

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda

Tuesday, October 13, 2015, 7:00 P.M.

1. Call to Order
2. Adoption of the Agenda A+
3. In-Person Public Commentary
4. Consent Calendar
 - a. Adoption of the September 2015 Minutes+
 - b. Acknowledgement of Bills Paid in September 2015: \$19,803.63+
 - c. Quarterly Activity Report
 - d. Other Activity Report+
5. Board Education: Tom McCarty, City Administrator

Old Business

6. Strategic Plan Update D+
7. Building Study D
8. Revised 2016 Budget Request A+
9. Vacancy on the Board of Trustees A+
10. Resolution of Thanks A+

New Business

11. Collection Development Policy A+
12. Union Negotiations D
13. 2016 Holidays Closings A+
14. Board Terms Ending 12/31/15 I+

Reports

15. Director and Other Staff Reports+
16. Foundation Report
17. 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
18. Public Commentary and Communications
19. Adjournment

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Tuesday, October 12, 2015.

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

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

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

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 8, 2015**

Minutes

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

ABSENT: Cassavante

STAFF: Bertalmio, Keri Goeltl, Melissa Butler (SPL Intern)

AGENDA ITEM 1: Call to Order

Meeting called to order at 7:01 pm by Keliher, Chair.

AGENDA ITEM 2: Adoption of Agenda

Adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Adopted. MSP.

AGENDA ITEM 5: Board Education: The Legal Responsibilities of Boards with City Attorney Dave Magnuson

Dave Magnuson, Stillwater's city attorney, discussed policies of interest concerning the library board.

- **Open Meeting Law:** Magnuson distributed a power point document overviewing the open meeting law and explained that this law applies to the library board, city council and any officially sanctioned committee of the city. If the majority of the board meets (in person or via email or round-robin phone calls) and intakes anything about official business, this is considered a meeting of the board. Board workshops, team building meetings, strategic planning sessions, and meetings where information is discussed but no official decisions made are still considered a meeting of the board if a majority of members are present. These meetings need to be noticed and the public must be able to attend. Notice should be published at least three days in advance of a special meeting and distributed to all requesting notice and official posting places. There are penalties associated with violation of meeting law, including attorney fees, fines and forfeiture of office.

If information is to be shared with all members of the board, this information should be shared by the Library Director. Committees of the board may share information with each other if communicating with less than a majority of the board.

- **Public Data:** Magnuson also discussed public data in relation to board member communications. Email communications between board members could be public data. As using private email for official business is bad practice, Magnuson recommended that board members use a ci.stillwater.mn.us email address for library communications. Sharing information/ideas to all members should be done by director.

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- **Conflict of Interest:** Magnuson overviewed the Conflict of Interest law. In Minnesota, there is a state law regarding conflict of interest. Board members are prohibited from having a direct interest in a contract that they are authorized to make. At the city level, there are even stricter laws. Board members cannot have a financial or direct interest in any contract, permit or zoning decision. The violation of this is a misdemeanor. Conflict of interest is generally not avoided by having the board member abstain from voting on the contract.
- **Errors and Omissions Policy** – Board members expressed concern about board liability, especially in negotiating union contracts as a volunteer. Magnuson assured board that they are covered by the city’s Error and Omissions policy.
- **Honoring Bequests and Trusts** – Magnuson discussed bequests/trusts made to the library that may not make as much sense in today’s world. For example, the library has received several small bequests specifying that the interest-only be spent. To make changes, a writ of reverter would be needed. The library would need to file for changes through the District Court for trusts and the Probate Court for wills. The board would need to weigh potential economic benefits of requesting a change with setting a tradition of honoring the trust and the donor’s intentions.

AGENDA ITEM 6: Strategic Plan Update

Keliher presented strategic plan with the updates to timeframes.

- **1.4.3 Create recommended change plan for additional open hours (other than Sunday):** Board reviewed “On Hold” as the timeframe and determined that it would like to set actual dates (even if into future) to ensure accountability. Changed date to April 2016.
- **2.3.9 Investigate City goals and determine how the Library can support the goals.** City Administrator McCarty will be attending October’s library board meeting. Menikheim will prep McCarty for this discussion during October’s meeting.
- **2.3.7 Plan a Library Leadership Summit:** Richie confirmed that this is in discussion and would convene in October.
- **3.2.3 Install new signs and messaging in the library:** Board inquire about what PR has been done in community to promote newly available tech services. Bertalmio reported that staff did take ipad to an ECFE meeting with the mobile circulation app and registered about 12 new library card users.
- Board moved to accept document as amended. MSP.

AGENDA ITEM 7: Addressing Noise and Parking Issues

Bertalmio reported that since the last board meeting, the curb has been painted yellow. The library has not had any complaints of people parking along the yellow line.

Keliher reported that a neighbor sent an email to the city council and other neighbors with concerns about the noise ordinance rules and special event permits.

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Bertalmio will follow up with Anne Young about the possibility of tie-downs on Terrace. .

AGENDA ITEM 8: Building Study Process

Bertalmio reported on the process that MSR will use to facilitate the building study. MSR would like to hold a special meeting with board. While MSR knows the key items in the strategic plan and the goals of the short-term phase (safety/security/efficiency), MSR would like to hear more about what the board envisions. Then MSR then would meet with the building study task force for ongoing “in the weeds” input. After working with the task force, MSR would like to have another meeting with board to make both short-term recommendations and to present ideas of what could be done as funds become available. After hearing feedback from board on these recommendations, MSR would review and make final changes. The study is expected to be complete by December.

Board discussed obtaining input from community as well as from Friends, Foundation and City. Community input may be more valuable when board looks at longer-term changes to library versus the shorter-term changes focused on safety and security and efficiency.

Keliher presented proposed building study task force consisting of trustees Bell and Gordon, 2 library staff members, 1 Foundation board member and 1 Friends @ SPL member. Board members raised concerns about limiting participation on task force to two members of board. Keliher expressed MSR’s interest in having a small task force with members attending all meetings and the increased complexity of coordinating larger groups and schedules. Board discussed having meetings scheduled for the participation of the task force members but published and noticed so all board members could attend if desired.

AGENDA ITEM 9: 2016 Budget Request

The budget recommendation presented by Tom McCarty on August 18, with a few changes not specific to the library, was adopted by the City Council. The library’s proposed budget was reduced about \$35,000 in operating and \$30,000 in capital. The Finance committee will go back and work on a revised budget to accommodate these changes. At the October meeting, the Finance Committee will present revisions to the board for review and approval.

Bertalmio reported that hiring an HR resource is part of the city’s 2016 plan with the HR person budgeted to begin the first of April. Discussion by board if the Library should or would pay part of salary. No commitment made by board to contribute to this expense to date and 2016 budget did not include this cost.

AGENDA ITEM 10: Vacancy on the Board of Trustees

Applications will be accepted for the vacancy on the board of trustees through September 14, 2015. Gordon and Carlsen have agreed to interview the applicants and provide a recommendation to the board, mayor and council. At the October board meeting, the library will provide members with an updated list of board members and terms.

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AGENDA ITEM 11: Meeting Room Policy

Bell discussed the revised meeting room policy as presented in the September Board packet. Bell highlighted a few key changes: 1) Clarifying the purpose of the meeting rooms as a space for groups to come together to learn and exchange information and ideas; 2) Limiting use of meeting rooms to groups of 3 or more (with free study rooms on lower level available for 1-2 person use and group use); and 3) Johnson Terrace not available for meeting reservation, only booked for events and otherwise open for public use during business hours.

Board discussed enhancing meeting room space and amenities and asking MSR to look at this as part of the building study.

The following changes were proposed to the meeting documents:

- Types of Meeting and Fees Schedules – For Profit section: In the area that discusses the for profit organization room fees, change the second sentence from “Fees are also charged if there is an entrance cost or if a meeting involves sales or donations” to “These fees are also charged to non-profit organizations, government agencies and community groups if there is an entrance cost or if a meeting involves sales or donations.”
- Rental Policies and Guidelines for Meeting – General Rules #2: Change rule from “Fees and costs are subject to change from time to time. Rental clients will be charged those fees and costs that are in effect at the time a rental agreement is signed. A rental client is responsible for obtaining the current fee schedule” to “Fees and costs may be changed from time to time. Rental clients will be charged those fees and costs that are in effect at the time a rental agreement is signed. A current fee schedule is available on the library’s website.”
- Rental Policies and Guidelines for Meeting – General Rules #6: Add “the waiver of certain” in last sentence so the sentence will read “The Stillwater Public Library reserves the right to cancel meetings without notice, and to request written proof of non-profit status for the waiver of certain fee payments.

Policy adopted as amended. MSP.

AGENDA ITEM 12: Library Usage Measures

Bertalmio provided board with three documents measuring library usage: Circulation at SelfChecks by Day and Location, Circulation by Day and Hour, and Library Traffic Counted by Staff. Board discussed reports and possible other statistics that may be provided.

Stark asked about the status of providing book recommendations via the Self Check machines. Bertalmio reported that this is not occurring yet. There is a technical issue and Assistant Director Blocher is meeting with 3M to identify the source of the problem. It could be an issue with the 3M software, a Washington County IT issue, a Washington County Library IT issue or a City of Stillwater IT issue. Once the cause can be identified, Blocher can work with IT staff to resolve issue. Bertalmio asked to provide update at next board meeting.

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Stark also asked how the SelfChecks are being marketed to the public and requested that the Library look into creating a video to be posted on the website to show how the self-check works and how to use it.

AGENDA ITEM 13: Director and Other Staff Reports

Gordon proposes that board should create a resolution thanking donors and community for support of Sunday Hours. Gordon will draft and bring to next meeting.

Board discussed increased conversation nationally and locally regarding data privacy and confidentiality of patron information in libraries. It would be beneficial to have Magnuson come back and discuss what with libraries and legislature regarding data privacy.

Board also requested to see copies of articles when the library is in the news. These articles could be emailed to board when published and could also be included in board packets.

AGENDA ITEM 14: Foundation Report

Richie reported that Foundation minutes were included in the September board packet. Foundation is continuing to work with governance, shifting leadership roles and strategic planning. The annual direct mail appeal is slated for November. The Donor Appreciation event is on September 24, 2015 and Style Speaks Volumes II is on November 9 & 10, 2015.

AGENDA ITEM 15: Board Committee Reports

15 a. Executive Committee: Keliher reported on two new committees listed on the "New Committees/Task Forces" document distributed at the September Board Meeting. Document attached.

- Director Succession Plan/Knowledge Transfer Task Force: This task force is charged with preparing a succession plan and knowledge-transfer strategy to be used in preparing for both a planned succession or for a sudden, unexpected departure of the library's director. Task Force members proposed are Menikheim, Richie and possibly Vicki DeFord.
- Washington County Relationship Task Force: This task force is charged with examining SPLs relationship with Washington County and identifying ways for collaboration and communication. Task force members proposed are Stark, Carlsen, WCL Board Member and Bayport Board Member.

15 b. Facilities:

Gordon reported that the city has agreed to take responsibility for the pavers. It is a city street so they will pay for it. Anchor Block will provide materials for free and the city will manage/pay for installation.

Library neighbors are interested in staying in the loop on this project. They ask the library to communicate any information on timing and disruption. Bertalmio expressed concern that since it is a city project the library may not be kept in the loop on the exact timing.

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15 c. Finance:

Finance will report in October regarding the revised budget for 2016.

15 d. Governance and Policy:

The committee is currently working on the Collection Development policy. This will be discussed in October and acted on later.

The Governance Committee is down one member with the resignation of Corbett. Keliher is waiting for the new board member to be appointed to fill this slot.

15 e. Human Resources: Nothing to report.

AGENDA ITEM 16: Public Commentary and Communications

Richie proposed reviewing the start time of the monthly meeting. Could the meetings begin at 6:00 or 6:30? The bylaws would need to be reviewed to see if/how this change could be made.

AGENDA ITEM 17: Adjournment

Meeting adjourned at 9:15 pm.

2015 Bill Resolutions - Payable in 2015

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
406	6/30/2015	16 Wins	Website Support	520.00	230-4230-3098-0000	Technology Support
16981	8/19/2015	Advantage Companies	Microfilming (SPLF)	1,125.00	232-4232-4099-0000	SPLF - Miscellaneous Charges
9012015	9/1/2015	Baker and Taylor	Materials - Juvenile	858.44	230-4230-2400-0000	Childrens Books
9012015	9/1/2015	Baker and Taylor	Materials - YA Fiction	63.77	230-4230-2401-0000	Adult Books - Fiction
9012015	9/1/2015	Baker and Taylor	Materials - YA NonFiction	33.59	230-4230-2405-0000	Adult Books - Non Fiction
9012015	9/1/2015	Baker and Taylor	Materials - Processing	27.93	230-4230-3404-0000	Processing Fee
9012015	9/1/2015	Baker and Taylor	Materials - Reference	33.08	230-4230-2113-0000	Reference
9012015	9/1/2015	Baker and Taylor	Materials - Adult NonFiction (SPLF)	24.04	232-4232-2113-0000	SPLF - Materials
9012015	9/1/2015	Bertalmio Lynne	Materials - Video	65.97	230-4230-2408-0000	Film/Video
779553	7/23/2015	Blackstone Audio	Materials - Adult Audio (Friends)	145.98	235-4235-2101-0000	Library Donations Materials
9012015	9/1/2015	Brodart Co	Materials - Adult Fiction	101.69	230-4230-2401-0000	Adult Books - Fiction
9012015	9/1/2015	Brodart Co	Materials - Adult NonFiction	380.94	230-4230-2405-0000	Adult Books - Non Fiction
9012015	9/1/2015	Brodart Co	Materials - Processing	16.25	230-4230-3404-0000	Processing Fee
9012015	9/1/2015	Brodart Co	Materials - SPLF	87.99	232-4232-2113-0000	SPLF - Materials
8436	8/19/2015	Card Source	Borrowers Cards	695.00	230-4230-2101-0000	General Supplies
5668212	8/20/2015	Demco Inc.	Processing Supplies	83.65	230-4230-3404-0000	Processing Fee
10002814408	8/13/2015	Infogroup	Materials - Reference	620.00	230-4230-2113-0000	Reference
2313	7/22/2015	MarKir Services Inc.	Parking Garage Washing	1,699.00	230-4231-3703-0000	Building Repair Charges
71049	8/13/2015	Menards	Janitorial Supplies	67.33	230-4231-2102-0000	Janitorial Supplies
71106	8/14/2015	Menards	Janitorial Supplies	3.38	230-4231-2102-0000	Janitorial Supplies
9012015	9/1/2015	Midwest Tape	Materials - Audio	39.99	230-4230-2402-0000	Audio
9012015	9/1/2015	Midwest Tape	Materials - Video	22.49	230-4230-2408-0000	Film/Video
9012015	9/1/2015	Midwest Tape	Materials - Processing	0.65	230-4230-3404-0000	Processing Fee
W15070691	8/19/2015	Office of MN IT Services	Telephone	341.75	230-4231-3101-0000	Telephone
9012015	9/1/2015	MN State Horticultural Society	Materials - Periodicals	34.00	230-4230-2403-0000	Periodicals
94631	8/12/2015	Papco Inc.	Janitorial Supplies	244.26	230-4231-2102-0000	Janitorial Supplies
8152015	8/15/2015	Stripe A Lot Doug McLean dba	Striping	500.00	230-4231-3703-0000	Building Repair Charges
12101885	8/12/2015	Toshiba Business Solutions	Maintenance Contract	37.18	230-4230-3707-0000	Maintenance Agreements
08132015_473.10	8/13/2015	Washington County Library	Ref. Database (ST Library Share)	473.10	230-4230-2114-0000	Data Base Searching
			INVOICES SUBTOTAL	8,346.45		
CREDIT CARD						
	None					
			CREDIT CARD SUBTOTAL	0.00		
			GRAND TOTAL	8,346.45		

Submitted for payment

Lynne S. Bertalmio, Director

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Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
166528	8/11/2015	Ace Hardware	Janitorial Supplies	46.13	230-4231-2102-0000	Janitorial Supplies
166576	8/12/2015	Ace Hardware	Janitorial Supplies	25.76	230-4231-2102-0000	Janitorial Supplies
167223	8/31/2015	Ace Hardware	Janitorial Supplies	15.14	230-4231-2102-0000	Janitorial Supplies
8272015	8/27/2015	AWI Diversified LLC	Memorial Bench (Margaret Rivers)	1,500.00	235-4237-2302-0000	Library Donations Minor Equipment
9152015	9/15/2015	Baker and Taylor	Materials - Juvenile	60.42	230-4230-2400-0000	Childrens Books
9152015	9/15/2015	Baker and Taylor	Materials - YA Fiction	36.40	230-4230-2401-0000	Adult Books - Fiction
9152015	9/15/2015	Baker and Taylor	Materials - Processing	2.45	230-4230-3404-0000	Processing Fee
9152015	9/15/2015	Baker and Taylor	Materials - Reference	131.68	230-4230-2113-0000	Reference
9152015	9/15/2015	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	46.53	232-4232-2113-0000	SPLF - Materials
9152015	9/15/2015	Brodart Co	Materials - Adult Fiction	430.95	230-4230-2401-0000	Adult Books - Fiction
9152015	9/15/2015	Brodart Co	Materials - Processing	43.55	230-4230-3404-0000	Processing Fee
9152015	9/15/2015	Brodart Co	Materials - Adult Nonfiction	357.48	230-4230-2405-0000	Adult Books - Non Fiction
9152015	9/15/2015	Brodart Co	Materials - Adult (SPLF)	449.96	232-4232-2113-0000	SPLF - Materials
18102	8/26/2015	Capital Label Inc.	Processing Supplies	544.80	230-4230-3404-0000	Processing Fee
306-02444792-3	8/31/2015	Culligan of Stillwater	Water	14.55	230-4230-4099-0000	Miscellaneous Charges
2455591 AUG	8/10/2015	G & K Services	Towels & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
9152015	9/15/2015	Midwest Tape	Materials - Audio	86.78	230-4230-2402-0000	Audio
9152015	9/15/2015	Midwest Tape	Materials - Video	351.57	230-4230-2408-0000	Film/Video
9152015	9/15/2015	Midwest Tape	Materials - Processing	35.10	230-4230-3404-0000	Processing Fee
9152015	9/15/2015	Midwest Tape	Materials - Juv Audiobooks (Friends)	293.89	235-4235-2101-0000	Library Donations Materials
ABR0123904I	9/1/2015	MN Dept of Labor and Industry	Boiler Permit	10.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
635918	9/1/2015	MEI Total Elevator Solutions	Elevator Repair	96.04	230-4231-3703-0000	Building Repair Charges
51-7976594-1	8/25/2015	Xcel Energy	Gas	86.38	230-4231-3601-0000	Natural Gas
51-7976594-1	8/25/2015	Xcel Energy	Electric	4,543.92	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		9,292.02		
CREDIT CARD						
Sept CC		Amazon	Materials - Adult NonFiction	150.82	230-4230-2405-0000	Adult Books - Non Fiction
Sept CC		DreamHost	Tech Support	19.95	230-4230-3098-0000	Technology Support
Sept CC		Frontgate	Terrace Umbrellas	969.15	230-4230-2302-0000	Other Minor Equipment
Sept CC		Northern Tool	Maintenance Equipment	911.61	230-4231-2302-0000	Other Minor Equipment - Lib Plant
Sept CC		Starbucks	Staff Recognition	20.00	230-4230-4099-0000	Miscellaneous Charges
Sept CC		VistaPrint	Sunday Hours Signage	93.63	230-4230-3400-0000	Printing and Publishing
		CREDIT CARD SUBTOTAL		2,165.16		
		GRAND TOTAL		11,457.18		

Submitted for payment

Lynne S. Bertalmio, Director

TOTAL LOANS from Washington County Libraries

2015 LOANS	January	February	March	April**	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	71,750	67,095	76,954	68,693	68,485	82,701	85,873	80,002	70,519				672,072
Forest Lake	30,253	28,338	32,361	29,237	27,544	35,465	36,788	35,309	29,430				284,725
Park-Grove	19,937	18,658	22,510	20,083	19,472	27,476	27,561	24,786	21,609				202,092
Oakdale	13,425	13,457	14,256	12,999	12,177	15,842	15,379	15,231	13,524				126,290
Wildwood	11,843	11,561	11,582	12,093	10,953	13,863	14,331	13,394	11,284				110,904
Valley	2,102	2,315	2,742	2,350	2,170	2,824	2,578	2,827	2,435				22,343
Marine*	465	463	438	578	471	380	444	443	438				4,120
Hugo*	539	364	341	346	253	393	349	324	335				3,244
Newport*	31	35	62	57	38	83	73	51	66				496
Law Library	43	69	62	92	37	43	55	61	62				524
Downloads	19,232	18,184	20,308	18,077	18,769	19,548	20,894	21,146	19,329				175,487
SS (Mostly ILL)	838	728	920	774	594	718	743	693	750				6,758
Stillwater	24,820	23,282	25,671	24,190	22,942	30,090	29,927	27,493	24,999				233,414
Bayport	5,211	4,556	5,587	5,046	4,250	5,175	5,905	5,136	5,010				45,876
TOTAL Loans	200,489	189,105	213,794	194,615	188,155	234,601	240,900	226,896	199,790				1,888,345

* Library Express Service

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

2014-15 % CHANGE	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	-4.9%	-3.4%	-8.0%	-9.9%	-3.3%	-6.4%	-11.1%	-4.0%	-8.9%				-6.8%
Forest Lake	-4.0%	-4.1%	-9.3%	-11.8%	-10.3%	-2.2%	-8.4%	-0.4%	-6.1%				-6.3%
Park-Grove	-2.0%	-5.4%	-3.9%	-8.0%	-2.3%	8.0%	-0.5%	2.4%	0.9%				-0.9%
Oakdale	-17.2%	-3.6%	-14.2%	-12.4%	-15.7%	-4.2%	-19.9%	-6.8%	-12.5%				-12.1%
Wildwood	314.8%	32.8%	-13.8%	-0.1%	-6.6%	-4.8%	-13.3%	-4.3%	-14.4%				3.5%
Valley	-11.8%	-0.8%	16.6%	-8.9%	-13.0%	-14.2%	-26.3%	-9.7%	-11.3%				-9.9%
Marine	-27.9%	-22.8%	-38.5%	-13.5%	-25.4%	-40.9%	-44.8%	-29.7%	-28.0%				-30.7%
Hugo	79.7%	15.9%	5.2%	15.0%	-23.1%	-8.0%	-20.5%	-23.9%	-28.4%				-2.5%
Newport	-58.1%	-32.7%	-3.1%	18.8%	-53.7%	43.1%	-18.0%	-21.5%	-37.1%				-22.1%
Law Library	-36.8%	-26.6%	-42.6%	-2.1%	-52.6%	-29.5%	-26.7%	5.2%	-11.4%				-25.8%
Downloads	30.9%	34.8%	29.0%	32.6%	29.7%	32.6%	33.9%	32.0%	23.7%				31.0%
SS (Mostly ILL)	-8.0%	-3.4%	7.0%	-12.9%	-23.8%	-1.8%	-2.0%	-2.4%	-10.6%				-6.6%
Stillwater	-9.9%	-5.2%	-5.5%	-4.5%	-2.8%	0.7%	-3.0%	0.2%	1.5%				-3.2%
Bayport	-5.6%	-4.5%	4.1%	-13.2%	-15.4%	-3.2%	5.4%	-2.0%	-3.4%				-4.2%
TOTAL % Change	1.0%	0.4%	-5.2%	-6.2%	-3.6%	-0.7%	-6.6%	-0.1%	-4.4%				-2.9%

2014 LOANS	January	February	March	April	May	June	July	August	Sept.	October	Novem.	Decem.	TOTAL
Woodbury	75,459	69,446	83,665	76,237	70,797	88,377	96,598	83,314	77,413	74,384	67,228	66,309	929,227
Forest Lake	31,529	29,549	35,662	33,163	30,719	36,277	40,140	35,452	31,330	32,754	29,059	28,728	394,362
Park-Grove	20,336	19,722	23,434	21,838	19,927	25,435	27,698	24,201	21,418	21,136	19,416	18,811	263,372
Oakdale	16,222	13,959	16,618	14,837	14,442	16,544	19,195	16,350	15,454	15,500	12,861	12,640	184,622
Wildwood**	2,855	8,704	13,440	12,104	11,725	14,563	16,535	13,999	13,186	12,894	11,642	11,474	143,121
Valley	2,383	2,334	2,351	2,579	2,495	3,293	3,496	3,132	2,744	2,834	2,526	2,301	32,468
Marine*	645	600	712	668	631	643	805	630	608	582	418	477	7,419
Hugo*	300	314	324	301	329	427	439	426	468	292	322	380	4,322
Newport*	74	52	64	48	82	58	89	65	105	64	45	36	782
Law Library	68	94	108	94	78	61	75	58	70	82	53	42	883
Downloads	14,687	13,486	15,747	13,632	14,467	14,738	15,607	16,015	15,631	15,788	15,968	16,701	182,467
SS (Mostly ILL)	911	754	860	889	780	731	758	710	839	474	642	759	9,107
Stillwater	27,554	24,556	27,169	25,337	23,608	29,873	30,847	27,446	24,619	25,483	22,306	21,447	310,245
Bayport	5,519	4,772	5,368	5,816	5,021	5,346	5,601	5,242	5,188	5,117	4,361	4,482	61,833
TOTAL Loans	198,542	188,342	225,522	207,543	195,101	236,366	257,883	227,040	209,073	207,384	186,847	184,587	2,524,230

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

STILLWATER PUBLIC LIBRARY – IMPLEMENTATION PLAN DRAFT – BY DATE

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

- 2014 -

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

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

- 2015 -

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

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

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

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

2014

Decision by Date	Topic/Area/Decision	Completion Date
October	Approval of Strategic and Implementation Plans	10/2014
October	Appoint/convene a Board and Management team task force to explore improving human resources and make recommendations to the Board – new Board HR Committee	10/2014
November	Board leadership reviews and revises this Board Action Steps document	Completed/ ongoing
September	Board presentation and meeting with staff on the new strategic plan and future Library directions	9/2014
November	Report from the Director/HR Committee on investigation of service models	Completed 4/14/15
November	Present and promote the strategic plan and directions to Foundation, and Friends.	1/2015
December	Director and Board meet with the Foundation to request/discuss financial support for projected facilities changes	4/2015
Date unknown	Director reports to the Board on the state of Washington County Library planning	3/2015

2015

Decision by Date	Topic/Area/Decision	Completion Date
January	Update from the Director on revisions to the Implementation Plan, especially for the coming year	1/2015
January	Report from the Director/Management team on proposed future selection goals and strategies (general principles) to reduce the hard copy collection by 10% by the end of 2017	1/2015
January	Review expectations for building study by consultant before letter requesting interest is issued	3/2015
March	Presentation by the Director and/or Board Chair to the City Council on the new strategic plan	6/2015
March	Receive report from the Management team on review of current operations of the St. Croix collection	3/2015
April	Schedule regular topical, formal presentations (not budget or regular updates) to the Council at least annually	
By April	Director reports on consultant hired to conduct space and facilities study – contract approved (if needed)	8/2015

By April	Review current Library PR marketing efforts for effectiveness and efficiency – Director, select Board members, and select Foundation members. Report to the Board on joint marketing efforts and plans. Approval to follow.	9/2015
By April	Report from the Director/Management team on steps and timeline to implement the new service model in 2-3 phases, to start in 2016.	
April	Report from Youth Services staff on teen services goals and objectives, especially in relation to the strategic plan	4/2015
May	Director/Management team present recommended change plan for different open hours. Approval follows by Board.	n/a
June	Review and accept space, security and facilities report from consultant – approve a general course of action	
June	Approve budget addressing funds for facilities improvements, possible change in open hours, collections model and goals, marketing costs (if any), an increase of \$2,000 for staff development	6/2015
By July 2015	Board and Board Chair organize a “Library Leadership Summit” to include Library Board, City Council, Foundation and Friends Boards to hear about Library directions and increase understanding and connections across the boards	
By July	Report from the HR support task force on options and recommendations	Completed 2/10/15
By July	Report from Director/Management team on where and how the Library can advance overall City goals and directions	
July - December	Convene a Board task force to create a succession plan for the Director and possibly other lead management positions – Report/plan to Board no later than January, 2016	9/2015
August	Convene a Board/staff task force to re-examine the relationship to the Washington County Library and discuss current and future collaborations. Report to the Board no later than October 2015	
November/ December	Report from the Management team on methods to evaluate present and future community partnerships.	
By December	Director/Management team present new staffing plan and future staffing directions to the Board. Approval follows by Board.	
December	Update Board Action Steps and goals for 2016	
December	Update from the Director on revisions to the Implementation Plan, especially for the coming year	

2016

Decision by Date	Topic/Area/Decision	Completion Date
January	Report from the Director/Management team on plans for and progress toward creating a tech savvy environment for staff and patrons	
January	Report from the Succession Plan task force, with recommendations or plan	
By March	Report from the Director/Management team on the review of existing community partnerships	
By April then ongoing	Report from Director/Management team on identifying underserved audiences and efforts to do targeted outreach	

May	Report to the Board from the Director on possibilities for potential new partnerships for the St. Croix Collection	
By June	Report on new staffing plan, including projected, revised job descriptions from Director/Management team	
June	Approve budget addressing funds for staffing changes, facilities improvements, collections model and goals, marketing costs (if any), an increase of \$2,000 for staff development	
July	Update from Director/Management team on progress toward implementing the new service model	
December	Update Board Action Steps and goals for 2017	
December	Update from the Director on revisions to the Implementation Plan, especially for the coming year	

2017

Decision by Date	Topic/Area/Decision	Completion Date
January	Review of the progress toward implementing the new service model	
January	Begin process for new strategic plan 2018-2021	
June	Approve budget addressing funds for staffing changes, facilities improvements, collections changes, marketing costs (if any), an increase of \$2,000 for staff development	
July	Review of the progress toward implementing the new service model	
July	Review human resources support. Take action to address needed changes to secure good support	
July	Actively engage new strategic planning process	
October	Report from the Management team on future staffing and human resources directions and needs	
December	Update Board Action Steps and goals for 2018	
December	Update from the Director on revisions to the Implementation Plan, especially for the coming year	

Revisions to the Stillwater Public Library 2016 Budget Adopted 7/14/15

The library budget recommended to the City Council by the City Administrator on August 18 reflected a transfer from the General Fund for the library of \$1,171,625 and a total operating budget of \$1,269,025. This is a reduction of \$35,768. To make this reduction, the Director and Finance Committee make the following recommendations.

Operations Revenue

Increase budgeted revenues by a total of \$5,100 as follows:

- raise gallery fees by \$100
- interest projections by \$500
- gifts by \$1,100
- library card fees by \$2,500
- lost materials by \$200
- lost processing fees by \$700

Operations Expenditures

Decrease budgeted expenditures by a total of \$30,668 as follows:

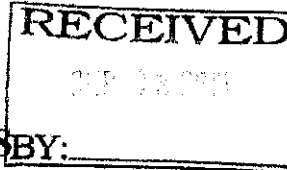
- Remove all personnel initiatives other than wage increases and insurance costs for a savings of \$22,208
- Reduce materials, supplies, and minor equipment by \$4,860
- Reduce the Other Professional Services (i.e., consultants) by \$2,000
- Reduce plant budget by \$1,600

Capital

The City Administrator's recommended budget reduces our requested capital budget by \$30,000 to a total of \$76,900.

Return to City of Stillwater, 216 N. 4th St. or the Stillwater Public Library, 224 3rd St. N., Stillwater, by
November 9, 2012

Date: _____



**CITY OF STILLWATER
APPLICATION FOR APPOINTMENT
TO ADVISORY BOARDS AND COMMISSIONS**

Name: Christina Arndt

Address: 838 W. Willard St.

Home Telephone: (651) 247-6886

Work Telephone: _____

1. How long have you lived in Stillwater? 44 yrs/mo. 2 Which Ward

2. What Stillwater community activities have you been involved in?

Library
Lakeview Hospital Aut. board
Valley Outreach
Community thread Poli-Nation - Treasurer

3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission.

Board of Tubman
u of Lakeview Aut.
u - Community Health Clinic
Treasurer for Ascension Church

4. Do you have a preferred Board/Commission that you are interested in serving on?

Yes No If yes, fill in name of Board/Commission: Library

5. Would you consider an alternate appointment? Yes No

If yes, which one? Park

6. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like).

7. Why do you wish to be on a board/commission?

I am retired and have time to volunteer

8. Please describe any other relevant information you would like us to know.

36 years working as an accountant, 23 yrs for Presbyterian Home

STILLWATER PUBLIC LIBRARY

Supplemental Application - Appointment to Board of Trustees

The Stillwater Public Library Board of Trustees is the policy making body for the library. The nine-member Board meets the second Tuesday of each month at 7:00 p.m. In addition to regular meetings there are committee assignments which require a commitment of time. Terms are three years in length with the possibility of two reappointments. The appointment will be made by the Mayor and the City Council.

For further information about the Board or the library, contact:

Lynne Bertamio, Library Director, (651) 275-4338 ext 118

Name Christina Arndt

Education history:

U of M B.A. in Political Science
U of W B.S. in Accounting

Brief employment history:

23 years with Presbyterian Homes & Services

Involvement in libraries, other library boards, or community groups and organizations:

Volunteer at Stillwater Library
Valley Outreach
Community Thread

Why are you interested in the library board?

Libraries are very important to a community and I love books.

Date: 11 Sep 2015

**CITY OF STILLWATER
APPLICATION FOR APPOINTMENT
TO ADVISORY BOARDS AND COMMISSIONS**

Name: ROGER A. FUNK

Address: 2600-HIDDEN VLY LN

Home Telephone: 651-439-4036

Keep Private: Yes No
Email Address: rlfunk67@Q.com

Keep Private: Yes No
Work Telephone: (cell) 651-253-7708

1. How long have you lived in Stillwater? Yrs/Mo. W-4 P-7 Which Ward

2. What Stillwater community activities have you been involved in?
Volunteer - Stillwater Library (2+ years)
Volunteer - Stillwater Historical Society (3 months)

3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee.
Taught school (WBL) 10+ years (various committees); Church council (5 yrs);
US Army (Active + Reserve) 29+ years (command positions); 3M (22 yrs) -
IT mgr for division; owned business in Stillwater (Golf Shoppe)
15 years

4. Do you have a preferred Board/Commission that you are interested in serving on?
Yes No If yes, fill in name of Board/Commission: Stillwater Public Library
Board of Trustees

5. Would you consider an alternate appointment? Yes No
If yes, which one?

4. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like).
No restrictions other than occasional vacations

5. Why do you wish to be on a board/commission?
The Stillwater Library plays an important part in serving a growing community.
My background in IT and management positions can hopefully add
new insights into future Library development.

6. Please describe any other relevant information you would like us to know.
I have been a volunteer at the Library for the last 2+ years.
I have thoroughly enjoyed it and hope I can serve the Library
in other capacities.

STILLWATER PUBLIC LIBRARY

224 Third St. N.

Stillwater MN 55082

651.275.4338

www.stillwaterlibrary.org

Supplemental Application/ Appointment to the Board of Trustees

The Stillwater Public Library is the governing and policy-making body for the library. The nine-member Board meets the second Tuesday of each month at 7 p.m. In addition to regular meetings, there are committee assignments which require a commitment of time. Terms are three years in length with the possibility of two reappointments. The appointment will be made by the Mayor and City Council.

For further information about the Board or the library, contact:

Lynne Bertalmio, Director, 651.275.4338 ext. 118

Name: Roger A Funk

Education history: Grade 1-12 North St. Paul (1961)
Bachelor's degree (1966) St. Cloud State BS-Math/Business Ed.
Master's degree (1975) River Falls MS-Math Education

Brief employment history:
US Army (1967-1971) attained Rank of Cpt/Company Cmdr.
US Army Reserve (1971-1996) attained Rank of Col/Various
Command and staff positions
Teacher's Coach (1971-1981) WBL School district - math grades 10-12
3M (1981-2003) - IT mgmt. positions
Stillwater Golf Shoppe (1987-2002) - partner/owner

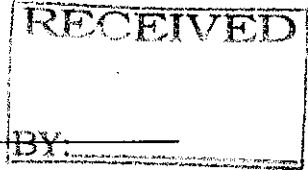
Involvement in libraries, other library boards, or community groups and organizations:

Volunteer desk - Stillwater Library
Volunteered for short time at Stillwater historical society

Why are you interested in the library Board?

I would like to see the library continue to grow & think I could provide some new insight on the library Board

Return to City of Stillwater, 216 4th St. N.



Date: BY: _____

**CITY OF STILLWATER
APPLICATION FOR APPOINTMENT
TO ADVISORY BOARDS AND COMMISSIONS**

Name: Craig J. Hansen

Address: 1109 4th St. S., Stillwater, MN 55082

Home Telephone: 651-430-2687

Keep Private: Yes No

Email Address: craig.hansen@metrostate.edu

Keep Private: Yes No

Work Telephone: 651-734-5268

1. How long have you lived in Stillwater? 11/6 Yrs/Mo. 1 Which Ward
*Have been a Stillwater library user since 1982.
2. What Stillwater community activities have you been involved in?
*Volunteer coach for VAA sports (t-ball, basketball, soccer) *Family Means volunteer
*I.S.D. #834 School Board task force and committees (various) *Highway cleanup
*Stillwater Sunrise Rotary *Numerous other community volunteer activities
*Strive Program (mentoring high school students)
*Valley Outreach and Washington County Historical Society volunteer (fundraising activities)
3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee.
St. Croix Valley Athletic Association (VAA), Board Member for both soccer and basketball
Partnership Plan Board Member, including Board Chair
Pony Soccer Booster Club Board Member, including Board Chair
Pollinator Friendly Alliance, Board Member
4. Do you have a preferred Board/Commission that you are interested in serving on?
Yes X No _____ If yes, fill in name of Board/Commission: Stillwater Library Board
5. Would you consider an alternate appointment? Yes _____ No X
If yes, which one? _____
4. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like).
None.
5. Why do you wish to be on a board/commission?
Please see attached.
6. Please describe any other relevant information you would like us to know.
Please see attached.

****Attach Additional Sheets, if necessary****
**THIS INFORMATION WILL BE DISTRIBUTED TO COUNCIL
AND IS CLASSIFIED AS PUBLIC DATA except as noted: Keep Private**

Attachment to City of Stillwater Application for Appointment to Advisory Boards and Commissions

Craig J. Hansen

5. Why do you wish to be on a board/commission?

I have a long history of community involvement and a strong interest in education and the future of community libraries. I am particularly interested in the Stillwater Public Library as wife and I have been active patrons since 1982, and it was an invaluable resource for my children as they grew up in Stillwater.

Professionally, I am a college professor, deeply involved with current and emerging communication technology. I currently am serving in my 3rd term as the Department Chair of the Communication, Writing and the Arts Department at Metropolitan State University. I also developed and am Chair of the Master's Degree Program of Technical Communication. Additionally, because Metropolitan State University educates widely diverse communities (including students from all parts of the world and economic circumstances), I am aware of the important role that the library plays in citizen's lives.

My educational background includes a PhD in English, with a concentration in Technical Communication, doctoral work in Medieval Studies, and MBA studies.

I am a fan of both traditional libraries, as well as the current and future digital options to convey information to community users. My vision disability makes me interested in library accessibility for all community citizens.

From my work and volunteer lives, I have acquired much management, policy, strategic planning and budget experience, from chairing Boards and a variety of differing administrative and committee positions in the university. I would bring a high level of commitment and work ethic to this commission.

6. Please describe any other relevant information you would like us to know.

I have published 3 novels and many scholarly academic articles

I am a huge fan of the Stillwater Library and its architecture, and am proud that the City of Stillwater financially supports it.

STILLWATER PUBLIC LIBRARY

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Supplemental Application/ Appointment to the Board of Trustees

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For further information about the Board or the library, contact:

Lynne Bertalmio, Director, 651.275.4338 ext. 118

Name: Craig J. Hansen

Education history:

University of Illinois, Undergraduate Degree, Political Science

University of Illinois, Master's degree in English Literature

University of Minnesota, in English, with a concentration in Technical Communication, and doctoral work in Medieval Studies

University of St Thomas, MBA courses

Brief employment history: (Current to Past)

Metropolitan State University, Professor, including Department Chair

University of Minnesota, Professor

NCR Comten, Product Manager (computer industry)

Involvement in libraries, other library boards, or community groups and organizations:

Metropolitan State University: served on the University Library's Committee for several years while they were planning their new and innovative university / community library (serves both the university students, and the public who live in the St Paul east side)

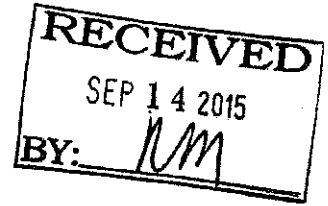
See prior page for other board and community activities.

Why are you interested in the library Board?

A strong library is essential for a healthy and vibrant community. I particularly understand the challenges created by new technologies, changing demographics, and scarce resources. I would very much like to bring my wide range of experience and expertise to the Board, to contribute to the Stillwater library's bright future.

Date: 9/11/15

**CITY OF STILLWATER
APPLICATION FOR APPOINTMENT
TO ADVISORY BOARDS AND COMMISSIONS**



Name: Rick Slachta

Address: 212 Birchwood Dr. N

Home Telephone: 651-439-5907

Keep Private: Yes No
Email Address: arslachta@gmail.com

Keep Private: Yes No
Work Telephone: 612-749-1004

1. How long have you lived in Stillwater? 40 Yrs/Mo. _____ Which Ward
2. What Stillwater community activities have you been involved in?
I am a life long resident. Over the years I have been involved in Lumberjack Days (my parents owned/operated St. Croix Outfitters for 60yrs). We are active members at Trinity Lutheran Church. I involved in PTA at Stonebridge Elementary
3. Please describe any previous experience you have which is similar to serving on a volunteer advisory board/commission/committee.
Stone Bridge Elementary PTA, Trinity Lutheran Church Capital Appeals Committee, St. Paul Area Association of Realtors
4. Do you have a preferred Board/Commission that you are interested in serving on?
Yes No _____ If yes, fill in name of Board/Commission: Library Board
5. Would you consider an alternate appointment? Yes _____ No
If yes, which one? _____
4. Please describe any schedule conflicts with the regular meeting schedules for the board/commissions (i.e., routine travel, work schedules and the like).
I am relatively flexible
5. Why do you wish to be on a board/commission?
My ~~wife~~ wife, Kids (5yr old, 8yr old, 11yr old) and myself all use the library frequently. I would like to give back and be more informed
6. Please describe any other relevant information you would like us to know.
My wife and I have 3 daughters together (Ages 5, 8 & 11) who frequent the library.

STILLWATER PUBLIC LIBRARY

224 Third St. N.

Stillwater MN 55082

651.275.4338

www.stillwaterlibrary.org

Supplemental Application/ Appointment to the Board of Trustees

The Stillwater Public Library is the governing and policy-making body for the library. The nine-member Board meets the second Tuesday of each month at 7 p.m. In addition to regular meetings, there are committee assignments which require a commitment of time. Terms are three years in length with the possibility of two reappointments. The appointment will be made by the Mayor and City Council.

For further information about the Board or the library, contact:

Lynne Bertalmio, Director, 651.275.4338 ext. 118

Name: Rick Sluckta

Education history:

Duluth

Stillwater Area High School Class of 1993
University of MN Bachelor of Business Administration with an emphasis
in Organizational Management. 1997

Brief employment history:

20+ years of marketing/market research
and sales. I currently am a full-time realtor
with Coldwell Banker/Burket.

Involvement in libraries, other library boards, or community groups and organizations:

No direct library board experience, however, I think my
background in business would be an asset to the board.
I have been volunteering on various boards/committees at
Trinity Lutheran Church for many years.

Why are you interested in the library Board?

It's a great asset to the community. With that said
I'd like to give back and get more involved.

A RESOLUTION

WHEREAS, a strong public library is a fundamental contributor to an intelligent, informed civil society and enriches the lives of the citizens of a community; and,

WHEREAS, the Stillwater Public Library has served the Stillwater community for 117 years; and,

WHEREAS, the Stillwater Public Library has, throughout its long history, striven to advance literacy, promote life-long learning and empower civic engagement; and,

WHEREAS, it has been necessary, because of diminished public funding, for the Stillwater Public Library to reduce certain critical services and functions, most notably the termination of its operations on Sunday; and,

WHEREAS, the closing of the Stillwater Public Library on Sundays adversely affects those in the community, particularly certain students and workers, who are unable to use the Library on other days of the week; and,

WHEREAS, the generous gift of nine thousand dollars provided by Patrick A. and Jane M. Thiele, and, a matching amount given by the Stillwater Public Library Foundation and its donors have made it possible for the Library to remain open on Sunday from September 13, 2015 to May 22, 2015;

NOW THEREFORE: the Board of Directors of the Stillwater Public Library hereby expresses its deepest appreciation and gratitude to Patrick A. and Jane M. Thiele, and to the Stillwater Public Library Foundation and its donors for their philanthropy and enduring support of the Library and its mission.

THIS RESOLUTION passed by a unanimous vote of the Board of Directors of the Stillwater Public Library meeting in regular session on this thirteenth day of October, 2015.

Signed: _____
Its President

Witnessed: _____
Its Secretary

STILLWATER PUBLIC LIBRARY

Collection Development and Management Policy

Adopted April 4, 1995

Revised July 1998

Revised April 2000

Revised November 2001

Revised May 2004

Revised September 2008

Revised July 2015

Vision for the Collection

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

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

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

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

Collection Development

Purpose of the Policy

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

This policy further defines the work necessary to achieve the following key result as outlined in the *Stillwater Public Library's Strategic Plan 2014-2017 Goal 1 Strategy 2*:

The Stillwater Public Library will develop current and contemporary collections to support a confident and self-reliant citizenry. The library will consistently rebalance and right size collections to meet changing and developing needs and interests of the community. Annually, the library staff will create a collection plan to guide selection, weeding, and retention of materials to guarantee the vitality of the collection.

Principles of Collection Development

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

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

Definitions

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

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

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

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

Roles and Responsibilities in Collection Development

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

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

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

Target Audience

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

Scope of the Collection

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

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

The Library recognizes the purposes and resources of other libraries and media centers in the metropolitan area and will not needlessly duplicate functions and materials.

The Library must make careful selection of materials due to constraints on the acquisition budget and on space. As a result the library:

- Purchases professional materials only when they are also of interest to the nonspecialist.
- Purchases textbooks or other curriculum-related materials only when they also serve the general public.
- Acquires materials in a variety of formats for the study of popularly requested languages other than English, but does not seek to build collections in foreign languages. The library will work through the interlibrary loan system to secure these materials for patrons.

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

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

Special Collections

Please refer to the *St. Croix Collection Policy*.

Access & Resource Sharing

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

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

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

Copyright

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

Intellectual Freedom

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library subscribes to the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements.

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

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

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

Reconsideration of Library Materials

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

The Library Board, upon request, hears written appeals of a decision about a Request for Reconsideration. Decisions on appeals are based on careful review of the objection, the material, and Library Board policies including: this policy, the Library Bill of Rights, the Right to Read and the Right to View and the American Library Association's guidelines on intellectual freedom. The final decision on appeals rests with the Library Board and will be taken up at publicly held Board meetings.

Selection

- **Funding Statement**

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

Evaluative Criteria

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

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

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

Maintenance and Preservation

Collection Maintenance

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

Preservation

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

Process

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

2016 Holidays

The following are the typical holiday closings for 2016:

New Year's Day	Friday, January 1
Martin Luther King Jr. Day	Monday, January 18
President's Day	Monday, February 15
Easter	Sunday, March 27
Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving Day	Thursday, November 24
Christmas Eve Day	Saturday, December 24
Christmas Day	Sunday, December 25
New Year's Eve Day	Saturday, December 31



LIBRARY BOARD

<u>Members</u>	<u>Public Contact Info</u>	<u>Date Appointed</u>	<u>Ward</u>	<u>Term Expires</u>
Maureen Bell 205 Crestwood Terrace	651-439-7193 mbellstill@gmail.com	9/17/2013; Unexp. term of Deford; re-appt. '14; 1st Term	4	12/31/2016
Gregg "Spike" Carlsen 220 -4th St S.	651-472-4394 651-430-0038 carlsen@usinternet.com	9/17/2013; Unexp. term of Dickinson; 1st Term	2	12/31/2015
Michele Cassavante 519 Holcombe St S	952-988-3788 (w) 651-430-0896 (h)	1/4/2008; re-appt. '11, '14; 3rd Term	1	12/31/2016
Tom Corbett 701 Fourth St N	612-335-7025 (w) 651-430-3356 (h)	6/16/2009; Unexp. term of R. Ranum; re-appt. '11; '14; 2nd Term	2	12/31/2016
Ned Gordon 610 Main St N, #303	651-439-9146 (h)	1/1/2007; re-appt. '10; '13; 3rd Term	2	12/31/2015
Mike Keliher 704 Pine Tree Trail	612-746-4610 (w) 651-324-0213 (h) mjkeliher@gmail.com	12/20/2011; re-appt. '15; 2nd Term	4	12/31/2017
Doug Menikheim 527 Broadway Ave. S	651-439-9742 (w) dmenikheim@ci.stillwater.mn.us	5/6/2014; Unexp. term of Lindbergh-Jones; re-appt. '15	1	12/31/2017
Mary Richie 228 Everett St N	218-259-5565 (cell) 651-439-2365 (h)	12/18/2012; Unexp. term of Sandstrom; 1st Term	2	12/31/2015
Kathy Stark 920 Amundson Dr	651-351-7811 (h)	1/1/2009; re-appt. '12; '15; 3rd Term	3	12/31/2017

The Library Board is organized by City Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Library Board consists of 9 members, who serve for a period of 3 years, and are limited to 3 consecutive terms. They meet on the 2nd Tuesday of the month at 7:00 p.m. at the Stillwater Library.

Director's Report

Relationship with the Board: Library Journal recently announced the winners in its New Landmark Libraries awards. I have the complete list (of course it may also be found online) should you like to see it. Libraries from the Midwest that made the first ranking are the Cedar Rapids Public Library, the Lawrence (KS) Public Library, and the Madison (WI) Central Library – by MSR! Midwestern Honorable Mentions include East Branch of the Milwaukie Public Library and the Walker Branch of HCL. Go visit while the weather is still good.* Jill Smith began as the new director of the Bayport Public Library during the last week of September. Jill worked at the Anoka County Library. Interim Director Maureen Bell brought Jill to Stillwater to see the library and meet staff. I was out of town at the time, but will meet with Jill soon.

Goals and Objectives: Our first online newsletter went out on October 1. Please remember to sign up at the bottom left hand corner of the website home page. We are developing editorial policy and an efficient structure for feeding news to the editor Carolyn Blocher.

Community and Professional Relationships: Planning is underway for The Big Read in April 2016. The title that we will be reading is Steinbeck's *The Grapes of Wrath*. Programming will follow many strands of the book, including climate change, food security, water issues, human migration, and sustainability. We are lining up book club kits, a gallery show, book discussions and perhaps a spring Club Book if an appropriate author is found. Public libraries from St. Croix Falls to Hastings will participate as will Festival Theater, ArtReach St. Croix, and the Washington County Conservation District. *As you will recall, I am on the Stakeholders' Committee for WCL's planning effort. In that capacity, I attended two meetings which were steps in their strategic planning effort. The first meeting was held at a Board of Commissioners' meeting. The Commissioners heard a preliminary report from Library Strategies. Much of this was comparing WCL to other libraries of its size nationally and then to other libraries in the Twin Cities area. There was some skepticism expressed about the national comparison as the communities were unfamiliar and little was known about their political structure or situation. Consequently, more time was spent on the MELSA libraries comparison. Commissioner Kreisel was surprised that Bayport and Stillwater were not included in this comparative looks and asked that they be included. (According to LS, they were told not to include the associate libraries.) This was a very preliminary report, but it seemed as if the Commissioners were surprised that the process was not further along. I also went to the planning retreat on September 26. For this meeting, information about Stillwater was included in comparative charts. In the afternoon there were break-out sessions about partnerships, outreach, PR, and economic development, but part of the morning was spent on what is a major question for WCL: how many and what types of libraries. Going into the future, should the mix be large regional libraries, small community libraries, a mix of these, or specialty libraries through the county (i.e., a library that concentrates on service to a particular population group). LS called Stillwater and Bayport "embedded libraries" which are very much of their communities and hence do not share the range of questions that face a county system. Washington County has put most of its planning

information on the county website. As some of this information is pertinent to SPL, you may want to examine the materials. <https://www.co.washington.mn.us/index.aspx?nid=2298>

Staff and Personnel: Angie Petrie and Lindy Howe will be attending the MLA conference in St. Paul. * Aurora attended the Minnesota Council on Nonprofits annual conference. There were many good sessions, but Aurora found the session on how to work with the media, presented by Tom Weber from MPR, to be the most helpful. * It's everywhere! I will be attending MCN's session "Tapping the Potential of Community Engagement 2" later in October. This session focuses on the tools that nonprofits may use to foster engagement. * Melissa Butler is over half way through her internship with us. She has been working in many areas. For the next two weeks, we will look at collection development and selection.

Business and Finance: Anne Young and I recommend that, when the Policy and Governance Committee examines event policies, it also looks at rental rates to see if the fees may possibly be restructured and raised while remaining competitive.

Technology: Some staff members are pursuing training via Lynda.com. This resource and the webinars available through a number of sources are making training much easier and efficient as staff members may pursue additional job knowledge without leaving the library. * With the completion of the IT work for the new Fire Station, City IT staff had the time to investigate problems with the implementation of recommended reads on the SelfChecks. The solution for this problem involved City IT staff, WCL IT staff, and EBSCO, the vendor of NoveList. Our IT staff thought they had the problem licked as they were successful in getting recommended reads on a few books. It soon became obvious, however, that the problem was bigger as no recent adult fiction was generating recommendations on check out. Our IT staff pursued it a little further and found that EBSCO was not being supplied with holdings information regularly. We will have to work out with WCL how the information is supplied on a regular basis and in the correct format. With our investigation, WCL may be able to get this function to work as well. Caveat: please remember that NoveList does not have recommendations for every item in our collection.

Board of Trustees Calendar

2015

October	7	SPLF Executive Committee meeting 8 a.m.
	8 and 9	MLA Conference, RiverCenter, St. Paul
	12	F of the SPL Meeting 6:30 p.m.
	12	Club Book - Emily St. John Mandel 7 p.m.
	13	SPL Board Meeting 7 p.m., City Administrator Tom McCarty with City Strategic Plan
	21	SPLF Board Meeting 7:30 a.m.
November	4	SPLF Executive Committee meeting 8 a.m.
	9	F of the SPL Meeting 6:30 p.m.
	9 & 10	SPLF Style Speaks Volumes
	10	SPL Board Meeting 7 p.m.
	12	Give to the Max Day
	18	SPLF Board Meeting 7:30 a.m.
	4 through 7	Friends fall booksale Foundation Direct Mail Campaign
December	2	SPLF Executive Committee meeting 8 a.m.
	14	SPL Board Meeting 7 p.m.
	15	SPLF Board Meeting 7:30 a.m.
	31	Board terms end
	31	Union contract ends

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
2	7/14/2015	Strategic Plan - 2015 Board Action Steps	Provide board with an updated copy of the 2015 Board Action Plan, list of action items on strategic plan that are the responsibility of the board. Requested by Stark.	Keliher	10/4/15 - In Progress: Board action steps master document updated. Document included in October Board Packet.
3	7/14/2015	Strategic Plan 2.3.12 WCL/SPL Relationship	Create a task force to examine relationship to and explore collaborations with Washington County. Stark volunteered to help with this.	Keliher Stark	9/8/15 - Complete: Task Force created, and Stark and Carlson assigned.
4	8/11/2015	Strategic Plan 1.4.1 Visitation Patterns	Create a report to show the count of people in library by day of week, hour of day and location. Bertalmio will prepare report and distribute to Board. Gordon volunteered to provide graphing suggestions.	Bertalmio Gordon	9/8/15 - Complete: Bertalmio distributed report to board at Sept meeting.
5	8/11/2015	Strategic Plan	Review Strategic Plan and provide new timeframe recommendations for board approval.	Bertalmio Keliher	9/8/15 - Complete: Provided updated strategic plan in September Board Packet and presented at Sept meeting. Board approved plan as amended.
6	8/11/2015	Building Study Committee	Provide recommended list of Building Study Committee members for board approval.	Keliher	9/8/15 - Complete: Keliher distributed list of proposed task force members (Bell, Gordon, 1 SPLF member, 1 Friends member and 2 staff members) at Sept meeting.
7	8/11/2015	Wedding/Events Report	Provide board with comparison of number of weddings booked to date for 2016 in comparison with bookings at this time for prior years.	Bertalmio	9/8/15 - Complete: Bertalmio's Director's Report in September Board packet indicated that 2016 bookings are on par with 2015 bookings at this time last year. More ceremonies than in past which has less furniture rental revenue.
8	8/11/2015	Sunday Hours	Provide board with a list of key contacts receiving information about Sunday Hours.	Bertalmio	9/8/15 - Complete: Bertalmio's Director's Report in September Board packet indicated that info was sent to Pioneer Press, Star Tribune, and local papers. Flyers sent to churches, SAPS digital backpack and area libraries. Signs up in library and on building. Bookmarks distributed to patrons. Info on website and social media.
10	8/11/2015	Trustee Interviewing Committee	Form Committee to interview Board of Trustee Applicants. Gordon volunteered to serve on Committee.	Gordon	9/8/15 - Complete: Gordon and Carlsen agreed to serve on committee.
11	8/11/2015	Pavers	Pavers are defective. Follow up with city engineering and Dave Magnuson.	Gordon	9/8/15 - In Progress: Gordon reported that city has agreed to take responsibility for replacement of pavers.
12	8/11/2015	Supplemental Funds Meeting	Schedule meeting with Finance Committee and Magnuson to discuss use of McCluer-Webster and some of the smaller funds held at the city.	Bertalmio	9/8/15 - In Progress: Magnuson spoke briefly about funds at Sept Bd Mtg; He will write opinion about this for Bd
13	9/8/2015	City Email Accounts	Bertalmio contact city IT to see if city email accounts may be created for library trustees as email communications between board members or emails about library business could be public data.	Bertalmio	9/24/15 - In Progress: Bertalmio asked City IT; No response to date.
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	9/24/15 - In Progress: Young has talked with Hickey

15	9/8/2015	Building Study Task Force Members	Recruit 2 staff members, 1 Foundation member, 1 Friends member and 4 Bd Members to serve on Task Force.	Bertalmio Keliher	9/25/15 - Complete: Recruited Bd Members Bell, Gordon, Menikheim, Stark, Staff Aurora Jacobsen and Jody Vasilakes, SPLF Jean Morse and Friends Nancy Prince to serve on task force and sent introductory email.
16	9/8/2015	Building Study Task Force Meetings	Schedule special meeting of full board with MSR and schedule building task force meetings with MSR.	Bertalmio	9/29/15 - In Progress: MSR meeting with Board scheduled for 10/9/15: Task Force Mtgs to be scheduled.
17	9/8/2015	2016 Budget	Revise operating and capital budget in accordance with the new budget numbers adopted by the city. Bring to board for approval at October's meeting.	Stark Richie Bertalmio	
18	9/8/2015	Board Vacancy	Interview board applicants and provide recommendation.	Carlsen Gordon	9/30/15 - In Progress: Gordon and Carlsen completed interviews with 4 applicants.
19	9/8/2015	SelfChecks - Book Recommendations	Provide board with update on status of providing book recommendations via SelfCheck machines.	Bertalmio	
21	9/8/2015	Appreciation Resolution	Draft a resolution thanking donors and community for support of Sunday Hours.	Gordon	
22	9/8/2015	Library in the News	Send out copies of articles when library is in the news.	Bertalmio	9/14/15 - Complete: Sunday Hour clippings and Mad Men article emailed to Board. Articles will be emailed going forward when library is in the news.
24	9/8/2015	Board List	Provide Board with a list of members and terms at October Board meeting.	Bertalmio	
25	9/8/2015	Meeting Time Change - Bylaws	Investigate bylaws to see how/if meeting times for monthly meetings can be changed.	Bertalmio Keliher	9/27/15 - Complete: Bylaws don't restrict time. President's preference is to hold 7 p.m. time for remainder of 2015 and revisit topic when scheduling the 2016 slate of meetings.
26	9/8/2015	Greeting Card for Corbett	Distribute greeting card and collect funds to thank him for his service as an outgoing member of the board.		10/4/15: In Progress

"TO DO" REMINDER FILE
(Items to keep on board radar but not ready for action)

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

STILLWATER PUBLIC LIBRARY FOUNDATION MEETING

August 19, 2015 – Corrected 9/16/15

MEMBERS PRESENT: Peggy Ahola, Lynne Bertalmio, Steve Brady, Andy Kass, Jean Morse, Sandy Nicholson, Rebecca Peterson, Merilee Read, Fred Rengel, Mary Richie, Mary Ann Sandeen, Ann Wolff

WELCOME: President Ann Wolff called the meeting to order at 7:32 a.m. She collected completed documents: questionnaires and signed Conflict of Interest signature pages. Ann also reminded members to submit suggestions for new contacts for event sponsors so that information about the SPLF can be sent to them in the near future. Ann shared that the notecards found at each of our places should be used to write a thank-you note to include in our centerpiece baskets for the Donor Appreciation event and the “thank-you” candy should remind us to also include a token of thanks in the basket. Ann also mentioned that the ten year anniversary for the completion of the most recent library building renovation will be in 2016 so we should begin to think about ways to commemorate that event.

SECRETARY’S REPORT: The minutes for the July 15, 2015 meeting were unanimously approved.

TREASURER’S REPORT: Peggy provided an overview of the July financial reports and clarified the “Income Statement by Program” report. She indicated that this report which has accounting within date parameters is detailed in a very useful way. Ann suggested that in the future, chairs of events meet with the treasurer to finalize event finances. There was discussion regarding the possible use of Donorsnap and/or Quickbooks for event accounting. Ann and Fred will investigate this.

Additional event costs that were discussed included space rental for SPLF functions and expenditures for graphic design services. The SPLF pays rental fees for the use of the SPL facilities per the SPL trustees’ policy just as other renters do. Lynne explained that this enables the policy to be enforced equally within the community. It was suggested that the rent we pay be considered as a part of the SPLF revenue stream to the SPL (i.e. a donation).

Ann explained how the graphic design services offered by Donnie Carlson evolved from initially being donated for Light a Spark to the current arrangement of paying Donnie \$75.00 **per hour** for services he provides the SPLF beyond those he donates for LAS. We currently hire him for most graphic arts/design work we need.

The treasurer’s report was unanimously approved.

SUNDAY HOURS: Ann reported that a donation that was received on Tuesday, August 18, put us over our goal for funding Sunday Hours from September, 2015 - May, 2016. Lynne requested that the SPLF consider extending the financial support of Sunday Hours from September through December, 2016. Mary moved that the foundation raise funds for this time frame, Becky seconded the motion, and it was unanimously

approved. Ann announced that there will be an article in the St. Paul Pioneer Press in the near future announcing the September-May Sunday Hours and about the Thieles who have been instrumental donors in the success of this effort.

GRANT REQUESTS: Two grant requests for adult collection support were submitted for board approval: one for the purchase of multiple copies of bestsellers, the second for expansion of the adult graphic novel collection. Lynne clarified the fact that these books will circulate just as other books in the SPL collection. Lynne said that additional grant proposals will be presented in September. Both grant proposals were unanimously approved.

Mary Ann inquired about the status of the grant evaluation forms that were developed earlier this year. Lynne stated that several are being completed.

STRATEGIC PLAN/ MEMBERSHIP & NOMINATING: Andy reviewed that in the proposal currently being discussed by the Strategic Plan committee, the president would serve one year as vice president, the second year as president, and a third year as past president. Steve indicated in his written report that Ann has agreed to serve another year as SPLF President and Fred has expressed a willingness to serve as Vice President for 2016. Steve stated that “all of this is, of course, subject to Board discussion and approval at the January meeting.”

Peggy has indicated that she plans to retire from the board at the end of 2015. In order for her to begin the training/transition process for a new SPLF treasurer, it is necessary to elect the 2016 treasurer. Lynne nominated Andy for this position; he was unanimously elected. Discussion of the proposed Strategic Plan includes support for the treasurer with a hired book-keeper and a CPA firm hired to do the Foundation tax returns.

Andy presented an overview of the first draft of suggestions for the Board committee structure which is another aspect of the Strategic Plan under discussion. This new structure may redefine Board membership and participation options as well as meeting schedules.

Members of the the Membership and Nominating Committee are continuing their work on the new member/member handbook as well as seeking new board members.

LIGHT A SPARK: Fred thanked all who worked on this event for their contributions to its success. He shared four observations that he made after reflecting on this year’s LAS:

- Financially, we did well. Increased sponsorship is the key to earning more revenue.
- Attendance included many new participants, both sponsors and attendees.
- There were many positive comments from both the games and interactions.
- We can learn for the future from this year’s evaluations.

All agreed that the fireworks display this year was phenomenal. Ann offered to send a note of thanks to the City Council members acknowledging the Board's appreciation for the annual fireworks and their contribution to the success of Light a Spark.

TAPAS & THANKS: Mary Ann shared that all is in order for this September 24 event. The speaker, Larry Millet, will not be charging for his presentation. Acapulco will cater it, and the wine has been procured. Board members were reminded to contribute a basket/centerpiece with the Tapas/Thanks "History and Mystery" (or tapas) theme. Mary Ann said that the guest list will be finalized in the near future and invitations will be sent. She encouraged Board members to offer rides to guests, as necessary.

The letter that was sent to current and past trustees and foundation board members requesting their sponsorship of this event was discussed. Several board members reported hearing that the letter was seen as an invitation to attend the event and other members heard questions about the request for donations. Ann stated that she thinks it's important that we board members all support Tapas & Thanks financially and requested that each of us donate some amount for the event.

OTHER: Reporting as a SPL trustee, Mary said that she and Lynne had attended the city council city-wide budget meeting on behalf of the SPL the previous night. She said that the city council is proposing a 4% increase in the city budget and is not reducing the SPL budget for 2016. The 2016 budget will be finalized at the end of September. She reassured us that the City see the SPL as valuable.

Mary stated that the SPL trustees, in keeping with their strategic plan, are planning a leadership summit in the future which will involve SPLF members. The meeting will provided for interaction and information.

Ann mentioned that Maureen Bell, a SPL trustee, is acting as the interim director at the Bayport Public Library.

ADJOURNMENT: 9:10 a.m.

Respectfully submitted,
Jean Morse, Secretary

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

<u>Sender</u>	<u>Date</u>	<u>Title</u>
Jean	8/6/15	Minutes for the July '15 Meeting
Ann	8/15/15	Sunday Library Hours Fundraising Plan Conflict of Interest SPLF 2015 06 17 Talking Points
Ann	8/15/15	E-mail
Fred	8/17/15	E-mail LAS 2015 Statistics LAS 2015 Recap

Ann (for Steve) 8/17/15
Peggy 8/17/15
Lynne 8/17/15

Membership & Nominating Committee
SPLF Financials
Grant Proposals:
 Bestsellers Aug. 15
 Aug. 15 Graphic Novels

Washington County Library Board
Regular Meeting at Library Administrative Offices
8595 Central Park Place
Woodbury, MN
August 24, 2015

Present

Board: Bull, Cram, Jurgens, Meyer, Reeves
Commissioner Bigham (Library Board Liaison)

Staff: Ryskoski, Schneider

1. Call to Order

Bull called the meeting to order at 6:30 p.m.

Pledge of Allegiance

2. Recognition of Public

Megan Olson, Manager, Wildwood Branch in the North Group
Jessi Schulte-Honstad, Senior Manager, Park Grove Branch in the South Group

3. Adoption of Agenda

Cram moved adoption of the agenda. Meyer seconded the motion. Vote: All in Favor. Motion carried.

4. Consent Calendar Approval – Bull asked for a motion to adopt the consent calendar. Meyer moved adoption. Reeves seconded the motion. Vote: All in Favor. Motion carried. Reeves moved adoption of the list of donations received. Meyer seconded the motion. Vote: All in Favor. Motion carried. Bull asked for a motion to accept the minutes. It was noted Cram needed to be added to the list of board members present at the last meeting. Jurgens moved adoption. Reeves seconded the motion. Vote: All in Favor. Motion carried.

The two new Library supervisors introduced themselves and shared some of their background and work experiences with the library board. Board members in turn introduced themselves, districts represented and some background as well.

5. Unfinished and New Business

- A. 2016 Budget Proposal –Ryskoski informed the board members that the Library’s budget workshop with the County Board had been rescheduled to September 1st. Rescheduling will give him more opportunity to observe other departments’ presentations as well as coincide with a date scheduled with Library Strategies, the consultants working on the Library strategic planning process to update the County Board on the results of the community forums and the data gathered through the mailed survey. Ryskoski outlined for the board what he will be presenting to the County Board. Overall the recommendation will be to increase the Library base budget by approximately one half million dollars. The package includes 2.22 new fte which are particularly needed to assist in rebuilding some core infrastructure lost in library administration through previous reductions necessitated by the downturn in the economy. The positions will be focused on functional technological support, shifting of work back to positions that more closely align with tasks and freeing up some time in higher level positions and in increased publicity and marketing of library services. In addition the package

includes ongoing funds to improve collections and establish a budget line for library programs. There is also one time capital funding to replace the sorters at Hardwood Creek so they can handle rfid. Ryskoski said an increase in library hours had not been pursued at this time since it seemed it would be more appropriate to address that in the context of the strategic plan expected to be completed by early next year. Bull said she felt overwhelmed by the positive progress and Cram added the board is in support of these items. Meyer indicated she understood the need to wait on more library hours until the planning results come out but she would hope for adding at least one evening a week in Lakeland. Ryskoski added he had thought even of what might be coined a “second shift” library to address more access.

- B. Strategic Planning Process Update and Discussion – Ryskoski asked the board if they had received invitations to the pending “Rapid Results” meetings scheduled for September 26 and October 10. There were nods around the room that members were planning to attend. Ryskoski indicated that responses to the invitations were slowly coming in and if board members had suggestions of additional names of individuals to consider sending invitations to that they should send them to him. Meyer indicated she had one or two people in mind and would do so and Reeves suggested the library director in Lake Elmo should be considered. Cram asked if the “Community Voices” was still going to happen. Ryskoski responded that this was still being looked into but did not know whether it would become available. (This is an electronic survey/request for input that is supposed to include a method for filtering whether an individual has done multiple responses.) He added that they met with cities about a week about but attendance was low. Cram asked about follow up on the feedback given to Library Strategies from the Strategic Stakeholders Working Group on the preliminary draft of the agenda for the “Rapid Results” meetings. Ryskoski has not seen a newer draft and would check on this item. Board members shared several comments that they felt they had not seen anything very “strategic” so far, any “out of the box” ideas and any real visioning. There is concern that this needs to take place. As Ryskoski has more information he will share it with the board and he urged them to attend the workshops with the County Board on September 1.
- C. Other Activities – Bigham said she had made a tour of libraries with Ryskoski and thanked him and staff for taking the time with her so she could learn more about size, scope, programs and activities at the branches. She also enjoyed participating with the Park Grove Branch and reading to children at the Cottage Grove Farmer’s Market. There were about sixty children in attendance.

Meyer expressed her view that library administration needs to be out of the “rabbit warren” of the building in Woodbury. It is important that administration be visible and transparent to people and she strongly recommended this be addressed.

6. **Director and Board Reports** – There were no further reports. Ryskoski indicated he needed to be out on the date of the next scheduled board meeting. After some discussion of availability and the board calendar, Cram moved the next board meeting be rescheduled to September 30 from September 28. Jurgens seconded the motion. Vote: All in Favor. Motion carried.
7. **Adjournment**
Bull entertained a motion to adjourn. Jurgens moved adjournment. Reeves seconded the motion. The meeting adjourned at 8:15 p.m.

The next scheduled meeting of the Library Board is September 30, 2015 at 6:30 p.m. in the Library Administrative Offices, Washington County Library, 8595 Central Park Place, Woodbury, MN.

Reminder:

If you would like to contribute to a parting gift for Tom Corbett in thanks for his service to the Board of Trustees, please bring your contribution to this meeting.