2.3.2</b>	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
<b>2.3.3</b>	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	Accomplished	
<b>2.3.4</b>	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	January 2016	SPLF has funded Sunday hours September 2015- May 2016 and Sept – Dec 2016; Foundation has agreed to pay for half of 2017 Sundays
<b>2.3.9</b>	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	December 2015	The City Administrator thinks that the library could best help with communication of City goals, initiatives, and opportunities; He will discuss this further with us as the City's planning advances
<b>3.2.1</b>	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public

<b>3.2.2</b>	Promote the new website	Carolyn Blocher	Accomplished	Website has received kudos; staff still have some bugs to work out
<b>3.2.3</b>	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
<b>1.2.1</b>	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
<b>1.2.6</b>	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
<b>2.3.5</b>	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
<b>2.3.7</b>	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	ON HOLD	
<b>2.3.11</b>	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	WCL Strategic Plan has been adopted; facilities plan has been drafted and approved by the Board of Commissioners

**- 2015 -**

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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<b>2.3.6</b>	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	When the building study is completed and the library has made decisions on the issues raised, the advantages of some building changes should be presented to the Council
<b>3.2.4</b>	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
<b>3.1.1</b>	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
<b>1.1.1</b>	Select new service model	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
<b>1.1.1</b>	Develop a plan for implementation of the new service model	Director, Carolyn Blocher, Aurora Jacobsen, Jody Vasilakes	By August 1, 2016	A plan for staffing, facilities, equipment needed in the new model
<b>1.2.2</b>	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
<b>1.3.2</b>	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Completed
<b>1.3.8</b>	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
<b>1.4.2</b>	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
<b>2.2.4</b>	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 done; continuous technology training plan in place

<b>2.3.10</b>	Actively engage and support at least one broader City goal through Library services	Director	By March 1, 2016	When appropriate in the City's schedule, we will develop a plan to aid the City in communications
<b>1.4.1</b>	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
<b>1.2.3</b>	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
<b>3.2.5</b>	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	An online newsletter – sympathetic to the website – has been created; Staff is finalizing key messages; A mailed newsletter will be distributed twice in 2016
<b>1.3.3</b>	Hire a facilities consultant	Director and Board	By April, 2015	Done
<b>2.2.3</b>	Assess current staff levels and standard competencies in technology	Management team	By October 15, 2015 Follow up on annual basis	Established for current staffing model; Was part of individual personnel evaluations
<b>1.2.4</b>	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been adopted; a collection management plan and materials buying plan was completed but did not receive funding for 2016
<b>1.3.4</b>	Facilities consultant presents findings and report to Management Team and Board	Director, Board	March 2016	Done
<b>1.3.5</b>	Budget to implement facilities recommendations	Director, Board	June, 2016	These items are included in the 2016 budget and in the proposed 2017 budgets
<b>1.4.4</b>	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	On hold
<b>1.2.5</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets are included in the graphic annual report
<b>1.2.7</b>	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	February 2016	On hold

<b>3.2.6</b>	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization have been made. Staff is examining tools and key messages.
<b>2.1.1</b>	Create a staffing plan based on the directions of the new service model	Director and management team	April 2016 to June 2016	Staff is working on parameters for off-desk time, partnership framework, staff accountability
<b>2.1.3</b>	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)	May – October 2016	The staff has completed job questionnaires; Flaherty Hood have selected benchmark positions and completed the market study; preliminary reports are due in October
<b>2.2.1</b>	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	HR Director started work in April 2016
<b>2.2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014, 2015, and 2016	In budget
<b>2.3.8</b>	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Director is participating in steering committee for class/comp study
<b>2.2.5</b>	Complete a succession plan for the Director and other leaders	Board leadership	December 2016	Vicki DeFord has presented findings of her study; key staff are drafting transition plans that are due in November or December
<b>2.3 .12</b>	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	<del>Director sets task force.</del> Include Board members.	February 2016	Task Force is established; Members have MELSA Plan of Association, WCL contract, other associate library contracts; WCL has expressed desire to continue current contract through 2017
<b>1.4.5</b>	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
<b>1.4.6</b>	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
<b>3.3.1</b>	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 has completed an inventory of current partnerships
<b>3.3.2</b>	Create methods to evaluate present and future library partnerships	Management team	February 2016	Staff is revising – and simplifying – methodology developed by Cornell University for approving new partnerships, evaluating partnerships, and determining if partnerships have been successful in reaching outreach goals
<b>2.1.2</b>	Present staffing directions to the Board	Director	By May/June 2016	Some staffing changes have been incorporated in the 2017 budget request; Additional changes may be dependent on the class/comp study

## - 2016 –

<b>1.3</b>	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Desk work may begin October 2016
<b>2.2</b>	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Report to Board in August 2016
<b>1.4.3</b>	Create recommended change plan for additional open hours (other than Sunday) in 2017	Director and Management team, Board review and approval	May 2016	On hold
<b>3.3</b>	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	Staff is maintaining existing partnerships; exploring new partnerships, developing a process for proposing partnerships, and creating partnership agreements; we have three areas of focus for 2017: seniors, disadvantaged youth, and community library skills



<b>3.3</b>	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Thanks to Spike Carlsen, the library corner appears regularly in the Gazette; we are partnering with the City of Stillwater on a printed/mailed newsletter
<b>3.3</b>	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations; we began work with Our Community Kitchen and Adult Basic education; Some limited work with Valley Outreach
<b>3.3</b>	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	November 2016	Library and School District partner on 2 new projects (1 each year); Youth Services staff have begun working with Lily Lake School on book tasting (?)
<b>1.1</b>	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implementation of plan to extent possible in 2016, post co-location
<b>1.2</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
<b>3.1</b>	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations; in 2016, we have presented information about library services to Valley Outreach and Adult Basic Education; the library will join the discussion hosted by the St. Croix Valley Resource Center on building community; Sunrise Rotary is scheduled for December
<b>3.1</b>	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting on services to seniors autumn of 2016	Provide ongoing status to Library Board on this partnership, 2016 - 2017
<b>3.1</b>	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By September, 2016	WCL has purchased Civic Technologies product to provide analytics about users and nonusers; once WCL receives reports in

				October Ryskoski will approach vendor about reports for Stillwater
<b>1.1</b>	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in October 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
<b>1.3</b>	Budget to implement facilities recommendations	Director, Board	June 2016 and June 2017	Facilities changes incorporated into annual budget(s)
<b>2.1</b>	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	By June 2016	A plan for restructuring staffing, based on the service model
<b>2.1</b>	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	Class/comp study is beginning; New, consistent job descriptions and evaluation criteria and procedures in place by January 1, 2017
<b>2.1</b>	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns
<b>2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
<b>1.2</b>	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

**-2017-**

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<b>1.3</b>	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Building changed to increase efficiency and make the building more secure
<b>2.2</b>	Implement additional elements of tech savvy environment plan	Management team	2016 and 2017	Enhancement of tech environment of the Library for both patrons and staff
<b>3.3</b>	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations (school, government, social service agencies, arts organizations, etc.)
<b>3.3</b>	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	2016-2017	Library and School District partner on 2 new projects (1 each year)
<b>2.1</b>	Begin first phase of implementing the staffing plan (projected 3 year process)	Management team	January 1, 2017	Significant change in staffing patterns and use. Direction for future changes.
<b>1.2</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
<b>2.2</b>	Develop and determine future staffing needs addressing the changing nature of work and evolving service model, to be used to direct future hiring and professional development activities	Management team	2017 and then annual review thereafter	Written report or guidelines to be used to direct future HR directions. Review by the Board by October, 2017.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:  <b>Building Reconfiguration: Construction</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Spike Carlsen</b>
REQUESTED AGENDA TYPE (A, I, D):  <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  Gardner Builders intends to begin work on the desk co-location on October 17. There are minor updates on the project in the attached document. The Stillwater IT team and the library staff have a number of tasks to accomplish before demolition may occur. We expect to complete this work during the week of October 10, 2016.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Reconfiguration Update</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

LIBRARY RECONFIGURATION UPDATE- Gardner Builders expect to begin work on Monday, October 17, 2016.

### **PHASE 1/ Part A: Co-locate desk and reconfigure spaces**

Description:

- \* Materials and labor to move and reconfigure INFORMATION and CIRCULATION desks into single service desk
- \* Remove sections of computer room walls; frame walls and finish walls for new staff room; patch ceiling
- \* New carpet in new "lounge space" (previous location of reference desk); new flooring where circ desk was previously located (we may have stock left from 2006)

Cost: \$41,600 (rough initial estimate by Adolph & Peterson)

Funding sources:

* 2016 Capital Imp budget (released)	\$25,000
* 2015 rollover/ gen'l bldg. imp. A (released)	4,037
* 2015 rollover/ gen'l bldg. imp. B (released)	12,000
*Other Government Gifts account	8,232
	<hr/>
	\$49,269

Schedule: 10/17/16 to 11/16/16

Notes:

- \* Unknown: cost/ design of teen room glass partition if needed
- \* Computer cabling is not included in construction price as this is usually separate from construction and handled by a separate company; Stillwater City IT has gathered estimates; the lower estimate is about \$1,500; City IT will oversee this work; Source of funds to be determined once bill is received

### **PHASE 1/ Part B: Computer desks, seating, shelving**

Description:

- \* 5 reupholstered chairs for new lounge area (\$5,000 — \$6,400)
- \* New computer tables (\$24,000)
- \* End panels, computer chairs, lounge tables: use existing (\$0)

Cost: \$29,000 to \$30,400

Funding sources:

- \* Rollover from 2015 operations budget originally designated

for computer eqpt, microfilm reader, "general equipment"  
(Council release occurred in July) \$9,407

\* Rollover from 2016 operations budget originally  
designated for computer upgrades  
(req. release from Council, which occurred at July mtg) \$13,000

\* Rollover from 2016 operations budget originally  
designated for microfilm scanner  
(req. release from Council, which occurred at July mtg) \$8,750

\* Rollover from 2016 operations budget originally  
designated for laptop computer  
(req. release from Council, which occurred at July mtg) \$1200  
\$32,357

Schedule: 10/31/16 to 12/15/16

Notes:

\* Savings may realized if needed desks can be found used to match existing desks

### **PHASE 1/ Part C: Teen Library**

Description:

- \* Replace shelving moved to new fiction section
- \* Replace furniture
- \* General "teening up of the space

Cost: \$22,000

MSR Design fee and materials selection not to exceed \$4,000

Funding sources: Lawson Short Term Fund \$22,000

Schedule: 10/31/16 to 12/15/16

Notes: Shelving and furniture now in teen room will be used in other newly reconfigured spaces;  
will allow updating of existing fuddy-duddy teen room furnishings

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### **PHASE 2/ Part A: Upper Level Fiction**

Description:

- \* Single face shelving and end panels (\$0)
- \* Double face shelving and end panels (\$5,000)

- \* Labor to reconfigure shelving, etc (2,500)
- \* Carpet patch or replace (?)

Cost: \$7500

Funding sources: "Other gov't gift revenue" \$19,000 total available **The amount available to be used from this fund will be decreased by the funds used in Phase 1/Part A above.**

Schedule: 12/1/16 to 12/30/16

Notes: Carpet will need to be patched or replaced due to reconfiguring bookshelves

## PHASE 2/ Part B: Upper Level Periodicals

### Description:

- \* Move shelving and end panels (\$0)
- \* Lounge chairs (\$7500—\$9500)
- \* Tables (\$0—\$2400)

Cost: \$7500 to \$11,900

Funding sources: "Other gov't gift revenue" \$19,000 **The amount available to be used from this fund will be decreased by the funds used in Phase 1/Part A above.**

Schedule: 12/1/16 to 12/30/16

Notes:

## PHASE 2/ Part C: Lower Level Quiet Area

### Description:

- \* Lounge chairs and other furnishings

Cost: \$29,200

Funding sources: Lawson Long Term Interest Fund \$29,200

Schedule: TBD

Notes: Lower level quiet area could be designated as "Helen Lawson Reading Room"

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## PHASE 3/ Parts A & B: Media area reorganization

### Description:

- \* Move media to "Reference" area
- \* Refashion media area into "community" space

Cost/ Budget: \$25,000

Funding sources: 2017 Capital improvements budget \$25,000

Schedule: 2017

Notes:



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
2017 Budget	
OWNER: Finance Committee	PRESENTER: Mary Richie
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: To achieve the needed \$56,729 reduction in the 2017 budget, the Finance Committee has identified about \$44,000 in reductions spread throughout the expenditure budget. It also proposes to use \$13,000 from the library’s fund balance to balance the budget. The Director and the Finance Committee will continue to refine the budget options and present a new budget for adoption at a later date.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:  Revised 2015 Annual Report to the State of Minnesota	
OWNER: Director	PRESENTER: Lynne Bertalmio
REQUESTED AGENDA TYPE (A, I, D):  A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Accept the revised annual report to the state.</b>	
BACKGROUND/CONTEXT:  The last item to be computed in the financial portion of the state annual report is the line named E13 or Other Operating Expenditures. In computing this line staff made two separate mistakes that resulted in double counting some expenditures. Due to the short time between receiving financial information for this category and the filing deadline, we were not able to review our computations. When we were able to re-examine our expenditures, we located the two mistakes. A revised report to the state was filed. In it, line E13 was reduced from the \$212,117 originally reported to the actual figure of \$178,290.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**STILLWATER PUBLIC LIBRARY 2015**

**GENERAL INFORMATION**

*G01)Library Name	Stillwater Public Library
*G02)Regional System/Sequence Number	M1040
G03)Regional Public Library System	MELSA
*G04)Street Address	224 Third Street North
*G05)Location is a change from previous year	No
*G06)City	Stillwater
*G07)Zip Code	55082
*G08)Mailing Address	224 Third Street North
*G09)City	Stillwater
*G10)Zip Code	55082
*G11)County	Washington
*G12)Phone	651-275-4338
G13)Library Web Address	stillwaterlibrary.org
G14)Director's Name	Lynne Bertalmio
G15)Director's Phone	651-275-4338
G16)Director's Extension	118
G17)Director's E-mail Address	lynesb@ci.stillwater.mn.us

**General Information for Outlets**

Location	G01m) Library Name	G02m) Regional System/Sequence Number	G03m) Regional Public Library System
STILLWATER PUBLIC LIBRARY	Stillwater Public Library	M1040	MELSA

**Address**

Location	G04m) Street Address	G05m) Location is a change from previous year:	G06m) City	G07m) Zip Code
STILLWATER PUBLIC LIBRARY	224 Third Street North	No	Stillwater	55082

**STILLWATER PUBLIC LIBRARY 2015**

**Mailing address**

Location	G08m) Mailing Address	G09m) City	G10m) ZIP	G11m) County
STILLWATER PUBLIC LIBRARY	224 Third Street North	Stillwater	55082	Washington

**Contact**

Location	G12m) Phone
STILLWATER PUBLIC LIBRARY	651-275-4338

**Director**

Location	G14m) Director's Name	G15m) Director's Phone	G16m) Director's Extension	G17m) Director's E-mail Address
STILLWATER PUBLIC LIBRARY	Lynne Bertalmio	651-275-4338	118	lynesb@ci.stillwater.mn.us

**Report Filer - Contact Information**

G18)Report Filer Name	Carolyn Blocher
G19)Report Filer Phone	651-275-4338
G20)Report Filer Email	cblocher@ci.stillwater.mn.us

**IMLS Administrative Entity Codes**

*G21)Interlibrary Relationship Code	Member of a Federation or Cooperative
*G22)Legal Basis Code	Municipal Government (city, town or village)
*G23)Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
*G24)IMLS/FSCS Public Library	Yes
*G25)Geographic Code	Municipal Government (city, town or village) (exactly)
*G26)Did the legal service area boundary change? <sup>1</sup>	Yes

**STILLWATER PUBLIC LIBRARY 2015**

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**PUBLIC SERVICE INFORMATION**

Several data elements in this section can be collected either by an Actual Count or Estimated through sampling. You may want to annotate your reply to track which method your library uses. As you prepare for next year's report, please consider using one of these sampling methods.

Estimate by counting visits during a typical week in April or October and multiplying the count by 52.

Estimate by counting visits during a typical week in April and another in October; add these numbers and multiply by 26.

Estimate by counting visits quarterly during a typical week in February, May, July and November; add these numbers and multiply by 13.

A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday weeks, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

**Total Population**

*P01)Population of the Legal Service Area <sup>2</sup>	18,892
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**Population - Outlet**

Location	P01m) Population of the Legal Service Area
STILLWATER PUBLIC LIBRARY	<sup>3</sup> 18,892

**Total Registered Users**

A registered user is a library user who has applied for and received an identification number or card from your library. Your library has established policies that determine borrowing privileges. Please note that data entered into library outlet fields will "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Note: If your library uses an automation system that is managed by a federated regional public library system, the regional system may be able to provide totals.

P02)Registered Users - Residents	12,674
P03)Registered Users - Reciprocal	8,565
*P04)Total Registered Users	21,239

## STILLWATER PUBLIC LIBRARY 2015

### Registered Users - Outlet

A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials.

Note: The purpose of the next three questions is to determine the number of issued library cards. Because of the method of registering borrowers, libraries may not be able to answer all three. In several federated regional systems, individual library statistics are not available; the regional system provides totals for the region as a whole.

Location	P02m) Registered Users - Residents	P03m) Registered Users - Reciprocal	*P04m) Total Registered Users
STILLWATER PUBLIC LIBRARY	12,674	8,565	21,239

### Registered Users File Purged?

P05) Last year Registered User Records Were Purged	2015
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### Service Counts

*P06) Visits <sup>4</sup>	146,643
*P07) Reference Transactions	11,687

### Service Counts - Outlet

Location	*P06m) Visits	*P07m) Reference Transactions
STILLWATER PUBLIC LIBRARY	146,643	11,687

### Public Internet

*P08) Annual Public Internet Computer Sessions	25,064
P09) Public Internet Computer Other Uses	P09 tallies other computer usage in addition to Internet

### Public Internet - Outlet

Location	P08m) Public Internet Computer Sessions	P09m) Public Internet Computer Other Uses
STILLWATER PUBLIC LIBRARY	25,064	P09 tallies other computer usage in addition to Internet

## STILLWATER PUBLIC LIBRARY 2015

### Wireless

*P10)Wireless Sessions <sup>5</sup>	28,933
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### Wireless - Outlet

Location	*P10m) Wireless sessions
STILLWATER PUBLIC LIBRARY	<sup>6</sup> 28,933

### Interlibrary Loan

*P11)ILL Provided to Other Libraries	58,944
*P12)ILL Received from Other Libraries	48,262

### Circulation

#### Total Physical Media Circulation

*P13)Children's Circulation	145,136
P14)Adult Circulation	149,459
P15)Other Physical Media Circulation (No Audience Designation)	10,297
P16)Total Physical Circulation	304,892

#### Physical Media Circulation - Outlet

Location	P13m) Children's Circulation	P14m) Adult Circulation	P15m) Other Physical Media Circulation (No Audience Designation)	P16m) Total Physical Media Circulation
STILLWATER PUBLIC LIBRARY	145,136	149,459	<sup>7</sup> 10,297	304,892

#### Total Downloadable Circulation

P17)Downloadable E-books and E-series Circulation <sup>8</sup>	13,709
P18)Downloadable Audio and Video Circulation	2,320
*P19)Total Downloadable Circulation <sup>9</sup>	16,029

**STILLWATER PUBLIC LIBRARY 2015**

**Total Circulation**

*P20)Total Circulation <sup>10</sup>	320,921
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**Programs**

**Total Programs**

*P21)Children's Library Programs	213
*P22)Young Adult Library Programs	37
P23)Adult Library Programs	33
*P24)Total Programs	283

**Programs - Outlet**

Location	P21m) Children's Library Programs	P22m) Young Adult Library Programs	P23m) Adult Library Programs	P24m) Total Programs
STILLWATER PUBLIC LIBRARY	213	37	33	283

**Program Attendance**

**Total Program Attendance**

*P25)Children's Program Attendance	7,575
*P26)Young Adult Program Attendance <sup>11</sup>	474
P27)Adult Program Attendance	688
*P28)Total Attendance	8,737

**Program Attendance - Outlet**

Location	P25m) Children's Program Attendance	P26m) Young Adult Program Attendance	P27m) Adult Program Attendance	P28m) Total Attendance
STILLWATER PUBLIC LIBRARY	7,575	474	688	8,737



**STILLWATER PUBLIC LIBRARY 2015**

**PUBLIC SERVICE HOURS**

Enter the number of hours that the library is open to the public per day, Monday through Sunday. Enter seasonal hours if the time period for the hours increase (or decrease) 30 or more consecutive days. Place seasonal hours, if any, in parentheses after the normal hours. Example: Monday 8 (5). If the library is not open, please enter "0" (zero).

Note: Please do not include unscheduled minor variations, such as closing due to snow conditions or a parade. Do include closures to the public due to emergencies, natural disasters or funding.

Location	H01m) Monday	H02m) Tuesday	H03m) Wednesday	H04m) Thursday	H05m) Friday	H06m) Saturday	H07m) Sunday
STILLWATER PUBLIC LIBRARY	10	10	10	10	7	7	4

**Total Hours**

H08)Number of Public Service Hours in a Regular Week	54
H09)Number of Public Service Hours in a Seasonal Week	58.0
H10)Seasonal Dates	9/13/15 - 12/27/15
*H12)Total Public Service Hours Per Year	2,782

**Outlet Hours**

Location	H08m) Number of Public Service Hours in a Regular Week	H09m) Number of Public Service Hours in a Seasonal Week	H10m) Seasonal Dates	*H11m) Number of Weeks Library is Open	H12m) Total Public Service Hours Per Year
STILLWATER PUBLIC LIBRARY	54	58.0	9/13/2015 - 12/27/2015	52	2,782

**STILLWATER PUBLIC LIBRARY 2015**

**FACILITIES**

*F01)Central Libraries	1
*F02)Branch Libraries	0
*F03)Bookmobiles	0
F04)Supplementary Services	0

**Codes**

Location		F05m) Outlet Type Code	*F06m) Number of Bookmobiles
STILLWATER PUBLIC LIBRARY		Central Library	0

**Facilities**

Location		F07m) Facility Type	F08m) Square Feet	F09m) Year Built	F10m) Latest Year Remodeled	F11m) Previous Years Remodeled:
STILLWATER PUBLIC LIBRARY		L	38,680	1902	2006	1973, 1987

**Computers**

F12)Staff Internet Computers	19
*F13)Public Internet Stationary Computers	26
F14)Public Internet Mobile Devices for On-site Use	3
F15)Total Public Internet Computers/Devices	29

**Computers - Outlet**

Location		F12m) Staff Internet Terminals	F13m) Public Internet Terminals	F14m) Mobile Internet Devices for On-site Use	F15m) Total Number of Public Internet Computers/Devices	F16m) Fiber Optic to Library Building	F17m) Category 6 Wiring Within Library?
STILLWATER PUBLIC LIBRARY		19	26	3	29	Yes	Yes

**STILLWATER PUBLIC LIBRARY 2015**

**Internet Speeds - Outlet**

Please test the upload and download speeds for your public access computers using Ookla's Speedtest at <http://www.speedtest.net/>. Note: This test requires that Adobe Flash is installed and JavaScript is enabled; contact State Library Services if you need to use an alternate test.

Please visit Ookla's Speedtest site and click "Begin Test" to start the test. Enter speeds using these categories:

**SPEED RANGES**

- a) Up to 1.4 Mbps (megabits/second)
- b) 1.5 Mbps (T1)
- c) 1.6 Mbps - 4.9 Mbps
- d) 5.0 Mbps - 9.9 Mbps
- e) 10.0 Mbps - 15.0 Mbps
- f) 15.1 Mbps - 20.0 Mbps
- g) 20.1 and greater Mbps

Location		F18m) Optimum Internet Download Speed for Public Computers	F18m) Please specify if over 20.1 Mbps	F19m) Typical Internet Download Speed for Public Computers	F19m) Please specify if over 20.1 Mbps	F20m) Optimum Internet Upload Speed for Public Computers	F20m) Please specify if over 20.1 Mbps	F21m) Typical Internet Upload Speed for Public Computers	F21m) Please specify if over 20.1 Mbps
STILLWATER PUBLIC LIBRARY		20.1 and greater Mbps	94.19	20.1 and greater Mbps	89.93	20.1 and greater Mbps	94.30	20.1 and greater Mbps	94.02

**Wi-Fi**

Pre-filled with the number of outlets that offer public access Wi-Fi service—Please review and update as needed. Wi-Fi is a wireless networking technology that allows public Internet access using mobile devices.

F22) Number of outlets with Wi-Fi available to Public	1
---	---

**- Wi-Fi - Outlet**

Pre-filled with the number of outlets that offer public access Wi-Fi service—Please review and update as needed. Wi-Fi is a wireless networking technology that allows public Internet access using mobile devices.

Location	F22m) WiFi Available to Public
STILLWATER PUBLIC LIBRARY	Yes

**STILLWATER PUBLIC LIBRARY 2015**

**Meeting Rooms**

F23)Number of Outlets with a Meeting Room	1
---	---

**- Meeting Rooms - Outlet**

Location		F23m) Meeting Room Available for Public Use
STILLWATER PUBLIC LIBRARY		Yes

**Non-Library Events**

F24)Non-Library Sponsored Events	550
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**- Non-Library Events - Outlet**

Location		F24m) Non-Library Sponsored Events
STILLWATER PUBLIC LIBRARY		550

**Assistive Technology**

Please indicate if your library offers equipment/software that helps people with disabilities to use library materials or the Internet.

Location		Low Vision Keyboard Available?	Magnifier Available?	Optical Character Reader (OCR) Available?	Page Turner Available?	Screen-enlarging Software Available?	Speech Input or Output Available?	Other Available?	Other, please describe
STILLWATER PUBLIC LIBRARY			Yes						

**STILLWATER PUBLIC LIBRARY 2015**

**STAFF INFORMATION (FTE)**

Please report figures as of the last day of the reporting period. Include all positions funded in the library's budget whether those positions are filled or not. For hours not listed, divide hours worked by 40 and calculate to two decimal points. Please note that data entered into library outlet fields may "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Common FTE include

- 5 hours per 40-hour work week = .12 FTE
- 8 hours per 40-hour work week = .20 FTE
- 10 hours per 40-hour work week = .25 FTE
- 12 hours per 40-hour work week = .30 FTE
- 16 hours per 40-hour work week = .40 FTE
- 20 hours per 40-hour work week = .50 FTE
- 25 hours per 40-hour work week = .62 FTE
- 30 hours per 40-hour work week = .75 FTE
- 35 hours per 40-hour work week = .87 FTE
- 40 hours per 40-hour work week = 1.00 FTE

**Total Staff**

*S01)Total ALA/MLS Librarians	4.10
S02)Total Other Librarians	0.00
*S03)Total Librarians	4.10
*S04)Total Other Staff	10.13
*S05)Total Paid Employees	14.23

**Staff FTE - Outlet**

Location	S01m) Total ALA/MLS Librarians	S02m) Total Other Librarians	S03m) Total Librarians	S04m) Total Other Staff	S05m) Total Paid Employees
STILLWATER PUBLIC LIBRARY	4.10	0.00	4.10	10.13	14.23

**STILLWATER PUBLIC LIBRARY 2015**

**Selected Salary Schedule**

Please provide the hourly range for all funded positions, including vacant positions. For example, the salary for a reference librarian for step 1 is \$15.25 and for the final Step 10 is \$19.75. If no salary schedule is available, list the current hourly pay rate in the Hourly Rate-High column.

	Low	High
Regional Director		
Library Director	\$39.42	\$45.52
Assistant Director	\$31.77	\$36.90
Branch Manager		
Central Library Manager		
Department Head	\$24.55	\$32.39
Other Librarian	\$23.98	\$31.72
Technology Support	\$23.61	
Library Support Staff	\$13.18	\$27.38
Administrative Support Staff	\$18.23	\$24.11
Shelver/page	\$9.35	\$9.35

**Union**

Please indicate if there is one or more legally recognized organizations representing your employees for the purpose of collective bargaining.

S17) Do any library staff belong to a union?	Yes
--	-----

**LIBRARY COLLECTION**

**STILLWATER PUBLIC LIBRARY 2015**

**Physical Materials**

Please report the number of physical items, include the number of volumes if available. Items which are packaged together as a unit such as two compact discs or two videocassettes and intended to be checked out as a unit should be counted as one physical item. Please count only those items that are available for public use. Please count items that include two formats such as a book/cassette combination in only one category—Print or Audio or Multi-format. If your library is not able to distinguish the physical format of items, please enter the total number of items in "Other Physical Materials." Note that data entered into library outlet fields will "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Note: Downloadable e-books, e-series, e-audio and e-video are counted separately.

*C01)Print Materials	89,601
*C02)Audio Materials, Physical	7,597
*C03)Video Materials, Physical	4,584
C04)Multi-format Materials	265
C05)Other Physical Materials	42
C06)Total Physical Materials	102,089
*C07)Print Serial Subscriptions	182

**Physical Materials - Outlet**

Please report the number of physical items, include the number of volumes if available. Items which are packaged together as a unit such as two compact discs or two videocassettes and intended to be checked out as a unit should be counted as one physical item. Please count only those items that are available for public use. Please count items that include two formats such as a book/cassette combination in only one category—Print or Audio or Multi-format. If your library is not able to distinguish the physical format of items, please enter the total number of items in "Other Physical Materials." Note that data entered into library outlet fields will "roll up" into a total for the library administrative entity. The library administrative entity's field is locked.

Note: Downloadable e-books, e-series, e-audio and e-video are counted separately.

Location	C01m) Print Materials	C02m) Audio Materials, Physical	C03m) Video Materials, Physical	C04m) Multi-format Materials	C05m) Other Physical Materials	C06m) Total Physical Materials	C07m) Print Serial Subscriptions
STILLWATER PUBLIC LIBRARY	89,601	7,597	4,584	265	42	102,089	182

## STILLWATER PUBLIC LIBRARY 2015

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### Electronic Materials

Electronic materials include downloadable materials distributed digitally and accessed via a computer or mobile device (e-readers, tablets, etc.). Types of electronic materials include e-books and electronic video and audio files. Electronic materials include only items that the library has selected as part of its collection. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in a catalog.

A circulating device such as an iPad or Kindle that has more than one title (e-books, e-serials, e-audiobooks, etc.) on it is counted as one item.

Do not include electronic materials that are in the public domain or not copyrighted. Electronic resources that are available for unlimited use or are kept by the user and not returned to the library are included in Electronic Collections.

### Electronic Serial Subscriptions

E-serials are online content-based materials produced on a regular schedule that are readable on computers or other electronic devices. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog.

C08)Electronic Serial Subscriptions, Licensed Locally, Downloadable <sup>12</sup>	0
C09)Electronic Serial Subscriptions, Licensed Regionally, Downloadable <sup>13</sup>	0
C10)Total Electronic Serial Subscriptions <sup>14</sup>	0

### Electronic Books (e-books)

An e-book is a book-length publication in digital form that consists of text and/or images and is readable on computers or other electronic devices (e-readers, tablets, etc.) Please include e-books that are stored locally or at a vendor site for which permanent or temporary access rights have been acquired. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog.

E-books that are packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one.

Note: Please do not include e-books that are in the public domain or non-copyrighted e-books with unlimited availability or items available through content aggregators such as Freeding which are counted as electronic collections rather than electronic materials.

C11)Electronic Books Licensed Locally	1,047
C12)Electronic Books Licensed Regionally	45,886
C13)Electronic Books Licensed Statewide	15,191
*C14)Total Electronic Books	62,124



## STILLWATER PUBLIC LIBRARY 2015

### Audio Downloadable Units

These are electronic files on which only sounds are stored (recorded)--on a library or vendor server-- that are played back electronically. Audio files are downloaded on portable or electronic devices. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog. Include only items that the library has selected as part of its collection.

Note: Please do not include audio files that are in the public domain or non-copyrighted audio files with unlimited availability or are not returned to the library such as Freegal.

C15)Audio - Downloadable Units, Licensed Locally <sup>15</sup>	2,320
C16)Audio - Downloadable Units, Licensed Regionally	4,562
*C17)Total Audio - Downloadable Units <sup>16</sup>	6,882

### Video Downloadable Units

These are electronic files on which moving pictures are recorded, with or without sound, that are stored on a library or vendor's server. Electronic playback uses a television receiver, computer monitor or mobile device. Items must have a loan period and require a library card or user authentication to download. Titles may be linked in a catalog but are not required to be in the catalog. Include only items that the library has selected as part of its collection.

Report the number of units the library has acquired, including duplicates. Content obtained through a vendor on a temporary basis is considered part of the collection.

Note: Please do not include video files that are in the public domain or non-copyrighted video files with unlimited availability.

C18)Video - Downloadable Units, Licensed Locally	0
C19)Video - Downloadable Units, Licensed Regionally	0
*C20)Total Video - Downloadable Units <sup>17</sup>	0

## STILLWATER PUBLIC LIBRARY 2015

### Electronic Collections

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. Electronic collections do not have a circulation period, and search results may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog. The library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Platforms with downloadable media may or may not be an electronic collection. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State. Your library may have multiple electronic collections through one vendor interface. Please count each electronic collection separately.

Note: Please count each electronic collection individually even if it is available through more than one vendor. Do not include resources that are provided by third parties and freely linked to on the web.

C21)Electronic Collections Licensed Locally	4
C22)Electronic Collections Licensed Regionally	17
*C24)Total Licensed Electronic Collections, Local/Regional/Other Cooperative Agreement	21
*C25)Electronic Collections Licensed Statewide (State Govt or State Library Agency)	48
*C26)Total Electronic Collections	69

### POLICIES/PLANS

Please indicate the year that your library's policies were last updated.

D01)Strategic Plan	2014
D02)Disaster Plan	2013
D03)Policy Manual	2014
D04)Records Retention Schedule	2014
D05)Building Accessibility Plan	2006
D06)Technology Plan	1999
D07)Internet Acceptable Use Policy	2009

**STILLWATER PUBLIC LIBRARY 2015**

**OUTREACH SERVICES**

Please answer "yes" if your library provides outreach services to organizations listed below. Outreach is defined as services to identified groups or organizations or work with another agency to deliver services. Outreach may involve, but does not require, library staff visits to a location outside the library.

O01)Adult Basic Education	No
O02)Adult Literacy Organization	No
O03)Early Childhood Organization	Yes
O04)Correctional Facility	Yes
O05)Cultural Communities	No
O06)Service to Homebound	Yes
O07)School (K12)	Yes
O08)Senior-Centered Organization	Yes
O09)Workforce Development	No
O10)Youth Development Organization	Yes
O11)Other	no

**SUMMER READING PROGRAM**

Summer reading programs help ensure that children and teens retain critical reading and academic skills they acquired during the school year through reading and literacy activities over the school break.

Does this library offer a summer reading program for youth?	Yes
---	-----

**If the library does offer a Summer Reading Program, provide the intended age-groups for the program.**

Select all that apply.

Preschoolers, birth to 5 years old	Yes
Children, 5 to 11 years old	Yes
Young adults, 12 to 18 years old	Yes

**BOARD, FOUNDATION, FRIENDS**

**STILLWATER PUBLIC LIBRARY 2015**

**Board of Trustees**

I01)Does this library have a board of trustees?	Yes
I02)Are this library's trustees appointed or elected officials?	Appointed
I03)Is this library's Board of Trustees the advisory or governing authority?	Governing

**Foundation**

A foundation is a non-profit organization with funds managed by its own trustees that provide a stable source of income for a library through investments of the principle.

I04)Does this library have a Foundation?	Yes
--	-----

**Foundation Information**

If answer to I04 is "Yes", provide the name of the Foundation.

I05)Foundation Name	Stillwater Public Library Foundation
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**Friends Group**

A Friends group is an organized group that supports a library through financial contributions for specific projects and/or volunteers.

I06)Does this library have a Friends Group?	Yes
---	-----

**Friends Group Information**

If answer to I06 is "Yes", provide the name of the Friends Group.

I07)Friends Group Name	Friends of the Stillwater Public Library
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**Friends Group - Outlet**

Location		I06m) Does this library have a Friends Group?
STILLWATER PUBLIC LIBRARY		Yes

**Friends Group Name**

If answer to I06m is "Yes", provide the name of the Friends Group.

Location		
STILLWATER PUBLIC LIBRARY		Friends of the Stillwater Public Library

**FINANCIAL DATA**

This report collects detailed information on operating revenue and expenditures together with capital revenue and expenditures. Reported revenue sources include but are not limited to state, federal, city and/or county governments. Financial information is categorized as direct, indirect and in-kind. Please round all entries to the nearest whole dollar.

Note: See Operating Revenue Line Items for where to include items that may be difficult to pinpoint.

**Operating Revenue**

Please include direct (funds received by your library) and indirect (expenses paid on behalf of your library) for operating purposes as operating revenue. Operating purposes (expenditures) include staff salaries/benefits, collections, building maintenance, some types of equipment, etc. and are the recurring costs needed to support the delivery of library services.

Please do not include revenue received for major capital expenditures, revenue passed through to another agency (e.g. fines), or funds unspent in the previous fiscal year (i.e. carryover).

Note: Funds transferred from one public library to another public library are only reported by one of the public libraries. Please contact State Library Services to determine if your library should report.

**Operating Expenditures**

Operating expenditures are the costs of operating a library and providing library service on a day-to-day basis. Please include expenditures made from direct revenue sources as well as the documented amount of significant indirect payments made on behalf of your library.

Note: Please do not report estimated or in-kind expenditures.

**Capital Revenue**

Please report all revenue received for major capital expenditures, by source of revenue. Include funds received for construction projects (site acquisition, additions, renovations, new buildings), furnishings, equipment, initial collections for new buildings/additions/renovations, computer hardware and software, and/or vehicles. Do not include revenue received for replacement and repair of furnishings and equipment or investments for capital appreciation.

Note: Local accounting practices determine whether a specific item is a capital expense or an operating expense.

**In-Kind Contributions**

Please include the estimated total value of all contributed goods or services (not money) by revenue source.

**STILLWATER PUBLIC LIBRARY 2015**

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**Operating Revenue**

Please include direct (funds received by your library) and indirect (expenses paid on behalf of your library) for operating purposes as operating revenue. Operating expenditures include staff salaries/benefits, collections, building maintenance, some types of equipment, etc. and are the recurring costs needed to support the delivery of library services.

Please do not include revenue received for major capital expenditures, revenue passed through to another agency (e.g. fines), or funds unspent in the previous fiscal year (i.e. carryover).

Note: Funds transferred from one public library to another public library are only reported by one of the public libraries. Please contact State Library Services to determine if your library should report.

Note: See Operating Revenue Line Items for where to include items that may be difficult to pinpoint.

**Local Government**

For Other Local Government, please provide revenue received from any other local political subdivisions, such as townships or school districts.

R01)Local Government Operating Revenue - City Direct	\$1,125,957
R02)Local Government Operating Revenue - City Indirect	\$0
R03)Local Government Operating Revenue - City Total	\$1,125,957
R04)Local Government Operating Revenue - County Direct	\$0
R05)Local Government Operating Revenue - County Indirect	\$0
R06)Local Government Operating Revenue - County Total	\$0
R07)Local Government Operating Revenue - Other Local Government Direct	\$0
R08)Local Government Operating Revenue - Other Local Government Indirect	\$0
R09)Local Government Operating Revenue - Other Local Government Total	\$0
*R10)Total Local Government Operating Revenue <sup>18</sup>	\$1,125,957

## STILLWATER PUBLIC LIBRARY 2015

### State Government

Please include all funds distributed by state government to a public library for operating expenditures. Include funds from sources such as penal fines, license fees, mineral rights and funds from consolidated taxes authorized by state legislation (revenue may be from multiple sources).

Do not include federal funds passed through a state agency, grant fiscal agent, regional public library system or multicounty, multitype system.

R11)State Government Operating Revenue - Arts & Cultural Heritage Fund	\$0
R12)State Government Operating Revenue - Regional Library Basic System Support	\$0
R13)State Government Operating Revenue - Regional Library Telecommunications Aid	\$0
R14)State Government Operating Revenue - Other State	\$0
*R15)Total State Government Operating Revenue	\$0

### Federal Government

Please include all federal government funds received for operating expenditures, including federal funds distributed by the state. E-rate reimbursements and e-rate discounts are not federal funds and should be reported as Other Operating Revenue.

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state such as a Library Services and Technology Act (LSTA) grant.

R16)Federal Government Operating Revenue - Federal Library Services & Technology Act	\$0
R17)Federal Government Operating Revenue - Federal Direct	\$0
R18)Federal Government Operating Revenue - Federal Indirect	\$0
*R19)Total Federal Operating Revenue	\$0

### Regional System

R20)Other Operating Revenue - Regional System Direct	\$0
R21)Other Operating Revenue - Regional System Indirect	\$0
R22)Other Operating Revenue - Regional System Total	\$0

### Multicounty, Multitype

R23)Other Operating Revenue - Multicounty, Multitype Direct	\$0
R24)Other Operating Revenue - Multicounty, Multitype Indirect	\$0
R25)Other Operating Revenue - Multicounty, Multitype Total	\$0

**STILLWATER PUBLIC LIBRARY 2015**

**Other**

Please include funds received from other sources.

R26)Other Operating Revenue - Other Direct <sup>19</sup>	\$165,694
R27)Other Operating Revenue - Other Indirect	\$0
R28)Other Operating Revenue - Other Total <sup>20</sup>	\$165,694
R29)Total All Other Operating Revenue <sup>21</sup>	\$165,694

**Total Operating Revenue**

*R30)Total Operating Revenue <sup>22</sup>	\$1,291,651
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**Operating Expenditures**

Operating expenditures are the costs of operating a library and providing library service on a day-to-day basis. Please include expenditures made from direct revenue sources as well as the documented amount of significant indirect payments made on behalf of your library by other government agencies with the authority to levy taxes.

Note: Please do not report estimated or in-kind expenditures.

**Personnel Expenditures**

*E01)Salaries & Wages <sup>23</sup>	\$745,641
*E02)Employee Benefits <sup>24</sup>	\$221,337
*E03)Total Personnel Costs <sup>25</sup>	\$966,978

**Collection Expenditures**

Please complete for each collection format. If your library does not track expenditures by format, please enter the total expenditures for print books, audio and video materials in a physical format in E10 - Collection Expenditures - Other Materials - Other Physical Materials.

**Print Materials**

*E04)Collection Expenditures - Print Materials <sup>26</sup>	\$81,508
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**STILLWATER PUBLIC LIBRARY 2015****Electronic Materials and Collections**

E05)Collection Expenditures - Electronic Materials - Electronic Books	\$10,330
E06)Collection Expenditures - Electronic Collections <sup>27</sup>	\$1,763
E07)Collection Expenditures - Other Electronic Materials	\$2,448
*E08)Collection Expenditures - Electronic Materials Expenditures Total <sup>28</sup>	\$14,541

**Other Materials**

E09)Collection Expenditures - Other Materials - Audio & Visual Physical Materials <sup>29</sup>	\$23,775
E10)Collection Expenditures - Other Materials - Other Physical Materials <sup>30</sup>	\$0
*E11)Collection Expenditures - Other Materials Expenditures Total <sup>31</sup>	\$23,775

**Total**

*E12)Total Collection Expenditures <sup>32</sup>	\$119,824
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**Other Operating Expenditures**

Please include all expenditures not already reported as personnel or collection, such as expenses for supplies, repair or replacement of existing furnishings and equipment; and cost of computer hardware and software, broadband access, contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

*E13)Other Operating Expenditures <sup>33</sup>	\$178,290
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**Total**

*E14)Total Operating Expenditures <sup>34</sup>	\$1,265,092
E15)Expenditures are equal to or less than Income?	Yes

**Capital Revenue**

Please report all revenue received for major capital expenditures, by source of revenue. Include funds received for construction projects (site acquisition, additions, renovations, new buildings), furnishings, equipment, initial collections for new buildings/additions/renovations, computer hardware and software, and/or vehicles. Do not include revenue received for replacement and repair of furnishings and equipment or investments for capital appreciation.

Note: Local accounting practices determine whether a specific item is a capital expense or an operating expense.

**STILLWATER PUBLIC LIBRARY 2015****Local**

R31)Local Government Capital Revenue - City Direct <sup>35</sup>	\$22,627
R32)Local Government Capital Revenue - City Indirect	\$0
R33)Local Government Capital Revenue - City Total <sup>36</sup>	\$22,627
R34)Local Government Capital Revenue - County Direct	\$0
R35)Local Government Capital Revenue - County Indirect	\$0
R36)Local Government Capital Revenue - County Total	\$0
R37)Local Government Capital Revenue - Other Local Government Direct	\$0
R38)Local Government Capital Revenue - Other Local Government Indirect	\$0
R39)Local Government Capital Revenue - Other Local Government Total	\$0
*R40)Total Local Government Capital Revenue <sup>37</sup>	\$22,627

**State**

R41)State Government Capital Revenue - Library Construction Grant	\$0
R42)State Government Capital Revenue - State Other	\$0
*R43)Total State Government Capital Revenue	\$0

**Federal**

R44)Federal Government Capital Revenue - Federal Library Services & Technology Act	\$0
R45)Federal Government Capital Revenue - Other Federal Direct	\$0
R46)Federal Government Capital Revenue - Other Federal Indirect	\$0
*R47)Total Federal Government Capital Revenue	\$0

**Regional System**

R48)Other Capital Revenue - Regional System Direct	\$0
R49)Other Capital Revenue - Regional System Indirect	\$0
R50)Other Capital Revenue - Regional System Total	\$0

**Multicounty, Multitype**

R51)Other Capital Revenue - Multicounty, Multitype Direct	\$0
R52)Other Capital Revenue - Multicounty, Multitype Indirect	\$0
R53)Other Capital Revenue - Multicounty, Multitype Total	\$0

**STILLWATER PUBLIC LIBRARY 2015**

**Other Capital**

R54)Other Capital Revenue - Other Direct	\$0
R55)Other Capital Revenue - Other Indirect	\$0
R56)Other Capital Revenue - Other Total	\$0
*R57)Total All Other Capital Revenue	\$0

**Total Capital Revenue**

*R58)Total Capital Revenue <sup>38</sup>	\$22,627
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**Capital Expenditures**

Note: In-kind capital income is listed separately on lines R65 through R70.

*EC01)Total Capital Expenditures <sup>39</sup>	\$22,627
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**In-Kind**

Please include the estimated total value of all contributed goods or services by source and expenditure category.

**In-Kind Operating Contributions**

R59)In-Kind Operating Contributions - City	\$0
R60)In-Kind Operating Contributions - County	\$0
R61)In-Kind Operating Contributions - All Other <sup>40</sup>	\$119,844
R62)Total In-Kind Operating Contributions <sup>41</sup>	\$119,844

**In-Kind Contributions by Expenditure Area**

Provide estimates for in-kind contributions for each category.

EKA01)Personnel	\$104,038
EKA02)Collection	\$0
EKA03)All Other Operating Expenditures <sup>42</sup>	\$15,806
EKA04)Total In-Kind Operating Contributions <sup>43</sup>	\$119,844

## STILLWATER PUBLIC LIBRARY 2015

### In-Kind Capital Contributions

Please estimate the value of in-kind capital contributions.

R63)In-Kind Capital Contributions - City	\$0
R64)In-Kind Capital Contributions - County	\$0
R65)In-Kind Capital Contributions - All Other <sup>44</sup>	\$135,562
R66)Total In-Kind Capital Contributions <sup>45</sup>	\$135,562

<sup>1</sup>, \*G26)Annexed part of Stillwater Township.(0-2016-02-03)

<sup>2</sup>, \*P01)Annexed part of Stillwater Township.(0-2016-02-03)

<sup>3</sup>, P01m)July 2015 estimate from MN State Demographic Center(0-2016-02-03)

<sup>4</sup>, \*P06)Added gate counters to parking ramp and Third Street doors.(0-2016-03-22)

<sup>5</sup>, \*P10)Sessions counted in 2015 rather than average per day reported in 2014.(0-2016-03-22)

<sup>6</sup>, \*P10m)Known sessions, not average per day.(0-2016-03-28)

<sup>7</sup>, P16m)Teen(0-2016-03-07)

<sup>8</sup>, P17)E-serials are now defined as a collection, not material so are not counted(0-2016-03-10)

<sup>9</sup>, \*P19)Increased use.(0-2016-03-22)

<sup>10</sup>, \*P20)E-serials are now defined as a collection, not material so are not counted(0-2016-03-23)

<sup>11</sup>, \*P26)Did not attend DaVinci Fest in 2015.(0-2016-03-28)

<sup>12</sup>, C08)E-serials are now defined as a collection, not material so are not counted(0-2016-03-15)

<sup>13</sup>, C09)E-serials are now defined as a collection, not material so are not counted(0-2016-03-15)

<sup>14</sup>, C10)E-serials are now defined as a collection, not material so are not counted(0-2016-03-15)

**STILLWATER PUBLIC LIBRARY 2015**

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- <sup>15</sup>, C15)&nbsp;Recorded Books(0-2016-03-07)
- <sup>16</sup>, \*C17)&nbsp;Increased use.(0-2016-03-22)
- <sup>17</sup>, \*C20)&nbsp;None.(0-2016-03-22)
- <sup>18</sup>, \*R10)&nbsp;Unaudited.(0-2016-03-23)
- <sup>19</sup>, R26)&nbsp;Updated based on audited financials.(81481-2016-08-29)
- <sup>20</sup>, R28)&nbsp;Updated based on audited financials.(81481-2016-08-29)
- <sup>21</sup>, R29)&nbsp;Unaudited.(0-2016-03-28)
- <sup>22</sup>, \*R30)&nbsp;Unaudited.(0-2016-03-23)
- <sup>23</sup>, \*E01)&nbsp;Updated based on audited financials.(81481-2016-08-29)
- <sup>24</sup>, \*E02)&nbsp;Updated based on audited financials.(81481-2016-08-29)
- <sup>25</sup>, \*E03)&nbsp;Unaudited.(0-2016-03-23)
- <sup>26</sup>, \*E04)&nbsp;Updated based on audited financials.(81481-2016-08-29)
- <sup>27</sup>, E06)&nbsp;Updated based on audited financials.(81481-2016-08-29)
- <sup>28</sup>, \*E08)&nbsp;Unaudited.(0-2016-03-23)
- <sup>29</sup>, E09)&nbsp;Updated based on audited financials.(81481-2016-08-29)
- <sup>30</sup>, E10)&nbsp;Updated based on audited financials.(81481-2016-08-29)
- <sup>31</sup>, \*E11)&nbsp;Unaudited.(0-2016-03-23)
- <sup>32</sup>, \*E12)&nbsp;Unaudited.(0-2016-03-23)
- <sup>33</sup>, \*E13)&nbsp;Updated based on audited financials.(81481-2016-08-29)
- <sup>34</sup>, \*E14)&nbsp;Unaudited.(0-2016-03-23)

**STILLWATER PUBLIC LIBRARY 2015**

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<sup>35</sup>, R31)&nbsp;Updated based on audited financials.(81481-2016-08-29)

<sup>36</sup>, R33)&nbsp;Updated based on audited financials.(81481-2016-08-29)

<sup>37</sup>, \*R40)&nbsp;Unaudited.(0-2016-03-23)

<sup>38</sup>, \*R58)&nbsp;Unaudited.(0-2016-03-23)

<sup>39</sup>, \*EC01)&nbsp;Unaudited.(0-2016-03-28)

<sup>40</sup>, R61)&nbsp;Updated based on audited financials.(81481-2016-08-29)

<sup>41</sup>, R62)&nbsp;Unaudited.(0-2016-03-23)

<sup>42</sup>, EKA03)&nbsp;Updated based on audited financials.(81481-2016-08-29)

<sup>43</sup>, EKA04)&nbsp;Unaudited.(0-2016-03-23)

<sup>44</sup>, R65)&nbsp;Shade structure.(0-2016-03-23)

<sup>45</sup>, R66)&nbsp;Unaudited.(0-2016-03-23)

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:  <b>Council Communication Plan</b>	
OWNER: <b>Board President</b>	PRESENTER: <b>Mike Keliher</b>
REQUESTED AGENDA TYPE (A, I, D):  <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  Improving communication with the City Council requires planned, intentional effort. The attached is a long term approach to improving communications and Council understanding of library issues.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Council messaging plan</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

## **City council communication plan**

*DRAFT - Updated October 6, 2016*

Recent events have made it clearer than ever that the library – its board and its director – must work diligently to reframe how it thinks about its relationship with the city council and to improve upon its relationship building and communication efforts. This document outlines basic tactical measures the library will employ to help achieve those goals, but those tactics must be paired with a philosophical shift: The way we've been operating, with regard to our working relationship with the city council, isn't working as well as we need it to. The burden is on us to change that.

These key principles form the foundation of our relationship building and communication efforts with the council:

- The library director is the primary spokesperson for the library, as the subject-matter expert with direct daily knowledge of library operations, procedures, priorities; the director is the library's greatest source of institutional knowledge and expertise
- The library board provides an added layer of oversight and community representation – in the form of nine dedicated and knowledgeable trustees – to complement the director's expertise, not to mention time and energy; the board of trustees is the library's greatest source of commitment to mission and vision
- The director's responsibilities are comparable to that of other department heads
- The board's responsibilities are to complement the director's efforts at every turn, turning one advocate and spokesperson into ten

The following is a basic “role sort” intended to serve as a guide for identifying what sort of tasks will fall to each party. It should be seen neither as rigid nor comprehensive, but in the absence of a reason to deviate...

The director shall:

- Take a lead role in council presentations and communication when the emphasis is on library operations, budgeting, procedures, etc.
- Attend city council meetings when items relevant to the library are on the agenda
- Prepare and present financial reports 2-4 times annually, giving the council members a look at the status of the library's budget, its connection to library operations and patron service, any potential adjustments or red flags, etc. – with an emphasis not on numbers but their meaning and context
- Provide for council members an annual report that goes beyond basis data points, offering a narrative about their significance and the story they tell (key trends, findings, lessons learned, etc.)



- Deliver approved meeting minutes for council review (and/or a summary of key topics and actions via email after each board meeting)
- Ensure the council members receive the library's email newsletter

The board of trustees shall:

- Take a lead role in council presentations and communication when the emphasis is on library governance, policymaking, mission and vision, etc.
- Accompany the director to council meetings when library business is on the agenda
- Identify strategically significant opportunities, ideally 2-3 times per year aside from budget hearings, for formal presentations to the council
- Work to make themselves familiar to the council, fostering familiarity and trust (coffee meetings, individual conversations and emails, informal interactions in the community, etc.)
- Lean on the perspective and knowledge of the council liaison and ensure the council liaison has all necessary information to do his/her job

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Event Policy Revision	
OWNER: Board President	PRESENTER: Mike Keliher
REQUESTED AGENDA TYPE (A, I, D):  A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Revise the Event Policy (attached) to change the hours of event operation Sunday through Thursday for future bookings. Any existing bookings for those days of week would be honored as booked.	
BACKGROUND/CONTEXT: President Keliher and Director Bertalmio met with Anne Young of ABY Events to discuss measures suggested by Suzi Quaderer in a letter distributed in the September Board packet. This discussion led to the policy revision that is attached. There was consensus that we should also proceed with tent tie-downs, which will allow us to take some pending 2017 bookings and to move tent delivery and pick up further from the cobble area. If the City engineer thinks it advantageous, we will request permission from the City Council to have more of the curb on Fourth Street designated as a no-parking area. We will also invest in “no-parking, no-standing” signage.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

# Stillwater Public Library

## Rental Policies and Guidelines for Events

*The Stillwater Public Library is foremost a public library. The library encourages public use of the library's facilities within the policies established by the Board of Trustees. The fees that are charged are used to cover the costs of providing the facilities and to support the operations of the library*

The Stillwater Public Library facilities available for community use and rental for events include:

- The Margaret Rivers Room A and B
- The Serving Kitchen
- The Conference Room
- The Johnson Terrace

### I. GENERAL RULES

#### A. Reservations

1. All rooms/rental areas will be reserved on a first come, first served basis for rental dates. For events, reservations will be accepted up to eighteen (18) months in advance.
2. No event date may be reserved or held without a signed rental agreement and down payment. The library will hold all down payment checks for five (5) calendar days from the date of check receipt. All down payments are fully refundable during this five day hold period. After five days, all checks will be cashed and all down payments are non-refundable.
3. If the rental client intends to cancel a reservation during the five day hold period, the rental client is responsible for notifying the library before 5:00 p.m. on the fifth day. The rental client should leave a message of their intent to cancel for the Event Space Coordinator at 651-275-4338 x 129.
4. The library reserves the right to schedule weddings on consecutive days. All weddings are guaranteed a 1 hour rehearsal on Thursday. Rehearsals are booked on a first come, first served basis. Rehearsals may be booked for a Friday if the date is still open 30 days prior to the scheduled event.

**On Fridays and Saturdays**, rental is available from 8 a.m. until 12:00 midnight (the event itself must end by 11:30 P.M. to allow for clean-up and closing by midnight). ~~with the exception of Sundays. The facilities are available for events on Sundays from 1 P.M.\* to 12:00 midnight. Set up may begin before 1 p.m. on Sundays with the approval of the Event Space Coordinator.~~ **Sundays through Thursday, event rental is available from 9 a.m. to 9 p.m.** Staff will work with the rental client to determine arrival and departure times. Catering and rental equipment/supplies must be delivered and picked up on the day of the rental event. The

Event Coordinator or designee must approve, in writing, any arrangements for early or late delivery/pickup.

**B. Fees**

1. Fees and costs are subject to change from time to time. Rental clients will be charged those fees and costs that are in effect at the time a rental agreement is signed. A rental client is responsible for obtaining the current fee schedule (see page 9).
2. The balance of the rental fee, other charges, and the damage deposit are due no later than five (5) days before the scheduled event.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2017 Holiday Closings</b>	
OWNER:	PRESENTER: <b>Lynne Bertalmio</b>
REQUESTED AGENDA TYPE (A, I, D):  <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Adopt recommended schedule of 2017 holiday closings</b>	
BACKGROUND/CONTEXT:  Employees are assured of a number of holidays by union contract and personnel policy. It has been the library’s practice to close on those holidays. Those dates are presented in black on the attached document. With uncertainty about Sunday service in 2017, the recommendation is to move the observance of Christmas Eve and New Year’s Eve holidays to the preceding Saturday. These dates are presented in blue on the attached document. WCL intends to close on November 10 (Veteran’s Day) and November 23 (the day after Thanksgiving). Our experience is that we experience reduced business if we are open on national and other holidays when WCL is closed. These dates are in red on the attached document. The recommendation is to close on these dates as well so as not to staff when there is little business. We may also find some personnel savings in our substitute budgets.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

## Proposed 2017 Holidays

New Year's Day Observed	Monday, January 2, 2017
Martin Luther King Jr. Day	Monday, January 16, 2017
Presidents' Day	Monday, February 20, 2017
Memorial Day	Monday, May 22, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Veterans' Day Observed	Friday, November 10, 2017
Thanksgiving Day	Thursday, November 23, 2017
Day After Thanksgiving	Friday, November 23, 2017
Christmas Eve Observed	Saturday, December 23, 2017
Christmas Day	Monday, December 25, 2017
New Year's Eve Day Observed	Saturday, December 30, 2017

Holidays listed in black are specified in the AFSCME contract.

Holidays listed in red are additional unpaid holidays.

Holidays listed in blue are specified holidays observed on dates not specified in contract.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:  <b>Gifts Received Acceptance and Allocation</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Mary Richie</b>
REQUESTED AGENDA TYPE (A, I, D):  <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b> IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Accept gifts received through the third quarter and allocate undesignated gifts</b>	
BACKGROUND/CONTEXT:  Please refer to the attached spreadsheet. Recommended allocation: reserve \$5,000 gift from Stillwater Township (line LIB11) in fund 227:Other Governmental Gifts for possible use in building reorganization; reserve \$9,564 (line LIB17) in fund 224:Helen Lawson Fund for possible use in building reorganization; allocate two gifts of \$200 each (lines LIB 10 & 13) to 230-0000-3820-0100:Gifts to offset materials purchases.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2016 Gifts Received</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Resolution/Follow-Up Notes**

OUTCOME OF DISCUSSION:
NEXT STEPS:

**LIBRARY SUPPLEMENTAL FUNDS: 2016 GIFTS & GRANTS RECEIVED (Quarter 3 - Through 9/30/2016)**

2016: GIFTS						
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan
Lib1	1/4/2016	MHS Grant for Microfilm Reader/Scanner	\$9,945	Use for purchasing microfilm reader/scanner	235-0000-3820-0100	To be fully expended in 2016
Lib2	1/13/2016	Unrestricted donation of \$100	\$100	None	230-0000-3820-0100	To be used to offset general operating
Lib3	1/14/2016	Tribute in memory of June Lammers	\$30	Purchase book in June's memory	230-0000-3820-0100	To be fully expended in 2016
Lib4	2/16/2016	Unrestricted donation of \$10	\$10	None	230-0000-3820-0100	To be used to offset general operating
Lib5	3/1/2016	Gift Subscription to Air & Space	In Kind	N/A	N/A	N/A
Lib6	3/8/2016	Tribute in memory of Mary Ann Hanson	\$30	Purchase book on travel in USA, Minnesota or Europe or book on dogs	230-0000-3820-0100	To be fully expended in 2016
Lib7	4/4/2016	Unrestricted donation of \$8	\$8	None	230-0000-3820-0100	To be used to offset general operating
Lib8	4/7/2016	Tribute in memory of Matthew Schmolke	\$50	Purchase children's books in Matthew's memory	230-0000-3820-0100	To be fully expended in 2016
Lib9	4/21/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	To be used to offset general operating
Lib10	5/15/2016	Unrestricted donation of \$200; Library also submitted paperwork enclosed by donor to secure a matching gift from company	\$200	None	235-0000-3820-0100	For board review & use allocation
Lib11	5/17/2016	Stillwater Township Gift	\$5,000	None	227-0000-3820-0100	For board review & use allocation
Lib12	5/24/2016	Tribute in memory of Myrna Brown	\$30	Purchase adult fiction books in Myrna's memory	230-0000-3820-0100	To be fully expended in 2016
Lib13	6/23/2016	Unrestricted Donation of \$200; Corporate Matching Gift of Employee Donation	\$200	None	235-0000-3820-0100	For board review & use allocation
Lib14	7/15/2016	Tribute in memory of Peggy Houston	\$565	Family working with library to provide direction on fund expenditure	235-0000-3820-0100	TBD - Waiting for further info from family
Lib15	7/20/2016	Unrestricted donation of \$6	\$6	None	230-0000-3820-0100	To be used to offset general operating
Lib16	8/2/2016	Unrestricted donation of \$70	\$70	None	230-0000-3820-0100	To be used to offset general operating
Lib17	8/9/2016	2016 Disbursement from Helen Lawson Library Fund of the SCVF	\$9,564	Items that are of service to public and can be acknowledged as a gift of the fund	224-0000-3820-0100	For board review & use allocation
Lib18	8/15/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	To be used to offset general operating
Lib19	8/27/2016	Tribute in memory of Nicholas George Haase	\$25	Purchase of children's books for a 3 year old boy in the memory of Nicholas	230-0000-3820-0100	To be fully expended in 2016
Lib20	9/2/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	To be used to offset general operating
Lib21	9/21/2016	2016 Disbursement from Stillwater Public Library Athena Fund	\$1,266	To purchase adult non-fiction books of lasting value	235-3235-3820-0100	To be expended in 2016 & 2017
<b>2016: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS</b>						
	Date	Description	Amount	Restrictions	Fund	
FR1	1/11/2016	Q4 2015 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
FR2	4/11/2016	Q1 2016 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
FR3	7/7/2016	Q2 2016 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
<b>2016: SPLF GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)</b>						
	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	
SPLF1	1/27/2016	Grant for YS Program Assistant	\$700	YS Program Assistant	223-0000-3870-0100	To be fully expended in 2016
SPLF2	3/21/2016	Donor-Restricted Grant for E-Services	\$7,000	Use for purchase of e-services	232-0000-3820-0310	
SPLF3	4/19/2016	Donor-restricted Tribute Gift	\$100	Purchase of Birthday Books - Adult Mysteries	232-0000-3820-0310	To be fully expended in 2016
SPLF4	4/27/2016	Grant for Youth Summer Reading Program	\$3,150	2016 youth summer reading program	232-0000-3820-0320; 223-0000-3870-0100	To be fully expended in 2016
SPLF5	4/27/2016	Grant for Adult Summer Reading Program	\$2,500	2016 adult summer reading program	232-0000-3820-0320	To be fully expended in 2016
SPLF6	4/27/2016	Grant for Multiple Copies of Bestselling Fiction	\$1,485	Purchase of approximately 100 bestsellers	232-0000-3820-0310	To be fully expended in 2016
SPLF7	4/27/2016	Grant for Nonfiction Weeding	\$1,325	Use for approximately 50 hours of weeding	223-0000-3870-0100	To be fully expended in 2016
SPLF8	5/19/2016	Donor-Restricted Gift	\$500	Use for children's area	232-0000-3820-0305	To be expended in 2016 and 2017
SPLF9	6/6/2016	Donor In Kind Gift of Terrace Umbrellas and Bases	In Kind	2 umbrellas and bases for tables on Terrace (\$952.60)	N/A	N/A
SPLF10	8/24/2016	Grant for Multiple Copies of Bestselling Fiction	\$1,500	Purchase of approximately 100 bestsellers	232-0000-3820-0310	To be expended in 2016 and 2017
SPLF11	8/24/2016	Grant for YS Program Assistant	\$2,200	YS Program Assistant	223-0000-3870-0100	To be expended in 2016
SPLF12	9/21/2016	Donor-Restricted Gift for Terrace	\$1,687	Use for purchase of adirondack chairs for Terrace	232-0000-3820-0305	To be fully expended in 2016

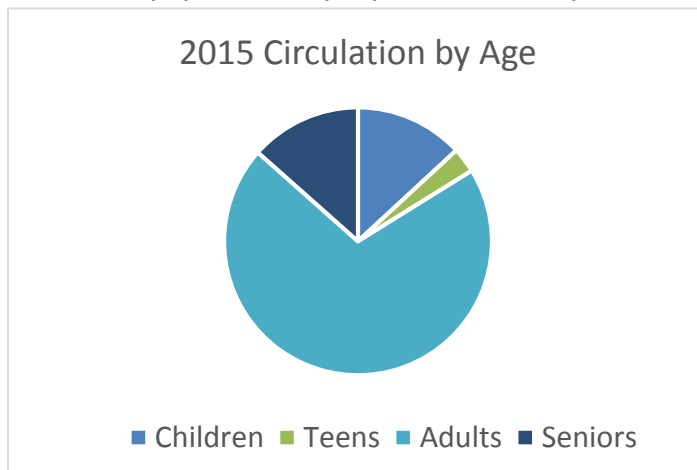


**Director’s Report**

**Relationship with the Board/Issues:** One of the issues that library futurists are examining is the future of play. According to these pundits, children are facing a “play gap” as the focus on testing and test preparation eats into opportunities for children to explore, invent, and play. Libraries are moving into this gap to give children – and their parents – the support to play cooperatively and using many different media. \* Libraries are part of the original sharing economy. A number of libraries are beginning to share more than traditional and untraditional library materials. SPL was once the home of the Washington County Social Services Department Toy Lending Library. Despite budgetary constraints. We could spend part of 2017 looking at possibilities for loaning more than library materials. WiFi hotspots could easily be circulated. Other electronic devices could also prove easy to handle.

**Goals and Objectives:** Gardner Construction intends to begin work on Monday, October 17, by encasing the affected area in poly to contain the dust. Before they can start, we have collections to move, bulletin boards to retrieve, and shelving to disassemble. IT needs to move SelfChecks out of the way, make certain that we have functioning computers throughout, and working phones. For a time, we will be operating from white plastic folding tables and storing equipment in the group study room. Staff members have sheets of answers to what we expect will be frequently asked questions. Posters about the project will go up around the library on Friday, October 7. Press releases will go out to media channels.

**Community and Professional Relationships:** One of our first targets for outreach is seniors. This population is mentioned in our strategic plan, but is also suggested by demographic change. By 2050 the world’s population of people over 65 is expected to grow from 8.5% of total to 16.7%. Currently,



our circulation of physical materials to seniors is 13% of the total. The American Community Survey estimates that seniors are 12.99% of the population. One might say that we are right on target for penetration into this demographic, but when you consider the amount of time that various segments of the population have at their disposal, we should be looking to grow this usage. In addition to the dementia-friendly training session in October, we are looking at some offerings

from the University of Minnesota’s program on aging and to LifetimeArts to improve our programming for seniors.

**Staff and Personnel:** All City Departments included a 15% increase in health insurance premiums in their original budgets. The library is part of the City of Stillwater's health insurance contract. In August, the City heard that the premium for our current contract with Blue Cross Blue Shield through the cooperative that the City joined would be an increase of 17.3%. Through its consultant CBIZ, the City requested proposals from other vendors and other plans. These premium increases ranged from 12% to 26%. The City Council approved a 2017 budget increase of 12% for their employer's share of the premium. The City has set up a task force made up of employees, library employees, Water Department employees, and retirees to discuss the possible plans. There is a fairly short turn-around time on the decision making. The decision will be made by City Administration, but employees are having the opportunity to comment on what is being proposed. Unlike the City of Stillwater, we have a union contract for 2017 with a set amount toward dependent care insurance. Therefore, for the library, what would change with the change in percentage of increase is how much insurance would cost for those employees having 75% or 100% of single coverage. The percentage of increase makes a material difference to employees with family cover, however.

**Business and Finance:** Some of the potential 2017 wedding bookings are dependent on the ability of the parties to erect tents on the terrace. We have collected deposits for some events that we are not able to process as we cannot say with certainty that tents can be erected. We also have a donor who is interested in funding tent tie-downs. We owe these bodies answers at the earliest opportunity.

**Technology:** One of the most challenging aspects of our small building project is handling computers and telephones before, throughout, and after the construction. We will have the help of City IT and the low-voltage vendor that we have selected. In previous building projects we have been out of the building entirely. Here, we will have to move circulation staff to the current information desk while the flooring is done in the current circulation area. Then everyone will be transferred to folding tables until the information desk is moved. At all stages we will need at least two functioning computers and functioning telephone service.

# Summer Reading

## 2016 Star Stats



138 new library cards  
for kids and teens



297 participants



59 birth-5 yrs.



126 6-12 yrs.



32 13-17 yrs



80 18+ yrs

77 programs attended by  
2618 visitors



655 Read, Write, Draw  
forms completed by kids  
and 432 reviews  
completed by adults

42,724 materials for  
youth circulated



## Board of Trustees Calendar

### 2016

#### October

6	SPL Foundation Donor Event
10	Friends meeting
11	SPL Board Meeting 7 p.m.
19	SPLF Executive Committee meeting 8:30 a.m.
25	Club Book with Lily King, author of Euphoria
26	SPLF Board meeting

#### November

9	rescheduled SPL Board Meeting 7 p.m.
9,10,11,12	Friends fall booksale
10	Give to the Max Day
14	Friends meeting
14,15	SPLF Style Speaks Volumes
16	SPLF Executive Committee meeting 8:30 a.m.
23	SPLF Board meeting 7:30 AM
TBA	Foundation Direct Mail Campaign

#### December

Date pending	SPLF Executive Committee meeting 8 a.m.
13	SPL Board Meeting 7 p.m.
	No SPLF Board meeting or Friends meeting in December
31	Board terms end

### 2017

#### January

Begin Development of Five-Year Capital Forecast 2018-2022

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	10/5/16: Deferred to October Board Meeting The Facilities Committee deferred action about the tent tie downs until after the Board holds a discussion about event operations.
30	12/9/2015	Prioritize Facility Repairs/Work	Facilities should catalog a list of repairs needed and prioritize the work, including the leak in Bertalmio's office and the ceiling cracks throughout the building. List should be provided to board by the Spring of 2016.	Facilities Committee	10/5/16: In Progress The Facilities Committee should assess the state of the facility to prepare for the 2017-2022 Capital Plan.
50	3/8/2016	Building Reconfiguration	Develop a staffing model plan in preparation for co-location change.	Bertalmio	10/5/16: In Progress A prototype desk schedule has been developed. Cross-training has occurred. Senior staff have received outreach assignments of areas that they will lead. Area leaders are developing training schedules for staff for selected areas. First training opportunity is dementia training. Staff is participating with Adult Basis Education staff on a grant proposal.
52	3/8/2016	Partnerships & Outreach	Provide board with a plan for what would be realistic for the library to do in outreach over the next year.	Bertalmio	10/5/16: In Progress Management Team is working on outreach goals for their areas of responsibility.
53	3/8/2016	Board Goals	Discuss 2016 Board Goals.	Keliher	10/5/16: In Progress Process will begin with a review of bylaws and other existing "job descriptions" for trustees.
55	4/12/2016	Partnerships & Outreach	Review recent demographic data from school district (and other sources if available) to help identify underserved and diverse populations of the Stillwater area.	Otte	9/2/16: In Progress WCL has purchased Civic Technologies software that can be mounted on the ILS system to report on demographics for outreach and marketing. WCL is scheduled to receive reports in October. Ryskoski will talk with Civic Technologies about subsequent reports for Stillwater.
57	4/12/2016	Long-Term Financial Planning	Meet individually with members of the city council to help educate them about the library.	Bell Carlsen Hansen Keliher	10/5/16: In Progress A communications plan to inform the City Council about library operations and issues is being drafted. Does this replace the individual meetings with Council members or are individual meetings to be held in addition?
61	5/10/2016	Building Name Rights Task Force	After naming rights plan is received from staff, convene a small task force of Board, staff members and an SPLF board member to review plan and determine donor approach.		10/5/16: In Progress Only the computer lab naming right must be replaced with some other option. This means approaching Wells Fargo with an alternative. Is a small task force needed or may staff just offer an alternative?
64	5/10/2016	Teen Area	Furnishing costs for the teen room is TBD. Further discussion needs to occur with YS, TAB to review ideas and develop a more specific plan for the teen areas before costs can be determined.	Bertalmio	10/5/16: In Progress Design work will begin after the co-location work is complete.

70	8/9/2016	Supplemental Funds	The Finance Committee will work on a process for how to manage any new endowment-type gifts received by the library and will bring proposed process to the Governance Committee.	Finance	
73	8/9/2016	City Council Relations	Board requested that Bertalmio and Keliher put together an action plan for building city council relationships and educating council members. The board asked Bertalmio and Keliher to consider including the following components: Director attending council meetings if there is library business before the council, Director being part of the City team that plans agenda, Director building relationships with council members.	Bertalmio Keliher	10/5/16: In Progress Revised messaging plan to be discussed at October meeting.
75	8/9/2016	Director's Report	Board asked Director to include programming numbers and other data in the monthly report along with the narratives.	Bertalmio	10/5/16: In Progress Reports from staff programmers will be included in Director and other staff reports portion of the Board agenda.
76	8/9/2016	WCL Relations	Board asked Bertalmio to help drive relationship-building with WCL and reach out to WCL regarding a meeting with Bertalmio/McCarty.	Bertalmio	10/5/16: In Progress A meeting with Washington County administrators, the WCL Director, and the Stillwater Administrator and Library Director was held on September 15, 2016. The response to the question "Would WCL be willing to manage SPL by contract" was no. Deputy County Administrator Corbid will provide financial figures for a future meeting, but these figures would be useful for a discussion of merger, not a management contract.
77	9/13/2016	Events	Board asked Bertalmio and Keliher to meet with Young to discuss the mitigation suggestions received in a 9/8/16 letter from the neighbors regarding events at the library.	Bertalmio Keliher	10/5/16: In Progress Keliher and Bertalmio discussed ideas suggested by neighbors with Young. Some recommendations of changes in policy will be presented at the October Board meeting.
78	9/13/2016	Analytics	Board asked Bertalmio to send information about Civic Technologies, an analytics system purchased by WCL.	Bertalmio	10/5/16: Completed
79	9/13/2016	Board Vacancy Interviews	Applications for the vacancy on the Library Board of Trustees are due on September 26, 2016. Board members Doug Menikheim, Maureen Bell and Kathy Stark will interview applicants.	Menikheim Bell Stark	10/5/16: In Progress Four applications were received. Interviews are being scheduled. A recommendation from the interview panel will be made at the November meeting.
80	9/13/2016	City Council Relations	Ask McCarty to formally place library on agenda on a quarterly or monthly basis. Library Director and a Board Member will attend meeting and provide brief update.	Bertalmio	
81	9/13/2016	City Council Relations	Board asked Keliher to draft a response letter to the City Council regarding the levy, the WCL meeting, and next steps.	Keliher	10/5/16: Completed The letter was sent to Council members on October 2, 2016.
82	9/13/2016	2017 Budget	Provide budget reduction options for board review at October meeting.	Bertalmio Finance	10/5/16: In Progress

**TICKLER ITEMS**

ID	Board Meeting	Task	Description	Responsible	Status
TICKLER	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: The City of Stillwater lists this project in its capital project budget for 2017.No known date for paver replacement; Communicate to neighbors when date is known.

<b>COMPLETED - BOARD MEETING FOLLOW-UP</b>					
<b>ID</b>	<b>Board Meeting</b>	<b>Task</b>	<b>Description</b>	<b>Responsible</b>	<b>Status</b>
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	<b>10/13/15 - Completed:</b> Document included in October Board Packet.
3	7/14/2015	Strategic Plan 2.3.12 WCL/SPL Relationship	Create a task force to examine relationship to and explore collaborations with Washington County. Stark volunteered to help with this.	Keliher Stark	<b>9/8/15 - Complete:</b> Task Force created, and Stark and Carlson assigned.
4	8/11/2015	Strategic Plan 1.4.1 Visitation Patterns	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 suggestions.	Bertalmio Gordon	<b>9/8/15 - Complete:</b> Bertalmio distributed report to board at Sept meeting.
5	8/11/2015	Strategic Plan	Review Strategic Plan and provide new timeframe recommendations for board approval.	Bertalmio Keliher	<b>9/8/15 - Complete:</b> Provided updated strategic plan in September Board Packet and presented at Sept meeting. Board approved plan as amended.
6	8/11/2015	Building Study Committee	Provide recommended list of Building Study Committee members for board approval.	Keliher	<b>9/8/15 - Complete:</b> Keliher distributed list of proposed task force members (Bell, Gordon, 1 SPLF member, 1 Friends member and 2 staff members) at Sept meeting.
7	8/11/2015	Wedding/Events Report	Provide board with comparison of number of weddings booked to date for 2016 in comparison with bookings at this time for prior years.	Bertalmio	<b>9/8/15 - Complete:</b> Bertalmio's Director's Report in September Board packet indicated that 2016 bookings are on par with 2015 bookings at this time last year. More ceremonies than in past which has less furniture rental revenue.



COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
8	8/11/2015	Sunday Hours	Provide board with a list of key contacts receiving information about Sunday Hours.	Bertalmio	<b>9/8/15 - Complete:</b> Bertalmio's Director's Report in September Board packet indicated that info was sent to Pioneer Press, Star Tribune, and local papers. Flyers sent to churches, SAPS digital backpack and area libraries. Signs up in library and on building. Bookmarks distributed to patrons. Info on website and social media.
10	8/11/2015	Trustee Interviewing Committee	Form Committee to interview Board of Trustee Applicants. Gordon volunteered to serve on Committee.	Gordon	<b>9/8/15 - Complete:</b> Gordon and Carlsen agreed to serve on committee.
12	8/11/2015	Supplemental Funds	Schedule meeting with Finance Committee and Magnuson to discuss use of McCluer-Webster and some of the smaller funds held at the city.	Bertalmio	<b>11/10/15 - Meeting Completed</b>
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 Keliher	3/23/16: Completed The email address is LibraryBoard@ci.stillwater.mn.us and these emails will be received by Keliher.
15	9/8/2015	Building Study Task Force Members	Recruit 2 staff members, 1 Foundation member, 1 Friends member and 4 Bd Members to serve on Task Force.	Bertalmio Keliher	<b>9/25/15 - Complete:</b> Recruited Bd Members Bell, Gordon, Menikheim, Stark, Staff Aurora Jacobsen and Jody Vasilakes, SPLF Jean Morse and Friends Nancy Prince to serve on task force and sent introductory email.
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	<b>10/16/15 - Completed:</b> 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	<b>10/13/15 - Completed:</b> Brought revised budget to Board at October's meeting. Approved.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
18	9/8/2015	Board Vacancy	Interview board applicants and provide recommendation.	Carlsen Gordon	<b>10/30/15 - Completed:</b> 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	<b>10/13/15 - Completed:</b> 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	<b>10/13/15 - Complete:</b> Resolution drafted and approved. Presented to SPLF at November 17 City Council meeting.
22	9/8/2015	Library in the News	Send out copies of articles when library is in the news.	Bertalmio	<b>9/14/15 - Complete:</b> Sunday Hour clippings and Mad Men article emailed to Board. Articles will be emailed going forward when library is in the news.
24	9/8/2015	Board List	Provide Board with a list of members and terms at October Board meeting.	Bertalmio	<b>10/13/15 - Completed:</b> 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	<b>9/27/15 - Research Complete:</b> Bylaw research done. Bylaws don't restrict time.  Discuss at annual meeting in January 2016
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.		<b>11/18/15 - Completed</b> Thank you from Corbett received.
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	<b>12/15/15 - Completed</b> Motion for funding will be on January 2016 agenda.
28	10/13/2015	Union Negotiations	Bertalmio to schedule negotiation sessions with Union and Executive Committee.	Bertalmio	<b>12/16/15 - Completed</b> Agreement reached. Contract ready for ratification.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
29	12/9/2015	Board of Trustee Opening	Carlsen and Stark to interview candidates for Board of Trustees position and provide recommendation after all applications are received (due by 12/14/15).	Carlsen Stark	2/9/16: Completed Otte recommended at mtg
31	12/9/2015	Capital Funds	The Board requested that Bertalmio clarify with McCarty if capital funds may be used for building repairs.	Bertalmio	<b>12/10/15 - Completed:</b> Bertalmio clarified with McCarty that capital funds may be used for major building repairs (repairs over \$1,000).
32	12/9/2015	Capital Funds	Board requested that an updated Library Capital 2015 document be sent with the updated expenditure and rollover information	Bertalmio	<b>12/22/15 - Completed</b> Report has been generated and will be distributed in January Board packet.
33	11/10/2015	Supplemental Funds	Board should develop a document that describes the conditions and use of each fund.	Goeltl	4/13/16: Completed
34	12/9/2015	City Email Accounts	Bertalmio to research and provide board with a list of possible considerations when using city email account. Bertalmio to provide board with a copy of the tech policy.	Bertalmio	<b>1/12/16: Completed</b> Bertalmio provided policy and considerations list to Board.
35	1/12/2016	City Email Accounts	Bertalmio to follow-up with City IT to determine if (1) all of the Board members need to adopt use of a city email address, and (2) of a single Trustees email address could be created for constituents to send questions and feedback which would then trigger an email to all	Bertalmio	
36	1/12/2016	Stillwater Scene	Board moved that Bertalmio should meet with Tom McCarty regarding the Library having a continuing presence on the Stillwater Scene and report back to the board.	Bertalmio	3/8/16: Completed City has budgeted for 2 - 3 mailed newsletters in 2016. Library may will be included. Bd moved that funds to pay for this will come from printing
37	1/12/2016	Building Task Force	Board to contact Carlsen to see if he is interested in taking Gordon's place on the task force.	Keliher	<b>1/19/16 Completed</b>
38	1/12/2016	Building Task Force	Board requested to see versions of the MSR plans as they become available.	Bertalmio	3/8/16: Completed Copies of the latest plans with a description will be available in the March Board packet for discussion
39	1/12/2016	Personnel	Board requested that Bertalmio provide a full summary and background of the non-union wage scale and the personnel policy for non-union employees at the February Board meeting.	Bertalmio	2/9/16: Completed The information was provided in the February Board Packet.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
41	1/12/2016	Personnel	Conduct Library Director Evaluation. * Board members to submit evaluation forms to Keliher by January 28th.	All	3/8/16: Completed Passed at March board meeting
43	1/12/2016	Long-Term Financial Planning	Board requested that Bertalmio provide and review with them the 2014 Annual Report at February's meeting to help aid in the understanding of the annual dollars needed to run the library and the monies moving in and out of the library.	Bertalmio	4/12/16: Completed The 2014 report was provided in the February Board Packet. The 2015 report was provided in the April Board Packet.
47	1/12/2016	2016 Policy Review List	Policy and Governance Committee asked Bertalmio to provide them with a prioritized list of policies to review in 2016.	Bertalmio	2/1/16: List submitted to Bell.
51	3/8/2016	Supplemental Funds	Develop a formal process for the acceptance and fund allocation of gifts.	Keliher	8/9/16: Complete * List of 2016 gifts received will be received quarterly in the board packet. * Supplemental fund procedures have been formally documented, an evolving proces that is continually reviewed and refined.
47	3/8/2016	Building Task Force	Schedule a meeting with building task force prior to board meeting with MSR so task force can provide recommendations to board.	Bertalmio	3/23/16: Completed The Task Force met on March 24 and drafted a recommendation to the Board on the findings of the building
60	5/10/2016	Building Name Rights Plan	Board requested that staff prepare a list of donor-named features that will be disrupted by the building reconfiguration, develop a list of alternative features that could be offered to the donor for naming, and provide staff recommendations on the best alternatives.	Bertalmio	9/2/16: Complete Only a few features will be disrupted by the construction.
62	5/10/2016	Address Reallocation of Capital Funds	Menikheim raised concerns that the Board was requesting reallocation of money from one area to another, and tax dollars bonded for specific purposes shouldn't be used for other purposes. To further explore this concern, the Director, Finance Committee, and Board President will meet with Tom McCarty.	Bertalmio Keliher Otte Richie Stark	6/9/16: Completed Keliher, Richie, Stark, and Bertalmio met with McCarty. He explained the City of Stillwater's capital fund procedures and said that reallocation

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
63	5/10/2016	Capital Improvements Forecast	Board requested the Capital Improvement Forecast be added to the Board's calendar and agenda for January/February next year in preparation for this request.	Bertalmio	6/9/16 Completed:
65	6/14/2016	Building Reconfiguration	Create a comprehensive building reconfiguration document that includes full project costs (construction, furnishings and equipment), funding sources, and project timelines.	Bertalmio Carlsen Otte Richie	7/29/16: Complete This document was presented at the July meeting
66	6/14/2016	Reschedule November Board Meeting	November's regularly scheduled board meeting is on Election Day. Reschedule November meeting for another date.	Keliher Bertalmio	7/29/16: Complete Meeting rescheduled for Wednesday, November 9
67	7/12/2016	August 3 Meeting with City Council	Set agenda for meeting and provide reports for Council packet	Bertalmio McCarty	7/29/16: Complete Discussion of library history and finances will be on Council's agenda for the 3:30 meeting; reports distributed in packet
68	7/12/2016	Select construction firm for co-location	The Facilities Committee and Director will review construction estimates and select firm	Facilities Bertalmio	9/2/16: Complete Selected Gardner Builders to do co-location project.
69	8/9/2016	Strategic Plan Update	Board asked Bertalmio to provide board with a document that reviews the three major goals of the current strategic plan, assesses progress to date, and key learnings.	Bertalmio	9/2/16: Complete Assessment will be presented in September packet materials.

**Washington County Library Board**  
Regular Meeting at Valley Library  
380 St. Croix Trail S  
Lakeland, MN  
July 25, 2016

**Present**

**Board:** Cram, Jurgens, Meyer, Reeves,

**Staff:** Ryskoski, Estreen, Schneider, Stenftenagel

**Absent**

**Board:** Bull, Lande, Skinner  
Commissioner Bigham

**Also Present:** Brian Zeller, Lakeland Village

**1. Call to Order**

Cram called the meeting to order at 6:35 p.m.

**Pledge of Allegiance**

**2. Recognition of Public**

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**3. Adoption of Agenda and Consent Calendar** – Jurgens moved adoption of the agenda and consent calendar including the minutes and new donations. Motion seconded by Reeves. Vote: All in favor. Motion carried.

**4. Unfinished and New Business –**

- A. Introduction of Diane Estreen - Diane Estreen, library manager at Valley library introduced herself to the Board and gave members a tour. She highlighted some of the limitations of the library, for example programs are well attended by families but there is no remaining space available for others to use the library when a program is taking place. On average three of the four public computers are often in use and the library has public wireless available but little seating capacity. There is no meeting room. The one restroom is not handicapped accessible. To get to the restroom the public has to go through the staff storage area past the water heater and furnace.
- B. Tour of Lakeland Rental Spaces – Brian Zeller escorted the Board members on tour of other vacant spaces at the Lakeland Village site located at opposite ends of the mall. The south end space is basically the same square footage as the existing library and the north end spaces if combined are approximately one thousand square feet larger. Both spaces had exterior walls to allow for windows and each had more than one restroom although both locations would need improvements to the restrooms along with other build out and modifications made.
- C. Library Website Update – Stenftenagel showed some preliminary slides of the Library’s website. The Library is developing its own sub site as an off shoot of some work being done to update the County’s website. She pointed out that library customers have problems with the current navigation through the County website and with the new sub site they will be able to go right to

Library information and resources. The Library sub site will still provide an easy to use link back to the main County site. The new Library sub site will launch on September 1<sup>st</sup> and still need further work and information added but it will be fresh, easy to use and much more modern looking. Board members expressed their excitement and appreciation to staff for the improvements being made. Meyer urged staff to continue to keep it simple and keep accessibility in the forefront and asked if there would be an audio component. Jurgens added it would be important to refresh the catalog and suggested the catalog be more prominent on the new site. Stenftenagel said that the site is responsive design but does not include audio yet. The catalog will need work as well to better integrate with the new site. There will be some usability testing that will take place to further identify things to change and improve on. Board members thanked staff for work to improve the Library website.

- D. Woodbury Foundation Discussion – Cram shared her notes from a meeting held with the Woodbury Foundation which she and Ryskoski arranged. She felt the Woodbury foundation provided some exciting opportunities to advise and possibly assist the Library with establishing friends groups. She felt interest in doing so came out of the strategic plan discussions. The purpose of meeting with the Woodbury foundation was to determine the feasibility of creating friends groups for each of the county libraries. The representatives of the Woodbury foundation indicated their mission and part of their work is to strengthen the broader community. They said they could provide advice and even assist with fiscal support and paperwork. Ryskoski said it was apparent people identify closely with their immediate community and the local friends groups of Lake Elmo and Stillwater are examples. Ryskoski has spoken recently with the current chair of the Library Partners board and they are looking to be replaced. Their nonprofit status is still good for eighteen months and this may be an avenue to keep that foundation status and build friends groups with perhaps a representative of each coming together a couple of times a year as the foundation board. There could be one or more main events each year. Jurgens indicated it would be desirable to have an umbrella organization but have it possible to donation to one specific location. Ryskoski expressed he has been concerned that services should not be based upon the immediate community's ability to donate and it would be important to map out how all this would work. Jurgens suggested perhaps there could be some type of equity built in, i.e., eighty/twenty or other mechanism. Meyer indicated she had expressed a willingness to seek out some pivotal leaders to ask for donations for Valley at the appropriate time. She noted that volunteering can be a big commitment to expect of individuals and especially with seeking donations. Cram recapped that this was a feasibility discussion and she felt a business minded person is needed to work out the framework, structure and be able to explain it to the county board and library staff. She asked if the board was interested in continuing and if so did anyone wish to make a motion. Jurgens moved “to continue to explore creating a friends of the library groups system.” Meyer seconded the motion. Vote: All in favor. Motion carried.
- E. Facilities Update on County Board Workshop & Next Steps – Ryskoski summarized the discussion held with the County Board in a workshop on the draft library facilities plan which was held July 12<sup>th</sup>. The outcome of the workshop was the Board has given staff direction to further explore and gather planning information on what the options of locations and costs would be to replace the Park Grove and Wildwood libraries. Staff was also directed to investigate options and costs at Valley. He indicated that findings and further agreements on locations and approvals would determine the pace at which any projects would proceed. At Valley the current lease is up in December but it could be extended to work with any decision that is made to move into a different space. Again timing would be determined by approval of funding to support a move. Board members discussed their reactions to the tour at Lakeland of the vacant spaces.

Members agreed that the spaces at the north end of the mall, if combined, would provide the best opportunity to address current needs and the future based on the strategic plan. The south end would not be adequate unless the exterior wall could be removed and the space added onto. The board consensus was to recommend pursuing a new space since the existing space is inadequate in meeting the existing program as well as the goals of the new strategic plan. Reeves moved the “We affirm the existing space is not adequate for today and the future due to the inaccessible restroom, no programming spaces and to support the strategic plan directions, and furthermore the Board supports expanding the library footprint at a location in the Lakeland mall.” Meyers seconded the motion. Vote: All in favor. Motion carried.

- F. Library Hours – Ryskoski said staff is recommending shifting some library open hours at Oakdale and Wildwood to be open earlier one morning but then close earlier one evening. The day of the week would most likely be Thursday based on usage patterns. The shift is recommended to allow for more programming for families. Board members commented that it would be preferable to add hours but recognize the cost to add hours. Meyer said she would like to bring forward adding evening hours at Valley and Reeves agreed the hours at Valley are not adequate. Ryskoski suggested that increasing hours at Valley should be part of a package along with the more detailed information and costs on a move to a new location at Lakeland. Members concurred that would be a good time to bring such a request forward.
- G. Library Board Vacancy District 1 - Ryskoski relayed that Judy Bull has decided to resign from the Board effective immediately so a replacement will be needed to fill the vacancy. If any board members have suggestions to let him know.

**5. Director and Board Reports** – Ryskoski said the Library will be having a workshop with the County Board on its proposed 2017 budget on August 23, 2016. He will send out more information about the time. The Library is also looking into engaging a marketing professional to assist the staff with identifying and strategically targeting unserved and underserved segments of the population.

**6. Adjournment**

Cram called for a motion to adjourn. Jurgens moved adjournment. Reeves seconded the motion. The meeting adjourned at 8:20 p.m.

The next scheduled meeting of the Library Board is September 26, 2016 at 6:30 p.m. The meeting will be held at R.H. Stafford Library in Woodbury.



## STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING

August 24, 2016

**MEMBERS PRESENT:** Lynne Bertalmio, Steve Brady, Jane Dickinson, Andy Kass, Jean Morse, Sandy Nicholson, Fred Rengel, Mary Ann Sandeen, Carol Stabenow, Ann Wolff

**WELCOME:** President Ann Wolff called the meeting to order at 7:40 a.m.

**SECRETARY'S REPORT:** The minutes for the July board meeting were unanimously approved as written.

**FINANCE COMMITTEE & TREASURER'S REPORT:** Andy reported on the August financial committee details:

- Hiring Dan Gustafson – Andy made a motion to hire Dan Gustafson for a fee of up to \$500 to customize our website to accommodate Pay Pal. This was seconded by Lynne and unanimously approved.
  - The Foundation tax returns are now posted on our website.
  - The 2016 Light a Spark financial reports were reviewed with the comment that the event had increased significantly compared with the previous year.
  - There are three main concerns for the use of the 2016 grant dollars at this time:
    - Keri's Contract – must consider the Foundation needs, present and future
    - Reserve Fund – advise having funding for six months expenses in reserve and aim to have twelve months available in the future
    - Budget for the anniversary celebration event
  - The Foundation is financially about where we were last year at this time
- Mary Ann moved that the Financial Report be approved. Jane seconded the motion. It was unanimously approved.

**GRANT PROPOSALS:** Lynne introduced three grant requests for the Board's consideration:

- Collection Support – Multiple Copies of Bestselling Fiction - \$1500.00
- Collection & Program Support – Additional hours for a Youth Services Programming Assistant - \$2,200

Total Grant Funding Requested - \$3,700.00

- The motion to approve these grants was unanimously approved.
- It was noted that we have secured a \$5,000 donation from Pat Thiele for 2016 Fall Sunday hours and that at the July meeting, the Foundation members approved funding the balance required to support the SPL Sunday hours for that time frame.

**EVENTS:** Fred discussed the upcoming events as reported in the August committee notes:

- Light a Spark - Both the income and expenses for the 2016 event were greater in comparison with previous years
  - The committee continues to meet
  - Volunteers are being secured for next year's event, including the Boy Scouts

- Donor Appreciation – The theme for the event will be “Harvest of Thanks.”
  - Jane and Mary Ann are working on the invitation, addressing and mailing.
  - Craig Hansen will be the speaker.
  - Acapulco will be the caterer.
  - Baskets for centerpieces should have the “harvest” theme.
  - Ann will e-mail board members regarding selecting a basket and/or a financial donation for the event.
  - There was discussion about inviting city council members and SPL trustees to the Donor Event. It was decided that Ann would invite the Stillwater Mayor and trustees who have donated to the SPLF and emphasize that this is a donor event.
  - Because this is a major development event, a Foundation board member should be seated at each table to note who is at the table and plan to send those donors thank-you notes following the evening.
- Style Speaks Volumes III – The committee report for this event was reviewed.
  - It is scheduled for Nov. 14 & 15.
  - Nine-ten authors have agreed to be models.
  - Ticket price is \$70 (\$40 is tax deductible).
  - Other details of the event are under development (see report that was e-mailed)
- 10<sup>th</sup> Anniversary Celebration – September 22, 2017 - “Destination” will be the theme for the celebration.
  - Efforts are being made to contact authors to participate.

LIBRARIAN’S REPORT: Lynne is working on a contract with the contractors to co-locate the circulation and information desks into one desk to achieve one of the goals of the SPL strategic plan. The library will remain open during the construction that is scheduled to take five weeks. (The demolition will be done at night with the construction during the day.) The project is being paid for by the SPL capital funds in combination with several supplementary funds.

OTHER: Ann announced that Brent has a new job so, consequently, will only be able to meet with the SPLF Board on a limited basis. As a result, the Development and Marketing Committee will be looking for candidates for the Board. Brent will remain on the Board roster at this time.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Jean Morse, Secretary

REPORTS sent to board members by e-mail for the August, 2016 meeting:

<u>Date</u>	<u>Sender</u>	<u>Title</u>
8/12	Jean	Minutes for 7/27/16 Board Meeting
8/21	Ann	August Meeting Agenda
8/22	Lynne	Grant Requests: <ul style="list-style-type: none"><li>- Multiple Copies of Bestsellers</li><li>- Youth Services</li></ul>
8/22	Keri	July Financials: <ul style="list-style-type: none"><li>- Balance Sheet</li><li>- Profit &amp; Loss - Previous Year Comparison - Jan.-July '16</li><li>- Profit &amp; Loss YTD Comparison July '16</li><li>- Light a Spark Profit &amp; Loss by Class</li><li>- Donor Appreciation Event 2016 Invite List</li></ul>
8/24	Fred	<ul style="list-style-type: none"><li>- SPLF Events Committee Notes, August 2016</li><li>- Style Speaks Volumes III Committee Meeting Report</li></ul>



# ST. CROIX VALLEY FOUNDATION

715.386.9490 (Office)  
715.386.1250 (Fax)  
516 Second St., Suite 214  
Hudson, WI 54016

July, 2016

Board of Directors

- Ann Brookman  
*Lake Elmo, MN*
- Suzann Brown  
*Stillwater, MN*
- Dwight Cummins  
*Stillwater, MN*
- Sue Gerlach  
*St. Croix Falls, WI*
- Todd Gillingham, Chair  
*Hudson, WI*
- Martha Harding  
*St. Croix Falls, WI*
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- Jeanne Walz  
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- Steve Wilcox  
*Hudson, WI*
- Jane Hetland Stevenson  
*President*

- Past Board Chairs
- Sarah Andersen
- John Baird
- Jim Bradshaw
- David Brandt
- Martha Harding
- Orville Johnson
- Peter Kilde
- Gretchen Stein
- David Wettergren
- Steve Wilcox

Dear Donors:

The Board of the St. Croix Valley Foundation has important news that it wants to share with donors who hold endowment funds with us.

Starting on July 1, 2016 we changed the Foundation's spending policy on endowed funds from 5% to 4.5%, in order to maintain fund sustainability well into future. This is a move being replicated by community foundations around the country due to reduced future return expectations across many asset classes. Unfortunately, in today's interest rate and investment market environment, our projected return over the next ten years is much lower. These market conditions, which more than likely have impacted your growth expectations in your own personal investment portfolios, have affected foundations like us as well. In a survey we did recently among our fellow foundations, we found that most community foundations have changed their spending policy from 5% to a range between 3.5% and 4.5%. And those who have not yet done so, will be changing it soon. Ultimately, our goal at the St. Croix Valley Foundation remains to deliver investment returns that are adequate to cover grantmaking, fund growth, administrative fees and annual inflation for decades to come.

The Board believes this is the right path now and going forward. In an effort to always be transparent in our relationship with our donors, we felt that we should advise you of this change as soon as possible. At the same time, if and when market conditions change and we are able to raise the spendable back to the traditional 5% we will do so at once.

Please know that we would be happy to answer any questions you might have about this.

Sincerely,

Todd Gillingham  
Board Chair

Jane Hetland Stevenson  
President



We Recycle

September 22, 2016

Dear Library,

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

██████, aged 9, needed to complete a 25 square bingo for her summer project for school. Everyone had ~~so~~ much patience, time, and caring to help her complete it. Without Miss Melissa's help she may not have written an author of one of the books she read. Nor would she have gotten a reply!

Her brother ██████, who turned 6 in June, is a special needs sweet little boy. School has been a struggle for him. Reading a chore. Miss Angie and Miss Melissa both were able to encourage him to do things that I could not ever imagine him doing. He is now doing well in school and is on grade level in first grade. Without all the wonderful program, including stem storytime, stem programs and crafts he would not be as comfortable talking to others. He is able to express his thoughts and even ask to read books. Last year it was a struggle to get him on the bus. Today he is looking forward to reading to a bunny.

██████, the 2 year old brother is a handful. But I am taking him to the story hours on Tuesday and Wednesday. He is loving the stories and crafts. He is now singing the songs and trying to do hand motions to the songs. I plan on continuing to attend as much as possible to give him a basis for learning to love to read.

Thank you for all your caring staff that make these programs possible. Thank them also for all the time they spent looking up things for my family. It is so incredible how much these children have improved in one summer. By these experiences a new world has opened to them and I believe it has expanded and has enriched their lives. Thanks so much for having the programs and people to do that.

Sincerely,

C )