

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, May 10, 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 April 12, 2022 Minutes +
 - b) Acknowledgment of Bills Paid in April+
 - c) April 2022 Budget Status Report +

Informational/Discussion (20 minutes)

5. Advocacy Training and Implementation D+
6. Trustee Information Sharing I+

Decisional (25 minutes)

7. Board Bylaws A+
8. Collection Development and Management Policy A+
9. Request for Review Policy A+
10. Donations Policy A+

Reports (15 minutes)

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

14. Public Commentary and Communications

15. 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, May 9, 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
April 12, 2022
Minutes**

PRESENT: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman, Council Liaison Collins

ABSENT: Carlsen

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called the meeting to order at 7:00 PM.

AGENDA ITEM 2: Adoption of Agenda

Motion to adopt agenda. Hemer moved. Lockyear second.

Hemer discussed that Agenda Item 7, Board Bylaws, calls for a vote to adjust the bylaws. This action requires a 30-day notice to trustees. Hemer proposed updating Agenda Item 7 from a decisional item to an informational item. Board Bylaws would then be on the May agenda as an action item.

Hemer moved to amend the agenda. Cox second. Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman; No: None.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Hollatz moved. Lockyear second.

Hemer asked for clarification regarding the March minutes, agenda item 6. It was noted that Weigman mentioned covering displays and social media when considering policy updates. Hemer asked for additional information. Weigman noted that not only are libraries facing challenges to books and other materials, but they have also faced challenges regarding the content of their library displays and social media posts. Weigman recommended that library displays and social media be addressed when updating policies related to intellectual freedom.

Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman; No: None.

AGENDA ITEM 5: Trustee Information Sharing

Bell reported that she enjoyed Carlsen's account and photos from his library visit while on vacation.

AGENDA ITEM 6: Advocacy Training and Implementation

Hemer reviewed that the Board completed a self-assessment survey last October. A key takeaway was the need to be better advocates for the library. The Board Governance Committee interviewed and received proposals from two firms and one individual consultant regarding advocacy training. The proposal that stood out was from Lisa Winkler. She demonstrated a good understanding of the Board's goals and addressed the 5 objectives outlined in the RFP. The Committee also like the pre-work that she requested the trustees to engage in.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 12, 2022
Minutes

Motion to contract with Lisa Winkler to provide advocacy training and implementation planning services for a sum not to exceed \$3,600, funded from the Wick estate gift. Weigman moved. Mathre second.

The Board discussed the timeframe of this project. Hemer noted that the project is slated for April through June. The Board wondered if the pre-work should be done individually by trustees or collaboratively as part of a board meeting. Trustees discussed possible training dates and determined that an evening would be better than a Saturday. Bell indicated that she also spoke with the Friends and Foundation about the training, and Saturdays wouldn't work for some of the Foundation representatives.

Troendle asked for feedback regarding the participation of library supervisory staff in the advocacy training. Trustees were very receptive to having staff attend and participate.

Hemer also noted that this advocacy work is long-term and could be ongoing. After the initial training, she questioned if the Board Governance Committee should continue to be responsible for leading the effort or should this instead shift to an individual or task force to keep advocacy moving forward.

Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman; No: None.

AGENDA ITEM 7: Board Bylaws (SKIPPED)

Bell announced that she was skipping over Agenda Item 7 - Board Bylaws, now an informational item, and was proceeding to the 2021 Annual State Report.

AGENDA ITEM 8: 2021 Annual State Report

Troendle referred Trustees to the report (pages 39-56) and the comparative information at a glance (page 38) in the board packet. He highlighted the following data points:

- Borrowing of physical and digital titles is rebounding.
- Total circulation of both formats is the second highest over the seven years shown.
- Program participation remained high, which speaks to program quality and creativity of staff
- Comments on COVID Response allowed us to document the library's response to the pandemic, which was done linearly. The response was limited to 5000 characters.
- Row P10 shows that wireless sessions increased. This number reflects the number of unique MAC users (not sessions) per day.
- Row P32 shows that website visits increased. This number is just a little higher than in 2019.
- Overall, it feels like the library is rebounding from the pandemic.

Motion to approve the 2021 Minnesota Public Library Annual Report. Lockyear moved. Cox second. Yes: Bell, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman; No: None.

AGENDA ITEM 7: Board Bylaws

Bell returned to the informational agenda item of Board Bylaws. Hemer reviewed the three changes proposed by the Board Governance Committee.

- The bylaws are clear about how to replace a president but unclear about how to replace another office mid-term. The current bylaws in Article IV, Section 7 say that the board will

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
April 12, 2022
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appoint a replacement at the next meeting. Bell thought we needed more clarity and a more democratic approach. The proposed change is that a nominating committee of three trustees is appointed to bring a slate of candidates to the floor at the earliest possible board meeting.

- The second change is in Article IV, Section 2 which discusses the President appointing an officer nominating committee. The proposed revision amends the first sentence to specify that the nominating committee should consist of 3 trustees.
- The third change is that some of the library's bylaws do not follow Robert's Rules of Orders, including the two prior changes. The recommended revision is that the most recent version of Robert's Rules of Orders shall govern the order of business on points not specified in the bylaws.

Hemer noted that these changes will be brought to the May meeting for a vote.

AGENDA ITEM 9: Director and Other Staff Reports

Troendle noted that he had no additional reports and asked for any questions.

Bell appreciated the inclusion of the interesting questions asked of staff by patrons. She highlighted the patron who requested books about the 1862 Dakota War from different perspectives. She noted that this is exactly what libraries do.

Mathre thought that the watercolor paintings created during the class with Karen Tan were impressive.

AGENDA ITEM 10: Board Committee Reports

- a) Board Governance Committee: Report in the packet. Hemer thanked Weigman for note-taking.
- b) Executive Committee: Did not meet.
- c) Facilities Committee: Did not meet.
- d) Finance Committee: Did not meet.

AGENDA ITEM 11: Foundation & Friends Report

Reports are in the packet. Troendle noted that the Friends have a book collection drive on Saturday, and the Friends Spring Used Book Sale will be held next week.

AGENDA ITEM 12: Public Commentary and Communications

None.

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 7:46 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in April 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 April 2022 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of April:				
April 2022 (2022 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 26,019.73	\$ 4,937.96	\$ 6,065.91	\$ 37,023.60
Capital Expenditures				\$ -
Total	\$ 26,019.73	\$ 4,937.96	\$ 6,065.91	\$ 37,023.60
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: April 5, 2022</i></p> <ul style="list-style-type: none"> • The total amount payable was \$12,073.55, with the largest payment to Xcel Energy for \$6,361. • We paid \$1,802 to Master Mechanical for a boiler inspection. They checked the unit function and component condition. They found a gas valve damaged, and a flame rod and ignitor corroded and damaged. They removed and replaced the flame sensor and electrode. • Our annual maintenance contract for the microfilm scanner in the St. Croix Collection was renewed at a cost of \$895. <p><i>Bill Resolution: April 19, 2022</i></p> <ul style="list-style-type: none"> • The total amount payable was \$24,950.05. • The largest payment was to Brodart for \$11,803.18 for adult fiction, adult nonfiction, teen and children’s materials. • We purchased children and teen reward books for the summer reading program from Baker & Taylor in the amount of \$2,036.58. These were funded by the Foundation. • April is the month for NEA Big Read programming. Payments totaling \$3,715 were made to several program providers for arts and cultural programming for the Big Read. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 4/5/2022 Bill Resolution – 2022 Bills 4/19/2022 Bill Resolution – 2022 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
2282022	2/28/2022	Madden Galanter Hansen LLP	Labor Attorney (Feb 2022)	108.00	230-4230-3099-0000	Other Professional Services
14198575	3/1/2022	Comcast	Internet - March	188.10	230-4230-3098-0000	Technology Support
3798-225778	3/15/2022	Ace Hardware	Janitorial Supplies	54.90	230-4231-2102-0000	Janitorial Supplies
4235	3/7/2022	Mid-America Business Systems	ScanPro 2000 Maint Agreement	895.00	230-4230-3713-0000	Computer Maintenance Agreements
3122022	3/12/2022	Andersen Cami	Programs - Adult (Take & Make 235) Staff Reimburse	86.34	235-4236-4099-0000	Library Donations Programs
2029664	3/14/2022	Blackstone Audio	Materials - Audio (SAAB)	55.99	230-4230-2402-0000	Audio
1JFT-QJ64-V9H4	3/15/2022	Amazon Business	Supplies	193.76	230-4230-2101-0000	General Supplies
W22020575	3/15/2022	Office of MN IT Services	Phone - February	148.35	230-4231-3101-0000	Telephone
20137475	3/15/2022	Huebsch Service	Towels and Rugs	178.09	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
1VJJ-P97G-J11M	3/18/2022	Amazon Business	Materials - Processing	33.82	230-4230-3404-0000	Processing Fee
1VJJ-P97G-J11M	3/18/2022	Amazon Business	Materials - Video (SAV)	72.93	230-4230-2408-0000	Film/Video
4126	3/21/2022	Menards	Janitorial Supplies	26.57	230-4231-2102-0000	Janitorial Supplies
146391752	3/16/2022	Uline Inc	Janitorial Supplies	550.27	230-4231-2102-0000	Janitorial Supplies
3192022	3/19/2022	Serendipity Art & Design	Programs - Juv (235)	125.00	235-4236-4099-0000	Library Donations Programs
3989436	3/30/2022	Loffler Companies	Copier/Printer	618.84	230-4230-3707-0000	Maintenance Agreements
3292022	3/29/2022	The Zephyr Theatre	Programs - Adult (BigRd 235)	200.00	235-4236-4099-0000	Library Donations Programs
71322	3/27/2022	Master Mechanical Inc.	Boiler inspection	1802.60	230-4231-3703-0000	Building Repair Charges
20140370	3/29/2022	Huebsch Service	Towels and Rugs	194.36	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
		INVOICES SUBTOTAL		\$ 5,532.92		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
14289176	02/15/22	Backgroundchecks.com	Library Background Check (McCarty CC)	\$ 71.83	230-4230-4099-0000	Miscellaneous Charges
14310383	02/20/22	Backgroundchecks.com	Library Background Check (McCarty CC)	\$ 107.75	230-4230-4099-0000	Miscellaneous Charges
773104858	03/25/22	Xcel Energy	Gas	\$ 3,193.11	230-4231-3601-0000	Natural Gas
773104858	03/25/22	Xcel Energy	Electric	\$ 3,167.94	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 6,540.63		
GRAND TOTAL				\$ 12,073.55		

These bills are submitted and approved for payment.

Mark Troendle 04/05/2022

Mark Troendle, Library Director

Craig Hansen 04/05/2022

Craig Hansen, Secretary/Treasurer, Board of Trustees

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
22711988	4/11/2022	4Imprint	Programs - JUV SRP (SPLF HJA)	2738.50	232-4232-2407-0000	SPLF - Programs
1YQR-KWWJ-6YFT	4/1/2022	Amazon Business	Programs - JUV (SPLF Heuer)	81.09	232-4232-2407-0000	SPLF - Programs
1KHD-6RWT-CQLJ	4/7/2022	Amazon Business	Programs - JUV SRP (SPLF HJA)	65.80	232-4232-2407-0000	SPLF - Programs
1KHD-6RWT-CQLJ	4/7/2022	Amazon Business	Programs - JUV (SPLF EL)	15.99	232-4232-2407-0000	SPLF - Programs
1KHD-6RWT-CQLJ	4/7/2022	Amazon Business	Materials - Prof Colln	67.01	230-4230-4001-0000	Subscriptions
1FGX-WYFY-HD94	4/8/2022	Amazon Business	Programs - Adult Take & Make (235)	106.36	235-4236-4099-0000	Library Donations Programs
1QPR-VFRQ-QCRN	4/10/2022	Amazon Business	Supplies	11.62	230-4230-2101-0000	General Supplies
1D47-HQHT-FQYK	4/12/2022	Amazon Business	Custodial Equipment - Vacuums	575.24	230-4231-2302-0000	Other Minor Equipment - Lib Plant
14QN-NKKL-P1Q3	4/13/2022	Amazon Business	Supplies	34.33	230-4230-2101-0000	General Supplies
1523	3/31/2022	Artistry	Programs - Adult (235)	355.00	235-4236-4099-0000	Library Donations Programs
2036644337	3/31/2022	Baker and Taylor	Programs - JUV SRP (HJA SPLF)	735.90	232-4232-2407-0000	SPLF - Programs
2036644339	3/31/2022	Baker and Taylor	Programs - JUV SRP (HJA SPLF)	825.84	232-4232-2407-0000	SPLF - Programs
2036657701	4/6/2022	Baker and Taylor	Programs - JUV SRP (HJA SPLF)	140.16	232-4232-2407-0000	SPLF - Programs
2036664115	4/8/2022	Baker and Taylor	Programs - JUV SRP (HJA SPLF)	102.61	232-4232-2407-0000	SPLF - Programs
2036670789	4/12/2022	Baker and Taylor	Programs - JUV SRP (HJA SPLF)	232.07	232-4232-2407-0000	SPLF - Programs
2033355	3/31/2022	Blackstone Audio	Material - Audio (SAAB)	32.00	230-4230-2402-0000	Audio
4192022	4/19/2022	Brodart Co	Materials - Adult Nonfiction	2678.35	230-4230-2405-0000	Adult Books - Non Fiction
4192022	4/19/2022	Brodart Co	Materials - Adult Fiction	4927.23	230-4230-2401-0000	Adult Books - Fiction
4192022	4/19/2022	Brodart Co	Materials - Processing	1499.90	230-4230-3404-0000	Processing Fee
4192022	4/19/2022	Brodart Co	Materials - Juv	1377.82	230-4230-2400-0000	Childrens Books
4192022	4/19/2022	Brodart Co	Materials - YA	316.67	230-4230-2406-0000	Teen Books
4192022	4/19/2022	Brodart Co	Materials - Adult Fiction (229 Wils)	695.84	229-4229-2113-0000	Friends - Materials
4192022	4/19/2022	Brodart Co	Materials - Adult Nonfiction (235 Prentiss)	307.37	235-4235-2101-0000	Library Donations Materials
55007	4/7/2022	Chan Karen	Programs - Adult (235)	350.00	235-4236-4099-0000	Library Donations Programs
143967935	4/1/2022	Comcast	Internet - April	188.10	230-4230-3098-0000	Technology Support
306-02444792-3	3/31/2022	Culligan of Stillwater	Water	55.00	230-4230-4099-0000	Miscellaneous Charges
3272022	3/27/2022	Greene Ne-Dah-Ness	Programs - Adult (235 Big Read)	250.00	235-4236-4099-0000	Library Donations Programs
20143269	4/12/2022	Huebsch Service	Towels and Rugs	194.36	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
11012021	11/1/2021	Indigenous Enterprise LLC	Programs - Adult (235 Big Read)	3000.00	235-4236-4099-0000	Library Donations Programs
ORDUS139991	5/1/2022	J.D. Power & Associates	Materials - Reference	210.00	230-4230-2113-0000	Reference
501801032	3/9/2022	Midwest Tape	Materials - Processing (Playaway Batt Cover)	5.98	230-4230-3404-0000	Processing Fee
4192022	4/19/2022	Midwest Tape	Materials - Processing	172.08	230-4230-3404-0000	Processing Fee
4192022	4/19/2022	Midwest Tape	Materials - Video (SAV)	944.60	230-4230-2408-0000	Film/Video
IV00203428	4/14/2022	Nardini Fire Equipment	Annual Fire Inspection	258.30	230-4231-3707-0000	Maintenance Agreements - Lib Plant
4192022	4/19/2022	Midwest Tape	Materials - Audio (SAM)	95.48	230-4230-2402-0000	Audio
2170000112	4/8/2022	Regents of the U of M	Materials - Processing (Barcodes)	253.00	230-4230-3404-0000	Processing Fee
4022022	4/2/2022	Serendipity Art & Design	Programs - JUV (235)	125.00	235-4236-4099-0000	Library Donations Programs
		INVOICES SUBTOTAL		\$ 24,024.60		
LIBRARY CREDIT CARD						
2080386 220211	2/12/2022	Dream Host	Website Hosting	21.45	230-4230-3098-0000	Technology Support
6EF75206A446869	2/15/2022	Equally AI	Website Accessibility Tool	279.00	230-4230-3098-0000	Technology Support
21922	2/19/2022	The Business Journals	Materials - Periodicals	160.00	230-4230-2403-0000	Periodicals
63530277095	2/10/2022	Women Make Movies	Programs - Adult (235 Big Read)	465.00	235-4236-4099-0000	Library Donations Programs
		CREDIT CARD SUBTOTAL		\$ 925.45		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 24,950.05		

These bills are submitted and approved for payment.

Mark Troendle 04/19/2022

Mark Troendle, Library Director

Craig Hansen 04/18/2022

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: April 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 – April 30, 2022.</p> <p><u>120 Funds – Capital Projects:</u> There were no capital fund expenditures through April 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 \$334,538 through April. With the post-budget 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: Collection expenditures total \$11,349 through April. <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: Expenditures total \$16,380 through April, with a budget of \$59,547. The largest single expenditure to date is \$8,842 to Bibliotheca for a maintenance service agreement on the 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 \$38,067 through April. <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: The 2022 budget for plant services and charges is \$113,441. Of this budget, \$60,000 is budgeted for electricity and natural gas, and \$26,241 is budgeted for general insurance. The remaining budget is allocated to building repair and maintenance, telephone, and other professional services. Of the \$12,000 allocated to building repairs, we have already expended \$9,059. A significant portion of this (\$5,700) was an unplanned upgrade to our HVAC building automation system. The remaining expenditures were repairs to our boilers, HVAC, and parking ramp gates.<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 April Budget Status Report
PREVIOUS ACTION ON ITEM:
REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 5/4/2022 - 11:45 AM
 Period: 1 to 4, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 120	CAPITAL OUTLAY							
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: 5/4/2022 - 11:02 AM
 Period: 1 to 4, 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	562.50	562.50	637.50	0.00	637.50	53.13
230-0000-3520-0100	Copier/Printer Sales	4,000.00	1,049.28	1,049.28	2,950.72	0.00	2,950.72	73.77
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	1,611.78	1,611.78	4,288.22	0.00	4,288.22	72.68
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	113.94	113.94	2,886.06	0.00	2,886.06	96.20
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	951.75	951.75	-951.75	0.00	-951.75	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.25	0.25	-0.25	0.00	-0.25	0.00
	R40 Sub Totals:	23,587.00	1,128.94	1,128.94	22,458.06	0.00	22,458.06	95.21
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,435,610.00	478,536.68	478,536.68	957,073.32	0.00	957,073.32	66.67
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	478,536.68	478,536.68	957,073.32	0.00	957,073.32	66.67
	Revenue Sub Totals:	1,465,097.00	481,277.40	481,277.40	983,819.60	0.00	983,819.60	67.15
	Dept 0000 Sub Totals:	-1,465,097.00	-481,277.40	-481,277.40	-983,819.60	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	57,444.83	57,444.83	153,963.73	0.00	153,963.73	72.83
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	5,368.21	5,368.21	-5,368.21	0.00	-5,368.21	0.00
230-4230-1113-0000	Vacation Pay	0.00	21,094.96	21,094.96	-21,094.96	0.00	-21,094.96	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	181,377.04	181,377.04	426,866.34	0.00	426,866.34	70.18
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	18,056.93	18,056.93	43,416.96	0.00	43,416.96	70.63
230-4230-1420-0000	FICA/Medicare	62,703.36	20,125.28	20,125.28	42,578.08	0.00	42,578.08	67.90
230-4230-1500-0000	Hospital / Medical	86,155.44	23,139.04	23,139.04	63,016.40	0.00	63,016.40	73.14
230-4230-1520-0000	Dental Insurance	4,193.64	1,079.52	1,079.52	3,114.12	0.00	3,114.12	74.26
230-4230-1540-0000	Life Insurance	771.39	181.32	181.32	590.07	0.00	590.07	76.49
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	334,538.67	334,538.67	717,577.99	0.00	717,577.99	68.20
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	1,083.70	1,083.70	2,416.30	0.00	2,416.30	69.04
230-4230-2113-0000	Reference	1,271.00	210.00	210.00	1,061.00	0.00	1,061.00	83.48
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	1,377.82	1,377.82	19,273.52	0.00	19,273.52	93.33
230-4230-2401-0000	Adult Books - Fiction	22,382.00	4,975.75	4,975.75	17,406.25	0.00	17,406.25	77.77
230-4230-2402-0000	Audio	8,566.90	397.92	397.92	8,168.98	0.00	8,168.98	95.36
230-4230-2403-0000	Periodicals	4,165.00	41.13	41.13	4,123.87	0.00	4,123.87	99.01
230-4230-2405-0000	Adult Books - Non Fiction	17,593.00	2,754.52	2,754.52	14,838.48	0.00	14,838.48	84.34
230-4230-2406-0000	Teen Books - Materials	5,146.38	316.67	316.67	4,829.71	0.00	4,829.71	93.85
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	1,276.08	1,276.08	4,271.66	0.00	4,271.66	77.00
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	12,855.71	12,855.71	90,126.37	0.00	90,126.37	87.52
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	2,548.30	2,548.30	2,451.70	0.00	2,451.70	49.03
230-4230-3099-0000	Other Professional Services	5,000.00	108.00	108.00	4,892.00	0.00	4,892.00	97.84
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	2,440.35	2,440.35	11,559.65	0.00	11,559.65	82.57

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	618.84	618.84	-618.84	0.00	-618.84	0.00
230-4230-3713-0000	Computer Maintenance/Licenses	25,000.00	9,737.00	9,737.00	15,263.00	0.00	15,263.00	61.05
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	59.81	59.81	340.19	0.00	340.19	85.05
	E15 Sub Totals:	59,547.12	16,380.20	16,380.20	43,166.92	0.00	43,166.92	72.49
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	67.01	67.01	557.99	0.00	557.99	89.28
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	551.53	551.53	2,448.47	0.00	2,448.47	81.62
	E20 Sub Totals:	4,219.01	1,087.00	1,087.00	3,132.01	0.00	3,132.01	74.24
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	364,861.58	364,861.58	854,003.29	0.00	854,003.29	70.07
	Dept 230-4231							
	E05							
	LIBRARY PLANT							
	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	17,792.49	17,792.49	48,702.03	0.00	48,702.03	73.24
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	1,359.00	1,359.00	-1,359.00	0.00	-1,359.00	0.00
230-4231-1113-0000	Vacation Pay	0.00	1,093.18	1,093.18	-1,093.18	0.00	-1,093.18	0.00
230-4231-1200-0000	Part Time Salaries	26,900.89	7,841.48	7,841.48	19,059.41	0.00	19,059.41	70.85
230-4231-1410-0000	PERA	6,951.37	2,055.03	2,055.03	4,896.34	0.00	4,896.34	70.44
230-4231-1420-0000	FICA/Medicare	7,144.75	2,053.03	2,053.03	5,091.72	0.00	5,091.72	71.27
230-4231-1500-0000	Hospital / Medical	16,825.68	5,592.15	5,592.15	11,233.53	0.00	11,233.53	66.76
230-4231-1520-0000	Dental Insurance	757.92	252.64	252.64	505.28	0.00	505.28	66.67
230-4231-1540-0000	Life Insurance	116.00	28.80	28.80	87.20	0.00	87.20	75.17
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	38,067.80	38,067.80	87,123.33	0.00	87,123.33	69.59
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	1,212.10	1,212.10	2,787.90	0.00	2,787.90	69.70

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	575.24	575.24	224.76	0.00	224.76	28.10
	E10 Sub Totals:	6,500.00	1,922.47	1,922.47	4,577.53	0.00	4,577.53	70.42
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	296.70	296.70	1,403.30	0.00	1,403.30	82.55
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	9,059.91	9,059.91	2,940.09	0.00	2,940.09	24.50
230-4231-3707-0000	Maintenance Agreements	9,500.00	2,749.13	2,749.13	6,750.87	0.00	6,750.87	71.06
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	31,252.74	31,252.74	82,188.26	0.00	82,188.26	72.45
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,035.87	1,035.87	64.13	0.00	64.13	5.83
	E20 Sub Totals:	1,100.00	1,035.87	1,035.87	64.13	0.00	64.13	5.83
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	72,278.88	72,278.88	337,953.25	0.00	337,953.25	82.38
	Dept 4231 Sub Totals:	410,232.13	72,278.88	72,278.88	337,953.25	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	481,277.40	481,277.40	983,819.60	0.00	983,819.60	67.15
	Fund Expense Sub Totals:	1,629,097.00	437,140.46	437,140.46	1,191,956.54	0.00	1,191,956.54	73.17
	Fund 230 Sub Totals:	164,000.00	-44,136.94	-44,136.94	208,136.94	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Advocacy Training and Implementation	
OWNER: Board Governance Committee	PRESENTER: Hemer, Committee Chair Lisa Winkler
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Pre-work At the May 10 board meeting, Consultant Lisa Winkler will be in attendance to introduce and answer questions about the Network Map and pre-work for the Advocacy Workshop.</p> <p>Workshop Date Committee recommends two 2-hour workshops to be held in the evening. Library Trustees, two representatives each from the Friends and Foundation, and staff invited to attend. The workshop will consist of an icebreaker and introductions, large and small group activities, and time for questions and answers. Possible dates are: 6/15, 6/20, 6/21, 6/28, 6/29, 6/30 and possible times are: 4-6, 5-7, and 6-8. A Doodle poll will be sent out to determine availability.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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>On April 20, Troendle emailed trustees, at the request of Hansen, the article “Censorship Battles’ New Frontier: Your Public Library” from the Washington Post.</p> <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:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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? Yes
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: Proposed bylaw changes were brought to the Board for review in April as an informational item.	
REVIEWED BY COMMITTEE?: Board Governance 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.

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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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Public Library

- 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

AGENDA ITEM NAME & BRIEF DESCRIPTION: Collection Development and Management Policy	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve Collection Development and Management Policy	
BACKGROUND/CONTEXT: <p>A redlined version of the revised Collection Development and Management Policy is followed by a clean copy of the draft.</p> <p>The existing policy still provides a solid foundation so as much of it was kept as possible. Besides reformatting and removing language that was no longer applicable, the primary differences involve adding selection and weeding criteria, plus incorporating language from what was previously a stand-alone St. Croix Collection Policy and folding that into this proposed draft. Also, to avoid redundancy, that means we can deaccession the St. Croix Collection Policy, plus another policy from 1999 regarding the disposition of withdrawn library materials, because the relevant concepts now reside in one policy instead of three.</p> <p>The final change of note is that the former Request for Reconsideration section has been shortened and renamed in this policy. After consideration, it seemed more appropriate that it be its own policy because it provides a review process for all sorts of library resources. More information about this is provided under the Request for Review agenda item.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Collection Development and Management Policy – Redlined Draft Collection Development and Management Policy – Clean Draft	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

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Policy Title: Collection Development and Management Policy
Date adopted: 04/04/1995
Date amended: 07/1998; 04/2000; 11/2001; 05/2004; 09/2008; 01/2016; 05/10/2022
Date last reviewed: 05/10/2022

STILLWATER PUBLIC LIBRARY
Collection Development and Management Policy

- Adopted April 4, 1995
- Revised July 1998
- Revised April 2000
- Revised November 2001
- Revised May 2004
- Revised September 2008
- Revised January 2016

Vision for the Collection

Patron use is the most powerful influence on ~~the Stillwater Public Library's (the "Library")'s~~ collection. ~~The Library's strategic plan and policy decisions, published reviews, Circulation, budget,~~ patron purchase requests, ~~and hold levels, and storage space~~ are also important components in the development of the collection. ~~The other driving force is the library's Strategic Plan 2014-2017.~~

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

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

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

Collection Development

Purpose of the Policy

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

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

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

Principles of Collection Development

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

The Library follows professional standards defined by the American Library Association (~~the "ALA"~~), including the ~~Library Bill of Rights~~, ~~Freedom to Read~~, and ~~Freedom to View~~ statements.

Definitions

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

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

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

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

"WCL/SPL" refers to Washington County Library/Stillwater Public Library.

Roles and Responsibilities ~~in Collection Development~~

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

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

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

Target-Intended Audience

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

Scope of the Collection

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

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

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

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

- Purchases professional materials only when they are also of interest to the nonspecialist.
- Purchases textbooks or other curriculum-related materials only when they also serve the general public.
- ~~Acquires materials in a variety of formats for the study of popularly requested languages other than English, but does not seek to build collections in foreign languages. The Library will work through the interlibrary loan system to obtain these materials for patrons.~~
- Acquires materials published about the local area and those produced or published by local authors, printers, or publishers only when such materials meet selection criteria established for all materials. Please contact the Library for more information about self-published or independently published titles.

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

Special Collections

Please refer to the [St. Croix Collection Policy](#).

Access & Resource Sharing

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

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

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

Copyright

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

Intellectual Freedom

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

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the ~~Library's~~ collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

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

Reviewconsideration of Library Materials

Library patrons may request reconsideration of a library material selection decision by submitting a

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written *Request for Review/Reconsideration of Library Materials* form. The Library will respond in writing to an individual's written request. For more information on requesting a review of an item's place in the Library's collection, please refer to the *Request for Review Policy*.

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

Selection

Funding Statement

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

Evaluative Selection Criteria

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

- Patron requests
- Published evaluations, reviews, and awards
- Relevance to community needs
- Relation to the existing collection
- Contemporary or historical significance
- Contribution to the diversity and scope of the collection
- Content created by and representative of marginalized and under-represented groups
- Potential appeal to library patrons
- Format that meets the needs of library users
- Suitability of subject and style for the intended audience
- Price of the material
- Space limitations

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In addition, the staff monitors changes in the population, patterns of use of the collection, changes in learning styles, and technology to determine the need for modifications in the composition of the collection, the inclusion of new formats, or the discontinuance of elements of the collection.

Maintenance and Preservation

Collection Maintenance and Weeding

Staff relies on a set of criteria professional practices to guide on-going collection maintenance decisions. Based on evaluation, materials may either be kept, replacement copies may be purchased, materials may be preserved to ensure long term retention, or materials may be permanently withdrawn from the collection. For more information on collection maintenance, please see the "Stillwater Public Library Collection Management" document. Evaluation criteria that inform staff decisions to withdraw items may include one or more of the following:

- Format or physical condition is no longer suitable for use
- Content is available in multiple formats
- Information that is no longer timely, accurate, or relevant
- Insufficient use or lack of patron demand
- Sufficient number of copies in the collection
- Space limitations
- Easy availability in other collections

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

Collection Preservation

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

Process

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

Special Collections

The St. Croix Collection is the local history collection of the Library. Its focus is the history of Stillwater, the St. Croix Valley and Washington County, Minnesota. Materials beyond that geographical scope are only included if they contain significant information on the St. Croix Valley or Washington County. The collection is general in nature and does not specialize in any one area of local history or in artifacts.

Materials in many formats are added to the St. Croix Collection to satisfy research needs within its area of focus. Items that don't fit within the scope of this collection will be considered for reassignment to the Library's reference or circulating collections, or they may be deaccessioned from the Library's

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collection and transferred to another institution or sold, with any proceeds used to purchase more appropriate materials for the St. Croix Collection.

All St. Croix Collection materials are for reference use only and do not circulate on loan without the prior approval of the Library Director or designee. Service demands and available resources may temporarily limit access or assistance provided. While donations of materials are welcome, they must be consistent with policy and be approved by the Library Director.

Associated Policies and Documents

- Stillwater Public Library: Circulation Policy
- Stillwater Public Library: Donations Policy
- Stillwater Public Library: Internet Public Use Policy
- Stillwater Public Library: Request for Review Policy
- ALA's Library Bill of Rights
- ALA's Interpretations of the Library Bill of Rights
- ALA's Freedom to Read Statement
- ALA's Freedom to View Statement
- ALA's Guidelines on Intellectual Freedom

The most current policy supersedes any and all previous policies issued relative to this subject.

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Policy Title: Collection Development and Management Policy
Date adopted: 04/04/1995
Date amended: 07/1998; 04/2000; 11/2001; 05/2004; 09/2008; 01/2016; 05/10/2022
Date last reviewed: 05/10/2022

Vision for the Collection

Patron use is the most powerful influence on Stillwater Public Library's (the "Library") collection. The Library's strategic plan and policy decisions, published reviews, budget, patron purchase requests, hold levels, and storage space are also important components in the development of the collection.

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

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

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Purpose

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

Principles

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

The Library follows professional standards defined by the American Library Association (the "ALA"), including the [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

Definitions

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

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

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

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Roles and Responsibilities

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

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

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

Intended Audience

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

Scope of the Collection

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

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

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

The Library must thoughtfully select materials due to constraints on the acquisition budget and on space. As a result, the Library:

- Purchases professional materials only when they are also of interest to the nonspecialist.
- Purchases textbooks or other curriculum-related materials only when they also serve the general public.
- Acquires materials in a variety of formats for the study of popularly requested languages other than English, but does not seek to build collections in foreign languages. The Library will work through the interlibrary loan system to obtain these materials for patrons.
- Acquires materials published about the local area and those produced or published by local authors, printers, or publishers only when such materials meet selection criteria established for all materials. Please contact the Library for more information about self-published or independently published titles.

Access & Resource Sharing

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

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The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what

material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials.

Review of Library Materials

Library patrons may request reconsideration of a library material selection decision by submitting a written *Request for Review* form. For more information on requesting a review of an item's place in the Library's collection, please refer to the *Request for Review Policy*.

Funding Statement

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

Selection Criteria

Collection development staff members rely on professional practices to guide selection decisions. The Library selects materials of both permanent and current interest, based on the merits of the work in relation to the needs, interests, and demands of the community. Each item is evaluated as a whole and not on the basis of a particular part or section. Selection criteria that inform staff decisions to add items may include one or more of the following:

- Patron requests
- Published evaluations, reviews, and awards
- Relevance to community needs
- Relation to the existing collection
- Contemporary or historical significance
- Contribution to the diversity and scope of the collection
- Content created by and representative of marginalized and under-represented groups
- Potential appeal to library patrons
- Format that meets the needs of library users
- Suitability of subject and style for the intended audience
- Price of the material
- Space limitations

In addition, staff monitor changes in the population, patterns of use of the collection, changes in learning styles, and technology to determine the need for modifications in the composition of the collection, the inclusion of new formats, or the discontinuance of elements of the collection.

Collection Maintenance and Weeding

Staff rely on professional practices to guide ongoing collection maintenance decisions. Based on evaluation, materials may either be kept, replacement copies may be purchased, materials may be preserved to ensure long term retention, or materials may be permanently withdrawn from the collection. Evaluation criteria that inform staff decisions to withdraw items may include one or more of the following:

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

Special Collections

The St. Croix Collection is the local history collection of the Library. Its focus is the history of Stillwater, the St. Croix Valley and Washington County, Minnesota. Materials beyond that geographical scope are only included if they contain significant information on the St. Croix Valley or Washington County. The collection is general in nature and does not specialize in any one area of local history or in artifacts.

Materials in many formats are added to the St. Croix Collection to satisfy research needs within its area of focus. Items that don't fit within the scope of this collection will be considered for reassignment to the Library's reference or circulating collections, or they may be deaccessioned from the Library's collection and transferred to another institution or sold, with any proceeds used to purchase more appropriate materials for the St. Croix Collection.

All St. Croix Collection materials are for reference use only and do not circulate on loan without the prior approval of the Library Director or designee. Service demands and available resources may temporarily limit access or assistance provided. While donations of materials are welcome, they must be consistent with policy and be approved by the Library Director.

Associated Policies and Documents

- Stillwater Public Library: Circulation Policy
- Stillwater Public Library: Donations Policy
- Stillwater Public Library: Internet Public Use Policy
- Stillwater Public Library: Request for Review Policy
- [ALA's Library Bill of Rights](#)
- [ALA's Interpretations of the Library Bill of Rights](#)
- [ALA's Freedom to Read Statement](#)
- [ALA's Freedom to View Statement](#)
- [ALA's Guidelines on Intellectual Freedom](#)

The most current policy supersedes any and all previous policies issued relative to this subject.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Request for Review Policy	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve Request for Review Policy	
<p>BACKGROUND/CONTEXT:</p> <p>This is a proposed new policy. Concepts and a shorter version of this draft have been in the Collection Development and Management Policy under the heading of “request for reconsideration” that was only applicable to the Library’s collection of materials; however, a comment from a trustee at the March Library Board meeting regarding intellectual freedom with respect to displays and social media has resulted in this broader draft policy that would provide staff and trustees a standard framework for reviewing any Stillwater Public Library resource if a concern is brought forth in the future. This is a case where it’s helpful to have procedural details in a policy document.</p> <p>Following the draft policy is a revised version of the Request for Review form, which was previously termed the Request for Reconsideration form. The actual form is a procedural document so that it can be revised as needed.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Request for Review Policy Request for Review Form	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

Policy Title: Request for Review Policy
Date adopted: 05/10/2022
Date amended:
Date last reviewed:

Purpose

Stillwater Public Library (the “Library”) welcomes patrons’ expressions of opinion regarding Library materials, programs, displays, exhibits, website content or related resources. If a patron has a concern about a Library resource, this policy provides the framework to request a review of the resource in question.

Principles

The Library believes in the freedom of information and will not restrict a user’s right to read, listen to, or view library materials. The Library strives to provide access to a wide range of resources representing varying points of view, without promoting a single perspective. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library supports the American Library Association’s (the “ALA”) [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.

Library resources should reflect different philosophies and points of view. Inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found therein. Library resources are available to all; however, it is not expected that all resources will appeal to everyone.

Request for Review

Patrons who wish to request the withdrawal, reclassification, or discontinuation of a Library resource are encouraged to discuss their concerns with the Library Director or a Supervisor as a first step. If the patron prefers to bypass this option or if a more detailed examination would be helpful to either party, the Library will provide the patron with information that includes the:

- Library’s Collection Development and Management Policy and/or any other applicable Library policies
- [ALA’s Library Bill of Rights](#)
- [ALA’s Freedom to Read Statement](#)
- [ALA’s Freedom to View Statement](#)
- Library’s *Request for Review* form

Review Responsibilities

Library patrons may request a review of a Library resource by submitting a written *Request for Review* form. Resources under review will remain accessible until a final determination has been made.

Within 30 days of receiving a written *Request for Review* form, the Library Director will review the request and resource in question with the Supervisor overseeing that area, and then the Library Director

will send a written response to the patron who submitted the form, explaining in detail the staff decision regarding the request.

If the patron is not satisfied with the Library Director's response, the patron will have 30 days from the date of the response to contact the Library Director and appeal the staff response to the Library Board at the earliest possible regularly scheduled board meeting, at which time trustees will publicly review the request and take final action on it. To be included on an upcoming board agenda, the appeal must be received at least seven days in advance of the next meeting, otherwise the request will be delayed until the subsequent meeting.

In making its decision, the Library Board will consider the patron's written request, the staff response, applicable policies and professional reviews, as well as the ALA's [Library Bill of Rights](#), [Interpretations of the Library Bill of Rights](#), [Freedom to Read Statement](#), [Freedom to View Statement](#), and [Guidelines on Intellectual Freedom](#).

The final decision on appeals rests with the Library Board. The patron will be notified in writing of the Library Board's decision.

A *Request for Review* about a particular item will not be considered by the Library Board more than once within a 24-month period, even if subsequent requests come from different people during that time. The 24-month period begins on the date the *Request for Review* form is received by the Library.

Associated Policies and Documents

- Stillwater Public Library: Circulation Policy
- Stillwater Public Library: Collection Development and Management Policy
- Stillwater Public Library: Internet Public Use Policy
- [ALA's Library Bill of Rights](#)
- [ALA's Interpretations of the Library Bill of Rights](#)
- [ALA's Freedom to Read Statement](#)
- [ALA's Freedom to View Statement](#)
- [ALA's Guidelines on Intellectual Freedom](#)

The most current policy supersedes any and all previous policies issued relative to this subject.

Stillwater

Public Library

224 Third Street North
Stillwater, MN 55082
651-275-4338
stillwaterlibrary.org

REQUEST FOR REVIEW

Please complete this form and return it to library staff.

Name _____ Phone # _____

Address _____

City _____ State _____ Zip _____

Email _____

Do you represent yourself? Or an organization? Name of organization _____

What type of material or service are you commenting on? Book Magazine CD DVD Game
 Display/Exhibit Library Program Internet Resource/Website
 Other (brief description) _____

Title of item/event/display _____

Author/performer _____

Date of event/item edition _____

How did this item/program/display/exhibit come to your attention?

Did you read, view, or listen to the entire work or a portion of the work? All Part

Please describe your concerns regarding this item/program/display/exhibit?

What specific pages/sections illustrate your concerns?

Is there anything valuable about this item/program/display/exhibit?

Are your objections based on the age of the potential user or the point of view expressed?

What action would you like the library to take regarding this item/program/display/exhibit?

Signature _____ Date _____

Please use the back of this page for further comments if necessary.

Library staff receiving form _____

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Donations Policy	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? Yes
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve Donations Policy	
BACKGROUND/CONTEXT: <p>A redlined version of the revised Donations Policy is followed by a clean draft for the Library Board’s consideration. As this policy is referred to in the Collection Development and Management Policy, which is also in this packet for review, this is an opportune time to update the Donations Policy as well.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Donations Policy – Redlined Draft Donations Policy – Clean Draft	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

~~Stillwater Public Library welcomes and encourages donations. The Library is grateful for gifts both in the form of money and materials.~~

Purpose:

The purpose of this policy is to provide guidance to those who wish to support ~~the Stillwater Public Library (the "Library")~~ through a financial or other donation. It describes the scope of donations received and defines the roles and responsibilities for accepting donations made to the Library.

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Process:

~~This policy is reviewed every 3 years by the Library Board or more frequently as needed. Upon completion of the review, the Library Board considers the policy for revision or reaffirmation.~~

Principles

- Donations are valued expressions of support for ~~Stillwater Public the~~ Library and its mission.
- ~~Donations that enhance the Library's services and programs are welcomed.~~
- Unrestricted financial donations ~~from individuals, organizations and businesses~~ are encouraged as they allow funds to be directed to services and programs where most needed.
- Financial donations ~~enrich enhance~~ the Library but do not replace public tax support.
- ~~All gifts of any type made to the Library become the property of the Library.~~
- ~~All gifts of books, media, and other items are made to the Library without display, preservation, retention, or disposition restrictions.~~
- ~~The donor transfers all rights and title to the copyright, trademark, and any related interest associated (insofar as the donor holds them) to the Library.~~
- ~~Any gift accepted by the Library will not be returned to the donor by the Library.~~
- The Library issues letters of acknowledgement but does not provide appraisals of donations or potential donations, and does not accept materials that are not outright donations.
- Any gift that, per the discretion of the ~~Library d~~Director, would substantially alter the library building or the workload of the library's staff, ~~or come with significant restrictions~~, will be referred to the ~~Library b~~Board for review and approval before it is officially accepted.

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Financial Donations

~~The Library welcomes unrestricted financial donations from individuals, organizations and businesses. Donations with restrictions require approval from the library board. All financial donations are reviewed and approved on a quarterly basis by the Library Board.~~

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The Stillwater Public Library Foundation and Friends of the Stillwater Public Library also accept financial donations.

Donations of Materials

Materials donated to the Library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as materials acquired for purchase.

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Donated materials not added to library collections ~~may be sold, discarded, recycled, donated to nonprofit organizations, or used in collaboration with other government agencies. will be given to the~~

~~Friends of the Stillwater Public Library, or another designated nonprofit, to be sold at book sales or recycled.~~ Donated materials not added to the collection are not returned to the donor.

The Library reserves the right to determine the placement of a donated item in the collection; the library cannot provide separate shelving or special treatment for the item.

The decision to accept the donation of a major special collection is made by the Library Board upon recommendation of the Library Director. Donated collections become the property of ~~the Stillwater Public~~ Library, which has the authority on retention, location and disposition.

Donations of Art or Other Objects

Works of art that align with the Library's mission may be donated to the ~~Stillwater Public~~ Library.

~~Artwork acquired by the Library should be of sufficiently high artistic merit to warrant inclusion in the collection and be compatible with the character of the Library.~~

~~Donations that complement existing Library collections may be accepted at the discretion of the Library Director.~~ The decision to accept ~~large or new collections of~~ donated art or objects ~~that may be in contrast to the Library's existing core art collection~~ is made by the Library Board upon recommendation of the Library Director. Donated art and objects become the property of ~~Stillwater Public~~ the Library, which has the authority on retention, location and disposition.

The actual transfer shall be ~~documented by a letter of acknowledgement from the Library, and it may be subject to additional procedures as determined by the Library or its counsel, accomplished by a gift agreement between the parties. The Library will maintain a digital or hard copy file containing the gift agreement, correspondence and a photo of the work of art or object.~~

Other Donations

Equipment, furniture, office supplies and other items may be donated to the ~~Stillwater Public~~ Library. The decision to accept such donations is made by the Library Director who may consult with the Library Board as needed.

Associated Policies

- ~~Stillwater Public Library: Collection Development and Management Policy~~

~~The most current policy supersedes any and all previous policies issued relative to this subject.~~

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Stillwater

Public Library

Policy Title: Donations Policy
Date adopted: 12/09/2014; 05/10/2022
Date amended:
Date last reviewed: 05/10/2022

Purpose

The purpose of this policy is to provide guidance to those who wish to support Stillwater Public Library (the “Library”) through a financial or other donation. It describes the scope of donations received and defines the roles and responsibilities for accepting donations made to the Library.

Principles

- Donations are valued expressions of support for the Library and its mission.
- Donations that enhance Library services and programs are welcomed.
- Unrestricted financial donations from individuals, organizations and businesses are encouraged as they allow funds to be directed to services and programs where most needed.
- Financial donations enhance the Library but do not replace public tax support.
- All gifts of any type made to the Library become the property of the Library.
- All gifts of books, media, and other items are made to the Library without display, preservation, retention, or disposition restrictions.
- The donor transfers all rights and title to the copyright, trademark, and any related interest associated (insofar as the donor holds them) to the Library.
- Any gift accepted by the Library will not be returned to the donor by the Library.
- The Library issues letters of acknowledgement but does not provide appraisals of donations or potential donations, and does not accept materials that are not outright donations.
- Any gift that, per the discretion of the Library Director, would substantially alter the library building or the workload of the library's staff, or come with significant restrictions, will be referred to the Library Board for review and approval before it is officially accepted.

Financial Donations

All financial donations are reviewed and approved on a quarterly basis by the Library Board.

The Stillwater Public Library Foundation and Friends of the Stillwater Public Library also accept financial donations.

Donations of Materials

Materials donated to the Library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as materials acquired for purchase.

Donated materials not added to library collections may be sold, discarded, recycled, donated to nonprofit organizations, or used in collaboration with other government agencies. Donated materials not added to the collection are not returned to the donor.

The Library reserves the right to determine the placement of a donated item in the collection; the Library cannot provide separate shelving or special treatment for the item.

The decision to accept the donation of a major special collection is made by the Library Board upon recommendation of the Library Director. Donated collections become the property of the Library, which has the authority on retention, location and disposition.

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Works of art that align with the Library's mission may be donated to the Library. Artwork acquired by the Library should be of sufficiently high artistic merit to warrant inclusion in the collection and be compatible with the character of the Library.

Donations that complement existing Library collections may be accepted at the discretion of the Library Director. The decision to accept large or new collections of donated art or objects that may be in contrast to the Library's existing core art collection is made by the Library Board upon recommendation of the Library Director. Donated art and objects become the property of the Library, which has the authority on retention, location and disposition.

The actual transfer shall be documented by a letter of acknowledgement from the Library, and it may be subject to additional procedures as determined by the Library or its counsel.

Other Donations

Equipment, furniture, office supplies and other items may be donated to the Library. The decision to accept such donations is made by the Library Director who may consult with the Library Board as needed.

Associated Policies

- Stillwater Public Library: Collection Development and Management Policy

The most current policy supersedes any and all previous policies issued relative to this subject.

Report from the Library Director, Mark Troendle

Major Accomplishments

- A new substitute custodian was hired in April. This has been a challenging position to fill in previous years, but we've been fortunate to hire two good candidates over the past two months. On a related note, Theresa Henning, our part-time Custodian, will be leaving our team in mid-June, and we wish her all the best. As her supervisor said in a note to staff, she has made our library a more welcoming, comfortable, and cleaner environment for all. It's not glamorous work, but it's vital and greatly appreciated.
- The April edition of ShelfLife highlighted National Library Week, NEA Big Read, poetry month resources, spring reading resources, the Friends book sale, the gallery exhibit, and library programming.
- To assist a nearby library, Mark provided articles and online resources focusing on rural libraries, including a webinar opportunity, to a board member of the Marine Community Library.
- The Friends book sale was very well received and successful. Sales were down just slightly from last November, but still quite good and higher than many previous sale totals.
- Mark wrote a Q1 progress report on a grant recently received, as required by the terms of the award.
- Substantial time was devoted to revising or drafting policies, with three included in this packet.
- Time was spent communicating with City HR about COVID and other issues.
- Time was also allocated to working with the Library Foundation on a possible collaborative event later this year, though ultimately the external parties determined that another venue would be a better fit.
- Five sets of exterior doors were re-caulked on the recommendation of the City Facilities Manager.

Heads-Up

- The Library Foundation will celebrate donors at an event on the terrace on May 12 from 5:30-7:30 p.m. Maureen graciously agreed to represent the library as Mark will be away.
- The City of Stillwater will send out its next newsletter in mid-May, and the Library is contributing an informative insert highlighting spring and summer programming opportunities.
- Work to replace the roof over the oldest sections of the library is tentatively scheduled to begin sometime in June. Mark is in communication with the City Facilities Manager to sort out the details.
- The library will be closed on Monday, May 30, in observance of Memorial Day. Summer hours (i.e., closed on Sundays) will be in effect from Memorial Day weekend through Labor Day weekend.

Near-Term Future Focus

- Budget planning.
- A review of library policies is ongoing.
- Advocacy training.
- Capital repair projects.
- Planning for a staff training day in October.
- Updating the trustee orientation handbook.

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming, and Reference

April Programming:

- Catherine offered Genealogy one-on-one sessions and had 2 attendees this month. Due to some issues with “no shows” the past couple of months, going forward she will also offer the option of custom appointment times.
- Jodi offered Tech Help to 3 attendees plus one person who visited, unscheduled, for extra help.
- Spring Landscape with Karen Tan had 24 attendees. (To see what an art class with that many attendees looks like, see the picture at the end of the report.) Jodi continues to experiment with the right technology for each member in such a large class to be able to see the instructor’s work.
- Contain This: Mixing Veggies, Herbs, and Flowers had 15 attendees
- Everything You Wanted to Know About Indians But Were Afraid to Ask had 126 attendees live and, as of the writing of this report, over 100 views on YouTube.
- The 1950 census event on April 16th had 4 attendees. The program began by finding notable people in the 1950 census (President Biden, President Trump, Hilary Clinton, Bob Dylan, and Jessica Lange) then focused on learning how to do location-based census searches and then covered general census research strategies. The attendees were all pleased to learn about the library’s subscription to Ancestry – Library Edition as well as some of the genealogy resources in the Saint Croix Collection (e.g., the City Directories).
- Romance Book Club: Paranormal/Sci-Fi romance had 2 participants.
- The Mystery Book Club had 6 attendees, including two new readers. The theme this month coincided with the Big Read programming and focused on Native/Indigenous mysteries.
- Connect Through Books (A Virtual Book Group) had 4 participants.
- A Night of Documentaries Produced or Created by Native Women had 63 attendees.
- We supplied 85 Take-and-Make “Woven Bookmarks” kits this month. The weaving theme was intended to be a soft tie-in with the theme of this year’s Big Read programming.

Circulation

- Circulation has been working hard to make sure staff are ready to deal with a new Washington County procedure. Since 2019, each new library card that was issued had an expiration date. Starting in May, those cards will “expire”, requiring that patrons check-in with staff to make sure that their contact information and home libraries remain accurate and staff will reactivate the card. Circulation staff spent considerable time this month working through the details of how Stillwater will handle this procedure.

Reference

- Aurora met with Matt Thueson of the Historic Preservation Commission and Alicia Gordon Macalus to plan out how to fund the digitization of many of Stillwater’s historical newspapers. The Gazette regularly refers patrons to the library for back issues of their publication. Staff and volunteers require a significant time investment to answer simple questions like “what award did the Stillwater swim coach get in the late 1980s?” Because these are the kind of questions staff are committed to answering, a searchable digital archive would be a significant time-saving.

- Aurora submitted a proposal to the Minnesota Digital Library to digitize the City of Stillwater's historic sewer diagrams. How exciting can sewer diagrams be? These hand-drawn diagrams show features of Stillwater that no longer exist in addition to documenting property owners along the routes of the sewer lines when they were installed. Most interesting, some of these were drawn by Myron Shepard, who came back from serving in the Civil War as part of Minnesota's First Regiment. These diagrams have been in the basement of City Hall for decades and should be preserved as they are beginning to disintegrate.
- Because of the continued work that the library has done with the Minnesota Digital Library, the staff has asked Aurora to serve on the conference planning committee for the Upper Midwest Digital Collections.
- The library received 11 newly upgraded hotspots, and Jodi worked to program and label them. They are expected to debut the week of May 10th, which is fortuitous given the recent increase in demand.
- The 2022 tax season is completed! Demand for forms, both handed out and printed from library computers has diminished, but the library continues to be a vital resource for anyone who is still manually filing their tax returns.
- Cami created a table with information to help users with the library's eBook and downloadable audio platform, Libby. She created a basic instruction guide and is working on a guide for using Libby with Kindles.
- Cami continued the signage work she began when she reorganized the book club kits.
- The most notable new signage is for the Nonfiction area. There are signs outlining the Dewey Decimal sections and the numbers associated with popular topics. Additionally, there are individual photo signs of popular topics, like "pets" on each shelving range.
- Cami also worked to simplify and clarify signage around other common questions: which computers are catalog computers, how to print from a library computer, how to print from a mobile device, how to access the library Wi-Fi, directional signs to the restroom, and better signage for the Staff Picks cart.

Reader's Advisory

- In May, the book cart with a display will be half materials for Mental Health Month and half for Asian/Pacific American Heritage Month.

Programming

- Jodi served as the technical back-end support to ArtReach's Zoom event, "An Evening with Joy Harjo" so that ArtReach could concentrate on the 183 participants.
- Jodi created 100 Take & Make kits for May. This month, the craft is mason jar garden labels.
- Planning for Summer reading began to intensify. Jodi kicked off the look of the program by finding a Sherlock Holmes display through the local [Norwegian Explorers](#) Sherlock Holmes group. Other plans for the summer: a puzzle tournament, crafts programs in June and July, a possible Sherlock themed Make and Take, and a Climate Change talk with Linda Countryman, Planner from the State of Minnesota.

Upcoming in May:

- Tech Help- 3 sessions
- Genealogy Help- 5 sessions.
- Late Night Telescopes on the Terrace on May 7th
- Connect Through Books (A Virtual Book Group) on May 16th
- May Mystery Book Club: Classic and Best Mysteries on May 18th

- Spring Blossoms in Oil Pastels on May 19th
- Painting with Alcohol Ink on May 21st
- Romance Book Club: Historical Romance on May 24th

Spring Landscape art class with Karen Tan



Report from the Youth Services Supervisor, Angela Petrie

April Programs

- Preschool Storytime – four in-person outdoor sessions including one Saturday session (214)
- Musical Preschool Storytime with Music Together in the Valley – one session (58)
- Monet Water Lilies - Art for Kids, Serendipity Art & Design (18 kids and 10 caregivers)
- Signs of Spring Scavenger Hunt (402)
- PoeTrees and Poetry in the family program room (172 left on display – hundreds went home with families)
- Boredom Buster Teen activity – blackout poetry (16)
- Teen Poetry Contest (5)

Program Notes

- Staff maintained the family program room’s “PoeTree and Poetry” drop-in activity and prepared for [May’s “Underground” project](#); included were a coloring station and a magnetic board with large words.
- Posted visitor guidance will explain a move to more of a process rather than product focus going forward. This will require less detailed maintenance by staff and has the potential to appeal to older children. We plan to include an element of science, in varying degrees, in future months.
- Katie maintained the Teen Area passive programming effort and supported the Serendipity Art & Design vendor program. She is in the process of planning weekly teen crafts for Friday afternoons in June.
- We continued to work on preparations for the 2022 Summer Reading program partnership with Bayport Library made possible with support from the Hugh J. Andersen Foundation. [See a sneak peek.](#)
 - Giveaway books, journal sets and supplemental materials for this major undertaking are arriving and being sorted. Angie ordered all books and supplies for both libraries and is in regular contact with Jill to make things work as efficiently as possible.
 - The family program room will be open with activities all summer. It is too small for the majority of our dated programs, visitors truly appreciate the always available activities and it would be senseless to have it go unused.
 - There will again be a headquarters-type table in children’s with detailed instructions to assist visitors and non-YS staff when YS staff are not staffing the table. New this year, Angie is working with Susie to have adult volunteers help at the table as greeters and to answer basic summer program process questions.
 - New this summer is our first attempt at weekly Wednesday morning high interest guests in June and July. These are meant to appeal to the older children who visit during the summer with their families while also adding to a celebratory feel.
 - Kids will again receive a free book upon registration made possible by the HJA grant funds!
 - It will be interesting to see how the services provided in place of in person programming continue in conjunction with bringing back in person programming and the several new elements.
 - Beanstack, an online tracking tool, will be used for the third year with registration for this year’s Summer Mystery Explorers opening May 2.
 - Angie has nearly finalized coordination for 23 vendor programs for June and July. All but 5 will be in-person. New this year, 5 live virtual author talks with nationally known authors including R.L. Stine and Mary Pope Osborne. Several attendees at each date will receive a free book by the author. All summer programs have been published to the library’s event calendar.
 - Our summer will end with inaugural puppetry performances at both libraries.

Partnerships

- Angie attended the Washington County Youth Services Meeting.

Upcoming

- Butterfly Gardens - Art for Kids, Serendipity Art & Design (Registration required) – Sat, May 14 (full)

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: Board Governance Committee Notes May 4, 2022, 4 p.m. SPL Conference Room Present: Bell, Hemer, Troendle, Weigman, Lisa Winkler</p> <p>Pre-work for workshop, presenter: Lisa <i>Discussion:</i> Network Map for all to attend advocacy workshop asks for contacts known through community. Lisa will add instructions and questions to be presented to Trustees and others at 5/10/22 meeting. She will also review the 2016 message documents and add any notes from Network Map exercise.</p> <p><i>Conclusions:</i> Lisa will present at 5/10 meeting to Library Trustees and potentially 2 representatives each from the Friends of the Library and the Library Foundation to introduce Network Map and pre-work.</p> <table border="0"> <thead> <tr> <th><i>Action items</i></th> <th><i>Person responsible</i></th> <th><i>Deadline</i></th> </tr> </thead> <tbody> <tr> <td>✓ Submit contract for work</td> <td>Lisa</td> <td>5/10/22</td> </tr> <tr> <td>✓ Contact reps from Friends and Foundation</td> <td>Paula and Maureen</td> <td>5/9/22</td> </tr> <tr> <td>✓ Share 2021 POLCO info with Lisa</td> <td>Mark</td> <td>5/10/22</td> </tr> <tr> <td>✓ Network maps returned</td> <td>Group</td> <td>5/27/22</td> </tr> <tr> <td>✓ Send Library Annual Report to Lisa</td> <td>Mark</td> <td>5/10/22</td> </tr> </tbody> </table> <p>Workshop format and timeline, presenter: Lisa <i>Discussion:</i> Suggested two 2-hour workshops to be held in the evening. This will give time for reflection between sessions. Library Trustees, 2 representatives each from the Friends and Foundation, and staff invited to attend. The workshop will consist of an icebreaker and introductions, large and small group activities, and time for questions and answers.</p> <p><i>Conclusions:</i> Possible dates are: 6/15, 6/20, 6/21, 6/28, 6/29, 6/30 and possible times are: 4-6, 5-7, and 6-8.</p> <table border="0"> <thead> <tr> <th><i>Action items</i></th> <th><i>Person responsible</i></th> <th><i>Deadline</i></th> </tr> </thead> <tbody> <tr> <td>✓ Doodle poll sent to group</td> <td>Mark</td> <td>5/10</td> </tr> <tr> <td>✓ Communication regarding workshops and open meeting law</td> <td>Staff</td> <td>Before workshop</td> </tr> <tr> <td>✓ Deliver welcome</td> <td>Maureen</td> <td>Workshop #1</td> </tr> <tr> <td>✓ Send list of attendees to Lisa</td> <td>Staff</td> <td>Before workshop</td> </tr> </tbody> </table>			<i>Action items</i>	<i>Person responsible</i>	<i>Deadline</i>	✓ Submit contract for work	Lisa	5/10/22	✓ Contact reps from Friends and Foundation	Paula and Maureen	5/9/22	✓ Share 2021 POLCO info with Lisa	Mark	5/10/22	✓ Network maps returned	Group	5/27/22	✓ Send Library Annual Report to Lisa	Mark	5/10/22	<i>Action items</i>	<i>Person responsible</i>	<i>Deadline</i>	✓ Doodle poll sent to group	Mark	5/10	✓ Communication regarding workshops and open meeting law	Staff	Before workshop	✓ Deliver welcome	Maureen	Workshop #1	✓ Send list of attendees to Lisa	Staff	Before workshop
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Need for task force following training, presenter: Maureen

Discussion: Based on expected outcomes: tools, key messages, actionable messaging strategy, ways to build relationships with stakeholders, and increasing visibility of the library in community. Consider forming a task force for a 1-year term to guide and see that learned initiatives are implemented.

Conclusions: Depending on outcomes, this will be finalized after the workshops and outcomes are returned.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Executive 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>SPL Executive Committee Notes April 19, 2022, 10 a.m. SPL Conference Room Present: Bell, Hansen (via phone), Lockyear, Troendle</p> <p>2022 Election Dates</p> <ul style="list-style-type: none"> • Two election dates (August 9, November 8) conflict with board meeting dates. • After discussing options, including the possibility of canceling the August meeting, the Committee recommends Tuesday, August 23, and Wednesday, November 2, as new dates for the meetings. Trustees will be polled about their availability. <p>Possible Performing Arts Event</p> <ul style="list-style-type: none"> • The Committee discussed a possible request from a non-profit to rent the terrace for a ticketed musical event to be held this summer. • This was an inquiry about whether the library would consider a rental for a particular event; it was not a formal request to rent the terrace nor a request for an exemption to the library's policy. • After a careful review of the Study Rooms, Meeting and Event Policy, the Committee concluded that the request did not meet the reservation and use limitations outlined in the policy and recommended that the request not be considered further. This recommendation does not preclude future collaborations with this or other non-profits. <p>Advocacy Training</p> <ul style="list-style-type: none"> • On May 4, the Board Governance Committee will meet with Lisa Winkler, consultant, to discuss plans for the upcoming advocacy training session. • The Executive Committee suggested that a task force comprised of representatives from the Foundation, Friends, staff, and trustees be formed to manage work related to implementing results of the Advocacy Training Workshop. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library Foundation
Board Meeting – March Meeting – Held 3/25/22
Video Conference

Members Present: Shawn Glaser, John Gray, Paige Hoyle, Dustin Moeller, Mark Troendle, Kevin Sandstrom, 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 8:33. Members checked in.
2. Approval of the Minutes – Kevin made motion to approve February Minutes, John seconded. February meeting minutes were approved with one change.
3. Guest Maureen Bell gave a talk on advocacy for the library
4. Reports for the monthly meeting
 - a. President- Shawn
 - Looking for new board members
 - Amber is leaving, need a replacement

b. Library Director – Mark, provided a summary of his report attached below

SPLF Board LD Report 2022-03-25

- We're promoting a new service called "Genealogy Help." If you need detailed help with genealogy research, you can schedule an hour-long appointment with an expert. This is similar in concept to the Tech Help service mentioned last month.
- If you're interested in genealogy, detailed info from the 1950 Census will be released on April 1. A couple of weeks later, on Saturday April 16, from 10:30-12, our staff is hosting a class on how to search the census using the library version of Ancestry.com, FamilySearch.org, and other online resources.
- Also, next month is the start of the NEA Big Read in the St. Croix Valley. This year, the selected title we're encouraging everyone to read is "An American Sunrise" by Joy Harjo, who is the first Native American US Poet Laureate. Our library is one of the partners with ArtReach who collaborate on programming. Lots of programming happening here and elsewhere in April and May. Our website has more information
- Earlier this month, a trustee (Pat Lockyear) and I met with the new City Administrator, Joe Kohlmann. We provided a tour of the library and talked about the services provided, and our partners like the SPLF, etc. The three of us had a very pleasant conversation. It was quite busy in the library when he was here. He seemed impressed with the building itself, plus all the patron activity, particularly in our meeting rooms and the Children's area.
- The Friends of the Library will be collecting used books in our parking ramp, on Saturday April 9, and again on Saturday, April 16, from 10:30-3 both days. And then their spring sale will begin on April 20 and go thru April 23.

- Members-Only Preview Sale:
 Wednesday, April 20 | 5:00-7:30 PM
 Not a member of Friends of the Stillwater Public Library? Join at the door.
- Open to the Public:
 Thursday, April 21 | 10:15 AM-7:30 PM
 Friday, April 22 | 10:15 AM-4:30 PM
 Saturday, April 23 | 10:15 AM-4:30 PM (Bag sale all day on Saturday!)

c. Finances - Dustin

- Gave finance report: SPLF organization is doing well

d. Governance – Amber

- Everyone completed their conflict-of-interest form

e. Events & Marketing – Summer

- Post cards will be going out soon
- Still looking for date in late May for social hour
- Still waiting to hear from city about Light a Spark
- Possible event in late September with Wild River Conservancy
- Love of Library on November 15 with author E.E. Knight is being scheduled
- Discussed gratitude gift to the library for DeCurtin donation

f. Executive Director - Alicia

- Impact report close to being done
- Looking for a candidate to fill the position of assistant to Executive Director
- Trying to expand interest in cultivating donators

5. Other Business – 2022 budget discussed. Mark presented breakdown for Library budget. Roger made a motion to approve the budget. Kevin seconded. Motion was adopted unanimously.

6. Adjournment – The meeting was adjourned at 9:58 a.m.

Respectfully submitted,
 Paige Hoyle, Secretary

Friends of the Stillwater Public Library



March 14, 2022 | 6:30pm CT | Meeting location: 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,
Mary Glennon, Laurie Burns

Agenda

**Friends of the Stillwater Public Library Meeting:
Monday, March 14, 2022
Location: 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...Gemma Lockrem
5. Other: MALF Webinar; Booksale..All
6. Update: Mark
7. Adjourn Meeting...All

Meeting called to order by Mary Ann Sandeen

- Tracy distributed **Monday, Feb. 14, 2022** meeting minutes for review.
 - Minutes approved

Treasurer's report Jan Kilkelly
1/31/2022 – 2/28/2022

Opening Balance: \$45,015.55

Total Receipts: \$342.00
Total Disbursements: \$92.78
Ending Balance: \$45,264.77

Membership report Gemma Lockrem
83 memberships

Topics:

- MALF Webinar
 - Wed. April 6th 12:00-1:30pm CT

- **BOOKSALE 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
 - STS is lined up

- Everyone will bring in bags for the bag sale.
- We still need more grape boxes.
- Volunteers working at the booksale – should we give them a free membership?
 - No – all members will pay dues.
- Gemma shared some flyers and postcards – additional stored in the Friends office.

Update: Mark Troendle:

- Genealogy research, one of the librarians specializes in this and is helping people interested in learning more. Public can go online and register.
- April 16th the library will host sessions on how to search census data.
- Library locker option in the garage, safe option (Covid-19 prevention) for checking out books.

Meeting Adjourn at 7:30pm

Next meeting will be on: Monday, April 11, 2022

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

Period:	3/1/22 <u>3/31/2022</u>	Year-to-Date <u>3/31/2022</u>
Opening Balance	\$ 45,264.77	\$ 45,064.55
Receipts:		
Memberships	\$ 170.00	\$ 410.00
Donations		\$ 25.00
Ongoing Book Sales	\$ 218.00	\$ 665.00
Semi-Annual Book Sales		\$ -
Scanner Fees		\$ -
Book Bag Sales	30	\$ 45.00
Total Receipts	\$ 418.00	\$ 1,145.00
Disbursements:		
Grants to Library		\$ -
Sponsorships		\$ -
Memberships		\$ 25.00
Postage	\$ 98.00	\$ 98.00
Printing & Supplies	\$ 24.05	\$ 91.83
Sales Tax		\$ 434.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 122.05	\$ 648.83
Ending Balance	\$ 45,560.72	\$ 45,560.72

Outstanding Grants Due to Library:

Book Sale Nov. 2021	\$4,535.50
Book Sale Nov. 2022	
	<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	
	<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 TBD: 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 TBD: 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