

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES**

Meeting Agenda

Tuesday, February 9, 2016, 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 January 2016 Minutes+
 - b. Acknowledgement of Bills Paid in January 2016 For 2015: \$37,791.03+
For 2016 \$18,784.59+
 - c. Quarterly Activity Report
 - d. Other Activity Report

5. Adjourn to Executive Session for Director's Personnel Evaluation A+

Old Business

6. Strategic Plan Update D+
7. Building Study Update D*
8. Board Vacancy Recommendation A
9. Report on Nonunion Wage Scales and Personnel Policy I+
10. Library Support of City Goals I

New Business

11. Release of 2016 Capital Funds Part I D+
12. Review of 2014 Annual Report to the State I+

Reports

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

16. Public Commentary and Communications
17. Adjournment

If you are unable to attend this meeting, please leave a message for Lynne at 651.275.4338 ext. 118 before 5 P.M. on Monday, February 8, 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, WCL Board January 6, 2016 minutes

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 12, 2016
Minutes**

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

ABSENT: Carlsen, Cassavante

STAFF: Bertalmio, Goeltl

AGENDA ITEM 1: Call to Order

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

AGENDA ITEM 2: Adoption of Agenda

Adopted. MSP.

AGENDA ITEM 3: In-Person Public Commentary

AGENDA ITEM 4: Consent Calendar

Adopted. MSP.

AGENDA ITEM 5: Strategic Plan Update

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

AGENDA ITEM 6: Building Study

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

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

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

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

AGENDA ITEM 7: Board Vacancy Applications

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

AGENDA ITEM 8: Union Contract & Ratification of Wage

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

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

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

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

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

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

AGENDA ITEM 9: E-mail Accounts

The City has agreed to issue city email accounts to library board members for use in conducting library business. Board reviewed the "Using City of Stillwater E-mail for Library Board Business" document included in the January board packet and discussed the pros and cons of moving to this system. Board requested that the director follow-up with City IT to determine if (1) all of the Board members need to adopt use of a city email address or if individual members could opt for a City email address independently, and (2) of a single Trustees email address could be created for constituents to send questions and feedback which would then trigger an email to all board members.

AGENDA ITEM 10: Introduction to Long-Term Funding Sustainability

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

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

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

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

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

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

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

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

Richie requested further board education regarding maintenance of effort.

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The board discussed the key takeaways:

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

AGENDA ITEM 11: Youth Services Support

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

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

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

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

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

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

AGENDA ITEM 12: New Event Fee Structure

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

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

AGENDA ITEM 13: City of Stillwater Strategic Plan

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

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

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

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

AGENDA ITEM 14: Director and Other Staff Reports

Board discussed Director Report provided in January Board Packet.

AGENDA ITEM 15: Foundation Report

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

AGENDA ITEM 16: Board Committee Reports

a. Executive Committee:

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

b. Facilities: None.

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

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

AGENDA ITEM 17: Public Commentary and Communications

None.

AGENDA ITEM 18: Adjournment

Adjourned at 10:07 pm.

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2015 Bill Resolutions

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						
1047995	11/30/2015	American Library Association	ALA Membersip 2015	160	230-4230-4000-0000	Memberships and Dues
1052016	1/5/2016	Baker and Taylor	Materials - Juv	937.13	230-4230-2400-0000	Childrens Books
1052016	1/5/2016	Baker and Taylor	Materials - YA Fiction	7.19	230-4230-2401-0000	Adult Books - Fiction
1052016	1/5/2016	Baker and Taylor	Materials - YA NonFiction	56.59	230-4230-2405-0000	Adult Books - Non Fiction
1052016	1/5/2016	Baker and Taylor	Materials - Processing	27.93	230-4230-3404-0000	Processing Fee
1052016	1/5/2016	Baker and Taylor	Materials - Reference	103.14	230-4230-2113-0000	Reference
1052016	1/5/2016	Baker and Taylor	Materials - Adult Nonfiction (SPLF)	81.27	232-4232-2113-0000	SPLF - Materials
802510	12/3/2015	Blackstone Audio	Materials - Adult Audio (Friends)	47.99	235-4235-2101-0000	Library Donations Materials
802509	12/3/2015	Blackstone Audio	Materials - Adult Audio (Friends)	373.97	235-4235-2101-0000	Library Donations Materials
1052016	1/5/2016	Brodart Co	Materials - Adult Fiction	375	230-4230-2401-0000	Adult Books - Fiction
1052016	1/5/2016	Brodart Co	Materials - Adult NonFiction	493.38	230-4230-2405-0000	Adult Books - Non Fiction
1052016	1/5/2016	Brodart Co	Materials - Reference	19.57	230-4230-2113-0000	Reference
1052016	1/5/2016	Brodart Co	Materials - Processing	28.6	230-4230-3404-0000	Processing Fee
1052016	1/5/2016	Brodart Co	Materials - Adult NonFiction (Athena)	44.78	235-4235-2101-0000	Library Donations Materials
1052016	1/5/2016	Brodart Co	Materials - Adult (SPLF)	490.65	232-4232-2113-0000	SPLF - Materials
1052016	1/5/2016	Butler Melissa	Staff Reimbursement - YS Programming (Friends)	18.67	235-4236-4099-0000	Library Donations Programs
BJB0215	11/30/2015	CDW Government Inc.	Computer Equipment	2706.3	230-4230-5310-0000	C/O MIS Computer Equipment
BHX8819	11/30/2015	CDW Government Inc.	Computer Equipment	437.28	230-4230-5310-0000	C/O MIS Computer Equipment
BJW6572	12/3/2015	CDW Government Inc.	Computer Equipment	95.76	230-4230-5310-0000	C/O MIS Computer Equipment
BMM6665	12/16/2015	CDW Government Inc.	Computer Equipment	840	230-4230-5310-0000	C/O MIS Computer Equipment
57529236	12/15/2015	Demco Inc.	Processing Supplies	304.2	230-4230-3404-0000	Processing Fee
1052016	1/5/2016	Midwest Tape	Materials - Audio	689.86	230-4230-2402-0000	Audio
1052016	1/5/2016	Midwest Tape	Materials - Video	439.21	230-4230-2408-0000	Film/Video
1052016	1/5/2016	Midwest Tape	Materials - Processing	72.25	230-4230-3404-0000	Processing Fee
1	11/30/2015	MSR Design	Professional Services	3772.31	230-4230-3099-0000	Other Professional Services
2	12/15/2015	MSR Design	Professional Services	7036.5	230-4230-3099-0000	Other Professional Services
490624	12/14/2015	Nardini Fire Equipment	Maintenance/Inspection	259.15	230-4231-3707-0000	Maintenance Agreements - Lib Plant
12408814	12/10/2015	Toshiba Business Solutions	Maintenance Contract	26.18	230-4230-3707-0000	Maintenance Agreements
121415_2560.14	12/14/2015	Washington County Library	Materials: E-books (SPLF Huel 14)	2560.14	232-4232-2113-0000	SPLF - Materials
121915_2031.10	12/19/2015	Washington County Library	Materials: E-books Juv (SPLF Huel 14)	2031.1	232-4232-2113-0000	SPLF - Materials
51-7976594-1	12/28/2015	Xcel Energy	Gas	1364.52	230-4231-3601-0000	Natural Gas
51-7976594-1	12/28/2015	Xcel Energy	Electric	3069.49	230-4231-3600-0000	Electricity
		INVOICES SUBTOTAL		28,970.11		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		0.00		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		0.00		
GRAND TOTAL				28,970.11		

Submitted for payment

Lynne S. Bertalmio, Director

2015 Bill Resolutions - Payable in 2015

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

Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
171259	12/17/2015	Ace Hardware	Janitorial Supplies	34.96	230-4231-2102-0000	Janitorial Supplies
1192016	1/19/2016	Baker and Taylor	Materials - Juv	102.42	230-4230-2400-0000	Childrens Books
1192016	1/19/2016	Baker and Taylor	Materials - YA Nonfiction	32.97	230-4230-2405-0000	Adult Books - Non Fiction
1192016	1/19/2016	Baker and Taylor	Materials - Processing	2.45	230-4230-3404-0000	Processing Fee
1192016	1/19/2016	Bayport Public Library	BPL Q234 L/D Reimbursement	19.99	230-0000-3880-0030	Lost/Damaged Fees
1192016	1/19/2016	Bayport Public Library	BPL Q234 Process Fee Reimbursement	64.00	230-0000-3880-0040	Lost/Overdue Processing Fees
1192016	1/19/2016	Brodart Co	Materials - Adult Fiction	55.64	230-4230-2401-0000	Adult Books - Fiction
1192016	1/19/2016	Brodart Co	Materials - Adult NonFiction	42.67	230-4230-2405-0000	Adult Books - Non Fiction
1192016	1/19/2016	Brodart Co	Materials - Processing	1.95	230-4230-3404-0000	Processing Fee
1192016	1/19/2016	Brodart Co	Materials - Adult (SPLF)	41.23	232-4232-2113-0000	SPLF - Materials
9163994	12/31/2015	Cole Papers	Janitorial Supplies	444.11	230-4231-2102-0000	Janitorial Supplies
2455591_118422846	11/30/2015	G & K Services	Towles & Rugs	82.54	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
79349	12/30/2015	Menards	Janitorial Supplies	18.11	230-4231-2102-0000	Janitorial Supplies
1192016	1/19/2016	Midwest Tape	Materials - Audio	69.97	230-4230-2402-0000	Audio
1192016	1/19/2016	Midwest Tape	Materials - Video	18.73	230-4230-2408-0000	Film/Video
1192016	1/19/2016	Midwest Tape	Materials - Processing	1.30	230-4230-3404-0000	Processing Fee
W15110693	12/16/2015	Office of MN IT Services	Telephone	372.00	230-4231-3101-0000	Telephone
1192016	1/10/2016	Stillwater Public Library Foundation	SPLF Dec CC Reimbursement	575.00	232-0000-2000-1300	SPLF - Accounts Payable Pass Thru
01052016_237.05	1/5/2016	Washington County Library	Q4 Processing Supplies	237.05	230-4230-3404-0000	Processing Fee
01042016_394.75	1/4/2016	Washington County Library	Q4 Reimb ProcFee	226.75	230-0000-3880-0040	Lost/Overdue Processing Fees
01042016_394.75	1/4/2016	Washington County Library	Q4 Reimb L/D	168.00	230-0000-3880-0030	Lost/Damaged Fees
01052016_197.39	1/5/2016	Washington County Library	Postage	197.39	230-4230-3102-0000	Postage
		INVOICES SUBTOTAL		2,809.23		
CREDIT CARD						
Jan CC		Ace Hardware	Janitorial Supplies	5.35	230-4231-2102-0000	Janitorial Supplies
Jan CC		Amazon	Materials - Adult Non Fiction	620.61	230-4230-2405-0000	Adult Books - Non Fiction
Jan CC		Amazon	Materials - Big Read (SPLF)	477.62	232-4232-2407-0000	SPLF - Programs
Jan CC		Amazon	Computer Equipment	458.42	230-4230-5310-0000	C/O MIS Computer Equipment
Jan CC		Container Store	Small Equipment	58.31	230-4230-2302-0000	Other Minor Equipment
Jan CC		DreamHost	Tech Support	19.95	230-4230-3098-0000	Technology Support
Jan CC		Kowalski's	Misc	118.98	230-4230-4099-0000	Miscellaneous Charges
Jan CC		MOMA	General Supplies	39.95	230-4230-2101-0000	General Supplies
Jan CC		Racine North	Computer Equipment	4100.00	230-4230-5310-0000	C/O MIS Computer Equipment
Jan CC		UWEX Registration	Conference Fees	112.50	230-4230-3201-0000	Seminar/Conference Fees
		CREDIT CARD SUBTOTAL		6,011.69		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
		MANUAL PAYOUT SUBTOTAL		0.00		
GRAND TOTAL				8,820.92		

Submitted for payment

Lynne S. Bertalmio, Director

2016 Bill Resolutions

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Invoice #	Invoice Date	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
OF67327	12/16/2015	3M	3M SelfCheck Maintenance Contract	8364.63	230-4230-3707-0000	Maintenance Agreements
44817	11/6/2015	American Library Association	ALA Membership2016	209	230-4230-4000-0000	Memberships and Dues
1511226	1/1/2016	Ebsco Publishing	2016 Periodicals (CG-S-15297-00)	6851.81	230-4230-2403-0000	Periodicals
12582	1/5/2016	ECM Publishers	Stillwater Gazette (2 Subscriptions)	78	230-4230-2403-0000	Periodicals
11161353	11/9/2015	Value Line Publishing Inc.	Materials - Reference	1000	230-4230-2113-0000	Reference
11202015_180.00	11/20/2015	Washington County Library	CybraryN Software	180	230-4230-3098-0000	Technology Support
			INVOICES SUBTOTAL	16,683.44		
CREDIT CARD						
None						
			CREDIT CARD SUBTOTAL	0.00		
MANUAL BILL PAYOUTS (Check issued between bill resolutions to comply with payment terms)						
None						
			MANUAL PAYOUT SUBTOTAL	0.00		
			GRAND TOTAL	16,683.44		

Submitted for payment

Lynne S. Bertalmio, Director

Director's performance evaluation

Per our formally adopted process, our February meeting is to include a performance evaluation discussion for the library director – with this portion of our meeting closed to all but the trustees unless requested by the person whose performance is being discussed. During this closed session, the board will have a chance to review the director's self-evaluation and a composite evaluation compiled by the president based on each of your individual evaluations.

The discussion during the February meeting will be used to refine or add to the board's composite evaluation as warranted, which then becomes the official "finished product" of the evaluation process – along with the director's self-evaluation.

To help inform this discussion, please keep in mind the goals the board adopted for the director during our March 2015 meeting:

- Lead successful implementation of strategic plan, on time and with regular progress reports to the board
- Identify and fulfill opportunities to inform and collaborate with Stillwater's new city administrator (and, by extension, the city council) and Washington County Library's new director
- Refine communication with and information delivery to the board, especially financial reporting – with an emphasis on providing clear, timely insights and analysis to inform decision making

Our evaluation discussion also should inform the establishment of goals for 2016 performance, as well.

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

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

- 2014 -

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

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

- 2015 -

GOAL/STRAT.	TACTIC	RESPONSIBILITIES	TIMEFRAME	PROGRESS
2.3.6	Schedule regular topical, formal	Board Chair/Director	Beginning	When the building study is completed and

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

2.3.10	Actively engage and support at least one broader City goal through Library services	Director	By March 1, 2016	When appropriate in the City's schedule. We will develop a plan to aid the City in communications
1.4.1	Study and review patron and visitation patterns and preferences.	Management team and staff	January – April, 2015	Usage is heaviest in the morning and on the lower level; have established some costs of a kiosk for item pick up outside library hours
1.2.3	Weed the hard copy collection according to the model	Management – using contractors or staff	March-December, 2015	Weeding continues
3.2.5	Create and implement a PR and marketing plan to increase awareness in the community	Management team	March - December, 2015	An online newsletter – sympathetic to the website – has been created; Staff is finalizing key messages
1.3.3	Hire a facilities consultant	Director and Board	By April, 2015	Date needs revision
2.2.3	Assess current staff levels and standard competencies in technology	Management team	By October 15, 2015 Follow up on annual basis	Established for current staffing model; Was part of individual personnel evaluations
1.2.4	Establish future selection goals and strategies	Management team	November 2015	A new Collection Development Policy has been adopted; a collection management plan and materials buying plan was completed but did not receive funding for 2016
1.3.4	Facilities consultant presents findings and report to Management Team and Board	Director, Board	January February 2016	Establish revised timeline with MSR
1.3.5	Budget to implement facilities recommendations	Director, Board	June, 2016	Although it will not be sufficient, there is a figure in the 2016 capital budget to implement facilities changes; it is not possible to be precise without the study
1.4.4	Address budget and staffing implementation changes resulting from possible additional hours	Director and Management team, Board	June 2016	This effort is on hold
1.2.5	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Collection budgets will be included in the graphic annual report; the report is dependent on statistics yet to arrive from WCL
1.2.7	In the facilities use study, explore options	Consultant and	February 2016	On hold

	for the St. Croix Collection	Director		
3.2.6	Train staff in the delivery of the new PR and marketing plan	Management team	June – December, 2015	Staff assignments and organization are taking place. Staff is examining tools and key messages.
2.1.1	Create a staffing plan based on the directions of the new service model	Director and management team	February-March 2016 to 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	Director will attend some department heads meetings at City Administrator's invitation
2.2.5	Convene a Board task force to create a succession plan for the Director and other leaders	Board leadership	February- April/May 2016	Task Force established; plan/report to Board winter 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	Task Force is established; Begin with research of MELSA Plan of Association, WCL contract, other associate library contracts; These documents will be available at February meeting; Later, meet with WCL
1.4.5	Create a PR plan to tell the public about the changed hours	Management team	August, 2015	Sundays hours have been advertised by the library and the Foundation
1.4.6	Communicate new open hours to the public	Management team	August, 2015- December, 2015	Sundays hours have been advertised by the library and the Foundation; the communications will continue for the rest of the year

3.3.1	Review existing community partnerships	Management team	By October, 2015	With a framework suggested by the Minnesota Council on Nonprofits that helps to distinguish outreach from partnerships, the Management Team is completing an inventory of current partnerships, looking for ways to evaluate potential partners
3.3.2	Create methods to evaluate present and future library partnerships	Management team	February 2016	
2.1.2	Present staffing directions to the Board	Director	By May February 2016	Depends on pending change in service model

- 2016 –

1.3	Reconfigure space and facilities	Director and lead staff	2016 and 2017	Building changed to increase efficiency and make the building more secure
2.2	Revisit, review, implement elements of tech savvy environment plan	Management team	July 2016	Enhancement of tech environment of the Library for both patrons and staff
1.4.3	Create recommended change plan for additional open hours (other than Sunday) in 2017	Director and Management team, Board review and approval	May 2016	There is not money for additional hours in 2016
3.3	Library will develop a plan for new partnerships that support the strategic plan	Director and Management team, Board review and approval	September 2016	
3.3	Expand awareness of library services and events through active partnerships with local and online media	Management Staff	2016	Library services and events are identified in 2 new media venues.
3.3	Investigate and develop new partnerships with support organizations and community groups.	Management team	2016-2017	Library will develop new, meaningful partnerships with 2-4 new organizations (school, government, social service agencies, arts organizations, etc.)
3.3	Coordinate a meeting with School and	Director	November 2016	Library and School District partner on 2 new

	Community Education staff to determine possible future partnerships.			projects (1 each year)
1.1	Implement the new service model in 2-3 phases, to start in 2016	Management team	2016	Implement of plan to extent possible in 2016
1.2	Review collections budget annually to meet collections model and goals	Director and Management team	January - June of every year	Review and report to the Board
3.1	Make presentations about library services to community organizations representing targeted underserved populations	Library Director and Management Team	January - November, 2016	A minimum of 3 community presentations
3.1	Partner with community organizations to provide staff training on serving seniors, persons with disabilities, physical challenges and/or underserved and diverse populations	Library Director and Management Team	Library All Staff meeting, early 2016	Provide ongoing status to Library Board on this partnership, 2016 - 2017
3.1	Identify underserved and diverse populations through demographic analysis and create prioritized, targeted efforts to reach out to these audiences.	Library Director and Management Team	By April, 2016	Increase Library services and programs by 10% for targeted audiences
1.1	Regularly monitor the implementation of the new service model	Director and Board	July and January, starting in July, 2016	A review by the Board and lead staff. Presentation to the Board by Mgmt. team.
1.3	Budget to implement facilities recommendations	Director, Board	June, 2015 and June, 2016	Facilities changes incorporated into annual budget(s)
2.1	Continue to develop a staffing plan based on the directions of the new service model	Director and management team	By June 2016	A plan for restructuring staffing, based on the service model
2.1	Examine and revise staff job descriptions, and classifications. Conduct job evaluation and market studies to ensure consistency across job classes and pay equity. Create transition plan.	Management Team (possibly with outside HR support)	June, 2015 to June, 2016	New, consistent job descriptions and evaluation criteria and procedures in place by January 1, 2017
2.1	Prepare the 2017 budgets to address the new staffing plan	Director, Board	June, 2016	Budgets incorporating funds to support needed changes in staffing patterns
2.2	Allocate resources in the budget to fund	Director, Board	By June of each year in	Increase of \$2,000 in professional

	staff training and professional development		2014 2015, and 2016	development funds each year for 3 years (\$6,000 annually by year 3)
1.2	Explore possibilities for potential new partnerships for St. Croix Collection	Director and Assistant Director	April 2016	On hold

-2017-

1.4	Implement additional open hours if approved	All staff	January, 2017	New hours
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Nonunion Wage Scales and Personnel Policy

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

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

The administrative rule setting process defined the funding authority as the work unit for pay equity study reporting. Following this rule, point values and wages at the Stillwater Public Library are compared to point values and wages throughout the City of Stillwater, its funding authority. In order to compare administrative and supervisory pay rates at the library to positions of equal point value at the City it was necessary to create pay ranges. Individuals are not compared to individuals, rather classifications and their ranges are compared to the City classifications and ranges. Administrative and supervisory personnel at the City of Stillwater (with the exception of the City Administrator) are members of a management union.

Employees with the classification of shelver are not included in pay equity reporting because they are not classified as public employees under PELRA as they work too few hours. We have not created a pay range for them. They are paid a flat wage.

The following wage scales were created and most recently revised in 2007 when the City still had an HR director. Since then, the scales have only been adjusted by the percentage of increase that was negotiated in our contract with AFSCME. The exceptions were those years when union staff received increases and wages for administrative and supervisory employees were frozen because they had no contract to be honored.

We have been loath to adjust these pay scales in any other way for fear that we might fall out of compliance with pay equity. We look forward to the classification and compensation study that the City of Stillwater will perform in 2016. An RFP has been issued for a firm to do this study.

The Library's Personnel Policy, which regulates benefits for administrative and supervisory employees, follows the pay scales on the next pages.

Stillwater Public Library

Administrative Staff Salary Ranges												
	Base Salary	Entry	1 Year	2 Years	3 Years	4 Years	5 Years	Longevity 10 Years	Longevity 15 Years	Longevity 20 Years		
Full-time Assistant												
Director	1-Jan-07	57,549	59,146	60,725	62,346	64,010	0.44	0.88	1.33	1.56	(hourly)	
Salary	1-Jul-07	59,275	60,920	62,547	64,216	65,930						
Range	1-Jan-09	61054	62748	64423	66143	67,908						
	2010 Frozen @ 2009 level											
Must be	2011 at 2%	62275	64003	65712	67466	69,266						
prorated fo	2012 frozen	62275	64003	65712	67466	69,266						
part time	2013 1%	62898	64643	66369	68141	69959						
						33.63397						
	2014 (2%)	64156	65936	67697	69503	71358						
						34.31						
	2015 (3%)	66080	67914	69727	71589	73499						
	2016 (3%)	68063	69951	71819	73736	75704						
	2016 total hourly for computing salary for PT employee at 30 hrs/wk						36.40			1.33		37.73
Director	1-Jan-07	71,400	73,381	75,340	77,351	79,172	91	179	271	314	(monthly)	
	1-Jul-07	73,542	75,582	77,600	79,672	81,547	91	179	271	314		
	1-Jan-09	75748	77850	79928	82062	83,994						
	2010 Frozen @ 2009 level											
	2011 at 2%	77263	79407	81527	83703	85673				3768		
	2012 frozen	77263	79407	81527	83703	85673						
	2013 1%	78036	80201	82342	84540	86530						
	2014 (2%)	79596	81805	83989	86231	88260						
	2015 (3%)	81984	84259	86509	88818	90908						
	2016 (Yet to be determined)											

STILLWATER PUBLIC LIBRARY

Personnel Policy & Procedures Manual

*Adopted October 2001
Revised June 14, 2011
Last Revised November 12, 2013*

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ARTICLE I - INTRODUCTION

SECTION 1-1 PURPOSE

This Personnel Policy & Procedures Manual (the “Manual”) contains personnel policies and procedures for Stillwater Public Library employees (“Employees”).

The purpose of this Manual is to establish uniform and equitable policies that will promote an efficient system of personnel administration for Employees. This Manual serves as a guide for administrative actions concerning Library personnel matters and shall not be construed as contractual provisions or as establishing terms of employment. No provision of this Manual is intended to violate, supersede or conflict with any state or federal statute or regulation.

With respect to Employees covered by a collective bargaining agreement, the provisions of such agreement supersede provisions of this Manual to the extent of any inconsistency between such provisions.

Employment for all Employees is at-will employment and may be terminated by either the Library or the Employee at any time.

The policies and procedures contained in this Manual may be revised from time to time as the Library deems appropriate without prior notice to the Employees.

This Manual cannot address all possible situations. The personnel policies and procedures set forth in this Manual are created to serve as a guide for Employees to follow in the performance of their jobs. Situations encountered by Employees that are not addressed in this Manual will require the Employee to exercise sound judgment.

The terms and conditions of this Manual with respect to employment matters do not constitute nor are they intended to imply a contract of employment or a contract of any kind. The terms and conditions of this Manual with respect to Employee matters are statements of employment guidelines and practices provided for Employee information. They shall not grant any property or liberty interest to any Employee. They shall not affect the at-will relationship of any Employee and they are subject to unilateral action by the Library Board of Trustees.

ARTICLE II - DEFINITIONS

Department Head:

Except as otherwise indicated by context, the head of the Library department in which the applicable Employee works.

Part-Time Employee:

An Employee who is scheduled to work less than 14 hours per week on a regular basis as opposed to being on-call.

Part-Time, On-Call Employee:

An Employee hired to work on an on-call basis.

Probationary Period:

As defined in Section 3-4.

Regular Full-Time Employee:

An Employee who has successfully completed a Probationary Period after hire or promotion as indicated by a satisfactory performance evaluation and as approved by the Library Director. Regular Full-Time Employees are regularly scheduled to work approximately 2080 hours per year.

Regular Part-Time Employee:

An Employee who is scheduled to work 14 or more hours per week who has successfully completed a Probationary Period after hire or promotion as indicated by a satisfactory performance evaluation and as approved by Library Administration. Part-Time Employees are regularly scheduled to work less than 2080 hours per year.

Seasonal Employee:

An Employee who works in a full-time or part-time position during a seasonal program in compliance with state law.

Supervisor:

Except as otherwise indicated by context, the applicable Employee's immediate supervisor.

Temporary Employee:

An Employee hired to work less than 67 days or 100 days (the 100 days figure applies only to an Employee who is 22 years of age or less and is a full-time student at an accredited school, in accordance with MN Statutes Chapter 179A) in any consecutive twelve-month period.

ARTICLE III - RECRUITMENT/SELECTION

SECTION 3-1 GENERAL STATEMENT

Appointment and promotion to positions in the Library shall be based upon merit. Selection methods will be based solely on job-related factors.

Regardless of the number of applicants, selection methods shall be deemed competitive when:

- A. The qualifications required are based on job-relevant factors established by the Library; and
- B. A reasonable opportunity is afforded for qualified persons to apply; and

C. All persons being considered compete against the same standards.

SECTION 3-2 EQUAL EMPLOYMENT OPPORTUNITY

The Library strives to provide full and equal opportunities for every person in all areas related to employment, training, promotion and compensation within the Library operation. To this end, the Library upholds the principle that no individual shall be discriminated against with respect to compensation, terms, conditions or other privileges of employment because of race, color, creed, religion, sex, age, national origin, sexual orientation, marital status, veteran status, source of income, or disability, and to any other group or class against which discrimination is prohibited by state or federal law.

Employees who participate in discrimination of any kind are subject to disciplinary action, up to and including termination.

Any person who feels that he/she has been discriminated against should contact his/her Supervisor, Human Resources personnel, or the Library Director. Employees and applicants are protected from coercion, intimidation, interference, and discrimination for filing complaints or assisting in investigations.

SECTION 3-3 RECRUITMENT AND SELECTION

All appointments in Library service shall be made according to job-relevant qualifications, merit and fitness as determined by the Library Director or Library Board of Trustees.

The basic recruitment and selection policies of the Library are to take whatever measures are reasonably necessary to seek out and to encourage properly qualified individuals to apply for positions and to provide assurance that the best-qualified applicants are properly inducted into Library service. Competition for positions shall be open to all applicants who meet the qualifications established for the class of position for which application is made. No person shall in any way be favored or discriminated against because of race, color, creed, age, marital status, sex, political opinion or affiliation, disability, sexual orientation, or welfare assistance status.

In making a selection among candidates to fill vacancies, the Library may use written, oral or performance tests, an evaluation of training and experience, or any combination of these methods. Investigations of background, character, education, experience or physical fitness may also be required.

An Employee may not hold simultaneously a full-time and a part-time position within the Library.

Appointment to a position in the Library service shall not be construed to be a property right of the Employee. All Employees are appointed by and serve at the sole discretion of the Library Director; provided, however, that the Library Director is appointed by and serves at the sole discretion of the Library Board of Trustees.

SECTION 3-4 PROBATIONARY PERIODS

The Library regards the Probationary Period as an integral part of the employment process.

During this period, new Employees are closely evaluated to determine whether or not they meet acceptable standards of performance. This period is one of the most effective tests available to measure fitness for the job.

The first twelve (12) months of employment is a Probationary Period. During the Probationary Period, the Library shall closely observe an Employee's work to ensure that the Employee demonstrates that he/she is qualified for the position to which he/she has been appointed. The Employee's Supervisor shall evaluate performance, skills and ability demonstrated during the Probationary Period in order to determine whether the Employee should continue to be retained by the Library. If the Employee's work meets established standards, he/she will become a regular Employee at the end of the Probationary Period. Employees whose performance does not meet the work standards of the position, as determined in the Library's sole discretion, may be terminated without stating a reason or cause, or otherwise in accordance with law.

Employees appointed or reclassified to new positions in the Library are also required to successfully complete a twelve (12) month Probationary Period. If an Employee appointed to a new position is found to be unsuited for that position, the Library, at its sole discretion, may reinstate the Employee to his/her former position and former rate of pay if the Library determines that such reinstatement is possible. Reinstatement is not guaranteed.

A Probationary Period may be extended, up to an additional twelve months, if deemed necessary by the Library, to determine the Employee's ability to perform the duties of the position.

Employees using any paid or unpaid leave time during the first six (6) months of employment with the Library will have their Probationary Period automatically extended for the number of hours of leave used.

SECTION 3-5 RESIDENCY REQUIREMENTS

Employees are not required to maintain residency within Stillwater city limits.

SECTION 3-6 APPOINTMENT AND PLACEMENT OF RELATIVES

The Library does not restrict employment of more than one member of a family or persons related by blood or marriage.

No Employee shall have responsibility for hiring, retaining, promoting, determining the salary of, supervising or directing the work of his/her spouse, family member, or relative.

ARTICLE IV - WORK SCHEDULE

The hours of work shall be those established by the Library for the efficient conduct of Library business. The normal workday consists of eight (8) hours. The normal workweek is Sunday through Saturday. The normal workweek for Regular Full-Time Employees shall consist of forty (40) hours. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

In accordance with MN Statutes, Chapter 177, for each consecutive four (4) hours of work Employees shall be granted a rest break not to exceed fifteen (15) minutes away from job duties.

Employees working eight (8) or more consecutive hours shall be permitted a one-half hour meal break. Meal periods, unless required by law, are not paid; not included in computation of overtime; nor included in the computation of a normal work shift or payroll period. In order to provide for continuity in Library operations, the timing of these breaks is subject to the approval of the Supervisor in charge.

Service to the public may require the establishment of regular shifts for some Employees on a daily, weekly, seasonal or annual basis other than the normal work schedule. Employees will be given as much notice as reasonably practicable for any changes in shifts.

ARTICLE V – OUTSIDE EMPLOYMENT

The Library generally does not restrict Employees from engaging in outside employment. However, the Library expects Regular Full-Time Employees and Regular Part-Time Employees to consider Library work their primary employment. The Library disapproves of outside employment that interferes with an Employee's performance of duties with the Library or which represents a conflict of interest. The Library will not change an Employee's work hours to accommodate any outside employment.

ARTICLE VI - CLASSIFICATION PLAN

SECTION 6-1 PURPOSE

The purpose of the classification plan is to:

- A. Establish reasonable compensation relationships between job classifications.
- B. Establish qualification standards for recruiting and testing purposes.
- C. Provide the appointing authority with means of analyzing work distribution, areas of responsibility, lines of authority and other relationships between positions.
- D. Assist the appointing authority in determining budget requirements.
- E. Provide the basis for developing standards of work performance.
- F. Establish lines of promotion.
- G. Indicate training needs.
- H. Provide uniform titles to positions.

SECTION 6-2 CLASSIFICATION PLAN

The Library will establish and maintain a Classification Plan so that all positions substantially similar with respect to type, difficulty, and responsibility of work are included in the same class. For each class of positions there shall be:

- A. a position title description of essential job duties and responsibilities;

- B. a written description that explains the nature of the work responsibilities of the positions;
- C. examples of work which are illustrative of the duties of the position;
- D. position requirements such as the knowledge, abilities, and skills necessary for performance of the work; and
- E. a statement of experience and training desirable for recruitment into the position.

When a new position is created or when duties of a position change substantially, the Library Director may initiate a review of the duties of the position. Based on the results of the review, the Library Director may reclassify the position and shall require an appropriate position description to be written.

The Library Director shall review the Position Classification Plan with Department Heads and the Library Board of Trustees as necessary to ensure correct classification of positions. The Library Director shall make adjustments to the Classification Plan as appropriate.

SECTION 6-3 CLASSIFICATION DESIGNATION

All positions shall be designated as exempt and/or nonexempt consistent with the Fair Labor Standards Act (FLSA).

ARTICLE VII – PERFORMANCE APPRAISALS

Performance appraisals are an opportunity for Employees, Supervisors, and the Library to assess an individual's job performance. The performance appraisal system is designed to:

- A. ensure that quality services are provided to the public at the least possible cost;
- B. motivate and develop Employees to their fullest potential;
- C. clarify roles and mutual expectations of Supervisors and Employees; and
- D. ensure open and ongoing communication between Employees at all levels, including feedback from subordinates to Supervisors.

Performance appraisals will be maintained permanently in the Employee's personnel file.

An Employee's Supervisor will conduct a performance appraisal of the Employee on an annual basis or as frequently as is considered appropriate by the Library Director or the Employee's Department Head. The performance appraisal will be used (i) to evaluate Employee's talent, skills and abilities, (ii) to provide useful feedback to the Employee regarding job performance, (iii) to foster the Employee's development with respect to Library services and to identify opportunities for continued improvement, (iv) to provide a historical record of the Employee's performance, and (v) as a factor in granting performance pay increases and promotions. The performance appraisal will be in writing and shall be signed by the Employee and the Supervisor.

In addition to annual performance appraisals, Employees will be evaluated at the completion of a Probationary Period or any time the Employee's Supervisor or Department Head believes it is in the best interest of the Employee and/or the Library to conduct an evaluation.

ARTICLE VIII - PAY PLAN AND ADMINISTRATION

SECTION 8-1 GENERAL STATEMENT

Employees will be compensated according to negotiated collective bargaining agreements and the Compensation Plan established by the Library Director and approved by the Library Board of Trustees. The Library Director must develop and maintain a classification plan based on equitable compensation relationships for all positions in accordance with federal and state laws. This plan is reviewed periodically to ensure that responsibility levels and salaries are commensurate with the work performed.

Wages are paid according to the wage schedules established by the Library Board of Trustees.

SECTION 8-2 PAY PERIODS AND TIMESHEETS

PAY PERIODS: The City of Stillwater shall establish pay periods and paydays.

TIMESHEETS: It is the Employee's responsibility to ensure that his/her timesheet is completed accurately, signed, and submitted to the Library Director or his/her designee immediately after the end of the designated pay period or after the last shift worked in a pay period. Failure to submit a timesheet in a timely manner will result in a delay in pay for the Employee.

The Director or his/her designee shall submit properly authorized timesheets to the City of Stillwater's Finance Department in accordance with the established payroll schedule.

SECTION 8-3 OVERTIME

All Employees may be required to work overtime as requested by their Supervisor. Refusal to work overtime may result in disciplinary action, up to and including termination. Supervisors will make reasonable efforts to balance the personal needs of Employees when assigning overtime work. All overtime must be authorized in advance by the Employee's Supervisor. An Employee who works overtime without prior approval may be subject to disciplinary action, up to and including termination.

The Library's overtime policy complies with applicable state and federal laws governing accrual and use of overtime. Only Employees to whom the overtime provisions of the Federal or State Fair Labor Standards Act (FLSA) applies are required to be compensated for overtime work. The Library Director determines whether each Employee is designated as "exempt" or "non-exempt" from earning overtime. In general, Employees in executive, administrative and professional job classes as defined by the Fair Labor Standards Act are exempt; all others are non-exempt. All overtime-eligible Employees will be compensated at the rate of one and one-half times their base hourly rate for hours worked over 40 in one workweek. For the purposes of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.

Overtime earned will be paid on the next regularly-scheduled payroll date, unless the Employee and the Department Head mutually agree in advance that the overtime will be banked as compensatory time in lieu of payment. Employees may request and use compensatory time off at the mutual convenience of both the Employee and the Library. All compensatory time shall be marked as such on official timesheets, both when it is earned and when it is taken. The City of Stillwater's Finance Department maintains compensatory time records.

No more than forty (40) hours of compensatory time may be carried at any time for Employees that regularly work a 40 hour workweek. Employees with more than forty (40) hours of compensatory time will be paid for any accrued hours over forty (40). All compensatory time accrued will be paid when the Employee leaves Library employment at the rate the Employee is earning at that time.

Exempt Employees are exempt from the overtime requirements of the Fair Labor Standards Act and are expected to work whatever hours are necessary in order to meet the performance expectations outlined by their Supervisor or the Library Director. Except as otherwise approved by the Library Board of Trustees, the performance expectations for any Regular Full-Time Employee, with the exception of the Library Director, shall be achievable within a forty-hour work week.

SECTION 8-4 SEVERANCE PAY

An Employee with a minimum of ten (10) years of service as either a Regular Full-Time Employee and/or Regular Part-Time Employee, who retires and is eligible to receive PERA retirement benefits shall receive one-half of unused sick leave benefits, up to a maximum of four hundred eighty (480) hours pay.

In the event of an Employee's death while still employed by the Library, the estate of such Employee shall be entitled to such severance pay in the same amount, as stated above, as though such Employee had retired, provided that the Employee had a minimum of ten (10) years of service as either a Regular Full-Time Employee and/or Regular Part-Time Employee, and was a participant in the PERA pension program. In no event shall such death benefit exceed four hundred eighty (480) hours.

Sick leave used and not replenished during the employment period shall be subtracted from the sick leave benefit schedule to arrive at unused sick leave balance.

SECTION 8-5 POST-EMPLOYMENT HEALTH CARE SAVINGS PLAN

Benefitted Employees who are not represented by a collective bargaining agreement are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents.

All Employees in this group will contribute to the Post Employment Health Care Savings Plan as described below:

- Any Employees in this group hired before December 31, 1988, will contribute 25% of their severance pay and 0% of their accrued vacation time to the HCSP.
- Any Employees in this group hired after December 31, 1988, will contribute 100% of their severance pay and 100% of their accrued vacation time to the HCSP.

ARTICLE IX - EMPLOYEE STATUS

SECTION 9-1 RESIGNATION

Employees wishing to leave employment with the Library in good standing and be eligible for rehire, shall submit a written resignation to their Supervisor at least ten (10) working days prior to their anticipated separation date. Library Administration shall conduct exit interviews with all Employees. Prior to an Employee's termination date, all equipment, supplies and keys shall be accounted for. The Library shall retain the Employee's last paycheck until all Library equipment, supplies, etc. have been accounted for. Employees who terminate employment with the Library after giving proper written notice shall be compensated for accrued but unused vacation time as of the date of separation.

SECTION 9-2 LAY-OFF

The Library shall have the authority to lay-off any Employee when such action becomes necessary as determined in the Library's sole discretion. Employees shall receive not less than twenty (20) working days written notice prior to a lay-off.

SECTION 9-3 RETIREMENT

For most Employees, the Public Employees Retirement Association (PERA) is a mandatory program authorized by Minnesota State law to supplement Social Security retirement benefits for certain public sector Employees. Employees should review the yearly information carefully to keep up-to-date on the requirements and the benefits accrued through the retirement fund.

For additional information on PERA, contact Library Administration.

The City of Stillwater has adopted certain ordinances that may provide hospital/medical insurance coverage benefits to City employees, including Employees, hired prior to December 31, 1988. Copies of these ordinances are attached hereto as Appendix A.

ARTICLE X - LEAVE BENEFITS AND ADMINISTRATION

The following types of leave are paid leave: holiday leave, sick leave, vacation leave, family care leave, funeral leave, and jury duty leave. Except as otherwise provided, all other types of leave described in this Manual are unpaid leave.

SECTION 10-1 HOLIDAYS

All Employees covered by a collective bargaining agreement should refer to their respective agreements for terms and conditions of holiday leave.

Subject to Section 11-3, eligible Employees shall be granted holiday leave on the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

Floating holidays shall accrue at the rate of 1/6 day per month during the eligible Employee's first year of employment and at a rate of two (2) days per year thereafter.

Annually, the Board of Trustees will determine on which holidays the Library will be closed to the public during the year. A Regular Full-Time Employee or Regular Part-Time Employee may arrange, with his/her Supervisor's permission, to schedule a different day as his/her holiday observance if the holiday closing falls on a day of the week when the Employee would not be scheduled to work.

Nonexempt Employees who are required to work on a holiday shall receive overtime pay in addition to their normal holiday pay in accordance with their respective collective bargaining agreement.

SECTION 10-2 VACATION

Employees covered by collective bargaining agreements shall earn vacation leave according to their respective collective bargaining agreements.

Subject to Section 11-3, eligible Employees shall earn vacation leave at the following rate:

From 0 through 12 months employment	6.67 hours per month (to be taken after the completion of 1040 hours)
From 1 year through 4 years employment	80 hours per year
After 4 years through 9 years employment	120 hours per year
After 9 years through 15 years employment	160 hours per year
After 15 years	8 additional hours for each year of employment, up to twenty years for a maximum of 200 hours

Vacation benefits may be used in increments of not less than fifteen (15) minutes.

The Library will make a reasonable effort within the needs of the Library to schedule major vacations at times requested by Employees, provided that adequate advance notice is given by the Employee. Vacation schedules shall be set by the Employer with due regard to the need for efficient and uninterrupted operation of the department, seniority of the Employee, and the preference of the Employee. Once scheduled, an Employee's vacation shall not be changed unless approved by the Department Head.

Unless otherwise approved by their Supervisor, Employees may use vacation time only after completing six (6) months of employment, as it is earned.

Employees covered by collective bargaining agreements shall carry over unused vacation time in accordance with their labor agreement. Employees are allowed to carry over up to a maximum of 80 hours of unused vacation time into the next year.

Special written authorization from the Library Director must be granted to accumulate vacation in excess of the two above paragraphs.

When requesting use of vacation time, the vacation request form must be completed and approved by the Employee's Department Head. If the request is denied, the Department Head shall return the request form with the denial indicated and a reason for the denial indicated.

For the purpose of determining the date on which the benefit schedule changes, vacation time shall accrue on the January 1st immediately preceding the Employee's anniversary date.

SECTION 10-3 SICK LEAVE

Sick leave shall not be considered as a privilege or vested right which an Employee may use at the Employee's discretion. Eligible Employees may only use sick time for personal illness or injury, to attend medical appointments, to care for sick dependents, and to take dependents to medical appointments.

Employees covered by a collective bargaining agreement shall earn sick leave benefits according to their respective collective bargaining agreements.

Subject to Section 11-3, eligible Employees shall earn sick leave benefits as follows:

Sick leave accumulates at the rate of eight (8) hours per month for Regular Full-Time Employees. Sick leave may accumulate to a maximum of 960 hours. Employees do not earn eight (8) hours of sick leave in months in which they miss 21 working days due to illness.

For the purposes of determining the date on which the benefit schedule changes, sick leave shall accrue on January 1 immediately preceding the Employee's anniversary date.

Sick leave benefits may be used in increments of not less than fifteen (15) minutes.

The Library may require a licensed health care provider's certificate for sick leave absences

affecting three (3) consecutive work days.

An Employee must notify his/her Supervisor no later than the Employee's regular start time if the Employee intends to be absent from work. If an emergency prevents the Employee from notifying his/her Supervisor at such time, the Employee is expected to call as soon as possible during the workday. Employees are required to keep their Supervisor informed of their condition and anticipated return to work.

An Employee claiming sick time when physically fit to work or for reasons other than those explicitly set forth in this Manual may be subject to disciplinary action, up to and including termination.

An Employee may be required to submit a statement from their licensed health care provider regarding a sick leave absence or may be required to submit to a medical examination by a physician or medical facility licensed to practice medicine and submit a licensed health care provider's statement to the Library regarding their illness. The Library shall be entitled to select the licensed health care provider and facility that shall conduct the examination.

An Employee who has exhausted accrued sick time, or anticipates exhausting accrued sick leave, may request to use accrued vacation time.

An Employee who has exhausted accrued vacation leave, or anticipates exhausting accrued vacation leave, may apply in writing for an authorized leave of absence without pay and benefits; provided that the period of such leave of absence when added to the period during which benefits have been paid shall not exceed twelve (12) months. Such application shall be accompanied by a licensed health care provider's certificate to the effect that such disabled Employee has not been able to work. Upon return to active employment, the Employee shall retain all accumulated service credit for time worked prior to the disability but shall receive no service credit for the period of any unpaid absence.

No sick time benefits or payments for accumulated sick time shall be granted to an Employee who has been terminated by the Library.

SECTION 10-4 FAMILY CARE LEAVE

Employees shall be able to use up to 160 hours of accrued personal sick leave per year to care for an adult child, spouse, sibling, parent, grandparent, or step-parent. "Spouse" does not include unmarried domestic partners. Family care leave uses a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Family care leave cannot be carried over to a subsequent year and Employees shall not be eligible for pay for any unused family care leave. Proof of sickness or disability will need to be provided for any family member.

SECTION 10-5 FAMILY MEDICAL LEAVE ACT

The Library provides for Family Medical Leave Act leave in accordance with applicable laws. See the website of the U.S. Department of Labor (www.labor.gov) and the State of Minnesota Department of Labor (www.labor.mn.us) for details.

SECTION 10-6 SCHOOL CONFERENCE AND ACTIVITIES LEAVE

A Regular Full-Time or Regular Part-Time Employee who has worked at least twenty (20) hours per week may take up to sixteen (16) hours unpaid leave during any twelve (12) month period to attend school-related activities for the Employee's child which cannot be scheduled during non-work hours. The Employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt Library operations. The Employee may elect to use accrued vacation time for this leave.

SECTION 10-7 FUNERAL LEAVE

An Employee shall be granted a paid funeral leave up to three (3) working days in each case of death of an immediate family member. Immediate family shall be defined as the Employee's spouse, child, parent, sibling, grandparent, grandchild and shall include the children, parents, siblings, and grandchildren of the Employee's spouse.

One day with pay shall be allowed in the event of the death of any other relative and/or when an Employee is selected to be a pallbearer in a funeral and/or is required to perform Color Guard activities as an active member of the United States Armed Forces including reserve forces.

SECTION 10-8 LEAVE WITHOUT PAY

Requests for all leaves without pay must be submitted in writing to the Library Director. Upon consideration of the written request by an Employee stating the length of time and reason for the request for leave, an unpaid leave of absence not to exceed ninety (90) calendar days may be granted at the discretion of the Library Director based on consideration of the following factors:

- Library service needs;
- the Employee's performance record and length of service;
- the reason(s) for the request;
- any other relevant information.

All vacation, compensatory time, and sick leave (if applicable) must be exhausted before leave without pay is taken.

Benefits including vacation, holidays, sick leave or other forms of indirect compensation shall not accrue during a period of unpaid leave of absence. Employees shall not be credited with service accrual while on unpaid leave of absence that exceeds thirty (30) calendar days on a cumulative basis.

Employees may continue to be covered by group health insurance, but will be responsible for paying one hundred (100%) percent of the premium costs.

SECTION 10-9 JURY DUTY

Regular Full-Time and Regular Part-Time Employees shall be granted leaves of absence for required jury duty. Such Employees shall receive that portion of their compensation that will, with their jury pay, equal their total compensation for the same period. The time spent on jury duty shall not be counted as time worked in computing overtime. Employees excused or released from jury duty during their regular working hours shall report to their regular work

duties as soon as possible.

Employees shall notify their Supervisor as soon as possible after receiving notice of report for jury duty. The Employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the court administrator each day so the Library will be able to determine the amount of compensation due for the period involved.

SECTION 10-10 MILITARY LEAVE

Every Employee to whom Minnesota Statutes Section 192.26 or 192.261 or U.S.C.A., Title 38, Section 2021 applies is entitled to the benefits afforded by those sections subject to the conditions therein prescribed.

ARTICLE XII - BENEFITS

SECTION 11-1 INSURANCES

Various insurance policies, including group medical insurance, may be available for eligible Employees and their dependents. The eligibility requirements and benefits provided shall be specified in materials provided by the respective insurance carriers. The respective insurance carriers may have different requirements concerning the eligibility of Employees and dependents. The requirements of the respective carrier will govern eligibility.

Pursuant to applicable State or Federal law requirements, Employees who terminate employment with the Library for any reason other than retirement may be eligible to continue the group insurance program for a period of time. Changes in family status, eligibility for Medicare, or death of a spouse may also warrant continuing coverage. The Employee must pay the premiums for this continuation of coverage. Contact the Library Administration Department for additional information.

SECTION 11-2 GROUP INSURANCE ENROLLMENT

If the Library's contribution toward an eligible Employee's group health, dental, and/or life insurance coverage pays for 100% of the individual insurance premium, the Employee is required to enroll in the coverage. The Employee's enrollment eligibility is subject to the terms of the contract with the insurance provider.

SECTION 11-3 PRORATION OF BENEFITS FOR PART-TIME EMPLOYEES WHO ARE NOT COVERED BY UNION CONTRACT

Except as otherwise provided in this Manual, Regular Full-Time Employees are eligible for all benefits described in this Manual. Regular Part-Time Employees who are not covered by a collective bargaining agreement shall be eligible for such benefits, as prorated below, provided that such Employees work regularly scheduled hours in each pay period, as opposed to being subject to call or to work when available.

<u>Average Hours Worked/Week</u>	<u>Percent of Benefits</u>
20 to 25.99 hours/week	50%
26 to 35.99 hours/week	75%
36 to 39.99 hours/week	100%

ARTICLE XII - RULES OF CONDUCT

SECTION 12-1 ETHICS OF PUBLIC EMPLOYMENT

The Library finds that it is in the public interest and general welfare of the Library and of citizens that a statement of ethics be established for all Employees of the Library.

Employees shall not use their official position for personal gain, engage in any business or transaction or have a financial interest, direct or indirect, which is in conflict with the proper performance of their official duties.

SECTION 12-2 CONFLICT OF INTEREST

The credibility of local government and the Library rests heavily upon the confidence which citizens have in public officials and Employees to render fair and impartial services to all citizens without regard to personal interest or political influence. Thus, Library officials and Employees must scrupulously avoid any activity, which suggest a conflict of interest between their private interests and Library responsibilities. Officials and Employees of the Library must not engage or have financial interest in any business or other activity which could reasonably lead to a conflict of interest with the official's or Employee's primary Library responsibilities. Examples of activities which are not in accordance with this Policy include, but are not limited to, the following:

Entering into any sale, lease or contract in violation of Minnesota Statutes, Section 471.87 – 471.89;

Acceptance by a local official of any gift from an interested person in violation of Minnesota Statutes, Section 471.895;

Activities which require the official or Employee to interpret Library regulations when the activity involves matters with which the official or Employee has business and/or family ties;

Consulting activities carried out within the Library if the consulting involves any conflict of interest with the official's or Employee's Library work responsibilities;

Using an official's or Employee's authority, influence, or Library position for the purpose of private or personal financial gain;

The use of Library time, facilities, equipment, or supplies for the purpose of private or personal financial gain;

Entering into a business transaction when it involves using confidential information gained in the course of employment;

Accepting other employment or public office where it will affect the official's or

Employee's independence of judgment or require use of confidential information gained as a result of Library duties;

Conducting personal business or activities while working regularly scheduled hours; and

Accepting rebates or procuring any financial gain through the bidding process or employment of outside personnel.

Any official or Employee engaging in any activity involving either an actual or potential conflict of interest or having knowledge of such activity by another official or Employee shall promptly report the activity to the Library Director, or if such activity be by the Library Director, to the Board of Trustees. The Library shall investigate the matter and make a determination as to whether or not an actual or potential conflict exists. If the Library Director or Board of Trustees determines a conflict exists, it shall be presumed that the continuation of the practice would be injurious to the effectiveness of the official or Employee in carrying out his/her duties and responsibilities. In such cases, the official or Employee shall immediately terminate the conflicting activity or be subject to termination of employment or removal from office.

For the purposes of this policy, the term "official" shall include all appointed officials of the Library Board of Trustees.

No elected official shall require, either directly or indirectly, any Employees of the Library to campaign on his/her behalf as a condition of employment. No Employees shall use Library time or resources in promoting or advocating the election of any individual.

Nothing in this policy is intended to violate, supersede, or conflict with any applicable state or federal law regarding conflicts of interest in public employment or disclosure requirements.

SECTION 12-3 WORKPLACE VIOLENCE

The Library seeks to provide a safe and secure workplace environment for Employees, volunteers, vendors, and citizens. Violence or the threat of violence has no place at the Library.

This policy addresses the Library's commitment to preventing the potential for violence in and around the workplace and to fostering a work environment of respect and healthy conflict resolution.

Violence, or the threat of violence, by or against any Employee or other person while at the Library is unacceptable and may subject the perpetrator to serious disciplinary action, and/or criminal charges.

The Library will take every reasonable action to protect the life, safety, and health of Employees and will provide as rapid and coordinated a response as possible to violence or threats of violence in the worksite.

Possession, use, or threat of use, of an object which could be considered a dangerous weapon, including all firearms, is not permitted at the workplace or on Library property.

The Library is committed to providing a workplace environment in which all its officials and Employees treat each other, patrons, and all others with courtesy, dignity, and respect.

SECTION 12-4 HARASSMENT

The Library intends to maintain a work environment free of offensive conduct or harassment based on race, national origin, gender, religion, disability, age, marital status, status with regard to public assistance, or sexual orientation. Harassment demeans people and creates unacceptable stress for the entire organization. The Library will not tolerate harassment of its Employees by any person, including Employees, appointed or elected officials, or members of the public.

Offensive conduct or harassment occurs when:

submission to conduct or communication of a derogatory, harassing or biased nature is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or obtaining or retaining public services/accommodations;

submission to or rejection of conduct or communication of a derogatory, harassing or biased nature by an individual is used as a factor in decisions affecting that individual's employment or access to public services/accommodations; or

the conduct or communication of a derogatory, harassing or biased nature has the purpose or effect of substantially or unreasonably interfering with an individual's employment or use of public services/accommodations or of creating an intimidating, hostile or offensive employment, public service/accommodation environment.

Examples of sexual/gender harassment may include, but are not limited to:

unwelcome verbal remarks, jokes or innuendos of a sexual nature or based upon gender;

unwelcome pressure for sexual favors;

unwelcome or unwanted sexual advances such as, but not limited to, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual;

unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or access to public services or public accommodations;

unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or access to public services or public accommodations;

distribution or display of written materials, pictures or other graphics of a sexual or gender biased nature; or

other unwelcome behavior or words directed at an individual because of gender.

Employees who believe they have experienced harassment or who know of conduct they believe might constitute harassment toward an Employee are strongly encouraged to report such alleged harassment to an appropriate Library official.

A prompt and confidential investigation will be conducted by the Library and fair consideration will be given to all of the facts presented. Any Employee who has been found, after appropriate investigation, to have harassed another Employee will be subject to appropriate disciplinary action, up to and including termination.

It is a violation of the law for any Supervisor or Employee to retaliate against a person who files a harassment complaint.

The Library also enforces a separate policy on "Sexual Harassment." This policy is signed by all Employees upon hire. A copy of this policy is attached hereto as Appendix B.

SECTION 12-5 PERSONAL APPEARANCE

All Employees should dress in a reasonable manner and use good judgment when choosing attire. Dress needs may vary by job function.

The dress and appearance of Employees is a direct reflection of the professionalism of our services. Employees are usually in direct contact with the public every day as part of their regular workday. A neat, clean, well-groomed Employee will present a positive image of the Library.

Employees are expected to report to work in dress that fits the type of work he or she does and at the same time promotes a professional image. Clothing should be neat, clean and free of rips, tears, patches, and offensive logos or wording.

Employees reporting to work in attire that, at the discretion of management, is not befitting a professional image shall be warned that such clothing is not to be worn again. An Employee who continues to report to work in inappropriate attire will be sent home to change clothes. The Employee will not receive paid hours during this time.

Violations may be subject to disciplinary action, up to and including termination.

SECTION 12-6 DISCIPLINE

Employees are subject to discipline for cause, up to and including termination from employment, where their acts or omissions adversely affect or may adversely affect their ability to perform their job or have an adverse impact on other Employees or the Library. An adequate reason or cause for a disciplinary action will include, but not necessarily be limited to, any of the following conduct:

- Conduct or performance on the job which indicates a lack of ability to adequately perform the duties or classification held by the Employee.

- Conduct or performance on the job which indicates a failure to produce the quality of work that the position or classification requires.
- Conduct or performance on the job that demonstrates insubordination, which is defined as a refusal to follow appropriate written or oral procedures, instructions, or directions from a Supervisor.
- The solicitation or acceptance of anything of money or anything of value intended by the Employee or by the offerer to influence the decisions of an Employee in public matters or as a reward for such decisions.
- Intoxication, drinking alcoholic beverages while at work, or being under the influence of a non-prescribed controlled substance.
- Conduct or performance on the job which demonstrates a deliberate attempt to cause poor morale or disrespect among Employees by actions or attitudes on the job.
- Verbal or physical abuse or improper treatment of a Library patron or Employee.
- Habitual or excessive tardiness in reporting for scheduled working hours.
- Being absent from a scheduled work assignment during working hours without permission from an authorized Supervisor.
- Stealing, misappropriation, or conversion of Library property or the property of other Employees or patrons of the Library.
- The willful violation of the Library's Data Practices Policy.
- Willful misuse of and/or negligence with respect to Library property or equipment.
- Conviction of a felony.
- Conviction of any other crime which is not a felony or of a gross misdemeanor which violates normally-accepted professional standards and/or casts doubt on the Employee's ability to perform the job properly.
- Possession of a firearm or other dangerous weapon of any kind on Library property.
- Intentional falsification of any time card, or any other Library record or request for pay, leave, or benefits.
- Failure to obey safety rules or regulations or engaging in unsafe work practices.

The type of discipline imposed will be based upon the nature and severity of the infraction and the conditions surrounding the incident. The Library retains the sole discretion to determine what behavior warrants disciplinary action and what type of disciplinary action will be imposed. Disciplinary action may be in one or more of the following forms:

- Oral reprimand
- Written reprimand
- Suspension without pay
- Demotion
- Discharge

The Library may establish a specific Probationary Period determined by his/her Supervisor or the Library Director to rectify behavior that requires disciplinary action.

SECTION 12-7 GRIEVANCES

The Library's goal is to prevent the need for grievances and to deal promptly with those that do occur. Employees covered by a collective bargaining agreement must follow the grievance procedure established by their respective collective bargaining agreement.

Employees not covered by a collective bargaining agreement may utilize the following procedure if the Employee and the Employee's Supervisor cannot resolve a problem:

Step 1. If an Employee and his/her Supervisor cannot resolve a problem informally, the Employee shall submit a complaint in writing to the Supervisor within ten (10) working days of the date of the grievance or the Employee's knowledge of its occurrence. The Supervisor shall attempt to resolve the matter and shall respond to the Employee within five (5) working days.

Step 2. If the Supervisor is unable to resolve the dispute, the written complaint may be brought to the Library Director within five (5) working days of the Supervisor's answer. The Library Director shall give a written answer to the Employee within ten (10) working days after receipt of the written complaint.

Step 3. If the Library Director is unable to resolve the dispute, the Employee may appeal in writing to the Library Board of Trustees. The written appeal must be presented to the Library Board of Trustees within five (5) working days of the Library Director's response. The Library Board of Trustees' decision shall be final.

If the Employee does not present the dispute within the time limits, the dispute indicated above shall be considered waived. If a dispute is not appealed to the next step within the time limit, it shall be considered settled on the basis of the Library's last answer. If the Library does not answer a written complaint or an appeal thereof, within the specified time limits the Employee may elect to treat the complaint as denied at that step and may appeal the complaint to the next step.

Employees exercising their rights under this policy shall be free from reprisal.

ARTICLE XIII – SAFETY REGULATIONS

SECTION 13-1 SAFETY

The personal safety and health of each Employee of the Library and the prevention of occupationally-induced injuries and illnesses is of primary importance. To the greatest degree possible, the Library seeks to maintain a safe and hazard-free work environment.

As a condition of employment, Employees are required to develop safe work habits and to contribute to the safety of themselves as well as other Employees.

To be successful, the Library's safety and health program must be the shared responsibility of all Employees. Employees are required to:

- A. Immediately report to the Supervisor all unsafe equipment, practices, or procedures which pose a threat to the safety of Employees or others;
- B. Immediately report injuries to the Supervisor;
- C. Cooperate with and assist in the investigation of accidents to identify the causes and to prevent recurrence;
- D. Be active in Library or City safety programs; and
- E. Observe and promote safe work habits.

SECTION 13-2 SAFETY/INJURY REPORTING

The Library is committed to providing a safe and healthy working environment for all of its Employees. It recognizes that most health and safety hazards can be eliminated if proper precautions are taken. Therefore, it is the policy of the Library to provide Employees with safe and healthful working conditions through the following means:

- A. The Library appoints a representative to the City of Stillwater's Safety Committee. The Committee creates, maintains and recommends a safety program in compliance with all applicable Federal, State, and local laws.
- B. The Library reviews every occupational illness and injury, and every incident which results in damage to Library property, and it takes action to ensure that unsafe work methods, unsafe work sites, and unsafe equipment are identified and made safe.
- C. All Employees are required to fully comply with the Safety Program as administered by the Safety Committee.
- D. Management and Supervisors are responsible for implementing the Safety Program by training their Employees in safe work methods and by enforcing compliance with safety standards set by the Safety Committee.
- E. The Library is responsible for providing all Employees with safety equipment and safety clothing that the Library feels is necessary for Employees to perform their duties in a safe manner.

Employees are required, as a condition of employment, to develop safe work habits and contribute in every manner possible to the safety of themselves, their co-workers and the general public. To that end Employees are required to:

- A. Read the safety information that is provided to them by their Supervisor.
- B. Immediately report to their Supervisor all accidents and injuries occurring within the course of their employment. The Supervisor will submit a First Report of Injury and Supervisor's report of Accident Form to the City of Stillwater Human Resources Department or City Administrator within two (2) working days.
- C. Immediately report to their Supervisor all unsafe practices or conditions observed.
- D. An incident of death or dismemberment must be reported to Library Administration immediately.

Further details on this policy and a complete summary of responsibilities and procedures are available from Library Administration.

SECTION 13-3 PROPERTY DAMAGE REPORTING

An Employee involved in an incident that results in damage to Library property or any other property during the course of conducting Library business must submit a report of the incident to their Supervisor within twenty-four (24) hours of the occurrence.

Vehicle accidents also require a copy of the Minnesota Motor Vehicle Accident Report.

SECTION 13-4 WORKERS' COMPENSATION

An Employee who is temporarily unable to work due to an injury or illness sustained in the performance of the Employee's work with the Library may be eligible for Workers' Compensation subject to the provisions of the State of Minnesota Workers' Compensation law.

An Employee who becomes eligible to receive Workers' Compensation will receive the total amount of the Workers' Compensation check and may receive the difference between their Workers' Compensation payment and the Employee's regular gross salary through the use of accrued sick leave. The total of the Workers' Compensation check and the accrued sick leave compensation may not exceed the Employee's normal gross pay.

ARTICLE XIV - MISCELLANEOUS REGULATIONS

SECTION 14-1 GOVERNMENT DATA PRACTICES ACT

Numerous types of data are categorized as private, non-public, or confidential under the Minnesota Government Data Practices Act. In many circumstances, data may not be disclosed except with authorization of the subject of the data or pursuant to court order. To ensure that the Minnesota Government Data Practices Act is not violated, Employees are strictly prohibited from disclosing to a third party, within or outside the Library, any private personnel data, data relating to pending civil legal actions, or any other data that might be classified as private, non-public, or confidential without the Library Director's express authorization. Pursuant to the Minnesota Government Data Practices Act, the Library Director shall be appointed by the Library Board of Trustees as the data practices compliance officer and the responsible authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the Library.

SECTION 14-2 TECHNOLOGY AND INTERNET USE POLICY

The Library also enforces a separate Technology and Internet Use Policy. A copy of this policy is attached hereto as Appendix C.

SECTION 14-3 NEWS RELEASES

News releases concerning Library affairs are the responsibility of the Library Director unless delegated to the Department Head or other staff by the Library Director. Employees are prohibited from releasing any information related to Library affairs to the news media without the prior consent of the Department Head or the Library Director.

All news releases concerning Library personnel shall be the responsibility of the Library Director.

SECTION 14-4 EMPLOYEE RECORDS

Employee records are maintained in Library Administration. Laws regarding data privacy are strictly followed.

It is important that Employees' permanent personnel records are kept accurate and up-to-date. Employees must immediately notify Library Administration when there is a change in any of the following:

- Name (through marriage or otherwise)
- Address
- Marital status
- Beneficiaries for life insurance and retirement
- Telephone number
- Person to contact in case of an emergency

Most of the data is private and is not revealed without the Employee's permission or a court order.

Upon written request, Employees may view their personnel records by making an appointment with Library Administration.

SECTION 14-5 PERSONAL USE OF LIBRARY PROPERTY

Library-owned equipment and facilities are not available for personal use by Employees. Personal use of machinery and tools is prohibited unless the appropriate Department Head gives prior approval. Employees must pay the same rate as members of the public for the use of photocopiers, printers, etc.

Personal commercial business activity conducted on Library telephones is prohibited.

Unauthorized removal of Library property or its conversion to personal use may be cause for discipline up to and including termination and referral for criminal prosecution.

SECTION 14-6 TELEPHONE USE

Library telephones are in place to conduct official Library business.

Employees must complete and return to Library Administration the long distance call log for all long distance calls placed.

Personal calls should be made only when absolutely necessary, and should be made during scheduled rest or lunch breaks except in cases of emergency. Excessive personal telephone use may be cause for disciplinary action, up to and including termination.

SECTION 14-7 KEYS AND SECURITY

Employees are responsible for securing their workstation at the end of each day. Offices, confidential files, etc., should be properly secured. Employees entrusted with keys will be required to turn them in before receiving their last paycheck.

SECTION 14-8 TRAVEL EXPENSES

Employees must receive prior approval from the Library Director for all conferences and training to be attended during scheduled work hours. Employees who have been employed for six months or longer are eligible for out-of-state travel.

In the event that attendance at a conference or training, in or out of the state, would generate overtime, prior to the Employee's attendance, the Employee and his/her Supervisor shall arrange the Employee's schedule so that no overtime is generated as a result of attendance.

Voluntary attendance at a conference or training outside of scheduled work hours is not compensable, even if the course is directly related to the Employee's job. If the Employee chooses to arrive earlier or leave later than the time required for Library business, the Employee shall use vacation for the additional time.

Employees shall be reimbursed for reasonable expenses incurred when traveling on Library business only upon authorization of the Library Director. In order to receive reimbursement, the Employee shall promptly fill out the appropriate claim form, along with receipts, and submit to the Library Director for consideration and approval. Reasonable traveling expenses include:

Mileage reimbursement - When an Employee uses his/her own vehicle, mileage is reimbursed at the IRS established rate per mile.

Airfare - Coach airline tickets when it is more economical to fly than drive.

Lodging - Hotel expenses shall be reimbursed for the actual cost, not to exceed the single occupancy rate. Lodging expenses will not be reimbursed for activities within the Twin Cities Metropolitan Area or within a 75 mile radius of Stillwater unless permission is granted prior to travel.

Meals - Reasonable meal expenditures while on official Library business.

Miscellaneous - Reimbursement of telephone calls and similar miscellaneous expenses shall be limited to those directly connected to carrying out Library business. Travel or air insurance premiums are not reimbursable.

SECTION 14-9 SMOKING

The Library provides a non-smoking work environment in accordance with the Minnesota Indoor Clean Air Act.

Employees violating the above policy shall be subject to disciplinary action, up to and including termination.

Release of 2016 Capital Funds Part I

Please request that the City Council release of the following funds from the library's 2016 capital budget:

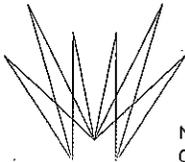
Microform Reader/Scanner	\$1,250
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Description: The new microform reader/scanner will replace the microform reader/printer that is currently in the St. Croix Collection.

History: The library requested \$1,200 for a failsafe fiber connection in its 2015 capital funds. This need was identified by the Washington County IT Department during budgeting for 2015. However, Washington County IT determined in 2015 that the expenditure was not needed. Therefore the Finance Committee decided to reallocate these capital funds, should the City Council approve, to provide the local match for a Minnesota Historical Society grant that Assistant Director Carolyn Blocher had requested.

To access many items in our collection, the library needs to update its microform reading and printing capacity for the public.

As we did not receive notification or payment of the award (see attached) until it was too late to purchase equipment in 2015, we requested that the City roll over \$1,200 plus \$50 from general capital equipment to 2016.



MINNESOTA HISTORICAL &
CULTURAL HERITAGE GRANTS

December 4, 2015

Carolyn Blocher
Stillwater Public Library
224 Third Street N
Stillwater, MN 55082

RE: MHS Grant Number: 1408-04991
Acquire Microfilm Reader/Printer/Scanner

Dear Ms. Blocher:

Thank you for returning the *Minnesota Historical and Cultural Heritage Grant Agreement* for your project to our office. Please consider this letter your authorization to begin project work.

Instructions for administering the grant are included in the grant guidelines posted online at <http://legacy.mnhs.org/grants>. Payment of grant funds will be sent to you under separate cover by our Finance Department, roughly thirty days from the date of this letter.

If you have any conditions or milestones to meet as part of your grant contract (see **Section 12**), those will be listed in the grants portal, <https://mnhs.fluxx.io>, under the Reports heading. Click on the edit icon next to the grant number, fill in the report and upload applicable attachments. When complete, click the Submit button to have the report sent to the review queue.

As a reminder, your project's completion date is **12/1/2016**. Your final report is due within 30 days after your project completion date. The final report form also will be in the grants portal under the Reports heading. Click on the edit icon next to the grant number, fill in the report and budget table, and upload attachments (copy of project product, photographs, etc.). When complete, click the Submit button to have the report sent to my queue.

Please do not hesitate to contact me at melinda.hutchinson@mnhs.org or 651-259-3459 if you have any questions. Good luck with your project.

Sincerely,

Melinda Hutchinson
Minnesota Historical Society
Grants & Field Programs Associate

Review of 2014 Annual Report and Sources of Income

I am including graphs that were distributed to you previously that show the library's revenues by source. The graphs that cover 2007-2014 show the growth of non-public dollars and their importance to our operations. This information gives a full picture of library operational support.

The financial pages from the library's 2014 report to the State of Minnesota follows. Here is what these figures mean:

Page 6 A

This figure \$1,104,101 is the transfer to the library's budget from the City's general fund for the current year (CY), which was 2014.

Page 7 B

This figure of \$155,362 is revenue from all other sources. This includes library-generated revenues, gifts from Friends of the Library, grants from the Stillwater Public Library Foundation, and other gifts.

Page 8 C

This figure of \$150,895 is what the City of Stillwater provided for capital purchases in 2014. The lion's share was used to purchase the new sorter in the delivery area.

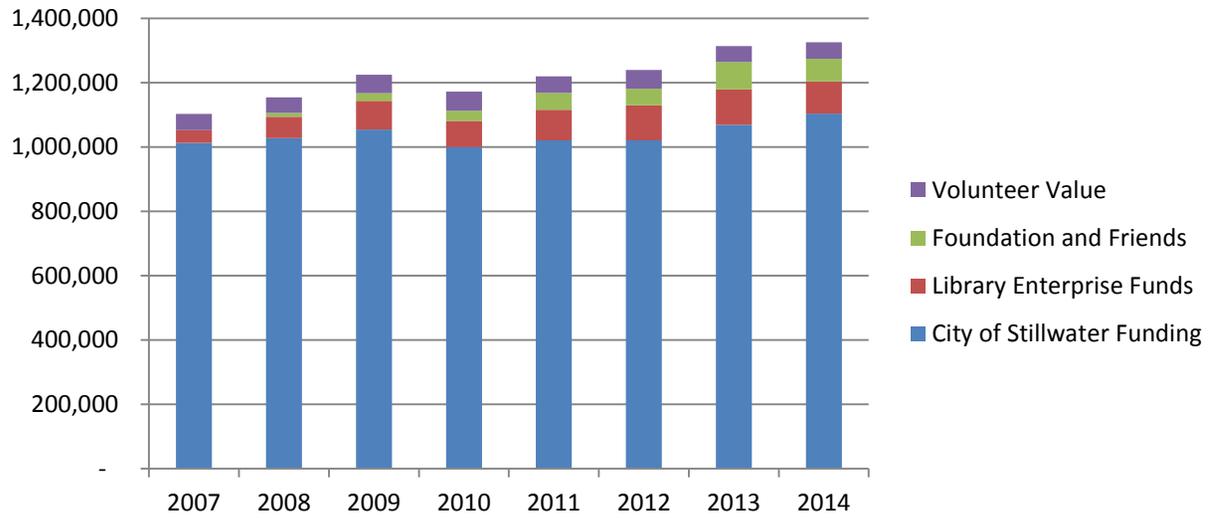
Page 9 D

This figure of \$103,327 includes the value of our volunteers' labor and the contracted services that the Stillwater Public Library Foundation provides for event marketing/management and for volunteer coordination.

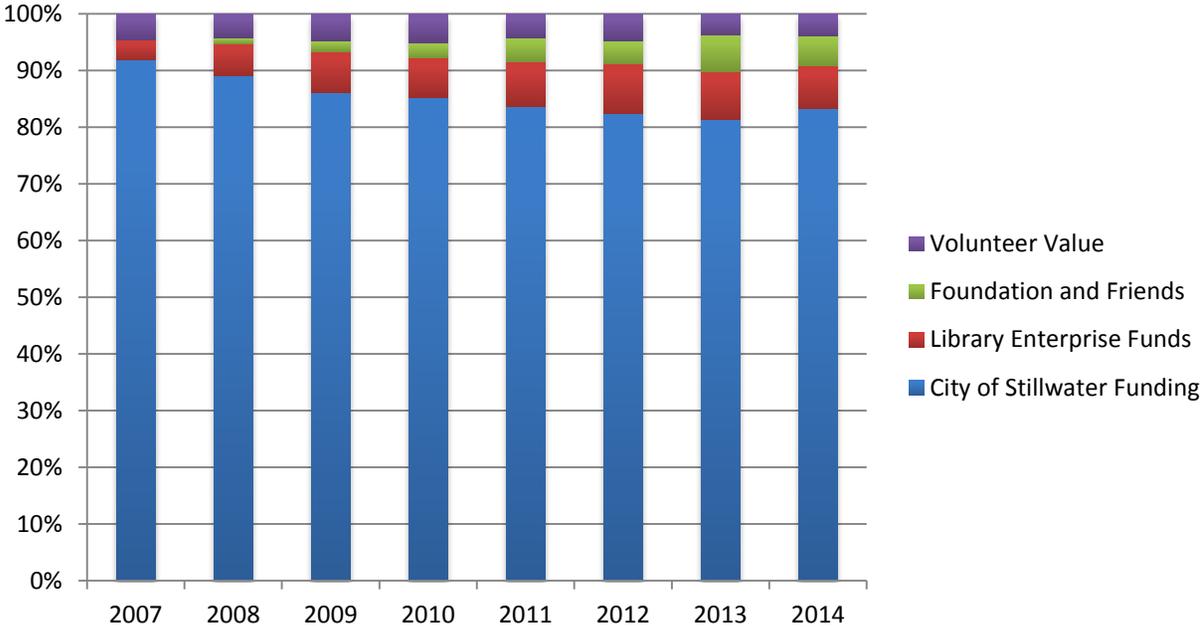
Page 9 E

This figure of \$5,194 is the value of the programs that the Stillwater Public Library Foundation purchases directly for the benefit of the library.

Community Support for the Stillwater Public Library 2007-2014



Library Support by Percentage



BOARD, FOUNDATION, FRIENDS

LIBRARY BOARD OF TRUSTEES - CONTACT INFORMATION FOR THE YEAR 2014

Question	
I01 Trustee Name	Mary Richie
I02 Trustee Board Position	Other
I03 Trustee Mailing Address	Stillwater Public Library Board of Trustees
I04 Trustee Second Mailing Address	224 Third Street North
I05 Trustee City	Stillwater
I06 Trustee ZIP Code	55082
I07 Trustee Telephone	651-275-4338
I08 Trustee Term of Office Completion Year	2015

LIBRARY FOUNDATION

Question	
I09/I09m Does This Library Have a Foundation?	Yes
I10/I10m Foundation Name	Stillwater Public Library Foundation
I11/I11m Foundation President's Name (For 2014)	Ann Wolff
I12/I12m Foundation Mailing Address	Stillwater Public Library Foundation
I13/I13m Foundation Second Mailing Address	224 Third Street North
I14/I14m Foundation City	Stillwater
I15/I15m Foundation ZIP Code	55082
I16/I16m Foundation Telephone	651-275-4338

LIBRARY FRIENDS

Question	
I17/I17m Does This Library Have a Friends Group?	Yes
I18/I18m Friends Group Name	Friends of the Stillwater Public Library
I19/I19m Friends President's Name (For 2014)	Mary Ann Sandeen
I20/I20m Friends Mailing Address.	Stillwater Public Library
I21/I21m Friends Second Mailing Address	224 Third Street North
I22/I22m Friends City	Stillwater
I23/I23m Friends ZIP Code	55082
I24/I24m Friends Telephone	651-275-4338

FINANCIAL DATA

OPERATING REVENUE

Question			
LOCAL GOVERNMENT			
City		CY	PY
R01) City Direct	(A)	\$1,104,101	\$1,068,813
R02) City Indirect		\$0	\$0
R03) City Operating Revenue Total		\$1,104,101	\$1,068,813
County			
R04) County Direct		\$0	\$0
R05) County Indirect		\$0	\$0
R06) County Total		\$0	\$0
Other Local Government			
R07) Other Local Government Direct		\$0	\$0

Question		
R08) Other Local Government Indirect	\$0	\$0
R09) Other Local Government Operating Revenue Total	\$0	\$0
R10) Total Local Government Operating Revenue	\$1,104,101	\$1,068,813
STATE		
R11) Arts & Cultural Heritage Fund	\$0	\$0
R12) Regional Library Basic System Support	\$0	
R13) Regional Library Telecommunications Aid	\$0	
R14) Other State	\$0	\$0
R15) Total State Government Operating Revenue	\$0	\$0
FEDERAL		
R16) Federal Library Services and Technology Act	\$0	\$0
R17) Federal Direct	\$0	\$0
R18) Federal Indirect	\$0	\$0
R19) Total Federal Operating Revenue	\$0	\$0
OTHER		
Regional System		
R20) Regional System Direct	\$0	\$0
R21) Regional System Indirect	\$0	\$0
R22) Regional System Operating Revenue Total	\$0	\$0
Multicounty, Multitype		
R23) Multicounty, Multitype Direct	\$0	\$0
R24) Multicounty, Multitype Indirect	\$0	\$0
R25) Multicounty, Multitype Operating Revenue Total	\$0	\$0
R26) Other Operating Direct	\$155,362	\$153,389
R27) Other Operating Indirect	\$0	\$0
R28) Other Operating Total	\$155,362	\$153,389
R29) Total Regional; Multicounty, Multitype and Other Operative Revenue	\$155,362	\$153,389
R30) Total Operating Revenue	\$1,259,463	\$1,222,202

OPERATING EXPENDITURES

PERSONNEL EXPENDITURES

Question	CY	PY
E01) Salaries & Wages	\$705,812	\$680,590
E02) Employee Benefits	\$203,691	\$204,954
E03) Total Personnel Costs	\$909,503	\$885,544

COLLECTION EXPENDITURES

Question		
E04) Collection Expenditures Print Materials	\$88,567	\$96,012
E05) Collection Expenditures Electronic Materials Electronic Books (E-books)	\$5,322	\$2,781
E06) Collection Expenditures Electronic Materials Databases	\$1,400	\$2,201
E07) Collection Expenditures Electronic Materials Other Electronic Materials	\$2,886	\$605
E08) Collection Expenditures Electronic Materials Expenditures Total	\$9,608	\$5,587
E09) Collection Expenditures Other Materials Audio & Video Physical Materials	\$25,933	\$20,870

Question		
E10) Collection Expenditures Other Materials Other Physical Materials	\$0	\$185
E11) Collection Expenditures Other Materials Expenditures Total	\$25,933	\$21,055
Collection Expenditures Physical Materials Total		
E12) Total Collection Expenditures	\$124,108	\$122,654

OTHER

Question		
E13) Other Operating Expenditures	\$199,362	\$194,991
E14) Total Operating Expenditures	\$1,232,973	\$1,203,189
E15) Expenditures Equal To or Less than Income?	Yes	Yes

CAPITAL REVENUE – DIRECT AND INDIRECT

Question		
LOCAL		
City		
R31) City Direct	\$150,895	\$15,900
R32) City Indirect	\$0	\$0
R33) City Capital Revenue Total	\$150,895	\$15,900
County		
R34) County Direct	\$0	\$0
R35) County Indirect	\$0	\$0
R36) County Capital Revenue Total	\$0	\$0
Other Local Government		
R37) Other Local Government Direct	\$0	\$0
R38) Other Local Government Indirect	\$0	\$0
R39) Other Local Government Capital Revenue Total	\$0	\$0
R40) Total Local Government Capital Revenue	\$150,895	\$15,900
STATE		
R41) Library Construction Grant	\$0	\$0
R42) Other State Capital Revenue	\$0	\$0
R43) Total State Government Capital Revenue	\$0	\$0
FEDERAL		
R44) Federal Government Capital Revenue Library Services and Technology Act	\$0	\$0
R45) Federal Capital Direct	\$0	\$0
R46) Other Federal Indirect Capital Revenue	\$0	\$0
R47) Total Federal Government Capital Revenue	\$0	\$0
OTHER		
Regional System		
R48) Regional System Direct	\$0	\$0
R49) Regional System Indirect	\$0	\$0
R50) Regional System Capital Revenue Total	\$0	\$0
Multicounty, Multitype		
R51) Multicounty, Multitype Direct	\$0	\$0
R52) Multicounty, Multitype Indirect	\$0	\$0
R53) Multicounty, Multitype Capital Revenue Total	\$0	\$0
R54) Other Capital Direct	\$0	\$0

Question		
R55) Other Capital Indirect	\$0	\$0
R56) Other Capital Revenue Total	\$0	\$0
R57) Total Regional, Multicounty Multitype and Other Capital Revenue	\$0	\$0
R58) Total Capital Revenue	\$150,895	\$15,900

CAPITAL EXPENDITURES

Question		
EC01) Total Capital Expenditures	\$150,895	\$15,900

IN-KIND OPERATING CONTRIBUTIONS

Question		
R59) In-Kind Operating Contributions City	\$0	\$0
R60) In-Kind Operating Contributions County	\$0	\$0
R61) In-Kind Operating Contributions All Other	\$0	\$0
R62) Total In-Kind Operating Contributions		\$0

IN-KIND EXPENDITURE AREAS

Question		
EKA01) Personnel	\$103,327	\$88,760
EKA02) Collection	\$0	
EKA03) All Other Operating Expenditures	\$5,194	
EKA04) Total In-Kind Operating Contributions	\$108,521	\$88,760

IN-KIND CAPITAL CONTRIBUTIONS

Question		
R63) In-Kind Capital Contributions City	\$0	\$0
R64) In-Kind Capital Contributions County	\$0	\$0
R65) In-Kind Capital Contributions All Other	\$0	\$0
R67) Total In-Kind Capital Contributions		\$0



Minnesota's public library annual report is made possible, in part, by funding from the Minnesota Department of Education through a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services.

Director's Report

Relationship with the Board/Issues: ESSA was signed into law by the President of the United States on December 10, 2015. Also known as the Every Student Succeeds Act, ESSA is the first federal education legislation in over 50 years that enables federal funding to be directed at school libraries to enhance their services and resources. In those 50 years, there have been huge budget cuts to school libraries with disastrous results on their operations. A number of the titles included in this law could result in stronger school libraries. ESSA's library provisions can be found on the ALA website ala.org. * In good e-book news, Penguin Random House has announced new terms of sale of e-books to libraries. Penguin is removing the one-year lending cap and revising prices to fall in the \$20 to \$65 range (current maximum is \$85). Many librarians have thought that publishers would eventually remember that libraries are their partners in creating reading public. Let's hope that some of the publishers who still have restrictive policies begin to open up their lists to libraries.

Goals and Objectives: In March and April, the staff will be discussing partnerships in more depth than heretofore. We suggest that the Board also have a discussion in some depth about partnerships and outreach. This might well be examined at the April Board meeting. We have been using the terms "outreach" and "partnership" since development of the Strategic Plan in 2014. What is meant by these terms? Does everyone mean the same thing when using them? What are the expectations for partnerships? We need to hear Board expectations for these efforts before selecting partners or targets for outreach.

Community and Professional Relationships: With the City Administrator and the City Clerk, I am discussing possibilities for a mailed print newsletter in 2016. The City of Stillwater has budgeted for an expanded newsletter this year. We will see how much space the library may have and what the costs will be. This may necessitate revisiting the 2016 budget to increase our printing and publishing line.

Staff and Personnel: Jody Vasilakes took the one-day Minnesota Council of Nonprofits class called *Supervising for Employee Engagement*. Jody said that this class was very helpful with lots of practical advice that she intends to use when we develop the new staffing model and move to a co-located desk. She intends to take the second part of this class offering that deals with team building. As Aurora has already taken the second class we may send someone else from the Information Services Department so that we may have a good start on blending the ref and circ teams after co-location. Jody also met a staff member from the Hennepin County Library who works at a co-located desk. She offered to be a resource person in our consolidation effort. I am certain that we will also be able to ask staffs at DCL's Wescott Branch and ACL's Northtown Branch for their advice as well.

Business and Finance: The Governance and Policy Committee, with Anne Young, will examine the non-fee portions of the event policy to remove barriers to booking events. * The architectural firm of Collaborative Design Group (aka Bill Hickey) is working on an estimate for permanent tent tie downs.

I will then be able to approach the donors who support improvements on the terrace with this project. They have already expressed an interest in the tent tie downs.

Technology: In February, the library will migrate to the City servers. This will be more efficient for IT staff who will be able to perform upgrades, troubleshoot, and manage systems from City Hall. It may make it possible for the library to move to the City's phone system, a possible savings as the library's telephone system is now 10 years old and lacks a number of desirable features. IT would also like to standardize security camera systems throughout the city, something that may also be possible once the server move takes place.* On March 1, IT will train library staff on the new e-mail formats and other aspects of operations that will be the result of this consolidation of servers

BOARD MEETING FOLLOW-UP					
ID	Board Meeting	Task	Description	Responsible	Status
33	11/10/2015	Supplemental Funds	Board should develop a document that describes the conditions and use of each fund.		
35	1/12/2016	City Email Accounts	Bertalmio to follow-up with City IT to determine if (1) all of the Board members need to adopt use of a city email address, and (2) of a single Trustees email address could be created for constituents to send questions and feedback which would then trigger an email to all board members.	Bertalmio	2/1/16 - In Progress City IT will set up an e-mail account for the library Board that may be publicized and will be forwarded to one trustee. At this point that will be the President of the Board.
14	9/8/2015	Terrace Tie-Downs	Follow-up with Anne Young about the possible installation of tent tie-downs on the Terrace.	Bertalmio	2/1/16 - In Progress: Hickey is researching possible costs
29	12/9/2015	Board of Trustee Opening	Carlsen and Stark to interview candidates for Board of Trustees position and provide recommendation after all applications are received (due by 12/14/15).	Carlsen Stark	2/1/2016 - In Progress: Interviews scheduled for 1/29/16 and 2/1/16.
30	12/9/2015	Prioritize Facility Repairs/Work	Facilities should catalog a list of repairs needed and prioritize the work, including the leak in Bertalmio's office and the ceiling cracks throughout the building. List should be provided to board by the Spring of 2016.	Facilities Committee	2/1/16 - In Progress: Two roofing companies will give estimates on roof repair by February 15, 2016.
36	1/12/2016	Stillwater Scene	Board moved that Bertalmio should meet with Tom McCarty regarding the Library having a continuing presence on the Stillwater Scene and report back to the board.	Bertalmio	1/28/16 In Progress: City has budgeted for mailed newsletters in 2016. Frequency and format are yet to be determined, but library will have opportunity for inclusion.
37	1/12/2016	Building Task Force	Board to contact Carlsen to see if he is interested in taking Gordon's place on the task force.	Keliher	1/19/16 - Completed
38	1/12/2016	Building Task Force	Board requested to see versions of the MSR plans as they become available.	Bertalmio	2/1/16 - In Progress Copies of the latest plans will be available at the February meeting.
39	1/12/2016	Personnel	Board requested that Bertalmio provide a full summary and background of the non-union wage scale and the personnel policy for non-union employees at the February Board meeting.	Bertalmio	2/1/16 - In Progress This is an agenda item in February
40	1/12/2016	Personnel	Document the Board questions and steps needed during the contract review process.		
41	1/12/2016	Personnel	Conduct Library Director Evaluation. * Board members to submit evaluation forms to Keliher by January 28th. * Review to occur at February's board meeting.	All	
42	1/12/2016	Long-Term Financial Planning	Hold a board education session on maintenance of effort.		2/3/16 - In Progress MOE presentation is scheduled for March 2016
43	1/12/2016	Long-Term Financial Planning	Board requested that Bertalmio provide and review with them the 2014 Annual Report at February's meeting to help aid in the understanding of the annual dollars needed to run the library and the monies moving in and out of the library.	Bertalmio	2/1/16 - In Progress This is an agenda item in February
44	1/12/2016	Long-Term Financial Planning	Board requested that Bertalmio does preliminary research on possible costs and savings associated with any merger with Washington County		2/1/16 - In Progress Almost every aspect of a merger would need to be negotiated. County Admistration has been contacted for property tax information.

45	1/12/2016	Capital Funds	Finance to report on 2015 Capital Expenditures and 2016 Capital Budget and Expenditures in February.	Richie Stark	2/1/16 - Moved to March 2016 Board meeting.
46	1/12/2016	Drug Testing Policy	Bertalmio asked Policy and Governance Committee to begin review of the drug testing policies.	Policy & Governance Committee	Will be addressed after the non-fee portion of the event policy is revised.
47	1/12/2016	2016 Policy Review List	Policy and Governance Committee asked Bertalmio to provide them with a prioritized list of policies to review in 2016.	Bertalmio	2/1/16 - Completed List sent to M. Bell
48	1/12/2016	Collection Budget	Board requested a report on 2015 Collections Budget and how money was spent. Report to board in March.	Bertalmio	
"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

Washington County Library Board
Regular Meeting at Library Administrative Offices
8595 Central Park Place
Woodbury, MN
January 6, 2016

Present

Board: Bull, Lande, Meyer, Reeves, Skinner,
Commissioner Bigham (Library Board Liaison)

Staff: Ryskoski, Schneider
Worwa

1. Call to Order

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

Pledge of Allegiance

2. Recognition of Public

3. Election of Officers - Bull turned the meeting over to Ryskoski to conduct the election of the new Board chair. Bull, Skinner, Meyers and Reeves declined the office. Since two board members were absent from the meeting Ryskoski suggested tabling elections until the next Board meeting. Bigham suggested Ryskoski check to see if the absent members would consider being nominated at the next meeting. Bull called for a motion to table elections. Skinner moved tabling elections and continuing with the current officers until the January 25th meeting. Reeves seconded the motion. Vote: All in favor. Motion carried.

4. Adoption of Agenda and Consent Calendar - Skinner moved adoption of the agenda and consent calendar. Reeves seconded the motion. Vote: All in Favor. Motion carried.

5. Unfinished and New Business

A. Review of Library Board Policies – Ryskoski explained that the Board usually undertakes reviewing the existing policies as part of its work. He suggested that at a future meeting the Board should review its policies and/or as the strategic planning implementation process gets underway, that policies be reviewed as they relate to plan implementation. The board members consensus was to wait on policy review to determine how best to accomplish this task. Ryskoski indicated current policies would be sent out electronically to the board. Ryskoski noted all of the board members would have received a letter from county administration as a result of changes to the County's policy on advisory boards. The policy has been updated eliminating term limits and the letters were meant to inform them of the change.

B. Library Strategic Plan – Ryskoski distributed two documents to the board, one was the recommended goals and strategies from the draft strategic plan and page six from the preliminary directions for facilities planning as written by Library Strategies, December 4, 2015. He explained that the strategic plan is now out for a six week public comment period along with the other planning information through the county website. Meanwhile several activities are going on in parallel with this activity. For example he has been meeting with staff groups to gather input on key words or phrases they feel are important to drafting a new mission and possibly vision statement. Staff really appreciates being asked and at the north group meeting staff member Megan Olson reminded them to

“remember this is what we want to be”. He has met with the three regional groups and will be meeting with the library administration and technical services staff soon. A work group has also been brought together to begin the work of developing a new facilities planning document. The first step in this process is to identify key factors to use in locating facilities and then seek the County Board’s endorsement of them before moving ahead. It would be premature to begin trying to site facilities. Once this endorsement is in place there will be considerable work to identify all the metrics and other more detailed considerations that need to be weighed with siting facilities in the county. This will be a long term process involving many steps before a new library would be proposed, located and built. Staff also met with Library Strategies to comment on the consultants’ thirty-one page draft implementation plan about the second week of December for about five hours. They did a good job with making suggestions to amend the draft goals, strategies and tactics, but the real challenge will be to filter the draft so that it can really be “brought to life”. Ryskoski indicated he is not happy with the tactics and strategies and it will need further editing. He wants to determine what we really want to challenge ourselves to accomplish in the next few years. Reeves added to Ryskoski’s comments that words do matter and what works for consultants may not work for staff. Reeves felt how we frame the implementation publicly is important and it should not be in “consultant speak”. Ryskoski told the board the final plan will be publicly presented at a league of local governments meeting on February 29, 2016 at the Prom Center in Oakdale. The Library strategic plan will be the program for the meeting which is sponsored by the County and to which all elected officials in the county are sent invitations. It is an evening meeting beginning about 5:00p.m.with a social time followed by the program. Board members asked if they would be invited and Ryskoski said he would find out along with further details about the meeting.

6. Director and Board Reports – Ryskoski informed the board that he along with the county administrator and two County commissioners would be meeting with several city officials, the city library director and others regarding their interest in associate library status which is historically how Bayport and Stillwater have contracted with the county to share library services. There was a long discussion by board members about how the city of Lake Elmo chose to remove their levy from the county system and establish a separate city library. Ryskoski explained that historically associate status was to address libraries that existed prior to county libraries and regional systems and the expectation was that over time libraries would merge into the county library. If this is reversed the efficiencies and ability of the county library to provide library service is undermined. Skinner pointed out that school districts have been trying to consolidate for many years for much of the same reasons of improving buying power, being able to provide more services and increased efficiencies with one central administration. Ryskoski said the present planning process is meant to address how best for the county library to provide library services and not resolve Lake Elmo’s situation. After much discussion consensus of the board members was creating more associate libraries was not in the best interest of the county. Ryskoski thanked the board for their feedback and indicated he would let them know the results of the upcoming meeting.

7. Adjournment

Bull entertained a motion to adjourn. Reeves moved adjournment. The meeting adjourned at 8:05 p.m.

The next scheduled meeting of the Library Board is January 25, 2016 at 6:30 p.m. in the Library Administrative Offices, Washington County Library, 8595 Central Park Place, Woodbury, MN.

Board of Trustees Calendar

2016

February

- 8 Friends meeting
- 9 SPL Board Meeting 7 p.m.
- 17 SPLF Executive Committee meeting 8:30 a.m.
- 24 SPLF Board meeting

March

- 8 SPL Board Meeting 7 p.m.
- 8 WCL Director Keith Ryskoski will talk about WCL's strategic plan
- 14 Friends meeting
- 16 SPLF Executive Committee meeting 8:30 a.m.
- 23 SPLF Board meeting
MLA Legislative Day

April

- 1 Annual report due to the State of Minnesota
- 11 Friends meeting
- 10 through 16 National Library Week
- 12 SPL Board Meeting 7 p.m.
Margi Miller from the St. Croix Valley Foundation will talk
- 13 Library staff Appreciation Day
- 20 through 23 Friends Spring Booksale
- 20 SPLF Executive Committee meeting 8:30 a.m.
- 26 Club Book with Forrest Pritchard
- 27 SPLF Board meeting

May

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

June

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

July

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

Board of Trustees Calendar

	27	SPLF Board meeting
August		no Friends meeting
	9	SPL Board Meeting 7 p.m.
	17	SPLF Executive Committee meeting 8:30 a.m.
	24	SPLF Board meeting
September		
	12	no Friends meeting
	13	SPL Board Meeting 7 p.m.
	21	SPLF Executive Committee meeting 8:30 a.m.
	28	SPLF Board meeting
	29-30	MLA Conference in Duluth
October		
	10	Friends meeting
	11	SPL Board Meeting 7 p.m.
	19	SPLF Executive Committee meeting 8:30 a.m.
	26	SPLF Board meeting
November		
	8	SPL Board Meeting 7 p.m.
	14	Friends meeting
	16	SPLF Executive Committee meeting 8:30 a.m.
	23	SPLF Board meeting
	TBA	Give to the Max Day
	TBA	Friends fall booksale
	TBA	Foundation Direct Mail Campaign
December		
	Date pending	SPLF Executive Committee meeting 8 a.m.
	13	SPL Board Meeting 7 p.m.
		No SPLF Board meeting or Friends meeting in December
	31	Board terms end