

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, April 12, 2022
7:00 PM
Margaret Rivers Room

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda
3. In-Person Public Commentary

This portion of the meeting is an opportunity to address Trustees on subjects that are not part of the meeting agenda. The Board may take action or reply at the time of the statement or may give direction to staff based on the comments expressed. Please limit your comments to 5 minutes or less.

Regular Business (10 minutes)

4. Consent Calendar A+
 - a) Adoption of March 8, 2022 Minutes +
 - b) Acknowledgment of Bills Paid in March+
 - c) 2021 Budget Status Report +
 - d) March 2022 Budget Status Report +
 - e) 2022 Gifts and Grants Received +

Informational/Discussion (10 minutes)

5. Trustee Information Sharing I+

Decisional (25 minutes)

6. Advocacy Training and Implementation A+
7. Board Bylaws A+
8. 2021 Annual State Report A+

Reports (15 minutes)

9. Director and Other Staff Reports +
10. Board Committee Reports +
 - a. Board Governance
 - b. Executive
 - c. Facilities
 - d. Finance
11. Foundation and Friends Report +

12. Public Commentary and Communications

13. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, April 11, 2022.
A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2022 Calendar, 2022 Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 8, 2022
Minutes**

PRESENT: Bell, Hansen, Hollatz, Lockyear, Weigman, Council Liaison Collins

ABSENT: Carlsen, Cox, Hemer, Mathre

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:30 PM.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Lockyear moved. Hollatz second. Yes: Bell, Hansen, Hollatz, Lockyear, Weigman, No: None.

AGENDA ITEM 3: In-Person Public Commentary

Weigman reported that February 28 – March 4 was Library Legislative Week. There are two active bills pertaining to public libraries. There is a bonding bill for capital investment in libraries for repairs, expansion, and new construction, and there is a bill for library systems support (RLBSS).

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Hansen moved. Lockyear second. Yes: Bell, Hansen, Hollatz, Lockyear, Weigman, No: None.

AGENDA ITEM 5: Trustee Information Sharing

Hollatz reported on her visit to the Clinton Presidential Library in Little Rock, Arkansas. She noted that it is a beautiful library with a modern design. Hollatz has now visited seven presidential libraries. Hollatz also recommended the book, *The Midnight Library*, to trustees.

Lockyear discussed the article on superusers sent by trustee Bell. Lockyear inquired if this data is available for Stillwater patrons. She also likes the idea of printing the dollars patrons save by borrowing books on checkout receipts. This clearly conveys the value of the library. Troendle said that this is something that the library could explore. Bell noted that the human-interest stories of these users are compelling as well. Troendle discussed that this concept may tie into advocacy.

Bell mentioned that National Library Week is April 3-9. She will purchase bouquets to brighten the library.

AGENDA ITEM 6: Intellectual Freedom and the Library Bill of Rights

Troendle noted the American Library Association has its own Library Bill of Rights, which is not a legal document, but is important because it outlines ethical principles for librarians and it is based on the First and Fourth Amendments in the US Constitution, which, broadly speaking, protect free speech and the right to privacy. With few exceptions, the government must have a court order in order to intrude on one's privacy, and that goes for library records, too. Minnesota has a strict state statute (13.40) on library privacy.

**STILLWATER PUBLIC LIBRARY
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March 8, 2022
Minutes**

Intellectual freedom is the freedom to think and express our thoughts, and to be free from oppression of thoughts and ideas. Libraries have an important role in sustaining an open marketplace of ideas. This isn't an abstract point. Yesterday, in the state of Idaho, their House of Representatives voted 51-14 to approve a bill (HB 666) that would amend existing statutory language removing legal protections for public librarians and others that could result in librarians being charged with "disseminating material harmful to minors," if they check out a book to a minor deemed harmful, resulting in a possible fine of \$1,000 and/or being jailed for up to a year.

The Library's Collection Development Policy guides staff in selecting, withdrawing, or addressing requests for reconsideration of materials. Many criteria are considered in selecting materials for the collection, including diverse formats and viewpoints. Balance is a key point in all this.

Parents and guardians have the right and responsibility to guide their own children's use of the library. Library staff do not act in loco parentis, or in place of the parent. Most concerns can be resolved if people are willing to communicate reasonably. Troendle shared a quote from librarian and editor Mary Jo Godwin: "A truly great library contains something in it to offend everyone."

Trustees discussed the information Troendle presented regarding intellectual freedom. They pondered the question of who at the library would be liable under the potential Idaho bill if harmful materials were checked out to minors. Would it be a staff person scanning the materials and library card? Would it be the staff person selecting the materials? What would occur if a self-check was used?

Troendle and Bell discussed the need to have a good policy and be informed about the ALA's Library Bill of Rights and our library policies. They emphasized the importance of libraries providing opportunities for patrons to be exposed to a variety of viewpoints.

Weigman suggested covering displays in the library and social media when considering policy updates related to intellectual freedom.

AGENDA ITEM 7: Health & Wellness Program

Troendle reported that the city offers a health and wellness program to its employees. Included in the board packet are the cost projections if the library aligned with the city's efforts. Depending on employee participation, expenses may need to be paid from the library's fund balance at year-end.

Motion to align with the city's health and wellness plan for regularly scheduled, benefited staff with paid attendance of up to 4 hours at city-sponsored 2022 wellness events, up to one pro-rated day of paid time off in 2022 for successful completion of the City of Stillwater's 2022 Health & Wellness Program, and up to a \$400 pro-rated incentive for employees who are on the city's insurance and complete the Health & Wellness Incentive requirements. Hollatz moved. Hansen second. Yes: Bell, Hansen, Hollatz, Lockyear, Weigman, No: None.

AGENDA ITEM 8: 2022-2026 CIP and Release Request

Troendle referred trustees to IT's request to release funds for two switches for the staff network. He noted that a network switch connects devices on a network (computers, printers, etc.).

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Troendle explained that the cover sheet also documents a recently approved shift in how the city defined capital projects. Library concerns regarding the change were shared, and Collins advocated for the library at the City Council meeting.

Lockyear noted that this policy change is surprising. She understands setting useful life and cost threshold parameters, but she is puzzled about the city's guidance that the per-item cost, instead of the project cost, needs to be greater than \$5,000. This will move a significant number of expenditures from bonding into the tax levy. She also noted that the city has a good bond rating.

Hansen agreed with Lockyear. He noted that you wouldn't move a roofing project to the operating budget because each shingle costs less than \$5,000. Hansen commented that this change squeezes the operating budget and will be a challenge for departments.

Collins reported that he inquired about the change and the impact on departments. He was told the changes were made due to auditor concerns. The former City Administrator indicated that the IT department will be held harmless in regard to its operating budget.

Motion to approve the release of \$22,000 of the fund balance reserve for the purchase of two network switches for capital project 23-4230-014. Lockyear moved. Hollatz second. Yes: Bell, Hansen, Hollatz, Lockyear, Weigman, No: None.

AGENDA ITEM 9: Director and Other Staff Reports

Troendle informed trustees that the library is seeking applicants for substitute custodian positions. The pay rate is \$19.03/hour. He encouraged trustees to spread the word.

Troendle reported that Joe Kohlmann, the new City Administrator, will be touring the library at 1:30 PM on March 9. Lockyear will join the tour.

AGENDA ITEM 10: Board Committee Reports

- a) Board Governance Committee: Weigman reported that the Governance Committee sent an RFP (included in the board packet) to three companies regarding help with advocacy goals. Committee will meet on March 23 to review proposals.
- b) Executive Committee: Did not meet.
- c) Facilities Committee: Lockyear reported that Facilities met with Calyx. Report is in board packet. A project update will be provided in June during the annual Facilities presentation.
- d) Finance Committee: Did not meet.

AGENDA ITEM 11: Foundation & Friends Report

Troendle reported that Foundation board opted to invest the large gift received. A statement will be on the Foundation website regarding the gift.

Bell attended a Friends meeting, and she will meet with the Foundation soon.

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AGENDA ITEM 12: Public Commentary and Communications

None.

AGENDA ITEM 13: Adjournment

Motion to adjourn. Hollatz moved. Lockyear second. Yes: Bell, Hansen, Hollatz, Lockyear, Weigman, No: None.

Meeting adjourned at 8:37 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in March 2022				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of March 2022 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of March:				
March 2022 (2021 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$76.25	\$342.32	\$0	\$418.57
Capital Expenditures	\$0	\$0	\$0	\$0
Total	\$76.25	\$342.32	\$0	\$418.57
March 2022 (2022 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 14,640.62	\$ 527.40	\$ 1,218.15	\$ 16,386.17
Capital Expenditures	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 14,640.62	\$ 527.40	\$ 1,218.15	\$ 16,386.17
Explanations of large or out of the ordinary payments are listed below:				
<i>Bill Resolution: March 1, 2022</i>				
<ul style="list-style-type: none"> • 2021: Final year-end invoices for fiscal year 2021. • 2022: \$1,188 paid to Master Mechanical for the replacement of an actuator (considered regular maintenance). • 2022: \$8,211 paid to Xcel for gas and electricity. 				
<i>Bill Resolution: March 15, 2022 (2022 Fiscal Year)</i>				
<ul style="list-style-type: none"> • The largest single expense is \$1,090 for LibraryAware, a library-specific tool that allows staff to create and share electronic and print communications with our patrons, including e-newsletters, booklists, and readers' advisory materials. • The list contains credit memos from Amazon for returns and from Ebsco for magazine titles that are no longer available. These credits reduced the total amount due by \$201. • There are no invoices from Brodart and Midwest Tape, our largest collection vendors, for new 2022 orders. We should expect 2022 invoices from these vendors in upcoming bill resolutions as we have now started the 2022 ordering process. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 3/1/2022 Bill Resolution – 2021 Bills 3/1/2022 Bill Resolution – 2022 Bills 3/15/2022 Bill Resolution – 2022 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2021 Bill Resolutions

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

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
B6371829	2/18/2022	Brodart Co	Materials - Adult Fiction (C/SPLF)	\$ 14.58	232-4232-2113-0000	SPLF - Materials
B6371829	2/18/2022	Brodart Co	Materials - Adult Nonfiction (C/SPLF)	\$ 26.66	232-4232-2113-0000	SPLF - Materials
B6371829	2/18/2022	Brodart Co	Materials - YA (C/SPLF)	\$ 35.30	232-4232-2113-0000	SPLF - Materials
B6371829	2/18/2022	Brodart Co	Materials - Juv (C/SPLF)	\$ 48.72	232-4232-2113-0000	SPLF - Materials
B6371829	2/18/2022	Brodart Co	Materials - Processing	\$ 2.60	230-4230-3404-0000	Processing Fee
B6372440	2/21/2022	Brodart Co	Materials - Adult Fiction (C/SPLF)	\$ 74.25	232-4232-2113-0000	SPLF - Materials
B6372440	2/21/2022	Brodart Co	Materials - Adult Nonfiction (C/SPLF)	\$ 119.24	232-4232-2113-0000	SPLF - Materials
B6372440	2/21/2022	Brodart Co	Materials - YA (C/SPLF)	\$ 5.94	232-4232-2113-0000	SPLF - Materials
B6372440	2/21/2022	Brodart Co	Materials - Juv (C/SPLF)	\$ 17.63	232-4232-2113-0000	SPLF - Materials
B6372440	2/21/2022	Brodart Co	Materials - Processing	\$ 30.36	230-4230-3404-0000	Processing Fee
501735344	2/24/2022	Midwest Tape	Materials - Processing	\$ 3.44	230-4230-3404-0000	Processing Fee
501735344	2/24/2022	Midwest Tape	Materials - Video (SAV)	\$ 11.24	230-4230-2408-0000	Film/Video
501735345	2/24/2022	Midwest Tape	Materials - Audio (SAM)	\$ 22.93	230-4230-2402-0000	Audio
501735345	2/24/2022	Midwest Tape	Materials - Processing	\$ 5.68	230-4230-3404-0000	Processing Fee
		INVOICES SUBTOTAL		\$ 418.57		
CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 418.57		

Submitted for payment

Mark Troendle, Library Director

2022 Bill Resolutions

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

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
379822591	2/23/2022	Ace Hardware	Janitorial Supplies	88.87	230-4231-2102-0000	Janitorial Supplies
14LK-F73T-11Q6	2/9/2022	Amazon Business	Materials - Library of Things DVD (SPLF)	175.86	232-4232-2113-0000	SPLF - Materials
1WFG-G3RL-4QM6	2/9/2022	Amazon Business	Supplies	79.98	230-4230-2101-0000	General Supplies
13C4-X7QN-3RJK	2/11/2022	Amazon Business	Supplies	247.77	230-4230-2101-0000	General Supplies
11JH-9DNC-GCHM	2/15/2022	Amazon Business	Programs - JUV (EL SPLF)	119.63	232-4232-2407-0000	SPLF - Programs
2024395	2/14/2022	Blackstone Audio	Materials - Audio (SAAB)	123.97	230-4230-2402-0000	Audio
20226093	2/22/2022	Blackstone Audio	Materials - Audio (SAAB)	67.99	230-4230-2402-0000	Audio
4111036893	2/17/2022	Cintas Corporation	Towels and Rugs	178.20	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
139888405	2/1/2022	Comcast	Internet - February	188.10	230-4230-3098-0000	Technology Support
2142022	2/14/2022	Faurot Kimberly	Programs - JUV (EL SPLF) Staff Reimbursement	174.47	232-4232-2407-0000	SPLF - Programs
6195032	2/11/2022	Kaplan Early Learning Company	Equipment - JUV (SPLF WB)	57.44	232-4232-2302-0000	SPLF - Minor Equipment
1152022	1/15/2022	Koegel Christian M	Cataloging / Processing (1/15/22)	196.00	230-4230-3404-0000	Processing Fee
2122022	2/12/2022	Koegel Christian M	Cataloging / Processing (2/12/22)	224.00	230-4230-3404-0000	Processing Fee
71167	1/31/2022	Master Mechanical Inc.	Damaged Actuator Replacement	1188.41	230-4231-3703-0000	Building Repair Charges
W22010577	2/14/2022	Office of MN IT Services	Telephone - January	148.35	230-4231-3101-0000	Telephone
1.00401E+11	2/14/2022	Otis Elevator Company	Maint Agreement (3/2022 - 5/2022)	618.06	230-4231-3707-0000	Maintenance Agreements - Lib Plant
2192022	2/19/2022	Serendipity Art & Design	Programs - Juv (235)	125.00	235-4236-4099-0000	Library Donations Programs
72195	2/2/2022	Textile Center	Programs - Adult (Wescott)	325.00	235-4236-4099-0000	Library Donations Programs
		INVOICES SUBTOTAL		\$ 4,327.10		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
769249424	02/25/22	Xcel Energy	Gas	\$ 5,105.00	230-4231-3601-0000	Natural Gas
769249424	02/25/22	Xcel Energy	Electric	\$ 3,106.43	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 8,211.43		
GRAND TOTAL				\$ 12,538.53		

Submitted for payment

Mark Troendle, Library Director

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
1HXN-T9C7-Q1GG	1/8/2022	Amazon Business	Janitorial Supplies (Credit Memo)	-40.76	230-4231-2102-0000	Janitorial Supplies
1QXC-DQXH-V4PH	2/16/2022	Amazon Business	Supplies (Credit Memo)	-42.00	230-4230-2101-0000	General Supplies
17VL-R4HFJHTV	2/16/2022	Amazon Business	Supplies	284.83	230-4230-2101-0000	General Supplies
1PHY-X4RY-4LFO	2/23/2022	Amazon Business	Materials - Adult Nonfiction	14.99	230-4230-2405-0000	Adult Books - Non Fiction
1MFT-L617LWT3W	2/23/2022	Amazon Business	Supplies	31.38	230-4230-2101-0000	General Supplies
1QHW-CH9G-MKK6	2/27/2022	Amazon Business	Materials - Video (SAV)	19.21	230-4230-2408-0000	Film/Video
1FVR-747D-Q1GY	3/1/2022	Amazon Business	Materials - Video (SAV)	168.37	230-4230-2408-0000	Film/Video
17G4-NJT3-C6H6	3/2/2022	Amazon Business	Programs - Adult (Take & Make 235)	36.98	235-4236-4099-0000	Library Donations Programs
14JV-VHCN-6V3R	3/7/2022	Amazon Business	Materials - Video (SAV)	70.97	230-4230-2408-0000	Film/Video
1V4L-LY1Y-NTRT	3/7/2022	Amazon Business	Supplies	51.61	230-4230-2101-0000	General Supplies
13L4-XQVG-6JRV	3/7/2022	Amazon Business	Janitorial Supplies	36.36	230-4231-2102-0000	Janitorial Supplies
2272022	2/27/2022	Anderson Cami	Programs - Adult (Take & Make 235) Staff Reimburse	231.17	235-4236-4099-0000	Library Donations Programs
B6376307	2/25/2022	Brodart Co	Materials - Adult Fiction (SAFIC)	13.35	230-4230-2401-0000	Adult Books - Fiction
B6376307	2/25/2022	Brodart Co	Materials - Processing	2.76	230-4230-3404-0000	Processing Fee
WS0034	3/3/2022	Chan Karen	Programs - Adult (235)	500.00	235-4236-4099-0000	Library Donations Programs
10108643	2/22/2022	Cole Papers	Supplies	53.79	230-4231-2101-0000	General Supplies - Lib Plant
306-02444792-3	2/28/2022	Culligan of Stillwater	Water	10.00	230-4230-4099-0000	Miscellaneous Charges
2106430	4/13/2021	Ebsco Publishing	Materials - Periodicals (Credit Memo)	-24.99	230-4230-2403-0000	Periodicals
2107468	6/13/2021	Ebsco Publishing	Materials - Periodicals (Credit Memo)	-19.97	230-4230-2403-0000	Periodicals
2200713	8/13/2021	Ebsco Publishing	Materials - Periodicals (Credit Memo)	-21.48	230-4230-2403-0000	Periodicals
1649344	1/1/2022	Ebsco Publishing	Materials - Periodicals (Credit Memo)	-20.93	230-4230-2403-0000	Periodicals
2204071	2/13/2022	Ebsco Publishing	Materials - Periodicals (Credit Memo)	-31.50	230-4230-2403-0000	Periodicals
10000177034-1	3/1/2022	Ebsco Publishing	LibraryAware	1090.00	230-4230-3098-0000	Technology Support
108666	2/1/2022	Greater Stillwater Chamber of Commerce	Chamber Membership	220.00	230-4230-4000-0000	Memberships and Dues
200003647	2/25/2022	Huebsch Service	Rugs	112.66	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
501667473	2/9/2022	Midwest Tape	Materials - Audio (SAM)	22.49	230-4230-2402-0000	Audio
501667473	2/9/2022	Midwest Tape	Materials - Processing	5.84	230-4230-3404-0000	Processing Fee
		INVOICES SUBTOTAL		\$ 2,775.13		
LIBRARY CREDIT CARD						
2080386220111	1/12/2022	Dream Host	Website Hosting	21.45	230-4230-3098-0000	Technology Support
6742	1/13/2022	Indiana Face Mask	Facemasks	41.90	230-4230-4093-0000	COVID-19
1203023247798	1/13/2022	Project N95 Shop	Facemasks	93.30	230-4230-4093-0000	COVID-19
1354370	1/14/2022	Bona Fide Masks	Facemasks	113.26	230-4230-4093-0000	COVID-19
R155623071	1/25/2022	Half Price Books	Materials - Adult Fiction	18.07	230-4230-2401-0000	Adult Books - Fiction
R155623071	1/25/2022	Half Price Books	Materials - Adult Non Fiction	45.08	230-4230-2405-0000	Adult Books - Non Fiction
R5080880722	1/25/2022	Half Price Books	Materials - Adult Fiction	17.10	230-4230-2401-0000	Adult Books - Fiction
R5080880722	1/25/2022	Half Price Books	Materials - Adult Non Fiction	16.10	230-4230-2405-0000	Adult Books - Non Fiction
		CREDIT CARD SUBTOTAL		\$ 366.26		
SPECIAL BILL PAYOUTS						
28938	02/16/22	Heritage Printing	February 2022 Newsletter	\$ 706.25	230-4230-3400-0000	Printing and Publishing
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 706.25		
GRAND TOTAL				\$ 3,847.64		

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2021 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for 2021. This report includes bill resolutions through March 2022 for 2021 purchases. No additional invoices are expected; however, additional changes could occur to revenue and expenditure lines as year-end journal entries are made.</p> <p>120 Funds – Capital Projects: In 2021, the library’s capital allocation from the city was approved at \$45,000. In addition, the library projected that up to \$30,000 in funding from supplemental sources could be needed.</p> <ul style="list-style-type: none"> • 2021 Capital expenditures totaled \$63,534.79, with \$20,000 funded by the Huelsmann Foundation and the remaining \$43,534.49 with City Capital. • Remaining Funds: \$1,465 of the library’s capital allocation was not spent and will return to the city for other projects. <p>230 Funds – Revenues: The budget for library-generated revenues was approved at \$34,286. Projected revenues for 2021 are \$25,100, with interest earnings unknown.</p> <ul style="list-style-type: none"> • Charges for Services: Revenues from room rentals, copier/printer sales, and gallery fees were budgeted at \$6,200. \$7,751 (including pending payment from One23) was actually generated. • Miscellaneous: Revenues from interest earnings, in-kind gifts, and library fees were budgeted at \$28,086. The estimated year-end revenue is \$21,848. <p>230 Funds – Operating Expenditures:</p> <ul style="list-style-type: none"> • Personnel Services: The library’s operations budget for personnel was \$1,004,021. Expenditures total \$999,651 to date with three journal entries pending. A year-end savings of \$28,521 is projected. <ul style="list-style-type: none"> ○ <i>Pending Journal Entry:</i> \$18,761 was paid in severance compensation to retiring staff. At the close of 2021, City Finance will transfer monies from the compensated absences fund balance into revenues to offset this expense. ○ <i>Pending Journal Entry:</i> Payments of \$5,389 for 2022 medical, dental, and life insurance premiums will be transferred out by City Finance at year-end. • Materials: The 2021 city budget for materials is \$90,321. Final 2021 invoices totaled \$90,657. • Supplies: The supply and equipment budget was \$7,500. With known savings in other areas, the total expended was \$11,603. • Services and Charges: The 2021 budget is \$67,147. A total of \$74,067 was expended plus a pending general insurance payment of approximately \$1,500. This area is projected to be over budget by \$8,437. 	

230 Funds – Plant Expenditures:

- Plant – Personnel Services: Personnel expenditures total \$120,643. When the pending journal entry is made, the projected savings for plant personnel is \$8,751 for 2021.
 - *Pending Journal Entry:* Payments of \$1,962 for 2022 medical, dental, and life insurance premiums will be transferred out by City Finance at year-end.
- Plant – Supplies: Supply expenditures total \$4,159. This is \$3,090 below the budget of \$7,250.
- Plant – Services and Charges: 2021 budget is \$117,441. Total expenditures are projected to be \$114,559 when the pending general insurance expenditure (budgeted at \$26,241) is entered by City Finance at year-end.

The library is projecting adding approximately \$22,000 to the overall fund balance at the close of 2021. A number of year-end entries are pending which will affect the actual number. The percentage of the final savings that will go to compensated absences versus the spendable fund balance is to be determined.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2021 Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/7/2022 - 9:29 AM
 Period: 1 to 13, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	70,000.00	59,114.49	59,114.49	10,885.51	0.00	10,885.51	15.55
120-4230-5210-0000	C/O & Improvements - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	5,000.00	4,420.30	4,420.30	579.70	0.00	579.70	11.59
120-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5320-0000	C/O Mach & Equip - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	75,000.00	63,534.79	63,534.79	11,465.21	0.00	11,465.21	15.29
	Expense Sub Totals:	75,000.00	63,534.79	63,534.79	11,465.21	0.00	11,465.21	15.29
	Dept 4230 Sub Totals:	75,000.00	63,534.79	63,534.79	11,465.21	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/7/2022 - 12:18 PM
 Period: 1 to 13, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	500.00	6,539.05	6,539.05	-6,039.05	0.00	-6,039.05	0.00
230-0000-3520-0100	Copier/Printer Sales	5,000.00	811.61	811.61	4,188.39	0.00	4,188.39	83.77
230-0000-3880-0200	Gallery Fees	500.00	400.00	400.00	100.00	0.00	100.00	20.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	1.00	1.00	199.00	0.00	199.00	99.50
	R25 Sub Totals:	6,200.00	7,751.66	7,751.66	-1,551.66	0.00	-1,551.66	0.00
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	-645.67	-645.67	1,645.67	0.00	1,645.67	164.57
230-0000-3820-0100	Gifts	1,500.00	996.00	996.00	504.00	0.00	504.00	33.60
230-0000-3820-0110	In Kind Gifts	16,666.66	16,667.00	16,667.00	-0.34	0.00	-0.34	0.00
230-0000-3830-0100	Sale of Property	0.00	64.29	64.29	-64.29	0.00	-64.29	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	200.00	200.00	300.00	0.00	300.00	60.00
230-0000-3880-0020	Library Card Fees	420.00	480.00	480.00	-60.00	0.00	-60.00	0.00
230-0000-3880-0030	Lost Materials	3,000.00	2,444.05	2,444.05	555.95	0.00	555.95	18.53
230-0000-3880-0040	Processing Fees	5,000.00	1,642.81	1,642.81	3,357.19	0.00	3,357.19	67.14
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	28,086.66	21,848.48	21,848.48	6,238.18	0.00	6,238.18	22.21
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,393,796.00	1,393,796.04	1,393,796.04	-0.04	0.00	-0.04	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,393,796.00	1,393,796.04	1,393,796.04	-0.04	0.00	-0.04	0.00
	Revenue Sub Totals:	1,428,082.66	1,423,396.18	1,423,396.18	4,686.48	0.00	4,686.48	0.33
	Dept 0000 Sub Totals:	-1,428,082.66	-1,423,396.18	-1,423,396.18	-4,686.48	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	422,152.30	182,960.38	182,960.38	239,191.92	0.00	239,191.92	56.66
230-4230-1100-0000	Overtime - Full Time	0.00	294.10	294.10	-294.10	0.00	-294.10	0.00
230-4230-1111-0000	Severance Pay	0.00	18,760.82	18,760.82	-18,760.82	0.00	-18,760.82	0.00
230-4230-1112-0000	Sick Pay	0.00	20,825.35	20,825.35	-20,825.35	0.00	-20,825.35	0.00
230-4230-1113-0000	Vacation Pay	0.00	49,029.89	49,029.89	-49,029.89	0.00	-49,029.89	0.00
230-4230-1200-0000	Part Time Salaries	356,602.67	547,998.76	547,998.76	-191,396.09	0.00	-191,396.09	0.00
230-4230-1210-0000	Part Time Salaries - In Kind	16,666.66	0.00	0.00	16,666.66	0.00	16,666.66	100.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	58,406.62	53,098.13	53,098.13	5,308.49	0.00	5,308.49	9.09
230-4230-1420-0000	FICA/Medicare	59,574.76	60,297.11	60,297.11	-722.35	0.00	-722.35	0.00
230-4230-1500-0000	Hospital / Medical	87,166.32	62,917.11	62,917.11	24,249.21	0.00	24,249.21	27.82
230-4230-1520-0000	Dental Insurance	2,684.40	3,536.53	3,536.53	-852.13	0.00	-852.13	0.00
230-4230-1540-0000	Life Insurance	767.68	433.65	433.65	334.03	0.00	334.03	43.51
230-4230-1990-0000	Grant Pass Thru	0.00	-500.00	-500.00	500.00	0.00	500.00	0.00
	E05 Sub Totals:	1,004,021.41	999,651.83	999,651.83	4,369.58	0.00	4,369.58	0.44
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	4,500.00	3,649.52	3,649.52	850.48	0.00	850.48	18.90
230-4230-2113-0000	Reference	2,125.00	1,185.00	1,185.00	940.00	0.00	940.00	44.24
230-4230-2114-0000	Data Base Searching	1,700.00	881.00	881.00	819.00	0.00	819.00	48.18
230-4230-2302-0000	Other Minor Equipment	3,000.00	7,953.96	7,953.96	-4,953.96	0.00	-4,953.96	0.00
230-4230-2400-0000	Childrens Books	17,858.50	23,787.31	23,787.31	-5,928.81	0.00	-5,928.81	0.00
230-4230-2401-0000	Adult Books - Fiction	18,232.50	19,862.03	19,862.03	-1,629.53	0.00	-1,629.53	0.00
230-4230-2402-0000	Audio	13,090.00	7,243.78	7,243.78	5,846.22	0.00	5,846.22	44.66
230-4230-2403-0000	Periodicals	4,165.00	4,226.08	4,226.08	-61.08	0.00	-61.08	0.00
230-4230-2405-0000	Adult Books - Non Fiction	17,297.50	19,123.50	19,123.50	-1,826.00	0.00	-1,826.00	0.00
230-4230-2406-0000	Teen Books - Materials	4,675.00	5,556.08	5,556.08	-881.08	0.00	-881.08	0.00
230-4230-2407-0000	Programs	1,650.00	1,703.25	1,703.25	-53.25	0.00	-53.25	0.00
230-4230-2408-0000	Film/Video	7,012.50	4,967.52	4,967.52	2,044.98	0.00	2,044.98	29.16
230-4230-2409-0000	Electronic Materials	3,825.00	3,825.00	3,825.00	0.00	0.00	0.00	0.00
230-4230-2499-0000	Collection Development	340.00	0.00	0.00	340.00	0.00	340.00	100.00
	E10 Sub Totals:	99,471.00	103,964.03	103,964.03	-4,493.03	0.00	-4,493.03	0.00
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	10,700.00	30,584.02	30,584.02	-19,884.02	0.00	-19,884.02	0.00
230-4230-3099-0000	Other Professional Services	5,000.00	9,210.05	9,210.05	-4,210.05	0.00	-4,210.05	0.00
230-4230-3100-0000	Circulation System	6,129.12	6,452.22	6,452.22	-323.10	0.00	-323.10	0.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	1,177.60	1,177.60	322.40	0.00	322.40	21.49
230-4230-3200-0000	Mileage	400.00	0.00	0.00	400.00	0.00	400.00	100.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,500.00	1,997.69	1,997.69	502.31	0.00	502.31	20.09
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-3404-0000	Processing Fee	14,000.00	12,214.83	12,214.83	1,785.17	0.00	1,785.17	12.75
230-4230-3500-0000	General Insurance	1,518.00	0.00	0.00	1,518.00	0.00	1,518.00	100.00
230-4230-3707-0000	Maintenance Agreements	25,000.00	3,044.07	3,044.07	21,955.93	0.00	21,955.93	87.82
230-4230-3713-0000	Computer Maintenance/Licenses	0.00	9,314.10	9,314.10	-9,314.10	0.00	-9,314.10	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	72.45	72.45	327.55	0.00	327.55	81.89
	E15 Sub Totals:	67,147.12	74,067.03	74,067.03	-6,919.91	0.00	-6,919.91	0.00
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	825.00	825.00	-230.99	0.00	-230.99	0.00
230-4230-4001-0000	Subscriptions	625.00	625.00	625.00	0.00	0.00	0.00	0.00
230-4230-4093-0000	COVID-19	0.00	953.63	953.63	-953.63	0.00	-953.63	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	1,604.22	1,604.22	1,395.78	0.00	1,395.78	46.53
	E20 Sub Totals:	4,219.01	4,007.85	4,007.85	211.16	0.00	211.16	5.00
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,174,858.54	1,181,690.74	1,181,690.74	-6,832.20	0.00	-6,832.20	0.00
	Dept 4230 Sub Totals:	1,174,858.54	1,181,690.74	1,181,690.74	-6,832.20	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	62,832.24	53,138.44	53,138.44	9,693.80	0.00	9,693.80	15.43
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	3,944.20	3,944.20	-3,944.20	0.00	-3,944.20	0.00
230-4231-1113-0000	Vacation Pay	0.00	3,755.88	3,755.88	-3,755.88	0.00	-3,755.88	0.00
230-4231-1200-0000	Part Time Salaries	31,941.30	27,210.45	27,210.45	4,730.85	0.00	4,730.85	14.81
230-4231-1410-0000	PERA	7,001.44	6,334.51	6,334.51	666.93	0.00	666.93	9.53
230-4231-1420-0000	FICA/Medicare	7,250.18	6,401.35	6,401.35	848.83	0.00	848.83	11.71
230-4231-1500-0000	Hospital / Medical	17,534.16	19,450.94	19,450.94	-1,916.78	0.00	-1,916.78	0.00
230-4231-1520-0000	Dental Insurance	757.80	821.08	821.08	-63.28	0.00	-63.28	0.00
230-4231-1540-0000	Life Insurance	116.00	86.40	86.40	29.60	0.00	29.60	25.52
230-4231-1990-0000	Grant Pass Thru	0.00	-500.00	-500.00	500.00	0.00	500.00	0.00
	E05 Sub Totals:	127,433.12	120,643.25	120,643.25	6,789.87	0.00	6,789.87	5.33
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	450.00	0.00	0.00	450.00	0.00	450.00	100.00
230-4231-2102-0000	Janitorial Supplies	4,500.00	3,631.10	3,631.10	868.90	0.00	868.90	19.31
230-4231-2202-0000	Building Repair Supplies	1,500.00	235.87	235.87	1,264.13	0.00	1,264.13	84.28

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	292.63	292.63	507.37	0.00	507.37	63.42
	E10 Sub Totals:	7,250.00	4,159.60	4,159.60	3,090.40	0.00	3,090.40	42.63
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	134.50	134.50	3,865.50	0.00	3,865.50	96.64
230-4231-3101-0000	Telephone	1,700.00	1,752.30	1,752.30	-52.30	0.00	-52.30	0.00
230-4231-3500-0000	General Insurance	26,241.00	0.00	0.00	26,241.00	0.00	26,241.00	100.00
230-4231-3600-0000	Electricity	42,000.00	40,056.44	40,056.44	1,943.56	0.00	1,943.56	4.63
230-4231-3601-0000	Natural Gas	14,000.00	15,241.33	15,241.33	-1,241.33	0.00	-1,241.33	0.00
230-4231-3703-0000	Building Repair Charges	20,000.00	20,074.39	20,074.39	-74.39	0.00	-74.39	0.00
230-4231-3707-0000	Maintenance Agreements	9,500.00	11,059.71	11,059.71	-1,559.71	0.00	-1,559.71	0.00
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	117,441.00	88,318.67	88,318.67	29,122.33	0.00	29,122.33	24.80
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,626.16	1,626.16	-526.16	0.00	-526.16	0.00
	E20 Sub Totals:	1,100.00	1,626.16	1,626.16	-526.16	0.00	-526.16	0.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E40 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	253,224.12	214,747.68	214,747.68	38,476.44	0.00	38,476.44	15.19
	Dept 4231 Sub Totals:	253,224.12	214,747.68	214,747.68	38,476.44	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,428,082.66	1,423,396.18	1,423,396.18	4,686.48	0.00	4,686.48	0.33
	Fund Expense Sub Totals:	1,428,082.66	1,396,438.42	1,396,438.42	31,644.24	0.00	31,644.24	2.22
	Fund 230 Sub Totals:	0.00	-26,957.76	-26,957.76	26,957.76	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: March 2022 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – March 31, 2022.</p> <p><u>120 Funds – Capital Projects:</u> There were no capital fund expenditures through March 2022.</p> <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2022 was approved at \$39,487. Just under half of this total (\$17,167) reflects an anticipated in-kind gift from the Foundation for funding of the volunteer coordinator in 2022.</p> <p><u>230 Funds – Operating Expenditures:</u></p> <ul style="list-style-type: none"> • Personnel Services: The library’s 2022 personnel budget is \$1,034,950 (excluding the in-kind volunteer coordinator). Personnel expenditures total \$255,083 through March. With the recent adjustments to the library’s 2022 wage scale, library personnel costs are running higher than the budgeted pace. <ul style="list-style-type: none"> ○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to remove compensation for days worked in 2021 but paid in 2022 (~\$37,000). ○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to add in insurance pre-payments made in 2021 for 2022 (\$5,389). ○ <i>Pending Journal Entry:</i> \$6,671 was paid in severance compensation to retiring staff for service through 2021. Entry may be moved to 2021 with monies transferred from the compensated absences fund balance into revenues to offset this expense. • Materials: 2022 collection ordering with our major vendors began at the end of February due to the year-end close out of the acquisitions process and the roll-over to a new fiscal year. <ul style="list-style-type: none"> ○ <i>Pending Journal Entry:</i> \$7,007.02 was pre-paid in 2021 to Ebsco Publishing for the purchase of 2022 magazine and newspaper subscriptions. Finance will transfer \$4,165 to periodicals (230-4230-2403-0000), \$562.93 to subscriptions (230-4230-4001-0000), \$2279.09 to SPLF funded materials (232-4232-2113-0000). • Services and Charges: \$8,842 was paid to Bibliotheca for maintenance service agreement on self-checks and RFID pads. <p><u>230 Funds – Plant Expenditures:</u></p> <ul style="list-style-type: none"> • Plant – Personnel Services: Personnel expenditures total \$28,879 through March. <ul style="list-style-type: none"> ○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to remove compensation for days worked in 2021 but paid in 2022 (~\$4,120). 	

<ul style="list-style-type: none">○ <i>Pending Journal Entry:</i> Due to the fiscal year change, Finance will need to make journal entries to add in health insurance pre-payments made in 2021 for 2022 (\$1,962).● Plant – Services and Charges: Building repair expenditures total \$7,257 through March, over half of our budgeted \$12,000. A significant portion of this was an unplanned upgrade to our HVAC building automation system.<ul style="list-style-type: none">○ <i>Pending Journal Entry:</i> \$412 was prepaid in December to Otis Elevator for January and February 2022 maintenance agreements. Finance will transfer this charge to 230-4231-3707-0000 in 2022.● Other Financing Uses: Finances added in \$164,000 as a budget line item to reflect the anticipated expenditure of \$164,000 from the fund balance for the library building/grounds capital project (\$142,000 - masonry) and for the upgrading of the network switch (\$22,000). As a result of this line item, total budgeted expenditures exceed total budgeted revenues by \$164,000.
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2022 March Budget Status Report
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/7/2022 - 9:31 AM
 Period: 1 to 3, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	557,000.00	0.00	0.00	557,000.00	0.00	557,000.00	100.00
120-4230-5210-0000	C/O & Improvements - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4230-5310-0000	C/O MIS Computer Equipment	22,000.00	0.00	0.00	22,000.00	0.00	22,000.00	100.00
120-4230-5320-0000	C/O Mach & Equip - COVID 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	579,000.00	0.00	0.00	579,000.00	0.00	579,000.00	100.00
	Expense Sub Totals:	579,000.00	0.00	0.00	579,000.00	0.00	579,000.00	100.00
	Dept 4230 Sub Totals:	579,000.00	0.00	0.00	579,000.00	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 4/7/2022 - 9:11 AM
 Period: 1 to 3, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 230	LIBRARY FUND							
Dept 230-0000								
R05	TAXES							
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R25	CHARGES FOR SERVICES							
230-0000-3500-0100	Meeting Room Rental Fees	1,200.00	292.50	292.50	907.50	0.00	907.50	75.63
230-0000-3520-0100	Copier/Printer Sales	4,000.00	795.28	795.28	3,204.72	0.00	3,204.72	80.12
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	R25 Sub Totals:	5,900.00	1,087.78	1,087.78	4,812.22	0.00	4,812.22	81.56
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
230-0000-3820-0100	Gifts	1,500.00	3.00	3.00	1,497.00	0.00	1,497.00	99.80
230-0000-3820-0110	In Kind Gifts	17,167.00	0.00	0.00	17,167.00	0.00	17,167.00	100.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00	500.00	0.00	500.00	100.00
230-0000-3880-0020	Library Card Fees	420.00	60.00	60.00	360.00	0.00	360.00	85.71
230-0000-3880-0030	Lost Materials	3,000.00	77.95	77.95	2,922.05	0.00	2,922.05	97.40
230-0000-3880-0040	Processing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R40 Sub Totals:	23,587.00	140.95	140.95	23,446.05	0.00	23,446.05	99.40
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,435,610.00	239,268.34	239,268.34	1,196,341.66	0.00	1,196,341.66	83.33
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,435,610.00	239,268.34	239,268.34	1,196,341.66	0.00	1,196,341.66	83.33
	Revenue Sub Totals:	1,465,097.00	240,497.07	240,497.07	1,224,599.93	0.00	1,224,599.93	83.58
	Dept 0000 Sub Totals:	-1,465,097.00	-240,497.07	-240,497.07	-1,224,599.93	0.00		
Dept 230-4230	LIBRARY OPERATIONS							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	211,408.56	42,485.81	42,485.81	168,922.75	0.00	168,922.75	79.90
230-4230-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	6,671.54	6,671.54	-6,671.54	0.00	-6,671.54	0.00
230-4230-1112-0000	Sick Pay	0.00	2,678.11	2,678.11	-2,678.11	0.00	-2,678.11	0.00
230-4230-1113-0000	Vacation Pay	0.00	17,218.13	17,218.13	-17,218.13	0.00	-17,218.13	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	138,760.75	138,760.75	469,482.63	0.00	469,482.63	77.19
230-4230-1210-0000	Part Time Salaries - In Kind	17,167.00	0.00	0.00	17,167.00	0.00	17,167.00	100.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	61,473.89	13,494.60	13,494.60	47,979.29	0.00	47,979.29	78.05
230-4230-1420-0000	FICA/Medicare	62,703.36	15,225.28	15,225.28	47,478.08	0.00	47,478.08	75.72
230-4230-1500-0000	Hospital / Medical	86,155.44	17,605.17	17,605.17	68,550.27	0.00	68,550.27	79.57
230-4230-1520-0000	Dental Insurance	4,193.64	809.55	809.55	3,384.09	0.00	3,384.09	80.70
230-4230-1540-0000	Life Insurance	771.39	134.22	134.22	637.17	0.00	637.17	82.60
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	1,052,116.66	255,083.16	255,083.16	797,033.50	0.00	797,033.50	75.76
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	3,500.00	843.99	843.99	2,656.01	0.00	2,656.01	75.89
230-4230-2113-0000	Reference	1,271.00	0.00	0.00	1,271.00	0.00	1,271.00	100.00
230-4230-2114-0000	Data Base Searching	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	100.00
230-4230-2302-0000	Other Minor Equipment	2,270.62	0.00	0.00	2,270.62	0.00	2,270.62	100.00
230-4230-2303-0000	Minor Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2400-0000	Childrens Books	20,651.34	0.00	0.00	20,651.34	0.00	20,651.34	100.00
230-4230-2401-0000	Adult Books - Fiction	22,382.00	48.52	48.52	22,333.48	0.00	22,333.48	99.78
230-4230-2402-0000	Audio	8,566.90	214.45	214.45	8,352.45	0.00	8,352.45	97.50
230-4230-2403-0000	Periodicals	4,165.00	-118.87	-118.87	4,283.87	0.00	4,283.87	102.85
230-4230-2405-0000	Adult Books - Non Fiction	17,593.00	76.17	76.17	17,516.83	0.00	17,516.83	99.57
230-4230-2406-0000	Teen Books - Materials	5,146.38	0.00	0.00	5,146.38	0.00	5,146.38	100.00
230-4230-2407-0000	Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	5,547.74	258.55	258.55	5,289.19	0.00	5,289.19	95.34
230-4230-2409-0000	Electronic Materials	8,348.10	0.00	0.00	8,348.10	0.00	8,348.10	100.00
230-4230-2499-0000	Collection Development	340.00	0.00	0.00	340.00	0.00	340.00	100.00
230-4230-3102-0000	Postage	1,500.00	422.12	422.12	1,077.88	0.00	1,077.88	71.86
	E10 Sub Totals:	102,982.08	1,744.93	1,744.93	101,237.15	0.00	101,237.15	98.31
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	1,871.65	1,871.65	3,128.35	0.00	3,128.35	62.57
230-4230-3099-0000	Other Professional Services	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
230-4230-3100-0000	Circulation System	6,129.12	0.00	0.00	6,129.12	0.00	6,129.12	100.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3200-0000	Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	2,500.00	867.90	867.90	1,632.10	0.00	1,632.10	65.28
230-4230-3401-0000	Binding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	14,000.00	475.57	475.57	13,524.43	0.00	13,524.43	96.60

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-3500-0000	General Insurance	1,518.00	0.00	0.00	1,518.00	0.00	1,518.00	100.00
230-4230-3707-0000	Maintenance Agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3713-0000	Computer Maintenance/Licenses	25,000.00	8,842.00	8,842.00	16,158.00	0.00	16,158.00	64.63
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	27.57	27.57	372.43	0.00	372.43	93.11
	E15 Sub Totals:	59,547.12	12,084.69	12,084.69	47,462.43	0.00	47,462.43	79.71
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	220.00	220.00	374.01	0.00	374.01	62.96
230-4230-4001-0000	Subscriptions	625.00	0.00	0.00	625.00	0.00	625.00	100.00
230-4230-4093-0000	COVID-19	0.00	248.46	248.46	-248.46	0.00	-248.46	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	316.95	316.95	2,683.05	0.00	2,683.05	89.44
	E20 Sub Totals:	4,219.01	785.41	785.41	3,433.60	0.00	3,433.60	81.38
E35	DEPRECIATION							
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,218,864.87	269,698.19	269,698.19	949,166.68	0.00	949,166.68	77.87
	Dept 230-4231							
	E05							
	LIBRARY PLANT							
	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	13,343.43	13,343.43	53,151.09	0.00	53,151.09	79.93
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	1,010.67	1,010.67	-1,010.67	0.00	-1,010.67	0.00
230-4231-1113-0000	Vacation Pay	0.00	824.02	824.02	-824.02	0.00	-824.02	0.00
230-4231-1200-0000	Part Time Salaries	26,900.89	5,962.22	5,962.22	20,938.67	0.00	20,938.67	77.84
230-4231-1410-0000	PERA	6,951.37	1,543.77	1,543.77	5,407.60	0.00	5,407.60	77.79
230-4231-1420-0000	FICA/Medicare	7,144.75	1,545.57	1,545.57	5,599.18	0.00	5,599.18	78.37
230-4231-1500-0000	Hospital / Medical	16,825.68	4,438.74	4,438.74	12,386.94	0.00	12,386.94	73.62
230-4231-1520-0000	Dental Insurance	757.92	189.48	189.48	568.44	0.00	568.44	75.00
230-4231-1540-0000	Life Insurance	116.00	21.60	21.60	94.40	0.00	94.40	81.38
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	125,191.13	28,879.50	28,879.50	96,311.63	0.00	96,311.63	76.93
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	200.00	100.18	100.18	99.82	0.00	99.82	49.91
230-4231-2102-0000	Janitorial Supplies	4,000.00	580.36	580.36	3,419.64	0.00	3,419.64	85.49

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-2202-0000	Building Repair Supplies	1,500.00	34.95	34.95	1,465.05	0.00	1,465.05	97.67
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00	800.00	0.00	800.00	100.00
	E10 Sub Totals:	6,500.00	715.49	715.49	5,784.51	0.00	5,784.51	88.99
E15	SERVICES AND CHARGES							
230-4231-3002-0000	Contractual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
230-4231-3101-0000	Telephone	1,700.00	148.35	148.35	1,551.65	0.00	1,551.65	91.27
230-4231-3500-0000	General Insurance	26,241.00	0.00	0.00	26,241.00	0.00	26,241.00	100.00
230-4231-3600-0000	Electricity	44,000.00	7,975.67	7,975.67	36,024.33	0.00	36,024.33	81.87
230-4231-3601-0000	Natural Gas	16,000.00	11,171.33	11,171.33	4,828.67	0.00	4,828.67	30.18
230-4231-3703-0000	Building Repair Charges	12,000.00	7,257.31	7,257.31	4,742.69	0.00	4,742.69	39.52
230-4231-3707-0000	Maintenance Agreements	9,500.00	2,490.83	2,490.83	7,009.17	0.00	7,009.17	73.78
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	113,441.00	29,043.49	29,043.49	84,397.51	0.00	84,397.51	74.40
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	469.06	469.06	630.94	0.00	630.94	57.36
	E20 Sub Totals:	1,100.00	469.06	469.06	630.94	0.00	630.94	57.36
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	164,000.00	0.00	0.00	164,000.00	0.00	164,000.00	100.00
	E40 Sub Totals:	164,000.00	0.00	0.00	164,000.00	0.00	164,000.00	100.00
	Expense Sub Totals:	410,232.13	59,107.54	59,107.54	351,124.59	0.00	351,124.59	85.59
	Dept 4231 Sub Totals:	410,232.13	59,107.54	59,107.54	351,124.59	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
	Fund Revenue Sub Totals:	1,465,097.00	240,497.07	240,497.07	1,224,599.93	0.00	1,224,599.93	83.58
	Fund Expense Sub Totals:	1,629,097.00	328,805.73	328,805.73	1,300,291.27	0.00	1,300,291.27	79.82
	Fund 230 Sub Totals:	164,000.00	88,308.66	88,308.66	75,691.34	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 1 of 2022.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – March 31, 2022.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 3/31/22	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2022 GIFTS & GRANTS RECEIVED (January 1 - March 31, 2022)
Updated 4/7/22

2022 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/12/2022	\$60.00 tribute gift in memory of Shelby Prentiss	\$60	None	235-3235-3820-0100	Expend in 2022	For board review and approval on 4/12/22
G2	1/26/2022	\$3 cash donation	\$3	None	230-0000-3820-0100	Expend in 2022	For board review and approval on 4/12/22
G3	1/31/2022	\$500 unrestricted gift	\$500	None	235-0000-3820-0100	TBD	For board review and approval on 4/12/22
G4	3/18/2022	\$5000 unrestricted gift	\$5,000	None	227-0000-3820-0100	TBD	For board review and approval on 4/12/22
			\$5,563				

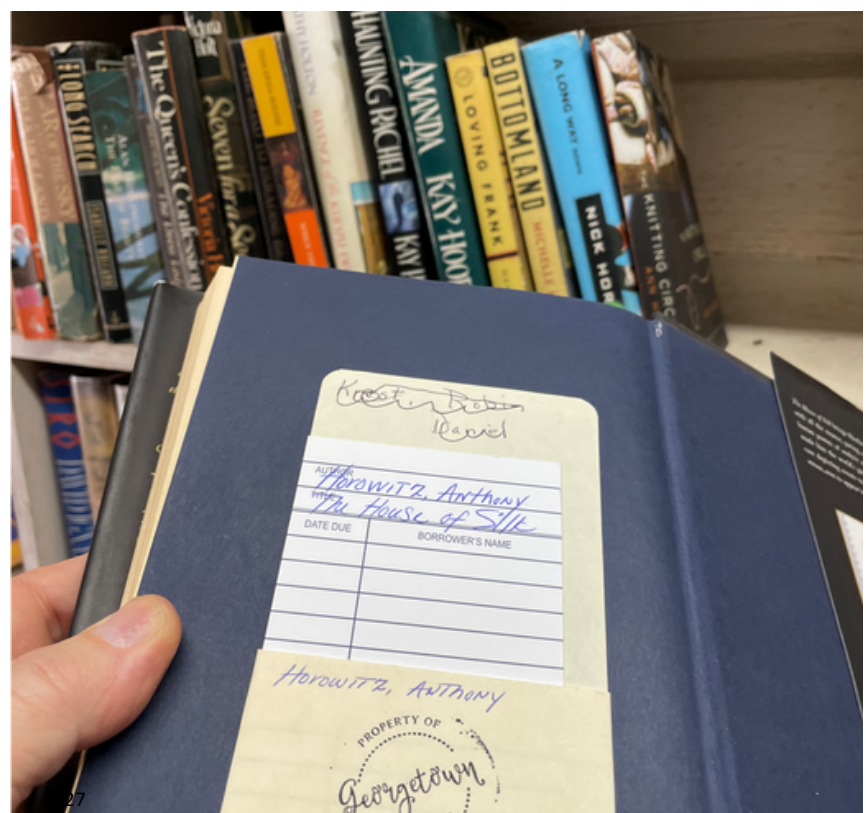
2022: FRIENDS OF STILLWATER PUBLIC LIBRARY GIFTS							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
			\$0				

2022: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/3/2022	SPLF 2022-01 DR Online Art Classes (\$500)	\$500.00	Tan Online Art Classes	232-0000-3820-0320	Expend in 2022	For board review and approval on 4/12/22
SPLF2	2/25/2022	SPLF 2022-02 DR HJA Early Literacy	\$8,500.00	Early Literacy Programming	232-0000-3820-0320	Expend in 2022	For board review and approval on 4/12/22
SPLF3	2/25/2022	SPLF 2022-02 DR HJA Summer Explorers	\$15,500.00	Juv Summer Reading Programming	232-0000-3820-0320	Expend in 2022	For board review and approval on 4/12/22
SPLF4	3/25/2022	SPLF 2022-03 Adult Programming	\$4,554.00	Adult Programming	227-0000-3820-0100	Expend in 2022	For board review and approval on 4/12/22
SPLF5	3/25/2022	SPLF 2022-03 EL	\$4,022.00	Early Literacy Programming	227-0000-3820-0100	Expend in 2022	For board review and approval on 4/12/22
SPLF6	3/25/2022	SPLF 2022-03 Materials	\$6,700.00	Materials (hotspots & ematerials)	232-0000-3820-0310	Expend in 2022	For board review and approval on 4/12/22
SPLF7	3/25/2022	SPLF 2022-03 Sunday Hours	\$6,763.00	Sunday Hours	227-0000-3820-0100	Expend in 2022	For board review and approval on 4/12/22
SPLF8	3/25/2022	SPLF 2022-03 YS Support	\$7,995.00	YS Support Hours	227-0000-3820-0100	Expend in 2022	For board review and approval on 4/12/22
SPLF9	3/31/2022	SPLF 2022-03 DR Huelsmann Terrace	\$20,000.00	Terrace Improvements	235-4900-3099-0000	Expend in 2022	For board review and approval on 4/12/22
			\$74,534				

2022: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 4/12/22
SPLF In Kind 2	2/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 4/12/22
SPLF In Kind 3	3/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 4/12/22
			\$4,293				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>Library Visit Carlsen visited the Georgetown (Bahamas) Library and would like to report libraries are alive and well everywhere. The library is run 100% by volunteers and is open based on availability. They use the card system for checking out books and their biggest problem currently is mold and mildew from having an unsealed building near the ocean. And rodents also eat an occasional book or two. But they're growing and a vital part of the town. Photos of the library follow the cover sheet.</p> <p>Trustee Webinars On March 18, Troendle emailed trustees, at the request of Weigman, information about two webinars offered by United for Libraries. The webinars are on best practices to follow if/when book challenges and other conflicts arise during a public meeting.</p> <p style="padding-left: 40px;">A free Webinar Series for Library Boards: Keeping Governance on Track is a two-part series presented by the United for Libraries Intellectual Freedom Task Force and is made available free to all participants by the Jack Neal Fund.</p> <ul style="list-style-type: none"> · Part 1. Steps to Be Prepared & How to Handle Problems Tue, Mar 29 1-2pm CT · Part 2. The Mock Board Meeting Thu, Mar 31 6-7pm CT <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Photos of the Georgetown Library	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Advocacy Training and Implementation	
OWNER: Board Governance Committee	PRESENTER: Hemer, Committee Chair
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve contracting with Lisa Winkler to provide advocacy training and implementation planning services for a sum not to exceed \$3,600.00, funded from the Wick estate gift fund.	
<p>BACKGROUND/CONTEXT:</p> <p>Summaries of all three proposals received are included in the notes from the March 30 Board Governance Committee meeting, which are found in the Reports section of this packet. Lisa Winkler’s proposal is the recommended choice of this committee, and her written proposal follows this cover sheet.</p> <p>Staff recommend funding this training from the unrestricted supplemental Wick estate gift fund, which currently totals \$19,740.</p> <p>Lisa Winkler’s proposal rose to the top based on the clearest understanding of our need, her enthusiasm for developing a training around messaging, and creating a plan of action for the Board of Trustees, the Friends of the Library, and the Stillwater Public Library Foundation. A concern regarding the potential cost with the post-consultation fee was raised.</p> <p>Lisa Winkler: \$2850 with potential to be \$3600</p> <p> Pre-work</p> <p> Review 2016 message docs and update</p> <p> Answer Why does SPL matter?</p> <p> Stake holder mapping exercise</p> <p> Compile list of questions</p> <p> Deliverables</p> <p> Review pre-work</p> <p> Prepare messages</p> <p> Develop workshop on library advocacy</p> <p> Conduct training 3-4 hours</p> <p>Discussion about scheduling options for holding the training would be helpful for planning purposes.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Proposal from Lisa Winkler	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Thank you for the opportunity to provide a proposal to Stillwater Public Library for advocacy training and implementation planning services. It would be my pleasure to help you advocate for the vital role the Stillwater Public Library plays in the community. The purpose of this document is to outline the approach, scope and bid for the project.

As I reviewed the opportunity, I would propose the following objectives:

1. Position the Stillwater Public Library as a key community asset with key stakeholders, including city officials
 - a. Determine the Stillwater Public Library's unique position in the community – why does it matter?
 - b. Identify and prioritize key audiences
 - c. Articulate why increased funding is necessary and what that funding will accomplish. E.g. Adding a 20-hour youth services specialist will deliver 'X' impact.
 - d. Create set of key messages with proof points to use with stakeholders
 - e. Collect personal stories of how the library has made an impact. E.g. set up a station in the library for people to share what they love about the library
2. Engage community members and partner advocates to help tell the Stillwater Public Library "story" – especially aligned with members of the city council
 - a. Complete a mapping exercise that identifies key stakeholders and other community members. E.g. Assign levels of interaction with organization (Happy Bystanders, Donors, Spreaders, Evangelists, Instigators)
 - b. Create a comprehensive list of questions/answers – including those you are most uncomfortable with.
 - c. Conduct listening sessions with as many community members and stakeholders as possible (could be as informal as over coffee or at a social engagement)
 - d. Ensure board, volunteers and advocates receive regular communication about top priorities and how they can support the work.
 - e. Identify and train key spokespeople. E.g. Lee Valsvik – is beloved and involved. Could she be helpful with this work?
3. Develop an annual communication plan to reinforce messaging through events, earned media, digital platforms including email and social, etc.
 - a. Create communications calendar with suggested activities. E.g. Have the Mayor and other local dignitaries be a Librarian for the Day
 - b. Create a "campaign" or theme from the messaging that can be promoted across the library and all platforms. E.g. Regular features: For the Love of the Library

Now more than ever, we are called to lead and serve the nonprofit organizations that keep our communities vibrant and strong. Supporting the Stillwater Public Library would not only be a privilege, but also a great opportunity to apply the skills I have honed through more than 30 years of experience within several nonprofit organizations. Some of my strengths that fit well with your expectations include positioning and message development, training, relationship building and advocacy efforts. Central to the success of any plan (which includes objectives, target audiences, messages, strategies, tactics, budget and evaluation), is the degree to which internal constituents feel ownership. I have extensive experience supporting both staff and board members in storytelling and advocacy for their respective organizations.

To be mindful of budget constraints, I would suggest the following to be done by the board and staff and shared with the consultant by mid-late April prior to meeting in May.

Pre-work:

- Answer the question: Why does the Stillwater Public Library matter? This could be done both individually and in conversation with community members and patrons.
- Review key message documents from 2016 and make any revisions necessary for currency.
- Complete stakeholder mapping exercise (worksheet provided by consultant)
- Begin to compile list of questions

Deliverables from consultant:

- Discovery: reviewing the prework and any additional documents from board: 4-5 hours
- Review and modify key messages to be memorable and conversational: 2-3 hours
- Develop an engaging workshop for effective library advocacy: 5-7 hours
- Conduct training workshop with staff and board: 3-4 hours

Timeframe: April – June 2022 (or beyond if needed/desired)

Budget Estimate: 14-19 hours @ \$150/hour = \$2,100-2,850

- Optional follow-up: Gather 1-2 months later to review how things are going, barriers encountered, etc. (3-5 hours)

This work is intended to be fully supplied by me, Lisa Winkler, unless sub-contractors are deemed necessary. The Stillwater Public Library staff, board of trustees and other constituents (e.g. Friends of the Library and Library Foundation members) will provide internal knowledge support, timely feedback and aid in access to key stakeholders as needed. If this proposal meets with your approval, we will draft a contract for services.

Thank you for this opportunity!

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Bylaws	
OWNER: Board Governance Committee	PRESENTER: Bell
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve recommended revisions to the library board's bylaws.	
<p>BACKGROUND/CONTEXT: To clarify the board's bylaws, the changes outlined below are recommended. Following this cover sheet is a redlined draft of the board's complete bylaws showing the proposed revisions.</p> <p><u>Article IV, Section 7</u> Current wording: In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. Vacancies in other elected positions shall be filled by appointment by the board as soon as possible after the vacancy occurs. Proposed revision to the second sentence: If an unexpected vacancy occurs in other elected positions, the President shall appoint an ad hoc Nominating Committee composed of three Trustees to present a slate of one or more candidates at the earliest possible board meeting. Additional nominations may be made from the floor.</p> <p><u>Article IV, Section 2</u> Current wording: An officer nominating committee shall be appointed by the President two months before an election. The Committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor. Proposed revision to the first sentence: An officer nominating committee comprised of three Trustees shall be appointed by the President two months before an election.</p> <p><u>Article V, Section 7</u> Current wording: Parliamentary Authority, Robert's Rules of Order, latest revised edition, shall generally govern the parliamentary procedures of the meetings. Proposed revision: The most recent revision of Robert's Rules of Order shall govern the order of business on all points not specified in these bylaws.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Redlined draft of the bylaws showing the proposed revisions.	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

STILLWATER PUBLIC LIBRARY BOARD OF TRUSTEES BY-LAWS

Adopted: 8/3/98; Amended: 4/8/08, 2012, 3/12/13, 1/14/20, 4/12/22

ARTICLE I: Identification

This organization is the Board of Trustees of the Stillwater Public Library located in Stillwater, Minnesota.

ARTICLE II: Purpose

The Stillwater Library Board of Trustees has full authority over the governance of the library as representatives of the city residents and the City Council. Trustees hire and evaluate the director, set policy, serve as ambassadors in the community, and work closely with the director in developing the strategic plan, and establishing and presenting the library's budget to the City Council annually.

ARTICLE III: Membership

Section 1. Number and Qualifications. The Library Board shall consist of nine (9) members who are residents of Stillwater and are appointed by the Stillwater City Council. The Library Board may recommend candidates for appointment to the City Council.

Section 2. Term of Office. A Board member is appointed for a three (3) year term. A Board member may not serve more than three consecutive terms. If a member is appointed to serve an unexpired term of office and serves more than half of the term, it shall be considered a full term of office. Sitting Board members must reapply to the City Council in order to be considered for reappointment to a second or third term. A former member may be reappointed after a lapse of one year.

Section 3. Disqualifications and Vacancies. Any Board member who is no longer a resident shall be responsible for notifying the Secretary of the Board of Trustees. When any trustee fails to attend at least three consecutive meetings of the Board without prior notice to the President, Vice President, or Secretary, the Board shall declare his/her position vacant. It shall be the duty of the President to notify the appointing official of the vacancy.

Article IV. Officers

Section 1. Officers shall be: President, Vice President, and Secretary/ Treasurer. An officer may succeed herself or himself.

Section 2. An officer nominating committee comprised of three Trustees shall be appointed by the President two months before an election. The Committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

Stillwater

Public Library

Section 3. Officers shall be elected for two (2) year terms at the annual meeting of the Board.

Section 4. The Board President shall preside at all Board meetings and Executive Committee meetings, appoint all committees, certify all actions approved by the Board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. This officer will be a member of the Executive Committee of the Board.

Section 5. The Vice President shall perform the duties of the President in the latter's absence. If the President and Vice President are both absent, the Secretary/Treasurer will chair the meeting. If all officers are absent, the Board members present will select a Chair for the meeting.

Section 6. The Secretary/Treasurer shall ensure that an accurate record of all proceedings of the Board's regular and special meetings is kept and perform such other duties as are usually incident to that office. The Secretary/Treasurer shall represent the Board in matters of budget and finance, including the development of short-range and long-range financial plans for the library. This officer will be a member of the Finance Committee of the Board.

Section 7. In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. ~~Vacancies in other elected positions shall be filled by appointment by the board as soon as possible after the vacancy occurs. If an unexpected vacancy occurs in other elected positions, the President shall appoint an ad hoc Nominating Committee composed of three Trustees to present a slate of one or more candidates at the earliest possible board meeting. Additional nominations may be made from the floor.~~

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ARTICLE V: Meetings

Section 1. Regular Meetings. The regular meetings of the Library Board shall be held monthly on a day of the week and time chosen by the Board no later than the first regular meeting of the calendar year. Meetings shall be held in accordance with the State of Minnesota's Open Meeting Law (Minnesota Statute Chapter 13D). When conflicts with holidays or other events arise, the Board may change or eliminate the meeting date, observing the requirements of public notice in the Minnesota Open Meeting Law.

Section 2. Annual Meeting. The annual meeting, which shall include the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3. Agenda and Notices. Meeting agendas and notes shall indicate the time, date and place of the meeting and indicate all subject matters intended for consideration at the meeting.

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Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken.

Section 5. Special Meetings. Special meetings may be called by the President or upon the request of any three trustees. Reasonable notice stating the time and place and purpose of any special meeting shall be given in accordance with the Minnesota Open Meeting Law.

Section 6. Quorum. Five members of the Board shall constitute a quorum for the transaction of business.

Section 7. ~~Parliamentary Authority. Robert's Rules of Order, latest revised edition, shall generally govern the parliamentary procedure of the meetings. The most recent revision of Robert's Rules of Order shall govern the order of business, on all points not specified in these bylaws.~~

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ARTICLE VI: Committees & Task Forces

Section 1. Standing Committees. The committees of the Board with their membership and charges shall be established by the President elected at the annual meeting or at such other times as he/she may determine in order to manage the work of the Board in an efficient and effective manner. No committee shall have other than advisory powers, except in specific situations in which decision-making authority is delegated by majority vote of the Board.

Section 2. Executive Committee. Officers form the Executive Committee, which has general supervision over Board affairs between business meetings.

Section 3. Task Forces. Task forces for the study and investigation of special problems may be appointed by the President to serve until they have completed the work for which they were appointed. These need not be Board or staff members.

ARTICLE VII: Duties of the Board of Trustees

Section 1. Trustee duties are outlined in Minnesota Statutes Chapter 134.11 and include the following:

- A. Trustees determine and regularly review the policies of the library, including Board Bylaws, governance policies, personnel policies, public service policies, collection and information access policies, programming policies, policies governing the use of the facility, and the library mission, roles, and goals.
- B. Trustees select, appoint and supervise a properly qualified and competent library director and determine the compensation of all library employees.

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- C. Trustees shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures. Trustees set goals for the library's annual and long-term budgets, approve budgets, request funding from the City of Stillwater, and make sure that adequate funds are provided to finance the approved budget.
- D. Trustees shall supervise the maintenance of buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.
- E. Trustees shall study and support legislation that will bring about the greatest good to the greatest number of library users.
- F. Trustees shall cooperate with other public officials and boards and maintain vital public relations.
- G. Trustees shall educate themselves about issues of significance to libraries.

ARTICLE VIII: Director

The Director is the library's executive officer and shall have sole administration of the library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except meetings or portions of meetings at which his or her appointment or salary is to be discussed or decided. The Director shall prepare the annual budget for the Stillwater Public Library with the assistance and approval of the Board. The Director shall be responsible for various reports about the system such as salaries, circulation, population growth, and collection sizes as required by the Board or by law.

ARTICLE IX: Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by two-thirds vote of the members present, provided that the amendment was read at one previous meeting and was stated in the call for the meeting which was communicated to the members before the meeting.

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Minnesota Public Library Annual Report 2021</p>	
<p>OWNER: Troendle, Director</p>	<p>PRESENTER: Troendle, Director</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2021 Minnesota Public Library Annual Report submitted to the State on April 1, 2022.</p>	
<p>BACKGROUND/CONTEXT: Minnesota Public Libraries are required by law (MN Statutes 134.13) to submit annual reports to the Minnesota Department of Education. The Department of Education is required by Law (Minnesota Statutes 134.31, Subd. 4) to collect statistics on the receipts, expenditures, services, and use of the regional public library systems and the public libraries of the state. Statistical information is used by public libraries and policymakers for a variety of purposes, including evaluating and comparing libraries; projections and planning related to developing strategic or technology plans, budgeting, or expansion projects; and historical research.</p> <p>This data is also submitted to the Institute of Museums and Library Services (IMLS) for the Public Libraries in the United States Survey. IMLS is authorized to collect this data under the federal Museum and Library Services Act of 2003. Statistics include input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. The data is public and shared widely at local, state and national levels. Researchers, consultants, journalists and legislators also use the data to analyze and compare the nation’s public libraries.</p> <p>Please note:</p> <ul style="list-style-type: none"> • As in past years, the financial segment of the report is based on unaudited data. The City of Stillwater is still reconciling fiscal year 2021, and final numbers are not yet available. • Due to the pandemic’s impact on services and hours, a true comparison between years is difficult for a number of data elements. • Public internet computer sessions and wireless sessions data are generated from reports run by City IT. • Website visits is derived from Google Analytics. • “P43) Recorded Programs for Adults” The answer is “0” because all adult programs in 2021 were originally presented either in-person or live virtual. No adult programs were pre-recorded for a future broadcast; they all originally occurred in real-time with an audience. This is why we have “0” recordings for that data element, but 94 views for question “P122” since some real-time programs were simultaneously recorded and viewed within 7 days of the date the program aired online. • “P119-124) On-Demand Views of Recorded Programs...” To count as a view, the view must be within the first 7 days after the program is posted. • “S05) Total Paid Employees” The figure reflects the budgeted hours for 2021 and is slightly lower than 2020 due to fewer budgeted substitute hours. The 2021 budget planned for reduced public service hours as a result of the pandemic and thus reduced substitute hours. 	

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: History of Library Usage and Activity 2021 Annual Report
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?: Full report reviewed by Bell.

History of Library Usage and Activity

	2015	2016	2017	2018	2019	2020	2021
Patrons & Visits:							
Population of the Legal Service Area	18,892	19,754	19,693	19,748	19,915	19,767	19,394
Registered Users - Residents	12,674	12,312	11,252	10,453	10,399	9,789	9,543
Registered Users - Reciprocal	8,565	8,456	7,550	7,267	7,044	6,850	6,600
Total Registered Users	21,239	20,768	18,802	17,720	17,443	16,639	16,143
In-Person Visits	146,643	149,618	146,574	146,249	143,844	37,365	73,282
Contactless Visits	N/A	N/A	N/A	N/A	N/A	9,208	2,597
Collection & Circulation:							
Collection Size (Physical Materials)	102,089	106,030	92,081	88,684	89,014	87,900	91,780
Total Physical Circulation	304,892	299,863	311,150	298,213	332,141	210,304	293,219
Total Downloadable Circulation	16,029	24,047	26,477	25,663	40,342*	36,860	52,140
Total Circulation	320,921	323,910	337,627	323,876	372,483	247,164	345,359
Programming:							
Children's Library Programs & Activities	213	233	248	280	301	214	117
Teen Library Programs & Activities	37	38	32	54	49	31	19
Adult Library Programs & Activities	33	42	49	54	50	50	86
All Ages Programs & Activities	N/A	N/A	N/A	N/A	N/A	N/A	4
Total Programs	283	313	329	388	400	295	226
Children's Program Participation	7,575	7,769	7,548	9,680	10,617	7,595	7,522
Teen Program Participation	474	441	273	464	167	424	432
Adult Program Participation	688	819	1,548	1,816	2,137	2,334	3,085
All Ages Program Participation	N/A	N/A	N/A	N/A	N/A	N/A	207
Total Participation	8,737	9,029	9,369	11,960	12,921	10,353	11,246

* The total downloadable circulation was 30,653 for 2019 and not 40,342. An incorrect count for downloadable e-books was provided by Washington County Library. The State has been alerted to this reporting error.

Source: Data is from Stillwater Public Library's annual reports to the Minnesota Department of Education. Stillwater Public Library annual reports, as well as reports from other libraries across Minnesota, may be found at <https://education.mn.gov/MDE/dse/Lib/sls/stat/>.

2021 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2021, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2021.

Please note that this document reflects the online submission data elements for both library administrative entities (headquarters) and library outlets (branches). There are some fields that request information at the administrative-entity level only and some that request only outlet information. Information entered at the outlet level 'rolls up' into a total for the administrative entity. In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

CONTACT INFORMATION

G01) Library Name
G02) Regional System/Sequence Number
G03) Regional Public Library System
G04) Street Address
G05) Location is a change from previous year
G06) City
G07) ZIP Code
G08) Mailing Address
G09) City
G10) ZIP Code
G11) County
G12) Phone
G13) Library Web Address
G14) Director's Name
G15) Director's Phone
G16) Director's Extension
G17) Director's E-mail Address

Report Filer

G18) Name of Person Who Prepared the Public Library Report
G19) Phone
G20) E-mail

IMLS Administrative Entity Codes

G21) Interlibrary Relationship Code
G22) Legal Basis Code
G23) Administrative Structure Code
G24) IMLS Public Library Definition
G25) Geographic Code
G26) Did the legal service area boundary change?

COVID-19 RESPONSE

Facilities During Pandemic

Data Element	Current Year	Previous Year
V01) In 2021, were any of the library's outlets physically closed to the public for any period of time due to the pandemic?		
V02) In 2021, did the library add or increase the number of mobile hotspots for circulation?		
V03) In 2021, did the library add or increase distribution of mobile hotspots?		
V05) In 2021, did the library provide Wi-Fi Internet access to users outside the building at one or more outlets?		
V06) In 2021, did the library increase access to Wi-Fi Internet outside the building at one or more outlets?		

Services During Pandemic

Data Element	Current Year	Previous Year
V07) In 2021, did library staff continue to provide services to the public when the building was physically closed to the public due to the pandemic?		
V08) In 2021, did the library provide reference service via the Internet or telephone when the building was physically closed to the public?		
V09) In 2021, did the library provide 'outside' service for circulation of physical materials at one or more outlets?		
V14) In 2021, did the library allow users to complete remote registration for library cards?		

Staffing During Pandemic

Data Element	Current Year	Previous Year
V15) Did any library staff work for other government agencies or nonprofit organizations instead of, or in addition to, their normal duties during the pandemic?		
V16) Did any library staff work remotely in 2021 due to the pandemic?		
V17) Were library staff placed on paid or administrative leave in 2021 due to the pandemic?		
V18) Did any library staff work a reduced number of hours in 2021, whether by choice or by necessity, due to the pandemic?		
V19) Were any library staff furloughed in 2021 due to the pandemic?		
V20) Were any library staff laid off in 2021 due to the pandemic?		
V21) Did any library staff quit or choose early retirement in 2021 due to the pandemic?		
V22) Was a hiring freeze instituted at any time in 2021 due to the pandemic?		
V23) Were any vacant library positions eliminated from the 2021 budget due to the pandemic?		

Comments

V24) Comments on COVID Response

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VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01) Population of the Legal Service Area		
P02) Registered Users – Residents		
P03) Registered Users – Reciprocal		
P04) Total Registered Users		
P05) Year in Which Registered User Records Were Last Purged		
P06) Visits		
P60) Visits Reporting Method		
P07) Reference Transactions		
P61) Reference Transactions Reporting Method		
P59) Contactless Visits		
P08) Public Internet Computer Sessions		
P09) Public Internet Computer – Usage Type		
P62) Public Computer Sessions Reporting Method		[new in 2021]
P10) Wireless Sessions		
P63) Wireless Sessions Reporting Method		[new in 2021]
P32) Website Visits		

CIRCULATION

Physical and Downloadable Circulation

Data Element	Current Year	Previous Year
P13) Children's Circulation		
P14) Adult Circulation		
P15) Physical Circulation (No Age Designation)		
P16) Total Physical Circulation		
P69) Physical Circulation – Not Print or Audiovisual		[new in 2021]
P17) Downloadable E-books and E-serials Circulation		
P18) Downloadable Audio and Video Circulation		
P19) Total Downloadable Circulation		
P20) Total Circulation		

Collection Use Including Electronic Collections

Data Element	Current Year	Previous Year
P29) Number of Information Retrievals from Electronic Collections		
P30) Electronic Content Use		
P31) Total Collection Use		

Interlibrary Loan

Data Element	Current Year	Previous Year
P11) ILL Provided to Other Libraries		
P12) ILL Received from Other Libraries		

PROGRAMS, RECORDINGS, ACTIVITIES

In-Person Programs

Data Element	Current Year	Previous Year
P82) In-Person Programs for Ages 0-5		[new in 2021]
P83) In-Person Programs for Ages 6-11		[new in 2021]
P84) In-Person Programs for Young Adults		
P85) In-Person Programs for Adults		
P86) In-Person Programs for All Ages		[new in 2021]
P75) Total Onsite In-Person Programs		[new in 2021]
P81) Total Offsite In-Person Programs		[new in 2021]

Live Virtual Programs

Data Element	Current Year	Previous Year
P87) Live Virtual Programs Intended for Ages 0-5		[new in 2021]
P88) Live Virtual Programs Intended for Ages 6-11		[new in 2021]
P34) Live Virtual Programs Intended for Young Adults		
P35) Live Virtual Programs Intended for Adults		
P89) Live Virtual Programs Intended for All Ages		[new in 2021]
P36) Total Live Virtual Programs		

Programs (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P90) Total Programs for Ages 0-5		[new in 2021]
P91) Total Programs for Ages 6-11		[new in 2021]
P52) Total Programs for Young Adults		
P53) Total Programs for Adults		
P92) Total Programs for All Ages		[new in 2021]
P54) Total Programs		

In-Person Program Attendance

Data Element	Current Year	Previous Year
P105) Attendees at In-Person Programs for Ages 0-5		[new in 2021]
P106) Attendees at In-Person Programs for Ages 6-11		[new in 2021]
P107) Attendees at In-Person Programs for Young Adults		
P108) Attendees at In-Person Programs for Adults		
P109) Attendees at In-Person Programs for All Ages		[new in 2021]
P98) Total Onsite Attendance		[new in 2021]
P104) Total Offsite Attendance		[new in 2021]

Live Virtual Attendance

Data Element	Current Year	Previous Year
P110) Live Virtual Views of Programs for Ages 0-5		[new in 2021]
P111) Live Virtual Views of Programs for Ages 6-11		[new in 2021]
P38) Live Virtual Views of Programs for Young Adults		
P39) Live Virtual Views of Programs for Adults		
P112) Live Virtual Views of Programs for All Ages		[new in 2021]
P40) Total Attendance at Live Virtual Programs		

Program Attendance (In-Person and Live Virtual)

Data Element	Current Year	Previous Year
P113) Total Attendance at Programs for Ages 0-5		[new in 2021]
P114) Total Attendance at Programs for Ages 6-11		[new in 2021]
P56) Total Attendance at Programs for Young Adults		
P57) Total Attendance at Programs for Adults		
P115) Total Attendance at Programs for All Ages		[new in 2021]
P58) Total Program Attendance		

Recordings of Program Content

Data Element	Current Year	Previous Year
P116) Recorded Programs for Ages 0-5		[new in 2021]
P117) Recorded Programs for Ages 6-11		[new in 2021]
P42) Recorded Programs for Young Adults		
P43) Recorded Programs for Adults		
P118) Recorded Programs for All Ages		[new in 2021]
P44) Total Recorded Programs		

Views of Recordings of Program Content

Data Element	Current Year	Previous Year
P119) On-Demand Views of Recorded Programs for Ages 0-5		[new in 2021]
P120) On-Demand Views of Recorded Programs for Ages 6-11		[new in 2021]
P121) On-Demand Views of Recorded Programs for Ages 12-18		[new in 2021]
P122) On-Demand Views of Recorded Programs for Adults		[new in 2021]
P123) On-Demand Views of Recorded Programs for All Ages		[new in 2021]
P124) Total On-Demand Views of Recorded Programs		[new in 2021]

Self-Directed Activities

Data Element	Current Year	Previous Year
P49) Self-Directed Activities Total		
P50) Participation in Self-Directed Activities		

SUMMER LEARNING PROGRAM

Type(s) of summer learning programs
Intended age-groups for the program
U02) Preschoolers, birth to 5 years old
U03) Children, 6 to 11 years old
U04) Young adults, 12 to 18 years old

HOURS OF PUBLIC SERVICE

Data Element	Current Year	Previous Year
H08) Weekly Hours of Regular Service		
H16) Weekly Hours of Limited Service		
H18) Weekly Hours of Curbside Service		
H12) Annual Public Service Hours		

FACILITIES

Data Element	Current Year	Previous Year
F01) Central Libraries		
F02) Branch Libraries		
F03) Bookmobiles		
F04) Supplementary Services		
F12) Staff Internet Computers		
F13) Public Internet Stationary Computers		
F14) Public Internet Mobile Devices for Onsite Use		
F15) Total Public Internet Computers/Devices		
F22) Outlets with Wi-Fi Available to Public		
F23) Outlets with a Meeting Room		
F24) Non-Library Sponsored Events		

STAFF INFORMATION

Staff Full Time Equivalent

Data Element	Current Year	Previous Year
S01) Total ALA/MLS Librarian FTE		
S02) Total Other Librarian FTE		
S03) Total Librarian FTE		
S04) Total Other Staff FTE		
S05) Total Paid Employee FTE		

Selected Salary Schedule

Position	Low Salary	High Salary
S06) Regional Director		
S07) Library Director		
S08) Assistant Director		
S09) Branch Manager		
S10) Central Library Manager		
S11) Department Head		
S12) Other Librarian		
S13) Technology Support		
S14) Library Support Staff		
S15) Administrative Support Staff		
S16) Pages		

Union

S17) Do Any Library Staff Belong to a Union?		
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COLLECTIONS

Physical Materials

Data Element	Current Year	Previous Year
C01) Print Materials (Books and Periodicals)		
C02) Audio Materials, Physical		
C03) Video Materials, Physical		
C04) Multi-format Materials		
C05) Other Physical Materials		
C06) Total Physical Materials		
C07) Print Serial Subscriptions		

Electronic Materials

Data Element	Current Year	Previous Year
C08) Electronic Serial Subscriptions, Licensed Locally, Downloadable		
C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable		
C10) Total Electronic Serial Subscriptions		
C11) Electronic Books Licensed Locally		
C12) Electronic Books Licensed Regionally		

C13) Electronic Books Licensed Statewide		
C14) Total Electronic Books		
C15) Audio Downloadable Units, Licensed Locally		
C16) Audio Downloadable Units, Licensed Regionally		
C17) Total Audio Downloadable Units		
C18) Video Downloadable Units, Licensed Locally		
C19) Video Downloadable Units, Licensed Regionally		
C20) Total Video Downloadable Units		
C21) Electronic Collections Licensed Locally		
C22) Electronic Collections Licensed Regionally		
C24) Total Licensed Electronic Collections Local/Regional/Other		
C25) Electronic Collections Licensed Statewide		
C26) Total Licensed Electronic Collections		

POLICIES/PLANS

Data Element	Current Year	Previous Year
D01) Strategic Plan		
D02) Disaster Plan		
D03) Policy Manual		
D04) Records Retention Schedule		
D05) Building Accessibility Plan		
D06) Technology Plan		
D07) Internet Acceptable Use Policy		

COMMUNITY ENGAGEMENT

Outreach Services

Data Element	Current Year	Previous Year
Adult Basic Education		
Adult Literacy Organization		
Early Childhood Organization		
Correctional Facility		
Cultural Communities		
Service to Homebound		
School (K12)		
Senior-Centered Organization		
Workforce Development		
Youth Development Organization		
Arts Organization		
Disability Organization		
Homeschool Organization		
Veterans Organization		
Social Services Organizations		
Other		

Community Partnerships

Data Element	Current Year	Previous Year
O12) Does this library partner with one or more community organizations/groups in order to address a community need?		
O13a) Communicative:	O13b) Cooperative:	O13c) Collaborative:
O14) If Yes, does this library measure the impact on the community due to the partnership's efforts?		

Volunteers

Data Element	Current Year	Previous Year
O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay?		
O20) Total Number of Volunteers		
O21) Total Number of Volunteer Hours		

BOARD, FOUNDATION, FRIENDS

I01) Does this library have a governing board?
I02) Are this library's trustees elected or appointed officials?
I03) Is this library's board of trustees the governing authority or advisory?
I04) Does this library have a foundation?
I05) Foundation name
I06) Does this library have a Friends group?
I07) Friends group name

FINANCIAL DATA

Operating Revenue

Data Element	Current Year	Previous Year
LOCAL GOVERNMENT		
City		
R01) City Direct		
R02) City Indirect		
R03) City Operating Revenue Total		
County		
R04) County Direct		
R05) County Indirect		
R06) County Total		
Other Local Government		
R07) Other Local Government Direct		
R08) Other Local Government Indirect		
R09) Other Local Government Operating Revenue Total		
R10) Total Local Government Operating Revenue		

STATE		
R11) Arts & Cultural Heritage Fund		
R12) Regional Library Basic System Support		
R13) Regional Library Telecommunications Aid		
R14) Other State		
R15) Total State Government Operating Revenue		
FEDERAL		
R67) Did your library receive CARES or ARPA funding in 2021?		
R68) Federal Operating Revenue-Coronavirus Aid, Relief, and Economic Security (CARES) Act		
R69) Federal Operating Revenue-American Rescue Plan Act (ARPA)		[new in 2021]
R16) Federal Library Services and Technology Act		
R17) Federal Direct		
R18) Federal Indirect		
R19) Total Federal Operating Revenue		
OTHER		
Regional System		
R20) Regional System Direct		
R21) Regional System Indirect		
R22) Regional System Operating Revenue Total		
Multicounty, Multitype		
R23) Multicounty, Multitype Direct		
R24) Multicounty, Multitype Indirect		
R25) Multicounty, Multitype Operating Revenue Total		
R26) Other Operating Direct		
R27) Other Operating Indirect		
R28) Other Operating Total		
R29) Total Regional and Other Operating Revenue		
R30) Total Operating Revenue		

Operating Expenditures

Data Element	Current Year	Previous Year
Personnel Expenditures		
E01) Salaries & Wages		
E02) Employee Benefits		
E03) Total Personnel Costs		
Collection Expenditures		
E04) Print Materials		
E05) Electronic Materials Electronic Books (E-books)		
E06) Electronic Collections		
E07) Other Electronic Materials		
E08) Electronic Materials Expenditures Total		
E09) Other Materials - Audio & Video Physical Materials		
E10) Other Materials - Other Physical Materials		
E11) Other Materials Expenditures Total		
E16) Physical Materials Expenditures Total		

E12) Total Collection Expenditures		
Other Operating Expenditures		
E13) Other Operating Expenditures		
E14) Total Operating Expenditures		
E15) Expenditures Equal To or Less than Income?		

Capital Revenue

Data Element	Current Year	Previous Year
LOCAL		
City		
R31) City Direct		
R32) City Indirect		
R33) City Capital Revenue Total		
County		
R34) County Direct		
R35) County Indirect		
R36) County Capital Revenue Total		
Other Local Government		
R37) Other Local Government Direct		
R38) Other Local Government Indirect		
R39) Other Local Government Capital Revenue Total		
R40) Total Local Government Capital Revenue		
STATE		
R41) Library Construction Grant		
R42) Other State		
R43) Total State Government Capital Revenue		
FEDERAL		
R44) Federal Government LSTA		
R45) Other Federal Direct		
R46) Other Federal Indirect		
R47) Total Federal Government Capital Revenue		
OTHER		
Regional System		
R48) Regional System Direct		
R49) Regional System Indirect		
R50) Regional System Capital Revenue Total		
Multicounty, Multitype		
R54) Other Capital Direct		
R55) Other Capital Indirect		
R56) Other Capital Revenue Total		
R57) Total Regional System and Other Capital Revenue		
R58) Total Capital Revenue		

Capital Expenditures

EC01) Total Capital Expenditures		
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In-Kind

Data Element	Current Year	Previous Year
In-Kind Operating Contributions		
R59) In-Kind Operating Contributions City		
R60) In-Kind Operating Contributions County		
R61) In-Kind Operating Contributions All Other		
R62) Total In-Kind Operating Contributions		
In-Kind Contributions by Expenditure Area		
EKA01) Personnel		
EKA02) Collection		
EKA03) All Other Operating Expenditures		
EKA04) Total In-Kind Operating Contributions		
In-Kind Capital Contributions		
R63) In-Kind Capital Contributions City		
R64) In-Kind Capital Contributions County		
R65) In-Kind Capital Contributions All Other		
R67) Total In-Kind Capital Contributions		

ANNOTATIONS



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.

2021 Minnesota Public Library Annual Report

This report reflects information for January 1 through December 31, 2021, unless otherwise specified. Financial data is reported for the fiscal year that ended December 31, 2021.

Please note that this section reflects the data elements for one library outlet (branch). Information entered at the outlet level 'rolls up' into a total for the administrative entity (headquarters). In the case of a single-library location, the library is both the administrative entity and the library outlet, and data is reported within both.

CONTACT INFORMATION

G01m) Library Name
G02m) Regional System/Sequence Number
G03m) Regional Public Library System
G05m) Location is a change from previous year
G04m) Street Address
G06m) City
G07m) ZIP Code
G12m) Phone
G08m) Mailing Address
G09m) City
G10m) ZIP Code
G11m) County

VISITS, REFERENCE, USERS

Data Element	Current Year	Previous Year
P01m) Population of the Legal Service Area		
P02m) Registered Users – Residents		
P03m) Registered Users – Reciprocal		
P04m) Total Registered Users		
P06m) Visits		
P07m) Reference Transactions		
P59m) Contactless Visits		
P08m) Public Internet Computer Sessions		
P09m) Public Internet Computer Sessions – Usage Type		
P10m) Wireless Sessions		

Physical Circulation

Data Element	Current Year	Previous Year
P13m) Children's Circulation		
P14m) Adult Circulation		
P15m) Physical Circulation (No Age Designation)		
P16m) Total Physical Circulation		

Onsite In-Person Programs

Data Element	Current Year	Previous Year
P70m) Onsite In-Person Programs Intended for Ages 0-5		[new in 2021]
P71m) Onsite In-Person Programs Intended for Ages 6-11		[new in 2021]
P72m) Onsite In-Person Programs Intended for Young Adults		[new in 2021]
P73m) Onsite In-Person Programs Intended for Adults		[new in 2021]
P74m) Onsite In-Person Programs Intended for All Ages		[new in 2021]
P75m) Total Onsite Programs		[new in 2021]

Offsite In-Person Programs

Data Element	Current Year	Previous Year
P76m) Offsite In-Person Programs Intended for Ages 0-5		[new in 2021]
P77m) Offsite In-Person Programs Intended for Ages 6-11		[new in 2021]
P78m) Offsite In-Person Programs Intended for Young Adults		[new in 2021]
P79m) Offsite In-Person Programs Intended for Adults		[new in 2021]
P80m) Offsite In-Person Programs Intended for All Ages		[new in 2021]
P81m) Total Offsite Programs		[new in 2021]

Onsite In-Person Program Attendance

Data Element	Current Year	Previous Year
P93m) Attendees at Onsite In-Person Programs for Ages 0-5		[new in 2021]
P94m) Attendees at Onsite In-Person Programs for Ages 6-11		[new in 2021]
P95m) Attendees at Onsite In-Person Programs for Young Adults		[new in 2021]
P96m) Attendees at Onsite In-Person Programs for Adults		[new in 2021]
P97m) Attendees at Onsite In-Person Programs for All Ages		[new in 2021]
P98m) Total Onsite In-Person Attendance		[new in 2021]

Offsite In-Person Program Attendance

Data Element	Current Year	Previous Year
P99m) Attendees at Offsite In-Person Programs for Ages 0-5		[new in 2021]
P100m) Attendees at Offsite In-Person Programs for Ages 6-11		[new in 2021]
P101m) Attendees at Offsite In-Person Programs for Young Adults		[new in 2021]
P102m) Attendees at Offsite In-Person Programs for Adults		[new in 2021]
P103m) Attendees at Offsite In-Person Programs for All Ages		[new in 2021]
P104m) Total In-Person Offsite Attendance		[new in 2021]

Self-Directed Activities

Data Element	Current Year	Previous Year
P49m) Self-Directed Activities		
P50m) Participation in Self-Directed Activities		

FULL-TIME EQUIVALENT STAFF

Data Element	Current Year	Previous Year
S01m) ALA/MLS Librarian FTE		
S02m) Other Librarian FTE		
S03m) Total Librarian FTE		
S04m) Other Staff FTE		
S05m) Total Paid Employee FTE		

VOLUNTEERS

Data Element	Current Year	Previous Year
O16m) Number of Teen Volunteers		
O17m) Number of Adult Volunteers		
O18m) Number of Teen Volunteer Hours		
O19m) Number of Adult Volunteer Hours		
O20m) Total Number of Volunteers		
O21m) Total Number of Volunteer Hours		

PUBLIC SERVICE HOURS**Number of Weeks Open to the Public**

Data Element	Current Year	Previous Year
H13m) Weeks Closed Due to COVID-19		
H15m) Weeks of Regular Service		
H14m) Weeks of Limited Service		
H11m) Weeks Library was Open		

Weekly Hours Open to the Public

Data Element	Current Year	Previous Year
H08m) Weekly Hours of Regular Service		
H16m) Weekly Hours of Limited Service		

Annual Hours Open to the Public

Data Element	Current Year	Previous Year
H12m) Annual Public Service Hours		

Curbside Service

Data Element	Current Year	Previous Year
H17m) Weeks of Curbside Service		
H18m) Weekly Hours of Curbside Service		

LIBRARY COLLECTION

Data Element	Current Year	Previous Year
C01m) Print Materials (Books and Periodicals)		
C02m) Audio Materials, Physical		
C03m) Video Materials, Physical		
C04m) Multi-format Materials		
C05m) Other Physical Materials		
C06m) Total Physical Materials		
C07m) Print Serial Subscriptions		

FACILITIES

Outlet Types

Data Element	Current Year	Previous Year
F05m) Outlet Type Code		
F06m) Number of Bookmobiles		

Buildings

Data Element	Current Year	Previous Year
F07m) Facility Type		
F08m) Square Feet		
F09m) Year Built		
F10m) Latest Year Remodeled		
F11m) Previous Year(s) Remodeled		

Computers

Data Element	Current Year	Previous Year
F12m) Staff Internet Computers		
F13m) Public Internet Stationary Computers		
F14m) Public Internet Mobile Devices for On-Site Use		
F15m) Public Internet Computers/Devices		

Internet Connections

Data Element	Current Year	Previous Year
F16m) Fiber Optic to Library Building		
F17m) Category 6 Wiring within Library?		
F19m) Typical Internet Download Speed for Public Computers		
F21m) Typical Internet Upload Speed for Public Computers		
F22m) Number of Outlets with Wi-Fi Available to Public		

Meeting Rooms

Data Element	Current Year	Previous Year
F23m) Meeting Room Available for Public Use		
F24m) Non-Library Sponsored Events		

LIBRARY FRIENDS

I06/I06m) Does This Library Have a Friends Group?

I07/I07m) Friends Group Name

ANNOTATIONS



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 Service.

Report from the Library Director, Mark Troendle

Major Accomplishments

- Through a collaborative effort with the Library Foundation, Stillwater Public Library has been awarded a \$20,000 grant from the Huelsmann Foundation to enhance the terrace. One of the goals is to determine what is causing some pavers to shift and, if needed, examine options for remediation. The City Facilities Manager has indicated a willingness to be involved in this aspect.
- Trustee Pat Lockyear and Mark met with the new City Administrator, Joe Kohlmann, on March 9. We provided a tour of the library and talked about the services offered, partnerships, and challenges. We had a thoroughly pleasant conversation, and Joe enjoyed seeing the building and all the activity happening throughout. Trustee Sharon Hollatz happened to be in the library at this time and greeted Joe, too. Later in the month, on March 18, various staff attended an open house for Joe at city hall and had an opportunity to meet him as well.
- A significant amount of staff time was needed to complete the Minnesota Public Library Annual Report. Business and Communications Manager Keri Goeltl diligently compiled statistics and other information from a variety of people, including Information Services Supervisor Aurora Jacobsen, Youth Services Supervisor Angela Petrie, Circulation Services Lead Lori Houston, Volunteer Coordinator Susie Danielson, City IT and Finance staff, Washington County Library and Mark, in order to accurately complete the required report given information available at this time.
- The library board president and director were invited to Stillwater Township's annual meeting and gave a well-received presentation of library services.
- At its March 25 meeting, the Stillwater Public Library Foundation approved their 2022 budget.
- Mark wrote a letter of gratitude to donors for the Library Foundation's annual Impact Report.
- Attended a webinar presented by Fast Forward Libraries titled "That's a Good Question: Developing an Effective Community Survey Webinar."
- We're pleased to announce a new substitute custodian has been hired. Administrative paperwork was also completed and filed for two other substitutes no longer working for this library.
- Business & Communications Manager Keri Goeltl and the director resumed exploring being part of the city's online recruitment platform. HR Manager Donna Robole is graciously allowing us to trial one job announcement to learn more about the system requirements and functionality. If we find this would add value and efficiency to our workflow processes, there would be a cost to having routine access, though that amount hasn't been determined yet.

Near-Term Future Focus

- Budget planning.
- A review of library policies is ongoing.
- Providing relevant statistics to this board in an efficient way.
- Large projects this year include masonry repairs, terrace enhancements and the roof replacement.

Gratitude

- On behalf of staff, thank you to our board of trustees for the beautiful flowers delivered personally by Maureen on April 4 in recognition of staff and National Library Week.
- Thank you to Pat Lockyear for another season of cleaning out the pots on the terrace and 4th Street entrance. At least two large yard waste bags were filled.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming, and Reference

March Programming:

- Jodi offered Tech Help to 3 attendees.
- Catherine offered genealogy help to 2 attendees
- Connect Through Books had 5 attendees. The booklist of shared titles was distributed around the library. Aurora used a list from 9 months ago in a reader's advisory question recently. One of the strengths of this format is that with so many genres read by attendees, it helps with Reader's Advisory in areas that staff doesn't read as regularly.
- Owl in Watercolor with Karen Tan had 30 people attend online. Samples of the paintings that attendees created during the program are at the end of this report.
 - Jodi managed the process of distributing supply kits, and Jolynn stepped in to run the Zoom program under Jodi's direction.
- There were 4 attendees at the Romance Book Club.
- Mystery book club had 7 attendees.
- The Big Read gallery exhibition for the *Stands with Her* photo essay by Ne-Dah-Ness Rose Greene had 29 attendees.
- Jodi continues to experiment with the technology available to enhance our programming. One of the silver linings of the past two years is that we redefined and expanded the kind of library programming offered and diversified the tools we use to offer programs. This month, Jodi experimented by using the iPad to project in Margaret Rivers with the goal of making in-person art classes with Karen Tan even better. With so many attendees, it can be difficult for all of them to see the artist's demonstration. Jodi is hoping improve visibility of the fine, close-up instructions through projection.
- Catherine is developing a program about the 1950 census that was released this month. Many people are eager to find a census that lists either them or their parents!
- Jodi is excited about some future programming, including a Container Gardening class in April, another date for an architecture tour with Don Empson in early June, and a Stillwater Paranormal talk with Chad Lewis in late July.
- This month's Cross Stitch Take and Make had kits for various skill levels, depending on the person's experience with the craft. Cami prepared 100 kits (half beginner, half intermediate), and ran out of that supply in about 4 days. After she ordered and prepared another 50 beginner kits ordered, those were gone in less than a week.

Reference

- Cami created a nonfiction book display for April to tie in with the NEA Big Read. The cart of titles written by Native American people is on the main floor as you walk in the 3rd street entrance.
- Jodi created a display of books of poems for National Poetry month, as well as a Poem in Your Pocket display so that every person can leave the library with a poem this month.
- At the beginning of the month, we displayed the Fix a Leak display from the Minnesota Pollution Control Agency. The replica of a toilet got a different type of interest than our more typical displays generate.

- Cami created the following book lists: romances set in a place other than the US or Europe for the March Romance Book Club, Uplifting Audiobooks for Spring, and An American Sunrise read-a-like list.
- Catherine compiled a book list on political and spy thrillers.
- Jodi updated signage in the Fiction section to reflect how the contents of the shelves have shifted. After she completed Fiction, she noticed and filled in missing signs for the Nonfiction and Media areas.
- Jodi set up 12 new hotspots with IDs and passwords, created directions, and worked with Shain on labeling them. We hope to offer them to patrons soon.
- MobileBeacon also offered to replace all of the previous hotspots with a newer model. Once the new hotspots are available to borrow, we will upgrade the current ones.

Interesting questions answered in March or April:

- A dictionary of Runic symbols to plan a tattoo
- The history of church bells
- If Stillwater was a "sundown town" (a city declared "all white" on purpose). A few sources:
 - <https://justice.tougaloo.edu/sundown-towns/using-the-sundown-towns-database/state-map/>
 - <https://www.startribune.com/book-website-track-history-of-racist-sundown-towns-in-minnesota-u-s/489425621/>
- The breakdown of race and ethnicity for Stillwater residents as recorded in the census from 1880 to 1970. Staff added this information to Wikipedia so that future researchers can also find that information more easily.
- Books about the 1862 Dakota war. After the staff member put a hold on a MN Historical Society title, he said, "Wait I want another book from the Native American perspective! There are two sides to every story." The staff member was happy to easily find another book that centers on firsthand Native accounts.
- Novels originally published in Norwegian that had recently been translated into English. The patron wanted to read the books in Norwegian, and it took some sleuthing, but we found all 3 titles in their original language. She was impressed enough to exclaim, "Librarians can do anything!"

Upcoming in April:

- Spring Landscape in Acrylic
- Genealogy Help
- Contain This: Mixing Veggies, Herbs, and Flowers
- Everything You Wanted to Know About Indians But Were Afraid to Ask
- Genealogy Topics: The 1950 Census
- Tech Help
- Romance Book Club: Paranormal/Sci-Fi Romance
- April Mystery Book Club: Native American and Indigenous Mysteries
- Connect Through Books (A Virtual Book Group)
- A Night of Documentaries Produced or Created by Native Women
- Take & Make - Woven Bookmarks



March Programs

- “Baby Bear’s Spring Show” – 5 in-person outdoor sessions (158)
- Virtual “Spring Show” – 1 session
- “Chinese Vase Painting” – Art for Kids, Serendipity Art & Design (20 kids and 10 parents)
- “Moo!” – Scavenger Hunt (370)
- “Where’s Waldo and Woof?” – Secret Scavenger Hunt
- “Moo art” in the ART ROOM (169 left on display – hundreds went home with families)
- “Boredom Buster” Teen activity – “got fandom?” – lots of Harry Potter fans, no big surprise!

Program Notes (from Kim F. Youth Services Librarian)

- “Baby Bear’s Spring Show” in March went extremely well again, with a good number of repeat attendees from week to week despite sometimes still-challenging weather conditions. It is exciting to be welcoming new, engaged Storytime families and helping them make connections with the Library, the wider community and other attending families.
 - I presented the “mini-show” component of the program approximately 8 – 9 times each Spring Show morning for families. Some families choose to watch it more than one time. Baby Bear continues to build his fan base among all ages. One of the new attendee moms brought her little one for their second week and told us her little girl (almost 2) had been saying “Ba! Ba! Ba!” all week—wanting to see Baby Bear again—so there they were!
 - Another new-this-year mom has brought her two little ones each week, and commented that we had been “making a little place of magic” each week on the Terrace. I know this program model was staff-intensive with 2 people truly necessary—one to greet and facilitate and stock supplies while I presented the program again and again from inside the little shelter pod, but I’m so grateful we were able to provide it for our families during this time of Covid uncertainty and programming for a not-yet-able-to-be-vaccinated audience group.
- We maintained the “Family Art Room” space’s “Month of Moo!” drop-in activity and prepared for [April’s “Month of Poetry” project](#). The art has been fostering language-building family conversations, fine motor skills, and creativity. Positive feedback and appreciation continue for this available-all-open-hours activity. See photos below.
- We maintained the Teen Area passive programming effort and supported the Serendipity Art & Design vendor program.
- We continued to work on preparations for the 2022 Summer Reading program. See photos below.

Youth Spaces

- To the delight of all, several play pieces reappeared in March including the public puppet stage and select puppets, the treehouse/dollhouse with furniture and multicultural dolls.
- Reintroduced in January, the light table continues to be a highlight for many with rotating Magna-Tile pieces and light color.
- Rotating games are on display in the teen space in addition to a new passive program featuring a [Blackout Poetry](#) activity.

Outreach/Community Engagement

- New Heights School – Regular class visits to the Library continued; the K/1 class attended “Baby Bear’s Spring Show” most of the Wednesdays in March.

Partnerships

- Stillwater Library, along with Washington County Library and area schools, was a voting site for the [Minnesota Youth Reading Awards](#) through March 27. We received several votes for the Star of the North Award.

Upcoming

- “Monet Water Lilies” – Art for Kids, Serendipity Art & Design (Registration required) – Saturday, April 2



Terrace photo courtesy of Lori Houston



ONE LITTLE SEED – “a little place of magic” on the Terrace



Summer Explorers MYSTERY Reading Program: Preparation Progress

- Youth Services staff must plan far ahead for Summer Reading due to the myriad number of details involved. Giveaway books for both Stillwater and Bayport have been ordered, journals and handle bags will be soon, and we are working on the tracker guides for both kids and teens.
- The majority of the programs for this summer have been confirmed with weekly Wednesday morning special guests in addition to Saturday family entertainment, school aged art classes and Legacy offerings. Many popular vendors are returning. Everyone is excited about an in-person summer lineup of programs and activities.
- Sue Hedin completed a pivotal sewing project for us, making 10 minuscule Deerstalker Sherlock Holmes outfits for 10 tiny owl puppets, and similar outfits for Baby Bear, Mister Owliver, our two kid puppet mascots, and last but not least the gingerbread man and carrot stick puppets that will be performing at the Farmer's Market in June. This was truly an undertaking and labor of love given to this Library by Sue.



Upcoming this summer: Mobile Puppet Stage

- The “bones” of our new collapsible puppet stage are ready, and lighting is being added. It is nearly ready for its fabric “skin,” and recent retiree and brilliant textile artist Sue Hedin has agreed to work on this part of the project for us as an independent contractor. The stage has been constructed so it can be configured in multiple ways with varying backstage space depending on the needs of each particular show. It could be added on to if we would find we need to, as well, offering truly remarkable flexibility. Storage options are being evaluated.
- Our first shows are scheduled for August. Rehearsal dates, show dates and puppeteers have all been confirmed, and alternate space has been reserved in case of inclement weather. We will present 2 shows at Stillwater Library and 1 show for Bayport Library.



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance Committee Report	
OWNER: Board Governance Committee	PRESENTER: Board Governance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p>Board Governance Committee Meeting Notes Present: Maureen Bell, Paula Hemer, Dana Weigman, Mark Troendle Note taker: Dana Weigman Date: March 30, 2022, 4 p.m., Library Conference Room</p> <p><u>Agenda item: Review Proposals for Advocacy Training</u> Presenter: Paula Discussion:</p> <ul style="list-style-type: none"> ● Library Strategies <ul style="list-style-type: none"> Proposal A with 3-4 stakeholder interviews <ul style="list-style-type: none"> 1-day workshop \$4013.00 2-90-minute workshops \$4351.00 Proposal B no stakeholder interviews <ul style="list-style-type: none"> 1-day workshop \$2663.00 2-90-minute workshops \$3001.00 ● Lisa Winkler \$2850 with potential to be \$3600 <ul style="list-style-type: none"> Pre-work <ul style="list-style-type: none"> Review 2016 message docs and update Answer Why does SPL matter? Stake holder mapping exercise Compile list of questions Deliverables <ul style="list-style-type: none"> Review pre-work Prepare messages Develop workshop on library advocacy Conduct training 3-4 hours ● Strategic Consulting Renae Oswald-Anderson \$2240 <ul style="list-style-type: none"> Workshop, summary report, and post-consultation <p>Conclusions:</p> <p>Lisa Winkler’s proposal rose to the top based on the clearest understanding of our need, her enthusiasm for developing a training around messaging, and creating a plan of action for the Board of Trustees, the Friends of the Library, and the Stillwater Public Library Foundation. A concern regarding the potential cost with the post-consultation fee was raised.</p>	

Library Strategies' thorough proposal included preparation work and the review of relevant documents which appealed to the group. The proposed interviews with stakeholders may have confused the situation, and the ambiguity of who would be the consultant and the use of jargon in the plan were detractors.

Renae Oswald-Anderson's Strategic Consulting & Coaching proposal, the least expensive of the options, lacked an understanding of our goals and included brainstorming as a large portion of the workshop. The group did like that the Friends and Foundation were both included in the plan.

Action items	Person responsible	Deadline
✓ Present to Lib Board at April meeting Action Item	Paula	
✓ Include Lisa's proposal in board packet	Mark	
✓ Submit draft Cover sheet for action item	Dana	

Agenda item: Proposed Bylaw Revisions

Presenter: Maureen

Discussion:

- **Article IV, Section 7**

Current wording:

In the event of a vacancy in the office of President, the Vice President shall assume the office of President until the next Annual Meeting. Vacancies in other elected positions shall be filled by appointment by the board as soon as possible after the vacancy occurs.

Options for revising sentence 2: (discuss, then choose one option for board review)

1. If an unexpected vacancy occurs in other elected positions, the President shall appoint an ad hoc Nominating Committee composed of three Trustees to present a slate of one or more candidates at the earliest possible board meeting. Additional nominations may be made from the floor.
2. If an unexpected vacancy occurs in other elected positions, the Executive Committee shall fill the vacancy as soon as possible after the vacancy occurs.
3. If an unexpected vacancy occurs in other elected positions, the President shall fill the vacancy as soon as possible after the vacancy occurs.

- **Article IV, Section 2**

Current wording:

An officer nominating committee shall be appointed by the President two months before an election. The Committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

Proposed revision:

An officer nominating committee comprised of three Trustees shall be appointed by the President two months before an election. The committee will present a slate of officers at the Annual Meeting. Additional nominations may be made from the floor.

- **Article V, Section 7**

Current wording:

Parliamentary Authority, Robert’s Rules of Order, latest revised edition, shall generally govern the parliamentary procedures of the meetings.

Proposed revision:

The most recent revision of Robert’s Rules of Order shall govern the order of business on all points not specified in these bylaws.

Conclusions:

The committee recommends that option one for Article IV, Section 7 which specifies three members on the ad hoc committee should be updated. Similarly, Article IV, Section 2 is recommended to be changed to specify the number of trustees on the nominating committee. The verbiage for Article V, Section 7 is also recommended to be updated for more clarity.

Action items

Person responsible

Deadline

✓ Action item cover sheet to include 3 changes

Dana

Adjourned: 4:52 p.m.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library Foundation
Board Meeting – January Meeting – Held 2/25/22
Video Conference

Members Present: Shawn Glaser, John Gray, Paige Hoyle, Dustin Moeller, Mark Troendle, Ryan Collier, Alicia Gordon-Macalus, Summer Seidenkranz, Sandy Ellis, Roger Funk, Aquib Khan

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:30. Members checked in.
2. Approval of the Minutes – Summer made motion to approve January Minutes, Sandy seconded. January meeting minutes were approved.
3. Reports for the monthly meeting
 - a. President- Shawn
 - EC is focusing on DeCurtins estate announcement
 - EC is trying to maintain anonymity of the donation
 - Shawn and Summer plan to go to the city council meeting
 - b. Library Director - Mark
 - Artwork is on display
 - Web site came out February 4 with new look and features
 - Staff launched new romance book club
 - Baby bear snow transforming into spring show, Wednesday from 10am-noon
 - Craft activity in Margaret River Room
 - Tech help March 4 1-2pm
 - Hearing loops on back order since October
 - c. Finances - Dustin
 - Gave finance report: SPLF organization is doing well
 - d. Governance – Amber
 - Amber is resigning form the Foundation board
 - Kevin is the other member of the governance committee.
 - e. Events & Marketing – Summer
 - Working on the estate announcement and what that should entail
 - f. Executive Director - Alicia
 - Focusing on donations and investments
 - Attended library trustee meeting, trustees are interested in learning about SPLF investments
 - Impact reports are due in March
 - Motion to approve announcement of the estate donation to Trustees, Friends and Board Members was made by John. Ryan seconded. Motion was approved.
4. Other Business – Maureen Bell joining next board meeting to discuss advocacy for library

5. Adjournment – The meeting was adjourned at 9:41 a.m.

Respectfully submitted,
Paige Hoyle, Secretary



Friends of the Stillwater Public Library

Feb. 14, 2022 | 6:30pm CT | Meeting location: Margaret Rivers Conference Room -Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Mary Ann Sandeen
Facilitator	Mary Ann Sandeen
Secretary	Tracy Salvati

Attendees:
Mary Ann Sandeen, Jan Kilkelly, Mark Troendle,
Tracy Salvati, Gemma Lockrem, Lyndon Lockrem,
Maureen Bell

Agenda

**Friends of the Stillwater Public Library Meeting:
Monday, February 14, 2022
Location: Margaret Rivers Conference Room
Time: 6:30pm**

Friends of the Stillwater Public Library Agenda

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other: Maureen Bell...Stillwater Public Library Board of Trustees will share information with us.

Susie Danielson, Volunteer Coordinator reported that the 2 book bins in the Friends Office will be removed soon by STS.

Spring Booksale schedule:

Collection will be Saturday, April 9 and Saturday, April 16...10:30 am -3:00 pm

Sale schedule:

Wednesday, (Members Only Preview Sale) April 20...5:00-7:30 pm

Thursday, April 21...10:15 am-7:30 pm

Friday, April 22...10:15 am-4:30 pm

Saturday, (Bag Sale ALL day) April 23...10:15 am-4:30 pm

6. Update...Mark Troendle

7. Adjourn Meeting...All

Meeting called to order by Mary Ann Sandeen

- Tracy distributed **Monday, November 8, 2021** meeting minutes for review.
 - Minutes approved

Treasurer's report Jan Kilkelly

12.2021 – 1.2022 Financial Reports:

11/30/2021 – 12/31/2021 - 1/31/2022

11/30/2021

Opening Balance: \$38,543.05

Total Receipts: \$6,050.50

Total Disbursements: \$0

Ending Balance: \$44,593.55

12/31/2021

Opening Balance: \$44,593.55

Total Receipts: \$471.00

Total Disbursements: \$0

Ending Balance: \$45,064.55

1/31/2022

Opening Balance: \$45,064.55

Total Receipts: \$385.00

Total Disbursements: \$434.00

Ending Balance: \$45,015.55

Membership report Gemma Lockrem

80 memberships

Topics:

- Jan Kilkelly - MALF membership due
- Maureen Bell...Stillwater Public Library Board of Trustees
 - Library Advocacy
 - How can Friends be involved
 - They are looking for consistent messaging about the library and to build support
- Library Advocacy is place we need to do better –
 - Interviewing facilitators
- Library board has 4 standing committees – each was asked to access their work
- Maureen is asking for additional support from the Foundation and FRIENDS.

➤ **Spring Booksale Dates**

○

➤ **BOOK SALE DETAILS**

○ **Spring Booksale collection schedule:**

- Collection will be Saturday, April 9 and Saturday, April 16 --- 10:30 am -3:00 pm

○ **Booksale schedule:**

- Wednesday, (Members Only Preview Sale) April 20 --- 5:00-7:30 pm
- Thursday, April 21 --- 10:15 am-7:30 pm
- Friday, April 22 --- 10:15 am-4:30 pm
- Saturday (Bag Sale ALL day) April 23 --- 10:15 am-4:30 pm

- MaryAnn and Gemma are updating volunteer material. We need more grape boxes.
- Volunteers working at the booksale –should we give them a free membership?
 - Will resolve at next meeting
- Keri will do the flyers and postcards
- Friends will be recipient of ‘Co-up’ rounding up Oct. 2022

Update: Mark Troendle:

- The Library and Foundation have new websites – more content, enhanced features.
- Mark updated us on some current calendar events at the library
- Offering tech help on devices – you can make an appointment – Tues and Wed. Need an appointment.
- Library locker option in the garage, safe option (Covid-19 prevention) for checking out books.
- Library closed Feb. 21st.

Meeting Adjourn at 7:30pm

Next meeting will be on: Monday, March 14, 2022

**Friends of the Stillwater Public Library
2022 Financial Reports**

Period:	2/1/22 <u>2/28/2022</u>	Year-to-Date <u>2/28/2022</u>
Opening Balance	\$ 45,015.55	\$ 45,064.55
Receipts:		
Memberships	\$ 90.00	\$ 240.00
Donations	\$ 25.00	\$ 25.00
Ongoing Book Sales	\$ 212.00	\$ 447.00
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales	\$ 15.00	\$ 15.00
Total Receipts	\$ 342.00	\$ 727.00
Disbursements:		
Grants to Library		\$ -
Sponsorships		\$ -
Memberships	\$ 25.00	\$ 25.00
Postage		\$ -
Printing & Supplies	\$ 67.78	\$ 67.78
Sales Tax		\$ 434.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 92.78	\$ 526.78
Ending Balance	\$ 45,264.77	\$ 45,264.77

Outstanding Grants Due to Library:

Book Sale Nov. 2021	\$4,535.50
Book Sale Nov. 2022	\$4,535.50
	<hr/>
	\$4,535.50

Other:

Book Sale Apr. 2018	\$2,223.92
Book Sale Apr. 2019	\$4,519.50
Book Sale Apr. 2021	\$500.00
Book Sale Apr. 2022	\$7,243.42
	<hr/>
	\$7,243.42

Total	\$11,778.92
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Stillwater Public Library 2022 Calendar

<p>January 1: Library Closed, New Year's Day 10: Friends Meeting, 6:30 pm 11: SPL Board Meeting, 7:00 pm 17: Library Closed, MLK Day 21: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Board passes ratification of wages prepared by Director (if needed) • Annual Meeting 	<p>February 8: SPL Board Meeting, 7:00 pm 14: Friends Meeting, 6:30 pm 21: Library Closed, Presidents' Day 25: SPLF Board Meeting, 8:30 am</p>	<p>March 8: Presentation at Stillwater Township, 7:00 pm 8: SPL Board Meeting, 7:30 pm 14: Friends Meeting, 6:30 pm 25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Director evaluation: 6-month progress check (Canceled for 2022)
<p>April 1: Annual Report to State Due 3-9: National Library Week 11: Friends Meeting, 6:30 pm 12: SPL Board Meeting, 7:00 pm 17: Library Closed, Easter 19-23: Friends Used Book Sale 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • NEA Big Read in the St. Croix Valley: An American Sunrise by Joy Harjo 	<p>May 9: Friends Meeting, 6:30 pm 10: SPL Board Meeting, 7:00 pm 27: SPLF Board Meeting, 8:30 am 29: Library Closed on Sundays for Summer 30: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> • Begin 2023 budget prep 	<p>June 13: Friends Meeting, 6:30 pm 14: SPL Board Meeting, 7:00 pm 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2023 capital outlay request and 2023-2027 CIP may be due • 2023 operating budget discussions • Facilities 101 & Finance 101
<p>July 4: Library Closed, Independence Day 12: SPL Board Meeting, 7:00 pm 22: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • 2023 operating budget due and 2023-2027 CIP due if not already requested 	<p>August 9: SPL Board Meeting, 7:00 pm 26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • City Council budget hearing • Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year) 	<p>September 5: Library Closed, Labor Day 11: Sunday Hours Resume 12: Friends Meeting, 6:30 pm 13: SPL Board Meeting, 7:00 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Council budget changes; Levy adopted • Director evaluation: annual review • Request 2023 health insurance info • Negotiate labor contract with union (Executive Committee) if due
<p>October TBD: Friends Meeting, 6:30 pm 10: Library Closed, Staff Training Day 11: SPL Board Meeting, 7:00 pm 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> • Implement board self-assessment survey 	<p>November 7: Friends Meeting, 6:30 pm 8: SPL Board Meeting, 7:00 pm TBD: Friends Used Book Sale 24: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> • Report on self-assessment results • Adopt holidays for succeeding year 	<p>December 2: SPLF Board Meeting, 8:30 am 13: SPL Board Meeting, 7:00 pm 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed

Black: Board • Orange: Budget • Purple: Friends • Blue: Foundation

Stillwater

Public Library

2022 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 7:00 p.m. at the Stillwater Library, 224 3rd Street N. For a full list of city boards and commissions, visit <https://cityofstillwater.granicus.com/boards>.

Members	Term	Ward
Maureen Bell (President)	3rd Term: Jan 1, 2020 - Dec 31, 2022	4
Gregg "Spike" Carlsen	3rd Term: Jan 1, 2022 - Dec 31, 2024	2
Bethany Cox	1st Term: Jan 1, 2020 - Dec 31, 2022	3
Craig Hansen (Secretary/Treasurer)	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Paula Hemer	2nd Term: Jan 1, 2022 - Dec 31, 2024	3
Sharon Hollatz	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Pat Lockyear (Vice-President)	1st Term: Jan 1, 2020 - Dec 31, 2022	2
Ryan Mathre	1st Term: Jan 1, 2021 - Dec 31, 2023	3
Dana Weigman	1st Term: Jan 1, 2022 - Dec 31, 2024	4
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

2022 Committee Rosters:

Board Governance:	Bell, Hemer, Weigman, Troendle
Executive:	Bell, Hansen, Lockyear, Troendle
Facilities:	Carlsen, Lockyear, Mathre, Troendle
Finance:	Cox, Hansen, Hollatz, Troendle

Updated: 2/23/2022