

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES**

Meeting Agenda

Tuesday, March 8, 2016, 7:30 P.M. Meeting start delayed for presentation to Stillwater Township

1. Call to Order
2. Adoption of the Agenda
3. Introducing New Member Brandon Otte A+
4. In-Person Public Commentary
5. Consent Calendar
  - a. Adoption of the February 2016 Minutes+
  - b. Acknowledgement of Bills Paid in February For 2015: \$4,497.52+  
For 2016 \$13,189.98+
  - c. Quarterly Activity Report
  - d. Other Activity Report

Old Business

6. Strategic Plan Update & Tech Savvy Environment D+
7. Building Study Update A+
8. Pay Equity I+
9. Director's Evaluation and 2016 Goals A

New Business

10. Minerva Fund/Paulson Bequest D+
11. Partnerships I+
12. WCL Strategic Plan
13. SPL Foundation Annual Report

Reports

14. Director and Other Staff Reports+
15. Foundation Report – Annual Report I+
16. Board Committee Reports
  - a. Executive
  - b. Facilities
  - c. Finance+
  - d. Governance and Policy
  - e. Human Resources
  - f. Succession Planning Task Force
  - g. Building Study Task Force
  - h. WCL/SPL Relationship Task Force

17. Public Commentary and Communications
18. Adjournment

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Monday, March 7, 2015.

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

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

Attachments: Calendar, Ongoing Board Work Assignments

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 9, 2016  
Minutes**

**PRESENT:** Bell, Carlsen, Hansen, Richie, Stark

**ABSENT:** Cassavante, Keliher, Menikheim

**STAFF:** Goeltl

**AGENDA ITEM 1: Call to Order**

Meeting called to order at 7:04pm by Bell, Vice-President

**AGENDA ITEM 2: Adoption of Agenda**

Adopted. MSP.

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

**AGENDA ITEM 4: Consent Calendar**

Board requested the following changes to the January 2016 minutes:

- Agenda Item 11 - Youth Services Support: In the second paragraph, Add "It was noted that it is unprecedented to use the library's supplemental funds for personnel costs" as the last sentence.
- Agenda Item 10 – Introduction to Long-Term Funding Sustainability: In the second paragraph, change the clause "and that there is a mindset that \$273,000 in discretionary funds (the difference between the maintenance of effort paid and what is required to be paid) can be applied in a different way" to "and that there is a mindset that \$273,000 in discretionary funds (the difference between the budget set by the City Council and Maintenance of Effort, the minimum amount the State allocate for the library as required by state law) can be applied in a different way."
- Agenda Item 5 – Strategic Plan Update: In the Stillwater Mini-Scene section, change "gets" to "get" and "meets" to "meet."

Minutes adopted as amended. MSP.

Consent calendar approved. MSP.

**AGENDA ITEM 5: Adjourn to Executive Session for Director's Personnel Evaluation**

Motion made to postpone the executive session for Director's Personnel Evaluation to a future meeting.

Bell reported that Keliher prepared an evaluation report in preparation for the executive session discussion, incorporating all of the individual comments from the trustee evaluations into the report. Bell clarified that the report was not a summary of the evaluations but rather a composite view to help convey divergent opinions and rankings.

Board members expressed concern about conducting the director's personnel evaluation when three board members would be absent from the discussion. The evaluation of the director's performance is one of the most important responsibilities of the board and only occurs once per year. Input, verbal

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discussion and participation from a fuller complement of board members is critical for an effective process. Also, President Keliher is one of the absent members, and a key function of the chair is to lead this discussion.

Other board members expressed that it would be wise to continue with the evaluation as scheduled on the agenda because of the following reasons: 1) board members recently completed the evaluations and the information was fresh in their minds, 2) the board will be provided with a thorough composite report that contains the feedback of all trustees, 3) the board has Lynne's self-evaluation for her feedback, 4) time has been set aside on the agenda for this and other items have been pushed to future months, and 5) there is still a quorum of members to have a representative discussion. A concern was also raised that it is bad precedent to rearrange the agenda because people are absent. This discussion was planned well in advance. Meetings could be manipulated based on attendance if the board altered moving ahead with the business on the agenda based on who was present and absent.

The board also discussed the process of evaluation. They asked about follow-up in March on the evaluation process, goal setting, providing Lynne with the review, and the link between performance and salary.

Board voted on motion to postpone evaluation. Yes – Richie, Stark. No – Bell, Carlsen, Hansen.

Adjourned at 7:25 pm for a closed, executive session for Library Director performance evaluation. Open meeting resumed at 9:00 pm.

**AGENDA ITEM 6: Strategic Plan Update**

- **2.3.7 Leadership Summit:** In late 2015, Keliher, Menikheim and Richie were working on planning a library leadership summit with the Trustees, staff, Friends and the Foundation. They decided to hold on this summit until early 2016 instead of scheduling over the holidays. Keliher is meeting with the presidents of the Foundation and Friends to restart discussion about a summit.
- **2.2.5 Board Task Force to Create Succession Plan:** This was originally scheduled for February. Richie has requested that we move this deadline back to April/May accommodate Vicki DeFord's availability. In the meantime, Vicki DeFord will give task force some prep work to do.

**AGENDA ITEM 7: Building Study**

Board members discussed that Bertalmio was going to follow-up with MSR for an update to share with the board. No specific end date for the project has been determined.

**AGENDA ITEM 8: Board Vacancy Applications**

Carlsen and Stark interviewed two candidates for the library board vacancy and reported that both candidates were well qualified. They recommended Brandon Otte for the opening on the library board.

Motion made to accept the recommendation of the nominating committee and to inform city hall that Brandon Otte is the Library Board's recommendation to fill the library board vacancy. MSP.

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**AGENDA ITEM 9: Report on Nonunion Wage Scales and Personnel Policy**

The board received the following documents in the packet: “Nonunion Wage Scales and Personnel Policy”, “Staff Salary Ranges”, and the ‘Personnel Policy & Procedures Manual.’”

**AGENDA ITEM 10: Library Support of City Goals**

This was discussed at previous meetings. Now that the city has a strategic plan that has been adopted, the library can support the city’s goals of communication

**AGENDA ITEM 11: Release of 2016 Capital Funds Part 1**

Motion made to release funds of \$1,250 as stated in the “Release of 2016 Capital Funds Part 1” document presented in the February board packet. MSP.

**AGENDA ITEM 12: Release of 2014 Annual Report to the State**

This report is done annually. The 2014 report is included in the board packet. The data for 2015 is due in April 2016. Stark would like to see historical statistics on collections, hours, youth program attendance, reference questions/transactions, and visits.

**AGENDA ITEM 13: Director and Other Staff Reports**

Board reviewed and discussed Director Reports. They discussed ESSA and the potential impact on the library.

**AGENDA ITEM 14: Foundation Report**

Foundation met at the end of January. They meet on the 4<sup>th</sup> Wednesday of the month. The Foundation will be having an annual meeting on Wednesday, February 24, 2016 from 8:00 am – 10:00 am. The event coordinator and volunteer coordinators will speak, and there will be a behind-the-stacks tour of the library. The Foundation is looking at doing a celebration around 10 years of the Foundation in 2017, establishing an endowment fund, etc. Beer for Books is on Tuesday, March 29, 2016 at Lift Bridge.

**AGENDA ITEM 15: Board Committee Reports**

- a. **Executive Committee:** None.
- b. **Facilities:** There is an issue with the roof, leak in dome and a minor accident in the parking ramp. Carlsen will meet with Bertalmio to further discuss.
- c. **Finance:** The Finance Committee will discuss capital at March meeting. Fiscal year 2015 is still wrapping up.
- d. **Governance and Policy:** Committee did receive a prioritized list of policies to review from Lynne. The next item on the agenda is the events policy. The board did adopt a new fee

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schedule, but there are six other sub-parts to review. The Drug Testing policy is next on the priority list.

- e. **Human Resources:** None
- e. **Succession Planning Task Force:** None
- f. **Building Use Study Task Force:** Discussed in prior agenda item.
- g. **WCL/SPL Relationship Task Force:** Director of WCL will be coming to board meeting in March.

**AGENDA ITEM 17: Public Commentary and Communications**

**AGENDA ITEM 18: Adjournment**

Adjourned at 9:27 pm.

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**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 12, 2016  
*Amended and Adopted February 9, 2016*  
Minutes**

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

**ABSENT:** Carlsen, Cassavante

**STAFF:** Bertalmio, Goeltl

**AGENDA ITEM 1: Call to Order**

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

**AGENDA ITEM 2: Adoption of Agenda**

Adopted. MSP.

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

**AGENDA ITEM 4: Consent Calendar**

Adopted. MSP.

**AGENDA ITEM 5: Strategic Plan Update**

- *2.3.4 Meeting with Foundation Leadership to discuss potential financial support of strategic plan:* Under the Progress section, indicate SPLF support of Sunday Hours. Also note that the Library expects to see plan from MSR in February. Library Board will follow-up with SPLF regarding building needs after plan is received. Timeframe should be updated to February for meeting with SPLF regarding support for building efforts.
- *2.3.7. Leadership Summit:* This is on the to-do list for early 2016.
- *1.2 Review Collection Budget Annually to Meet Collections Model and Goals:* Bertalmio explained that in January staff would review the current year collection budget, assess needs and begin looking ahead to next year's needs and areas of emphasis. Stark requested a look back at 2015 as part of this process. Board asked for a report reviewing the 2015 Collections Budget and how it was spent in March.
- *1.2.7 In the Facilities Use Study, Explore Options for the St. Croix Collection.* Board discussed MSR's work as well as possible discussions with the Washington County Historical Society. Board decided to wait for MSR findings and report before pursuing further.
- *Stillwater Mini-Scene:* Stark requested that the library get a regular spot on the Stillwater Scene letter that goes out with the city bills. The library used to have Shelf Life inserted as a separate handout with the city bills, and Stark would like to see the library have space on the Scene insert. Motion made that the director meet with Tom McCarty regarding the Library having a continuing presence on the Stillwater Scene and reports back to the board. MSP.

**AGENDA ITEM 6: Building Study**

The last meeting was on January 5, 2016. Meetings are scheduled for January 19, 2016 and for January 29, 2016. Board discussed that there is a Board vacancy on the building task force as Gordon is no longer on the board. Keliher will contact Carlsen to see if he is interested in taking Gordon's place on the task force.

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Board discussed progress of the building study. The plans were primarily focused on the co-location of the service desk. Board requested to see the versions of the MSR plans.

The next issue is the question of security and service on the upper level. MSR seems to be looking at having all collections on lower level and mezzanine, but it leaves the question of what is happening on the upper level. Future meetings may address this further. A phased approach to this project may be needed.

**AGENDA ITEM 7: Board Vacancy Applications**

Two candidates applied for the library board vacancy. The interviewing committee is Carlsen and Stark. They will provide for recommendations to the Board in February.

**AGENDA ITEM 8: Union Contract & Ratification of Wage**

Board discussed the 2016-2017 Union Agreement and the Ratification of 2016 Wage Rates for Nonunion Positions as presented in the January board packet.

Motion made to adopt the 2016-2017 Agreement as presented in the January board packet. MSP.

Motion made to adopt the Ratification of the Nonunion Wage Rates as presented in the January Board Packet. MSP.

Motion made that the director provides a full summary and background of the non-union wage scale and the personnel policy for non-union employees at the February board meeting. MSP.

Motion made that the Board extends the same monthly health-care contribution to nonunion staff as union staff. MSP.

Board discussed documenting needed questions and process steps for the next contract review.

**AGENDA ITEM 9: E-mail Accounts**

The City has agreed to issue city email accounts to library board members for use in conducting library business. Board reviewed the "Using City of Stillwater E-mail for Library Board Business" document included in the January board packet and discussed the pros and cons of moving to this system. Board requested that the director follow-up with City IT to determine if (1) all of the Board members need to adopt use of a city email address or if individual members could opt for a City email address independently, 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.

**AGENDA ITEM 10: Introduction to Long-Term Funding Sustainability**

Menikheim reported that he has been meeting individually with Library Trustees and City Council members to discuss the long-term sustainability of the library. He is concerned that the library is not sustainable into the future and reminded the board of its fiduciary responsibility for the library.

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Menikheim reported that his research has found that the City has been allocating more money than the maintenance of effort requires; that the building requires more expenses than we can afford; that the library hasn't been a part of the city planning in the last 5 years; that the city is paying \$300,000 per year on the bonds from the library's 2006 remodeling; that the money allocated to the library is 15% of the operational levy; and that there is a mindset that \$273,000 in discretionary funds (the difference between the budget set by the City Council and Maintenance of Effort, the minimum amount the State allocate for the library as required by state law) can be applied in a different way.

Menikheim would like to know how much does it cost to run the library in a given year. Bertalmio explained that that this in the Annual Report to the state. Menikheim requested that the Board receive this information on a piece of paper annually. Menikheim would also like to know how the Friends, SPLF and trust money been applied.

Meinkheim believes that the Board needs to have conversations with the Friends, SPLF and Council. Menikhem would like the Board to look at possibility of merging with the Washington County Library and asked the Board to investigate the costs and savings associated with a merger. Menikheim would like the board to find financial partners to help support the building costs, including possible partners to rent space on the upper level. He requested that the Board look within the library and the SPF to increase revenues.

Hansen questioned the use of the framework of sustainability in this discussion. He noted that this is a false measure for a service provided by the city. While any nonprofit or government agency should not anticipate being fully supported into the future, this is an issue of longer term financial planning and not an issue of sustainability. The board proactively can look at partnerships, foundations and other areas to improve the long-term health of the library.

Bell noted that the trustees and council may need to have further discussions about maintenance of effort and return on investment. Bell noted that she would put this discussion in the context of strategic plan and not as a problem of sustainability. Bell stated that sustainability is not a problem. The library is here to provide services to community. We need to understand needs and defend why the library is important. As a board, we need to stand behind the vision of what the library is to the community.

Stark advocated the use of metrics. She stated the number of visits is decreasing. Is the library getting the foot traffic needed for such a big building? Is the library going out to the high school, Boutwell's Landing or other partners? The city may support the library if we meet metrics.

Keliher asked if the difference between the amount of money the city allocates to the library versus the maintenance of effort required is any more "discretionary" than any other city department's budget. The city might have the option to take back a significant portion of another department's budget, but that doesn't make significant cuts likely or a good idea.

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Richie requested further board education regarding maintenance of effort.

The board discussed the key takeaways:

- Board would like further education on Maintenance of Effort.
- Board would like a report on the annual dollars need to run the library – the money in and out. Board asked that Bertalmio provide and review with them the 2014 Annual Report in February.
- Board would like to change name of this discussion from sustainability to long-term financial planning.
- Board requested that Bertalmio does preliminary research on possible costs and savings associated with any merger with Washington County.

**AGENDA ITEM 11: Youth Services Support**

Board discussed the “SPL HR Committee Meeting Notes (December 15, 2015)” presented in the January Board packet. Bell reminded the Board that 2016 budget request presented to the city council was reduced, and the changes made it inadequate to support the library’s proposed staffing changes. In October’s board meeting, the HR Committee was charged with reviewing the Strategic Plan as it pertains to Youth Services and look at enhancing this area within the financial structure. Based on this review, the HR Committee recommends that the Library uses \$5,700 in supplemental funds to cover the cost of a substitute librarian to free up time for the Youth Services Supervisor position.

Richie questioned the original purpose of the October motion. She believed that it was to review the Youth Services area under the structure of the existing city funds and was not intended to have the HR Committee look at the use of supplemental funds as a resource. Supplemental funds are a valuable and limited resource. It was noted that it is unprecedented to use the library’s supplemental funds for personnel costs.

The board asked the HR Committee if this recommendation had full support of the committee. Menikheim reported that he was a member of the committee and did not support this recommendation because the library would be adding to personnel costs. He noted that if youth services is a strength for our library, then why would we add to it. Menikheim questioned if there was better use for this money.

Keliher noted that if Youth Services is a strength of the library then we would want to keep it as such.

Stark noted that there were other areas that were proposed for funding and were affected by the budget changes.

Motion made to approve recommendation from HR Committee as stated in the “SPL HR Committee Meeting Notes (December 15, 2015)” presented in the January Board packet. Motion defeated.  
Yes - Bell, Hansen, Keliher. No – Richie, Stark, Menikheim

**AGENDA ITEM 12: New Event Fee Structure**

Board reviewed the Private Event Reservation Fee Schedule in January Board Packet.

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Motion made to adopt proposed schedule as presented in January Board Packet with a modification. The Set-Up Charge section will read “**Set-Up Charge:** There will be an additional charge of \$100 for any event that requires a second set-up or take-down.” MSP.

**AGENDA ITEM 13: City of Stillwater Strategic Plan**

Board discussed the “City of Stillwater’s 2020 Practical Strategic Vision” document presented in the January board packet. Bertalmio reported that she met with McCarty to discuss how the library could help the city with its strategic plan. McCarty responded that the library could help the City in communicating with the public. This work would be in support of one of the city’s primary initiatives to develop and enhance messaging.

Menikheim notes that there is an MBA team from Augsburg coming in to look at messaging and to help develop a communication strategy. He suggested that perhaps the library could look at plan and comment.

Another area that ties into library work is the initiative under Develop Our Community – Redefine Events Strategy and Policy. Board noted that this could lead to discussion of noise and zoning of events or the library’s collaboration with the City for future events. Bertalmio noted that the library will be a destination in the Sculpture Tour for city of Stillwater with display spaces on Terrace and lawn.

Bertalmio reported that she will now be invited to attend a monthly city staff meeting.

**AGENDA ITEM 14: Director and Other Staff Reports**

Board discussed Director Report provided in January Board Packet.

**AGENDA ITEM 15: Foundation Report**

Richie reported that the Foundation did not meet in December. The next meeting is scheduled for the end of January.

**AGENDA ITEM 16: Board Committee Reports**

**a. Executive Committee:**

- Union contract work was the main item for December.
- Exec Committee will soon begin work to meet with and learn about the different committees.
- Distributed Library Director Evaluation Process document. Evaluation form due to Mike by January 28<sup>t</sup> from board members. Review will occur in February in closed session.

**b. Facilities:** None.

**c. Finance:** Finance will report in February on capital expenditures and capital budget.

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- d. **Governance and Policy:** Bertalmio asked the committee to review the drug testing policy. Committee requested a prioritized list from Bertalmio for 2016.
- e. **Human Resources:** None.
- e. **Succession Planning Task Force:** None.
- f. **Building Use Study Task Force:** Discussed in agenda item 6.
- g. **WCL/SPL Relationship Task Force:** Bertalmio/Keliher will talk about items to do in advance of the completion of WCL's strategic plan.

**AGENDA ITEM 17: Public Commentary and Communications**

None.

**AGENDA ITEM 18: Adjournment**

Adjourned at 10:07 pm.

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**2015 Bill Resolutions - Payable in 2015**

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

Mary Richie, Secretary/Treasurer, Board of Trustees

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
2162016	2/16/2016	Brodart Co	Materials - Adult Fiction	28.06	230-4230-2401-0000	Adult Books - Fiction
2162016	2/16/2016	Brodart Co	Materials - Adult Nonfiction	385.56	230-4230-2405-0000	Adult Books - Non Fiction
2162016	2/16/2016	Brodart Co	Materials - Processing	11.70	230-4230-3404-0000	Processing Fee
2162016	2/16/2016	Brodart Co	Materials - Adult Nonfiction (Athena)	58.36	235-4235-2101-0000	Library Donations Materials
2162016	2/16/2016	Brodart Co	Materials - Adult (SPLF)	63.59	232-4232-2113-0000	SPLF - Materials
1182458754	12/28/2015	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
			<b>INVOICES SUBTOTAL</b>	<b>629.81</b>		
<b>CREDIT CARD</b>						
None						
			<b>CREDIT CARD SUBTOTAL</b>	<b>0.00</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
None						
			<b>MANUAL PAYOUT SUBTOTAL</b>	<b>0.00</b>		
			<b>GRAND TOTAL</b>	<b>629.81</b>		

Submitted for payment

Lynne S. Bertalmio, Director

**2015 Bill Resolutions - Payable in 2015**

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
UM31874	12/15/2016	3M	3M Staff Workstation Model 895 with USB Reader	2,785.00	230-4230-5310-0000	C/O MIS Computer Equipment
2022016	2/2/2016	Baker and Taylor	Materials - Juv	13.97	230-4230-2400-0000	Childrens Books
2022016	2/2/2016	Brodart Co	Materials - Adult Fiction	28.24	230-4230-2401-0000	Adult Books - Fiction
2022016	2/2/2016	Brodart Co	Materials - Processing	0.65	230-4230-3404-0000	Processing Fee
2022016	2/2/2016	Brodart Co	Materials - Adult (SPLF)	8.90	232-4232-2113-0000	SPLF - Materials
2022016	2/2/2016	Midwest Tape	Materials - Audio	14.99	230-4230-2402-0000	Audio
2022016	2/2/2016	Midwest Tape	Materials - Video	32.23	230-4230-2408-0000	Film/Video
2022016	2/2/2016	Midwest Tape	Materials - Processing	1.30	230-4230-3404-0000	Processing Fee
W15120686	1/21/2016	Office of MN IT Services	Telephone	378.02	230-4231-3101-0000	Telephone
42402	2/2/2016	Petrie Angela	Staff Reimbursement - Program Supplies (SPLF)	72.46	232-4232-2407-0000	SPLF - Programs
42402	2/2/2016	Petrie Angela	Staff Reimbursement - Program Supplies (Friends)	63.31	235-4236-4099-0000	Library Donations Programs
12488154	1/13/2016	Toshiba Business Solutions	Maintenance Contract (12/18/15-12/31/15)	16.66	230-4230-3707-0000	Maintenance Agreements
12497649	1/20/2016	Toshiba Business Solutions	Maintenance Contract (12/2/15-1/1/16)	157.24	230-4230-3707-0000	Maintenance Agreements
011516 294.74	1/15/2016	Washington County Library	Materials - AdultNonfiction (WCL Q4 Inv)	178.09	230-4230-2405-0000	Adult Books - Non Fiction
011516 294.74	1/15/2016	Washington County Library	Materials - Reference (WCL Q4 Inv)	68.98	230-4230-2113-0000	Reference
011516 294.74	1/15/2016	Washington County Library	Materials - Adult Fic (SPLF BF - WCL Q4 Inv)	14.95	232-4232-2113-0000	SPLF - Materials
011516 294.74	1/15/2016	Washington County Library	Materials - Adult NonFic (Athena- WCL Q4 Inv)	32.72	235-4235-2101-0000	Library Donations Materials
					230-4230-3404-0000	Processing Fee
					230-0000-3880-0040	Lost/Overdue Processing Fees
					230-0000-3880-0030	Lost/Damaged Fees
					230-4230-3102-0000	Postage
		<b>INVOICES SUBTOTAL</b>		<b>3,867.71</b>		
<b>CREDIT CARD</b>						
		None				
		<b>CREDIT CARD SUBTOTAL</b>		<b>0.00</b>		
<b>MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)</b>						
		None				
		<b>MANUAL PAYOUT SUBTOTAL</b>		<b>0.00</b>		
<b>GRAND TOTAL</b>				<b>3,867.71</b>		

Submitted for payment

Lynne S. Bertalmio, Director

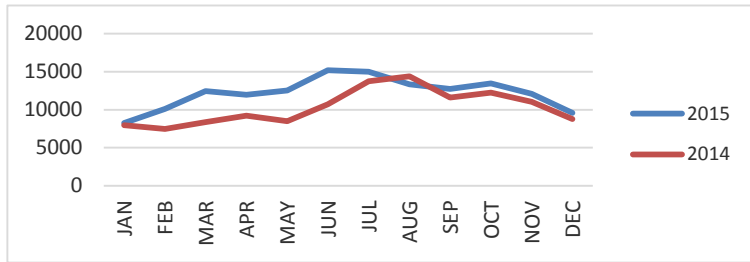




# STILLWATER PUBLIC LIBRARY QUARTERLY SCORECARD (Q4: Oct - Dec 2015)

## VISITS TO LIBRARY\*

	2015	2014	Trend
Q4	35,113	32,061	↑ 9.5%
YTD	146,643	123,995	↑ 18.3%



\* New gate counters added in July 2014.

## CIRCULATION

	Q4 2015	Q4 2014	Trend	YTD 2015	YTD 2014	Trend
Physical Items	71,480	69,236	↑ 3.2%	304,894	310,245	↓ -1.7%

	Q4 2015	Q4 2014	Trend
<b>E-Materials</b>			
OverDrive eBooks	2,154	2,175	↓ -1.0%
3M eBooks	1,246	629	↑ 98.1%
eAudiobooks	720	409	↑ 76.0%
eMagazines	1,351	1,001	↑ 35.0%



\* E-Materials statistics began in July 2014.

## PROGRAMMING

	Q4 2015	Q4 2014	Trend	YTD 2015	YTD 2014	Trend
<b>Children's Programs</b>						
# Programs	43	45	↓ -4.4%	212	213	↓ -0.5%
Attendance	1,087	992	↑ 9.6%	6,900	5,287	↑ 30.5%
<b>Teen Programs</b>						
# Programs	6	4	↑ 50.0%	36	34	↑ 5.9%
Attendance	68	19	↑ 257.9%	421	397	↑ 6.0%
<b>Adults Programs (Including Gallery)</b>						
# Programs	10	8	N/A	37	43	↓ -14.0%
Attendance	165	75	N/A	828	957	↓ -13.5%



## COMPUTER & WI-FI USAGE

	Q4 2015	Q4 2014	Trend	YTD 2015	YTD 2014	Trend
Computer Minutes	162,441	191,069	↓ -15.0%	684,383	843,335	↓ -18.8%

\* Q3 data not yet available; Data shown.



\*\* WiFi statistics began in April 2014.



# STILLWATER PUBLIC LIBRARY QUARTERLY SCORECARD (Q4: Oct - Dec 2015)

## COMMUNICATIONS

	Q4 2015	Q4 2014	Trend	YTD 2015	YTD 2014	Trend
<b>Website</b>						
# Pageviews	31,096	61,304	↓-49.3%	166,018	278,785	↓-40.4%
# Users	10,309	N/A	N/A	50,103	N/A	N/A
<b>Facebook</b>						
Total Likes	1,413	1,045	↑35.2%			
New Likes	63	16	↑293.8%			
<b>Pinterest</b>						
Total Likes	665	N/A	N/A			
Followers	450	N/A	N/A			

## VOLUNTEERS

	Q4 2015	Q4 2014	Trend	YTD 2015	YTD 2014	Trend
# Hours - All	556.75	645	↓-13.7%	2,524	2,687	↓-6.1%



## COLLECTION DEVELOPMENT

	YTD 2015	YTD 2014	Trend
Physical Items Added	8,904	9,346	↓ -4.7%
Physical Items Weeded	10,661	8,850	↑ 20.5%
Ebooks Added	390	270	↑ 44.4%



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

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

**- 2014 -**

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
<b>2.2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	Accomplished in 2015 budget	Increase of \$2,000 in professional development funds in 2015 budget; additional \$2,000 in 2016 budget request
<b>1.3.1</b>	Allocate funding to hire consultant	Board	October, 2014	Additional funds may be needed to fund building study
<b>1.3.7</b>	Finalize plan with architect to provide shade on the terrace	Director	By November 1, 2014	Construction completed
<b>2.3.1</b>	Present and promote the strategic plan and directions to the staff.	Board members, Board chair and Director	Accomplished	
<b>2.3.2</b>	Present and promote the strategic plan and directions to Foundation and Friends.	Board members, Board chair and Director	Accomplished	
<b>2.3.3</b>	Present and promote the strategic plan and directions to City Council.	Board members, Board chair and Director	Accomplished	
<b>2.3.4</b>	Meet with the Foundation leadership to discuss possible financial support for the strategic plan	Director, Library Board, Foundation leadership	January 2016	SPLF has funded Sunday hours September 2015- May 2016
<b>2.3.9</b>	Investigate City goals and determine how the Library can support the goals	Doug Menikheim and Lynne Bertalmio	December 2015	The City Administrator thinks that the library could best help with communication of City goals, initiatives, and opportunities; He will discuss this further with us as the City's planning advances
<b>3.2.1</b>	Redesign the website and launch it	Carolyn Blocher	Accomplished	New website available for public

<b>3.2.2</b>	Promote the new website	Carolyn Blocher	Accomplished	Website has received kudos; staff still have some bugs to work out
<b>3.2.3</b>	Install new signs and messaging in the Library (and perhaps do PR in the community to emphasize the tech services currently available. Conduct staff training on promoting available tech services to patrons	Aurora Jacobsen	Accomplished; training continues	Signs have been installed; new lanyards help public separate volunteers from staff; iPads are being loaded with software to allow staff to start roving
<b>1.2.1</b>	Run ILS reports on collection use and analysis for potential downsizing	Management team	First week February	Reports are supporting creation of new Collection Development Policy and collection plan
<b>1.2.6</b>	Review current operations of the St. Croix Collection, including collections, staffing, use, and budget for future purchases	Management team	By March, 2014	Carolyn Blocher reported to the Board at March 2015 meeting
<b>2.3.5</b>	Ensure that all City Council members receive periodic communications about the Library, Friends and Foundation	Director	October 15, 2015 and ongoing	Administrator and Council will receive updates on plan progress
<b>2.3.7</b>	Plan a Library "Leadership" Summit of Library Board, Foundation Board, Friends Board, City Council – with specific goals and outcomes for the Summit	Board and Board Chair	By <del>January</del> February 2016	Dates must be determined soon
<b>2.3.11</b>	Request and pursue both Director and Library Board participation in the Washington County Library planning efforts	Director/Board member	Director is on Stakeholders Task Force	WCL Strategic Plan is open for commentary on County website

**- 2015 -**

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

	a plan for instituting the environment over 2 years			
<b>2.3.10</b>	Actively engage and support at least one broader City goal through Library services	Director	By March 1, 2016	When appropriate in the City's schedule. We will develop a plan to aid the City in communications
<b>1.4.1</b>	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
<b>1.2.3</b>	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
<b>3.2.5</b>	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	An online newsletter – sympathetic to the website – has been created; Staff is finalizing key messages
<b>1.3.3</b>	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
<b>2.2.3</b>	Assess current staff levels and standard competencies in technology	Management team	By October 15, 2015 Follow up on annual basis	Established for current staffing model; Was part of individual personnel evaluations
<b>1.2.4</b>	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been adopted; a collection management plan and materials buying plan was completed but did not receive funding for 2016
<b>1.3.4</b>	Facilities consultant presents findings and report to Management Team and Board	Director, Board	<del>January-February</del> March 2016	Establish revised timeline with MSR
<b>1.3.5</b>	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
<b>1.4.4</b>	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	This effort is on hold
<b>1.2.5</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets will be included in the graphic annual report; the report is

				dependent on statistics yet to arrive from WCL
<b>1.2.7</b>	In the facilities use study, explore options for the St. Croix Collection	Consultant and Director	February 2016	On hold
<b>3.2.6</b>	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization are taking place. Staff is examining tools and key messages.
<b>2.1.1</b>	Create a staffing plan based on the directions of the new service model	Director and management team	<del>February-March</del> April 2016 to June 2016	Staff is starting work on new staffing plan.
<b>2.1.3</b>	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	Timing dictated by City of Stillwater	The City of Stillwater has issued an RFP for a class/comp study.
<b>2.2.1</b>	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
<b>2.2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	
<b>2.3.8</b>	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
<b>2.2.5</b>	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	<del>February-</del> April/May 2016	Task Force established; plan/report to Board winter 2016
<b>2.3 .12</b>	Create a task force to examine the relationship to Washington County Library and discuss current and future collaborations	<del>Director sets task force.</del> Include Board members.	February 2016	Task Force is established; Members have MELSA Plan of Association, WCL contract, other associate library contracts
<b>1.4.5</b>	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
<b>1.4.6</b>	Communicate new open hours to the public	Management team	August, 2015-December, 2015	Sundays hours have been advertised by the library and the Foundation; the

				communications will continue for the rest of the year
<b>3.3.1</b>	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships, the Management Team has completed an inventory of current partnerships
<b>3.3.2</b>	Create methods to evaluate present and future library partnerships	Management team	February 2016	Board to discuss goals for partnerships at March meeting
<b>2.1.2</b>	Present staffing directions to the Board	Director	By <del>May</del> February 2016	Dependent on pending change in service model

## - 2016 –

<b>1.3</b>	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Co-location is possible
<b>2.2</b>	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
<b>1.4.3</b>	Create recommended change plan for additional open hours (other than Sunday) in 2017	Director and Management team, Board review and approval	May 2016	There is not money for additional hours in 2016
<b>3.3</b>	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	
<b>3.3</b>	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.
<b>3.3</b>	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations (school, government, social service agencies, arts organizations, etc.)

<b>3.3</b>	Coordinate a meeting with School and Community Education staff to determine possible future partnerships.	Director	November 2016	Library and School District partner on 2 new projects (1 each year)
<b>1.1</b>	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implement of plan to extent possible in 2016
<b>1.2</b>	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
<b>3.1</b>	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations
<b>3.1</b>	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting, early 2016	Provide ongoing status to Library Board on this partnership, 2016 - 2017
<b>3.1</b>	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By April, 2016	Increase Library services and programs by 10% for targeted audiences
<b>1.1</b>	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.
<b>1.3</b>	Budget to implement facilities recommendations	Director, Board	June, 2015 and June, 2016	Facilities changes incorporated into annual budget(s)
<b>2.1</b>	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	By June 2016	A plan for restructuring staffing, based on the service model
<b>2.1</b>	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	Class/comp study is beginning; New, consistent job descriptions and evaluation criteria and procedures in place by January 1, 2017
<b>2.1</b>	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns



<b>2.2</b>	Allocate resources in the budget to fund staff training and professional development	Director, Board	By June of each year in 2014 2015, and 2016	Increase of \$2,000 in professional development funds each year for 3 years (\$6,000 annually by year 3)
<b>1.2</b>	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

**-2017-**

1.4	Implement additional open hours if approved	All staff	January, 2017	New hours
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## Creating a Tech Savvy Environment at the Stillwater Public Library

As part of the Strategic plan, this document addresses GOAL 2 - Strategy 2: Maximize human resources: Create a tech-savvy environment and culture where all staff keep pace with technology.

This document first defines the traits\* of tech savvy staff, and then, in the second section, outlines pragmatic tasks library staff will undertake in order to achieve the larger goals.

### **Ability to embrace change**

If it hadn't been true before, the last two years have especially highlighted the need for library staff to embrace change. Nearly monthly one of our tech vendors tweaks a service in such a way that staff need to adjust their procedures. At the same time, while info staff has dedicated their monthly meeting time to getting familiar with all the variations of eBooks, the focus of the training will suddenly need to change to explore what the MnLink transition means for staff and for the possible volume of requests we might receive. All library tech is changing. All of the time.

### **Comfort online**

Increasingly more library services rely on a familiarity with the online world. Library staff has a role in providing expert advice on searching, not just in a search engine, but throughout the Internet. Additionally, some of the best resources for tech troubleshooting are online. Library staff needs to have the skills to not only find this information, but apply it.

### **Ability to troubleshoot new technologies**

Staff instinct has been to document specific processes. While that works for a small, limited amount of technology (eBooks) when it comes to the wide range of services library staff provides, documentation would become overwhelming. Each government site requires a slightly different tweak. For example, the print button is in a slightly different spot for every e-mail service. Another example is the way some sites work in Chrome but not in IE. It is no longer possible to keep specific instructions up to date for most library technology.

Library staff needs a basic grounding in the fundamentals of troubleshooting tech issues, especially on browsers. When something doesn't work, what should they try next? Library staff needs to be encouraged to experiment and not always know the "right" answer with their first try. A fundamental part of troubleshooting is that most initial attempts to solve a problem will be wrong.

### **Ability to learn new technologies**

Training sessions can be offered continuously, but staff needs to take ownership and realize that they themselves are in charge of learning. Staff needs to follow up and practice and commit to the skills, or training won't be effective.

### **Ability to keep up with new ideas in technology and libraries**

Beyond the technology itself, the fundamental ideas of what libraries can and do offer is rapidly changing. Staff needs to acquaint themselves with new ideas regularly and to be able to synthesize some of what that means for our library individually.

### **Enthusiasm for new developments**

Finding tools to meet community needs is an exciting endeavor and should generate enthusiasm for library staff. All library staff has at least one piece of technology we've incorporated in the past 5 years which they are passionate about. An additional asset in this enthusiasm is that it can help determine who might be a project manager in the development of and delivery of new products or services. Info Staff has used this model successfully in a number of projects, including the transition to LibraryThing For Libraries.

### **Ability to compare tools**

Part of finding solutions for our community is comparing which tool provides the best solution. Library staff needs to be able to research and compare options before arriving at a final solution to make sure we are offering the best of what is available.

### **Able to market and sell library ideas and technology**

Patrons are already surrounded by tech all of the time. Patrons are constantly told that they need more and better tech. Libraries can tell them what matters, the solutions that best meet their needs. Even more than that, the library needs to better sell the products it does carry and let our patrons know what great resources are available to them.

\* The traits themselves are borrowed from a 2006 blog post, Skills for the 21<sup>st</sup> Century Librarian from Meredith Farkas. <http://meredith.wolfwater.com/wordpress/2006/07/17/skills-for-the-21st-century-librarian/> While 9 years have elapsed, because the traits are overarching and not concentrated on a specific task and will hold up to changes in technology. As a point of fact, most of the skills were as relevant to a librarian in 1965 as 2015.

**To readjust priorities and encourage staff to acquire these traits, the library will adopt the following strategies to help meet each of the skills.**

**Ability to embrace change**

- Implement a system for less tech-savvy to feel comfortable, focusing staff to self-identify preferred method of training.

**Comfort online**

- Schedule Info staff for 1 hour of off desk time a month.
- Develop a set of technology needs related to the skill sets of each person hired.
- Create a checklist of tech needs and sign off sheet for new hires and subs to ensure new staff is exposed to the full force of tech expected to use.

**Ability to troubleshoot new technologies**

- Schedule Info staff for 1 hour of off desk time a month.
- At info staff meetings, allow time to discuss what we've learned in the last month at monthly meetings.
- Continue to share, share, share via e-mail what we are experiencing day to day

**Ability to learn new technologies**

- Employees set their own measurable goals for technology acquisition.
- Work with staff to allow them to attend training they identify as necessary and helpful to the performance of their jobs.
- Introduce staff accountability for taking charge of their training

**Ability to keep up with new ideas in technology and libraries**

- Implement more Tech Training as part of the Monthly All Staff Meetings.
- Add an hour of training/tech issues to each monthly Info Staff meeting.
- Staff Meetings in all departments will regularly address "big idea" tech issues

**Enthusiasm for new developments**

- Plan for more conference and training opportunities for staff as a whole, instead of just management.
- Measurement: Lists of things that staff have worked on each month.

**Ability to compare tools**

- Plan for increased conference and training opportunities for staff as a whole, instead of just management.

**Able to market and sell library ideas and technology**

- Staff members themselves will be asked to champion different technology services or become the point person/project manager to evangelize different services.

This plan may need to be revisited if:

- Combined service desk model is implemented.
- A particular piece of technology changes so drastically that it needs its own plan
- Job descriptions are substantially altered.

## Building Study Update

The Building Study Task Force, appointed by the Board of Trustees, has been meeting with the design team from MSR. A point has been reached in discussions where full Board agreement is needed to move forward. To that end, a meeting has been set for March 23, 7 p.m., for the Board to discuss and approve further action.

### **What is the reason for the study?**

This study was prompted by Goal 1 Strategy 3 of the strategic plan which states “Contract with a consultant to conduct a space and facilities study for implementation by the Library to maximize efficient service and patron/staff security.” In addition to this scope, the Board decided to ask the design consultants for other suggestions of what the library might do to accommodate new offerings and reallocate space to meet the changing nature of library service.

### **What did the study consider?**

The first thing that the design consultant tackled was the co-location of the desks. The site suggested for the co-located desk with its good sight lines and centrality won quick favor with the task force. It does involve sacrificing the existing computer lab, but many of our computer and database classes are currently being held in other parts of the library. Questions remaining to be answered include how much of the former computer lab will be retained to provide off-desk office space for the co-located staffs and how the combined desk will be designed.

With basic agreement on co-location, the consultants and task force turned to the concepts of increased security and additional features. To try to improve security for materials, the consultants examined the idea of having all collections on one floor. It became evident that in order to get all materials on the lower level, quite a bit of collection – far more than the strategic plan earmarked for weeding – would have to be sacrificed. In addition the library would lose seating on the lower level and sacrifice any sense of spaciousness on that floor. On the other hand, this would put all collections near staff points for better public service.

This change would also have profound effects on the upper level of the library. There would no longer be collections on the upper level. Various options for the use of this floor were suggested. One would be to rent these spaces for events in addition to the meeting rooms and terrace. Another would be to use these rooms as a “community living room” with lots of seating and possibly a co-working space. The task force was concerned about these proposed uses for the upper level. One thought was that the living room concept would increase insecurity for staff and users. Event usage would put the most historic and beautiful portion of the library beyond general public use.

In studying these objections, MSR embarked on a different tack. To increase security for users and staff, the consultants thought that bringing more functions and users to the upper level might be helpful. The idea is to house the fiction collection more efficiently (but still attractively) on the upper level and bring the periodical collection to this level. Periodical readers are often in the library for

long periods of time. The space suggested is the current romance/large print room. Of course, this is where periodicals were located before the 2005-06 expansion project.

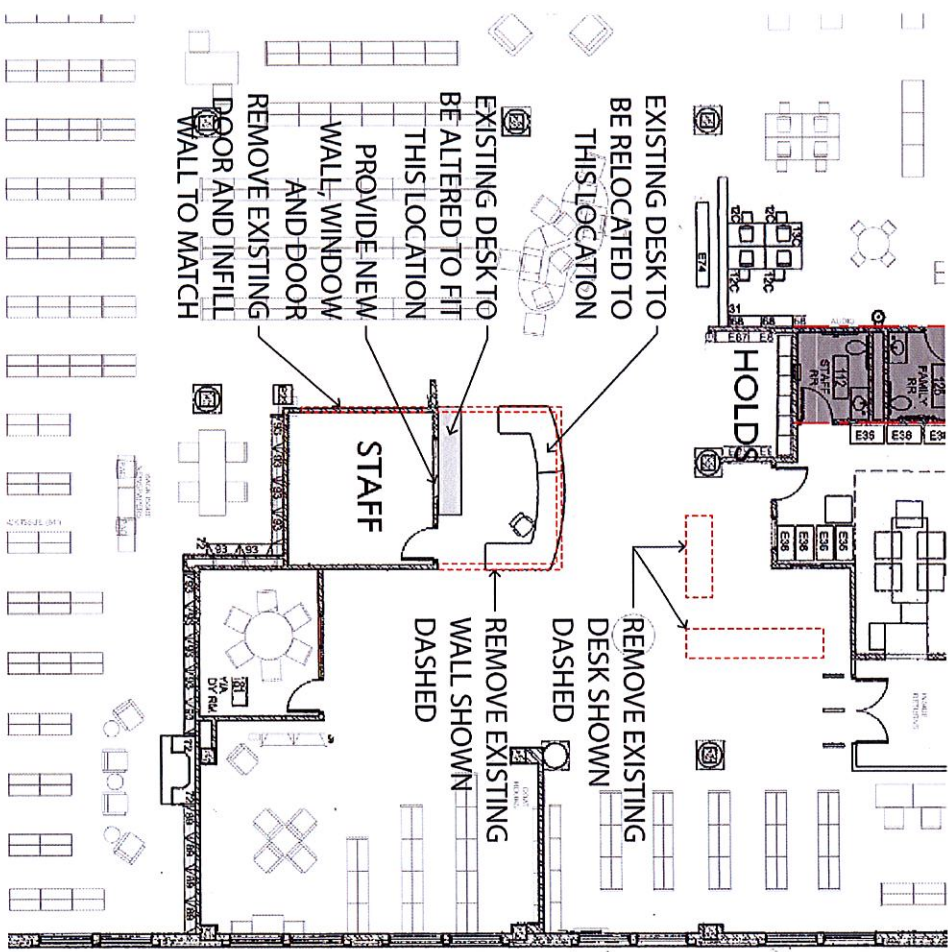
Some additional ideas proposed are to interfile the remaining reference collection with nonfiction, and turn what is now the periodicals area on the lower level into quiet lounge space with a great view. There is also the possibility of moving media to what is now the reference shelves and refashioning that area near the entrance to the library into a seating, merchandising, and display area with some portion of the fiction collection (perhaps sci fi) to make the upper level transition easier.

### **What are the next steps?**

The board will meet with the consultants from MSR on March 23. If the Board accepts these recommendations at that meeting, MSR will move ahead with the design of the desk.

The Board must then look for sources of funding for the projects. MSR has already received an estimate of \$41,600 from a construction company to move the current information desk, remove the circulation desk, reconfigure the computer lab, and clean up floors, etc. Of course, this project will have to be bid. MSR may then also give us estimates for the furnishings costs that would be needed to achieve these additional options. If of sufficient magnitude, furnishings must be bid as well.

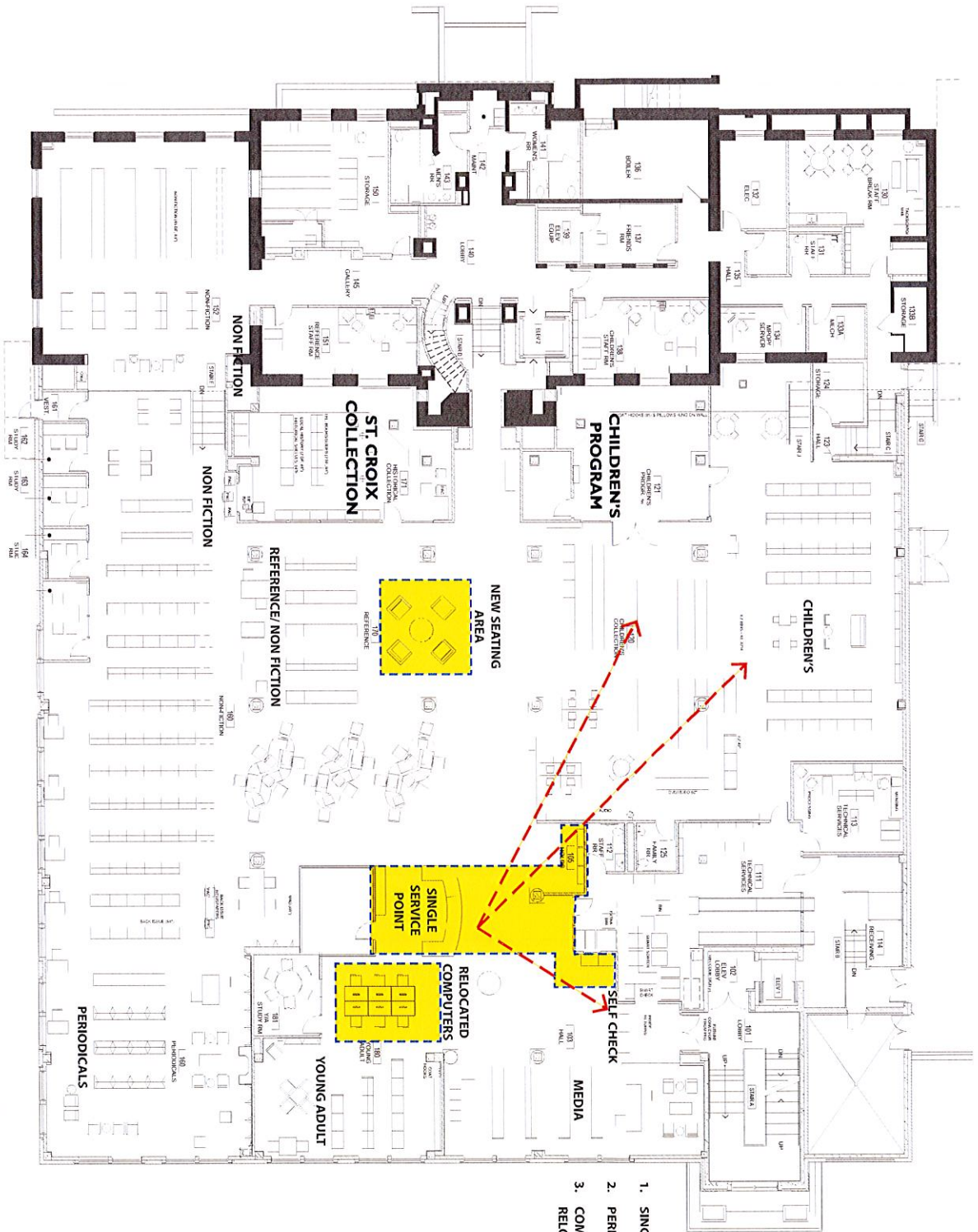
A public relations plan must then be created. First, the project must be presented to the City Council. The plan must also to inform stakeholders and the general public of the changes that are to occur and why they are necessary or advisable. This building belongs to the people of Stillwater and we must keep them informed of the changes that will occur.



**GENERAL NOTES**

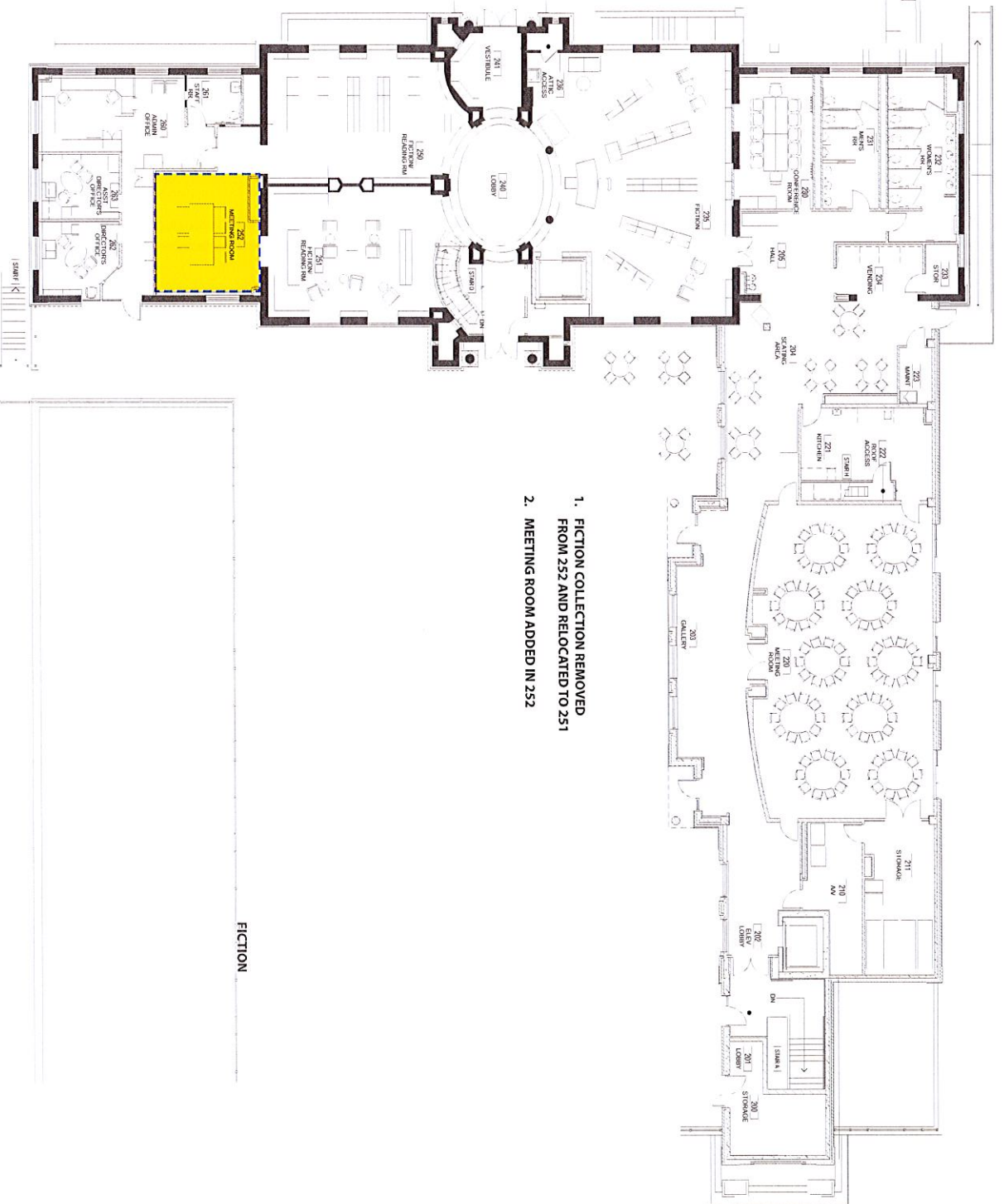
1. REPAIR FLOOR AND CEILING FINISH WHERE EXISTING WALLS AND FURNITURE ARE REMOVED
2. MOVE POWER AND DATA TO NEW DESK LOCATION AND TERMINATE POWER AND DATA NOT IN USE





OPTION #1 - LOWER LEVEL PLAN

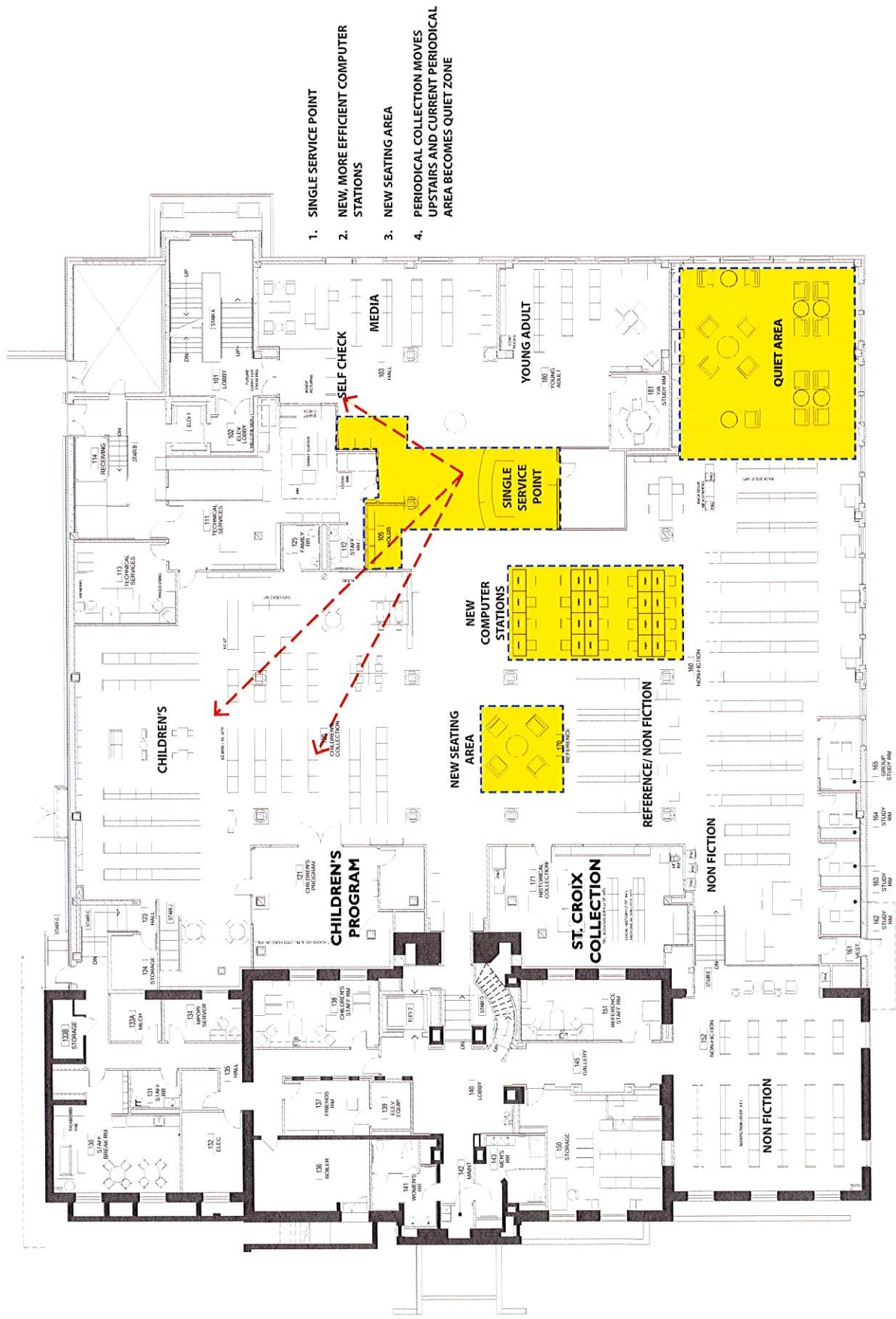
1. SINGLE SERVICE POINT
2. PERIODICAL COLLECTION STAYS AS IS
3. COMPUTER ROOM REMOVED, COMPUTERS RELOCATED NEXT TO SERVICE DESK



- 1. FICTION COLLECTION REMOVED FROM 252 AND RELOCATED TO 251
- 2. MEETING ROOM ADDED IN 252

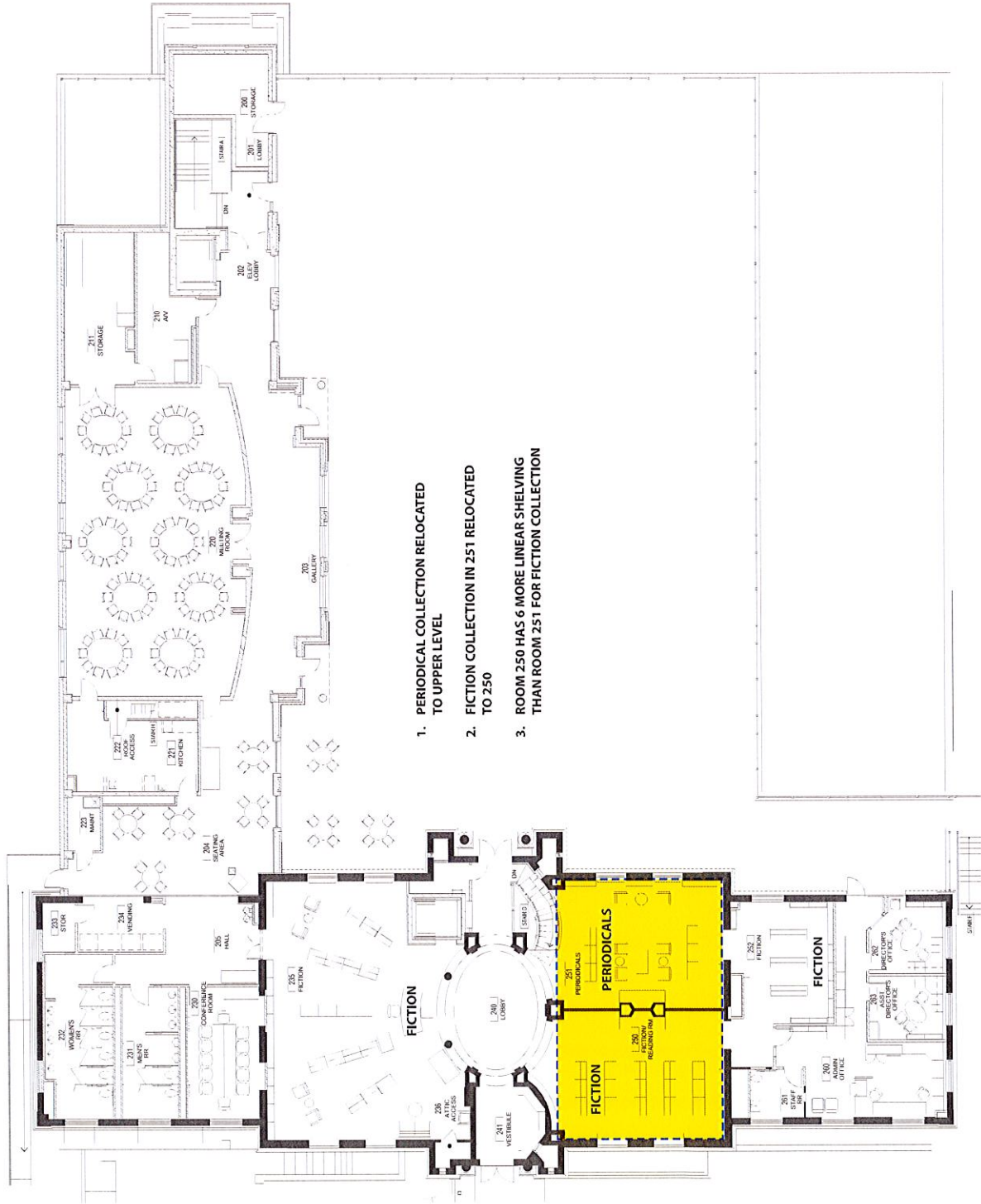
FICTION

**OPTION #1 - UPPER LEVEL PLAN**



1. SINGLE SERVICE POINT
2. NEW, MORE EFFICIENT COMPUTER STATIONS
3. NEW SEATING AREA
4. PERIODICAL COLLECTION MOVES UPSTAIRS AND CURRENT PERIODICAL AREA BECOMES QUIET ZONE

OPTION #2 - LOWER LEVEL PLAN



1. PERIODICAL COLLECTION RELOCATED TO UPPER LEVEL
2. FICTION COLLECTION IN 251 RELOCATED TO 250
3. ROOM 250 HAS 6 MORE LINEAR SHELVING THAN ROOM 251 FOR FICTION COLLECTION

OPTION #2 - UPPER LEVEL PLAN

## **Pay Equity**

The Minnesota law requiring pay equity in its local governmental subdivisions was passed in 1984. State law requires all public jurisdictions such as cities, counties, and school districts to eliminate any sex-based wage inequities in compensation and submit reports to the Minnesota Department of Management and Budget.

Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of "equal pay for equal work" where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job; and 2) that salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points.

The administrative rule setting process defined the funding authority as the work unit for pay equity study reporting. Following this rule, point values and wages at the Stillwater Public Library are compared to point values and wages throughout the City of Stillwater, its funding authority. Individuals are not compared to individuals, rather classifications and their ranges are compared to the City classifications and ranges.

The City of Stillwater recently submitted its required pay equity report to the state. I am attaching that document here. In a perfect world every classification would be on the trend line on the graph. The State of Minnesota uses an algorithm to determine if the City is in compliance. What this "black box" formula does is determine whether the City is too far off the trend line. The too far part is what it is hard to determine with the naked eye. I think that the City hears whether or not it is in compliance in June or July.



## MEMORANDUM

TO: Mayor and City Council

FROM: J. Thomas McCarty, City Administrator  
Diane Ward, City Clerk

SUBJECT: 2015 Pay Equity Implementation Report

Attached is the Local Government Pay Equity Compliance Report for 2015. All local units of government in Minnesota are required to file this report every three years with the Pay Equity Office at Minnesota Management and Budget. An initial internal staff analysis of the report indicates that the City is not in compliance.

The report was due on January 31, 2016, therefore the report has already been sent to the state. Once the Pay Equity Office completes their evaluation, they will provide the City with a formal notice of compliance/non-compliance. If the City is not in compliance, the State will provide guidance on how to obtain compliance and will also provide a timeline for the City to reach compliance. The Classification/Compensation Study to be completed by the City will provide additional research to assist the City in reaching compliance as necessary.

Pay Equity Implementation Report

2/2/2016

Part A: Jurisdiction Identification

Jurisdiction: Stillwater  
216 - 4th Street N.

Jurisdiction Type: City

Stillwater MN 55082

Contact: J. Thomas (Tom) McCarty

Phone: (651) 430-8800

E-Mail: tmccarty@ci.stillwater.mn.us

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Other

Description: 

Hay
-----

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

- 3. An official notice has been posted at:

Stillwater City Hall Lunchroom  
\_\_\_\_\_  
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Stillwater City Council  
\_\_\_\_\_

(governing body)

\_\_\_\_\_  
(chief elected official)

Mayor

(title)

Part C: Total Payroll

\$4,946,133.00
----------------

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 

01/29/2016
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## Compliance Report

Jurisdiction: Stillwater  
216 - 4th Street N.

Report Year: 2016  
Case: 3 - 2015 DATA (Submitted)

Stillwater MN 55082

Contact: J. Thomas (Tom) McCarty

Phone: (651) 430-8800

E-Mail: tmccarty@ci.stillwater.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	24	22	1	47
# Employees	61	32	2	95
Avg. Max Monthly Pay per employee	5,605.36	4,860.25		5,363.06

### II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 61.11 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	14	7
b. # Below Predicted Pay	10	15
c. TOTAL	24	22
d. % Below Predicted Pay (b divided by c = d)	41.67	68.18

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 91	Value of T = 2.624
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = \$23

b. Avg. diff. in pay from predicted pay for female jobs = (\$137)

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 5.00

B. Avg. # of years to max salary for female jobs = 5.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP 20.83 \*

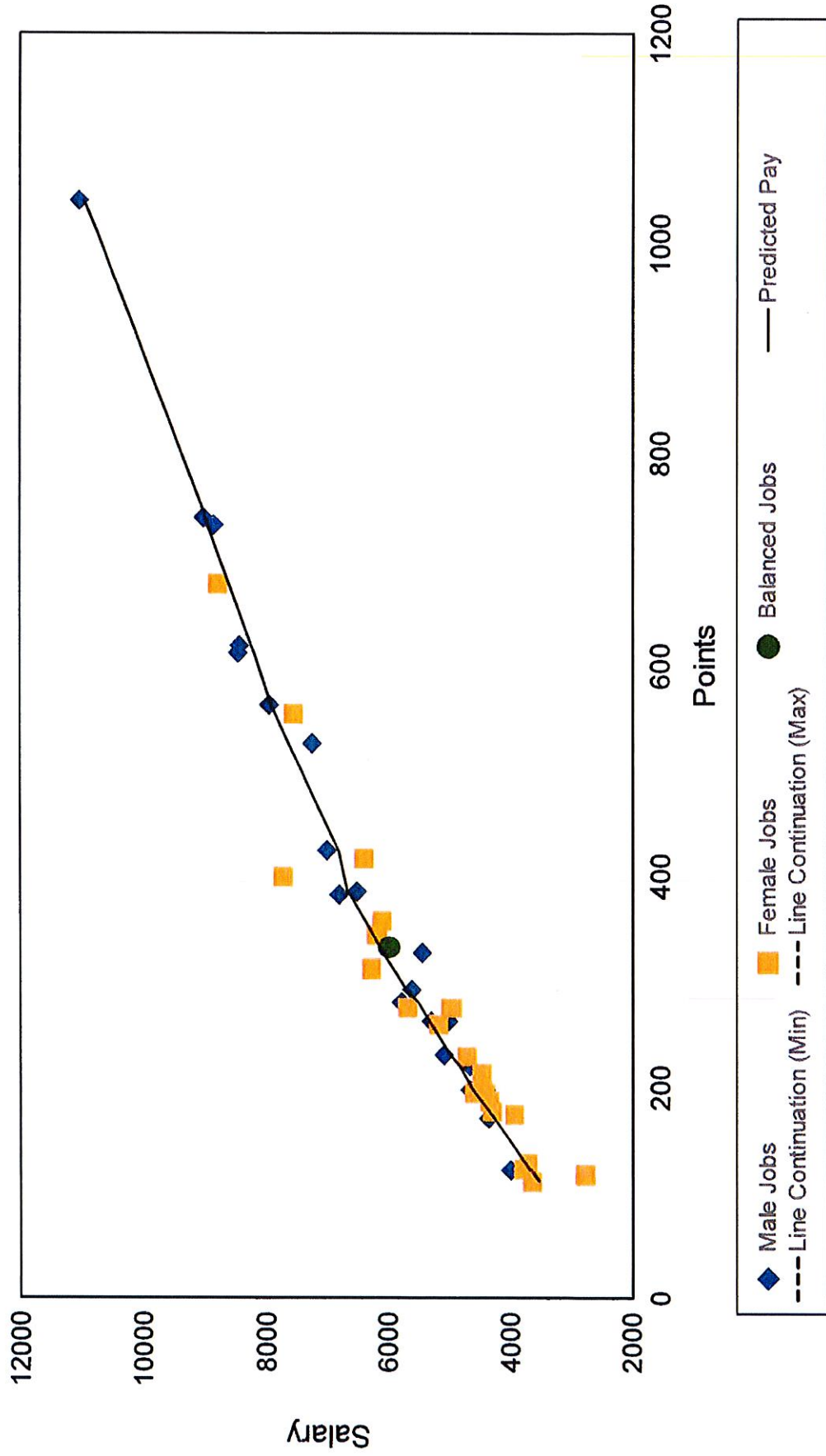
B. % of female classes receiving ESP 0.00

\*(If 20% or less, test result will be 0.00)



Predicted Pay Report for Stillwater  
Case : 2015 DATA

2/2/2016



Predicted Pay Report for Stillwater  
Case : 2015 DATA

2/2/2016

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
54	Custodian I	0	1	1	Female	111	\$3,654.00	\$3,554.54	\$99.46
56	Library Aide	0	2	2	Female	117	\$2,777.00	\$3,628.78	(\$851.78)
55	Custodian II	1	0	1	Male	121	\$4,014.00	\$3,678.28	\$335.72
3	Community Service Officer	2	0	2	Male	122	\$3,800.00	\$3,690.37	\$109.63
52	Community Resource Officer	0	1	1	Female	122	\$3,800.00	\$3,690.37	\$109.63
46	Maintenance Wkr II	3	0	3	Male	126	\$3,831.00	\$3,739.86	\$91.14
4	Library Assistant I	0	3	3	Female	128	\$3,741.00	\$3,764.61	(\$23.61)
5	Maintenance Wkr III	3	0	3	Male	170	\$4,375.00	\$4,285.48	\$89.52
53	Library Assistant II	0	2	2	Female	174	\$3,949.00	\$4,334.98	(\$385.98)
8	Secretary	0	4	4	Female	177	\$4,311.00	\$4,371.81	(\$60.81)
9	Secretary/Dispatcher I	0	1	1	Female	187	\$4,365.00	\$4,496.13	(\$131.13)
10	Payroll/HR Technician	0	1	1	Female	194	\$4,611.00	\$4,582.46	\$28.54
11	Sr. Account Clerk	0	1	1	Female	194	\$4,440.00	\$4,582.46	(\$142.46)
48	Secretary/Dispatcher II	0	1	1	Female	194	\$4,479.00	\$4,582.46	(\$103.46)
12	Chief Mechanic	1	0	1	Male	197	\$4,683.00	\$4,619.88	\$63.12
13	Maintenance Wkr IV	7	1	8	Male	197	\$4,425.00	\$4,619.88	(\$194.88)
14	Library Associate	0	3	3	Female	213	\$4,484.00	\$4,817.86	(\$333.86)
15	Lead Worker	3	0	3	Male	220	\$4,683.00	\$4,853.78	(\$170.78)
51	Building Permit Tech	0	1	1	Female	229	\$4,730.00	\$4,980.51	(\$250.51)
16	Firefighter/Engineer	6	0	6	Male	230	\$5,104.00	\$4,994.23	\$109.77
17	Librarian I	0	1	1	Female	259	\$5,195.00	\$5,294.46	(\$99.46)
18	Engineering Tech III	1	0	1	Male	262	\$5,037.00	\$5,327.86	(\$290.86)
19	IS Technician	2	0	2	Male	262	\$5,115.00	\$5,327.86	(\$212.86)
20	Building Inspector	1	0	1	Male	262	\$5,314.00	\$5,327.86	(\$13.86)
22	Planner II	0	1	1	Female	275	\$5,713.00	\$5,475.57	\$237.43
45	Supervisory Librarian	0	2	2	Female	275	\$4,992.00	\$5,475.57	(\$483.57)
23	Patrol Officer	10	2	12	Male	280	\$5,806.00	\$5,533.52	\$272.48
50	Engineering Tech IV	1	0	1	Male	292	\$5,636.00	\$5,715.74	(\$79.74)
24	City Clerk	0	1	1	Female	312	\$6,305.00	\$5,925.54	\$379.46
25	Fire Captain	3	0	3	Male	327	\$5,462.00	\$6,088.39	(\$626.39)
26	Investigator	1	1	2	Balanced	331	\$6,018.00	\$6,129.34	(\$111.34)
28	Building Official	0	1	1	Female	344	\$6,213.00	\$6,256.61	(\$43.61)
29	Assistant Library Director	0	1	1	Female	357	\$6,125.00	\$6,392.80	(\$267.80)
30	Sergeant	5	0	5	Male	382	\$6,820.00	\$6,635.10	\$184.91
31	Assistant Public Works Supt.	1	0	1	Male	385	\$6,529.00	\$6,671.99	(\$142.99)

Predicted Pay Report for Stillwater  
Case : 2015 DATA

2/2/2016

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
47	Information Systems Manager	0	1	1	Female	400	\$7,744.00	\$6,667.03	\$1,076.97
49	Asst. Finance Director	0	1	1	Female	417	\$6,428.00	\$6,785.17	(\$357.17)
33	Deputy Fire Chief	1	0	1	Male	424	\$7,018.00	\$6,829.56	\$188.44
43	Public Works Superintendent	1	0	1	Male	525	\$7,257.00	\$7,643.20	(\$386.20)
34	Library Director	0	1	1	Female	554	\$7,575.00	\$7,873.06	(\$298.06)
35	Police Captain	1	0	1	Male	562	\$7,957.00	\$7,936.32	\$20.68
36	Community Development Dir	1	0	1	Male	611	\$8,459.00	\$8,191.70	\$267.30
37	Fire Chief	1	0	1	Male	618	\$8,436.00	\$8,239.23	\$196.77
38	Finance Director	0	1	1	Female	677	\$8,796.00	\$8,667.72	\$128.28
39	City Engineer/Public Works Dir	1	0	1	Male	732	\$8,846.00	\$8,944.99	(\$98.99)
40	Police Chief	1	0	1	Male	739	\$9,020.00	\$8,980.11	\$39.89
41	City Administrator	1	0	1	Male	1,040	\$11,042.00	\$10,956.84	\$85.16

Job Number Count: 47

**RESOLUTION NO. 2016-\_\_\_\_,**

**A RESOLUTION AMENDING RESOLUTION 98-75**

**WHEREAS**, during a review of accounts held by the City of Stillwater in Trust or for the benefit of the Stillwater Public Library it was revealed that the balance funds in the Minerva Fund (the “Minerva Fund”) was less than was deposited in that fund, even though the fund was created with the restriction that interest only be “spent on uses central to the Library’s mission, and:

**WHEREAS**, the Minerva Fund was established by City Council Resolution 98-75 with an initial deposit to the Fund of \$63,700, part of which was the sum of \$50,000 which had been bequeathed to the Library by the Estate of Lolita Paulson as an unrestricted gift (the “Paulson Gift”), and;

**WHEREAS**, when the Library Board requested that the Paulson Gift be held in the Minerva Fund, the Library Board was unaware of the condition that the City Council would include in Resolution 98-75, that interest only could be spent for Library purposes since the Paulson Gift was unrestricted, and:

**WHEREAS**, on December 12<sup>th</sup>, 2006 at a regular meeting of the Library Board, action was taken to request the City to move the \$50,000 Paulson Gift from the Minerva Fund to the Construction Fund, since the Library Board was unaware of the “interest only” restriction that were contained in the Resolution, and;

**WHEREAS**, after due consideration the City granted the request of the Library Board and released the Paulson Gift funds to the Construction Fund for the payment of construction costs associated with the Library expansion construction, and;

**WHEREAS**, the correction of Resolution 98-75 is necessary to recognize the true intent of the Library Board and the City Council since neither intended that a gift with no restrictions be placed in a Fund that allowed only the spending of interest;

**NOW THEREFORE BE IT RESOLVED**, as follows:

1. That Resolution 98-75 be amended to restate the third paragraph to read as follows: “WHEREAS, except for the funds from the Lolita Paulson estate in the amount of \$50,000, the balance of the initial deposit have been given to the Library by donors who requested that the funds be invested and that only the interest be spent on uses central to the Library’s mission; and that the funds from Paulson Gift remain unrestricted to allow that both principal and interest of the Paulson Fund be spent of uses central to the Library’s mission, and; that this amendment be effective NUNC PRO TUNC on the 7<sup>th</sup> of April, 1998.

Enacted by the City Council of the City of Stillwater this 2<sup>nd</sup> day of February, 2016.

**CITY OF STILLWATER**

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Ted Kozlowski, Mayor

**ATTEST:**

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Diane F. Ward, Clerk

## Partnerships, Outreach, and Community Contacts

To set the stage for a discussion on library partnerships, I am including the preface of a book on the subject published by IGI Global by Karen Ellis, Ellis, K. (2012). *Partnerships and collaborations in public library communities: Resources and solutions*. Hershey, PA: Information Science Reference (2012).

This volume includes case studies that reinforce other research showing that the most common organizations that form partnerships with libraries fall into these categories:

- Small business
- Social service agencies
- Arts organizations
- Schools
- Historical societies
- Health care information groups
- Job and economic development organizations

You will find an inventory of SPL's recent and current partnerships, outreach efforts, and community cooperation efforts following this document.

## Preface

Top

### Partnerships Defined

A partnership or collaboration as described in these chapters has two important aspects. One party has a need, and another can help fill that need while likewise seeing some benefit. A true partnership has to be two-sided. Both parties have to put forth some sort of effort or expertise, or else it is merely outreach. Now, public libraries are very experienced at outreach, selflessly venturing out providing all the work and asking no assistance outside of their own institution. While valiant, this is no longer viable. This book contains many examples of library work beyond traditional roles and services, opening the front door to new collaborations as well as enhancing old stand-bys. Partnerships cannot be judged by duration, as some illustrated here are quite specific and temporary. Long term collaborations are marked by changing parameters and flexibility on behalf of the partners. While many of the creative and innovative collaborations are dependent upon the opportunity for the right partners, there are many lessons illustrated as to what might or might not work for another library.

An article on youth programming between the Denver Public Schools and the City of Denver Parks & Recreation Department (Byrne & Hansberry, 2007) postulated a list of needed factors for a successful collaboration between different partners:

- Shared priorities
- Combined resources
- Institutional support and political will
- Shared clarity of expectations

The benefits included added value to each partner, via the attraction of the public to added services or programs. Also, each partner can enjoy improved reputation in public opinion, and better branding or recognition for the partner. As each partnership is a learning experience, it allows each organization to further build on the skills and knowledge needed to go forth and explore other partnerships or merely to strengthen existing relationships.

Of course, there are also harsher lessons learned as well. Partners are not always compatible, either through organizational imperatives or simply at the staff level. Each collaboration must be manageable by all involved—if not, this resulting poor experience will have long term impact on any future aspirations between the partners. While not everyone “plays well with others,” it could also just be a matter of different points of view between management. Or maybe it’s just bad timing. It is worth re-approaching past partners who fall into this definition in the future, as climate and personalities may have changed. Make no mistake—all partnerships or collaborations will have some problems. This is pointed out in the following case studies. The first hint of a problem is not a reason to stop by any means. However, there are some times when partnerships need to dissolve. Part of knowing when to call it quits is as important as all other aspects of a partnership (Byrne & Hansberry, 2007, p. 82).

### **Why do Public Libraries Need Partners?**

In this era of economic downturn, both the public and the publicly supported libraries feel the pinch. In such challenging times, the public has gone back to the library—to use the computers or wireless access, to seek assistance in finding a job, enjoying entertainment such as popular literature, programming, or movies. And public libraries, great service institutions that they are, attempt to rise to the need. Libraries struggle to give instruction to those who are just now returning to a changed workplace. Many of these individuals don't know how to use online applications or how to register to use jobsites, let alone how to sign up for an e-mail account. People can no longer afford to pay for their internet access or fix their broken printer and come to use free Wi-Fi and low rate printing fees at their community library. Summer vacations are conducted at home rather than more exotic locations, so more sign up for summer programs and other library events. Checking out books and movies newly released to DVD are within restricted family entertainment budgets.

Public libraries and their staff are friendly, welcoming, and helpful. It doesn't matter that the patrons need help with computers, or need to hit the how-to books rather than paying a service company, or come to get free assistance when taxes are due. All these great services are free, without an upfront fee or billing. Sadly, very few library patrons actually know how the library is funded (De Rosa & Johnson, 2008). That funding is not increasing, though the demand and need for these library services have dramatically grown. Budgets for public institutions have been relatively flat, if not reduced. The local governing agencies for these public libraries, be they cities, districts, counties, et cetera, face budgeting restrictions of their own. Likewise, state and federal budgets fail to meet these needs as well.

Of course, public libraries are not the only tax funded local service—police, fire, and infrastructure are hard competitors for these reduced tax dollars. When it comes to a levy or tax or bond issue, how can the voters really decide between books or firefighters, librarians, or cops? Governmental decision makers, too, are forced to make hard decisions between what services to fund and which to cut or reduce. And yet government leaders are also required to look towards the future needs of the community, and which investments to make to encourage economic growth.

The public library needs money. Sorry, those new computers and nifty programs aren't free. Staff doesn't just volunteer their time, and the power bill isn't waived by the provider. Librarians have always been very inventive in finding funding. While not trained grant writers, plenty of librarians have written numerous grant applications. The funding sources—private foundations, businesses, or government grants—all have more competition. The basic grant application for more children's books may pale when compared to a complex project with sophisticated planning and measurable outcomes. So, libraries have to look around, see commonalities, and find potential partners. Maybe a partner has access to funding not otherwise available to a library alone. The public library has to be flexible in provision of services. This translates into both traditional and nontraditional partners. A public library must also stay vital to a changing population. In order to fund a directional change in programming and services, a library needs partners.



## Why do Potential Partners Need Public Libraries?

Public libraries have a long reputation as a helpful and loved institution. Everyone has a fond library memory, about the library as a place or an interaction with staff. The library is a refuge from the world, an escape from personal woes, and inspiration for future achievements. Because of the mission of public libraries and their abilities to be inclusive and adventurous in services and programs, this is a platform for potential partners to use as well. The library can offer a comfortable locale for other services, and can include the mission of similar service institutions. Other governmental social services, assistance organizations, can be more approachable via the local community library. New and different educational opportunities are likewise more appealing when offered in the neutral environment of the library.

The public library has much to offer its community. With a mission of continuing education, self-enrichment, and improvement, public libraries are integral, providing services that no one else does as well. Frequently, libraries are on the cutting edge of technology. Family friendly library programming and materials are often a draw for potential residences and businesses alike. This is all about quality of life, meeting specific needs for citizens and industry.

The Urban Libraries Council's report *Partners for the Future* urges local governments to take advantage of the public library's programming and services that contribute to community sustainability and growth. (p. 7) Not only that, but the report asserts that public libraries are well positioned to attract corporate partners to further sustainability goals, as in the case of insurance provider Aflac and Columbus, Georgia. (p. 8). Aflac was a strong supporter of Chattahoochee Valley Libraries' summer reading program, allowing the library to reach a much larger audience (p. 13). The goals of the community library and community government often mesh.

Somewhat astonishing for many public librarians is the public's conception that their library is somehow intertwined with many governmental agencies and social organizations. While this is also tied to the misunderstanding of how the library is funded, it is also tied to the encompassing services and programs offered by the library. The public assumes that the library is connected—why not actually make those connections and make them work for the library?

Educational institutions and public libraries share a mission and often the same clientele. This has often resulted in collaboration with programming and facilities. Librarians often venture into area schools, but some schools remain insular, missing out on potential partnerships. As schools are increasingly accountable to state and federal agencies through standardized testing, the public library can be an untapped resource to enhance curriculum or reinforce student skills. Likewise, colleges and universities need to connect with potential students and paying parents, and collaboration with a community library can be a gateway.

Libraries provide literacy skills from early childhood to senior, with pre-literacy, sustained reading, to English as a second language, to digital and technology literacy. (JLC, p. 12). Businesses and industries can invest in their current and future workforce by partnering with libraries. Programming that focuses on the skill sets these potential employers need is an excellent avenue for both the library and the industry to see benefit. Such training initiatives may be a long term investment, but there are additional, more immediate benefits. Whether a world-wide corporation or local corner shop, every business needs a good public perception. Supporting a community via support for programming or collaboration with a community library has the potential to cultivate public good will or make the business more recognizable.

Partner	Org Type	Primary Relationship Type	Level	SPL PoC/Partner Contact	Nature of partnership	Cost to SPL	Benefit to SPL	Benefit to Partner
Department of Education	Government	Grant Partner	High	Angie	SPL was awarded mini LSTA grant to develop and lead "Sensitive Storytimes" for children on the Autism Spectrum.	Staff time	SPL was able to offer new and innovative programming at no additional cost to the library	Community outreach
Digital Public Library of America/Minnesota Digital Library	Library	Joint Collection Development	High	Carolyn	MDL scans and hosts resources from St. Croix Collection, allowing digital access to our collection (11-12 years worth of materials)  DPLA – all MDL items part of DPLA hub, giving nationwide access	Staff/volunteer time (primarily volunteer time)  DPLA – no cost to SPL	Online access; digitization of materials (which SPL owns); hosted by MDL at no cost to SPL  DPLA – same as above	Access to original materials they would otherwise not have access to  DPLA – same as above
Washington County Library	Library	Joint Service Partner	High	Several staff members	Defined by contract	The two organizations are intimately intertwined	Ordering of materials, cataloging of materials, integrated automated library system, reciprocal borrowing, interlibrary loan services; access to MELSA state library services	Use of SPL's materials; facility for services in the central St. Croix Valley
Area Preschools	Education	Outreach	Medium	Angie	Schools request & receive special story times/tours/library ed as part of community outreach.	Staff time	Reach children that may not know about the library or its services	Literacy/library awareness
Community Thread	Social Service	Outreach	Medium	Susie/Sara P. or Paige	SD attends volunteer leadership network meetings (local) includes volunteer leadership network  6x yearly w/local volunteer coordinators	Susie's time, occasionally hosts meetings at library	Raises library's profile, relationships developed with other volunteer coordinators, professional development training. Recognizes volunteers with community involvement awards	Library volunteers have received community involvement awards  Supports Community Thread mission (Community Thread leverages resources and volunteers to improve the quality of life for adults and their families in our local community)
Community Thread/Holiday Bureau	Social Service	Outreach	Medium	Angie	Book donation for families in need. Books to each child at Head Start, as well as some for the classroom	Staff time, library resources (books for distribution)	Encourage literacy and library use by providing reading materials. Friendly face at the library to encourage attendance to SPL	Children receive books for home and classroom.
District Elementary Schools	Education	Outreach	Medium	Angie	Offered a spring visit each year	Staff time	Library awareness	Exposes children to library resources
ECFE	Education	Outreach	High	Angie	Representative attends storytime twice per month to answer questions about school screening and child development. She and her assistant offer quarterly crafts to build on fine motor skills, etc (no SPL materials or staff needed). Also SPL attended ECCE open house to do library card sign up/play "spin the wheel" (of library facts) with small giveaways.	Staff time	Exposure to a group of families who may not yet use the library. Chance to educate public about library services, often will be the first contact a family has with the library (due to young age of children served by ECCE). Free programming for SPL.	Ability to reach families that may not know about ECCE. Early literacy coverage.
Family Means	Social Service	Outreach	Low	Aurora	Caregiver Display			
Headstart	Education	Outreach	High	Angie	The library hosts monthly storytimes for the Head Start class. Youth Services periodically attends parent/child meetings to talk about what the library offers and to present a friendly library contact	Staff time for "special" storytime	Many children qualify for special services; every exposure to early literacy enrichment has a big impact	Early literacy/library awareness & exposure

Partner	Org Type	Primary Relationship Type	Level	SPL PoC/Partner Contact	Nature of partnership	Cost to SPL	Benefit to SPL	Benefit to Partner
Our Community Kitchen	Social Service	Outreach	Medium	Angie and Lynne	OCK to provide snacks at SRP 2016 events; some prospect for school year program	Space and some staff time	The growing problem of children being hungry at the library will be addressed in part	This partnership furthers OCK's mission and expands awareness of their services
Prison	Government	Outreach	Low	Carolyn	Provide borrowed materials to prisoners via Prison Librarian	Staff time	Fulfills library's institutional commitment by provide access to information to marginalized population	Educating/entertaining incarcerated population
Senior Center	Social Service	Outreach	Low	Carolyn	Include recommended reads/book club suggestion to SPL website	Staff time	Inter-community cooperation	Wider exposure for senior center and services
St. Croix Catholic School	Education	Outreach	Medium	Angie	On and off site middle school database training and resource exposure. Visit K-5 for book talks, storytimes, spring visits	Staff time/library resources	Library services awareness, information literacy	Exposes children to library resources
Valley Friendship Club	Social Service	Outreach	High	Angie	Partnered on an MSAB grant to bring STEAM opportunities to children of all abilities	Staff time	Fulfilled commitment to bring programs to underserved populations while offering high quality programming at no cost to families who may not otherwise have similar opportunities	
Valley Outreach	Social Service	Outreach	Low	Angie and Lynne	Exchange of information to better serve at-risk community members	Staff time at present	This helps the library reach underserved community members	The library will provide programming and resources for use by VO's clientele
3M Visiting Wizard	Arts/Science/Tech	Programming Partner	Low	Angie	Science program at SPL	Staff time	Educates families about science, available library resources	Community outreach
Art Reach St. Croix	Arts/Science/Tech	Programming Partner	High	Lynne	The Big Read (formerly Valley Reads): Sponsor, Steering Committee, program, support with materials	Staff time, programming costs, materials costs – all but staff costs covered by Foundation grant	Focus on reading and themes of selected book; Publicity for TBR is developed by ArtReach	NEA requires a library partner; library programs increase impact; materials support the basic tenet of reading
Darn Knit Anyway	Arts/Science/Tech	Programming Partner	Medium	Angie	Provide an instructor to teach free fiber classes to tweens at SPL	Library space, staff time	Promotes library as third space, encourages literacy by fostering curiosity	Fosters goodwill with business in the community at large
DNR	Arts/Science/Tech	Programming Partner	Low	Angie	STEM Programming	Staff time	STEM programming presented to preschoolers at no cost to the library	Outreach
Legacy/MNHS grants	Government	Programming Partner	High	Carolyn, Angie, Aurora	Grant provider	Staff time for grantwriting/preparation	Awards funds as part of Legacy initiative	
Nellie Bellie	Arts/Science/Tech	Programming Partner	Low	Aurora	Programming	Staff time	Conduct craft classes	Provides maker programming for adults
Science Museum	Arts/Science/Tech	Programming Partner	High	Aurora	Programming	Staff time	Offers tech programming to SPL	Connects SPL patron base to tech training
TCMA	Arts/Science/Tech	Programming Partner	High	Aurora	Programming	Staff time	Offers tech programming to SPL	Connects SPL patron base to tech training
Textile Center	Arts/Science/Tech	Programming Partner	Medium	Angie and Aurora	Programming	Staff time	Conduct textile themed art programs with a highly reputable organization	Expands their customer base to the Stillwater area as they are a Mpls organization
The Locals	Community	Programming Partner	Low	Aurora	Log Jam/Lumberjack Days			
Therapy Dogs, Intl/R.E.A.D./Sweet Manes	Community	Programming Partner	Medium	Angie	SPL partners with these organizations to bring certified and specially trained therapy animals to the library to o	staff time	Therapy animals offer judgment free compnaionship to children who are building their reading skills	Community Outreach/Awareness

Partner	Org Type	Primary Relationship Type	Level	SPL PoC/Partner Contact	Nature of partnership	Cost to SPL	Benefit to SPL	Benefit to Partner
Valley Booksellers	Community	Programming Partner	Medium	Angie, Aurora and Lynne	Sells books at author events, library receives percentage of sales; Angie is exploring expanding this partnerships to host children's authors due to lack of space at VB	Staff time for author events	Promotes love of reading by joining with book retailer/increases awareness of library services; possibility of offering contact with authors/illustrators at no cost to the library	Community outreach
Warner Nature Center	Arts/Science/Tech	Programming Partner	Low	Angie	Educator brings animals to educate pre-school children about animal in hands on environment.	Staff time	Encourages literacy by fostering curiosity	Public outreach
White Bear Center for the Arts	Arts/Science/Tech	Programming Partner	High	Angie	Art project programming at SPL	Low cost, high quality programming	High quality programing at a reasonable price	Public outreach
Z Puppets Rosenschnoz	Arts/Science/Tech	Programming Partner	High	Angie	STEAM puppetry team, MSAB grant partner	Staff time	STEAM education, promotes ideals and resources of the library	Community outreach
Friends of the Stillwater Public	Library	Support Organization	High	Lynne	This is a major library support organization	The library gives Friends space for book sales and an office	Economic support; community members have increased sense of participation	The library is their reason for being
MELSA	Library	Support Organization	High	Aurora				
MELSA	Library	Support Organization	High	Angie	Angie attends youth services meetings and participates in training/workshops and has staffed events to promote SPL	staff time	Supports metropolitan libraries with funding for programming and advertises library services while offering professional development to youth services	
Stillwater Public Library Foundation	Library	Support Organization	High	Lynne, Mary Richie	This is a major library support organization	Mary and Lynne are both fully participating board members	Please refer to the SPLF Annual Report	The library is their reason for being
Center for Engaging Autism	Community	Z - Other	Medium	Angie	Angie sat on panel with CEA at MELSA workshop to teach metro librarians about Sensitive Storytimes for children on the AS.	staff time	Organization promoted SPL as an early adopter for Sensitive Storytimes. Angie was listed as a resource on CEA materials.	Community outreach
Chamber of Commerce	Community	Z - Other	Low	Aurora	Calendar of Events, We are a member and they do hold meetings here (Chamber 101)	Staff time	Lists SPL events in their calendar	
Community Ed	Education	Z - Other	Low	Aurora/Angie	Provide flyers listing services to SPL	Staff time	Provide flyers as Community Ed outreach to SPL patron base	Keeps SPL patrons informed as to offerings from Community Ed
History Network	Community	Z - Other	Low	Carolyn	Carolyn attends quarterly meetings	Staff time	Communication with countywide history organizations	Learn about SPL resources
IRS	Government	Z - Other	Low	Aurora			Provides central location for patrons to access tax forms during tax season`	Brings people to the library
Wash Co. Historical Society	Community	Z - Other	Medium	Carolyn	Inter-agency cooperation/referrals  Share resources when needed to answer reference questions	Staff time	Maintain open lines of communication, share resources, use them as a reference referral	Carolyn was on publication committee during drafting of historical materials

## Washington County Library Strategic Plan 2016

Unfortunately, WCL Director Keith Ryskoski will not be able to attend our March meeting. He has been invited to address the Board at a later date about WCL's strategic plan.

The Washington County Library developed a strategic plan with the help of Library Strategies. You are invited to look at WCL's final plan at the following site:

<https://www.co.washington.mn.us/DocumentCenter/View/9645>

A copy of the plan with appendices is available at:

<https://www.co.washington.mn.us/DocumentCenter/View/9733>

The Woodbury Bulletin does a good job of summarizing the plan in the following article:

<http://www.woodburybulletin.com/news/government/3955228-washington-county-library-strategic-plan-approved>

However, the comments in this article about Bayport and Stillwater are incorrect. Neither library is a part of the joint powers agreement that creates MELSA, but both libraries are MELSA associate members.



**“A library outranks any other one thing a community can do to benefit its people.”  
–Andrew Carnegie**

**STILLWATER  
PUBLIC LIBRARY  
FOUNDATION**

*Turning the Pages*

**Annual Report 2015**

# Mission

The Stillwater Public Library Foundation shares the community's love and appreciation of our beautiful and historic library. We raise funds to enrich the library's materials, programs, and services far beyond what the city would be able to provide.

## 2015 Stillwater Public Library Foundation Board

Ann Wolff, *President*

Steve Brady, *Vice President*

Jean Morse, *Secretary*

Peggy Ahola, *Treasurer*

Lynne Bertalmio, *Library Director*

Carrie Byrne

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Photo Credits: Cover Photo - Nick Gorski; Above Photo & Opposite Photo - Michele Hermansen

## Dear Friends,

2015 was a leap year for us. We grew by leaps and bounds in every way. This was, of course, all thanks to the generosity of donors to the Stillwater Public Library Foundation. It is a great privilege and responsibility to steward the gifts of donors to enhance the materials, programs, and services of the library. It's also very exciting, and I am sure you will agree as you read this report.

A public library is a government service – free to all people for all times. But, of course, nothing is free. Stillwater residents pay taxes for this service. We have a very good library.

Private funds make the difference between good libraries and great libraries. We have a great library thanks to the individuals, families, businesses, and foundations who value this community treasure and support it beyond what tax dollars can provide.

We have an outstanding library thanks to Lynne Bertalmio, who has been our exceptional library director for 41 years, and to the skilled and caring staff supported by a vital team of dedicated volunteers.

Everyone who lives in Stillwater has enjoyed this beautiful and historic library for as long as they can remember. It's easy to take it for granted. We do not. The SPLF Board is grateful beyond words for our library, and many of our donors share our appreciation:

*"I now work with a large bookseller and realize anew how expensive books are for us all. Libraries are America's best cost-saving invention! Thanks for making the Stillwater Library a fun place and a community treasure." ~Donna*

*"My mother worked in libraries, and her mother was also a librarian. They taught me a love of books, and I do adore the Stillwater library. Thanks to everyone who makes it magical." ~Noreen*

*"I love libraries!! The Stillwater Public Library is one of the most beautiful and efficient I have used." ~Linda*

We have a great library! Thank you for helping to make it so!

Truly grateful,



Ann Wolff, President





# Materials Grants

## Total Granted: \$16,325

- **Popular Nonfiction Books:** Travel books, college guides, test preparation and price guides are some of the library's most popular nonfiction books in a series. Nonfiction grants helped stock the shelves with the latest editions.
- **Broaden Fiction Collection:** City funds allow the library to purchase 'sure bet' titles by established authors or known series. This grant provides the library with the funds to add new genres and literary works that couldn't have been added otherwise.
- **Newspaper Microfilming of Stillwater Gazette:** The local newspaper is a valuable source of current history to preserve for the future. When the Minnesota Historical Society ceased microfilming local newspapers, the SPLF provided funds to microfilm the Stillwater Gazette. This resource can be used for generations to come.
- **Best Sellers:** Nearly 300 additional copies of bestsellers were purchased to shorten the time on waiting lists.
- **Graphic Novels:** Combining visual art with literary and cinematic techniques, graphic novels contain some of the most creative work in publishing. This funding allowed the library to grow this collection that is becoming increasingly popular.
- **Juvenile and Teen Fiction:** Whether from normal wear, accidental damage, or loss, replacing copies of favorite titles can be a challenge with ever tightening budgets. Replacement of nearly 150 popular teen and children's titles was made possible with this grant.
- **Large Print Books:** Over the last 15 years, the percentage of the Washington County population that is 65 or older has nearly doubled. To address the needs of our aging population, the SPLF has funded the purchase of large-print titles to help our community have access to the materials they need and want to remain engaged and active.



Photo courtesy of Verna Pitts.

## 2015 Library Stats

Physical Materials Checkouts:	Electronic Materials Checkouts:	New Library Cards:
<b>304,894</b>	<b>20,968</b>	<b>1,267</b>

### Economic Impact:

Library Return On Investment studies consistently suggest that public libraries give a high return on investment, providing between **\$2 to \$10 in return for every dollar received.**

<http://www.inthelibrarywiththeleadpipe.org/2009/are-you-worth-it-what-return-on-investment>

# Programs & Other Grants

## Total Granted: \$17,450

- **The Big Read:** The Big Read is a program from the National Endowment for the Arts which encourages community-wide reading and participation by diverse audiences. The 2015 grant provided programming funds for themes in the reading selection *Love Medicine*. The 2016 grant will support themes in the reading selection *Grapes of Wrath*.
- **Avi:** A visit by Avi, the nationally renowned and award winning author of more than 70 children's books, was made possible by this grant. Nearly 100 readers were treated to an inspirational evening hearing about the author's childhood, his struggles with early learning difficulties, and how he overcame them. He stayed until every person in line had met him and had their books signed.
- **Weeding Support:** In order to keep the library's collections fresh and accurate and to make room for new materials, the SPLF supported the weeding of the adult nonfiction collection.

ence in their work. In any case, according to the poems of *Un río, un amor*, were composed in all as those of the following volume, *Los placeres*. But the fact that a gap of some twenty in the two volumes indicates that even this first style was insufficient to overcome completely the agitations and that the poet would still to trace the agitations, much of the agitation is in *Un río, un amor*, which erupts in the one that the poet cannot resolve through it. In this sense, *Un río, un amor* is part of a which does not end with this book.

ill, what we can see in Gernuda's contact with a psychological release of pent-up feelings about ideas of agitation and revolt, and certain stylistic features of French poetry, not as a means of self-expression. It is noteworthy tendencies which against the theories of surrealism sense that they maintain the priority of self-expression ultimately to increasing the conscious corner. Surrealism has not found its scorn for art; it is an expression as well known, through in automatism. As has often been observed

- **Youth Summer Programs:** The library has become the "go-to" summer destination for youth. Its engaging, interactive and fun activities are geared to a variety of interests and abilities. In the summer of 2015, 81 free children's and teen's programs were attended by over 2,300 participants. In addition, youth completing the summer reading challenge were rewarded with a new book from the SPLF.
- **Adult Summer Programs:** For the second year, the library offered "Light Up Your Reading," an adult summer reading program featuring recommended reads, weekly craft ideas, reading logs, prizes, and more. This program proved a fun way to involve adults in the excitement of summer reading. The grant also funded three summer concerts on the Terrace. The adult programming proved popular with 480 participants attending 11 programs.

- **Adult Writing Classes:** Among the most popular classes for adults, this grant allowed the library to offer workshops on poetry, creative nonfiction, fiction and more for both new and experienced writers.
- **Book Club Kits:** The SPLF has helped take the guesswork out of book clubs. The library will add approximately 30 new book club kits for adults. Each kit contains 10 copies of one title, discussion questions, and information about the author, along with resource information about organizing book clubs and using the library to find supplementary materials. Everything is packed into a tote bag. Just add readers for an instant book club.
- **Youth Programs Assistant:** In 2015, the library held 248 programs for children and young adults. The programs are loved by kids and parents alike but take a great deal of staff time to plan, communicate and deliver. This grant helped make these programs possible by providing funding for an assistant to help coordinate the library's vibrant schedule of programming.



# Direct Library Support

**Total Granted: \$43,220**

## Volunteer Coordinator

The SPLF, with support from the Margaret Rivers Fund, contracts with a Volunteer Coordinator to recruit, train, schedule, manage and recognize volunteers who provide over 2,500 volunteer hours of work. This gives tremendous support for the staff, freeing them to provide services they would not otherwise be able to do or to do well.

Volunteer opportunities not only benefit the library but also benefit the volunteers. Seniors are able to actively engage with the community. Teens are able to develop skills needed for future education and employment while learning that their service can directly help and strengthen the world around them.

**40** adult volunteers

**20** teen volunteers

**2,524** volunteer hours

My experience at the library from a young patron to a Youth Services volunteer has been invaluable. Throughout my journey, I never realized when the building became a second home to me. I would walk through the doors each day, greeted by a familiar face upon entry. This sense of community and comfort at the Stillwater library is extraordinary.

I never viewed my time volunteering at the library as a “commitment.” Rather, each occasion was an opportunity to be surrounded by radiant lamps of energy and passion while doing something I truly enjoyed.

~Saisree, SPL Teen Volunteer

## Event Coordinator

The SPLF provides funding for the Event Coordinator to promote, schedule, organize, and oversee all events that take place at the library. All of the income from weddings and events goes directly to the library.

**33** weddings & events

**\$60,477** in revenue  
for the library!



“As an avid reader, I can fully appreciate the beauty of hosting your special day at the place where all true love stories lay – the lovely library,” wrote Elizabeth Greene about a Stillwater Public Library wedding in the Jan 2016 edition of *Style Me Pretty*.

Photo above courtesy of [www.chrisandkristyphoto.com](http://www.chrisandkristyphoto.com). Photo on right courtesy of Amanda Nippoldt.

# Special Initiatives & Gifts

**Total Granted: \$166,900**

## E-Services

One of the fastest growing areas of circulation is electronic materials. In 2015, nearly 21,000 electronic items were checked out by Stillwater Library cardholders. To help the library keep pace with this increasing demand, the Huelsmann Foundation, established in 1997 by life-long Stillwater resident and SPL Trustee Dick Huelsmann, provided a generous grant to purchase a diverse collection of electronic books, magazines, audio and more.



## Shade for Terrace

Foundation donors Terry and Roxie Johnson generously provided the vision and funds for the new shade structure on the Johnson Terrace. Offering beautifully filtered light and cool shade, this structure creates the perfect setting for the library's summer concert series, wedding ceremonies and other events. It also provides a wonderful space for library patrons to work or read.

## Volunteer Coordinator & Terrace Bench

The Margaret Rivers Fund has a long history of generously supporting the library. They are a primary funder of the Volunteer Coordinator. They also donated a bench on the terrace in honor of Dave Pohl's years of service on their board. This lovely bench provides a comfortable seat for two or three people to enjoy the view of the St. Croix while discussing a good book.

## Sunday Hours

The library is now open on Sundays! A matching grant from Patrick and Jane Thiele inspired generous SPLF contributions that allowed the library to open on Sundays, beginning on September 13, 2015. Sunday hours, from 1:00-5:00 pm, continue through May 22, 2016.

## Mabel Linquist Memorial Bookcase

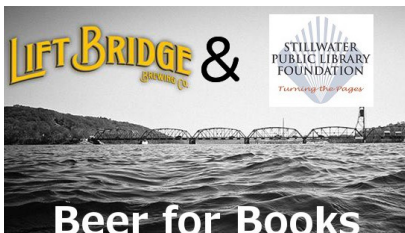
In memory of Mabel Linquist and in honor of the entire library staff, a beautiful bookcase has been generously given by Mabel's husband Dave and her children Lori and Tim. Designed and crafted by Library Trustee Spike Carlsen, the bookcase incorporates historical materials including 110 year old white pine from Marine, circa 1895 shelving from the original Stillwater Library, and decorative brackets from the original Stillwater Library.

**"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life. Libraries change lives for the better." ~Sidney Sheldon**



# Fundraising Events

**Total Raised: \$44,131**



## Beer for Books

SPLF supporters enjoyed Beer for Books at Lift Bridge Brewing Company. Lift Bridge donated \$1 to the SPLF for each drink purchased. Live music from band Thrift Store Sonata, great local beer and a good cause packed the house. On tap in 2016, Beer for Books III on Tuesday, March 29 from 6-9 pm.

## Cocktails and Dinner with Rich Sommer

*Mad Men* actor Rich Sommer returned home in May for a special night benefiting the library. Spending an evening with Rich was an extraordinary experience for the SPLF and the 240 people in attendance. Rich's sincerity, humor, and big heart for Stillwater and the library were apparent while he mixed and mingled with guests, as well as during his interview with Lee Valsvik of KOOL 108. The event was a tremendous success, raising nearly \$11,000 for the ongoing efforts of the SPLF.



*Photo courtesy of Nick Gorski.*

## Light a Spark

Light a Spark is the SPLF's most well-known event. With the library's rooftop terrace providing a spectacular setting to celebrate the 4th of July, it is not surprising that this event is an annual tradition for many families and groups of friends. Small bites to eat, refreshing beverages, music, dancing, and a cake walk to win a culinary treat from over 30 bakeries and restaurants make this a night to remember. Many thanks to the sponsors of Light a Spark and to all who attended for making this event a huge success that raised more than \$30,000.

## Style Speaks Volumes II

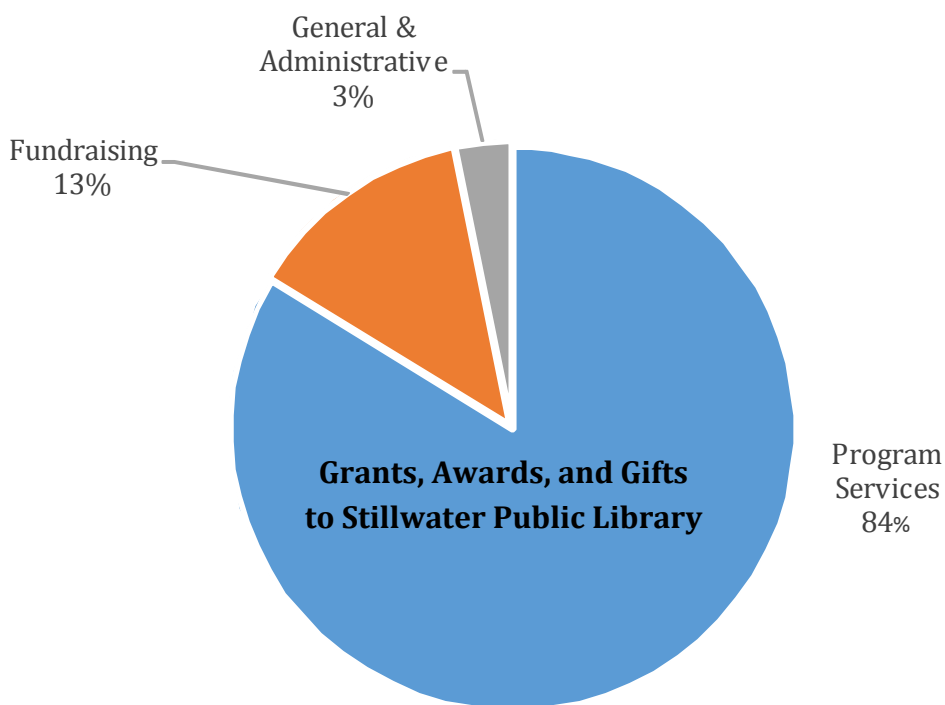
2015 marked the second year of Style Speaks Volumes — two afternoons of exceptional eats, great reads and fun fashion benefiting the Stillwater Public Library Foundation. More than 150 guests gathered for a wonderful lunch at Revé while a litany of local authors re-wrote themselves as models, featuring fashions from Sash and Matt+Nate:Men's.Life.Style. Guests were able to shop the styles, Valley Booksellers was on site, and authors were available for signing. A percentage of all sales were donated to the SPLF. Plans are already underway for Style Speaks Volumes III on November 14 & 15, 2016.



# Financials

<b>Revenue &amp; Support</b>	<b>2015</b>	<b>2014</b>
<i>Income</i>		
Contributions	\$261,029	\$94,752
Event Tickets/Sales	\$39,346	\$21,802
<b>Total Income</b>	<b>\$300,376</b>	<b>\$116,554</b>
<hr/>		
Cost of Goods Sold	\$701	\$323
<b>Total Revenue and Support</b>	<b>\$299,675</b>	<b>\$116,231</b>
<b>Expense</b>		
Program Services (Grants, Awards, and Gifts to SPL)	\$214,456	\$79,571
Fundraising	\$33,476	\$22,361
General & Administrative	\$8,266	\$8,387
<b>Total Expenses</b>	<b>\$256,198</b>	<b>\$110,318</b>
<hr/>		
<b>Net Income</b>	<b>\$43,477</b>	<b>\$5,913</b>

## 2015 Foundation Expenses



# Donors

**Private funds make the difference between good libraries and great libraries.  
We have a great library! Thank you for helping to make it so!**

Marianne & Mike Abbott	Steve & Nancy Brady	Dave & Mary Croft
Mariaelena Parthun Adams	Judith Brandt	Vicki & David Cross
Ahola, Mack & Associates	Karen Brandt	Rich & Ann Cummings
Ellen Albertson	Marcus & Merrily Brandt	Elton & Marian Cunningham
Anastasi Jellum, P.A.	Clifford & Irene Brandvold	Elizabeth Cuthbert
Andersen Corporation	Chuck Bransford & Diane Dahl	James & Karen Dahl
Anne & Todd Anderson	Christine Bremer	Kirk & Carla Dahl
Fred & Tracy Anderson	Garrett Brennan	Cindi Dailey
Karen Anderson	Jan Brewer	Paddy Danaher
Ken Anderson & Amy Porter	Mary Brock	Stephen Danaher
Kristen Anderson	Ann & David Brookman	Eric & Susie Danielson
Anonymous (29 gifts)	Peter & Ann Brownlee	Leslie Davis
Robin Anthony	Ron Bruchu	Norm & Jean Davis
Judy Appel	Susan Buchman	Abby & Paul Dean
Sue Archbold	Ute & Charles Buehler	Mark & Jan Debe
Joe & Lynne Ardolf	Nancy & Mark Butala	Allan & Diane Dettmann
Laurie & Drew Arnold	Dean & Janet Butler	Jane Dickinson
Stephani Atkins	Jessie Buys	Karl Diekman
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Cindy & Philip Beck	Carol Carver	Bill & Susan Dustin
Debra & Ronald Becker	Michele Cassavante & Bruce Deger	Kathleen Dybdal
James Behnke	Dwain Cedarbloom	Debra & Dave Dziuk
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Karen Berntsen	Erik Christiansen	Jim & Kay Ehrhart
Lynne Bertalmio & Will Ersland	Chuck & Flo Claus	Nicholas Ellingson
Robert & Elizabeth Ann Berube	Stacia Clawson	Carolyn Elliott
Shane & Lori Bethke	Mary Coatney	Mary Engler
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Jim & Jayne Bradshaw	Kay Cox	

## *Donors continued*

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Friday Study Club  
Friends of the Stillwater Public Library  
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Cheryl & Jim Kocian  
Craig, Anne, Jack, & Will Kogler  
June Kolodzieski  
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Matt & Megan Lehmann  
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Lift Bridge Brewing Co.  
The Lillian Wright & C. Emil Berglund  
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Josh & Kristie Mack  
Mary Magnuson  
Darlene Maley



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Bob & Carol Peterson  
Christine & Jay Peterson  
Gary & Lee Peterson  
Matt Peterson  
Rebecca Peterson  
Solvay Peterson  
Todd & Susan Peterson  
Sandra Potter  
Teri Power  
Cleone Pritchard  
Judy & Mike Ptacek  
Robert & Sarah Quickel  
Kathleen Ferguson Quinn & Mike Quinn  
Peg & Paul Quinn  
DJ & Linda Raduenz, Stillwater Motors  
Dennis & Cam Raedeke  
Ruth Ranum  
David & Karen Ratte  
John & Merilee Read  
Ernest & Mary Ann Reeh  
Mary Lou Regis  
Bob & Dianne Reid  
Pat Reinke  
Fred Rengel  
Paul & Judy Resler  
Myron & Phyllis Reubendale  
Ernest & Jennifer Rhoney  
Mary & Matt Richie  
Tom & Liz Rieser  
Alanea & Mike Ritenour  
River Market Community Co-op  
Rivertown Animal Hospital  
Rivertown Communications  
Carroll & Ann Rock  
Karol Roehrkasse  
Diane Rollie  
Judy Romans  
Christie & Nathan Rosckes  
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Dave & Mary Ruch  
Yolande Ruzak & Bill Darnell  
Thomas Rydeen  
Robert Saaranen & Nola Halverson  
Kara Salomonsen-Schmitt & Nick  
Schmitt  
Mary Ann Sandeen  
SASH LTD.  
Lowell & Marie Saterbak  
Steve & Sally Arneson Scallon  
Mary & Steve Schmitt  
Kathy & Jon Schmoeckel  
Lorna Schrade  
Sue & Dan Schultz  
Kent Schumacher & Elissa Cottle  
Joy Schweitz  
Dan & Donna Scott  
Barbara & Stephen Scribner  
Summer Seidenkranz & Clark Schroeder  
Phyllis Seim  
Doug Seitz & Joan Beaver-Seitz  
Ronald Seymour  
Mary Shafer  
Marianne Shema  
Kit & Wally Shoop  
L. ShoulterKarall  
Margaret & Bob Simmet  
Miriam Simmons & James Schenz  
Ed & Anne Simonet  
Jo Sittlow  
Erik & Kathy Skon

## *Donors continued*

Deede Smith  
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Mary & Richard Soderholm  
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Donna & Dave Spencer  
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Skip & Linda Steinworth  
Mary Ann Stellmach  
Janet Sterk  
Todd & Sarah Stivland  
Katherine Stoepel  
Beth Stone  
Dr. Tom & Dorothy Stormont  
Todd Streeter  
Dave & Denise Swager  
Sally Swanson  
Liz Swiersz  
Carlos & Nancy Taylor  
Don & Mary Jo Teed  
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Patrick & Jane Thiele  
Scott & Cristina Thomas  
Leslie Thomsen  
Tom & Suki Thomsen  
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Foundation  
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Kathleen & Thomas Thueson  
Matthew Thueson  
Mary & Ken Tomes  
Terry Trautman & David Hanson  
Tom Triplett  
Greg Tuenge  
Linda Besk Turrentine  
Lorraine & William Tyra  
Ellen Valleroy  
Valley Bookseller  
Sylvia VanGrasstek  
Megan Venhuizen  
Nancy Viebrock  
Julie & Jim Vinar  
Donna Vonlehe  
Dan & Nancy Wagner  
Jon Warnert  
Richard & Betty Wasmundt  
Louise Watson  
Elizabeth Weaver

Maureen Webster & James Hoeffler  
Lois Welshons  
Tammy Darrah Wenberg  
Jean Westberg  
Eric & Lucinda White  
Walter & Karen White  
Linda Whitehouse  
Jennifer Wiczek-Bertsch  
Kathy & Gregory Widin  
Linda Williams-Tuenge  
Nancy & Vik Wilson  
Norma & Dan Wilson  
Tom & Judy Wilson  
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Ann & Steve Wolff  
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Craig & Susan Wolgram  
Gail & Timothy Wondra  
Elizabeth Wood  
Wendy Worner  
Xcel Energy  
David & Mary Young  
Orlan & Rita Youngren  
Kurt Zaworski  
Shirley Zaworski  
Joan Zimmerman  
Faylene Ziton



**Never underestimate  
your ability to make  
someone else's life better  
— even if you never  
know it.  
~Greg Louganis**

*Photo courtesy of the Stillwater Public Library's Superhero Training Academy held in August 2015.*

# In-Kind Contributions & Services

*Our thanks to these businesses and individuals for their generous gifts and services provided in support of the SPLF.*

Acapulco	Great Harvest Bread Co.	Chris Nelson, The More Tishans
AMC	The Green Room	Nelson's
Beautiful Day Catering	Hansen's Liquor	Olivia Novotny
Boy Scout Troop 114	Michele Hermansen	Phil's Tara Hideaway
Brave New Workshop	Bill Hickey	Photo Booth Memories
Bread Art	Nancy Hokonson	Pub 112
Ute & Charles Buehler	Claire Ilkka	Fred Rengel
Buttercream Cakes & Desserts	Images by Aimée	Revé Bistro & Bar
Cafe Latté	Johnny's TV	Matt Richie
Candyland	Joseph's	SASH LTD.
Don Carlson, Carlson Graphics	Blaise Junker	Scheel's Catering
Chilkoot Café & Cyclery	Katie Katula	Wally Shoop
Cocoa and Fig	Pamela Koetz	Smalley's Caribbean Barbeque
Corinna See Photography	Kowalski's Market	Rich Sommer
Cub Foods	Len's Family Foods	Spalon Montage
Dairy Queen	Lolo American Kitchen & Craft Bar	Kathy Stark
Allan & Diane Dettmann	Lowell Inn	Sweet Ducky Cupcakery
Dock Café	Mallards on the St. Croix	Swirl
Paul Dols, The Lowdown	Kerstin March	Suki Thomsen
Domacin Restaurant and Wine Bar	Marine General Store	Tin Bins
Enchanté	Matt+Nate:Men's.Life.Style.	Valley Bookseller
Holly Fena	Peter Mayer	Lee Valsvik
Forget-Me-Not in Stillwater	Morgan McBride	White Castle
Betsy Galenti	Carolyn Minor	Nik Wilson
Nick Gorski	Monde Salon	Anne Young

# Author Partners

*The foundation recognizes the following authors for lending their time and talents in 2015.*

Kristi Belcamino  
Mark Berriman  
Ute Buehler  
Spike Carlsen  
Diane Dettmann  
Peter Geye  
Michele Hermansen  
Sue Leaf  
Kerstin March  
Larry Millett



*Style Speaks Volumes II authors modeling fashions from SASH and Matt+Nate:Men's.Life.Style. Photo courtesy of Paul Dols, The Lowdown.*

# Tributes

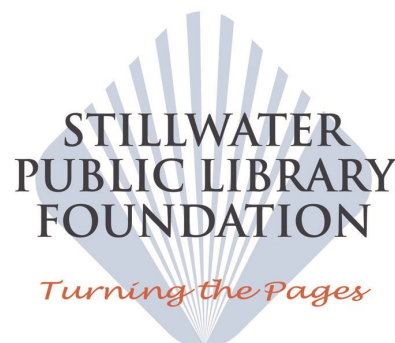
*We are honored and grateful to have received these gifts.*

## In Memory Of

**Roy Anderson** Given by Karen Anderson  
**Karl Bremer** Given by Christine Bremer  
**Al Butala** Given by Mark and Nancy Butala  
**Mary Jane Borsdorf** Given by Rex and Ann Martin  
**Emil Brandt** Given by Judith Brandt  
**Roland and Aimee Brandt** Given by Mark and Merrily Brandt  
**William F. Golden** Given by Dr. and Mrs. H. George Golden  
**Josh Gunderson** Given by Dave and Judy Gunderson  
**Geri Hamrock** Given by Martha Morse and Michael Hughes  
**Paxton Harvieux** Given by Jane Dickinson  
**Dick Huelsmann** Given by Huelsmann Foundation  
**Lillian Johnson** Given by Jerry and Leslie Jones  
**Nils Christian Johnson** Given by Richard and Diane Johnson; Steve and Ann Wolff  
**Husband "Choc" Junker – Because our Stillwater Library is so important to the people in Stillwater, this donation is made in his memory. Choc loved Stillwater and every building and person in it!** Given by Bev Junker  
**Carol Laatsch** Given by Marla Haley  
**Becky Leverty** Given by Harold and Mary Leverty  
**Mabel Linquist** Given by Dave, Lori and Tim Linquist; John Linquist; Mark and Carol Rossi; Ann and Gene Nelson; Craig and Susan Wolfgram  
**Frances Jane Lohmer** Given by Bob and Tubby Lohmer  
**My mom** Given by Carolyn Elliott  
**Grandpa Fred Nuessmeier** Given by Donna Vonlehe  
**Marvel Old** Given by Timothy Old and Morgan Clifford  
**Mary Pedginski** Given by Toni Lehman and James Pedginski  
**Harry Peterson** Given by Lorraine and Bill Tyra  
**Mary G. Rivard** Given by Bill and Michelle Heiting  
**Harold Roslin** Given by Ellen Roslin  
**Mrs. Paul Saltman** Given by Dr. and Mrs. H. George Golden  
**Searle R. Sandeen** Given by Pat and Warren Bovee  
**Harold Seim** Given by Phyllis Seim  
**Curtis Swanson** Given by Debra and Dave Dziuk  
**Dr. Jon Swenson** Given by George and Donna Hoeppner  
**Dorothy Thueson to support library programs for The Big Read in the St. Croix Valley** Given by Tom and Kathy Thueson  
**Ann Tiziani, Grandmother** Given by Marilyn Ford  
**Pauline Webster** Given by Alice Colombo  
**Margie Wellman and her lifelong love of reading and books** Given by Summer Kuehn  
**Francis, Adine and David Zimmerman** Given by Joan Zimmerman

## In Honor Of

**All those that helped preserve SPL!** Given by Linda Long  
**Marcia Anderson** Given by Noreen and Kevin Olson  
**Lynne Bertalmio, for her years of service to the library and to the community** Given by Larry and Kathy Panciera  
**Brian Bielenberg, Aigli Pittaka and Aliosha Bielenberg Pittaka for their love of the library** Given by Ann and Bob Bielenberg  
**Great Books!** Given by Spike and Kat Carlsen  
**Alice Colombo** Given by Peg and Paul Quinn  
**Myron and Army Haugen** Given by Nancy Haugen; Carol Stabenow  
**Nancy Haugen** Given by Carol Stabenow  
**Karen Hannah** Given by Carol Carver  
**Lori Houston** Given by Brian and Jane Luke  
**Aurora Jacobsen and Leslie Forster, who have been so kind, helpful, and friendly to us when we come in** Given by Susan Buchman  
**Our Wonderful Library** Given by Sue and Joe Sperber  
**The Library Board, who works so hard and long to keep the library updated and efficient! A tireless group!** Given by Jo Gascoigne  
**The Entire Library Staff** Given by the family of Mabel Linquist – Dave, Lori, and Tim  
**My mother Lillian** Given by Jerry and Leslie Jones  
**Mia, Lilly, Liviah and Liam who will benefit from all the generous Give to the Max Day donations** Given by Cindy Martin  
**N. Lucille Parish** Given by Ron and Pat Parish  
**Dave Pohl** Given by the board of the Margaret Rivers Fund  
**Carol Stabenow** Given by Nancy Haugen; Terry Trautman and David Hanson  
**Carol, Matt and Nate Stabenow** Given by Nancy Haugen  
**Maury and Jeanne Stenerson** Given by Anne and Todd Anderson  
**Ann Wolff, who makes this corner of the world go around!** Given by Lynne Bertalmio and Will Erslund  
**Ann Wolff, for the support in my writing journey!** Given by Diane Dettmann



## SPLF Annual Meeting Presentation - Events

[https://prezi.com/oswrgy5bdtsd/2015-spl-weddings-events/?utm\\_campaign=share&utm\\_medium=copy](https://prezi.com/oswrgy5bdtsd/2015-spl-weddings-events/?utm_campaign=share&utm_medium=copy)

## Director's Report

**Relationship with the Board/Issues:** The Library Journal of February 15, 2016, reports that some previous trends appear to be changing as data is being compiled. Circulation of downloadable audio was up 14.6% and circulations of downloadable movies was up 13.8%. E-book circulation appears to have been flat at 5% of circulation. This echoes the situation in the e-book market where sales fell even as there was a resurgence of independent bookstores. Librarians report patron frustration with e-books and e-readers that do not perform consistently and the same way across all formats and devices. Nationally, circulation of print books appears to be rising by 2% after having fallen significantly over the past five years. Surprisingly, it is nonfiction circulation that is rising as fiction fell somewhat. What besides nonfiction is rising? Libraries appear to be spending more on electronic products other than e-books. DVD circulations seems to be falling with the ease of streaming and downloadable visual presentation. As for music, many libraries are moving to products such as hoopla and Freegal and see those formats growing. These are national trends. When we have all of our 2015 data, we will be able to compare ourselves to these national trends.

**Goals and Objectives:** We have noticed an increase in children showing up at the library hungry or becoming hungry after being at the library for extended periods of time. This is particularly noticeable with the after-school crowd of children. Other than water fountains, the library has nothing to offer children – or anyone else who is here and may be hungry. It is some distance to any food in the area. Adults may be able to travel to food, but most children cannot. The library had an unsuccessful experience with vending machines after it reopened in 2006. This may be something to try again. However, in starting to work on possible partnerships, we have been looking into some way of providing nutritious options (see below). The desks have yet to be co-located and staff has yet to be freed from desk duty. I can attest that investigating just these two possible partners and introducing ourselves took a fair amount of time, but food is pretty basic. It is hard to concentrate on a book or a program when hungry.

**Community and Professional Relationships:** The City of Stillwater will be mailing two to three printed newsletters to residents in 2016. We forecast that three issues will cost the library \$2,520 for printing, insertion, and our share of mailing. For 2016, our budget includes \$700 for printing and publishing. This is almost enough to cover the costs of the first issue. At a meeting on February 29, the Finance Committee discussed using the gift from the estate of Alice O'Brien to cover any shortfall. If the funding source is attributed in the newsletter itself, it could encourage other donations.\* Mary Richie is a board member of Our Community Kitchen. At her suggestion, I met with representatives of Our Community Kitchen who would like to find a way to provide snacks at appropriate events of the summer reading program. They will look at our schedule to see when this might occur. \* In an instance of harmonic convergence, Angie and I had an appointment with Kris Huntley at Valley Outreach the same afternoon. Valley Outreach is the home of food shelf, clothing closet, and emergency funds. We would like to be able to promote our services to their clientele. They would like information about our programs and materials to recommend to their users. We are

seeking ways to distribute information about their services in the library while remaining a neutral, safe place where people may come without having to confess to poverty, hunger, or distress.

**Staff and Personnel:** 2015 personnel evaluations for all staff were completed. In anticipation of the new HR Director's arrival, we used one of two forms that the City of Stillwater created, just changing the City's name to ours. An example follows this report. \* I recently took part in the second interview for the City's HR Director along with other department heads. Department heads passed their assessments to Tom McCarty for further action. \* The City of Stillwater has issued an RFP for a consultant to perform a classification and compensation study. I will be on the panel that will review responses. Responses are due March 10, 2016. I would expect that revised job description and recommendations about compensation will emerge from this study. This kind of effort has been done in this city for quite some time.

**Business and Finance:** The Governance and Policy Committee, with Anne Young, will examine the non-fee portions of the event policy to remove barriers to booking events once the drug and alcohol testing policy has been completed. \* Collaborative Design Group (aka Bill Hickey) has provided information about permanent tent tie downs. I am in communication with the Johnsons about this and other possible improvements to the terrace.

**Technology:** The library has migrated to City servers. The transition has been accomplished with minor glitches. The entire City IT staff conducted a training session with the library staff on March 1. In this move, we are creating more efficiencies in City and library operations. IT staff will be able to perform upgrades, troubleshoot, and manage systems from City Hall. It may make it possible for the library to move to the City's phone system and security camera system. This change also brings the library full access to Outlook and enhances functionality. Our staff PCs will now be independent of WCL. However, we will need to comply with City requirements.

# Stillwater

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## Public Library

### EMPLOYEE PERFORMANCE REVIEW FORM

Name: \_\_\_\_\_

Type of Evaluation: Probation \_\_\_\_\_ months      Annual \_\_\_\_\_      Other: \_\_\_\_\_

Period of Evaluation: \_\_\_\_\_ to \_\_\_\_\_

The employee and supervisor should work together to develop goals for the next evaluation period. Goals should be specific and reflective of the Library's mission: To promote the power of knowledge, encourage the discovery of ideas, and instill the joy of reading.

**This form (Parts One, Two and Four to be completed by the employee) is to help determine goals that have been met in the previous evaluation period and to establish new goals/projects and areas for development for the upcoming evaluation period.**

#### PART ONE: YOUR CONTRIBUTIONS

**ACCOMPLISHMENTS:** List three things you accomplished or felt were successes this past year.

1.

2.

3.

**GROWTH AREAS:** List three things you felt did not work out so well this past year.

1.

2.

3.



<b>ANNUAL GOALS/PROJECTS:</b> List the goals established at the employee's last performance evaluation and rate the accomplishment of those goals. If goals were not met, indicate why.	
<b>GOALS/PROJECTS</b>	<b>RESULTS</b>
1.	
2.	
3.	

**PART TWO: YOUR PARTICIPATION AS A CITY EMPLOYEE**

<b>COMPETENCY</b>	<b>COMMENTS</b>	
<i>Flexibility</i> - Willing to try or learn new techniques. - Gives full consideration to new ideas. - Able to modify personal preferences to meet the needs or desires of others.	Employee	Supervisor
<i>Initiative</i> - Anticipates and thoroughly analyzes problems and opportunities. - Learns other job duties within Library to undertake new assignments and improve job performance with minimum supervision or coercion. - Learns from past problems and takes appropriate action. - Makes good use of time to get job responsibilities completed	Employee	Supervisor
<i>Interpersonal Relationships</i> - Communicates and works cooperatively with coworkers, supervisors, and outside contacts. - Treats others with courtesy and respect. - Responds to direction and/or correction in a professional and respectful manner. - Works and interacts with other to accomplish Library's goals and objectives	Employee	Supervisor
<i>Relationship with the Public</i> - Responds to patrons in a respectful, helpful, and empathetic manner. - Acts in a way that preserves and enhances the Library's reputation. - Anticipates patron's needs and takes necessary steps to meet those needs. - Provides the patron with alternative resources when unable to provide the service.	Employee	Supervisor
<i>Skill Development</i> - Understands concepts, procedures, and tasks relevant to the position. - Maintains and demonstrates the knowledge, skills, and abilities to perform job.	Employee	Supervisor
<i>Organizing &amp; Planning</i> - Establishes own deadlines - Meets deadlines set by others	Employee	Supervisor

**PART THREE: YOUR FUTURE DEVELOPMENT**

**GOALS/PROJECTS AND GROWTH AREAS FOR NEXT YEAR:** *Together*, the employee and supervisor establish and list goals for next year.

1.

2.

3.

**PART FOUR: FINAL COMMENTS**

**EMPLOYEE COMMENTS:**

**SUPERVISOR COMMENTS:**

**This Performance Evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement**

Employee's Signature:

Date:

Supervisor's Signature:

Date:

**2-29-2016 Finance Committee Report**  
Lynne Bertalmio, Mary Richie, Kathy Stark

1. Lynne provided for review the newly received (see report date 2-29-2016) Budget Report, January 1 – December 31, 2015. Account values, per Lynne, are not final. Lynne expects the final accounting should be very close to our budgeted numbers.

Highlights to note:

**Revenue**, under budget by \$13,021 (lower than anticipated)

Includes Meeting Room Rental Fees, under budget \$9804

Lost Materials, under budget \$2356

**Expenses**

Materials, spent less than budget by \$6558

Technology Support, spent less than budget by \$3893

Maintenance Agreements, spent less than budget by \$3255

General Supplies, spent less than budget by \$1546

Processing fees, spent less than budget by \$1445

Payroll, spent over budget by \$1976

2. Lynne supplied previously requested information about Event Set-Up/Take Down cost for 2015. Account 230-4231-1200-0000 charged (Part Time Salaries). 2015 charges to this account = \$3122.68

**2015 Revenue for Events: \$60,446.2**

**Library Set Up/Take Down charges (\$3,122.68)**

**SPL Foundation paid Event Coordinator (\$24,000)**

**Net amount for Events \$33,324**

**3. 2016 Capital review:**

Activity since last board meeting, spent \$1250.00 for Microfilm Reader/ Scanner (see Capital Report, Operations/2016 Request/Spent YTD).

Reviewed upcoming capital needs:

**A. Major building repairs**

Ceiling repair- first bid received = \$14,000. Per Lynne, will get two more bids.

Roof repair- City is preparing specs to distribute to solicit bids.

Capital available includes 2015 rollover and 2016, \$21,000 for building repairs.

**B. MSR informed build-out**

Capital budgeted, \$25,000

Discussed and identified other possible additional Capital sources as some 2015 rollover funds and 2016 budgeted items will not be needed.

The Finance Committee and Lynne will conduct a Capital 101/update for the board at the April 2016 meeting, as the March agenda is full.

4. Board requested paper/mailed Newsletter additional information:

Beginning the last quarter of 2015, per Lynne, "The City of Stillwater will no longer produce the Stillwater Mini Scene newsletter, formerly distributed in utility billings. Instead, the City will produce two to three printed newsletters that will be bulk-mailed to residents. This approach is preferable as it will allow for much more content. Also, many people who live in multiple-unit housing do not receive individual utility billings."

Per Lynne, Kathy and Mary discussion, the cost to the library can be partially absorbed through the printing budget (account 230-4230-3400-000) with the remaining amount for 2016 funded by the Alice O'Brien gift. The newsletter will include information about the funding source as it provides an opportunity to advertise for and cultivate other possible future gifts for funding the newsletter.

The deadline for the spring newsletter is March 31, 2016. Per Lynne, we should be able to meet that deadline.

***Motion and vote needed by the board at the upcoming March meeting to release Alice O'Brien funds currently held in order to fund remaining amount not covered by printing budget. Approximate amount needed for 2016 from Alice O'Brien funds is \$1800.00.***

5. Lynne provided a copy of a memo (dated January 14, 2016) from the City Administrator regarding proposed revisions to City purchasing policy for approvals of budgeted capital items.

We did not discuss the memo as we ran out of time. The memo should be included in the upcoming March board packet for Lynne to review with the board.

# LIBRARY CAPITAL 2016

STILLWATER PUBLIC LIBRARY (CAPITAL OUTLAY)  
SCHEDULE OF 2015 CAPITAL OUTLAY WITH EXPENDITURES

Date: 2/29/16

OPERATIONS	Budget	Spent YTD	Amount Remaining		Notes	Account	Funding Source
<b>2015 Rollover</b>							
Computer Equipment	\$ 4,349	\$ -	\$ -	\$ -			
Microfilm Rdr/Scnr Grant Supplement	\$ 1,250	\$ -	\$ -	\$ -	* See footnote	Improvement	2015 Bonds
General Equipment	\$ 3,808	\$ -	\$ -	\$ -			
<b>Rollover Total</b>	<b>\$ 9,407</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>2016 Request</b>							
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
<b>2016 Request Total</b>	<b>\$ 46,900</b>	<b>\$ 1,250</b>	<b>\$ 8,750</b>	<b>\$ -</b>			
<b>Total Library Operations</b>	<b>\$ 56,307</b>	<b>\$ 1,250</b>	<b>\$ 8,750</b>	<b>\$ -</b>			
<b>PLANT</b>							
<b>2015 Rollover</b>							
General Building Improvements	\$ 4,037	\$ -	\$ -	\$ -	Specs are needed for bidding.	Improvement	2014 Bonds
General Building Improvements	\$ 12,000	\$ -	\$ -	\$ -	Have 1 of 3 bids for ceiling repair.	Improvement	2015 Bonds
Portable Projector for Meeting Rooms	\$ 2,000	\$ -	\$ -	\$ -	City IT will investigate in April	Computer Equipment	2015 Bonds
<b>Rollover Total</b>	<b>\$ 18,037</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>2016 Request</b>							
Building Reconfiguration	\$ 25,000	\$ -	\$ -	\$ -		Improvement	2016 Bonds
Major Building Repairs and Improvements	\$ 5,000	\$ -	\$ -	\$ -		Improvement	2016 Bonds
<b>2016 Request Total</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>Total Library Plant</b>	<b>\$ 48,037</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL 2015 ROLLOVER</b>	<b>\$ 27,444</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL 2016 REQUESTED</b>	<b>\$ 76,900</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
<b>TOTAL LIBRARY FUND</b>	<b>\$ 104,344</b>	<b>\$ 1,250</b>	<b>\$ 8,750</b>	<b>\$ -</b>			

\*On 2/9/16, Board requested release of \$1,250 in capital funds from the 2015 Rollover for a microfilm reader/scanner. The city reviewed request and made an administrative decision to approve the release from the \$10,000 in operational funds originally specified for a microfilm reader/scanner in the 2016 capital budget request.



# MEMO

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**DATE:** January 14, 2016  
**TO:** Stillwater City Council  
**FROM:** Tom McCarty, City Administrator  
**SUBJECT:** Proposed Revisions to City Purchasing Policy

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## **BACKGROUND**

Based on direction from City Council, staff has prepared revisions to the City's Purchasing Policy for approvals of budgeted capital items. Additional sections of the purchasing policy were updated to reflect revised internal processing and approval of invoice payments. A new Appendix A was added that designates authorized signatures for invoices and payroll timesheets. The specific changes are noted below and shown in the attached redline version of the City Purchasing Policy:

- Section 1 – Raises the threshold for City Council approval of budgeted capital items to \$50,000; budgeted capital items up to \$50,000 require approval of the City Administrator. Update language in Section 1.4
- Section 3.3 – Deleted as the City no longer uses Purchase Orders
- Section 4 – Update to reflect process for approval of invoices
- Appendix A – New Appendix A added designating authorized signers for Invoices and Payroll Timesheets

## **COUNCIL ACTION**

Staff recommends City Council approval of the attached resolution: Approving the City of Stillwater Purchasing Policy. A "clean" copy of the revised Purchasing Policy is attached to the Resolution

# CITY OF STILLWATER PURCHASING POLICY

January 2016

## 1. POLICY.

- 1.1 The City of Stillwater budget, as adopted for each year, allocates funds for the purchase of supplies, goods and services, contractual and consulting services, other services and capital outlay items. Requests cannot be made for items outside the budget except under special circumstances. These special circumstances will have to be approved by the City Council upon recommendation of the City Administrator. The Purchasing Agent is the City Administrator.
- 1.2 All budgeted Capital Outlay purchases in excess of \$50,000 must be approved by the City Council prior to purchase. All budgeted Capital Outlay purchases up to \$50,000 must be preapproved by the City Administrator. Any item changes listed in the approved Capital Outlay Budget must be authorized by the City Council. Capital Outlay purchases consist of computer equipment with a cost of more than \$500 and all other assets with a cost of \$1,000 or more that have a useful life of greater than one (1) year.
- 1.3 All budgeted purchases shall be submitted for review by the City Council and provided in the regular meeting packets.
- 1.4 All purchases and charges must be approved for payment by the appropriate Department Head or designee.

## 2. DEPARTMENTS AFFECTED:

All Departments.

## 3. PURCHASING PROCEDURE:

### 3.1 Purchase Requirements:

Amount of Purchase	Type of quote required	Approval required by	Written bid specifications	Sealed bids required	Contract required	Invoice required
Purchases up to \$1,000	Not Required	City Clerk Asst. Public Works Supt. Police Capt. Deputy Fire Chief IT Manager	Not Required	No	No	Yes

Amount of Purchase	Type of quote required	Approval required by	Written bid specifications	Sealed bids required	Contract required	Invoice required
Purchases \$1,000 up to \$5,000	At least two written quotes required unless special circumstances are noted	Department Heads	As required based on type of purchase	No	As required based on type of purchase	Yes; signed by Department Head/Authorized Signer
Purchases over \$5,000 up to \$50,000	At least three written quotes required unless special circumstances are noted.	City Administrator	As required based on type of purchase.	As required based on the type of purchase	Construction projects yes; commodities at discretion of City Administrator	Yes, except for certain construction projects; signed by City Administrator or Deputy Treasurer
Purchases over \$50,000 up to \$100,000	At least three written quotes required unless special circumstances are noted.	City Council	As required based on type of purchase.	As required based on the type of purchase	Construction projects yes; commodities at discretion of City Administrator	Yes, except for certain construction projects; signed by City Administrator or Deputy Treasurer
Purchases greater than \$100,000	City Clerk must advertise in City's legal newspaper	City Council	Required.	Yes	Yes	Yes, except for certain construction projects (i.e., Local Imp.); signed by City Admin. or Deputy Treasurer

### 3.2 Bidding Requirements:

3.2.1 When supplies or equipment are competitive in nature, specifications cannot exclude all but one type of equipment or supplies. Proposals and specifications must allow free and full competition. Bidding requirements cannot be avoided by splitting a contract into several contracts, each of which is below the minimum amount requiring sealed bids. For example, the City cannot purchase \$30,000 of lumber in several transactions, each involving an expenditure of less than \$25,000. However, if materials or work logi-



cally fall into two separate contracts because they involve separate transactions, as for the service of contractors specializing in different kinds of work, the City can negotiate the contracts individually without sealed bids if the bids do not exceed the \$25,000 minimum.

- 3.2.2 Sealed bids are required for purchases exceeding \$100,000. The bids must be advertised by the City Clerk in the City's legal newspaper (Notice to Bidders) and publicly opened and approved by Council resolution. In addition to the legal notice, the City must prepare instructions to bidders and general specifications for sealed bids. Attaching a copy of the proposed contract to the instructions to bidders is required.
- 3.2.3 Bid security in the amount of ten percent (10%) of the bid (for sealed bids for purchases over \$100,000) shall be submitted to the City Clerk. The bid security guarantees that in the event the bidder's offer is accepted, the bidder will enter into a contract in accordance with the proposal. Bid security of the successful bidder will be returned upon execution of the contract documents. Bid securities of unsuccessful bidders will be returned within a reasonable time period (Minnesota Statute §574.27). Failure of the successful bidder to execute the Contract and furnish applicable bonds within ten (10) days after receiving written notice of the award shall cause the bid security to be forfeited as liquidated damages to the City. In the event the successful bidder fails to execute the contract, the City Council may award the contract to the next lower competent bidder unless the Council determines that public interest will be better served by accepting a higher bid, or the contract may be re- advertised.
- 3.2.4 Municipal contracting law requires that bids must be awarded to the lowest responsible bidder. It should be noted that the bidder who submits the lowest bid in dollars is not necessarily the "lowest responsible bidder" and the quoted phrase gives the Council reasonable discretion in choosing among bidders. Responsibility, in bid statutes, means not only financial responsibility but also integrity, skill, and the likelihood that the bidder will perform faithful and satisfactory work.

#### 4. **APPROVAL OF GOODS /SERVICES AND AUTHORIZATION OF PAYMENT**

4.1 Upon receipt of the invoice the Department Head/Designee shall:

- Write "OK to Pay" and initial the invoice;
- Attach a copy of the quote;
- Code to the appropriate account;  
Charging a purchase to a different account because funds do not exist in the correct account or the account is over budget is Not Allowed. (i.e. Office supply budget is depleted, but copy paper is needed – the invoice still must be coded and charged to the Office Supply account.)

- Submit to the Finance Department. Invoices and supporting documentation will be scanned in the City's Record Management System and retained according to the City's Record Retention schedule.
- 4.2 Finance shall review the invoice for correctness and compliance with the City purchasing policy and include the payment on the list of bills for Council approval in a timely manner and then files the invoice and payment (check) accordingly. Note: IC 134 forms are required before the City can make final payment for construction contracts.
- 4.3 The City Council shall appoint a Deputy Treasurer. The Deputy Treasurer shall be authorized to approve and sign purchases in the absence of the City Administrator and shall follow the policy and procedures set forth herein.
- 4.4 Department Heads shall designate, in writing, employees within their respective departments that are authorized to issue and sign invoices for the Department. The Department Heads shall be responsible for ensuring that the designated person knows and understands the City's purchasing policy and that the designee acts in accordance with the policy.
5. **RECREATION FACILITIES MANAGER**
- 5.1 The Recreation Facilities Manager shall be authorized to make purchases provided that the Manager follows the same procedures as stated above.
6. **EMERGENCY PURCHASES (Pursuant To Resolution 2011-33 Adopted February 15, 2011)**
- 6.1 During a disaster or emergency the Mayor and /or the City Administrator may enter into contracts or incur obligations necessary to combat the emergency or disaster by protecting the health and safety of persons and property. The City Administrator may forego time – consuming procedures and formalities as it relates to entering into contracts, incurring obligations, employment of temporary workers, rental of equipment and purchasing of supplies and materials.
- 6.2 Approval of all contracts must be subsequently ratified by the City Council at their next meeting.

**APPENDIX A: Authorized Signers for Invoices and Payroll Timesheets**

Please note that Department Head approval is required on all purchases. City Administrator or Deputy Treasurer approval is required on all purchases of \$1,000 or more. Please review the City's Purchasing Policy if you have questions regarding the approval process.

**ACCOUNTS PAYABLE**

<b>Department</b>	<b>Authorized Signer</b>	<b>Authorized Back-Up Signer</b>
Administration	City Administrator/City Clerk	Acting City Administrator
Building Inspections	Comm. Dev. Director	Building Official
Elections	City Clerk	City Administrator
Engineering	PW Director*	Asst. City Engineer*
	(*also authorized to sign contracts and grading deposits)	
Finance	Finance Director	Asst. Finance Director
Fire	Fire Chief	Asst. Fire Chief
Human Resources	Human Resources Manager	City Administrator
Library	Library Director	Asst. Library Director
MIS	IS Manager	City Administrator
Community Development	Comm. Dev. Director	Planner
Plant/City Hall	City Administrator/City Clerk	Acting City Administrator
Plant/Library	Library Director	Asst. Library Director
Police	Police Chief	Police Captain
Public Works (all areas)	PW Superintendent	Asst. Superintendent/PW Director
Recreation Center	City Administrator	Acting City Administrator

**PAYROLL TIMESHEETS**

<b>Department/Classification</b>	<b>Authorized Signer</b>	<b>Authorized Back-Up Signer</b>
City Administrator	(Initialed by City Clerk)	(Initialed by Finance Director)
Administration	City Clerk	City Administrator/Acting City Administrator
Building Inspection	Comm. Dev. Director	Building Official
Department Heads/Managers	City Administrator	Acting City Administrator
Engineering Technicians	PW Director	City Administrator
Engineering (non-Techs)	PW Director	City Administrator
Finance	Finance Director	Assistant Finance Director
Fire	Fire Chief	Asst. Fire Chief
MIS	IS Manager	City Administrator
Planning	Comm. Dev. Director	Planner
Plant/Library	Library Director	Asst. Library Director
Police	Police Captain	Police Chief
Public Works (all areas)	PW Superintendent	Asst. PW Superintendent/PW Director

## Board of Trustees Calendar

### 2016

#### March

- 8 SPL Board Meeting 7 p.m.
- 14 Friends meeting
- 16 SPLF Executive Committee meeting 8:30 a.m.
- 23 SPLF Board meeting
- 23 Special Meeting of the Board with MSR at 7 p.m.

#### April

- 1 Annual report due to the State of Minnesota
- 5 Flight Behavior book discussion 6 pm
- 11 Friends meeting 6:30 pm
- 10 through 16 National Library Week
- 12 SPL Board Meeting 7 p.m.
- 12 Margi Miller from the St. Croix Valley Foundation will talk
- 12, 13 MLA Legislatve Day
- 13 Library Staff Appreciation Day
- 17 Accounting for Nature 3 pm
- 20 through 23 Friends Spring Booksale
- 20 SPLF Executive Committee meeting 8:30 a.m.
- 26 Club Book with Forrest Pritchard
- 27 SPLF Board meeting
- 28 Grapes of Wrath film screening 6:30 pm
- 30 Gallery Opening: Laurie Schneider 2 - 4 pm

#### May

- 9 Friends meeting
- 10 SPL Board Meeting 7 p.m.
- 10 Board 2017 Budget request discussion
- 18 SPLF Executive Committee meeting 8:30 a.m.
- 25 SPLF Board meeting

#### June

- 13 Friends meeting
- 14 SPL Board Meeting 7 p.m.
- 15 SPLF Executive Committee meeting 8:30 a.m.
- 22 SPLF Board meeting

#### 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

## Board of Trustees Calendar

### August

no Friends meeting  
9 SPL Board Meeting 7 p.m.  
17 SPLF Executive Committee meeting 8:30 a.m.  
24 SPLF Board meeting

### 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  
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.  
14 Friends meeting  
16 SPLF Executive Committee meeting 8:30 a.m.  
23 SPLF Board meeting  
TBA Give to the Max Day  
TBA Friends fall booksale  
TBA Foundation Direct Mail Campaign

### December

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

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
33	11/10/2015	Supplemental Funds	Board should develop a document that describes the conditions and use of each fund.	Goeltl	3/2/16: In Progress Goeltl will present at April meeting
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	2/29/16: In Progress City IT will set up an e-mail account for the library Board that may be publicized and will be forwarded to one trustee. At this point that will be the President of the Board. Keliher needs to sign form requesting the creation of the email address.
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	3/1/16: In Progress Cost estimates are being shared with the donors.
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	2/29/16: In Progress Two roofing companies did inspect roof; however, we need a structural engineer or assessor to determine scope and specs of project for bidding purposes. After this, we can have companies bid on it.
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	3/2/16: In Progress City has budgeted for 2 - 3 mailed newsletters in 2016. Library may be included. This will have budget implications.
38	1/12/2016	Building Task Force	Board requested to see versions of the MSR plans as they become available.	Bertalmio	3/2/16: In Progress Copies of the latest plans with a description will be available in the March Board packet for discussion. Special meeting of the Board with MSR is scheduled for March 23.
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.
40	1/12/2016	Personnel	Document the Board questions and steps needed during the contract review process.	HR Committee	3/2/16: In Progress HR Committee will need clarification on intent.
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	3/2/16: In Progress Wrap-up and goals at March Board meeting.
42	1/12/2016	Long-Term Financial Planning	Hold a board education session on maintenance of effort.		2/29/16: In Progress MOE presentation is scheduled for April 2016.
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	2/29/16: In Progress The 2014 report was provided in the February Board Packet. The 2015 report will be provided and discussed during the April board meeting.
44	1/12/2016	Long-Term Financial Planning	Board requested that Bertalmio does preliminary research on possible costs and savings associated with any merger with Washington County	Bertalmio	2/29/16: In Progress Almost every aspect of a merger would need to be negotiated. Discussion about possible costs and savings is scheduled for April board meeting.

48	1/12/2016	2015 Statistics	Board requested a report on 2015 Collections Budget and how money was spent. Report to board in March.	Bertalmio	2/29/16: In Progress A review of 2015 collections expenditures will be included in the 2015 Annual report to be provided and discussed at the April board meeting.
49	2/9/2016	2015 Statistics	Stark requested library statistical reports historically comparing numbers on visits, collections, hours open, youth program attendance, reference questions/transactions, etc. for 2015 against past years.		2/29/16: In Progress A historical review of 2015 stats against past years is on the agenda for the May board meeting.
45	1/12/2016	Capital Funds	Finance to report on 2015 Capital Expenditures and 2016 Capital Budget and Expenditures in February.	Richie Stark	3/2/16: In Progress Written report is included in March Board packet.
46	1/12/2016	Drug Testing Policy	Bertalmio asked Policy and Governance Committee to begin review of the drug testing policies.	Policy & Governance Committee	2/29/16: In Progress City clerk is doing research on drug testing policies. Waiting to hear back from clerk before proceeding with policy review.
<b>"TO DO" REMINDER FILE</b>					
<b>ID</b>	<b>Board Meeting</b>	<b>Task</b>	<b>Description</b>	<b>Responsible</b>	<b>Status</b>
23	9/8/2015	Pavers - Neighbor Communication	Inform neighbors about paver replacement and potential timing and disruption.		TICKLER: No known date for paver replacement; Communicate to neighbors when date is known.

STILLWATER PUBLIC LIBRARY FOUNDATION MEETING

November 18, 2015

Corrected 1/27/16

MEMBERS PRESENT: Peggy Ahola, Lynne Bertalmio, Steve Brady, Carrie Byrne, Jane Dickinson, Andy Kass, Jean Morse, Sandy Nicholson, Rebecca Peterson, Fred Rengel, Mary Richie, Carol Stabenow, Kathy Thueson, Ann Wolff – Guest, Sue Gray

WELCOME: President Ann Wolff called the meeting to order at 7:35 a.m. Members introduced themselves and shared books they were currently reading and/or things they for which they were thankful.

THANKS: Ann expressed appreciation and extended thanks to outgoing board members Peggy Ahola and Carrie Byrne for their contributions to the Foundation.

SECRETARY'S REPORT: The minutes for the October 21, 2015 meeting were approved.

TREASURER'S REPORT: Peggy reported that she and Keri are continuing the process of transitioning record-keeping to the new treasurer, and as a result, the November financial report will be sent to board members via e-mail at a later date.

STYLE SPEAKS VOLUMES: Carol said that the event went well and that the committee is still finalizing the report. She reported that 76 people attended the style show on Monday and 77 on Tuesday. (On Monday, more wine and clothes were sold, and on Tuesday, half the amount of wine sold Monday was sold and more books were sold.) She felt we succeeded in increasing Foundation awareness, connections, and relationships with the event.

GRANTS: Lynne introduced the grant requests that had been e-mailed to members:

- A - Collection Support – Annual – Adult Non-fiction - \$2,000
- B - Programming Support – Big Read - \$1,000
- C - Collection Support – Book Club - \$3, 200
- D - Collection Support – Easy & Juvenile Replacement - \$700
- E - Collection Support – Large Print - \$3,000
- F – Programming Support – Program Assist - \$2,600
- G – Collection Support – Teen Fiction Replacement - \$500

Becky made the motion to approve the grant requests; Fred seconded it. Discussion followed:

The evaluation process for grants was described as difficult. Keri is assisting on setting up a system for this purpose.

Andy asked for clarification about the grant-approval process. Lynne explained that grant requests are proposed in April, August, and November of each year. Andy further stated that the figures were not clear and he would like to see the figures in the context of a budget.

Jane, who had worked on evaluation forms for grants with Jean, emphasized the importance of the comments requested on the forms – especially those with regard to the impact of the funds on the programming. She suggested that the current form could be simplified to obtain more general information.

Sandy suggested that it would be advantageous to make the “grant process” – budgeting and evaluation - part of the goals for 2016.

Fred commented that the evaluations should provide indicators/generalities. The motion to approve the November Grant requests totaling \$13,000 was unanimously approved.



STRATEGY GROUP REPORT: Andy reported that the group met on Tuesday night, November 17 to finalize their report and disband.

He listed the group's accomplishments:

- Created a transition period for the new treasurer
- Advocated for getting Keri Goeltl more involved
- Purchased software for the SPLF that resides on Keri's computer
- Revised the committee structure
- Revised the succession of board officers: added a past president
- Promoted addition/process for new members

Going forward: The first meeting of 2016 will be in the end of January. Prior to that meeting, the Executive, Finance, Events, and Development & Marketing Committees should meet to prepare a committee charge, charter, and generate 2-3 goals for their committee to work on in 2016. The Executive committee may charge committees with specific task(s) that might require coordination between committees. All of the committees will have the option to be fluid and inclusive and may include non-board members who are interested in participating.

The sign-up sheet was circulated so members could sign up for the committees of their choice.

Progress on Board Member Recruitment for 2016: Dustin Moeller has agreed to joining the board. Sue Gray and Ann Bellows are considering board membership, and additional prospective members are Brent Voight (with whom members met on 11/18) and Nick Jellum.

HEARING LOOPS: Ann reviewed a report that she had e-mailed members regarding the Hearing Loops project. Included in her report were estimates sent by Steve Walsh, Hearing Loops consultant for Midwest Hearing Loops, for the four installation options requested by the SPLF Hearing Loops committee after meeting with Steve on two occasions. Ann also provided an informative overview of Hearing Loops.

Funding possibilities were suggested for this project that which would address the SPL Strategic Plan to provide outreach to overcome physical barriers in the library.

The motion was approved to have the Development Committee work on a funding strategy for the Hearing Loop Project with the potential financial support coming from foundations and personal donations.

The current Hearing Loops task force members should remain involved with the continuation of this project.

#### OTHER:

Library Schedules: Keri will e-mail weekly SPL schedules to those interested in receiving them. Please let her know if you would like to get them. Board members may also subscribe to the monthly SPL Newsletter by signing up for it on the SPL website.

SPL Trustee Report: Mary announced that the SPL trustee-requested summit with the SPL Board of Trustees, Friends of the Stillwater Public Library, and the SPLF will be scheduled in January.

Mary also reported that the SPL Trustees has invited representatives from the SPLF and the Friends of the Stillwater Public Library to do a presentation for them which would provide the trustees with a big picture/overview of each organization's finances. A motion was made and unanimously approved for Mary and Andy to present a general financial picture of the SPLF to the SPL Board of Trustees at its December meeting.

New Book Launch: **Kerstin March**, one of the models for Style Speaks Volumes II, will have a book launch at Art Reach St. Croix on December 5.

Holiday Sale: Kit Shoop's sale is scheduled for November 28 & 29.

Carrie and Peggy, retiring board members, expressed their thanks for their time serving as SPLF trustees.

ADJOURNMENT: 9:00 a.m.

Respectfully submitted,  
Jean Morse, Secretary

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

<u>Sender</u>	<u>Date</u>	<u>Title</u>
Jean	11/3/15	Minutes for the Oct.'15 Meeting
Lynne	11/13/15	Grant Requests (7)
Ann	11/15/15	Nov. Meeting Agenda Nov. Executive Board Meeting Minutes Hearing Loops Overview & Estimates Message
Peggy	11/16/15	MN State Annual Report 2014 2014 State Tax Report (Stillwater Public Library Foundation NO SCH B)
Mary Ann	11/17/15	Friends Report