

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda, Tuesday, July 12, 2016

7 PM

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the June 2016 Minutes+
 - b. Acknowledgement of Bills Paid in June \$25,145.77+
 - c. Quarterly Activity Report
 - d. Other Activity Report

Old Business

5. Strategic Plan Update I+
6. Building Reconfiguration: Budget and Resources D+
7. 2017 Budget Request A+
8. 2017 Capital Budget Request A+

New Business

9. Meeting with City Council D+
10. Reschedule August and November Board Meetings A+
11. Gift and Supplemental Fund Reports and Procedures A+
12. Introduction to Policy Governance D+

Reports

13. Director's Report+
14. Foundation Report
15. 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

16. Public Commentary and Communications
17. 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, July 11, 2015.

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

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

Attachments: Calendar, Ongoing Board Work Assignments, SPLF Minutes (Not Yet Adopted)

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

June 14, 2016

Minutes

PRESENT: Bell, Carlsen, Cassavante, Hansen, Keliher, Menikheim, Otte, Richie

ABSENT: Stark

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:03 pm by Keliher, President

AGENDA ITEM 2: Adoption of Agenda

Menikheim requested the addition of a discussion agenda item. Agenda Item 7A added.

Agenda adopted as amended. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Consent calendar adopted. MSP.

AGENDA ITEM 5: Succession Plan Workshop with Vicki DeFord

Vicki DeFord has been working with the Board to help the library develop a succession plan for the director and other key personnel. DeFord reviewed the Succession Planning Survey Findings Report included in the June board packet and led the board in a planning discussion.

AGENDA ITEM 6: Strategic Plan Update

- Co-location of desk:
 - MSR is identifying interested firms for the co-location work. As the project is under \$50,000, the city does not require formal bids. Written estimates do need to be provided.
 - Staff is working on a plan for staffing during on-desk and off-desk hours when the desk is co-located. Plan will be ready before the actual physical co-location work begins. Cross-training of information and reference staff is occurring.
 - Outcomes and goals for outreach and promotions for staff off-desk time will be determined but will be organic in nature. Board members should provide staff with ideas for outreach and partnership opportunities as they are out in the community and interacting with various groups.
- Teen library: Co-location of the desk will impact the teen library. Staff is working with MSR to look at redesigning space.
- 2.2.5 Convene a board task to create a succession plan: The board task force has been convened, information has been gathered and a board workshop has been held; however, a succession plan has not been created. The Board is also still waiting to review the staffing

*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.*

**STILLWATER PUBLIC LIBRARY
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June 14, 2016

Minutes

model and results from the class compensation study. Update due date to end of year, change task to "Complete a Succession Plan", and update notes to reflect activities to date.

AGENDA ITEM 7: Building Reconfiguration: Budget and Resources

Board reviewed the Building Reconfiguration: Budget and Resources document provided in the June board packet.

Bertalmio noted that this is a preliminary document. In Phase 2 A, \$15,500 is budgeted for Fiction shelving on the upper level. In a meeting today with MSR, they discussed moving the Teen Room shelving to the upper level and then applying the Phase 2 A money to the Teen Room furnishings.

Board requested a full document that includes construction costs and furniture costs – a big picture, visual look at this project. Carlsen, Richie, and Otte agreed to work on this and present at the next board meeting.

AGENDA ITEM 7A: Partnership with County

Menikheim discussed that he may ask the city council to request an exploratory pro-forma of the Stillwater Public Library becoming part of the Washington County Library (WCL) system. Menikheim felt that there may be significant savings for the city if the library joined the WCL system. A workshop or meeting of the library board, county and city council should occur to start exploring this issue.

All other library board members present at the meeting expressed their concerns with this plan. The members did not believe a joint meeting with the board, city council and WCL would be fruitful. Board members also expressed concerns that discussions of this nature would impede progress on the library's strategic plan. The board also noted that city council has not presented the library board with a request to solve a problem that would necessitate this exploration.

AGENDA ITEM 8: Request for Reallocation of 2016 Capital Funds

The board reviewed the Library Capital 2016 document presented in the June board packet. The library currently has \$9,407 in capital dollars that were rolled over from 2015. The library also has \$22,950 in capital funds that were requested and approved for 2016 but will not be needed for their original projects due to grant funding and excellent work done by the City IT staff. Together, these funds total \$32,357.

Motion made to request that the City Council reallocate \$32,357 of library capital funds for furniture, furnishings, and equipment for the library building reconfiguration. MSP.

AGENDA ITEM 9: 2017 Budget Request

Richie reviewed the 2017 Budget Request document presented in June's board packet. The document is a discussion item only for June. A full operational budget request will be presented and voted on at the July board meeting.

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**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

June 14, 2016

Minutes

The board discussed the different expenditure scenarios presented by the Finance Committee. Richie noted that the Cumulative Effect on Transfer numbers presented in all expenditure scenarios already account for an anticipated 3.3% increase in the transfer from the general fund due to the library's pre-existing AFSCME wage contract for 2017, step increases and anticipated health insurance increases.

If the Foundation agrees to paying half of 2017 Sundays, the board expressed preference for requesting a 4.74% increase in funding for scenario 2 (paying half of 2017 Sunday hours), scenario 4 (moving one staff to 40 hours per week beginning 4/1/17), and scenario 5 (increasing the children's materials and adult fiction budgets by 10%).

AGENDA ITEM 10: Director and Other Staff Reports

Board discussed Director's Report included in the June board packet.

AGENDA ITEM 11: Foundation Report

Richie reported that the Foundation minutes are included in the board packet. Light a Spark, the Foundation's largest fundraising event, is on July 4, 2016. The other big news is that the Foundation established an endowment at the Stillwater Area Foundation, an affiliate of the St. Croix Valley Foundation. The endowment was funded with \$10,000 from the Foundation and \$15,000 from a donor.

AGENDA ITEM 12: Board Committee Assignments and Reports

a) **Executive Committee:**

- Executive Committee will meet with director on Friday to discuss progress towards accomplishing goals in evaluation process.
- Keliher, along with Finance Committee, is working on establishing documents and process for tracking supplemental funds.
- Keliher is developing plan for trustees sitting down with city council members. This is not a one-time action but an ongoing process. If there is someone that you want to meet with, let Keliher know.
- November's board meeting date falls on election day. Lynne and Mike will look at rescheduling.

b) **Facilities:**

- Richie, Otte, Carlsen, and Bertalmio will review building reconfiguration information and produce a comprehensive document that looks at costs, sources of income, and time table for reconfiguration.
- Facilities will also take a look at capital budget

c) **Finance:** Finance will bring 2017 Budget request to July meeting for approval.

d) **Governance and Policy:** Governance and Policy will take up the photography policy next.

e) **Human Resources:** None

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f) **Succession Planning Task Force:** Discussed under Agenda Item 5.

g) **WCL/SPL Relationship Task Force:** None.

AGENDA ITEM 13: Public Commentary and Communications

Received an anonymous complaint that fingerprints on the doors of the elevator that have not been cleaned.

AGENDA ITEM 14: Adjournment

Adjourned at 9:47 pm.

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
INVOICES PAYABLE						
6072016	6/7/2016	Baker and Taylor	Materials - Juv	826.35	230-4230-2400-0000	Childrens Books
6072016	6/7/2016	Baker and Taylor	Materials - YA	641.52	230-4230-2406-0000	Teen Books
6072016	6/7/2016	Baker and Taylor	Materials - Processing	34.3	230-4230-3404-0000	Processing Fee
6072016	6/7/2016	Baker and Taylor	Materials - YA (SPLF)	151.37	232-4232-2113-0000	SPLF - Materials
6072016	6/7/2016	Baker and Taylor	Materials - Adult Nonfiction	23.75	230-4230-2405-0000	Adult Books - Non Fiction
6072016	6/7/2016	Baker and Taylor	Materials - Ref	101.3	230-4230-2113-0000	Reference
6072016	6/7/2016	Brodart Co	Materials - Adult Fiction	1192.59	230-4230-2401-0000	Adult Books - Fiction
6072016	6/7/2016	Brodart Co	Materials - Adult NonFiction	927.63	230-4230-2405-0000	Adult Books - Non Fiction
6072016	6/7/2016	Brodart Co	Materials - Processing	79.3	230-4230-3404-0000	Processing Fee
6072016	6/7/2016	Brodart Co	Materials - Adult (Tribute & Athena)	34.26	235-4235-2101-0000	Library Donations Materials
6072016	6/7/2016	Brodart Co	Materials - Adult (SPLF)	398.47	232-4232-2113-0000	SPLF - Materials
58089543	5/23/2016	Cengage Learning	Materials - Adult Large Print (SPLF)	215.91	232-4232-2113-0000	SPLF - Materials
306-02444792-3	5/31/2016	Culligan of Stillwater	Water	25.75	230-4230-4099-0000	Miscellaneous Charges
5884467	6/2/2016	Demco Inc.	Processing Supplies	153.94	230-4230-3404-0000	Processing Fee
5884467	6/2/2016	Demco Inc.	Book Carts	758.56	230-4230-2302-0000	Other Minor Equipment
6072016	6/7/2016	Hannah Karen	Staff Reimbursement for Winter Reading Events	32.82	230-4230-4099-0000	Miscellaneous Charges
6072016	6/7/2016	Hedin Sue	Staff Reimbursement for Adult SRP Read Bags (SPLF)	65.59	232-4232-2407-0000	SPLF - Programs
6072016	6/7/2016	Midwest Tape	Materials - Audio	547.63	230-4230-2402-0000	Audio
6072016	6/7/2016	Midwest Tape	Materials - Video	857.4	230-4230-2408-0000	Film/Video
6072016	6/7/2016	Midwest Tape	Materials - Processing	95.8	230-4230-3404-0000	Processing Fee
W16040682	5/18/2016	Office of MN IT Services	Phone	224.76	230-4231-3101-0000	Telephone
4	4/30/2016	MSR Design	Design Services	2580	230-4230-3099-0000	Other Professional Services
34190	5/26/2016	Premier Lighting Inc	Lighting	298.07	230-4231-2101-0000	General Supplies - Lib Plant
5883687	5/16/2016	Quill Corporation	Supplies	225.12	230-4230-2101-0000	General Supplies
5932881	5/18/2016	Quill Corporation	Supplies	9.22	230-4230-2101-0000	General Supplies
5975535	5/19/2016	Quill Corporation	Supplies	5.53	230-4230-2101-0000	General Supplies
12791657	5/17/2016	Toshiba Business Solutions	Maintenance Contract	131.56	230-4230-3707-0000	Maintenance Agreements
12811628	5/24/2016	Toshiba Business Solutions	Maintenance Contract	80.98	230-4230-3707-0000	Maintenance Agreements
225232	4/26/2016	Valley Bookseller	Adult Non Fiction (SPLF Big Read)	19.96	232-4232-2407-0000	SPLF - Programs
51-7976594-1	5/25/2016	Xcel Energy	Energy	421.52	230-4231-3601-0000	Natural Gas
51-7976594-1	5/25/2016	Xcel Energy	Energy	3699.83	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		14,860.79		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		0.00		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		0.00		
GRAND TOTAL				14,860.79		

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
INVOICES PAYABLE						
772439	5/25/2016	1000 Bulbs.com	Lighting	715.98	230-4231-2101-0000	General Supplies - Lib Plant
176563	5/19/2016	Ace Hardware	Janitorial Supplies	71.69	230-4231-2102-0000	Janitorial Supplies
176815	5/25/2016	Ace Hardware	Janitorial Supplies	42.97	230-4231-2102-0000	Janitorial Supplies
6212016	6/21/2016	Baker and Taylor	Materials - Juv	1013.26	230-4230-2400-0000	Childrens Books
6212016	6/21/2016	Baker and Taylor	Materials - YA	66.43	230-4230-2406-0000	Teen Books
6212016	6/21/2016	Baker and Taylor	Materials - Processing	24.99	230-4230-3404-0000	Processing Fee
6212016	6/21/2016	Baker and Taylor	Materials - Ref	137.85	230-4230-2113-0000	Reference
6212016	6/21/2016	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	17.99	232-4232-2113-0000	SPLF - Materials
6212016	6/21/2016	Brodart Co	Materials - Adult Fiction	555.32	230-4230-2401-0000	Adult Books - Fiction
6212016	6/21/2016	Brodart Co	Materials - Adult NonFiction	582.33	230-4230-2405-0000	Adult Books - Non Fiction
6212016	6/21/2016	Brodart Co	Materials - Processing	39.65	230-4230-3404-0000	Processing Fee
6212016	6/21/2016	Brodart Co	Materials - Adult (Tributes and Athena)	97.67	235-4235-2101-0000	Library Donations Materials
6212016	6/21/2016	Brodart Co	Materials - Adult (SPLF)	18.42	232-4232-2113-0000	SPLF - Materials
6212016	6/21/2016	Country Messenger	Materials - Newspaper Subscription	26	230-4230-2403-0000	Periodicals
08-10104	6/21/2016	Cybrarian Corporation	Cybrarian Annual Subscription	349.95	230-4230-3098-0000	Technology Support
2455591	5/16/2016	G & K Services	Towels & Rugs	79.74	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
11542	5/24/2016	Grain Studio Inc	Juv SRP (SPLF)	450	232-4232-2407-0000	SPLF - Programs
6212016	6/16/2016	Midwest Tape	Materials - Audio	280.03	230-4230-2402-0000	Audio
6212016	6/16/2016	Midwest Tape	Materials - Video	86.22	230-4230-2408-0000	Film/Video
6212016	6/16/2016	Midwest Tape	Materials - Processing	23.95	230-4230-3404-0000	Processing Fee
ALR0062255I	6/1/2016	MN Dept of Labor and Industry	Elevator Annual Permit	200	230-4231-3707-0000	Maintenance Agreements - Lib Plant
5	5/31/2016	MSR Design	Design Services	4968.5	230-4230-3099-0000	Other Professional Services
6437482	6/7/2016	Quill Corporation	Supplies	135	230-4230-2101-0000	General Supplies
2015-2016 35	5/25/2016	Stillwater Area High School	Materials - SCC	90.16	230-4230-2499-0000	Collection Development
12851906	6/9/2016	Toshiba Business Solutions	Maintenance Contract	26.21	230-4230-3707-0000	Maintenance Agreements
12846602	6/7/2016	Toshiba Business Solutions	Maintenance Contract	34.67	230-4230-3707-0000	Maintenance Agreements
2015-1240	6/4/2016	Water Works Irrigation LLC	Irrigation System	150	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		10,284.98		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		0.00		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		0.00		
		GRAND TOTAL		10,284.98		

Submitted for payment

Lynne S. Bertalmio, Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Summer Reading Program	
OWNER: Youth Services	PRESENTER: Lynne Bertalmio
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: The library’s Summer Reading Program is underway. Youth Services Supervisor Angie Petrie has given me the following reports to share with you about children’s and teen STEM activity this summer.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: STEM-themed Storytimes and Teens Teach Kids STEM	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Stillwater Public Library engages community with STEM themed storytimes this summer

At first glance, the Ziploc bag with smashed pudding, cereal, and saltines seems like an accident that is waiting to – or perhaps already did – happen. But to the preschoolers who were doing the smashing, this was an experiment designed to show the process of digestion in the stomach. Before they start smashing, the librarian asks, "what do you think might happen?" So starts the practice of critical thinking.

Stillwater Public Library has returned to the STEM arena with weekly thematic storytimes that promote STEM concepts through picture and non-fiction books, games, and related hands-on activities. The wildly popular Wednesday morning storytime, geared towards preschool learners, sees outstanding community participation that has increased with each subsequent offering. So far this summer, kids have learned about color science, the human anatomy, and the engineering principles of strength and materials. "The format of a traditional storytime, followed by practical labs that enforce the concepts introduced through the stories has been a big win for both the library and the community. We knew that the kids would respond well to this approach, but its success has surpassed our expectations," remarked Angela Petrie, Stillwater Library's Youth Services Supervisor.

STEM is an acronym for Science, Technology, Engineering, and Math. The U.S. Department of Education identified STEM as areas of weakness in American education, and in 2010 Obama made STEM instruction a priority in order to educate learners and STEM disciplines. Jobs in STEM fields are expected to grow significantly through 2020, so preparation in these key areas is paramount to the success of today's young children who will become America's future leaders.

Just as Every Child Ready to Read helps parents prepare their children for kindergarten by instilling the necessary skills for reading and writing, preschool STEM helps parents prepare for kindergarten by introducing them to non-fiction science, math, and engineering books and concepts.

"STEM can sound intimidating, but chances are caregivers are already encouraging critical thinking simply by asking questions that require more than a single word response. Many of these concepts are introduced through play, which is the approach we use in our STEM storytime. Parents can facilitate STEM learning through simple avenues like encouraging curiosity and recording observations. LEGOs are probably the most popular STEM tool because of their engineering properties that are discovered through building with them," Petrie added. "These STEM storytimes promote inquiry, curiosity, and excitement about learning, while offering fact-based learning and fun, hands-on experiences. We hope to see even more families at our remaining preschool STEM storytimes, where we will be exploring topics like marine biology, magnetism, and archeology through stories and fun, interactive labs."

In addition to the STEM Preschool Storytimes each Wednesday at 10:30 a.m., the Stillwater Library is offering opportunities for older kids to explore STEM concepts during "Teens Teach STEM to Kids" each Tuesday at 10:30 a.m. and "BUILD It!" sessions on July 14 and August 11 at 10:30 a.m.

Visit the library's website at stillwaterlibrary.org to learn more about these and other FREE programs being offered this summer.

“Teens Teach Kids STEM – every Tuesday through July 26” – what is it?

*Teens Teach Kids STEM empowers and educates both the teen presenters and the program participants.

*Teen volunteers were taught basic elements of child development and how it related to the program’s audience.

*Intergenerational programming is a way to serve multiple library patron populations across the library’s demographic.

*Benefits of multi-tiered programming were discussed at a session of the October 2015 Minnesota Library Association’s annual conference.

*Developed a partnership with Bayport Public Library in order to capitalize on the success of new director’s past experience with a teen-led program.

*Program enabled SPL to run a unique summer program while at the same time benefitting the under-served teen population with high-impact opportunities.

Stillwater’s summertime STEM programming isn’t just for the program’s target market. For our “Weird Science: Teens Teach Kids STEM” program, we enlisted teen volunteers to present the program to younger kids, in order to multiply the positive impact to our patrons. First, leading a group of school age children in an experiment is a great way to help teens build the confidence and life skills associated with public speaking and interacting with the public -- situations they will encounter more frequently as they progress into adulthood. Second, and perhaps most obvious, is the benefit program attendees receive in STEM topic instruction. The third advantage revolves around the positive effects of intergenerational programming. Teens have been working with older adults for years in order to bridge the generation gap through instruction and interaction, but teens working with younger children in the library is a relatively new concept. The teen instructors received a Saturday morning training session covering not only their administrative responsibilities as volunteers, but also the developmental stages of the age group with whom they are working. As we expected, parents have reported that the number one draw for the program is the teen component; participants are extremely enthusiastic about the format of the program and look forward to working with the teens every week. After attending a session at the October 2015 Annual Conference of the Minnesota Library Association, I learned of the benefit of multi-tiered library programming, and immediately identified the benefit in a “Teens Teach” scenario. This summer’s program series was developed in conjunction with Bayport Public Library, whose recently-hired Director piloted a similar series in her previous Youth Services role in Anoka County. Because of her prior success, partnering with Bayport was an obvious choice. On the face of it, “Weird Science” is a STEM activity for children, but peel off the layers and it is obvious that this type of intentional program development benefits groups across all ages, including Stillwater’s under-served teen population.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Strategic Plan Update	
OWNER: Director	PRESENTER: Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: We are currently working on significant areas of the strategic plan. MSR has contacted contractors and has found eight firms that may provide estimates. A tour is being offered to contractors who wish one. A staffing schedule template for the co-located desk has been developed. Cross training is ongoing. The Management Team is developing a schedule of off-desk work for information services staff whose on-desk hours will be reduced.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Strategic Plan Update	
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 6

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

- 2014 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	Accomplished in 2015 budget	Increase of \$2,000 in professional development funds in 2015 budget; additional \$2,000 in 2016 budget request
1.3.1	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
1.3.7	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction completed
2.3.1	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
2.3.2	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
2.3.3	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	Accomplished	
2.3.4	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	January 2016	SPLF has funded Sunday hours September 2015- May 2016 and Sept – Dec 2016; Foundation has agreed to pay for half of 2017 Sundays
2.3.9	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
3.2.1	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public

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

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
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2.3.6	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	Board Chair/Director	Beginning January 2016	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
3.2.4	Review current Library PR marketing efforts for effectiveness and efficiency	Director, Foundation and possibly outside consultant, volunteers with PR expertise	By January, 2015	PR/PI needs inventory completed
3.1.1	Develop teen services goals and objectives in relationship to the Library strategic plan	Youth Services Staff	January-April, 2015	Youth Services Supervisor reported at April 2015 Board meeting; information for 2016 budget request has been generated
1.1.1	Select new service model	Director and Aurora Jacobsen, with Board review and approval	By March 1, 2015	Board voted April 2015 to have model tested by building study
1.1.1	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
1.2.2	Complete plan to downsize the hard copy collection by 10% over 3 years, and appropriately increase virtual collections	Director	By February 1, 2015	Plan is to reduce by 4% in 2014 (achieved), 3% in 2015, and 3 percent in 2016
1.3.2	Issue a letter for a facilities study consultant	Director	By February 1, 2015	Completed
1.3.8	Complete project to provide shade on terrace	Director	Before May 1, 2015	Completed
1.4.2	Plan for Sunday hours during school year 2015-16 with implementation plan	Director and Carolyn Blocher	By February 1, 2015	Schedule completed for September 2015 – May 2016; Funds raised; change communicated
2.2.4	Designate a staff champion for creating a tech savvy environment with the Library for both patrons and staff, and complete a plan for instituting the environment over 2 years	Carolyn Blocher and Aurora Jacobsen	By January 1, 2016	Tech competencies developed; staff assessments done; continuous technology training plan in place

2.3.10	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
1.4.1	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
1.2.3	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
3.2.5	Create and implement a PR and 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
1.3.3	Hire a facilities consultant	Director and Board	By April, 2015	Done
2.2.3	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
1.2.4	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
1.3.4	Facilities consultant presents findings and report to Management Team and Board	Director, Board	March 2016	Done
1.3.5	Budget to implement facilities recommendations	Director, Board	June, 2016	These items are included in the 2016 budget and in the proposed 2017 budgets
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	This effort is on hold
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets are included in the graphic annual report
1.2.7	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	February 2016	On hold

3.2.6	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.
2.1.1	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
2.1.3	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	May – October 2016	The City of Stillwater has hired Flaherty Hood to complete a classification and compensation study that will cover the City of Stillwater, the Water Department, and the library
2.2.1	Explore HR support options and make recommendations to the Board	Director, Board HR Committee	By June, 2015	HR Director started work in April
2.2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014, 2015, and 2016	In budget
2.3.8	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Director is participating in steering committee for class/comp study
2.2.5	Complete a succession plan for the Director and other leaders	Board leadership	December 2016	Vicki DeFord has presented findings of her study; the task force is looking at additional steps required
2.3 .12	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	Director sets task force. Include Board members.	February 2016	Task Force is established; Members have MELSA Plan of Association, WCL contract, other associate library contracts
1.4.5	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
1.4.6	Communicate new open hours to the public	Management team	August, 2015-December, 2015	Sundays hours have been advertised by the library and the Foundation; the communications will continue for the rest of the year
3.3.1	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps

				to distinguish outreach from partnerships, the Management Team has completed an inventory of current partnerships
3.3.2	Create methods to evaluate present and future library partnerships	Management team	February 2016	Staff is working with demographic data to select targets for outreach; partnerships will be selected based on outreach targets
2.1.2	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 –

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Desk work may be scheduled for summer/fall 2016
2.2	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Report to Board in August 2016
1.4.3	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
3.3	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	
3.3	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Library services and events are identified in 2 new media venues.
3.3	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

3.3	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 (?)
1.1	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implementation of plan to extent possible in 2016
1.2	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
3.1	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
3.1	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, mid-2016 , on services to seniors autumn of 2016	Provide ongoing status to Library Board on this partnership, 2016 - 2017
3.1	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	Increase Library services and programs by 10% for targeted audiences
1.1	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in July, 2016 September 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
1.3	Budget to implement facilities recommendations	Director, Board	June 2016 and June 2017	Facilities changes incorporated into annual budget(s)
2.1	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
2.1	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency	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

	across job classes and pay equity. Create transition plan.			
2.1	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns
2.2	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
1.2	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

-2017-

1.4	Implement additional open hours if approved	All staff	January, 2017	On hold
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Building Reconfiguration: Budget and Resources	
OWNER: Facilities Committee	PRESENTER: Spike Carlsen
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: At the June meeting, some Board members expressed a desire for a single document that identified the phases of the building reconfiguration, the estimated costs, and the possible sources of funding. Spike Carlsen has endeavored to bring all of this information together on the accompanying document.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Estimated Project Costs and Possible Sources of Funding	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

LIBRARY RECONFIGURATION

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 "mini lounge space" (previous location of reference desk); new flooring where circ desk was previously located

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)	<u>12,000</u>
	\$41,037

Schedule: 8/15/16 to 10/15/16

Notes:

- * Unknown: cost/ design of teen room and glass partition
- * Unknown: \$41,600 estimate may not cover millwork, other aspects of this project
- * Written Estimate Requests have been sent to 12 firms; 6 have shown interest in the project and are scheduling walk-throughs

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

Description:

- * 4 new or 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" (released by Council, July 2016 mtg)	\$9,407
* Rollover from 2016 operations budget originally designated for computer upgrades (released by Council, July 2016 mtg)	\$13,000

* Rollover from 2016 operations budget originally designated for microfilm scanner (released by Council, July 2016 mtg)

\$8,750

* Rollover from 2016 operations budget originally designated for laptop computer (released by Council, July 2016 mtg)

\$1200
\$32,357

Schedule: 8/15/16 to 10/15/16

Notes:

* Substantial savings realized if used additionally needed desks can be found to match existing desks

PHASE 1/ Part C: Teen Library

Description:

- * Replace shelving moved to new fiction section
- * Replace furniture moved to new mini-lounge area
- * General "teen-ing up of the space"

Cost: \$23,000

Funding sources: Lawson Short Term Fund \$23,000

Schedule: 8/30/16 to 10/15/16

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

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

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

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

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 total available

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

Notes: Labor for moving furniture and periodical TBD

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

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

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 Request	
OWNER: Finance Committee	PRESENTER: Mary Richie
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Adopt 2017 budget request	
BACKGROUND/CONTEXT: The Finance Committee has worked diligently to examine options for the budget. The attached budget accomplishes the following: <ul style="list-style-type: none"> • Covers the costs of the 2017 union contract • Provides for the increases in health insurance premiums suggested by the City’s Finance Department • Pays for half of a 2017 school-year Sunday schedule of operation (SPLF is willing to pay the other half of the required funds) • Increases one employee from 36 hours per week to 40 hours per week, beginning April 1 2017 • Increases the children’s materials and adult fiction budgets by 10%. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2017 Budget Request	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



Account	Description	2015 Actual	2016 FTE	2016 Requested	2016 Approved	2017 Requested
230 R25	LIBRARY FUND CHARGES FOR SERVICES					
3500-0100	Meeting Room Rental Fees		0.00	70,000.00	70,000.00	70,000.00
3520-0100	Copier/Printer Sales		0.00	5,800.00	5,800.00	5,800.00
3880-0200	Gallery Fees		0.00	500.00	600.00	600.00
3880-0500	Book & Other Enterprise Sales		0.00	300.00	300.00	300.00
CHARGES FOR SERVICES Totals:			0.00	76,600.00	76,700.00	76,700.00
R40	MISCELLANEOUS					
3810-0200	Interest Earnings-Investments		0.00	1,000.00	1,500.00	1,500.00
3820-0100	Gifts		0.00	4,000.00	5,100.00	5,500.00
3830-0100	Sale of Property		0.00	0.00	0.00	0.00
3860-0100	Lease/Rentals		0.00	0.00	0.00	0.00
3860-0200	Parking Rental		0.00	0.00	0.00	0.00
3870-0100	Refunds and Reimbursements		0.00	500.00	500.00	500.00
3880-0020	Library Card Fees		0.00	4,500.00	7,000.00	7,000.00
3880-0030	Lost Materials		0.00	3,000.00	3,200.00	3,200.00
3880-0040	Processing Fees		0.00	7,500.00	8,200.00	8,200.00

3880-0050	Registration	0.00	0.00	0.00	0.00
3880-0100	Miscellaneous Income	0.00	300.00	300.00	300.00
MISCELLANEOUS Totals:		0.00	20,800.00	25,800.00	26,200.00
R45	OTHER FINANCING SOURCES				
3910-0100	Transfer In-General Fund	0.00	1,171,625.00	1,171,625.00	1,227,186.00
3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00
3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	0.00	0.00
3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	0.00	0.00
3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	0.00	0.00
3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	0.00	0.00
3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	0.00	0.00
3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	0.00	0.00
3910-0420	Transfer In-Co Bonds	0.00	0.00	0.00	0.00
3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	0.00	0.00
3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	0.00	0.00
3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES Totals:		0.00	1,171,625.00	1,171,625.00	1,227,186.00
REVENUES TOTALS:		0.00	1,269,025.00	1,274,125.00	1,330,086.00
4230	LIBRARY OPERATIONS				
E05	PERSONNEL SERVICES				
1000-0000	Full Time Salaries	13.00	217,015.00	217,015.00	223,952.00
1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00

1111-0000	Severance Pay	0.00	0.00	0.00	0.00
1112-0000	Sick Pay	0.00	0.00	0.00	0.00
1113-0000	Vacation Pay	0.00	0.00	0.00	0.00
1200-0000	Part Time Salaries	0.00	451,070.00	451,070.00	467,860.00
1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00
1410-0000	PERA	0.00	50,106.00	50,106.00	51,886.00
1420-0000	FICA/Medicare	0.00	51,109.00	51,109.00	52,924.00
1500-0000	Hospital / Medical	0.00	95,494.00	95,494.00	108,747.00
1520-0000	Dental Insurance	0.00	4,330.00	4,330.00	4,149.00
1540-0000	Life Insurance	0.00	650.00	650.00	650.00
angie up part year					5,901.00

PERSONNEL SERVICES Totals:		13.00	869,774.00	869,774.00	916,069.00
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E10	SUPPLIES				
2000-0000	Office Supplies	0.00	300.00	250.00	250.00
2101-0000	General Supplies	0.00	5,400.00	5,100.00	4,500.00
2113-0000	Reference	0.00	6,800.00	6,800.00	6,000.00
2114-0000	Data Base Searching	0.00	2,000.00	2,000.00	1,750.00
2302-0000	Other Minor Equipment	0.00	3,500.00	3,000.00	3,500.00
2400-0000	Childrens Books	0.00	16,000.00	15,500.00	15,500.00
2401-0000	Adult Books - Fiction	0.00	18,600.00	17,765.00	17,765.00
2402-0000	Audio	0.00	13,675.00	13,000.00	13,000.00

2403-0000	Periodicals	0.00	7,000.00	7,000.00	7,000.00
2405-0000	Adult Books - Non Fiction	0.00	24,000.00	22,900.00	23,000.00
2406-0000	Teen Books - Material	0.00	5,500.00	5,500.00	5,500.00
2407-0000	Programs	0.00	0.00	0.00	0.00
2408-0000	Film/Video	0.00	9,000.00	9,000.00	9,000.00
2409-0000	Electronic Materials	0.00	5,000.00	4,000.00	4,000.00
2499-0000	Collection Development	0.00	600.00	600.00	600.00

SUPPLIES Totals:		0.00	117,375.00	112,415.00	111,365.00
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E15 SERVICES AND CHARGES

3098-0000	Technology Support	0.00	7,200.00	6,700.00	6,500.00
3099-0000	Other Professional Services	0.00	10,000.00	8,000.00	2,000.00
3100-0000	Circulation System	0.00	0.00	0.00	0.00
3101-0000	Telecommunications	0.00	0.00	0.00	0.00
3102-0000	Postage	0.00	1,700.00	1,600.00	1,500.00
3200-0000	Mileage	0.00	500.00	500.00	500.00
3201-0000	Seminar/Conference Fees	0.00	4,000.00	3,540.00	5,500.00
3202-0000	Meals	0.00	0.00	0.00	0.00
3203-0000	Housing	0.00	0.00	0.00	0.00
3400-0000	Printing and Publishing	0.00	700.00	700.00	3,500.00
3401-0000	Binding	0.00	0.00	0.00	0.00
3404-0000	Processing Fee	0.00	8,250.00	8,000.00	7,000.00
3500-0000	General Insurance	0.00	1,559.00	1,559.00	1,559.00

3707-0000	Maintenance Agreements	0.00	21,665.00	21,565.00	20,000.00
3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00
3804-0000	Equipment Rental	0.00	0.00	0.00	0.00
3900-0000	Sales Tax	0.00	550.00	550.00	400.00
SERVICES AND CHARGES Totals:		0.00	56,124.00	52,714.00	48,459.00
E20	MISCELLANEOUS				
4000-0000	Memberships and Dues	0.00	500.00	400.00	400.00
4001-0000	Subscriptions	0.00	625.00	625.00	625.00
4099-0000	Miscellaneous Charges	0.00	1,500.00	1,500.00	1,500.00
MISCELLANEOUS Totals:		0.00	2,625.00	2,525.00	2,525.00
E25	CAPITAL OUTLAY				
5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00
5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00
5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00
CAPITAL OUTLAY Totals:		0.00	0.00	0.00	0.00
EXPENDITURES TOTALS:		13.00	1,045,898.00	1,037,428.00	1,078,418.00
DEPT REVENUES		0.00	0.00	0.00	0.00
DEPT EXPENSES		13.00	1,045,898.00	1,037,428.00	1,078,418.00
LIBRARY OPERATIONS Totals:		13.00	1,045,898.00	1,037,428.00	1,078,418.00
4231	LIBRARY PLANT				
E05	PERSONNEL SERVICES				

1000-0000	Full Time Salaries	1.85	50,336.00	50,336.00	51,709.00
1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00
1111-0000	Severance Pay	0.00	0.00	0.00	0.00
1112-0000	Sick Pay	0.00	0.00	0.00	0.00
1113-0000	Vacation Pay	0.00	0.00	0.00	0.00
1200-0000	Part Time Salaries	0.00	35,939.00	35,939.00	37,434.00
1410-0000	PERA	0.00	6,471.00	6,471.00	6,686.00
1420-0000	FICA/Medicare	0.00	6,600.00	6,600.00	6,819.00
1500-0000	Hospital / Medical	0.00	20,916.00	20,916.00	21,192.00
1520-0000	Dental Insurance	0.00	792.00	792.00	758.00
1540-0000	Life Insurance	0.00	116.00	116.00	116.00
PERSONNEL SERVICES Totals:		1.85	121,170.00	121,170.00	124,714.00
E10	SUPPLIES				
2101-0000	General Supplies	0.00	2,500.00	2,300.00	2,300.00
2102-0000	Janitorial Supplies	0.00	4,000.00	3,800.00	3,800.00
2202-0000	Building Repair Supplies	0.00	500.00	300.00	400.00
2203-0000	Furn/Air Cond Repair Supplies	0.00	100.00	100.00	100.00
2302-0000	Other Minor Equipment	0.00	800.00	800.00	800.00
SUPPLIES Totals:		0.00	7,900.00	7,300.00	7,400.00
E15	SERVICES AND CHARGES				
3002-0000	Contractual	0.00	0.00	0.00	0.00
3099-0000	Other Professional Services	0.00	2,000.00	1,000.00	500.00

3101-0000	Telephone	0.00	4,250.00	4,250.00	4,500.00
3500-0000	General Insurance	0.00	31,082.00	31,082.00	31,082.00
3600-0000	Electricity	0.00	39,000.00	38,000.00	40,000.00
3601-0000	Natural Gas	0.00	13,500.00	13,300.00	12,000.00
3703-0000	Building Repair Charges	0.00	10,500.00	10,500.00	10,750.00
3707-0000	Maintenance Agreements	0.00	8,995.00	8,995.00	8,995.00
SERVICES AND CHARGES Totals:		0.00	109,327.00	107,127.00	107,827.00
E20	MISCELLANEOUS				
4099-0000	Miscellaneous Charges	0.00	1,200.00	1,100.00	1,100.00
MISCELLANEOUS Totals:		0.00	1,200.00	1,100.00	1,100.00
E25	CAPITAL OUTLAY				
5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00
5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00
5310-0000	C/O MIS Compuer Equipment	0.00	0.00	0.00	0.00
CAPITAL OUTLAY Totals:		0.00	0.00	0.00	0.00
EXPENDITURES TOTALS:		1.85	239,597.00	236,697.00	241,041.00
DEPT REVENUES		0.00	0.00	0.00	0.00
DEPT EXPENSES		1.85	239,597.00	236,697.00	241,041.00
LIBRARY PLANT Totals:		1.85	239,597.00	236,697.00	241,041.00
FUND REVENUES		0.00	1,269,025.00	1,274,125.00	1,330,086.00
FUND EXPENSES		14.85	1,285,495.00	1,274,125.00	1,319,459.00

LIBRARY FUND Totals:

(16,470.00)

0.00

10,627.00

\$ Change	% Change
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1,815.00	3.55%
13,253.00	13.88%
(181.00)	-4.18%
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40,394.00	5.32%
0.00	0.00%
(600.00)	-11.76%
(800.00)	-11.76%
(250.00)	-12.50%
500.00	16.67%
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(200.00)	-2.99%
(6,000.00)	-75.00%
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(100.00)	-6.25%
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2,800.00	400.00%
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(1,000.00)	-12.50%
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(150.00)	-27.27%
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40,990.00	3.95%
35,089.00	3.95%

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215.00	3.32%
219.00	3.32%
276.00	1.32%
(34.00)	-4.29%
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250.00	5.88%
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2,000.00	5.26%
(1,300.00)	-9.77%
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4,344.00	1.84%
55,961.00	4.39%
45,334.00	3.56%

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Capital Budget Request	
OWNER: Facilities Committee	PRESENTER: Spike Carlsen
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Adopt the 2017 capital budget request	
BACKGROUND/CONTEXT: <p>Using the 2017-2021 capital improvement plan as a starting point, the Facilities Committee reviewed each item on the 2017 schedule, previously seen by the Board as a whole. The Committee decided to make some changes in the CIP for the 2017 capital request. \$4,000 was added for additional tables for the Margaret Rivers Room as part of a plan to attract more business uses. The amount for building reconfiguration was reduced from \$50,000 to \$25,000.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2017 Capital Outlay Request Form	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Facilities Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

CITY OF STILLWATER, MINNESOTA

2017 CAPITAL OUTLAY REQUEST FORM

DEPARTMENT: Library

CAPITAL OULAY ITEM REQUESTED	REASON FOR REQUEST	AMOUNT
Software licenses	The library is heavily dependent on computers for internal work and for public access to information. The City's IT department will negotiate Microsoft software licenses for library computers.	10,000.00
Digital signage	The library has an active schedule of programming for patrons of all ages. In addition to other PR avenues, the library would like to display program information in the library in an efficient manner. Digital signage systems would provide a clear menu of messaging that could be changed throughout the library with a single update. It would reduce clutter and be more noticeable to the public than a welter of competing posters.	7,000.00

Mobile computer lab	The building reconfiguration upon which the library has embarked will co-locate desks for greater staff efficiency, but the space in the current computer lab will be required for the new desk. So as to continue teaching computer and database searching classes, we will use a mobile computer cart with laptops and charging station to teach in various locations in the building.	7,860.00
Data projectors for meeting rooms	Our current meeting room data projector is 10 years old and incompatible with newer computer equipment. Also, to make maximum use of our meeting rooms and attract more business users, each room needs a data projector.	4,500.00
Move security camera system to City's system	To improve the quality of images and to improve efficiency for the IT staff, we would like to move the library's security camera system to the City's system.	20,000.00

Retrofit exterior lights to LED	The library's current exterior lighting is energy-intensive. The lighting fixtures are also well above the ground, necessitating the use of a ladder and a second janitor's assistance to change bulbs. Xcel Energy estimates that the replacement of these lights may save \$1,900 in annual energy costs that will achieve payback in under six years. The library will take advantage of rebates offered by Xcel and hopes to replace interior lighting over time to reduce energy usage.	9,800.00
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Carpeting	We average 52 people per hour in the facility. The carpeting is 10 years old and is showing signs of wear.	12,000.00
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Upholstered furniture	We average 52 people per hour in the facility. The upholstered furniture is ten years old and some pieces are showing signs of wear. We will either reupholster or replace these pieces.	5,000.00
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4 Tables for meeting rooms	We are trying to attract more business meetings to our meeting spaces to increase revenues. To accommodate these meetings we need more tables that look polished and presentable.	4,000.00
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Building reconfiguration	The library intends to reconfigure aspects of the facility in 2016 using a combination of approved 2016 capital funds and its own supplemental funds which have been amassed for this purpose. We plan to complete any unfinished parts of the project in 2017. The object of the project is to improve service to patrons and create staffing efficiencies, providing the staff time to achieve the outreach goals in the strategic plan.	25,000.00
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TOTAL REQUESTED		105,160.00
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Joint Meeting with the City Council	
OWNER: Board President	PRESENTER: Mike Keliher
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: On Tuesday, July 5, the library’s request for the reallocation of some capital funds was included in the City Council’s consent agenda. There was a successful motion to pull the reallocation out of the consent agenda for further consideration. The reallocation did pass on a 3-2 vote. During discussion, a request was made for a joint meeting of the City Council and the library Board to discuss library finances, including the total cost of operating the library and the use of supplementary and gift funds. In conversation with City Administrator Tom McCarty this meeting has been tentatively set for Wednesday, August 3, at either 3:30 or 4:30 TBD. To gather the context for this request, please watch the video of the consent agenda portion of the meeting at: http://cityofstillwater.granicus.com/MediaPlayer.php?view_id=3&clip_id=410&meta_id=40559	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Potential Joint Meeting memo from Tom McCarty, City Administrator; Capital Reallocation Proposal	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:



DATE: July 7, 2016
TO: Lynne Bertalmio, Director, Stillwater Public Library
FROM: Tom McCarty, City Administrator *Tom M.*
SUBJECT: Potential Joint Meeting of Stillwater City Council and Stillwater Library Board

At the Stillwater City Council regular meeting of July 5, 2016, the Council approved the Library's request for a reallocation of budgeted capital funds to provide for computer work stations for public use at the Library (see attached). During Council discussion on the reallocation request, questions were raised regarding the total Library operating and capital budgets, including all sources of funds and the status of various fund balances, including funds held by the Library Foundation and the Friends of the Library. In order to more fully discuss the Library operations and future budgetary impacts for the City, the City Council directed the City Administrator to contact the Library Director and request a joint meeting of the Stillwater City Council and the Stillwater Library Board.

Based on the City Council directive, I would respectfully request that you address the Library Board and pass along the City Council request for a joint meeting between the City Council and Library Board. A joint meeting of the City Council and Library Board could be conducted during a City Council work session held at its first meeting of the month. Scheduled City Council work session dates in the near future are set for Wednesday, August 3 and Tuesday September 6, 2016. I would expect the start time of a joint meeting of the City Council and Library Board would be 3:30 PM.

The City looks forward to the response from the Library Board.

Please contact me if you have any questions.

RESOLUTION 2016-134

**APPROVAL OF THE REALLOCATION OF FUNDS IN THE
CAPITAL IMPROVEMENT BUDGET**

WHEREAS, at its meeting on June 14, 2016 the Library Board of Trustees voted to request the City Council for the reallocation of \$32,350 of the 2016 Capital Improvement Budget; and

WHEREAS, the original request was for machinery & equipment, upgrade of public access computers, microfilm reader/scanner and a laptop computer; and

WHEREAS, the Library Board of Trustees have requested to reallocate those funds for twenty-five (25) new computer workstations; and

WHEREAS, according to the City policy the City Council must authorize the reallocation of funds within the Capital Improvement Budget.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Stillwater that the reallocation of \$32,350 for twenty-five (25) new computer workstations is hereby approved.

Adopted by the Stillwater City Council this 5th day of July, 2016.

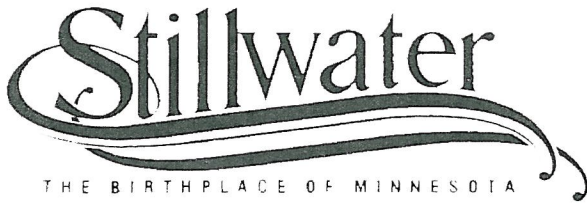


Ted Kozlowski, Mayor

ATTEST:



Diane F. Ward, City Clerk



**Capital Outlay
Request Form for Approval**

To: City Administrator

J. Thomas McCarty

Department:

LIBRARY

From: Library Director

Lynne Bertalmio

Date:

June 16, 2016

Library Board's Approval:

14-Jun-16

2016 Library Capital Outlay Budget

Item Description	Adopted Amount	GL Code	Amount Requested
Operations			
Machinery & Equipment (Rollover request)	\$9,400.00	230-4230-5300-0000	\$9,400.00
Upgrade Public Access Computers	\$13,000.00	230-4230-5310-0000	\$13,000.00
New Printers for Circulation and Tech Services	\$1,200.00	230-4230-5310-0000	
Microfilm Reader/Scanner	\$10,000.00	230-4230-5310-0000	\$8,750.00
Laptop Computer	\$1,200.00	230-4230-5310-0000	\$1,200.00
Data Projector for Margaret Rivers Room	\$1,500.00	230-4230-5310-0000	
Transfer Telephone System to City of Stillwater	\$20,000.00	230-4230-5310-0000	
Plant			
Improvements (Rollover request)	\$18,100.00	230-4231-5200-0000	
Building Reconfiguration	\$25,000.00	230-4231-5200-0000	
Major Building Repairs and Improvements	\$5,000.00	230-4231-5200-0000	
Total	\$104,400.00		\$32,350 \$0.00

What item or items are you requesting:

The Board of Trustees requests that these funds totalling \$32,350 be reallocated by the City Council. Due to the quick and creative action by the City's IT staff, the library was able to update its computers and laptops in 2015 within the 2015 capital budget. The Board proposes to use the reallocated funds to provide more efficient and flexible computer workstations for public use. The new workstations will take up less space and create enough room for the new co-located desk.

City Administrator's Approval:

J. Thomas McCarty
BASED UPON CITY COUNCIL APPROVAL OF JULY 5, 2016

Date:

7/6/2016

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION:	
Reschedule August and November Board Meeting Dates	
OWNER: Board President	PRESENTER: Mike Keliher
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Change Board meeting schedule: begin August 9 meeting at 8 PM and move November meeting to 7 PM, Wednesday, November 9.	
BACKGROUND/CONTEXT: The Board’s regularly scheduled August meeting would fall on primary election day. The November meeting would fall on election day. In the past we have delayed meetings on the day of primary elections until after the polls close.	
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: Gift and Supplemental Fund Reports and Procedures	
OWNER: Finance and Executive Committee	PRESENTER: Mike Keliher
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Adopt the attached formats, reports, and gift process map for future reporting	
BACKGROUND/CONTEXT: To answer President Keliher’s request for a process and report to receive, acknowledge, and allocate gift and supplementary funds, Keri Goeltl devised the following gift process map and reports. Mike and members of the Finance Committee met with Tom McCarty. Among other topics of discussion, Tom was given these reports, which he found comprehensible and helpful.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Gift Process Map and 2016 Gifts Received through June 30, 2016	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Board President and Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

This document reviews the process for the deposit and allocation of gift funds received by the library.

CHART OF INCOME ACCOUNTS USED FOR GIFT FUNDS RECEIVED BY LIBRARY:

FUND	NAME	ACCOUNTS
220	Minerva	220-0000-3810-0200 Interest Earnings-Investments
221	MC-Webster	221-0000-3810-0200 Interest Earnings-Investments
222	HR Murdock	222-0000-3810-0200 Interest Earnings-Investments
223	Sunday Grant (Staff Hours Grants)	223-0000-3870-0100 Refunds & Reimbursements
224	Helen Lawson	224-0000-3820-0100 Donations
226	Van Meier	226-0000-3810-0200 Interest Earnings-Investments
227	Gifts – Govt	227-0000-3820-0100 Donations
230	Library (Primary City Account for Library)	230-0000-3820-0100 Gifts
232	SPLF	232-0000-3820-0100 SPLF Donations 232-0000-3820-0305 SPLF Donations – Library Equipment 232-0000-3820-0310 SPLF Donations – Library Materials 232-0000-3820-0315 SPLF Donations – Library Miscellaneous 232-0000-3820-0320 SPLF Donations – Library Programs
235	Library Donations	235-0000-3820-0100 Donations 235-3235-3820-0100 Donations – Library Materials 235-3236-3820-0100 Donations – Library Programs 235-3237-3820-0100 Donations – Library Equipment 235-3238-3820-0100 Donations – Library Miscellaneous

ENDOWMENT TYPE GIFTS

Gift is a NEW endowment type gift where only interest may be spent and principal is reserved.

New endowment gifts go to Board for review. *** We do need to determine a process for how to manage/deposit/allocate/expend funds for new endowment-type gifts received by the library. ***

Gift is a payment of interest from a previously established endowment.

<i>If Source Is:</i>	<i>Deposit Into:</i>	<i>Specify Use:</i>	<i>Board Action:</i>
Source	City Account	Use	Board Action
Lawson	224-0000-3820-0100 Helen Lawson Fund – Donations	Board to determine use consistent with intentions of donor.	Goes to board for use allocation.
Athena	235-3235-3820-0100 Library Donations – Materials	Restricted for the purchase of adult non- fiction materials.	
City Held Funds:			
Minerva	220-0000-3810-0200 Minerva - Interest Earnings- Investments	Restricted for the purchase of materials.	
MC-Webster	221-0000-3810-0200 MC Webster - Interest Earnings-Investments	Restricted for the purchase of materials.	
HR Murdock	222-0000-3810-0200 HR Murdock - Interest Earnings-Investments	Restricted for the purchase of materials.	
Van Meier	222-0000-3810-0200 Van Meier- Interest Earnings- Investments	Restricted for the purchase of materials.	

SPLF GIFTS

Gift is from the Stillwater Public Library Foundation.

<i>If Gift Is:</i>	<i>Deposit Into:</i>	<i>Specify Use:</i>	<i>Board Action:</i>
Gift Type	City Account	Use	Board Action
Reimbursement for expense incurred under an existing grant	Deposit into city account based on expense type incurred: 232-000-3820-0305 (SPLF Donations – Library Equipment) 232-0000-3820-0310 (SPLF Donations – Library Materials) 232-0000-3820-0315 (SPLF Donations – Library Miscellaneous) 232-0000-3820-0320 (SPLF Donations – Library Programs) 223-0000-3870-0100 (Sunday Grant/Staff Service – Refunds & Reimbursements)	Use determined by SPLF. Expenses already incurred.	
A new donation with restrictions specifying use	Deposit into city account based on requested use type from SPLF: 232-000-3820-0305 (SPLF Donations – Library Equipment) 232-0000-3820-0310 (SPLF Donations – Library Materials) 232-0000-3820-0315 (SPLF Donations – Library Miscellaneous) 232-0000-3820-0320 (SPLF Donations – Library Programs) 223-0000-3870-0100 (Sunday Grant/Staff Service – Refunds & Reimbursements)	Use determined by SPLF.	
A new donation with no restrictions specifying use	232-0000-3820-0100 (SPLF Donations)	Board to determine use.	Goes to board for use allocation.

FRIENDS GIFTS

Gift is from the Friends of the Stillwater Public Library.

<i>If Gift Is:</i>	<i>Deposit Into:</i>	<i>Specify Use:</i>	<i>Board Action:</i>
Gift Type	City Account	Use	Board Action
A new donation with restrictions specifying use	Deposit into city account based on requested use type from SPLF: 235-3235-3820-0100(Donations – Library Materials) 235-3236-3820-0100 (Donations – Library Programs) 235-3237-3820-0100 (Donations – Library Equipment) 235-3238-3820-0100 (Donations – Library Miscellaneous) 223-0000-3870-0100 (Sunday Grant/Staff Service – Refunds & Reimbursements) 230-0000-3820-0100 (Gifts) – If specified for General Operating	Use determined by Friends.	
A new donation with no restrictions specifying use	235-0000-3820-0100 (Donations)	Board to determine use.	Goes to board for use allocation.

NEW OUTRIGHT GIFTS (FULL GIFT MAY BE SPENT)

Gift is an outright gift to the library where the full amount may be spent.

If gift is from a government entity:

<i>If Source Is:</i>	<i>Deposit Into:</i>	<i>Specify Use:</i>	<i>Board Action:</i>
Source	City Account	Use	Board Action
Government	227-0000-3820-0100 Government Gifts - Donations	If use is not specified by donor, Board to determine.	Goes to board for use allocation if unrestricted by donor.

If gift is a not from another governmental group, the Friends or SPLF:

<i>If Gift Is:</i>	<i>Deposit Into:</i>	<i>Specify Use:</i>	<i>Board Action:</i>
Gift Type	City Account	Use	Board Action
A gift of \$100 or less restricted for a specific use by donor AND to be spent In the same fiscal year as received.	230-0000-3820-0100 (Gifts)	Use determined by donor	
A gift of \$100 or less unrestricted for use.	230-0000-3820-0100 (Gifts)	Applied to 230 to offset generally operating	
A gift of \$100 or less restricted for a specific use by donor AND cannot be used in the same fiscal year as received . (Gifts received at year-end or for very specific purpose)	Deposit into 235 city account based on requested use type from donor. 235 account rolls annually & allows gift to be spent in next fiscal year. 235-3235-3820-0100(Donations – Library Materials) 235-3236-3820-0100 (Donations – Library Programs) 235-3237-3820-0100 (Donations – Library Equipment) 235-3238-3820-0100 (Donations – Library Miscellaneous)	Use determined by donor	

<p>A gift of more than \$100 restricted for a specific use by donor.</p>	<p>Deposit into 235 city account based on requested use type from donor. 235 account rolls from year to year and also allows for tracking of gift expenditures.</p> <p>235-3235-3820-0100(Donations – Library Materials)</p> <p>235-3236-3820-0100 (Donations – Library Programs)</p> <p>235-3237-3820-0100 (Donations – Library Equipment)</p> <p>235-3238-3820-0100 (Donations – Library Miscellaneous)</p>	<p>Use determined by donor</p>	
<p>A gift of more than \$100 unrestricted use.</p>	<p>235-0000-3820-0100 (Donations)</p>	<p>Board to determine use.</p>	<p>Goes to board for use allocation.</p>

LIBRARY SUPPLEMENTAL FUNDS: 2016 GIFTS & GRANTS RECEIVED

2016: GIFTS					
Date	Description	Amount	Restrictions	Fund	Expenditure Plan
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
1/13/2016	Unrestricted donation of \$100	\$100	None	230-0000-3820-0100	To be used to offset general operating
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
2/16/2016	Unrestricted donation of \$10	\$10	None	230-0000-3820-0100	To be used to offset general operating
3/1/2016	Gift Subscription to Air & Space	In Kind	N/A	N/A	N/A
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
4/4/2016	Unrestricted donation of \$8	\$8	None	230-0000-3820-0100	To be used to offset general operating
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
4/21/2016	Unrestricted donation of \$20	\$20	None	230-0000-3820-0100	To be used to offset general operating
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
5/17/2016	Stillwater Township Gift	\$5,000	None	227-0000-3820-0100	For board review & use allocation
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
6/23/2016	Unrestricted Donation of \$200; Corporate Matching Gift of Employee Donation	\$200	None	235-0000-3820-0100	For board review & use allocation
2016: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS					
Date	Description	Amount	Restrictions	Fund	
1/11/2016	Q4 2015 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
4/11/2016	Q1 2016 Audio Book	\$1,200	Audio Books	235-0000-3820-0100	
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.)					
Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	
1/27/2016	Grant for YS Program Assistant	\$700	YS Program Assistant	223-0000-3870-0100	To be fully expended in 2016
3/21/2016	Donor-Designated Grant for E-Services	\$7,000	Use for purchase of e-services	232-0000-3820-0310	
4/19/2016	Donor-Designated Tribute Gift	\$100	Purchase of Birthday Books - Adult Mysteries	232-0000-3820-0310	To be fully expended in 2016
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
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
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
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
5/19/2016	Donor-Designated Gift	\$500	Use for children's programming	TBD	TBD (In process at SPLF; Not officially granted to Library yet)
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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Introduction to Policy Governance	
OWNER: Board President	PRESENTER: Mike Keliher
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? No IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: President Keliher has recently read <i>Nonprofit Boards That Work: The End of One-Size Fits All Governance</i> by Jonathan Carver. Carver is one of the main proponents of Policy Governance. Many nonprofits and governmental units follow the Carver method. Mike would like to consider some application of the Carver method to the Board’s operations.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Introduction to Policy Governance	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Introduction to Policy Governance

July 6, 2016

FROM: Board President Keliher

TO: Stillwater Public Library Board of Trustees

At our last meeting, I mentioned a book I was reading that is, as I coyly suggested, “probably going to change the way we do some things around here.” Here’s a bit more about that.

The book is “Nonprofit Boards That Work: The End of One-Size Fits All Governance” by John Carver. It makes the case for an all-encompassing model for conducting board business he calls Policy Governance, and the first couple dozen pages had me hooked. The list of common problems he rattled off all hit home. Feeling disconnected from your true purpose. Getting bogged down in what should be staff work. Struggling to establish clear delegation and authority. Worrying that committee work might be separating the board from its work rather than supporting the board’s work (or, more simply, just putting board committees in the position of doing staff work). Fumbling to speak clearly with a single voice of The Board. Fighting to keep up with an ever-growing list of agenda items that feel like they’re driving us rather than the other way around. And so on.

And I must say, Mr. Carver paints a pretty crisp picture of how to address all of this. That is Policy Governance. I’ve already finished the first book and have moved on to the sequel, about *implementing* a Policy Governance model – a book aptly titled “Reinventing Your Board.”

This memo is not intended to be thorough education on the topic. Merely an introduction. We can discuss this more at our July meeting. If you’re really interested in the topic, you can check the book out from our library (soon; another colleague already has her hands on it!). Meanwhile, here’s the briefest of introductions.

In short, Policy Governance frees the board to stay focused on what matters: ensuring the organization provides an appropriate and meaningful value to the right people at a justifiable cost (not just dollars), while provide true, forward-looking leadership and governance (not reactive firefighting). And in fact, that first part – ensuring the organization delivers on its intended “ends” – is *the job* of the board. An endless but rewarding, mission-focused job, superior to all others.

There’s a great two-page overview in this PDF:

https://www.dccs.org/uploaded/About_DC/Board/Basic_Principles_of_Policy_Governance.pdf

Read a brief list of ten core principles of policy governance:

<https://www.policygovernanceassociation.org/resources/principles-of-policy-governance.html>

Check out the Wikipedia article about Policy Governance for some common criticism about the model:

https://en.wikipedia.org/wiki/Policy_Governance

I'd add that in any of the brief reading I've done of people critiquing policy governance, even my beginner's understand of the model makes it rather easy to poke holes in concerns expressed. In short, none of the concerns seem to point out flaws in the model itself – just in how it's implemented (or not), which can always be fixed as needed by the implementing organization.

At this point, I've likely bored a few of you to tears. The rest probably dozed off before the tears began to flow. But this isn't the last you've heard about this topic. If any of those common problems I've rattled off above sound even remotely familiar (or, if not familiar, at least worth avoiding), or if anything in that PDF I mentioned above piqued your interest, I hope you'll share at least some of my enthusiasm for exploring Policy Governance. I look forward to discussing it with you all.

mjk

Director's Report

Relationship with the Board/Issues: The American Library Association held its annual conference in Orlando June 23-28. This is the first conference that I have seen where there was a prominently featured blood drive aimed at conference attendees. It was something that out-of-town conference attendees could do in response to the recent tragedy in Orlando. * There were a number of programs and events celebrating the 50th anniversary of the National Endowment for the Humanities. In that time the NEH has awarded 3,400 grants to libraries totaling over \$515 million. *There were many presentations by experts and authors on current issues: GLBT rights, transgender rights, social justice vs. First Amendment Rights, autism, teen creativity, accessibility barriers, services to incarcerated adults, and community engagement. Upcoming issues of *American Libraries* – a publication of ALA – will have analysis and comment about the conference in upcoming issue.

Goals and Objectives: We are making progress on the co-located desk design, scheduling staff under the new staffing plan, and cross-training. The strategic plan specifically mentions teens, seniors, and people with disabilities as target audiences. We are looking at these groups but also at adult basic education students and the job centers. These are all potential outreach audiences. We need to gauge and schedule our efforts so that we do not spread ourselves too thin to accomplish anything.

Community and Professional Relationships: Inspired by Pinterest, some school libraries across the country are holding book tastings. Tonya Potter, Media Specialist at Lily Lake Elementary, has held these events. The school library was turned into a formal dining area with tablecloths and candles. Children were invited to sit down and dine on six different types of books. They sampled a variety of literary genres in order to find their preferred tastes in reading. We heard about Tonya's programming efforts. As it turns out, Tonya had heard about public library programs from her students. Tonya approached Angie Petrie about possible cooperation on a number of fronts. Two such creative programmers are certain to turn out some interesting collaborations. * .Angie is also following up on a program that is offered by the St. Paul Public Central Library that brings nonprofit agencies to the library to meet with potential users. SPPL offers a space and publicizes the program. Agencies get to offer their services in a neutral location. Although we have fewer visits than Central does, we might be able to offer a similar program with space being our contribution to this outreach effort.

Staff and Personnel: Supervisors have created schedule templates for the co-located desk. Cross training – for tasks that all public service personnel will perform – continues. We are working on the outreach/partnership package: how will we set targets, track contacts, and measure success. Some interesting opportunities are arising and we are trying to initiate some contacts even before the construction work has started.* Work is underway on the city-wide classification and compensation study. Staff members completed their 30-page questionnaires. Supervisors have checked the questionnaires for anything that might have been missed. I have looked my supervisees questionnaires but also everyone else's Donna Robole, the HR Director, gets to look at everyone's

questionnaire before sending them on to Flaherty Hood to begin the process of job evaluation. This work was very time consuming, and there will be more work when we get the questionnaires back with job description templates to update the job descriptions.

Business and Finance: I will send the sketches for a meeting room revision to the potential donors this week. MSR was kind enough to get some ideas on paper for the donors to see. There is no accompanying budget information as that would require work that engenders fees.

Technology: There is a difficulty that has cropped up in the project to move our telephone system to that of the City. Rose Holman believes that there is little point in moving our phone system to theirs without an upgrade to their phone system. Unfortunately, she does not have the money to upgrade the City system this year. She suggests that we ask to have our telephone system money rolled over into 2017 when she hopes to have the money to complete the project. The good news is that the project may not require all of the funds that we have budgeted, allowing us to pay for software licenses. We were unaware of this expenditure when we formulated the 2016 capital budget.

Board of Trustees Calendar

2016

July

4 SPLF Light a Spark
no Friends meeting
12 SPL Board Meeting 7 p.m.
13 2017 Budget Request Due
20 SPLF Executive Committee meeting 8:30 a.m.
27 SPLF Board meeting 7:30 AM

August

3 **Joint Meeting with City Council 3:30 PM (Tentative)**
no Friends meeting
9 **SPL Board Meeting 8 p.m. (tentative)**
17 SPLF Executive Committee meeting 8:30 a.m.
24 SPLF Board meeting 7:30 AM

September

12 no Friends meeting
13 SPL Board Meeting 7 p.m.
21 SPLF Executive Committee meeting 8:30 a.m.
28 SPLF Board meeting 7:30 AM
29-30 MLA Conference in Duluth

October

10 Friends meeting
11 SPL Board Meeting 7 p.m.
19 SPLF Executive Committee meeting 8:30 a.m.
26 SPLF Board meeting

November

9 **rescheduled SPL Board Meeting 7 p.m. (tentative)**
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

Board of Trustees Calendar

2017

January

Begin Development of Five-Year Capital Forecast 2018-2022

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
51	3/8/2016	Supplemental Funds	Develop a formal process for the acceptance and fund allocation of gifts.	Keliher	7/6/16: In Progress Goeltl prepared a list of 2016 gifts received and the Supplemental Funds document that describes the conditions and use of each fund as the start of the formal process for acceptance. Goeltl also created a flowchart detailing how gift funds are handled when received. These reports will be presented at the July 2016 meeting.
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	7/6/16: In Progress Cost estimates have been shared with potential donors. Potential donors are considering a different approach. Facilities committee has discussed this option. Bertalmio has talked to Poling at MSR who has developed some concepts that need refining. bertalmio will share these ideas with the donors this week.
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	7/6/16: In Progress The Facilities Committee should assess the state of the facility to prepare for the 2017-2022 Capital Plan.
48	3/8/2016	Building Reconfiguration	Contact Tom McCarty to determine if the city or library would do bidding on a building project.	Bertalmio	7/6/16: In Progress As the construction project is estimated to cost less than \$50,000, bids will not be necessary. Eight construction firms have indicated interest in the project. Construction companies are setting up dates to tour the facility. The library will secure at least three written estimates for the work by July 15.
49	3/8/2016	Building Reconfiguration	Contact Tom McCarty and determine timeline on approval of capital funds usage.	Bertalmio	7/6/16: In Progress McCarty has approved the release of capital funds that will cover the estimated cost of construction. Keliher has notified City Council members of the scope and reasons for the project. The requested 2016 capital funds have been reallocated for the purchase of computer workstation furniture.
50	3/8/2016	Building Reconfiguration	Develop a staffing model plan in preparation for co-location change.	Bertalmio	7/6/16: In Progress A prototype desk schedule has been developed. Cross-training is occurring. The Management Team is developing parameters for off-desk time.
57	4/12/2016	Long-Term Financial Planning	Meet individually with members of the city council to help educate them about the library.	Bell Cassavante Carlsen Hansen Keliher	7/6/16: In Progress The City Council has requested a meeting with the library Board. The potential date is Wednesday, August 3, during the workshop session.

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	7/6/16: In progress Management Team is working to set off-desk parameters for staff which will allow for the development of outreach goals.
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.	Cassavante Otte	
53	3/8/2016	Board Goals	Discuss 2016 Board Goals.	Keliher	Process will begin with a review of bylaws and other existing "job descriptions" for trustees.
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	6/9/16 In Progress
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.		
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	7/6/16 In Progress: A meeting was held with staff, MSR staff, TAB members to discuss desired changes.
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 Diehl	7/6/16 In Progress: Carlsen is working on a comprehensive document.
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	
67	Board Meeting	Task	Description	Responsible	Status
TICKLER ITEMS	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: No known date for paver replacement; Communicate to neighbors when date is known.
ID					

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
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	9/8/15 - Complete: 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	9/8/15 - Complete: 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	9/8/15 - Complete: 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	9/8/15 - Complete: 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	9/8/15 - Complete: Bertalmio's Director's Report in September Board packet indicated that 2016 bookings are on par with 2015 bookings at this 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	9/8/15 - Complete: 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	9/8/15 - Complete: Gordon and Carlsen agreed to serve on committee.
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	9/25/15 - Complete: 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.
22	9/8/2015	Library in the News	Send out copies of articles when library is in the news.	Bertalmio	9/14/15 - Complete: Sunday Hour clippings and Mad Men article emailed to Board. Articles will be emailed going forward when library is in the news.
2	7/14/2015	Strategic Plan - 2015 Board Action Steps	Provide board with an updated copy of the 2015 Board Action Plan, list of action items on strategic plan that are the responsibility of the board. Requested by Stark.	Keliher	10/13/15 - Completed: Document included in October Board Packet.
17	9/8/2015	2016 Budget	Revise operating and capital budget in accordance with the new budget numbers adopted by the city. Bring to board for approval at October's meeting.	Stark Richie Bertalmio	10/13/15 - Completed: Brought revised budget to Board at October's meeting. Approved.
19	9/8/2015	SelfChecks - Book Recommendations	Provide board with update on status of providing book recommendations via SelfCheck machines.	Bertalmio	10/13/15 - Completed: Self-Check machines are displaying recommended reads.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
24	9/8/2015	Board List	Provide Board with a list of members and terms at October Board meeting.	Bertalmio	10/13/15 - Completed: List provided at October's Board Meeting.
16	9/8/2015	Building Study Task Force Meetings	Schedule special meeting of full board with MSR and schedule building task force meetings with MSR.	Bertalmio	10/16/15 - Completed: MSR meeting with Board scheduled for 10/9/15; First Task Force Mtg scheduled for 11/4/15.
18	9/8/2015	Board Vacancy	Interview board applicants and provide recommendation.	Carlsen Gordon	10/30/15 - Completed: Gordon and Carlsen completed interviews with 4 applicants. Presented recommendation to board and board approved.
21	9/8/2015	Appreciation Resolution	Draft a resolution thanking donors and community for support of Sunday Hours.	Gordon	10/13/15 - Complete: Resolution drafted and approved. Presented to SPLF at November 17 City Council meeting.
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.		11/18/15 - Completed 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	12/15/15 - Completed 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	12/16/15 - Completed Agreement reached. Contract ready for ratification.
31	12/9/2015	Capital Funds	The Board requested that Bertalmio clarify with McCarty if capital funds may be used for building repairs.	Bertalmio	12/10/15 - Completed: 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	12/22/15 - Completed Report has been generated and will be distributed in January Board packet.
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	11/10/15 -Meeting Completed

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
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	1/12/16: Completed 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 board members.	Bertalmio	
25	9/8/2015	Meeting Time Change - Bylaws	Investigate bylaws to see how/if meeting times for monthly meetings can be changed.	Bertalmio Keliher	9/27/15 - Research Complete: Bylaw research done. Bylaws don't restrict time. Discuss at annual meeting in January 2016
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
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	1/19/16 Completed
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.
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. <i>Special meeting of the Board with</i>
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 fo this will come from printing budget and \$1,800 from Alice O'Brien.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
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.
41	1/12/2016	Personnel	Conduct Library Director Evaluation. * Board members to submit evaluation forms to Keliher by January 28th. * Review to occur at February's board meeting.	All	3/8/16: Completed Passed at March board meeting
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
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.
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
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
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
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:

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING
June 15, 2016

MEMBERS PRESENT: Lynne Bertalmio, Steve Brady, Jane Dickinson, Andy Kass, Jean Morse, Sandy Nicholson, Merilee Read, Fred Rengel, Mary Richie, Mary Ann Sandeen, Kathy Thueson, Brent Voight, Ann Wolff

WELCOME: President, Ann Wolff called the meeting to order at 7:30 a.m. in the east room of the upper level. Members introduced themselves.

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

FINANCE COMMITTEE & TREASURER'S REPORT: Andy reported on several financial committee details:

- Balance Sheet for May, 2016 - The budget is on track for this point in the year. The upcoming Light a Spark event provides the largest income for the year. To date, this year's LAS income surpasses that of any previous year's LAS income.
- Permanent Endowment Fund - Andy stated that the Foundation's endowment fund was established with the St. Croix Valley Foundation / Stillwater Area Foundation on June 7, 2016. The amount of \$25,000 was put into the fund = \$10,000 from the SPLF funds plus \$15,000 from an anonymous donor.
- Profit & Loss YTD Comparison, May, 2016 - A column showing the figures for 2015 should be added to the document.
- Gift Acceptance Policy - The finance committee recommends that the SPLF accept cash and stock only. Other items should be sold and the proceeds donated. A policy will be presented for consideration in July. Steve recommended that we retain legal counsel for advisory purposes regarding gifts.
- Tax Services - The bill for the 2015 tax services completed by the Ahola company will be paid in full. The committee will search for future tax and CPA services/firms to employ in the future.

The motion to accept the monthly financial reports was approved.

-

EVENT COMMITTEE REPORT: Fred reported for the Event Committee:

- Light a Spark- Board members were needed for help meet and greet guests and to assist with clean-up.
- Donor Appreciation Event - The committee is working on this.
- Style Speaks Volumes III and the 2017 Celebration Event are on track.

HANDBOOK UPDATE: Sandy moved to accept the committee charters for 2016 that are to be inserted in the handbooks. The motion was approved.

OTHER:

- Summer Reading Program - Melissa Butler, the Youth Services Assistant, is focusing on the Summer Reading Program. Her creative programming for all ages was acknowledged. Her programs are getting great publicity in the community.

- Friends - Mary Ann mentioned that she had been asked if the donor board had been updated. The response was no. This prompted further discussion which suggested that it should be discussed with the Board of Trustees. (Historically, there has been a policy not to “name” things.)
- Sunday Hours - Lynne was working on the SPL budget request for the city and suggested that the \$14,600 required to fund Sunday hours for 2017 be shared equally between the city and the Foundation, resulting in each party being responsible for \$7,300 to maintain the open Sundays. It was noted that we had already secured a \$5,000 donation from Pat Thiele for 2016 Fall Sunday hours. Ann moved and Steve seconded the motion that the SPLF complete the funding of the SPL Sunday hours for the Fall of 2016, and that the SPLF provide half the funding for the SPL Sunday hours in 2017. The motion carried.

DEVELOPMENT & MARKETING: Brent distributed a tip sheet from the committee discussing strategies we can employ to help Light a Spark guests feel welcome and appreciated at the event. Brent encouraged the Board to share with Keri Goeltl any “library stories” we may collect from guests and donors.

The meeting was adjourned at 8:45 a.m.

Respectfully submitted,

Jean Morse, Secretary
Jane Dickinson, Secretary pro. tem.

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

<u>Date</u>	<u>Sender</u>	<u>Title</u>
6/6	Jean	Minutes for 5/16 Board Meeting
6/8	Keri	Financial Balance Sheet - May, 2016 Profit & Loss YTD May 2016
6/12	Ann	2016 Committee Charters Agenda for June 15 Meeting
6/12	Ann	Press Release for Endowment
6/13	Jean	Corrected 4/16 Meeting Minutes
6/20	Andy	6/16 Finance Committee Meeting Notes

Distributed at the June 15, 2016 Meeting:

Brent - LAS from Development & Marketing Committee
Steve- The Stillwater Public Library Foundation Gift Acceptance Policy
Lynne - Youth Services Programming Assistant - List of summer programs enabled by the SPLF