

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda, Tuesday, June 14, 2016

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the May 2016 Minutes+
 - b. Acknowledgement of Bills Paid in May \$17,197.35+
 - c. Quarterly Activity Report
 - d. Other Activity Report
5. Succession Plan Workshop with Vicki DeFord, 45 – 60 minutes

Old Business

- | | |
|---|----|
| 6. Strategic Plan Update | I+ |
| 7. Building Reconfiguration: Budget and Resources | D+ |
| 8. Request for Reallocation of 2016 Capital Funds | A+ |
| 9. 2017 Budget Request | D+ |

Reports

- | | |
|--|------------------------------------|
| 10. Director's Report+ | |
| 11. Foundation Report | |
| 12. Board Committee Reports | |
| a. Executive | f. Succession Planning Task Force |
| b. Facilities | g. WCL/SPL Relationship Task Force |
| c. Finance | |
| d. Governance and Policy | |
| e. Human Resources | |
| 13. Public Commentary and Communications | |
| 14. 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, June 13, 2015.

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

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

Attachments: 2015-16 Sunday Hours Statistics, Calendar, Ongoing Board Work Assignments, SPLF Minutes, WCL Minutes, City of Stillwater's 2016 Budget Summary

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 10, 2016
Minutes**

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

ABSENT: Otte

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:06 pm by Keliher, President

AGENDA ITEM 2: Adoption of Agenda

Agenda adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

AGENDA ITEM 4: Consent Calendar

Consent calendar adopted. MSP.

AGENDA ITEM 5: Strategic Plan Update

- **2.3.6 Schedule regular topical, formal presentations to Council at least annually:** Notes indicate that this could occur when building study is completed and library has made decisions on the issues raised. Keliher discussed presenting the annual report formally to the Council and/or presenting this personally to Council members in the individual meetings.
- Board requested that Bertalmio provide statistics on Sunday hours for 2015 and 2016.

AGENDA ITEM 6: Clarification of Director's 2016 Salary

Motion made that the 3% increase in the Director's salary that the Board of Trustees approved on April 12, 2016 is retroactive to January 1, 2016. MSP.

AGENDA ITEM 7: Plan for Revising Building Naming Rights

As part of the capital campaign for the 2005-06 renovation and expansion of the library, donors were offered a menu of naming rights for substantial gifts. A small number of these named features will be disrupted by the co-location and other work planned for 2016-17.

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. After this 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.

*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
BOARD OF TRUSTEES MEETING**

May 10, 2016

Minutes

AGENDA ITEM 8: Building Reconfiguration: Budget, Resources, and City Council Presentation

At the special meeting on March 28, 2016, the Board approved moving forward with the co-location of the Information and Circulation desks to provide one public service desk. As requested, MSR has provided initial cost estimates (provided in the May Board packet documents Motion to Request Capital Funds Release and Reallocation and Attachment 1 – SPL Furniture Estimates):

- Phase 1 – Construction costs associated with co-locating desk: \$41,700
- Phase 1 – Furnishings: \$41,359. Of the \$41,359 in furnishings, \$24,000 is projected for new computer tables for public access computers. The other \$17,359 in costs may be reduced through reuse of the furniture.
- Teen Room – 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. The Lawson Short-Term fund may be considered for this part of Phase 1.
- Phase 2: Furniture Estimates were provided at \$62,900.

Board discussed requesting 1) release of plant capital funds of \$41,037 allocated to building improvements/reconfiguration and 2) reallocation and release of \$32,357 of other capital funds for building improvements/reconfiguration. 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.

Motion made to request release of \$41,037 in plant capital funds for the building improvements/reconfiguration project. MSP.

AGENDA ITEM 9: 2017-2021 Capital Improvement Forecast

The 2017-2021 Capital Forecast, included in the May board packet, is a projection of calculated estimates of costs for the next five years. These figures may change as new information is learned or needs change.

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.

Motion made to approve 2017-2021 Capital Forecast as presented and submit to city. MSP.

AGENDA ITEM 10: Update on Library Neighbors and Terrace Events/Music

Keliher provided an update on communication from library neighbors regarding the events on the terrace and outdoor/amplified music. Menikheim distributed a "Code of Ordinances" email from Dave Magnuson regarding events on the Terrace. Document is included as an attachment to the May minutes.

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**STILLWATER PUBLIC LIBRARY
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AGENDA ITEM 11: 2017 Budget Goals

Board began discussions of overall goals for 2017 in preparation for the 2017 budget request. Bertalmio will provide board with Sunday stats for 2015 and 2016 at the June board meeting. Board requested a comparison of changes from requested budget for other city departments to determine if the library's requests are in line with the overall city budget. Board also requested that Lynne send McCarty's 2016 budget presentation to the Board.

AGENDA ITEM 12: Graphic Annual Report

Board reviewed the Graphic Annual Report prepared by Bertalmio. Report is included as an attachment in the May minutes.

AGENDA ITEM 13: Classification and Compensation Study Report

The City of Stillwater has engaged Flaherty Hood to perform a classification and compensation study for the City, the library, and the water department as all three units are intrinsically linked by the State of Minnesota's Pay Equity Law. This study will include job evaluation, market study, pay equity plan, compensation plan, and compensation policies.

There could be financial repercussions from the study once the findings are adopted. Library will need to plan for this contingency. Library will be assessed a proportionate fee of about \$4,700 for the study itself in 2016.

AGEND ITEM 14: Director and Other Staff Reports

Director's report was included in the May board packet.

AGENDA ITEM 15: Foundation Report

The Stillwater Public Library Foundation (SPLF) approved \$8,460 in grants to the library during its April grant cycle. SPLF is continuing process to establish an endowment at the St. Croix Valley Foundation.

AGENDA ITEM 16: Board Committee Assignments and Reports

a) **Executive Committee:**

- Board Agenda/Packet Process: Keliher discussed the inclusion of agenda item cover sheets in the May board packet. Keliher also suggested setting timeframes around board packet materials with board packets emailed week prior to meeting and follow-up documents that were not included in packet emailed by Friday or Monday close of business.
- Gift Acknowledgement/Acceptance Process: Keliher is working on this process and will share with governance and finance committee.

b) **Facilities:** MSR is meeting with staff to discuss the design of desk and functional details.

c) **Finance:** Nothing to report. Will spend time in June meeting discussing budget.

d) **Governance and Policy:** Nothing to report.

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- e) **Human Resources:** Included in the May board packet is a document is a draft outline for labor negotiations. This document Incorporates library process, checklists from other sources and other experiences. Committee recommends using this as background document for future negotiations.

- f) **Succession Planning Task Force:** Task force will meet with DeFord next week and will report back to board in June.

- g) **WCL/SPL Relationship Task Force:** Nothing to report.

AGENDA ITEM 17: Public Commentary and Communications

A thank you letter to Board from Ned Gordon was presented.

AGENDA ITEM 18: Adjournment

Adjourned at 10:04 pm.

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Doug Menikheim

To: dmenikheim@ci.stillwater.mn.us
Subject: FW: Code of Ordinances

From: Dave Magnuson <dtmagnuson@magnusonlawfirm.com<mailto:dtmagnuson@magnusonlawfirm.com>>
Date: May 10, 2016 at 15:22:27 CDT
To: "Doug Menikheim (dmenikheim@ci.stillwater.mn.us<mailto:dmenikheim@ci.stillwater.mn.us>)"
<dmenikheim@ci.stillwater.mn.us<mailto:dmenikheim@ci.stillwater.mn.us>>
Subject: FW: Code of Ordinances

Captain,

I assume the Mayor shared this with the neighbors. I'm sure this would be classified as "public" information and could be shared with the Board or with the neighbors as you see fit.

Respectfully,

Dave Magnuson

From: Bill Turnblad [<mailto:bturnblad@ci.stillwater.mn.us>]

Here are findings of fact that have been reviewed by McCarty, Magnuson and Wittman:

1. Land use
 - a. The library property is zoned PA.
 - b. City Code Ch 31-325 says that libraries are permitted in the PA district.
 - c. City Code Ch 31-325 says that neither "outside entertainment, commercial" nor "special events" are permitted in the PA Zoning District. However, according to the footnote for each of these uses, the City Council can approve them if they are not done on a "regular basis".

d. The zoning code does not define what a “regular basis” is, and the City Council has been allowing events on the library terrace since the terrace was constructed. In fact, according to the Council meeting minutes of May 6, 2008, Councilmember Milbrandt stated that when the addition was designed with a terrace, it was “fully expected the terrace would be used for ... events and parties.”

e. The file for planning case number 2003-81 (setback variance and parking variance for the Library expansion and renovation) includes a staff report that corroborates Councilmember Milbrandt’s 2006 statement. It says the planned library terrace “will provide space for community events” and “the rental of ... the terrace for ‘after hours’ events and functions could provide substantial income.”

2. Music after 10 PM

a. Any outside music after 10:00 PM requires pre-approval by the City Council in the form of a variance from the Noise Ordinance.

i. On May 6, 2008 the City Council rescinded a blanket variance they had granted the Library from the Noise Ordinance regulation that limited outdoor music to no later than 10 PM.

ii. Ordinance 1006, adopted by the Council on March 17, 2009, established a procedure for requesting a variance from the Noise Ordinance for outside music.

1. According to the new ordinance, any event that wanted outdoor music in the PA district after 10 PM had to make an individual request for a variance, and a public hearing would be held for that request.

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

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						
5032016	5/3/2016	Baker and Taylor	Materials - Juv	39.75	230-4230-2400-0000	Childrens Books
5032016	5/3/2016	Baker and Taylor	Materials - YA	384.36	230-4230-2406-0000	Teen Books
5032016	5/3/2016	Baker and Taylor	Materials - Processing	5.39	230-4230-3404-0000	Processing Fee
5032016	5/3/2016	Baker and Taylor	Materials - YA (SPLF)	8.09	232-4232-2113-0000	SPLF - Materials
5032016	5/3/2016	Baker and Taylor	Materials - Adult Non Fiction (SPLF)	46.71	232-4232-2113-0000	SPLF - Materials
5032016	5/3/2016	Brodart Co	Materials - Adult Fiction	400.67	230-4230-2401-0000	Adult Books - Fiction
5032016	5/3/2016	Brodart Co	Materials - Adult Non Fiction	622.77	230-4230-2405-0000	Adult Books - Non Fiction
5032016	5/3/2016	Brodart Co	Materials - Processing	50.05	230-4230-3404-0000	Processing Fee
5032016	5/3/2016	Brodart Co	Materials - Adult (SPLF)	519.70	232-4232-2113-0000	SPLF - Materials
5032016	5/3/2016	Brodart Co	Materials - Adult Fiction (Tribute - Laatsch)	88.55	235-4235-2101-0000	Library Donations Materials
5032016	5/3/2016	Danielson Susie	Volunteer Recog Event Reimbursement (Laatsch Memorial)	136.50	235-4238-4099-0000	Library Donations Miscellaneous
5032016	5/3/2016	Danielson Susie	Volunteer Recog Event Reimbursement (SPLF Grant)	178.74	232-4232-4099-0000	SPLF - Miscellaneous Charges
5032016	5/3/2016	Midwest Tape	Materials - Audio	140.74	230-4230-2402-0000	Audio
5032016	5/3/2016	Midwest Tape	Materials - Video	43.47	230-4230-2408-0000	Film/Video
5032016	5/3/2016	Midwest Tape	Materials - Processing	28.80	230-4230-3404-0000	Processing Fee
5032016	5/3/2016	Midwest Tape	Materials - Juv Audio Books (Friends)	44.98	235-4235-2101-0000	Library Donations Materials
W16020689	3/24/2016	Office of MN IT Services	Telephone	353.29	230-4231-3101-0000	Telephone
W16030691	4/20/2016	Office of MN IT Services	Telephone	358.42	230-4231-3101-0000	Telephone
75322876	4/19/2016	Recorded Books Inc	Materials - Adult Audio Books	19.99	230-4230-2402-0000	Audio
1122905	4/25/2016	Security Response Services Inc	Security Monitoring (3 Mos)	168.12	230-4231-3707-0000	Maintenance Agreements - Lib Plant
16126	4/19/2016	Stillwater Printing Co.	Supplies	95.00	230-4230-2101-0000	General Supplies
12707222	4/11/2016	Toshiba Business Solutions	Maintenance Contract	78.46	230-4230-3707-0000	Maintenance Agreements
5032016	5/3/2016	Vasilakes Jody	Mileage Reimbursement	35.75	230-4230-3200-0000	Mileage
5032016	5/3/2016	Vasilakes Jody	Supplies Reimbursement	12.00	230-4230-2101-0000	General Supplies
5032016	5/3/2016	Vasilakes Jody	Staff Appreciation Day Reimbursement	20.00	230-4230-4099-0000	Miscellaneous Charges
		INVOICES SUBTOTAL		3,880.30		
CREDIT CARD						
2673839	03/08/16	Amazon.com	Materials - Video	38.98	230-4230-2408-0000	Film/Video
W48VQ3A350M7	03/09/16	VistaPrint.com	Supplies	46.06	230-4230-2101-0000	General Supplies
6117019	03/15/16	Amazon.com	Materials - Adult Non Fiction	49.50	230-4230-2405-0000	Adult Books - Non Fiction
102350	03/17/16	Book Master	Materials - Adult Non Fiction	14.30	230-4230-2405-0000	Adult Books - Non Fiction
2673839	03/17/16	Amazon.com	Materials - Video	29.99	230-4230-2408-0000	Film/Video
6983448	03/17/16	Amazon.com	Materials - Big Read (SPLF)	61.46	232-4232-2407-0000	SPLF - Programs
73625625	03/20/16	American Library Association	Supplies	25.00	230-4230-2101-0000	General Supplies
7094608	03/25/16	Amazon.com	Materials - Video	27.99	230-4230-2408-0000	Film/Video
2078655	03/27/16	Amazon.com	Materials - Audio	24.94	230-4230-2402-0000	Audio
3152016	03/15/16	Canva for Work Monthly	Canva App - Charge	90.65	230-4230-3098-0000	Technology Support
3212016	03/21/16	Canva for Work Monthly	Canva App - Credit	-90.65	230-4230-3098-0000	Technology Support
3112016	03/11/16	Dream Host	Monthly Website Fee	19.95	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		338.17		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		0.00		
GRAND TOTAL				4,218.47		

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						
175077	4/8/2016	Ace Hardware	Janitorial Supplies	41.13	230-4231-2101-0000	General Supplies - Lib Plant
175527	4/20/2016	Ace Hardware	Janitorial Supplies	82.62	230-4231-2101-0000	General Supplies - Lib Plant
5172016	5/17/2016	Baker and Taylor	Materials - Juv	901.69	230-4230-2400-0000	Childrens Books
5172016	5/17/2016	Baker and Taylor	Materials - YA	458.20	230-4230-2406-0000	Teen Books
5172016	5/17/2016	Baker and Taylor	Materials - Processing	25.97	230-4230-3404-0000	Processing Fee
5172016	5/17/2016	Baker and Taylor	Materials - YA (SPLF)	15.80	232-4232-2113-0000	SPLF - Materials
5172016	5/17/2016	Baker and Taylor	Materials - Adult Nonfiction	266.14	230-4230-2405-0000	Adult Books - Non Fiction
5172016	5/17/2016	Baker and Taylor	Materials - Ref	28.18	230-4230-2113-0000	Reference
5172016	5/17/2016	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	28.83	232-4232-2113-0000	SPLF - Materials
5172016	5/12/2016	Brodart Co	Materials - Adult Fiction	302.02	230-4230-2401-0000	Adult Books - Fiction
5172016	5/17/2016	Brodart Co	Materials - Adult Nonfiction	234.08	230-4230-2405-0000	Adult Books - Non Fiction
5172016	5/17/2016	Brodart Co	Materials - Processing	22.10	230-4230-3404-0000	Processing Fee
5172016	5/17/2016	Brodart Co	Materials - Adult Fiction (Tributes)	163.22	235-4235-2101-0000	Library Donations Materials
5172016	5/17/2016	Brodart Co	Materials - Adult (SPLF)	474.10	232-4232-2113-0000	SPLF - Materials
29648	5/2/2016	Cartridge World Hudson	Supplies	128.98	230-4230-2101-0000	General Supplies
9198856	4/23/2016	Cole Papers	Janitorial Supplies	339.98	230-4231-2101-0000	General Supplies - Lib Plant
306-02444792-3	4/30/2016	Culligan of Stillwater	Water	61.80	230-4230-4099-0000	Miscellaneous Charges
2455591	4/18/2016	G & K Services	Towels & Rugs	93.74	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
44972	4/29/2016	Master Mechanical Inc.	Q2 Preventative Maint	1126.50	230-4231-3707-0000	Maintenance Agreements - Lib Plant
42507	5/17/2016	Midwest Tape	Materials - Audio	228.68	230-4230-2402-0000	Audio
42507	5/17/2016	Midwest Tape	Materials - Video	36.73	230-4230-2408-0000	Film/Video
42507	5/17/2016	Midwest Tape	Materials - Processing	8.80	230-4230-3404-0000	Processing Fee
42507	5/17/2016	Midwest Tape	Materials - Juv Audio Books (Friends)	59.99	235-4235-2101-0000	Library Donations Materials
5172016	5/17/2016	Petrie Angela	Staff Reimbursement Programming Supplies (Friends)	48.35	235-4236-4099-0000	Library Donations Programs
5512338	5/3/2016	Quill Corporation	Supplies	90.43	230-4230-2101-0000	General Supplies
5172016	5/17/2016	Stillwater Public Library Foundation	Reimbursement for April CC Gifts	739.07	232-0000-2000-1300	SPLF - Accounts Payable Pass Thru
12740799	4/25/2016	Toshiba Business Solutions	Maintenance Contract	32.12	230-4230-3707-0000	Maintenance Agreements
1920	4/29/2016	Valley Concrete Inc.	Parking Ramp Repair	1955.00	230-4231-3703-0000	Building Repair Charges
			INVOICES SUBTOTAL	7,994.25		
CREDIT CARD						
1479413	04/05/16	Amazon.com	Janitorial Supplies	130.48	230-4231-2101-0000	General Supplies - Lib Plant
4112016	04/11/16	Dream Host	Monthly Website Fee	19.95	230-4230-3098-0000	Technology Support
7250880	04/12/16	Custom Ink	Bookawocky	157.99	230-4230-4099-0000	Miscellaneous Charges
7860245	04/13/16	Amazon.com	Materials - SCC	74.65	230-4230-2499-0000	Collection Development
6741014	04/14/16	Amazon.com	Materials - Video	44.94	230-4230-2408-0000	Film/Video
5343429	04/18/16	Amazon.com	Materials - Adult Nonfiction	17.94	230-4230-2405-0000	Adult Books - Non Fiction
6741014	04/20/16	Amazon.com	Materials - Video	32.28	230-4230-2408-0000	Film/Video
6741014	04/20/16	Amazon.com	Materials - Video	144.89	230-4230-2408-0000	Film/Video
4292016	04/29/16	Amazon.com	Materials - Video	-0.03	230-4230-2408-0000	Film/Video
57968	04/30/16	Kowalski's Market	Programming (SPLF Big Read)	38.34	232-4232-2407-0000	SPLF - Programs
246105	04/30/16	River Market Co-Op	Programming (SPLF Big Read)	149.33	232-4232-2407-0000	SPLF - Programs
			CREDIT CARD SUBTOTAL	810.76		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
51-7976594-1	4/15/2016	Xcel Energy	Gas	671.05	230-4231-3601-0000	Natural Gas
51-7976594-1	1/25/2016	Xcel Energy	Electric	3,502.82	230-4231-3600-0000	Electricity
			MANUAL PAYOUT SUBTOTAL	4,173.87		
			GRAND TOTAL	12,978.88		

Submitted for payment

Lynne S. Bertalmio, Director

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Succession Planning	
OWNER: Succession Planning Task Force	PRESENTER: Vicki DeFord
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: Vicki DeFord has volunteered to help the library develop a succession plan for the director and other key personnel. Vicki will hold a workshop session with the Board to present the findings of the survey that she developed and distributed and other steps in the process.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Succession Planning Survey Findings Report	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Succession Planning Task Force	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

Stillwater Library
Succession Planning Survey Findings Report
May 2016

Survey Completion:

On April 25, 2016 a library survey was emailed to a sampling of 90 individuals who are intimately involved with the Stillwater Library.

Fifty-two of the 90 were library staff members. Twenty of the fifty-two are core staff members (4 full-time, 10 work .5FTE or more and 6 work less than .5FTE). The remaining 32 are on-call substitutes.

Thirty-four individuals participated in the survey – only 25 of the 34 completed all eight of the survey questions.

In order for the survey results to be valid, a statistically representative sampling size of 73 completed surveys was needed. If the 32 on-call staff substitutes are removed from the sample, then the return rate for validity purposes would need to be 50 completed surveys. Due to the fact that only 34 surveys were completed, the findings represent only the opinions expressed by those in the sample.

Due to the small sample size and low return rate, the data from this report should be used to inform decision making rather than drive decisions.

Summary of Findings:

It is important to note that several responses to the questions had a tone of defensiveness and/or protectiveness. The tone of these respondents indicates that they had concerns that the questions may be implying that “something is wrong” in areas of Library operations and/or staff that the respondent (s) felt was not problematic.

Approximately 50% of the respondents were pleased with current Library operations and approximately 50% felt it was time for change in a variety of areas such as partnerships and relationships with all stakeholders, programming, funding and staffing.

The following data reflects patterns of responses (more than 2):

What will be the key challenges for the Library in the next 5 years?

- Staying relevant to the community's youth and seniors
- Up-to-date technology
- Adequate funding to maintain and enhance the building, technology and staffing
- Staff concerns: upcoming turnover, training, hours and salary, recognition, current staffing model and relationship with Washington County Library

What will be the key opportunities for the Library in the next 5 years?

- Staying relevant to the community's youth and seniors
- Up-to-date technology
- Enhanced programming with community partners
- Becoming a community hub/gathering place
- Assisting users learn how to find, evaluate and use appropriate information from a variety of sources

What partnerships will be key for the Library to develop/enhance in the next 5 years?

- Washington County
- City of Stillwater
- Local businesses and non-profit organizations
- Schools

What knowledge, skills and abilities does the Library Director need to meet the future needs of the Library?

- Strong leadership skills/transparent leader
- Be the “face” of the Library
- Professional library degree
- Public library experience
- Supervisory experience/mentor and developer of staff/ability to inspire and motivate
- Presentation/public speaking skills
- Budgetary expertise
- Critical thinking skills
- Analytical skills
- Ability to manage and direct library operations
- Organizational skills
- Marketing /public relations skills
- Willingness to understand and embrace Stillwater Library and community’s unique history
- Knowledgeable on latest library trends
- Ability to create and maintain good working relationships with a variety of stakeholders including government officials
- Visionary who can articulate the Library’s strategic plan and importance
- Strategic planning and implementation experience
- Managerial courage – boldness to try to new things without fear of failure, a “can do attitude”
- Technology savvy
- Sense of humor
- Fundraising and grant experience
- Ability to collaborate
- Approachable
- Data driven/informed to make policy recommendations
- Ability to make decisions in an environment of limited resources and competing claims
- Interpersonal skills
- Business aplomb

Please describe the top three key roles (internally and externally) for the Library Director:

- Managing internal and external stakeholders
- Champion and enthusiastic voice for the Library
- Diligent and effective manager of library operations and finance
- Active community partner and collaborator
- Working with the Library Board and Stillwater City Council
- Supervisor and advocate for staff

What Library Director duties could be moved to other staff, the Friends or Foundation in order to build staff capacity, enhance cross-training and allow the Director more time to spend on strategic initiatives?

- Director already spending time on strategic initiatives
- Staff are already working beyond budgeted hours to keep up with existing duties, no capacity to take on more
- Friends and Foundation's focus is to raise funds – shouldn't take over any Director duties
- Book selection, ordering and weeding
- Adult programming/evening programming
- If the assistant director and supervising librarians were full-time they could manage more of the daily operations, community outreach, liaison to Friends and Foundation and public relations functions.
- Management of social media
- Materials and supplies ordering
- Creation and coordination of Board packets

Thinking 5-10 years down the road, what is something that will be important to the future of the broader Stillwater community and the library, and its director should be a part of?

- Collaboration with local businesses and non-profit organizations
- Outreach to community's "disenfranchised" populations
- Create a model for the Library like Lakeview Power Up
- Programming for children and seniors
- Environmental programs/movements
- Enhancing relationship with City of Stillwater

Submitted by:

Victoria DeFord

Human Resources "Volunteer" Consultant

June 14, 2016

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. Design of the new desk is almost complete. MSR will provide names of contractors who could accomplish the work. 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
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
1.3.3	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
2.2.3	Assess current staff levels and standard competencies in technology	Management team	By October 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	Establish revised timeline with MSR
1.3.5	Budget to implement facilities recommendations	Director, Board	June, 2016	Although it will not be sufficient, there is a figure in the 2016 capital budget to implement facilities changes; it is not possible to be precise without the study
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	This effort is on hold
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets will be included in the graphic annual report; the report is dependent on statistics yet to arrive from WCL

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 are taking place. Staff is examining tools and key messages.
2.1.1	Create a staffing plan based on the directions of the new service model	Director and management team	April 2016 to June 2016	Staff is starting work on new staffing plan.
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	An HR staffer is in the City's recommended budget for 2016; 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	
2.3.8	Increase interaction with other City dept. heads	Director and Management team	By June 2015	Director is participating in HR Director hiring process and class/comp study
2.2.5	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	April/May 2016	Task Force established; questionnaire has been distributed to stakeholders
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	Dependent on pending change in service model and result of class/comp study

- 2016 –

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Co-location is possible; desk work may be scheduled for summer/fall 2016
2.2	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Enhancement of tech environment of the Library for both patrons and staff
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	There is not money for additional hours in 2016; 2017 budget must pick up funding of Sunday hours if Board opts for them
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

				some limited work with Valley Outreach (school, government, social service agencies, arts organizations, etc.)
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)
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
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	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	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	New hours
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Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Building Reconfiguration: Budget and Resources	
OWNER: Finance Committee	PRESENTER: Mary Richie
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: The Board has expressed a desire to accomplish as many of the building alterations suggested by the Building Study Task Force as possible. The Finance Committee met to compare project costs and potential resources that could fund the projects. At this stage, the costs are still tentative. Library staff will be performing an inventory of the numbers and condition of currently held furnishings and shelving to see if costs could be reduced by reuse. Staff is also pursuing cost estimates for the teen room and for “Phase Three,” the reconfiguration of the current media area for marketing and display.	
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:

Building Reconfiguration: Budget and Resources

MSR gave the library an estimate of costs for the furniture, furnishings, and equipment needed to complete the projects identified by the Building Study Task Force. These costs are general estimates. The library staff will perform an inventory of the numbers and condition of currently held furnishings and shelving to see if costs could be reduced by reuse.

Projected Costs

Phase One, Elements A, B, C (does not include construction)	32,350
Office Shelving	
Featured Seating	
Computer Tables	
Phase Two A	15,500
Upper Level Fiction	
Phase Two B	12,000
Upper Level Periodicals	
Phase Two C	29,200
Lower Level Quiet Reading Room	
Phase Three	TBD
Reconfigured Media Area	
Total	89,050

Potential Sources of Funding

Reallocated 2016-16 Capital Funds	32,357
Helen Lawson Library Fund – Accumulated Interest	29,915
Other Government Gifts	19,100
Unallocated Alice O’Brien Bequest	3,109
Total	84,481

This accounting does not include modifications to the Teen Library or the Lawson Short-Term Fund that would pay for these modifications.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Request Reallocation of 2016 Capital Funds	
OWNER: Finance Committee	PRESENTER: Mary Richie
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: Under the City of Stillwater’s Purchasing Policy, the reallocation of capital funds requires approval by the City Council. To use these funds for the planned reconfiguration of the building, the Board of Trustees must request reallocation by the Council.	
BACKGROUND/CONTEXT: The library has \$9,407 in capital funds that were rolled over from 2015. The library will not use \$22,950 in capital funds that were requested and approved for 2016 due to project grant funding and some excellent work by City IT staff. Together, these funds total \$32,357. Members of the Finance Committee, the Board President, and the library Director have consulted with City Administrator Tom McCarty. He has said that reallocation of capital funds is allowable - with the consent of the City Council – and frequently done.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Capital 2016 Revised	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

LIBRARY CAPITAL 2016

OPERATIONS	Budget	Spent YTD	Amount Remaining	Notes	Account	Funding Source
2015 Rollover						
Computer Equipment	\$ 4,349	\$ -	\$ -			
Microfilm Rdr/Scnr Grant Supplement	\$ 1,250	\$ -	\$ -		Improvement	2015 Bonds
General Equipment	\$ 3,808	\$ -	\$ -			
Rollover Total	\$ 9,407	\$ -	\$ -	Reallocate		
2016 Request						
Upgrade Public Access Computers	\$ 13,000	\$ -	\$ -	Reallocate	Computer Equipment	2016 Bonds
New Printers for Circulation & Tech Svcs	\$ 1,200	\$ -	\$ -	City IT will investigate in April	Computer Equipment	2016 Bonds
Microfilm Reader/Scanner	\$ 10,000	\$ 1,250	\$ 8,750	Reallocate Balance	Computer Equipment	2016 Bonds
Laptop Computer	\$ 1,200	\$ -	\$ -	Reallocate	Computer Equipment	2016 Bonds
Data Projector for Margaret Rivers B	\$ 1,500	\$ -	\$ -	City IT will investigate in April	Computer Equipment	2016 Bonds
Transfer Telephone System to City	\$ 20,000	\$ -	\$ -	City IT is investigating as part of server transfer	Computer Equipment	2016 Bonds
2016 Request Total	\$ 46,900	\$ 1,250	\$ 8,750			
Total Library Operations	\$ 56,307	\$ 1,250	\$ 8,750			
PLANT						
2015 Rollover						
General Building Improvements	\$ 4,037	\$ -	\$ -	Released 5/18/16	Improvement	2014 Bonds
General Building Improvements	\$ 12,000	\$ -	\$ -	Released 5/18/16	Improvement	2015 Bonds
Portable Projector for Meeting Rooms	\$ 2,000	\$ -	\$ -	City IT will investigate	Computer Equipment	2015 Bonds
Rollover Total	\$ 18,037	\$ -	\$ -			
2016 Request						
Building Reconfiguration	\$ 25,000	\$ -	\$ -	Released 5/18/16	Improvement	2016 Bonds
Major Building Repairs and Improvements	\$ 5,000	\$ -	\$ -		Improvement	2016 Bonds
2016 Request Total	\$ 30,000	\$ -	\$ -			
Total Library Plant	\$ 48,037	\$ -	\$ -			
TOTAL 2015 ROLLOVER	\$ 27,444	\$ -	\$ -			
TOTAL 2016 REQUESTED	\$ 76,900	\$ -	\$ -			
TOTAL LIBRARY FUND	\$ 104,344	\$ 1,250	\$ 8,750			

Action: Request reallocation of funds totalling \$32,357 to fund furniture, furnishing, and equipment for the building reconfiguration.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2017 Budget Request	
OWNER: Finance Committee	PRESENTER: Director
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: <p>Work is progressing on the development of the 2017 budget request. The Finance Committee has worked diligently to examine options for the budget. To complete this work and present a finished budget request at the July Board meeting, the full Board must discuss which options it wants to present.</p> <p>The capital budget request will be presented to the Board in July after the Facilities Committee has a chance to review the 5-year CIP and staff budget requests.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2017 Budget Request – Financial Impacts	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

Resolution/Follow-Up Notes

OUTCOME OF DISCUSSION:
NEXT STEPS:

2017 Budget Request – Financial Impacts

Revenues

At this time, we're not suggesting additional revenue sources or revenue growth over the 2016 revenue budget because we do not think that such new sources or increases are likely.

Expenditures

In adopting the library's 2017 budget, the figure that the City Council will watch the most closely is the transfer from the general fund. The approved increase in this figure for 2016 was 4.05%. You will find below changes to the budget that have been discussed with their effect on the transfer from the general fund. The library has a pre-existing commitment: the library's contract with AFSCME raises wages by 2.75%. There will also be step increases for employees during the year. These commitments and increases in health insurance costs would require an increase in the transfer of 3.3%.

Name	Description	Est. Cost	Cumulative Effect on Transfer
Scenario 1	Library pays for Sundays in 2017	\$14,600	+4.58%
Scenario 2	SPL Foundation agrees to fund half of 2017 Sundays as a transitional year	\$7,300	+3.95%
Scenario 3	Move one staff member from 36 hours per week to 40 hours per week	\$7,868	+4.0%
Scenario 4	Move one staff member from 36 hours per week to 40 hours per week beginning 4/1/17	\$5,901	+3.84%
Scenario 5	Increase the children's materials and adult fiction budgets by 10%.	\$3,327	+3.62 %

Notes

Scenario 1

There are few increases in any other line items and none in materials budgets in this scenario.

Scenario 2

The Executive Committee of the Stillwater Public Library Foundation is considering a proposal to help the library transition to paying for Sundays by contributing half the cost of the schedule (\$7,300 in 2017).

Scenario 3

Our strategic plan calls for the library to move part-time staff to full-time status.

The Finance Committee has discussed requesting funds for Scenarios 4 and 5 if Scenario 2 is approved. This would result in a needed 4.74% increase in the transfer. The Finance Committee requests the advice of the full Board's in choosing among the possibilities.

Caveat: We have not included funds to make any changes to pay or pay practices that might be called for by the classification and compensation study as we have no way to gauge the results of the study at this point.

Director's Report

Relationship with the Board/Issues: There is a lot of bad news for public libraries in countries that have been very supportive of libraries in the past. Many libraries in England are closing. Plans have been announced to close over half of the libraries in Newfoundland and Labrador, this despite the fact that Newfoundland has Canada's lowest literacy rate. These are both provinces with vast distances to contend with. * With its usual disregard for weather and comfort, the American Library association will hold its annual conference in Orlando June 23-28. I will be in Cape Cod at the time, but will check up on ALA doings from my air conditioned office when I get back.

Goals and Objectives: We are making progress on the co-located desk design, scheduling staff under the new staffing plan, and cross-training. Staff members have been looking at demographic data for Stillwater. The strategic plan 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 match our resources and personnel to targets.

Community and Professional Relationships: We received a grant of \$250 from SPLF for healthy snacks at our STEM programs from SPLF. We and Our Community Kitchen both hoped to find additional funds to make the snacks possible, but we have not found a program for which we qualify. When asked, OCK said that snacks are not doable for the amount of money we have. We will try to refer children to Stillwater Junior High where there is a food program this summer. It is a long walk, however, for children that are here for extended periods of time with no transportation. * Melissa Butler – our Youth Services Program Assistant – was a library ambassador at the Teen Lit Con in May. It was very well attended. Some of our TAB kids were there but Melissa had a hard time finding them in the crush.

Staff and Personnel: Supervisors have created schedule templates for the co-located desk. Cross training – for tasks that all public service personnel will perform - has begun and will continue throughout the summer. We are now looking at how many hours will be freed from desk duty, the strengths of the personnel that we will be able to reassign, and how those strengths match up with the range of population targets that we have identified. * Work is underway on the city-wide classification and compensation study. The staff members who were selected have received their 30-page questionnaires. (Sorry, very little of it is multiple choice!) They were due to the employee's supervisor on June 3. Supervisors are to read and comment on the questionnaires by June 14. Then all questionnaires are forwarded to the Department Head for comment. The collected data will be sent to Flaherty Hood to begin the process of job evaluation. Then the market study can be performed.

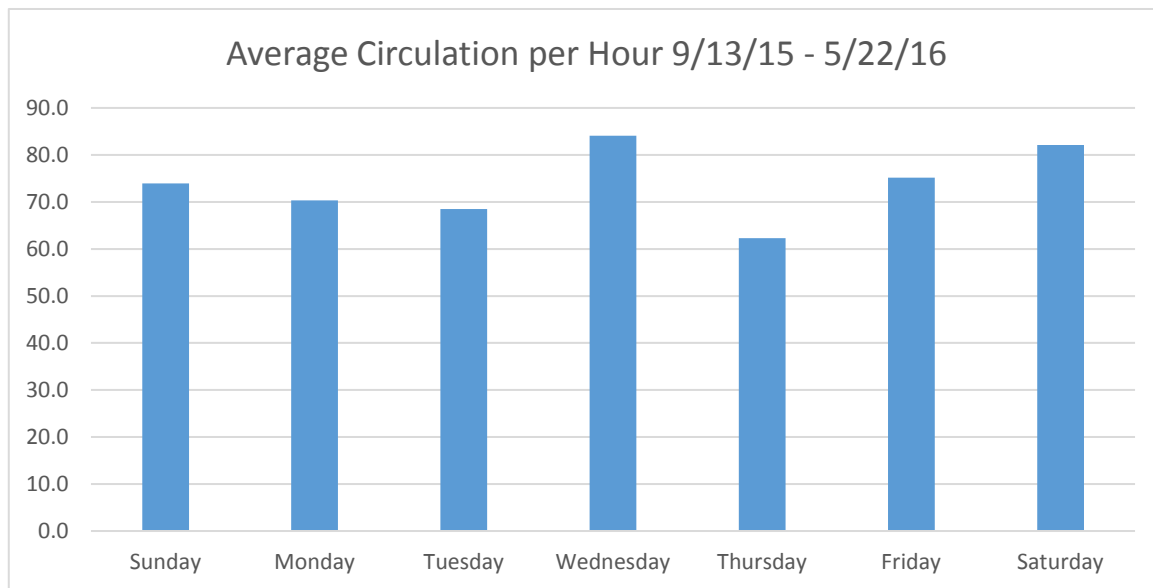
Business and Finance: Jack Poling and Traci Lesneski from MSR have done some preliminary sketches of how the meeting room wing could be redone to connect interior with exterior spaces better, make the current gallery area useable for events, preserve the ability to subdivide spaces, and

capture some additional space from storage rooms if needed. The goal would be to make the interior spaces as attractive for weddings and other events as the exterior space and obviate the need for tents. What would be sacrificed? The current art gallery. We would either have to move this function, make it much smaller, or lose it entirely.

Technology: It turns out that investigating and pricing a move of the library's telephone system to City Hall is not straightforward or easy. City IT has a meeting with vendor scheduled. I hope to have an answer by your July Board meeting.

Sunday circulation Sept 9/13/15 through 5/22/16

	2015	2016	total	days open	hours of op	circ per hour
Sunday	4144	6505	10649	36	4	74.0
Monday	11425	12482	23907	34	10	70.3
Tuesday	10406	14930	25336	37	10	68.5
Wednesday	13929	17185	31114	37	10	84.1
Thursday	8796	13014	21810	35	10	62.3
Friday	7671	11268	18939	36	7	75.2
Saturday	8212	13061	21273	37	7	82.1



Board of Trustees Calendar

2016

June

13 Friends meeting
14 SPL Board Meeting 7 p.m.
15 SPLF Board meeting 7:30 AM

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

no Friends meeting
9 SPL Board Meeting 7 p.m.
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

8 **SPL Board Meeting 7 p.m. ELECTION DAY! reschedule**
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

Board of Trustees Calendar

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

2017

January	Begin Development of Five-Year Capital Forecast 2018-2022
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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	6/9/16: 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.
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	6/9/16: 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..
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	6/9/16: In Progress The facilities Committee is looking at building needs as part of long range capital projections.
48	3/8/2016	Building Reconfiguration	Contact Tom McCarty to determine if the city or library would do bidding on a building project.	Bertalmio	6/9/16: In Progress As the construction project is estimated to cost less than \$50,000, bids will not be necessary. The library will secure three written estimates for the work.
49	3/8/2016	Building Reconfiguration	Contact Tom McCarty and determine timeline on approval of capital funds usage.	Bertalmio	6/9/16: 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.
50	3/8/2016	Building Reconfiguration	Develop a staffing model plan in preparation for co-location change.	Bertalmio	6/9/16: In Progress A prototype desk schedule has been developed. Cross-training is occurring. The Management Team is developing parameters for off-desk time.
40	1/12/2016	Personnel	Document the Board questions and steps needed during the contract review process.	HR Committee	5/10/16: Complete HR Committee has drafted a document on contract negotiation
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	5/2/16: In Progress A schedule should be developed and messages drafted. Keliher has met with Mayor Kozlowski.

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	6/9/16: 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.
54	5/10/2016	Sunday Hours	Board requested that Bertalmio provide statistics on Sunday hours for 2015 and 2016	Bertalmio	6/9/16 In Progress: Available statistics will be in June packet.
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.		
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 of capital funds is permissible with City Council approval.
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:
64	5/10/2016	Historical Budget Requests	Board requested a report of historical budget changes from other city departments to determine if the library's requests are in line with the overall city budget. Board also requested that Lynne send McCarty's 2016 budget presentation to the Board.	Bertalmio	6/9/16 In Progress: The City Administrator's 2016 budget presentation I included in the June 2016 board packet. Clarification is needed to gather information from the city about "historical budget changes."
65	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	6/9/16 In Progress: A meeting is being developed with MSR on the redesign of the teen library.
66					
TICKLER	Board Meeting	Task	Description	Responsible	Status
ID	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: No known date for paver replacement; Communicate to neighbors when date is known.

COMPLETED - BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	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

STILLWATER PUBLIC LIBRARY FOUNDATION BOARD MEETING
May 25, 2016

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

WELCOME: Ann welcomed all to the meeting which was held in the east room of the upper level at 7:30 a.m. All agreed that the space was an excellent meeting place. She announced that several bottles of wine that remained from preceding events were available following the meeting for the price of a donation to the foundation.

Ann also shared the very positive experience she had visiting with library patrons and staff on Sunday, May 22, the last Sunday of the 2015-16 season in which the library was open, thanks to the sponsorship of the SPLF donors.

SECRETARY'S REPORT: The minutes for the April board meeting were approved as corrected.

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

- Balance Sheet and Profit & Loss YTD Comparison for April, 2016
- Permanent Endowment Fund - Andy stated that there would be a meeting of the Stillwater Area Foundation on June 7 at 4 p.m. He moved that members of the board attend that meeting to sign documents to culminate the SPLF agreement with the Stillwater Area Foundation, an affiliate of the St. Croix Valley Foundation. Jane seconded the motion. In further discussion, it was clarified that the SPLF treasurer would be the advisor of the fund and receiver of reports. With Andy and Lynne abstaining, the motion was approved.
- Gift Acceptance Policy - The finance committee recommends that the SPLF accept cash and stock only. Other items should be sold and the proceeds donated.
- Finance Committee Recommendation - Look at a variety of CPA firms for future tax work.
- Mary - on behalf of the SPL Board of Trustees - The trustees are planning to develop a document that will show the financial standing of SPLF funds/SPL trustee funds and/or grants/restricted grants. They would like to create a paper trail for anything that is donated to the SPLF and granted to the trustees for SPL expenditures. Mary will meet with the finance committee to continue this conversation.

By-laws Change - On behalf of the Finance Committee, the following motion to amend the SPLF Bylaws by changing Article VII - Finance, Section 7.4. was presented for board consideration: Presently, the last sentence reads, "Any major change in the budget must be approved by the Board or the Executive Committee." We move that the last sentence read, "Any major change consisting of 5% or more of the annual budget

must be approved by the Board or the Executive Committee." This motion was seconded and unanimously approved.

DEVELOPMENT COMMITTEE REPORT: Brent led a discussion regarding the board members' distribution of the annual reports. Members shared their reactions to the process and the variety of responses they received from recipients. The general board opinion is that we should produce annual reports in the future and consider other distribution strategies for next year. Keri would like board members who distributed reports to let her know how they were delivered so she can track responses to determine the resultant contributions from the various delivery strategies.

- Development and Marketing Plan 2016 - Brent reviewed the document that had been sent to members earlier.

EVENT COMMITTEE REPORT: Fred reviewed the Event Committee Notes which had been previously sent to board members. Included in the review were the:

- 2016 Event Planning:
 - Light a Spark- which is proceeding well. Fred circulated a sign-up sheet for volunteers for the event.
 - Donor Appreciation - Attempts are still being made to contact Kerri Miller. Other authors suggested for speakers include R.T. Rybeck and Kao Kalia Yang.
 - Style Speaks Volumes III - All of the models (9) have been secured for the event.
- 2017 10th Anniversary Event Planning: This event will be a fundraiser held on Friday, Sept. 22, 2017. It will be a social event with the theme "Destination." The next planning meeting for this event will be on June 8 at 1:00 p.m. at the library.

BOARD ORIENTATION: Lynne presented a very informative overview of the Stillwater Public Library governance, funding, and staffing. She shared an appreciation for the Foundation and its contributions to the funding of books, programming and services. Keri showed some excellent examples of marketing pieces that are being used for some of this summer's programs for both children and adults.

HANDBOOK: Ann guided members through the newly-developed board member handbook. Members updated sections, as needed, by replacing pages. All members were asked to sign a Conflict of Interest form for 2016. The new committee charters for the handbooks will be sent and discussed in June. Ann requested members to continue to review the handbook for the June meeting and to check the Foundation website periodically for up-dated information.

OTHER:

- Andy commented that a proposal had been made to develop an ice castle in downtown this winter. This might be a great focus for some winter programming or tie-in at SPL.
- Sandy suggested that the children's summer programming brochure be posted around the community and in the schools to advertise the outstanding programs.
- Ann asked that we add the Annual Budget and the Historic Figures documents that were distributed earlier in the year to the handbooks.

- Mary noted that the Stillwater Area Foundation's "Great Ideas" program is funding and APP that will provide an historical look at Stillwater. Another program will involve a sculpture contest in Stillwater.

THE JUNE MEETING WILL BE HELD ON WEDNESDAY, JUNE 15
AT 7:30 AT THE LIBRARY

The meeting was adjourned at 9:05 a.m.

Respectfully submitted,

Jean Morse, Secretary

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

<u>Date</u>	<u>Sender</u>	<u>Title</u>
4/30	Andy	SPLF Draft- Tax-2015 from Peggy Ahola
"	"	2015 SPLF MN AG
5/4	Ann	LAS Board Update 05042016
"	"	LAS Sponsor Solicit List Bulk Mail List
5/11	"	LAS E-mail Blast
5/16	Brent	Development & Marketing Plan (May Update)
"	"	Development & Marketing Committee Meeting Notes
5/16	Jean	By-laws Change Announcement & Minutes of the 4/27/16 Meeting
5/17	Andy	Proposed Agreement with St. Croix Valley Foundation
"	"	Finance Committee Minutes for May '16
5/18	Ann	Sponsors for Board Sheet
"	"	Agenda for May Meeting
5/23	Ann	The Last Sunday at the Library Notes
5/24	Fred	SPLF Event Committee Notes May 2016
5/24	Keri	April Financial Reports

Washington County Library Board
Regular Meeting at Library Administrative Offices
8595 Central Park Place
Woodbury, MN
March 28, 2016

Present

Board: Jurgens, Lande, Meyer, Skinner, Bigham

Staff: Ryskoski, Schneider, Kaple

Absent

Board: Bull, Cram and Reeves

1. Call to Order

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

Pledge of Allegiance

2. Recognition of Public

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

4. Unfinished and New Business –

A. Introduction of Tina Kaple, Library Manager, R.H. Stafford – Tina Kaple, newly hired senior library manager at R.H. Stafford introduced herself to the library board members. She began her new position the first week of February relocating from Florida where she had worked in a public library in Destin. Prior to going back to school to pursue her master’s degree. Board members in turn introduced themselves and including whether they were appointed for a particular district or served in an at-large capacity. Ryskoski noted Kaple is already serving as a valuable member of the Library leadership team and work underway in identifying tactics for the strategic plan’s goals and strategies.

B. Washington County Library 50th Anniversary Activities – Ryskoski told the board the Library is planning activities for its 50th anniversary. Each branch is planning a celebration with the first one to be held at Valley on April 23. The next one will be at Wildwood on May 14th. There will be a variety of activities. The Library may also be making a limited edition gold colored library card available. He will send out the specific calendar dates for each library.

C. Preliminary Budget Timeline – Ryskoski outlined the anticipated timeline for the 2017 budget. Work begins with a County Board workshop on Tuesday, April 5, 2016. With the death of Commissioner Bearth which created a board vacancy and three other commissioners on the board up for reelection it creates an unusual situation where the new board member may decide to abstain from voting on the 2017 budget which would be formally voted on in December. Meanwhile key dates in the budget timeline are the deadline for submission to County

administration which is June 17th and presentation to the County Board on August 23. In between those dates there is a meeting to discuss the Library's requests with County administration.

- D. Library Strategic Planning Update – Ryskoski thanked the board members who were able to attend the League of Local Government meeting on February 29, 2016. Following the public presentation the seventeen member library leadership team has been divided up to work on the various goals to develop the tactics for each of the strategies called out under the five goals. Along with identifying tactics these subgroups will work on developing information about the resources needed and timeline to accomplish the tactics. At the upcoming all staff meeting day, April 13 he will be bringing the entire staff up-to-date and also calling for more input from them. Leading up to that meeting information is being shared with all the staff through the Library's team site. One announcement of particular importance to the new plan is that the Library will be getting its own web sub site. It will still be a part of the overall County website but designed to really make it responsive to library users' needs and suggestions for improvement. Work is already underway to address this key need that came out of the planning process. Ryskoski noted board member Cram also wanted the library board to further discuss the partnership and fundraising piece in the plan but since she was not at this meeting he said that discussion would be done at the board's May meeting.
- E. Public Works Facilities Condition Report for Library Branches – Ryskoski outlined the findings of the facilities condition index report as it pertained to library buildings. The report completed by Public Works documents the needs in each of the buildings just for the existing building with no new systems, for example adding a sprinkler system in the event of a fire at Park Grove. Bigham commented on the significant cost to address the work needing to be done as well as discussions on community's partnering on potential new and/or remodeling of buildings. Ryskoski said traditionally cities have donated build ready property for buildings. There are bonding place holders in 2019 and 2023 but dollars are not attached to them. Work is progressing on a library facilities plan but that may not be available until around June.
- F. Facilities Planning for Library Update - Ryskoski said most of the update had already been covered in the previous agenda item. He added when there is a draft available he would let board members know. There will be a workshop scheduled with the County Board.
- 5. Director and Board Reports** – Ryskoski commented on the Computers in Libraries conference he attended in Washington D.C., March 8-10, 2016. He said everyone seemed to be working on strategic plans and were in various stages of work and it was one of the best conferences he has attended. He sat at a table with library directors which included the librarian of congress, the library director from Harvard and from NPR. He will share the link to the conference papers which board members can access without charge. There have been some continuing discussion with Lake Elmo and a recent meeting with Stillwater. There were no further reports from board members. Ryskoski indicated that the branch reports the board receives may be changing and the consensus of the board indicated they were supportive. Several offered suggestions such as emailing out unique items, board members receiving information on activities in advance, linking the focus to the plan goals, etc. Ryskoski said he would follow up on getting the board members calendar lists of events in advance. Ryskoski said the next board meeting will be held in Cottage Grove at the Park Grove Library.

6. Adjournment

Skinner entertained a motion to adjourn. Jurgens moved adjournment. Lande seconded the motion. The meeting adjourned at 8:05p.m.

The next scheduled meeting of the Library Board is May 23, 2016 at 6:30 p.m. The meeting will be held at the Park Grove Library, 7900 Hemingway Ave. S, Cottage Grove.



2016 Proposed Budget

CITY OF STILLWATER

Budget Calendar



- ▶ April - Finance department begins budget process by preparing projected wages & benefits and insurance costs.
- ▶ May 22 – Budget guidelines along with budget worksheets are distributed to Department Heads/Managers for completion.
- ▶ June 12 – Completed budget worksheets are due to Finance. The Finance Department assembles the preliminary budget information.
- ▶ July – City Administrator reviews requested budget with Department Heads/Managers and prepares proposed budget.
- ▶ August 11 – Finance distributes proposed budget to Department Heads/Managers and City Council
- ▶ August 18 - Council, during a budget workshop session, meets with the City Administrator and Department Heads to review the proposed budget.
- ▶ End of August – County distributes estimated Local Taxable Value & Fiscal Disparity information.
- ▶ September 1 – Review updated proposed budget information.
- ▶ September 15 – Councils adopts a proposed budget, a proposed levy and sets the T-N-T Meeting date in December.

Property Tax Levy

Proposed 2016



Required Debt Service Tax Levy	Amount
G.O. Capital Outlay 2009A	\$221,708
G.O. Capital Outlay 2012A	\$916,165
G.O. Capital Outlay 2014A	\$720,973
G.O. Capital Outlay 2005B	\$284,222
G.O. Capital Outlay 2009B	\$103,819
G.O. Capital Outlay 2014 (Armory)	\$85,000
G.O. Capital Outlay 2009D	\$360,006
G.O. Capital Outlay 2015	\$250,000
G.O. Sports Center 2005C	\$248,252
Total	\$3,190,145

CITY-WIDE LEVY	
General Revenue Tax Levy	\$8,449,839
Required Debt Service Tax Levy	\$3,190,145
New Debt Service Tax Levy	\$650,000
Total Debt Service Levy	\$3,840,145
TOTAL CITY-WIDE LEVY	\$12,289,984

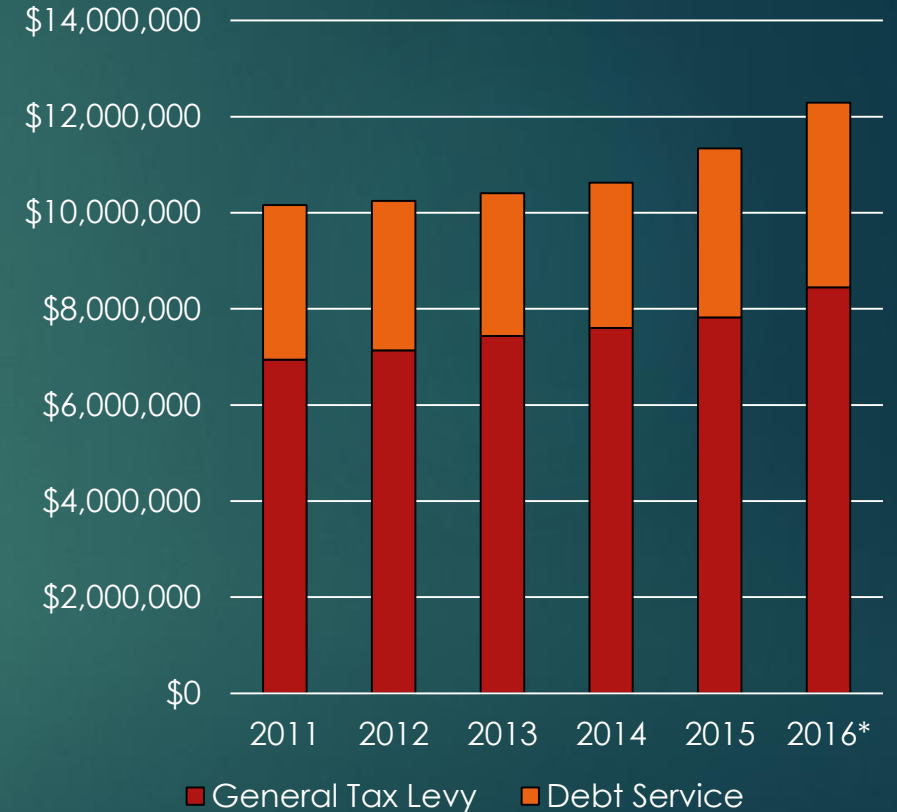
New Debt Service Tax Levy	Amount
G.O. Improvement Bonds	\$150,000
G.O. Capital Outlay 2016	\$500,000
Total	\$650,000

PARCEL-SPECIFIC LEVY	
WMO Levy	\$31,600

Property Tax Levy

Last 5 years and Proposed 2016*

Year	General Tax Levy	Debt Service Tax Levy	Total Property Tax Levy	\$ Increase from Prior Year	% Increase from Prior Year
2011	\$6,943,172	\$3,215,195	\$10,158,367	\$48,177	0.477%
2012	\$7,136,531	\$3,110,066	\$10,246,597	\$88,230	0.869%
2013	\$7,435,010	\$2,971,497	\$10,406,507	\$159,910	1.561%
2014	\$7,606,066	\$3,018,920	\$10,624,986	\$218,479	2.099%
2015	\$7,825,610	\$3,514,043	\$11,339,653	\$714,667	6.726%
2016*	\$8,449,839	\$3,840,145	\$12,289,984	\$950,331	8.381%



Property Tax Levy

Proposed 2016 vs Adopted 2015



2015 Adopted	CITY-WIDE LEVY	2016 Requested	2016 Proposed	\$ Increase	% Increase
\$7,825,610	General Operating Tax Levy	\$8,868,365	\$8,449,839	\$624,229	7.977%
\$3,514,043	Debt Service Tax Levy	\$3,890,145	\$3,840,145	\$326,102	9.280%
\$11,339,653	Totals	\$12,758,510	\$12,289,984	\$950,331	8.381%

2015 Adopted	PARCEL-SPECIFIC LEVY	2016 Requested	2016 Proposed	\$ Increase	% Increase
\$31,600	WMO Tax Levy	\$31,600	\$31,600	\$0	0%

Tax Impact

Proposed 2016



Item	Actual Pay 2015	Proposed Pay 2016	% Change		
1. Levy before reduction for state aids	\$11,968,699	\$12,935,587	8.08%		
2. State Aids	-	\$645,603	2.6%		
3. Certified Property Tax Levy	=	\$11,339,653	\$12,289,984	8.4%	
4. Fiscal Disparity Portion of Levy	-	\$1,184,086	\$1,184,086	0.0%	
5. Local Portion of Levy	=	\$10,155,567	\$11,105,898	9.4%	
6. Local Taxable Value	2016 is an ESTIMATE	÷	18,492,942	19,994,206	8.1%
7. Local Tax Rate	=	54.916%	55.546%	1.1%	

Note: Valuation numbers and fiscal disparity numbers are not available from Washington County; therefore, the following assumptions were made:

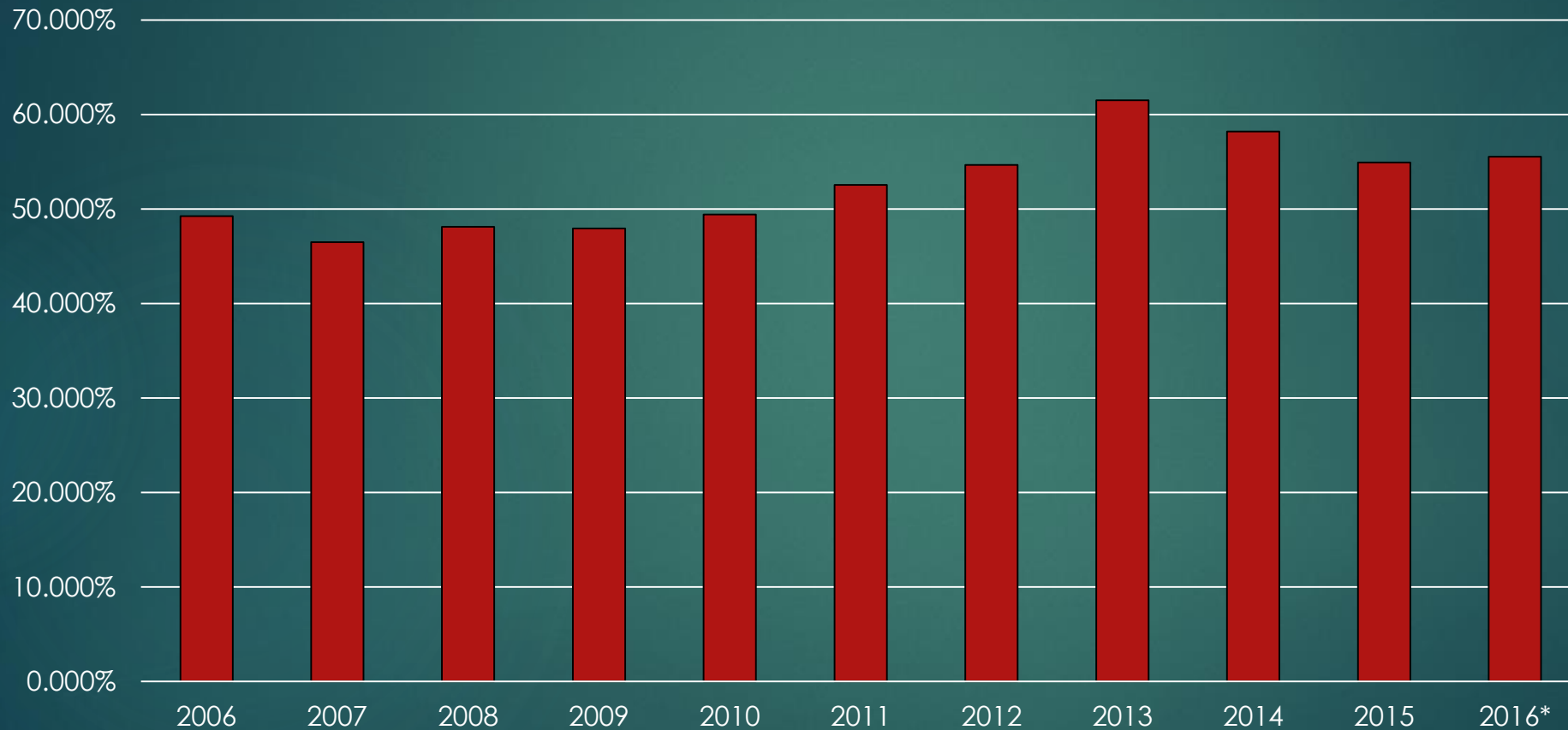
Assumptions

- ▶ 5% increase plus \$549,000 from Stillwater Township annexation in Local Taxable Value.
- ▶ Fiscal Disparity remains the same as 2015.
- ▶ 5% increase in market value.

Market Value Before Exclusion	Homestead Market Value Exclusion	Taxable Market Value	Tax Capacity	Taxing District Portion of Tax	
Actual Pay 2015					
Pay 2014 MV	76,000 @40% - rem @ 9%	(D) - (E)	500,000@1.0% rem @ 1.25%	(A7 x G) + (A12 X D)	
211,100	18,200	192,900	1,929	\$1,059.33	
95,200	28,700	66,500	665	\$365.19	
142,900	24,400	118,500	1,185	\$650.75	
238,100	15,800	222,300	2,223	\$1,220.78	
381,000	3,000	378,000	3,780	\$2,075.82	
Proposed Pay 2016					
Pay 2015 MV X 1.050	76,000 @40% - rem @ 9%	(D) - (E)	500,000@1.0% rem @ 1.25%	(B7 x G) + (B12 x D)	
221,700	17,300	204,400	2,044	\$1,135.36	
100,000	28,200	71,800	718	\$398.82	
150,000	23,700	126,300	1,263	\$701.55	
250,000	14,700	235,300	2,353	\$1,307.00	
400,000	1,200	398,800	3,988	\$2,215.17	
Percentage and Dollar Change from 2015 to 2016					
5.0%	-4.9%	6.0%	6.0%	7.2%	\$76.03
5.0%	-1.7%	8.0%	8.0%	9.2%	\$33.63
5.0%	-2.9%	6.6%	6.6%	7.8%	\$50.80
5.0%	-7.0%	5.8%	5.8%	7.1%	\$86.22
5.0%	-60.0%	5.5%	5.5%	6.7%	\$139.35

Property Tax Rate

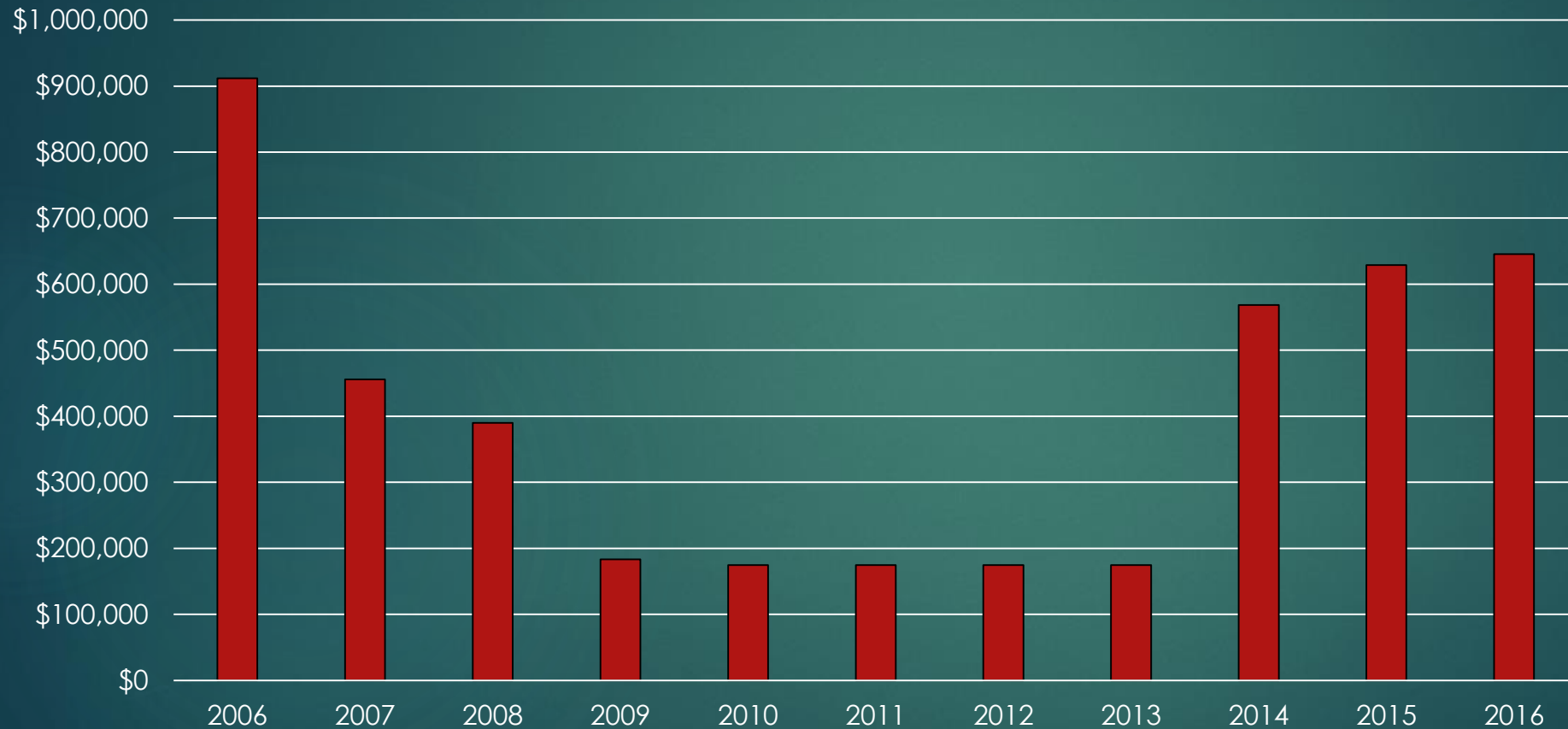
Last Ten Years and Estimated 2016*



Year	Rate
2006	49.243%
2007	46.498%
2008	48.127%
2009	47.930%
2010	49.432%
2011	52.539%
2012	54.674%
2013	61.503%
2014	58.216%
2015	54.916%
2016*	55.546%

Local Government Aid (LGA)

Received in last 10 years and Certified 2016*



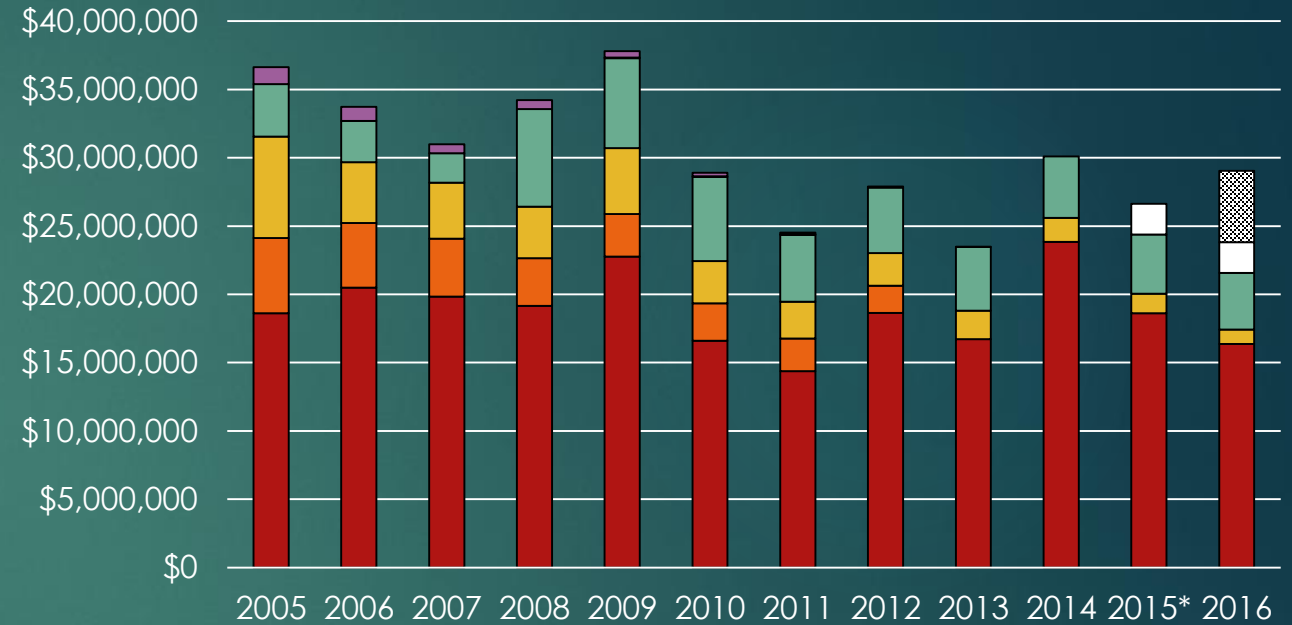
Year	Amount
2006	\$911,838
2007	\$455,942
2008	\$389,836
2009	\$183,297
2010	\$174,580
2011	\$174,580
2012	\$174,580
2013	\$174,580
2014	\$568,591
2015	\$629,046
2016*	\$645,603

Debt Service Balance

Last Ten Years and budget year 2016



Actual Debt Service (Does not include any bonds that have not/proposed been/to be issued)						
Year	Capital Outlay Bonds	Improvement Bonds	Revenue Bonds	Tax Increment Bonds	Capital Lease	Other Long-Term Debt
2005	\$18,625,000	\$5,510,000	\$7,425,000	\$3,840,000	\$0	\$1,242,500
2006	\$20,499,000	\$4,720,000	\$4,450,000	\$3,020,000	\$0	\$1,047,500
2007	\$19,844,000	\$4,225,000	\$4,100,000	\$2,170,000	\$0	\$657,500
2008	\$19,170,000	\$3,485,000	\$3,765,000	\$7,140,000	\$0	\$657,500
2009	\$22,755,000	\$3,120,000	\$4,835,000	\$6,585,000	\$51,324	\$462,500
2010	\$16,605,000	\$2,750,000	\$3,090,000	\$6,160,000	\$42,077	\$267,500
2011	\$14,385,000	\$2,375,000	\$2,695,000	\$4,910,000	\$32,346	\$127,500
2012	\$18,645,000	\$2,000,000	\$2,390,000	\$4,790,000	\$22,108	\$42,500
2013	\$16,730,000	\$0	\$2,075,000	\$4,655,000	\$10,773	\$0
2014	\$23,835,000	\$0	\$1,755,000	\$4,500,000	\$0	\$0
2015	\$18,630,000	\$0	\$1,420,000	\$4,325,000	\$0	\$0
2016	\$16,360,000	\$0	\$1,065,000	\$4,135,000	\$0	\$0



- Capital Outlay Bonds
- Improvement Bonds
- Revenue Bonds
- Tax Increment Bonds
- Capital Lease
- Other Long-Term Debt
- Not yet issued
- Proposed

*2015 bonds for Capital Outlay (\$1M) and park land purchase (1.25M) have not been issued in 2015 as of today's date, but may be issued with 2016 bonds.

Bond Rating

Last 10 Years



**Current (2014)
Bond Rating**

Aaa... - Aa1 - Aa2 - Aa3 - A1 - A2 - A3 - Baa1 - Baa2 - Baa3 - ...C
Highest - Lowest

Year	Rating	Year	Rating
2014	Aa2	2008	Aa3
2013	Aa2	2007	Aa3
2012	Aa2	2006	Aa3
2010	Aa2	2005	A1
2009	Aa3	2004	A1



GENERAL FUND

OPERATING REVENUES/EXPENDITURES

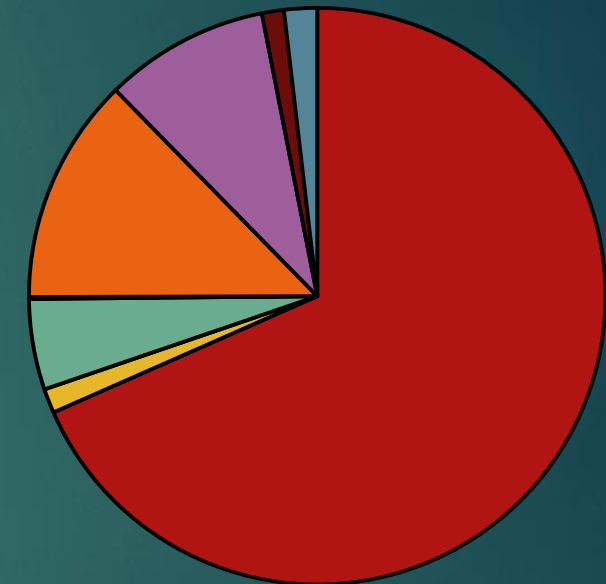
GENERAL FUND

Operating Revenues



2015 Adopted	Revenue Type	2016 Requested	2016 Proposed	Variance
\$5,840,461	Levy	\$6,774,760	\$6,407,268	\$566,807
\$440,000	Franchise Fees	\$450,000	\$450,000	\$10,000
\$165,000	Other Property Taxes	\$128,000	\$128,000	-\$37,000
\$467,622	Licenses and Permits	\$471,320	\$476,320	\$8,698
\$11,000	Special Assessments	\$10,000	\$10,000	-\$1,000
\$1,113,920	Intergovernmental	\$1,169,920	\$1,191,477	\$77,557
\$858,570	Charges for Services	\$866,511	\$866,511	\$7,941
\$110,600	Fines and Forfeits	\$115,100	\$115,100	\$4,500
\$234,200	Miscellaneous	\$163,300	\$173,300	-\$60,900
\$9,241,373	Total Revenues	\$10,148,911	\$9,817,976	\$576,603

2016 Proposed Budget



- Levy
- Franchise Fees
- Licenses and Permits
- Intergovernmental
- Fines and Forfeits
- Other Property Taxes
- Special Assessments
- Charges for Services
- Miscellaneous

▶ \$645,603 in Local Government Aid (LGA) - \$16,557 increase.

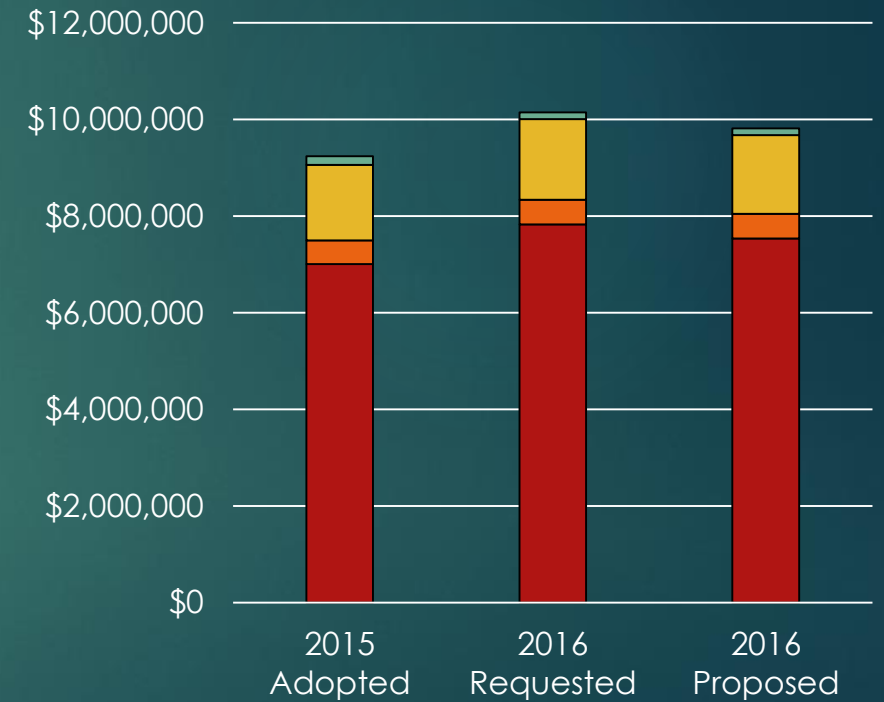
GENERAL FUND

Total



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$7,007,814	Personnel Services	\$7,827,841	\$7,540,181	\$532,367
\$493,105	Supplies	\$515,075	\$505,925	\$12,820
\$1,558,354	Services and Charges	\$1,664,236	\$1,629,711	\$71,357
\$182,100	Miscellaneous	\$141,759	\$142,159	-\$39,941
\$9,241,373	Total Expenditures	\$10,148,911	\$9,817,976	\$576,603

Operating Expenditures



2016 Budget Impacts

- ▶ 6.2% increase in proposed operating expenditures.

■ Personnel Services ■ Supplies
■ Services and Charges ■ Miscellaneous

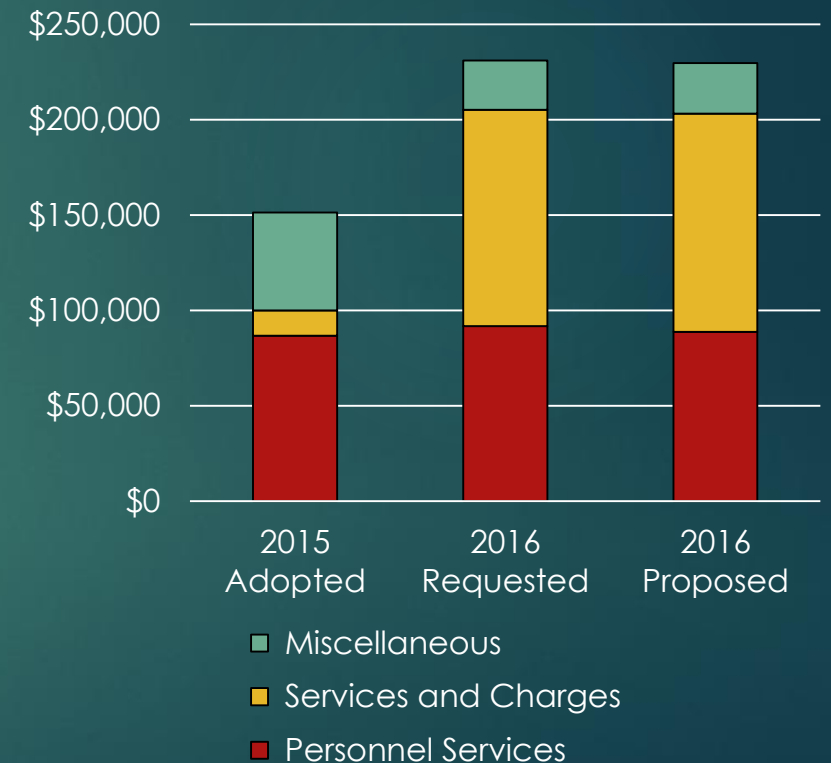
GENERAL FUND

Mayor & City Council



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$86,660	Personnel Services	\$91,754	\$88,786	\$2,126
5.0	Part-Time (Benefitted)	5.0	5.0	0.0
\$13,264	Services and Charges	\$113,487	\$114,487	\$101,223
\$51,400	Miscellaneous	\$25,900	\$26,500	-\$24,900
\$151,324	Total Mayor & City Council	\$231,141	\$229,773	\$78,449

Operating Expenditures



2016 Budget Impacts

- ▶ \$103,000 to Stillwater Township per Annexation Agreement.
- ▶ **Develop City Economic Development Strategy.**

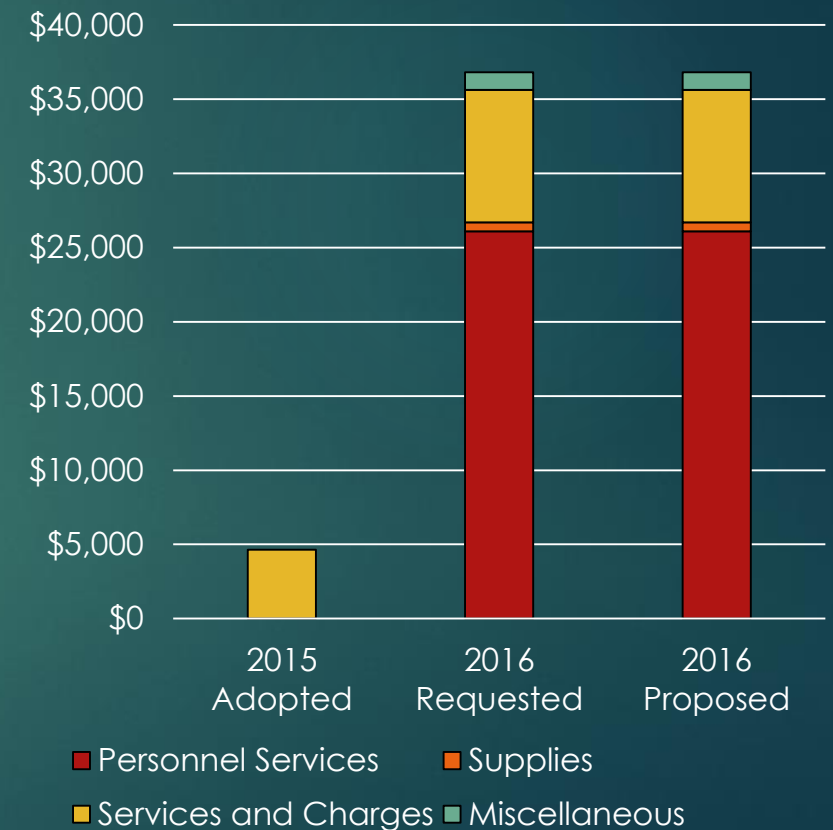
GENERAL FUND

Elections



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$0	Personnel Services	\$26,100	\$26,100	\$26,100
\$0	Supplies	\$600	\$600	\$600
\$4,643	Services and Charges	\$8,925	\$8,925	\$4,282
\$0	Miscellaneous	\$1,200	\$1,200	\$1,200
\$4,643	Total Elections	\$36,825	\$36,825	\$32,182

Operating Expenditures



2016 Budget Impacts

- ▶ 2016 is an presidential election year

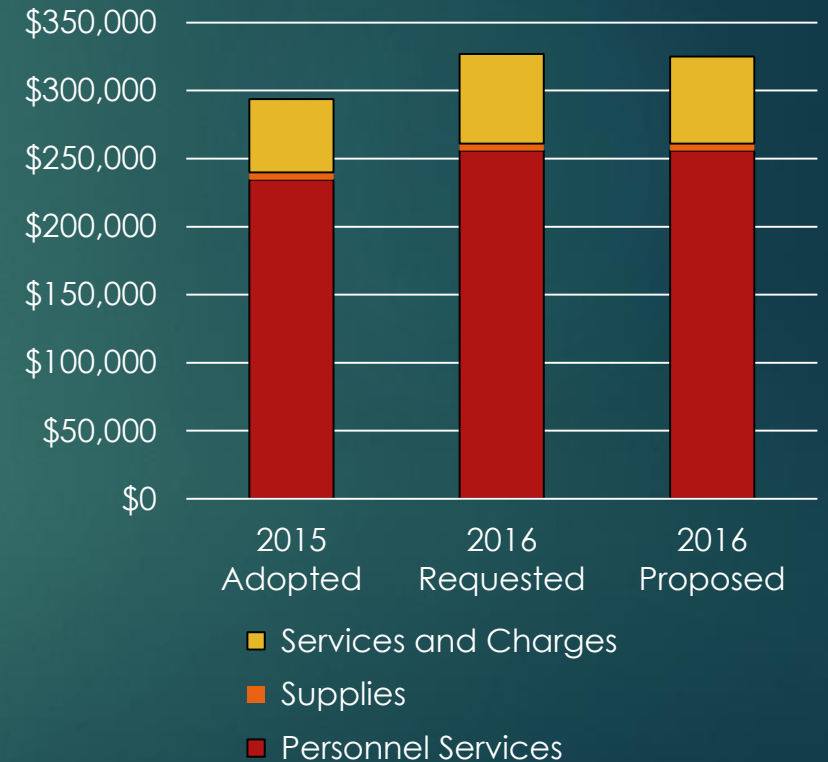
GENERAL FUND

MIS



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$234,499	Personnel Services	\$255,784	\$255,784	\$21,285
2.8	FTEs (Benefitted)	2.8	2.8	0.0
\$5,300	Supplies	\$5,300	\$5,300	\$0
\$53,854	Services and Charges	\$65,842	\$63,842	\$9,988
\$293,653	Total MIS	\$326,926	\$324,926	\$31,273

Operating Expenditures



2016 Budget Impacts

- ▶ Personnel Services include contractual increases.

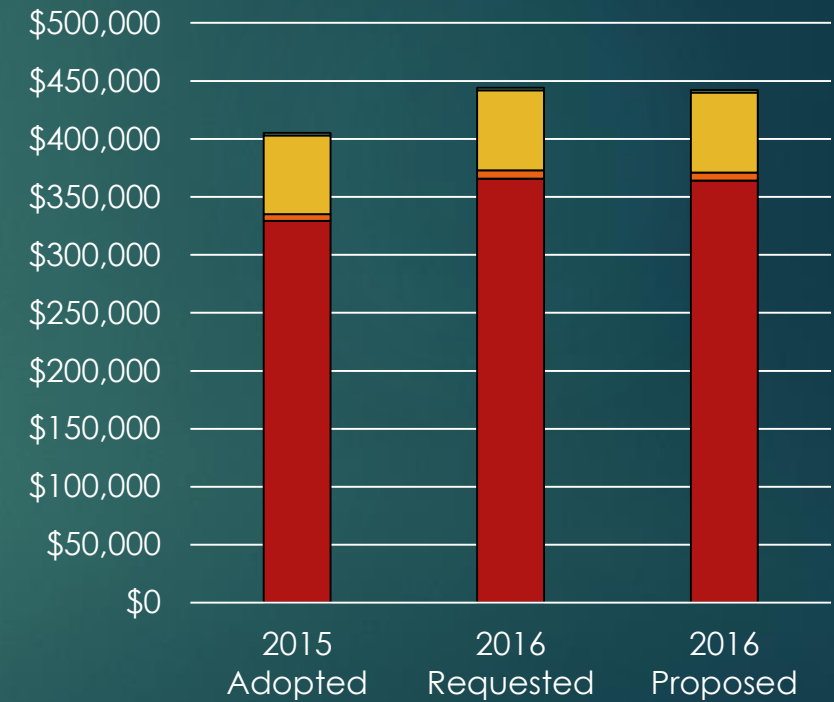
GENERAL FUND

Finance



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$329,321	Personnel Services	\$365,804	\$363,965	\$34,644
3.5	FTEs (Benefitted)	3.5	3.5	0.0
\$5,650	Supplies	\$7,050	\$7,050	\$1,400
\$68,005	Services and Charges	\$68,949	\$68,949	\$944
\$2,300	Miscellaneous	\$2,300	\$2,300	\$0
\$405,276	Total Finance	\$444,103	\$442,264	\$36,988

Operating Expenditures



2016 Budget Impacts

- ▶ Personnel Services include contractual increases.
- ▶ Includes funding for performance measure software.

■ Personnel Services ■ Supplies
■ Services and Charges ■ Miscellaneous

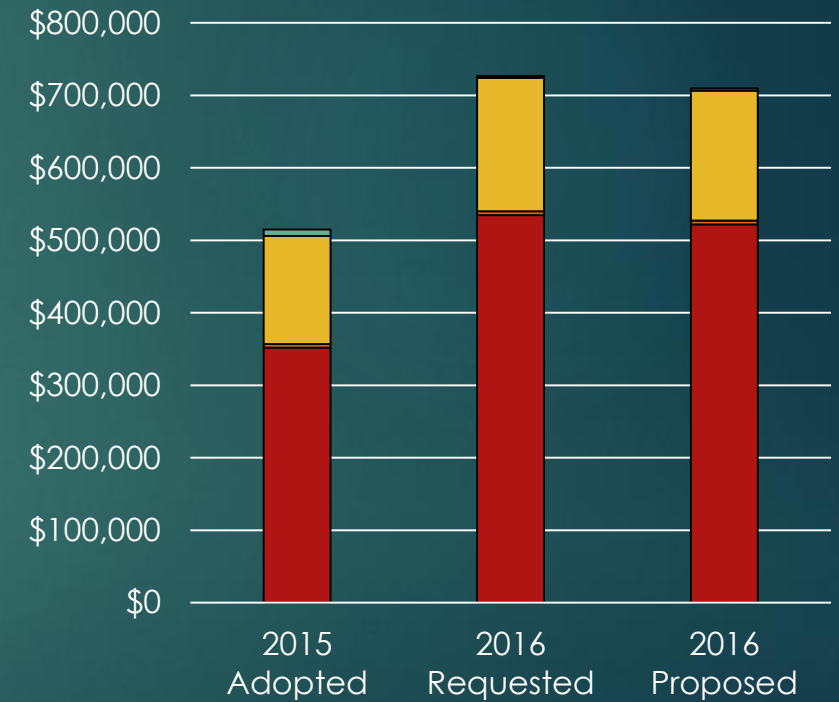
GENERAL FUND

Administration



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$352,218	Personnel Services	\$534,850	\$522,143	\$169,925
3.7	FTEs (Benefitted)	4.7	4.7	1.0
1.0	Part-Time (Non-Benefitted)	1.0	1.0	1.0
\$4,500	Supplies	\$5,250	\$5,250	\$750
\$149,566	Services and Charges	\$184,241	\$179,241	\$29,675
\$8,550	Miscellaneous	\$2,400	\$3,200	-\$5,350
\$514,834	Total Administration	\$726,741	\$709,834	\$195,000

Operating Expenditures



2016 Budget Impacts

- ▶ Personnel Services include contractual increases.
- ▶ Increase in FTE – Human Resources Manager
- ▶ Includes funding for a comp class study.

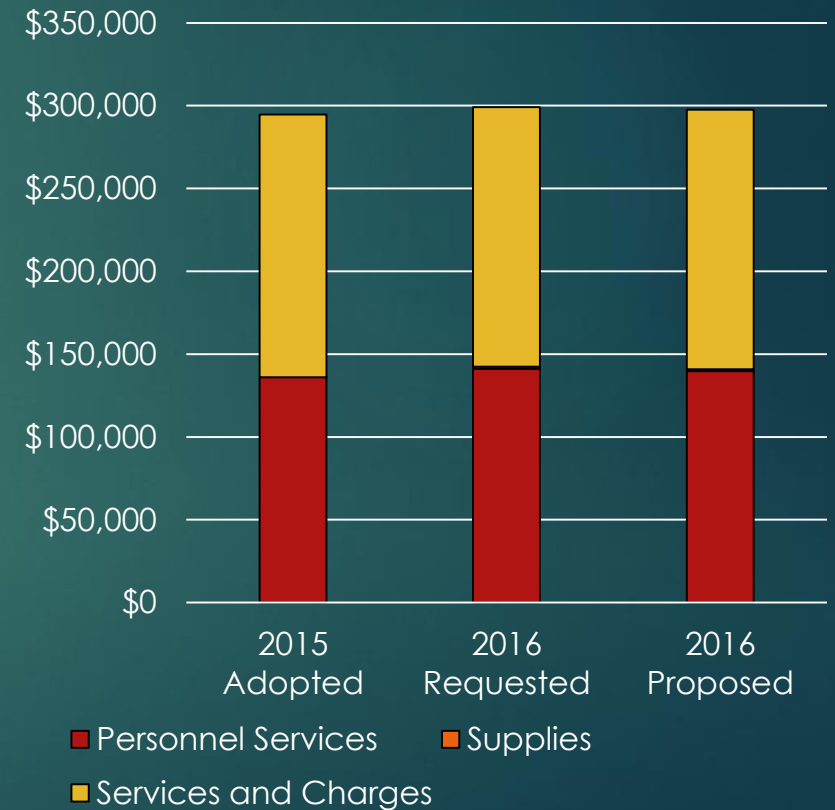
GENERAL FUND

Legal



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$136,048	Personnel Services	\$141,149	\$139,665	\$3,617
1.0	Part-Time (Benefitted)	1.0	1.0	1.0
\$0	Supplies	\$1,200	\$1,200	\$1,200
\$158,605	Services and Charges	\$156,714	\$156,714	-\$1,891
\$294,653	Total Legal	\$299,063	\$297,579	\$2,926

Operating Expenditures



2016 Budget Impacts

- ▶ Includes a 3% increase on wages

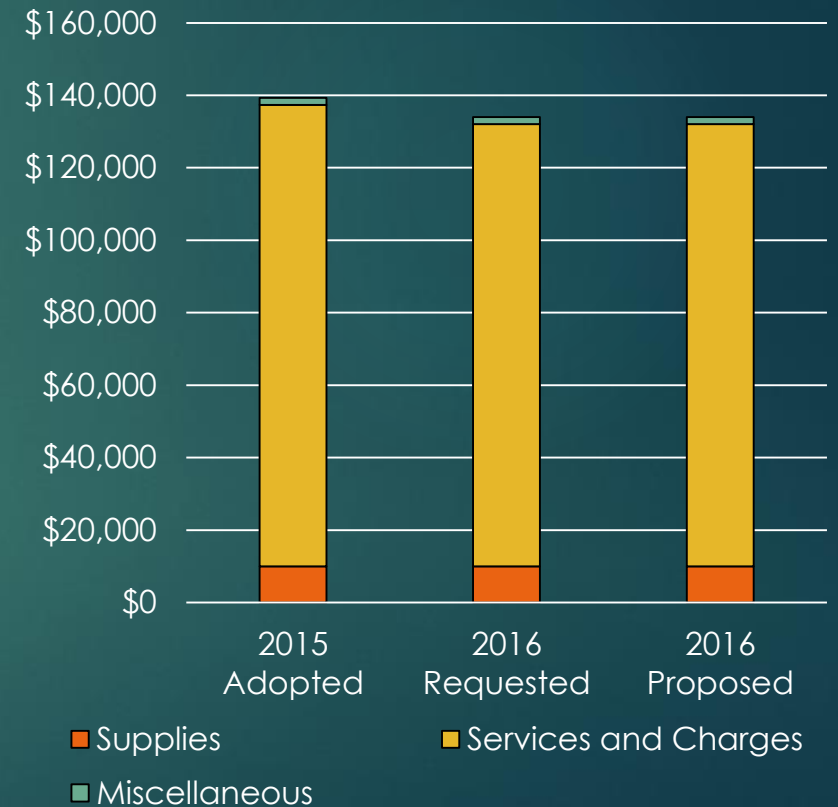
GENERAL FUND

Plant/City Hall



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$10,000	Supplies	\$10,000	\$10,000	\$0
\$127,311	Services and Charges	\$122,041	\$122,041	-\$5,270
\$2,000	Miscellaneous	\$2,000	\$2,000	\$0
\$139,311	Total Plant/City Hall	\$134,041	\$134,041	-\$5,270

Operating Expenditures



2016 Budget Impacts

- ▶ RFP for cleaning services in 2016
- ▶ Includes a 2% increase for gas/electric

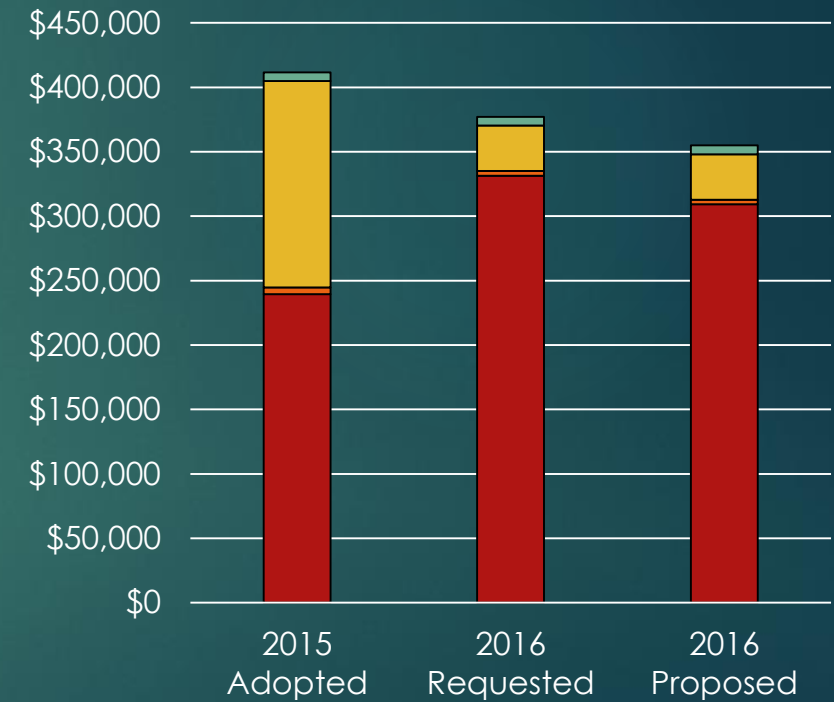
GENERAL FUND

Community Development



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$239,583	Personnel Services	\$331,435	\$309,176	\$69,593
2.5	FTEs (Benefitted)	3.5	3.5	1.0
\$5,100	Supplies	\$3,650	\$3,650	-\$1,450
\$160,303	Services and Charges	\$35,265	\$35,265	-\$125,038
\$6,600	Miscellaneous	\$6,800	\$6,800	\$200
\$411,586	Total Community Development	\$377,150	\$354,891	-\$56,695

Operating Expenditures



2016 Budget Impacts

- ▶ Personnel Services include contractual increases.
- ▶ **Increase in FTE – Zoning Administrator (April 1, 2016)**

■ Personnel Services ■ Supplies
■ Services and Charges ■ Miscellaneous

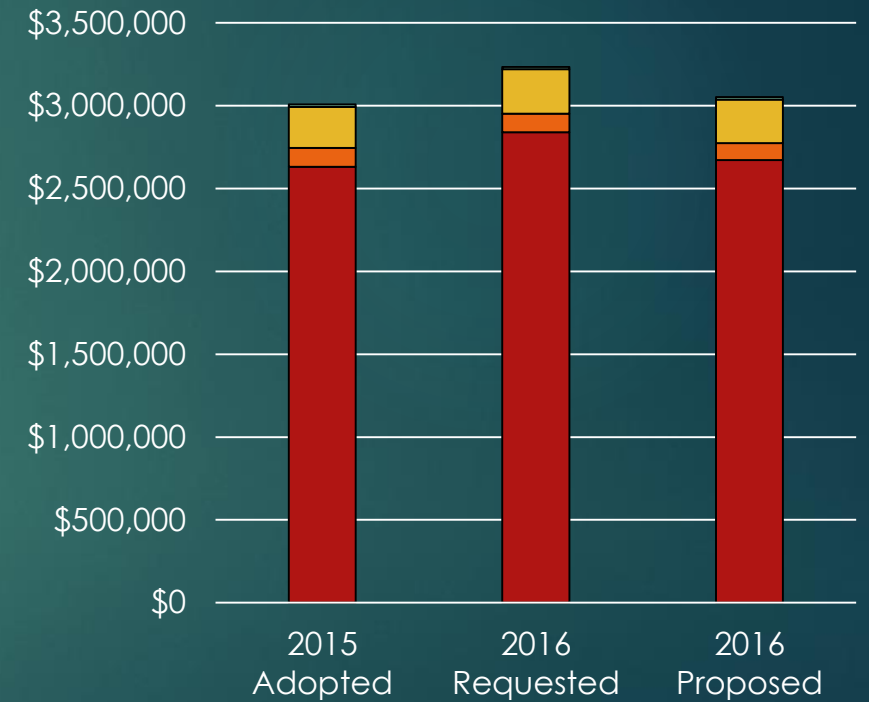
GENERAL FUND

Police



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$2,630,988	Personnel Services	\$2,840,936	\$2,671,331	\$40,343
24.75	FTEs (Benefitted)	26.75	24.75	0.0
\$113,755	Supplies	\$112,200	\$103,050	-\$10,705
\$248,642	Services and Charges	\$267,269	\$263,269	\$14,627
\$14,000	Miscellaneous	\$14,400	\$14,400	\$400
\$3,007,385	Total Police	\$3,234,805	\$3,062,050	\$54,665

Operating Expenditures



2016 Budget Impacts

- ▶ Personnel Services include contractual increases.
- ▶ Includes funding to restart education program.

■ Personnel Services ■ Supplies
■ Services and Charges ■ Miscellaneous

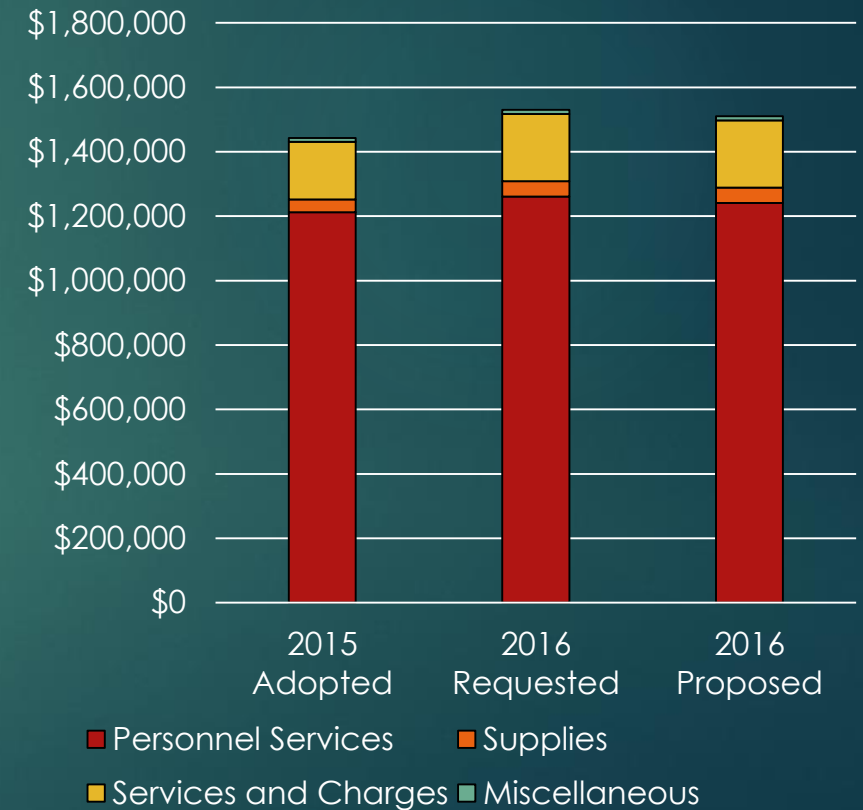
GENERAL FUND

Fire



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$1,212,375	Personnel Services	\$1,260,814	\$1,240,831	\$28,456
11.0	FTEs (Benefitted)	11.5	11.0	0.0
30.0	Part-Time (Non-Benefitted)	30.0	30.0	0.0
\$39,950	Supplies	\$47,950	\$47,950	\$8,000
\$178,445	Services and Charges	\$208,892	\$208,892	\$30,447
\$11,650	Miscellaneous	\$12,600	\$12,600	\$950
\$1,442,420	Total Fire	\$1,530,256	\$1,510,273	\$67,853

Operating Expenditures



2016 Budget Impacts

- ▶ Personnel Services include contractual increases.
- ▶ Includes additional funding for gas/electric at new fire station.

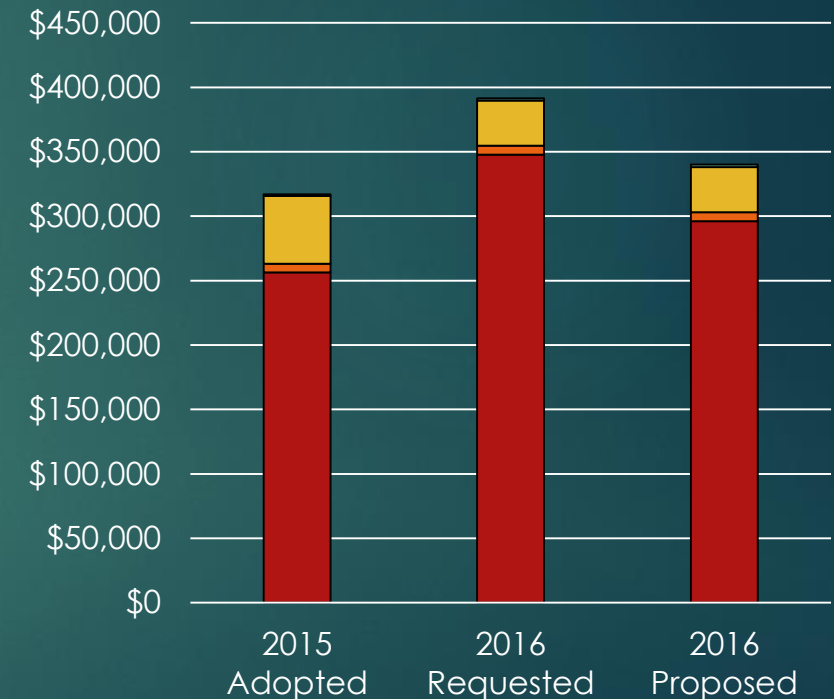
GENERAL FUND

Inspections (Building)



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$256,295	Personnel Services	\$347,667	\$296,167	\$39,872
3.0	FTEs (Benefitted)	4.0	3.5	0.5
\$6,800	Supplies	\$7,000	\$7,000	\$200
\$52,595	Services and Charges	\$35,047	\$35,047	-\$17,548
\$1,200	Miscellaneous	\$1,750	\$1,750	\$550
\$316,890	Total Inspections	\$391,464	\$339,964	\$23,074

Operating Expenditures



2016 Budget Impacts

- ▶ Personnel Services include contractual increases.
- ▶ Increase in FTEs – Building Inspector (April 1, 2016)

■ Personnel Services ■ Supplies
■ Services and Charges ■ Miscellaneous

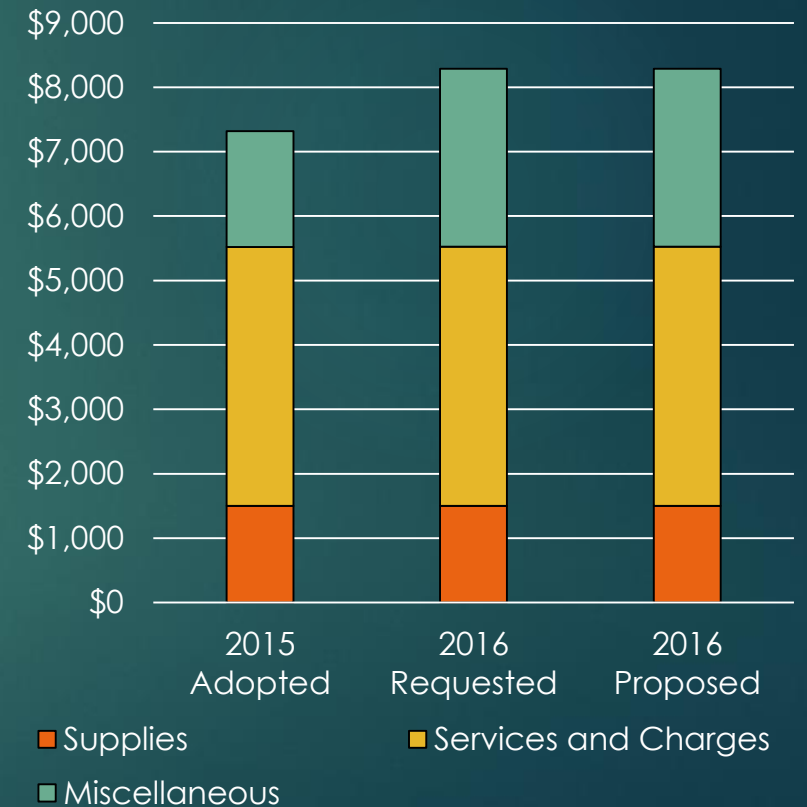
GENERAL FUND

Civil Defense



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$1,500	Supplies	\$1,500	\$1,500	\$0
\$4,020	Services and Charges	\$4,025	\$4,025	\$5
\$1,800	Miscellaneous	\$2,760	\$2,760	\$960
\$7,320	Total Civil Defense	\$8,285	\$8,285	\$965

Operating Expenditures



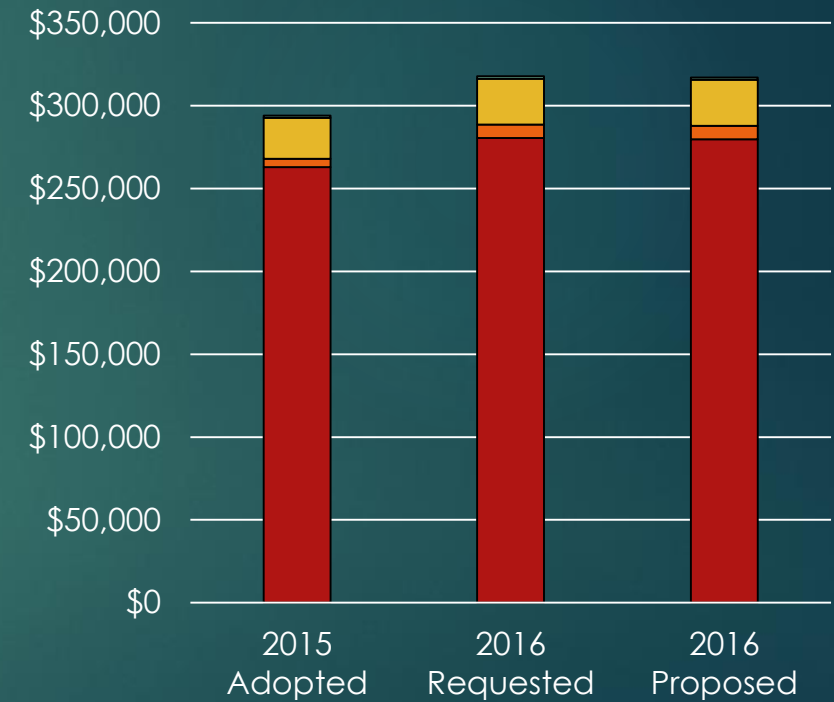
GENERAL FUND

Engineering



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$263,051	Personnel Services	\$280,500	\$279,761	\$16,710
2.75	FTEs (Benefitted)	2.75	2.75	0.0
1.0	Seasonal Positions	1.0	1.0	0.0
\$4,900	Supplies	\$8,175	\$8,175	\$3,275
\$24,783	Services and Charges	\$27,682	\$27,682	\$2,899
\$1,300	Miscellaneous	\$1,500	\$1,500	\$200
\$294,034	Total Engineering	\$317,857	\$317,118	\$23,084

Operating Expenditures



2016 Budget Impacts

- ▶ Personnel Services include contractual increases.

■ Personnel Services ■ Supplies
■ Services and Charges ■ Miscellaneous

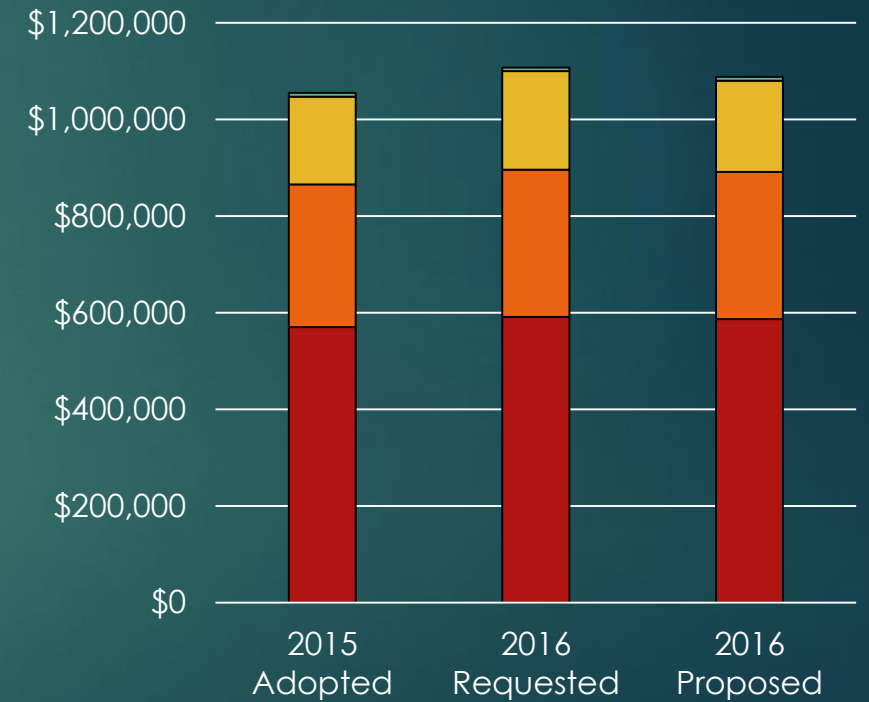
GENERAL FUND

Streets



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$570,302	Personnel Services	\$591,317	\$586,741	\$16,439
6.75	FTEs (Benefitted)	6.75	6.75	0.0
4.0	Seasonal Positions	4.0	4.0	0.0
\$295,650	Supplies	\$305,200	\$305,200	\$9,550
\$181,543	Services and Charges	\$203,457	\$188,457	\$6,914
\$7,800	Miscellaneous	\$7,800	\$7,800	\$0
\$1,055,295	Total Streets	\$1,107,774	\$1,088,198	\$32,903

Operating Expenditures



2016 Budget Impacts

- ▶ Personnel Services include contractual increases.

■ Personnel Services ■ Supplies
■ Services and Charges ■ Miscellaneous

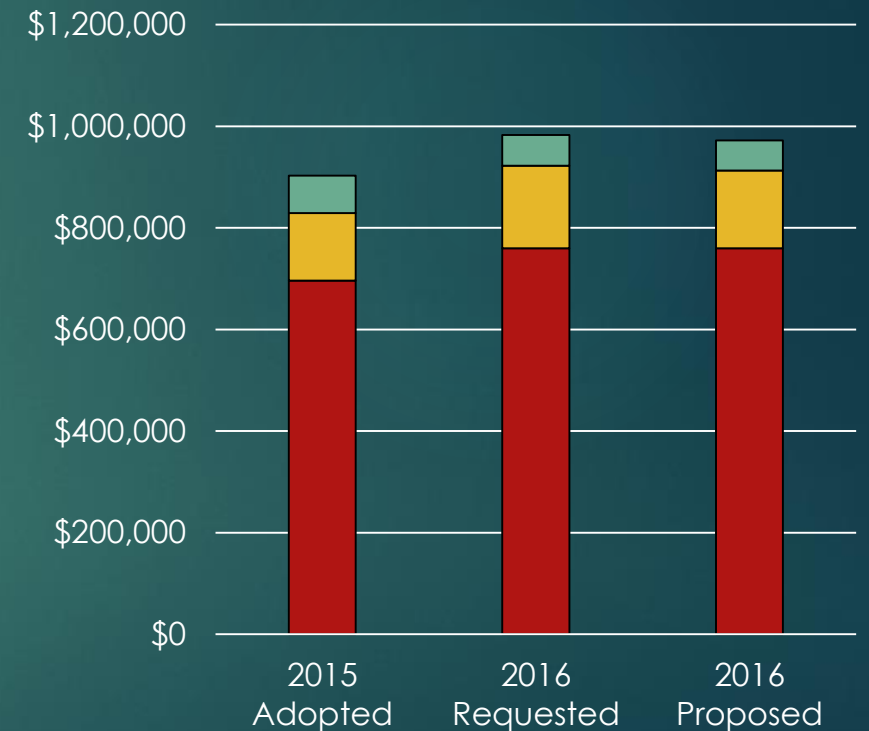
GENERAL FUND

Unallocated



2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$696,474	Retirees Health Insurance	\$759,731	\$759,731	\$63,257
\$107,500	Services and Charges	\$127,600	\$127,600	\$20,100
\$15,275	Community Thread	\$16,000	\$15,275	\$0
\$10,000	Youth Service Bureau	\$18,800	\$10,000	\$0
\$73,500	Miscellaneous	\$60,349	\$59,349	-\$14,151
\$902,749	Total Unallocated	\$982,480	\$971,955	\$69,206

Operating Expenditures



2016 Budget Impacts

- ▶ Health insurance costs include a 15% increase.
 - ▶ 48 retired participants

■ Miscellaneous
■ Services and Charges
■ Retiree Health Insurance



SPECIAL REVENUE FUNDS

OPERATING REVENUES/EXPENDITURES

SPECIAL REVENUE FUND

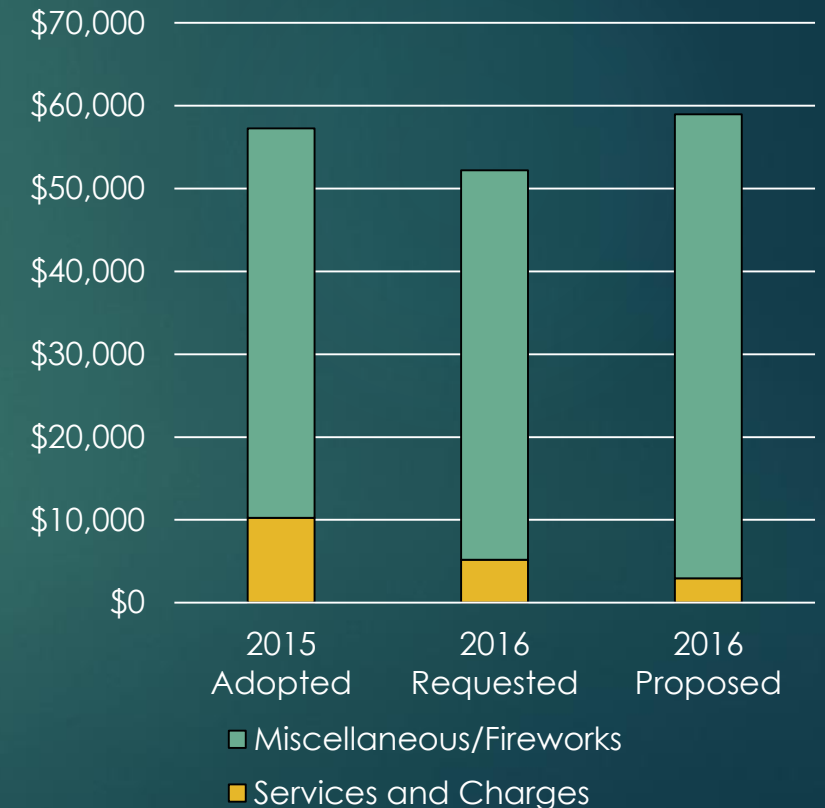
Special Events



2015 Adopted	Revenue Type	2016 Requested	2016 Proposed	Variance
\$45,250	Property Taxes	\$45,198	\$48,958	\$3,708
\$12,000	Donations	\$7,000	\$10,000	-\$2,000
\$57,250	Total Revenues	\$52,198	\$58,958	\$1,708

2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$10,250	Services and Charges	\$5,198	\$2,958	-\$7,292
\$5,000	Miscellaneous	\$5,000	\$5,000	\$0
\$42,000	Fireworks	\$42,000	\$51,000	\$9,000
\$57,250	Total Expenditures	\$52,198	\$58,958	\$1,708

Operating Expenditures



2016 Budget Impacts

- **Update Events Strategy.**

SPECIAL REVENUE FUND

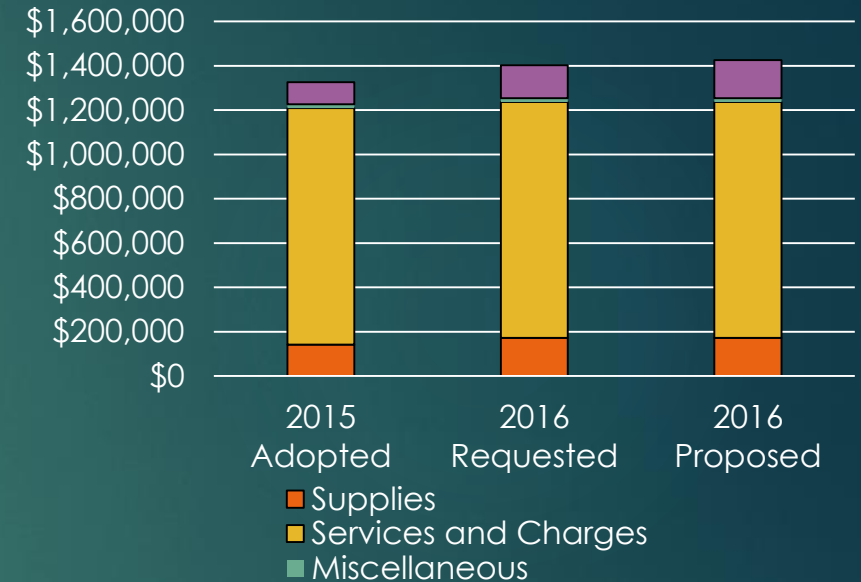
St Croix Valley Recreation Center



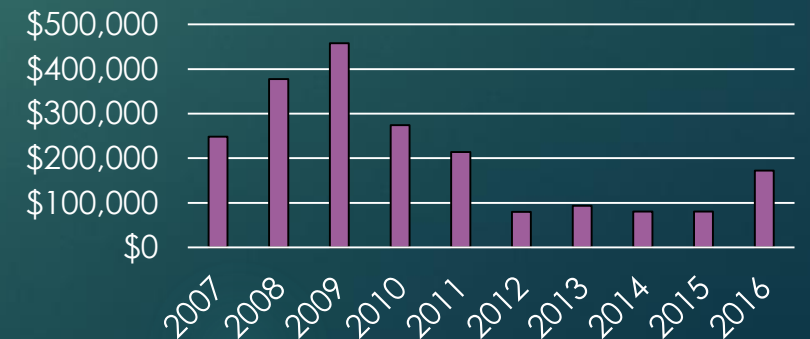
2015 Adopted	Revenue Type	2016 Requested	2016 Proposed	Variance
\$1,326,000	Property Taxes	\$1,421,000	\$1,426,000	\$100,000
\$18,310	St Croix Soccer Club	\$0	\$18,310	\$0
\$1,344,310	Total Revenues	\$1,421,000	\$1,444,310	\$100,000

2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$141,600	Supplies	\$172,600	\$172,600	\$31,000
\$1,067,603	Services and Charges	\$1,063,301	\$1,063,301	-\$4,302
\$16,850	Miscellaneous	\$17,650	\$17,650	\$800
\$99,947	Debt Service Contribution	\$149,139	\$172,449	\$72,502
\$1,326,000	Total Expenditures	\$1,402,690	\$1,426,000	\$100,000

Operating Expenditures



Debt Service Contribution



SPECIAL REVENUE FUND

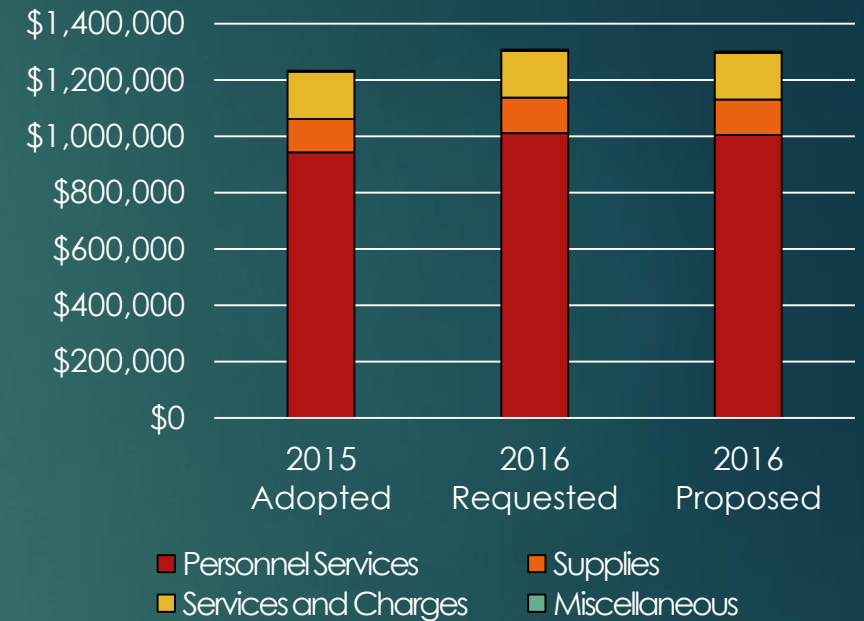
Library



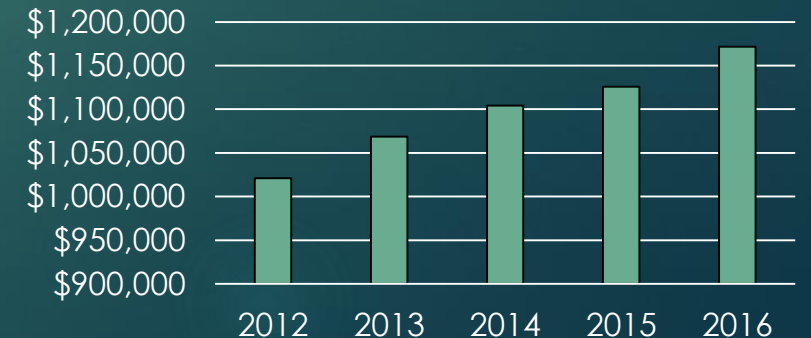
2015 Adopted	Revenue Type	2016 Requested	2016 Proposed	Variance
\$1,125,957	Property Taxes	\$1,210,404	\$1,171,625	\$45,668
\$80,900	Services and Charges	\$76,600	\$76,600	-\$4,300
\$26,400	Miscellaneous	\$20,800	\$20,800	-\$5,600
\$1,233,257	Total Revenues	\$1,307,804	\$1,269,025	\$35,768

2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$942,959	Personnel Services	\$1,011,918	\$1,005,090	\$62,131
\$118,875	Supplies	\$125,275	\$125,275	\$6,400
\$167,673	Services and Charges	\$166,786	\$166,786	-\$887
\$3,750	Miscellaneous	\$3,825	\$3,825	\$75
\$1,233,257	Total Expenditures	\$1,307,804	\$1,300,976	\$67,719

Operating Expenditures



Property Taxes



2016 Budget Impacts

- ▶ 4.05% increase in property taxes (2015 vs 2016)

SPECIAL REVENUE FUND

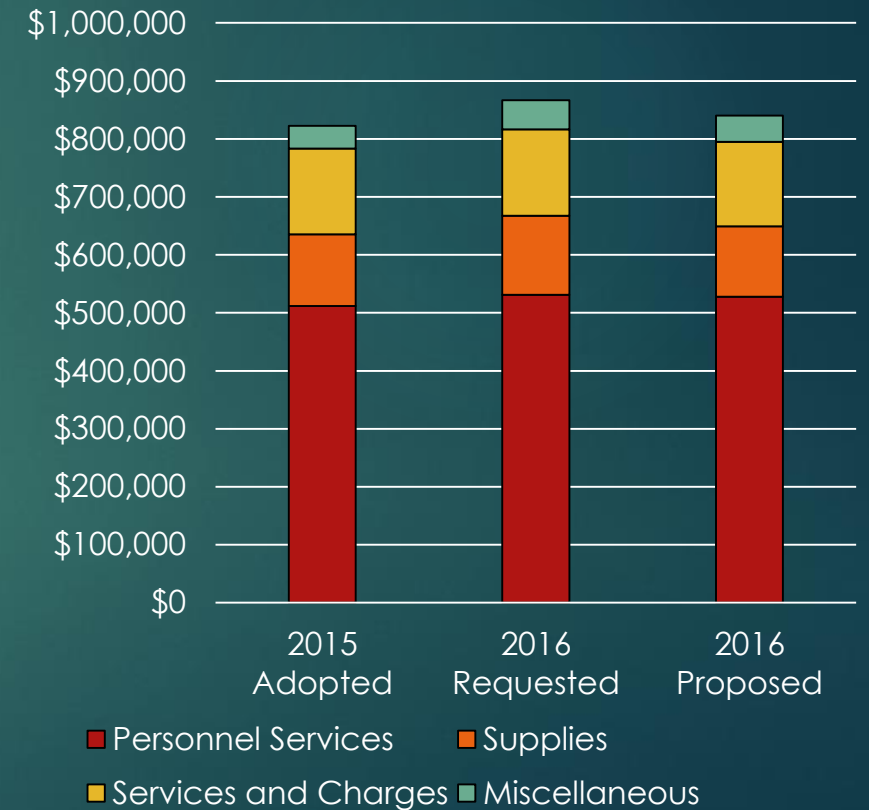
Parks



2015 Adopted	Revenue Type	2016 Requested	2016 Proposed	Variance
\$798,942	Property Taxes	\$832,528	\$805,988	\$7,046
\$1,000	Licenses and Permits	\$1,000	\$1,000	\$0
\$22,000	Services and Charges	\$23,000	\$23,000	\$1,000
\$1,000	Miscellaneous	\$10,000	\$10,000	\$9,000
\$822,942	Total Revenues	\$866,528	\$839,988	\$17,046

2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$511,884	Personnel Services	\$531,091	\$527,551	\$15,667
	6.25 FTEs (Benefitted)	6.25	6.25	0.0
	4.0 Seasonal Positions	4.0	4.0	0.0
\$123,400	Supplies	\$136,600	\$121,600	-\$1,800
\$148,658	Services and Charges	\$148,837	\$145,837	-\$2,321
\$39,000	Miscellaneous	\$50,000	\$45,000	\$6,000
\$822,942	Total Expenditures	\$866,528	\$839,988	\$17,046

Operating Expenditures



SPECIAL REVENUE FUND

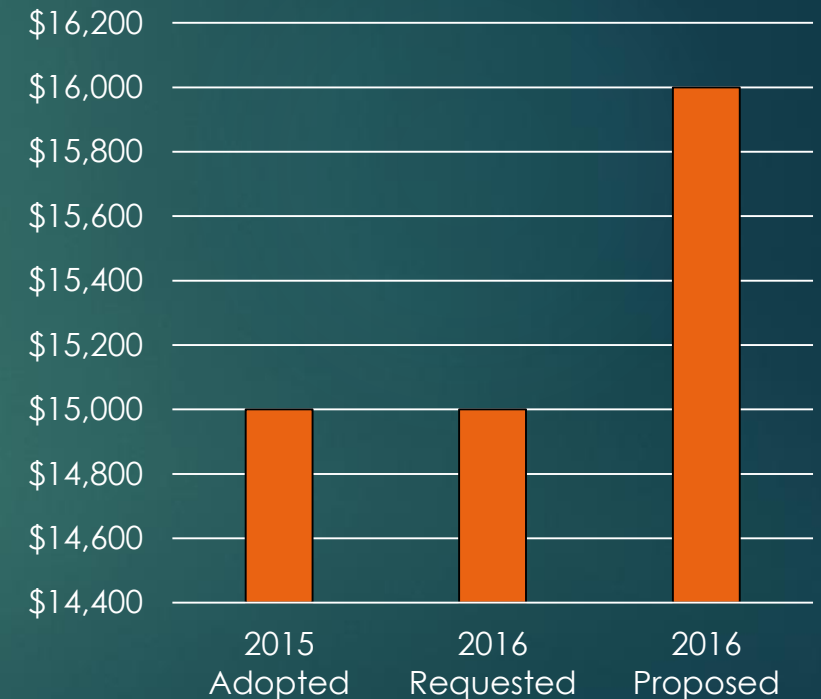
Community Beautification



2015 Adopted	Revenue Type	2016 Requested	2016 Proposed	Variance
\$15,000	Property Taxes	\$15,000	\$16,000	\$1,000

2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$15,000	Supplies	\$15,000	\$15,000	\$0
\$0	Christmas Tree	\$0	\$1,000	\$1,000
\$57,250	Total Expenditures	\$15,000	\$16,000	\$1,000

Operating Expenditures



2016 Budget Impacts

- ▶ Per Resolution #2011-07, dated January 4, 2011 – requires a minimum \$15,000 budget allotment.

■ Supplies

SPECIAL REVENUE FUND

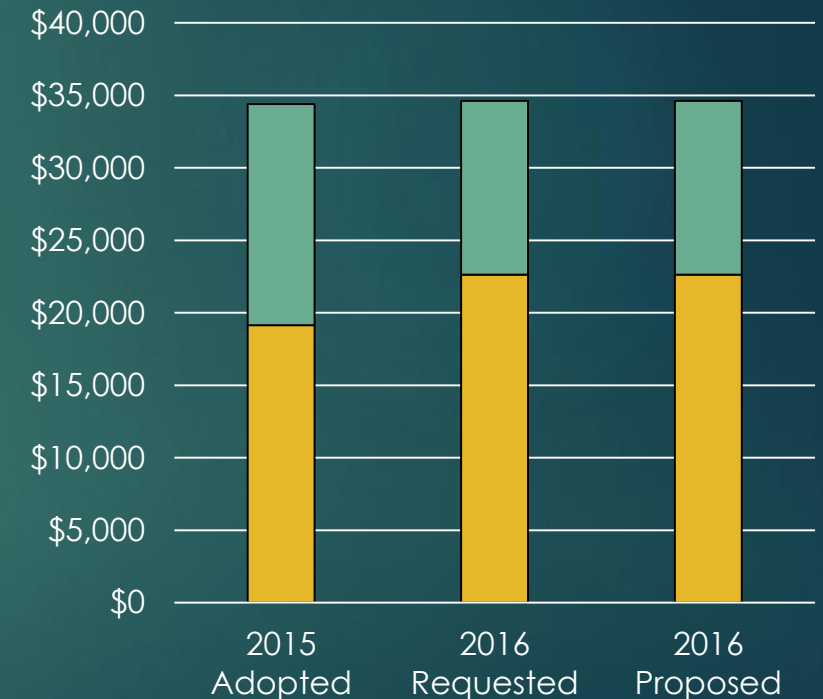
Washington County Recycling Grant



2015 Adopted	Revenue Type	2016 Requested	2016 Proposed	Variance
\$34,392	Intergovernmental	\$34,618	\$34,618	\$226

2015 Adopted	Expenditure Type	2016 Requested	2016 Proposed	Variance
\$19,144	Services and Charges	\$22,644	\$22,644	\$3,500
\$15,248	Miscellaneous	\$11,974	\$11,974	-\$3,274
\$34,392	Total Expenditures	\$34,618	\$34,618	\$226

Operating Expenditures



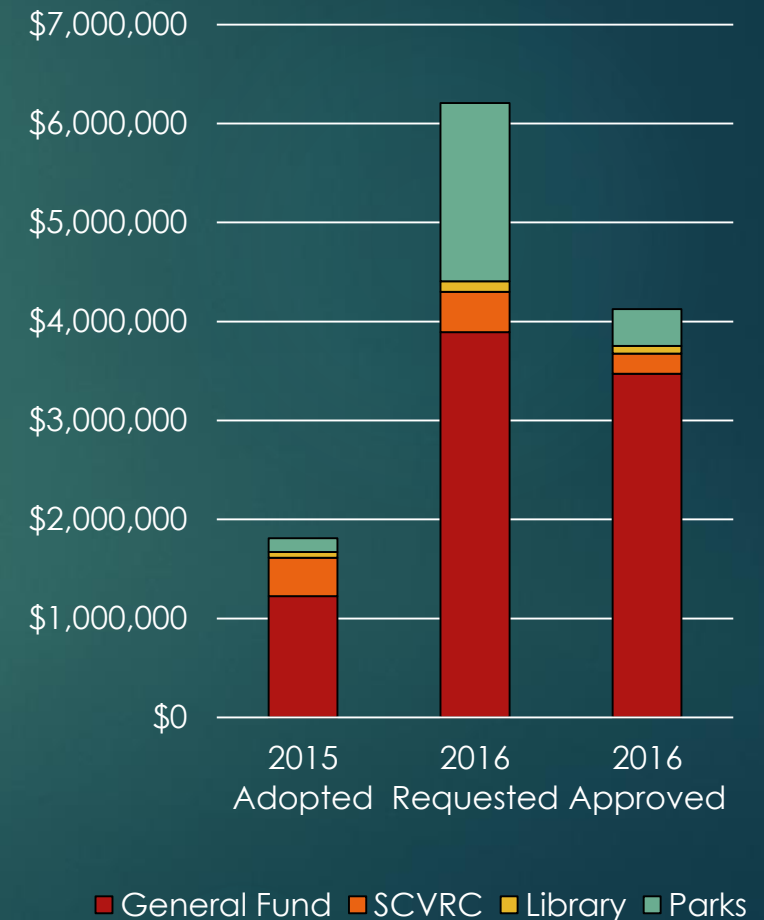
■ Services and Charges ■ Miscellaneous

Capital Outlay

Computer Purchases over \$500/All Other Purchases \$1,000 or more with a useful life of 1 year or more.



2015 Adopted		2016 Requested	2016 Proposed
	GENERAL FUND		
\$1,800	Mayor & City Council	\$1,800	\$900
\$140,800	MIS	\$116,125	\$98,865
\$29,014	Finance	\$6,000	\$4,000
\$10,750	Administration	\$79,700	\$67,800
\$66,900	Plant	\$2,629,400	\$2,564,400
\$900	Community Development	\$8,100	\$8,100
\$202,170	Police	\$266,150	\$207,800
\$466,325	Fire	\$419,400	\$255,400
\$35,383	Building Inspections	\$9,400	\$3,500
\$22,000	Civil Defense		
\$1,200	Engineering	\$32,900	\$900
\$249,549	Streets	\$323,100	\$261,100
\$1,226,791	Total General Fund	\$3,892,075	\$3,472,765
\$387,500	St Croix Valley Recreation Center	\$407,900	\$202,900
\$58,755	Library	\$106,900	\$76,900
\$136,369	Parks	\$1,799,000	\$374,000
\$2,651,559	TOTAL	\$6,423,425	\$4,344,115



Proposed Street Projects

And Funding Sources

2016 Proposed Improvements	Description/Reason	Cost	State Aid	TAF	Assessment	City
County Road 5 Pedestrian Safety Improvements	County planned project in 2016 with City Cost Share	\$420,000	\$420,000			
County Road 12 Safety Improvements	County planned project in 2016 with City Cost Share	\$500,000		\$400,000		\$100,000
Neal Avenue Improvements	Reconstructs a collector road in the annexation area	\$1,300,000	\$180,000	\$650,000	\$300,000	\$170,000
2016 Street Improvement Project	Road improvement project to repair poor condition roads in the City	\$1,500,000			\$1,050,000	\$450,000
Sidewalk Improvement Project	Project repairs tripping hazards on sidewalks throughout the City	\$100,000			\$50,000	\$50,000
TOTAL		\$3,820,000	\$600,000	\$1,050,000	\$1,400,000	\$770,000