

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**Meeting Agenda**  
**Tuesday, June 14, 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 May 10, 2022 Minutes +
  - b) Acknowledgment of Bills Paid in May+
  - c) May 2022 Budget Status Report +

Informational/Discussion (60 minutes)

5. Trustee Information Sharing I+
6. Advocacy Training and Implementation D+
7. Library Finances 101 I+
8. 2022 Operating Budget Planning D+
9. Library Facilities 101 I+
10. 2023-2027 Capital Improvement Planning D+

Decisional (0 minutes)

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

**STILLWATER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**May 10, 2022**  
**Minutes**

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

**ABSENT:** None

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Bell called meeting to order at 7:00 PM.

**AGENDA ITEM 2: Adoption of Agenda**

*Motion to adopt agenda. Hollatz moved. Carlsen second. Yes: Bell, Carlsen, 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. Hemer moved. Carlsen second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman; No: None.*

**AGENDA ITEM 5: Advocacy Training and Implementation**

Hemer introduced advocacy training consultant Lisa Winkler.

Winkler discussed that her work would be focused on uplifting the visibility and the value the library brings to the community in a more intentional way. She distributed two worksheets (attached) to assist in pre-work for the training.

- **Network map:** The network map document is for personal use. It is a tool to help you think about your connections through friends, work, volunteering, clubs, associations, etc. For each person identified, try to code if they are a Happy Bystander, Donor, Sharer, Champion, or Instigators. As you meet with contacts, you can ask for two more names of people to meet with and their assistance in making the introductions. This is why the Friends group has lines from one Friend to another.
- **Community conversations guide:** The community conversations guide provides sample questions and allows you to capture notes from your conversations about the library. You should fill out one of these for every person you meet with regarding the library. Depending on the contact, you may not ask all of these questions. You may discover a new question that resonates. Record this question and answer instead. The conversations can be with those that use and don't use the library. Conversations should be with residents of Stillwater or those in the local surrounding area where the library provides services. Winkler requested that trustees and other training attendees complete 3-5 community conversation guides by May 27 and email the forms to her. She will use this information to shape the advocacy training.

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Trustees then reviewed the responses to the Doodle poll for possible training dates. The ideal plan would be two 2-hour training sessions with participants able to attend both sessions. The preference would be for a gap between sessions so attendees would have time to absorb and process information prior to the next session. In looking at the responses, there were no dates where all trustees could attend both sessions. Trustees discussed taking a second look at their schedules to see if they had additional availability.

**AGENDA ITEM 6: Trustee Information Sharing**

Cox announced that this would be her last Library Board meeting. She has been selected to be on the City of Stillwater Planning Commission, beginning on May 25, 2022. Trustees thanked Cox for her service to the library, congratulated her, and wished her all the best on this new opportunity to serve Stillwater.

Mathre asked how this open vacancy will be filled. Bell reported that the city will do a public posting about the vacancy, which will need to be open for 30 days. People that applied in the last year are included on the potential candidate list. The next step is for Bell to appoint an interview committee of three trustees to review applicants. If anyone is interested in serving on the committee, please let Bell know. The committee will bring a recommendation back to trustees for consideration. The board will then recommend a candidate to the City Council, and the City Council will officially make an appointment to the Library Board. The position will likely be posted on Friday. This means that applications would be accepted through June 13. It may be August before a new trustee joins the Library Board.

**AGENDA ITEM 7: Board Bylaws**

Bell referred trustees to the cover sheet and revised bylaws in packet. These were discussed at the April meeting and are coming to a vote at this meeting.

*Motion to approve recommended revisions to the library board's bylaws. Hansen moved. Hemer second.*

Carlsen asked about the second part of article 4, section 7. He wondered if language should be included about bringing nominations from the floor to a vote. Bell reported that the committee discussed this, and they determined that bringing it to a vote was implicit in the language as it discussed the slate of candidates. Nominations from the floor would occur prior to voting and would be included in the vote.

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

**AGENDA ITEM 8: Collection Development and Management Policy**

Troendle referred trustees to the cover sheet and policy documents in the packet. He noted that the reconsideration of library materials was renamed to 'review of library materials' and moved to its own separate policy.

Weigman asked about "Purchases professional materials only when they are also of interest to the nonspecialist" on page 25 of redlined version. She questioned if this would prevent staff from obtaining some of the resources that they need to do their work. Troendle clarified that this refers to professional material purchases for public use. If a patron wanted the library to purchase industry-specific materials

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for that person's business, the policy provides guidance to the selector on how to process such a request.

Carlsen asked about requesting a program or the purchase of a book. He wondered if there was a place on the website to submit a book request. Carlsen noted that he could not find this page. Goeltl indicated that a 'Request a Title' form could be found on the website by going under Books & Materials and then to Book Lists & More. Lockyear also noted that she could not easily find this. Other trustees had used the page to request titles.

*Motion to approve Collection Development and Management Policy. Lockyear moved. Cox second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman; No: None.*

**AGENDA ITEM 9: Request for Review Policy**

Troendle explained that the Request for Review policy is a proposal for a new policy that would provide a framework for the public to request a review of materials, programs, and exhibits. It also puts some parameters in place for reviews. He noted that we are seeing public libraries across the U.S. seeing more challenges on titles.

Troendle recommended that the Request for Review form be considered procedural in nature and not a policy. Troendle noted that the policy would be posted on the website once approved, but the form would not. The first step would be for a patron and staff member to have a verbal conversation about a request for review. If they cannot come to a resolution, the patron would then be provided with the form and other policy documents. Lockyear suggested that "form received date" be added by the staff name.

Hansen and Bell commented that they appreciated the language of the policy. Bell likes the request for review wording versus old nomenclature. Bell appreciated the suggestions made by Weigman at prior meetings to incorporate items beyond materials.

*Motion to approve Request for Review Policy. Cox moved. Hemer second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman; No: None.*

**AGENDA ITEM 10: Donations Policy**

Troendle noted that the Donations Policy was referred to in the Collection Development and Management Policy so this seemed to be a good time to review this policy. Troendle primarily formatted the policy in the new style, removed process language, and generally cleaned up the policy.

Lockyear asked about naming rights. Troendle is planning to address this in its own policy.

*Motion to approve Donations Policy. Hansen moved. Cox second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman; No: None.*

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**AGENDA ITEM 11: Director and Other Staff Reports**

Carlsen noted the impressive attendance numbers for *Everything You Wanted to Know About Indians But Were Afraid to Ask with Anton Treuer* and the *Night of Documentaries Produced or Created by Native Women*. Bell said the Treuer program was absolutely wonderful and is still available on YouTube channel.

Bell asked about roof work. Troendle reported that the library has been told that this will start sometime in June.

**AGENDA ITEM 12: Board Committee Reports**

- a) Board Governance Committee: Report in packet. Trustees again discussed the Doodle poll results for the advocacy training. Trustees were asked to take a second look at their schedules and update the Doodle poll by Friday with any additional availability.
- b) Executive Committee: Report in packet. Bell noted that the August and November board meeting dates are scheduled on election days. The Executive Committee proposes moving the meetings to Tuesday, August 23, and Wednesday, November 2. Board discussed and decided to move the meetings to the proposed dates.
- c) Facilities Committee: Committee next tonight. Will report at next meeting.
- d) Finance Committee: Did not meet.

**AGENDA ITEM 13: Foundation & Friends Report**

Reports are in the packet.

**AGENDA ITEM 14: Public Commentary and Communications**

None.

**AGENDA ITEM 13: Adjournment**

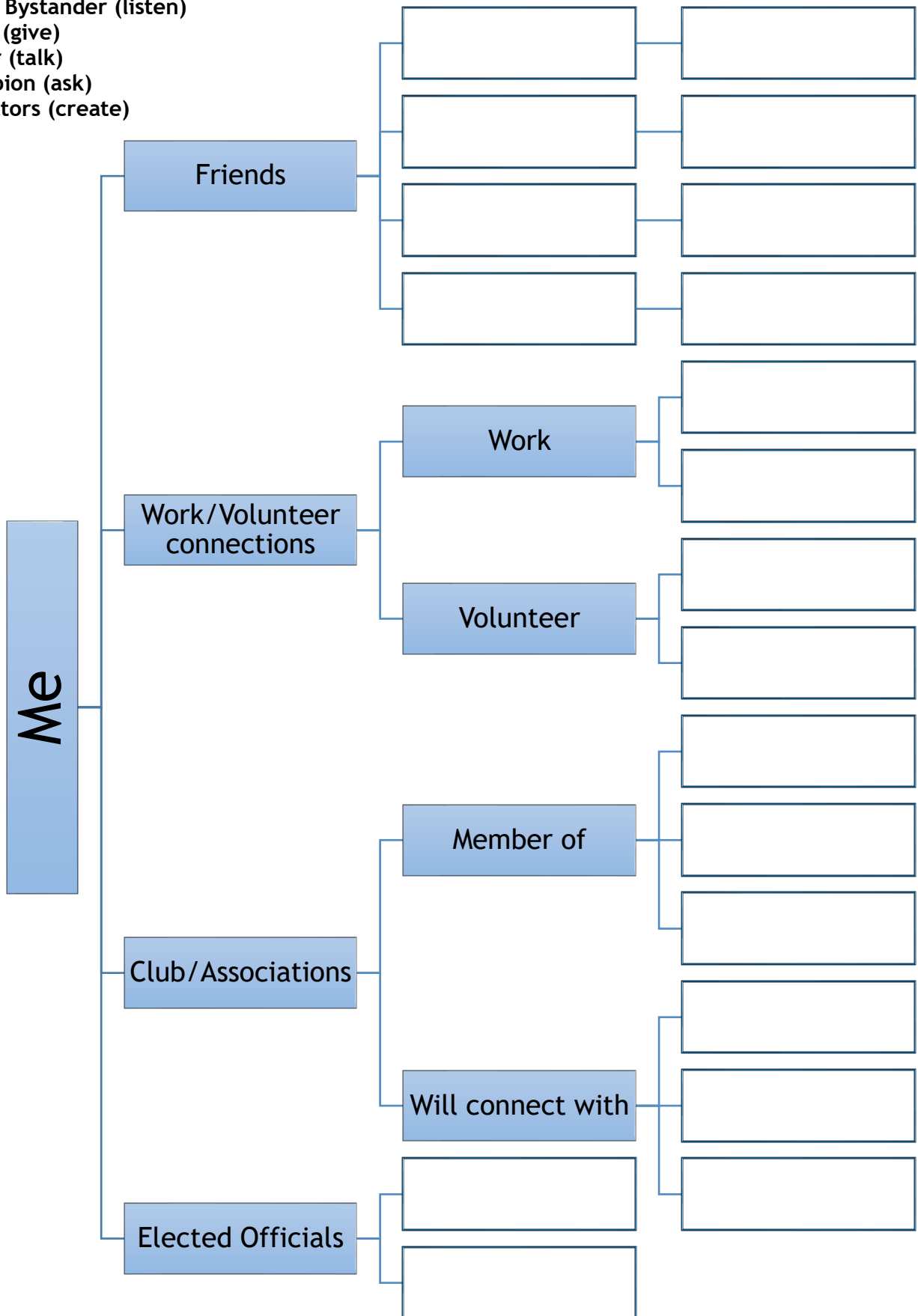
*Motion to adjourn. Hollatz moved. Mathre second. Yes: Bell, Carlsen, Cox, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman; No: None.*

Meeting adjourned at 8:23 PM.

# Stillwater Public Library Network Map

Code:

- 1-Happy Bystander (listen)
- 2-Donor (give)
- 3-Sharer (talk)
- 4-Champion (ask)
- 5-Instigators (create)



Name \_\_\_\_\_

Date \_\_\_\_\_

## Stillwater Public Library - Community Conversations Guide

*Please use this sheet to capture notes from your conversations. Use as many as you need, and we will share the results with our consultant. You can choose from any of the questions below or add your own! If you prefer to use this document electronically, it can be available in a Word doc. Thank you for helping us gather input from our community members!*

Why does the Stillwater Public Library matter to you?

Why does the Stillwater Public Library matter to our community?

How do you use the Stillwater Public Library?

What's your favorite thing about the Stillwater Public Library?

What could the Stillwater Public Library do better or differently?

Do you have a story about the library that illustrates why it matters to you and/or our community?

Anything else you'd like to share with me about the Stillwater Public Library?

*If the person is willing to share, please collect the following information if possible:*

Name \_\_\_\_\_

Email \_\_\_\_\_

Mobile phone number \_\_\_\_\_ Other phone number \_\_\_\_\_

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in May 2022</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of May 2022 bills paid</b>				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of May:				
<b>May 2022 (2022 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 21,646.81	\$ 2,533.55	\$ 789.78	\$ 24,970.14
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 21,646.81</b>	<b>\$ 2,533.55</b>	<b>\$ 789.78</b>	<b>\$ 24,970.14</b>
<p>Explanations of large or out of the ordinary payments are listed below:</p> <p><i>Bill Resolution: May 3, 2022</i></p> <ul style="list-style-type: none"> <li>• The total amount payable was \$15,937.53.</li> <li>• The largest payment was to Brodart for \$6,260.83 for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• The second-largest payment was to Xcel Energy for \$5,803.13.</li> <li>• We paid \$1,090 to A&amp;K Construction to caulk exterior door frames on the upper level.</li> <li>• We paid \$734.45 to Amdahl Locksmith to update locks and issue additional keys.</li> </ul> <p><i>Bill Resolution: May 17, 2022</i></p> <ul style="list-style-type: none"> <li>• The total amount payable was \$9,032.61.</li> <li>• The largest payment was to Brodart for \$5,264.68 for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• The second-largest payment was to Mobile Beacon for \$1,375 for year-long service for 11 hotspots (\$125/hotspot). Hotspots are funded by the Foundation.</li> <li>• We paid \$422 to the postmaster for the library’s share of postage costs for the ShelfLife insert in the City of Stillwater newsletter.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 5/3/2022 Bill Resolution – 2022 Bills 5/17/2022 Bill Resolution – 2022 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				





2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
111P-NWWM-73N6	4/14/2022	Amazon Business	Supplies - Credit Memo	-43.44	230-4230-2101-0000	General Supplies
1WGF-XYPN-1L7F	4/26/2022	Amazon Business	Materials - Adult Nonfiction	66.30	230-4230-2405-0000	Adult Books - Non Fiction
1J1L-WHFG-JJGN	4/30/2022	Amazon Business	Supplies	34.49	230-4230-2101-0000	General Supplies
1T1D-WLQ1-367M	4/30/2022	Amazon Business	Materials -Hotspots (SPLF)	84.95	232-4232-2113-0000	SPLF - Materials
1WGI-1JGP-4P36	5/6/2022	Amazon Business	Materials - Audio (SJM)	49.47	230-4230-2402-0000	Audio
1WGI-1JGP-4P36	5/6/2022	Amazon Business	Programs - JUV (SPLF)	44.22	232-4232-2407-0000	SPLF - Programs
20367196935	4/28/2022	Baker and Taylor	Programs - JUV SRP (SPLF HJA)	22.72	232-4232-2407-0000	SPLF - Programs
2036716903	4/28/2022	Baker and Taylor	Programs - JUV SRP (SPLF HJA)	66.65	232-4232-2407-0000	SPLF - Programs
2036741826	5/9/2022	Baker and Taylor	Programs - JUV SRP (SPLF HJA)	29.62	232-4232-2407-0000	SPLF - Programs
2036741827	5/9/2022	Baker and Taylor	Programs - JUV SRP (SPLF HJA)	47.08	232-4232-2407-0000	SPLF - Programs
5172022	5/17/2022	Brodart Co	Materials - Adult Fiction (229 Friends Wilson)	254.95	229-4229-2113-0000	Friends - Materials
5172022	5/17/2022	Brodart Co	Materials - Juv	1179.90	230-4230-2400-0000	Childrens Books
5172022	5/17/2022	Brodart Co	Materials - Adult Fiction	1861.05	230-4230-2401-0000	Adult Books - Fiction
5172022	5/17/2022	Brodart Co	Materials - Adult Nonfiction	1056.39	230-4230-2405-0000	Adult Books - Non Fiction
5172022	5/17/2022	Brodart Co	Materials - YA	383.06	230-4230-2406-0000	Teen Books
5172022	5/17/2022	Brodart Co	Materials - Processing	529.33	230-4230-3404-0000	Processing Fee
306-02444792-3	4/30/2022	Culligan of Stillwater	Water	112.75	230-4230-4099-0000	Miscellaneous Charges
20148973	5/10/2022	Huebsch Service	Towels & Rugs	66.29	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
05072022CK	5/7/2022	Koegel Christian M	Processing and Cataloging (5/7/22)	144.00	230-4230-3404-0000	Processing Fee
5172022	5/17/2022	Midwest Tape	Materials - Audio (SAM)	14.24	230-4230-2402-0000	Audio
5172022	5/17/2022	Midwest Tape	Materials - Video (SAV)	141.70	230-4230-2408-0000	Film/Video
5172022	5/17/2022	Midwest Tape	Materials - Video (SJV)	56.20	230-4230-2408-0000	Film/Video
5172022	5/17/2022	Midwest Tape	Materials - Processing	43.39	230-4230-3404-0000	Processing Fee
2772955	4/29/2022	Per Mar Security Services	Security Monitoring - (May-Aug)	187.11	230-4231-3707-0000	Maintenance Agreements - Lib Plant
148449576	5/3/2022	Uline Inc	Janitorial Supplies	396.62	230-4231-2102-0000	Janitorial Supplies
148449576	5/3/2022	Uline Inc	Programs - JUV SRP (SPLF HJA)	385.00	232-4232-2407-0000	SPLF - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 7,214.04</b>		
<b>LIBRARY CREDIT CARD</b>						
MB-137866	3/3/2022	Mobile Beacon	Materials - Hotspots (SPLF)	1375.00	232-4232-2113-0000	SPLF - Materials
2080386-2022041	3/11/2022	Dream Host	Website Hosting	21.45	230-4230-3098-0000	Technology Support
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 1,396.45</b>		
<b>SPECIAL BILL PAYOUTS</b>						
4202022	04/20/22	Postmaster	Postage - May 2022 City Newsletter	\$ 422.12	230-4230-3102-0000	Postage
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 422.12</b>		
<b>GRAND TOTAL</b>				<b>\$ 9,032.61</b>		

These bills are submitted and approved for payment.

*Mark Troendle* 05/17/2022

Mark Troendle, Library Director

*Craig Hansen* 05/16/2022

Craig Hansen, Secretary/Treasurer, Board of Trustees

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: May 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 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period of January 1 – May 31, 2022.</p> <p><u>120 Funds – Capital Projects:</u> There were no capital fund expenditures through May 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> Personnel Services: The library’s 2022 personnel budget is \$1,034,950 (excluding the in-kind volunteer coordinator). Personnel expenditures total \$415,123 through May. With the post-budget adjustments to the library’s 2022 wage scale, library personnel costs are running higher than the budgeted pace.</p> <ul style="list-style-type: none"> <li>• <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).</li> <li>• <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).</li> <li>• <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.</li> </ul> <p>Materials: City collection expenditures total \$22,348 through May.</p> <ul style="list-style-type: none"> <li>• <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), \$2,279.09 to SPLF funded materials (232-4232-2113-0000).</li> </ul> <p>Services and Charges: Expenditures total \$17,614 through May, 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> <p><u>230 Funds – Plant Expenditures:</u> Plant – Personnel Services: Personnel expenditures total \$47,862 through May.</p> <ul style="list-style-type: none"> <li>• <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).</li> <li>• <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).</li> </ul>	

Plant – Services and Charges: The 2022 budget for plant services and charges is \$113,441.

- Energy: Of this budget, \$60,000 is budgeted for electricity and natural gas with expenditures running higher than in 2021. Through May, we have already spent \$13,711 of our \$16,000 natural gas budget. Natural gas expenditures will be very low over the summer, but fall will bring increased fuel usage.

	2022 Budget	1/1/22- 5/31/22		2021 Budget	1/1/21- 5/31/21
<b>Electricity</b>	\$44,000	\$11,238		\$42,000	\$9,322
<b>Gas</b>	\$16,000	\$13,711		\$14,000	\$5,707

- Building Repairs: Of the \$12,000 allocated to building repairs, we have already expended \$10,149. 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, parking ramp gates, and caulking of doors.
- Maintenance Agreements: \$9,500 is budgeted for maintenance agreements. \$3,554 has been expended to date.
  - *Pending Journal Entry:* \$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: Finance added in \$164,000 as a budget line item to reflect the anticipated expenditure of \$164,000 from the fund balance. This was originally budgeted at \$142,000 for masonry (with an additional \$15,000 anticipated from supplemental funds) and \$22,000 for network switches. Updated bids are still trying to be obtained for masonry to determine actual costs and if the project can be completed in 2022. With the addition of this \$164,000 line item, total budgeted expenditures exceed total budgeted revenues by \$164,000.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

**2022 May Budget Status Report**

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 6/8/2022 - 9:01 AM  
 Period: 1 to 5, 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
120-4230-5300-0000	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
	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: 6/8/2022 - 8:58 AM  
 Period: 1 to 5, 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	652.50	652.50	547.50	0.00	547.50	45.63
230-0000-3520-0100	Copier/Printer Sales	4,000.00	1,307.53	1,307.53	2,692.47	0.00	2,692.47	67.31
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	2.00	2.00	198.00	0.00	198.00	99.00
	R25 Sub Totals:	5,900.00	1,962.03	1,962.03	3,937.97	0.00	3,937.97	66.75
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	-60.00	-60.00	560.00	0.00	560.00	112.00
230-0000-3880-0020	Library Card Fees	420.00	180.00	180.00	240.00	0.00	240.00	57.14
230-0000-3880-0030	Lost Materials	3,000.00	697.17	697.17	2,302.83	0.00	2,302.83	76.76
230-0000-3880-0040	Processing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0050	Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.25	0.25	-0.25	0.00	-0.25	0.00
	R40 Sub Totals:	23,587.00	820.42	820.42	22,766.58	0.00	22,766.58	96.52
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,435,610.00	598,170.85	598,170.85	837,439.15	0.00	837,439.15	58.33
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,435,610.00	598,170.85	598,170.85	837,439.15	0.00	837,439.15	58.33
	Revenue Sub Totals:	1,465,097.00	600,953.30	600,953.30	864,143.70	0.00	864,143.70	58.98
	Dept 0000 Sub Totals:	-1,465,097.00	-600,953.30	-600,953.30	-864,143.70	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	211,408.56	73,288.00	73,288.00	138,120.56	0.00	138,120.56	65.33
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

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
230-4230-1112-0000	Sick Pay	0.00	6,227.12	6,227.12	-6,227.12	0.00	-6,227.12	0.00
230-4230-1113-0000	Vacation Pay	0.00	23,706.88	23,706.88	-23,706.88	0.00	-23,706.88	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	226,596.80	226,596.80	381,646.58	0.00	381,646.58	62.75
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	22,635.95	22,635.95	38,837.94	0.00	38,837.94	63.18
230-4230-1420-0000	FICA/Medicare	62,703.36	25,054.84	25,054.84	37,648.52	0.00	37,648.52	60.04
230-4230-1500-0000	Hospital / Medical	86,155.44	29,363.16	29,363.16	56,792.28	0.00	56,792.28	65.92
230-4230-1520-0000	Dental Insurance	4,193.64	1,350.68	1,350.68	2,842.96	0.00	2,842.96	67.79
230-4230-1540-0000	Life Insurance	771.39	228.63	228.63	542.76	0.00	542.76	70.36
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>E05 Sub Totals:</b>	<b>1,052,116.66</b>	<b>415,123.60</b>	<b>415,123.60</b>	<b>636,993.06</b>	<b>0.00</b>	<b>636,993.06</b>	<b>60.54</b>
E10	<b>SUPPLIES</b>							
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	1,124.18	1,124.18	2,375.82	0.00	2,375.82	67.88
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	5,586.81	5,586.81	15,064.53	0.00	15,064.53	72.95
230-4230-2401-0000	Adult Books - Fiction	22,382.00	8,425.78	8,425.78	13,956.22	0.00	13,956.22	62.35
230-4230-2402-0000	Audio	8,566.90	478.72	478.72	8,088.18	0.00	8,088.18	94.41
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	4,716.55	4,716.55	12,876.45	0.00	12,876.45	73.19
230-4230-2406-0000	Teen Books - Materials	5,146.38	699.73	699.73	4,446.65	0.00	4,446.65	86.40
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	2,189.64	2,189.64	3,358.10	0.00	3,358.10	60.53
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	973.53	973.53	526.47	0.00	526.47	35.10
	<b>E10 Sub Totals:</b>	<b>102,982.08</b>	<b>24,446.07</b>	<b>24,446.07</b>	<b>78,536.01</b>	<b>0.00</b>	<b>78,536.01</b>	<b>76.26</b>
E15	<b>SERVICES AND CHARGES</b>							
230-4230-3098-0000	Technology Support	5,000.00	2,569.75	2,569.75	2,430.25	0.00	2,430.25	48.61
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	3,636.11	3,636.11	10,363.89	0.00	10,363.89	74.03
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	77.25	77.25	322.75	0.00	322.75	80.69
	<b>E15 Sub Totals:</b>	<b>59,547.12</b>	<b>17,614.85</b>	<b>17,614.85</b>	<b>41,932.27</b>	<b>0.00</b>	<b>41,932.27</b>	<b>70.42</b>
E20	<b>MISCELLANEOUS</b>							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	675.69	675.69	2,324.31	0.00	2,324.31	77.48
	E20 Sub Totals:	4,219.01	1,211.16	1,211.16	3,007.85	0.00	3,007.85	71.29
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	458,395.68	458,395.68	760,469.19	0.00	760,469.19	62.39
	Dept 230-4231							
E05	LIBRARY PLANT							
	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	21,782.38	21,782.38	44,712.14	0.00	44,712.14	67.24
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	2,256.95	2,256.95	-2,256.95	0.00	-2,256.95	0.00
230-4231-1200-0000	Part Time Salaries	26,900.89	9,970.97	9,970.97	16,929.92	0.00	16,929.92	62.93
230-4231-1410-0000	PERA	6,951.37	2,566.29	2,566.29	4,385.08	0.00	4,385.08	63.08
230-4231-1420-0000	FICA/Medicare	7,144.75	2,586.30	2,586.30	4,558.45	0.00	4,558.45	63.80
230-4231-1500-0000	Hospital / Medical	16,825.68	6,953.13	6,953.13	9,872.55	0.00	9,872.55	58.68
230-4231-1520-0000	Dental Insurance	757.92	315.80	315.80	442.12	0.00	442.12	58.33
230-4231-1540-0000	Life Insurance	116.00	36.00	36.00	80.00	0.00	80.00	68.97
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	47,826.82	47,826.82	77,364.31	0.00	77,364.31	61.80
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	1,649.97	1,649.97	2,350.03	0.00	2,350.03	58.75
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	2,360.34	2,360.34	4,139.66	0.00	4,139.66	63.69
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	734.45	734.45	3,265.55	0.00	3,265.55	81.64
230-4231-3101-0000	Telephone	1,700.00	445.05	445.05	1,254.95	0.00	1,254.95	73.82
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	11,238.67	11,238.67	32,761.33	0.00	32,761.33	74.46
230-4231-3601-0000	Natural Gas	16,000.00	13,711.46	13,711.46	2,288.54	0.00	2,288.54	14.30
230-4231-3703-0000	Building Repair Charges	12,000.00	10,149.91	10,149.91	1,850.09	0.00	1,850.09	15.42
230-4231-3707-0000	Maintenance Agreements	9,500.00	2,936.24	2,936.24	6,563.76	0.00	6,563.76	69.09
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	39,215.78	39,215.78	74,225.22	0.00	74,225.22	65.43
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,296.52	1,296.52	-196.52	0.00	-196.52	0.00



<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
	E20 Sub Totals:	1,100.00	1,296.52	1,296.52	-196.52	0.00	-196.52	0.00
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	90,699.46	90,699.46	319,532.67	0.00	319,532.67	77.89
	Dept 4231 Sub Totals:	410,232.13	90,699.46	90,699.46	319,532.67	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	600,953.30	600,953.30	864,143.70	0.00	864,143.70	58.98
	Fund Expense Sub Totals:	1,629,097.00	549,095.14	549,095.14	1,080,001.86	0.00	1,080,001.86	66.29
	Fund 230 Sub Totals:	164,000.00	-51,858.16	-51,858.16	215,858.16	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee Information Sharing</b>	
OWNER: <b>Trustees</b>	PRESENTER: <b>Trustees</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> 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 May 10, Troendle emailed trustees pdfs of the Network Map and the Community Conversation guide documents that Lisa Winkler handed out at the board meeting. Trustees were asked to update a doodle poll with any additional availability to attend the advocacy training.</p> <p>On May 18, Troendle emailed trustees that the Advocacy Training with Lisa Winkler is scheduled to take place at the library on Tuesday, June 28 and Wednesday, June 29, from 6-8 PM on both dates. This is a two-part, two-day training, with different content on each day. Lisa plans to have an outline of the workshop by June 10. Lisa requested that attendees complete 3-5 community conversation guides and email them to her by May 27.</p> <p>On May 23, Troendle emailed trustees with a Word version of the Community Conversations guide.</p> <p>On June 1, Troendle emailed trustees, at the request of Carlsen, the article <a href="#">Transforming Libraries: Co-creating a community-centered vision to transform Saint Paul Public Library's facilities.</a></p> <p>On June 9, Troendle emailed trustees, at the request of Bell, the article <a href="#">In Praise of Librarians and Archivists.</a></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: <b>Advocacy Training and Implementation</b>	
OWNER: <b>Board Governance Committee</b>	PRESENTER: <b>Hemer, Committee Chair</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p><b>Pre-work</b>          At the May 10 board meeting, Consultant Lisa Winkler was in attendance to introduce and answer questions about the Network Map and pre-work for the Advocacy Workshop.</p> <p><b>Workshop Date</b>          Committee recommended two 2-hour workshops to be held in the evening. Library Trustees, two representatives each from the Friends and Foundation, and the staff's Coordinator Team are 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>Training is scheduled to take place at the Library on Tuesday, June 28 and Wednesday, June 29, from 6-8 PM on both dates, in the Margaret Rivers Room. Staff will send a legal public notice of these meetings to be published in the Stillwater Gazette.</p> <p>The committee will review Lisa's training outline at its June 15 meeting and determine if any modifications are needed.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Finances 101</b>	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Goeltl, Business & Communications Manager
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<b>BACKGROUND/CONTEXT:</b>  The presentation is meant to provide board members with an overview of the library’s financial picture, including both city and supplemental fund revenues and expenditures. The presentation will focus on the following areas: <ul style="list-style-type: none"> <li>• Historical review of operating support and expenditures</li> <li>• Snapshot of the library’s most recently completed fiscal year</li> <li>• Historical capital support</li> <li>• Friends and Foundation support</li> <li>• Review of other supplemental funds</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Library Finances 101</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

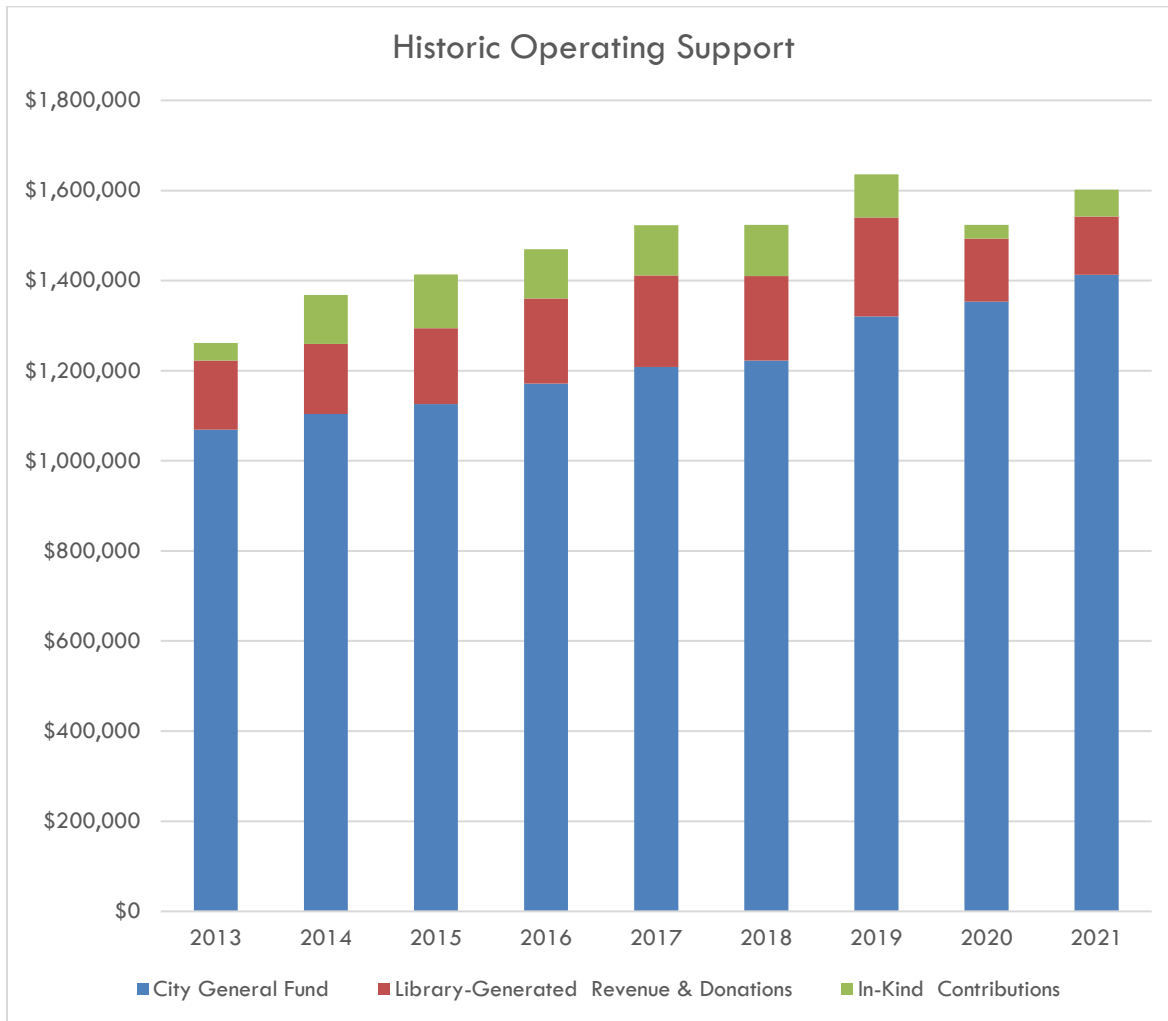
# Stillwater

## Public Library

### Library Finances 101: Revised 6/7/2022

#### Historical Operating Support:

The City of Stillwater provides the majority of operational funding for the library through the levying of property taxes. Between 2012 and 2021, city funding ranged from \$1,021,000 to \$1,413,000 and accounted for 80-90% of the library's total operating support. The remaining support was generated through library income from fees and from supplemental donations and in-kind gifts, resulting in \$150,000 - \$315,000 annually.



	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>City General Fund*</b>	\$1,068,813 84.74%	\$1,104,101 80.71%	\$1,125,957 79.65%	\$1,171,625 79.71%	\$1,208,044 79.34%	\$1,222,353 80.24%	\$1,320,492 80.74%	\$1,353,200 88.83%	\$1,412,557 88.19%
<b>Library-Generated Revenue &amp; Donations</b>	\$153,389 12.16%	\$155,362 11.35%	\$168,429 11.91%	\$189,042 12.86%	\$203,093 13.34%	\$187,490 12.31%	\$219,473 13.42%	\$139,738 9.17%	\$129,404 8.08%
<b>In-Kind Contributions**</b>	\$39,040 3.10%	\$108,521 7.93%	\$119,306 8.44%	\$109,107 7.42%	\$111,513 7.32%	\$113,572 7.46%	\$95,586 5.84%	\$30,449 2.00%	\$59,731 3.73%
<b>Total</b>	<b>\$1,261,242</b>	<b>\$1,367,984</b>	<b>\$1,413,692</b>	<b>\$1,469,774</b>	<b>\$1,522,650</b>	<b>\$1,523,415</b>	<b>\$1,635,551</b>	<b>\$1,523,387</b>	<b>\$1,601,692</b>

\*City General Fund includes regular transfer-ins, severance/compensated absence transfer-ins, and other special transfer-ins.

\*\* Includes in-kind staffing (Volunteer Coordinator, Event Coordinator – in applicable years, and library volunteers).

# Stillwater

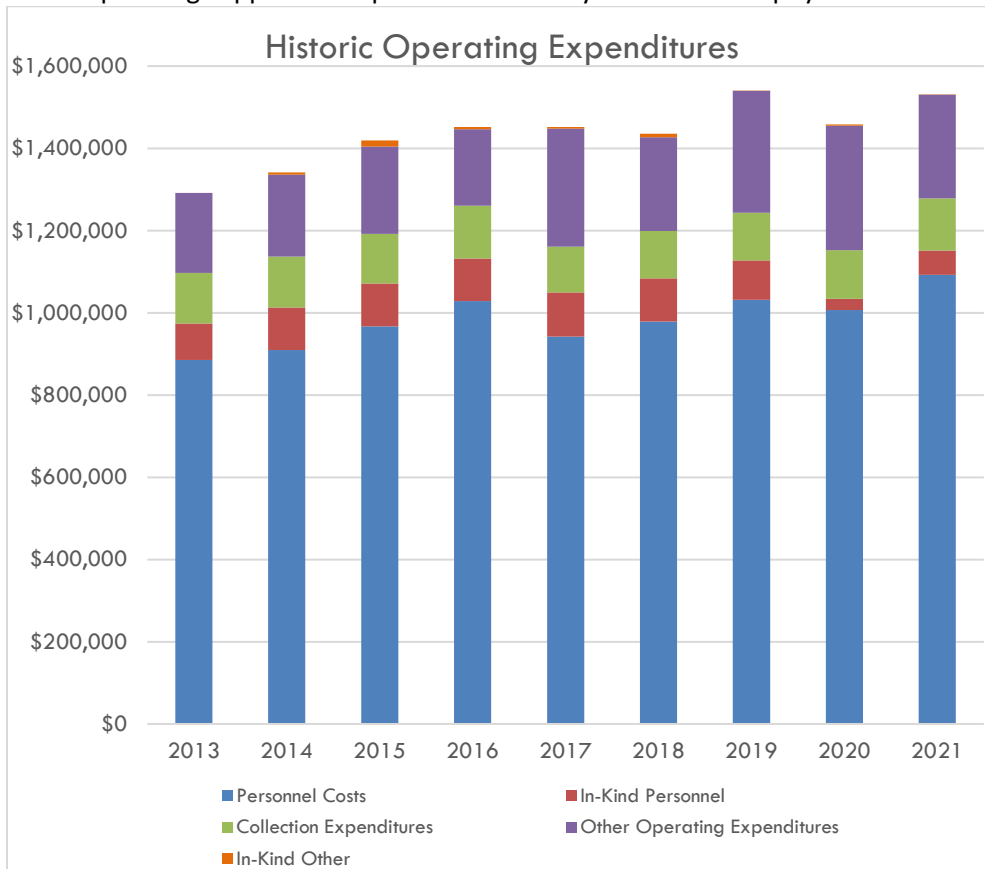
## Public Library

From 2013 through 2021, the library has received annual operating support increases from the city of 1-8%. The average increase was 3.7%.

	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>City General Fund Increase from Prior Year</b>	4.7%	3.3%	2.0%	4.1%	3.1%	1.2%	8.0%*	2.5%	4.4%

\*2019 includes a special one-time transfer of \$9,952 for WCL/City IT transition.

A majority of the library's total operating funding, between 70-80% annually, was spent on personnel. Between 7.5-9.5% of the operating support was spent on the library's collection of physical and electronic materials.



	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Personnel Costs*</b>	\$885,544	\$909,503	\$966,978	\$1,028,715	\$942,450	\$978,912	\$1,031,375	\$1,006,822	\$1,092,453
<b>In-Kind Personnel</b>	\$88,760	\$103,327	\$104,038	\$103,586	\$107,174	\$104,939	\$95,918	\$27,372	\$59,191
<b>Collection Expenditures</b>	\$122,654	\$124,108	\$121,058	\$128,051	\$110,899	\$114,870	\$115,674	\$118,129	\$126,781
<b>Other Operating Expenditures</b>	\$194,991	\$199,362	\$212,117	\$186,115	\$287,407	\$228,289	\$296,862	\$302,983	\$251,803
<b>In-Kind Other</b>	\$0	\$5,194	\$15,268	\$5,627	\$4,339	\$8,633	\$668	\$2,717	\$539
<b>Total**</b>	<b>\$1,291,949</b>	<b>\$1,341,494</b>	<b>\$1,419,459</b>	<b>\$1,452,094</b>	<b>\$1,452,269</b>	<b>\$1,435,643</b>	<b>\$1,540,497</b>	<b>\$1,458,023</b>	<b>\$1,530,767</b>

\*\*Library expenditure totals may differ from operating support as supplemental funds may be expended in a different fiscal year than the year gifted.

<b>*FTEs</b>	14.30	14.50	14.23	14.23	14.69	15.08	15.28	15.39	14.43
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# Stillwater

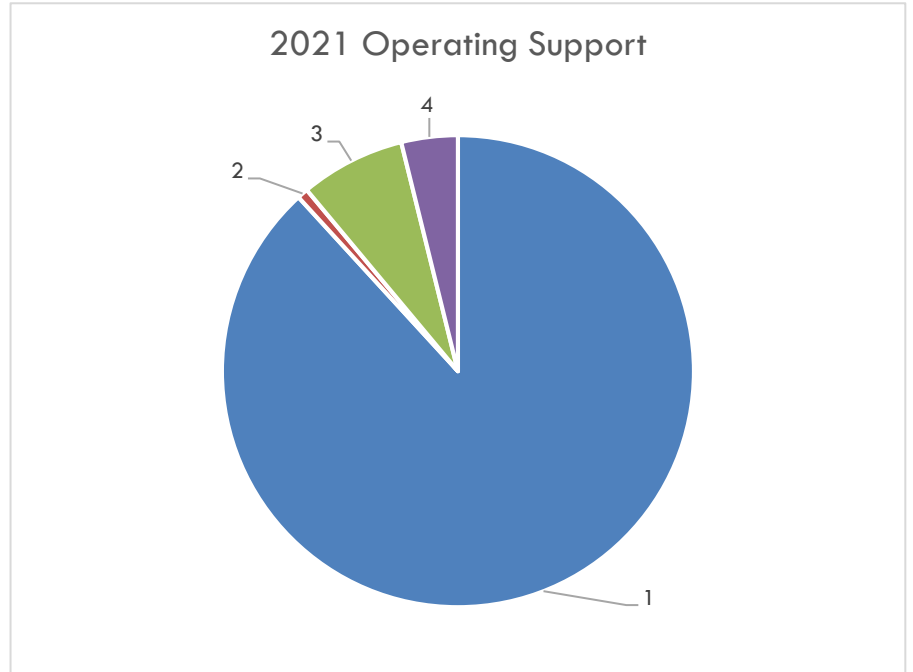
## Public Library

Following is a snapshot of the library's operating support and expenditures in 2021, the most recently completed fiscal year. These figures are based on preliminary, unaudited data as of May 2022.

### 2021 Library Operating Support: \$1,601,692

Breakout by revenue type:

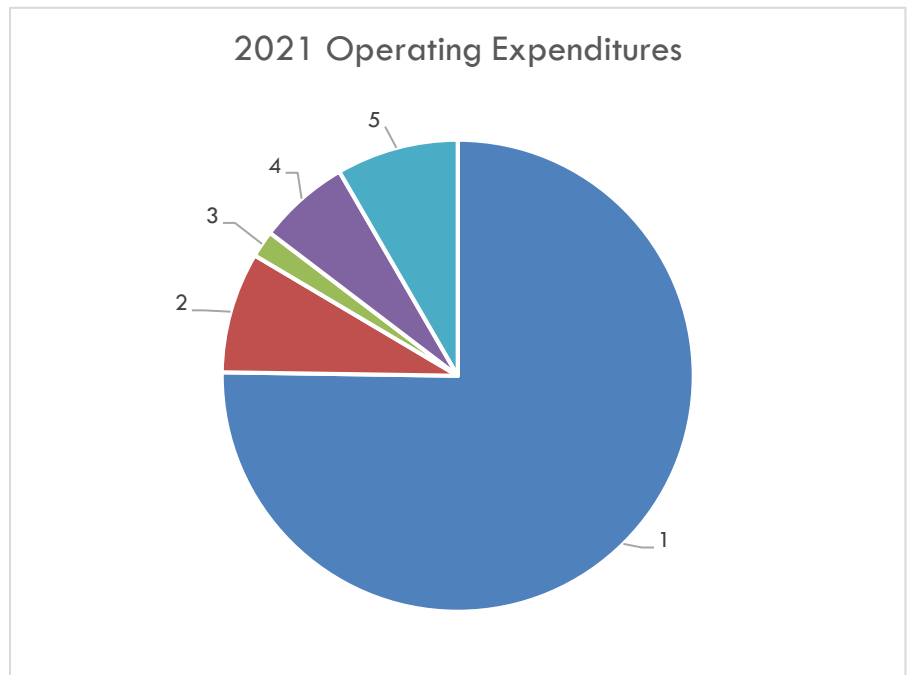
1. City of Stillwater property taxes: \$1,412,557 (88.2%)
2. Library fees and event rentals: \$11,937 (0.7%)
3. Gifts and grants: \$115,267 (7.2%)
4. In-kind gifts: \$61,931 (3.9%)



### 2021 Library Operating Expenditures: \$1,530,769

Breakout by expenditure type:

1. Wages and benefits: \$1,151,645 (75.2%)
2. Library books, media and databases: \$126,804 (8.3%)
3. Library programs: \$28,126 (1.8%)
4. Operating supplies and services: \$96,155 (6.3%)
5. Facility supplies and services: \$128,039 (8.4%)



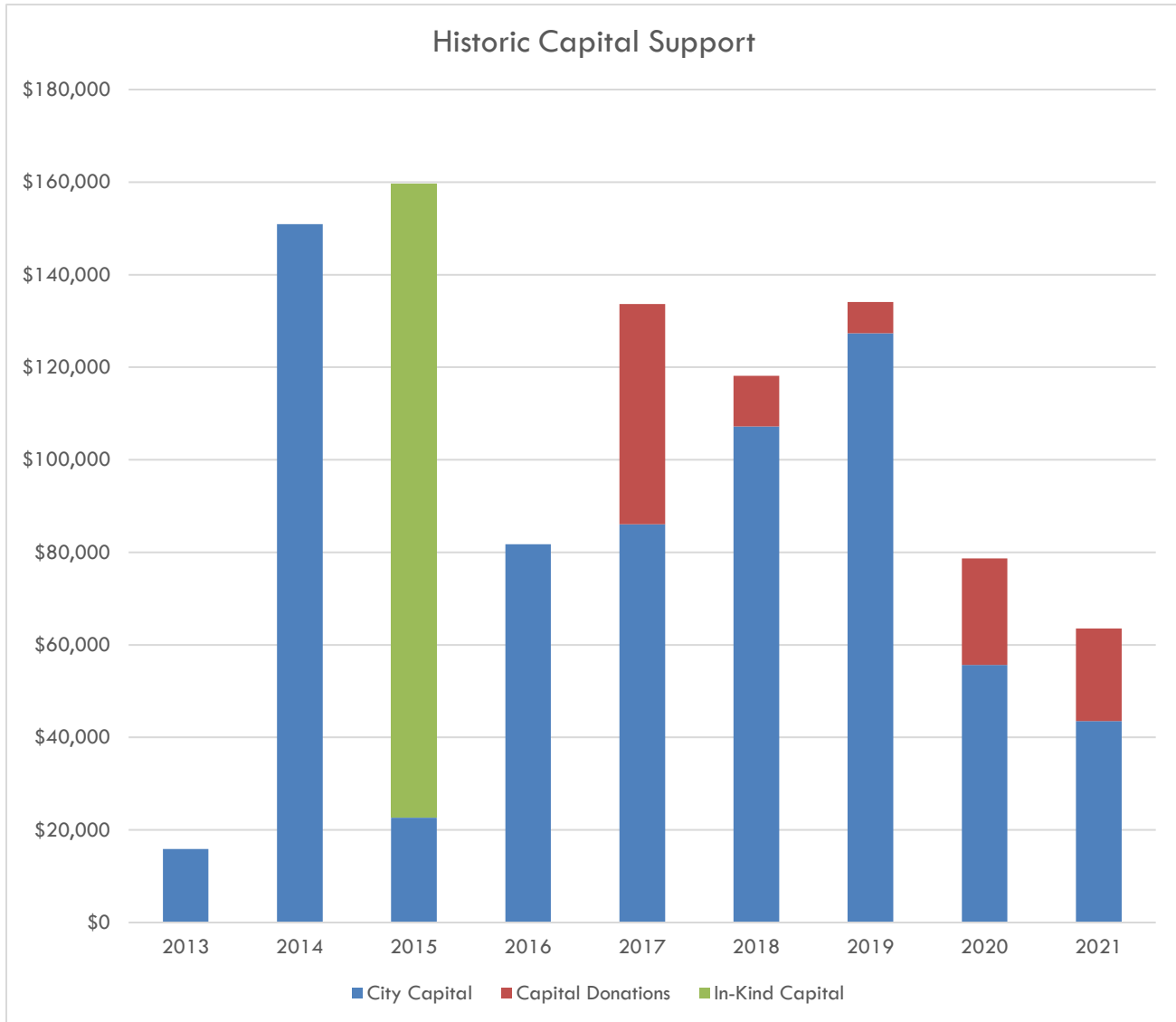
# Stillwater

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## Public Library

### Historical Capital Support:

The City of Stillwater has also provided the majority of capital funding for the library. City funding has ranged from \$0 to more than \$150,000 in a year. In recent years, city capital dollars have been supplemented by donor gifts and grants.



	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>City Capital</b>	\$15,900	\$150,895	\$22,628	\$81,754	\$86,079	\$107,172	\$127,360	\$55,650	\$43,535
<b>Capital Donations</b>	\$0	\$0	\$0	\$0	\$47,603	\$10,968	\$6,735	\$23,000	\$20,000
<b>In-Kind Capital</b>	\$0	\$0	\$137,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$15,900</b>	<b>\$150,895</b>	<b>\$159,628</b>	<b>\$81,754</b>	<b>\$133,682</b>	<b>\$118,140</b>	<b>\$134,095</b>	<b>\$78,650</b>	<b>\$63,535</b>



# Stillwater

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## Public Library

### Friends and Foundation Support:

While the City of Stillwater provides the majority of operational and capital funding, the library could not provide the level of service it does without additional support. The library's two primary partners in securing enhanced funding are the Stillwater Public Library Foundation and the Friends of the Stillwater Public Library.

### Foundation Giving Summary

The Foundation has awarded the library more than \$1,090,000 in grants and in-kind gifts since its creation. Following is a summary of support for the last 5 years:

	2017	2018	2019	2020	2021
Materials	\$5,635	\$5,100	\$7,025	\$13,270	\$25,400
Programs	\$13,875	\$10,122	\$5,500	\$1,000	\$20,000
Staffing	\$22,620	\$47,100	\$76,164	\$17,226	\$42,067
Sundays	\$7,391	\$7,750	\$8,500	\$0	\$11,000
Facility	\$29,903	\$15,000	\$26,000	\$23,000	\$30,000
Other	\$3,374	\$2,649	\$2,000	\$795	\$0
<b>Total</b>	<b>\$82,798</b>	<b>\$87,722</b>	<b>\$125,189</b>	<b>\$55,291</b>	<b>\$128,467</b>

*\*Amounts reflect grants awarded in a fiscal year. Funds are not distributed until expended and reimbursement is requested by library. Distribution may occur over multiple years and may not occur in same year that grant was awarded.*

### Friends Giving Summary

The Friends annually provide supplemental support, typically in the key areas of materials and programming. Following is a summary of support for the last 5 years:

	2017	2018	2019	2020	2021
Materials	\$4,800	\$1,800	\$0	\$4,500	\$6,240
Programs	\$850	\$2,500	\$12,000	\$0	\$4,000
<b>Total</b>	<b>\$5,650</b>	<b>\$4,300</b>	<b>\$12,000</b>	<b>\$4,500</b>	<b>\$10,240</b>

### Foundation Financials

Following is a summary of financials for Stillwater Public Library Foundation from 2016 to 2020, based on the 990 forms filed with the IRS.

# Stillwater

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## Public Library

Stillwater Public Library Foundation Financials (From IRS Form 990)					
	2016	2017	2018	2019	2020
<b>Revenue</b>					
<i>Contributions and grants</i>	<b>140,472</b>	<b>209,833</b>	<b>156,228</b>	<b>239,429</b>	<b>344,034</b>
Fundraising event sponsorships/donations	42,914	49,899	45,495	55,551	72,123
All other contributions, gifts, grants	97,558	159,934	110,733	183,787	271,911
<i>Program service revenue</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<i>Investment income</i>	<b>859</b>	<b>5,717</b>	<b>(6,089)</b>	<b>2,180</b>	<b>2,170</b>
<i>Other revenue (Event Sales - Expenses)</i>	<b>1,965</b>	<b>10,410</b>	<b>2,817</b>	<b>(3,398)</b>	<b>(14,627)</b>
Ticket/Event Sales	21,060	38,195	22,545	14,117	0
Event Expenses	19,095	27,785	19,728	17,515	14,627
<b>Total Revenue</b>	<b>143,296</b>	<b>225,960</b>	<b>152,956</b>	<b>238,211</b>	<b>331,577</b>
<b>Expense</b>					
<i>Grants and similar amounts paid</i>	<b>64,129</b>	<b>61,342</b>	<b>47,090</b>	<b>109,182</b>	<b>41,878</b>
<i>Employee compensation, benefits, taxes</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,973</b>	<b>45,575</b>
<i>Other expenses</i>	<b>77,629</b>	<b>80,602</b>	<b>84,068</b>	<b>83,075</b>	<b>28,977</b>
Fees for Services (Non-employees)*	58,683	64,714	65,943	71,652	19,027
Advertising**	8,992	9,119	2,509	2,466	1,523
Office Expenses	3,230	4,429	9,232	6,232	3,207
Information Technology	2,686	810	796	810	1,008
Conferences, Conventions, Meetings	3,243	423	4,958	288	0
Depreciation	35	0	0	0	0
Insurance	715	1,052	475	999	900
Other	45	55	155	628	3,312
<b>Total Expenses</b>	<b>141,758</b>	<b>141,944</b>	<b>131,158</b>	<b>213,230</b>	<b>116,430</b>
*Fees for services include payment of volunteer and venue coordinator	42,925	42,720	42,720	32,012	17,226
** Advertising includes listing library on wedding websites	2,201	1,954	2,149	0	0
<b>Revenue Less Expenses</b>	<b>1,538</b>	<b>84,016</b>	<b>21,798</b>	<b>24,981</b>	<b>215,147</b>
<b>Net Assets or Fund Balance</b>					
<b>Total assets end of year</b>	<b>165,072</b>	<b>249,088</b>	<b>272,236</b>	<b>310,982</b>	<b>536,598</b>
<b>Total liabilities end of year</b>	<b>0</b>	<b>0</b>	<b>1,350</b>	<b>2,321</b>	<b>2,591</b>
<b>Net assets or fund balance end of year</b>	<b>165,072</b>	<b>249,088</b>	<b>270,886</b>	<b>308,661</b>	<b>534,007</b>

# Stillwater

## Public Library

Other Supplemental Support: Revised 6/7/2022

### St. Croix Valley Foundation Endowment Funds

FUND	YEAR ESTB'D	DESCRIPTION	PRINCIPAL AMOUNT	12/31/2021 FUND BALANCE (@SCVF)	12/31/2021 SPENDABLE BALANCE (@Lib)	2022 PROJECTED INCOME OR ALLOCATION	2022 EXPENDITURE PLAN
Athena Fund	1998	<ul style="list-style-type: none"> <li>▪ Fund type: Endowment fund</li> <li>▪ Donors: Funded by various donors directly to the Stillwater Public Library Athena Fund of SCVF</li> <li>▪ Most recent donation: 9/28/2007</li> <li>▪ Annual distribution: Net income only distribution determined by SCVF at end of fiscal year.</li> <li>▪ Use restrictions: Non-fiction books of lasting value</li> </ul>	\$22,988.15	\$37,321.66	\$2,195.61	\$1,402.00	Prior year funds to be spent in current year for adult nonfiction.
Helen Lawson Library Fund	2010	<ul style="list-style-type: none"> <li>▪ Fund type: Designated beneficiary endowment</li> <li>▪ Fund created by Rod Lawson with \$50,000 in honor of Helen Lawson. Additional funds added by Rod at later date for a total principal of \$175,624.40.</li> <li>▪ Annual distribution: Net income only distribution determined by SCVF and recommended by donor at end of fiscal year</li> <li>▪ Use restrictions: Items that are of service to public. Expenditures need to be identified as a gift from the Helen Lawson Library Fund.</li> </ul>	\$175,624.40	\$263,995.94	\$57,671.28	TBD by SCVF in July/August	\$9,000 reserved for materials purchases in 2022.

# Stillwater

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## Public Library

### City-Held Endowment Funds

FUND	YEAR ESTB'D	DESCRIPTION	PRINCIPAL AMOUNT	12/31/2021 FUND BALANCE	12/31/2021 SPENDABLE BALANCE	2022 PROJECTED INCOME OR ALLOCATION	2022 EXPENDITURE PLAN
McCluer-Webster Library Fund	1936	<ul style="list-style-type: none"> <li>▪ Fund type: Endowment fund</li> <li>▪ Donors: Bequest of Amie Webster to the First National Bank of Stillwater as the McCluer-Webster Library Fund.</li> <li>▪ Distribution: Interest only</li> <li>▪ Use restrictions: Materials</li> </ul>	\$10,000.00	\$10,889.69	\$889.69	Unknown Interest	Hold for 2023 materials
Minerva Fund	1998	<ul style="list-style-type: none"> <li>▪ Endowment fund with interest income only used</li> <li>▪ Funded by various donors with gifts made directly to fund</li> <li>▪ Most recent donation: 12/31/1999</li> <li>▪ Distribution: Net income only</li> <li>▪ Use restrictions: Materials</li> </ul>	\$23,860.00	\$25,636.67	\$1,776.67	Unknown Interest	Hold for 2023 materials
HR Murdock Fund	1891	<ul style="list-style-type: none"> <li>▪ Fund type: Endowment fund to be invested in United States or state bonds</li> <li>▪ Donors: Funded by a bequest of H.R. Murdock to the Stillwater Library Association.</li> <li>▪ Distribution: Interest only</li> <li>▪ Use restrictions: Materials</li> </ul>	\$1,800.00	\$1,941.21	\$141.21	Unknown Interest	Hold for 2023 materials
Van Meier	1979	<ul style="list-style-type: none"> <li>▪ Fund type: Endowment fund</li> <li>▪ Donors: Funded by Katherine Van Meier in honor Dr. Henry Van Meier</li> <li>▪ Distribution: Interest only</li> <li>▪ Use restrictions: Medical materials</li> </ul>	\$1,571.00	\$1,345.44	(\$225.56)	Unknown Interest	Hold for 2023 materials

# Stillwater

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## Public Library

### Other Donation Accounts

FUND	YEAR ESTB'D	DESCRIPTION	12/31/2021 SPENDABLE BALANCE	2022 PROJECTED INCOME OR ALLOCATION	2022 EXPENDITURE PLAN
Kilty Fund	2017	<ul style="list-style-type: none"> <li>Fund type: Gift fund</li> <li>Donors: Donation of \$50,000 to the City of Stillwater from the Kilty Estate for upkeep of the Stillwater Public Library</li> <li>Distribution: No withdrawal restrictions. Full gift may be spent.</li> <li>Use restrictions: Upkeep of library</li> </ul>	\$42,778.39	No additional revenue (other than interest expected)	
Wick	2021	<ul style="list-style-type: none"> <li>Fund type: Gift fund</li> <li>Donors: Donation of \$19,740 from the Wick Estate</li> <li>Distribution: No withdrawal restrictions. Full gift may be spent.</li> <li>Use restrictions: Unrestricted</li> </ul>	\$19,777.33	No additional revenue (other than interest expected)	<p>Up to \$3,600 for advocacy workshop</p> <p>Up to \$4,000 for staff training</p>
Other Government Gifts		<ul style="list-style-type: none"> <li>Fund type: Gift fund</li> <li>Donors: Gifts given by other governmental entities. Current donor to the fund is Stillwater Township. Baytown has donated in the past.</li> <li>Distribution: No withdrawal restrictions. Full gift may be spent.</li> <li>Use restrictions: Currently unrestricted. Future donations could be restricted by donors.</li> </ul>	\$17,905.54	\$5,000.00	
235 Donations		<ul style="list-style-type: none"> <li>Fund type: Gift fund</li> <li>Donors: Typically donations from individuals or organizations of \$100 or more to allow tracking of revenue and expenditures across multiple years. Some gifts are expended more immediately (e.g. tribute gifts specified for a commonly purchased genre) and others are expended over multiple years (e.g. flowers and plants for terrace).</li> <li>Distribution: No withdrawal restrictions. Full gift may be spent.</li> <li>Use restrictions: Varies by gifts.</li> </ul>	\$23,623.00	Unknown	Spendable balance allocated to 2022 program and material expenditures.

# Stillwater

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## Public Library

### Library Fund Balance:

FUND	DESCRIPTION	12/31/2021 BALANCE	2022 EXPENDITURE PLAN
Library Fund Balance Account (Not Including Compensated Absences)	<ul style="list-style-type: none"> <li>A holding account for the library that may be added to annually when library's revenues at the end of the year exceed expenditures.</li> <li>In the absence of any other policy from the city, the fund balance may be used but it is typically only used to cover one-time shortfalls in budget.</li> </ul>	\$281,285.22  (not final)	Masonry (need bids, \$157,000 ballpark)  IT Projects (\$31,000)  2022 Class Comp Wage Scale (estimate: \$30,000)
Compensated Absences Fund	<ul style="list-style-type: none"> <li>A holding account for the unused portion of leave time that benefitted employees are allowed by personnel policy and union contract to roll from one year to the next. These funds may not be used outright or used to offset budget overages.</li> </ul>	\$38,089.76  (not final)	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2023 Operating Budget Planning</b>			
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager		PRESENTER: Hansen, Secretary/Treasurer	
REQUESTED AGENDA TYPE (A, I, D): D		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:			
BACKGROUND/CONTEXT: The Finance Committee, Troendle, and Goeltl met on June 6, 2022, regarding a preliminary plan for the 2023 operating budget request. The first phase in the budget’s development was reviewing and updating existing expenditures and revenues.			
<ul style="list-style-type: none"> <li>• <b>Personnel:</b> The personnel budget was increased by \$79,985. The budget maintains the current complement of positions and hours. No new positions have been added. Health care is budgeted flat based on the 2022 staff elections. <ul style="list-style-type: none"> <li>▪ More than half of this increase (\$41,467) reflects the city’s new class compensation grid. Grid changes adopted this year were not included in the 2022 personnel budget, with the increased expense coming out of the fund balance. In 2023, the library’s personnel budget needs to catch up to this change and include the updated class compensation amounts.</li> <li>▪ The remaining personnel increase is the 2.0% wage adjustment agreed to in the 2022-2023 union contract.</li> </ul> </li> <li>• <b>IT Projects:</b> The operating budget was increased by \$15,000 to account for IT-related projects that would have been considered capital expenditures in the past but are now considered operating expenditures per City Finance.</li> <li>• <b>Other:</b> Other budgetary line items were reviewed (e.g. copier sales, tech support, insurance, electricity) and adjusted for a net increase of \$11,741.</li> <li>• <b>Total:</b> The total of these initial adjustments results in a \$106,726 increase. With this scenario, a 7.56% increase in the transfer-in from the general fund is needed to break even.</li> </ul>			
The second phase in crafting the budget was reviewing two funding scenarios – a 7.6% and a 3% increase:			
<b>City Budget Scenario</b>	<b>7.6% Increase</b>	<b>3.0% Increase</b>	<b>Notes</b>
Transfer-In from General Fund	\$1,526,226	\$1,478,678	
Change from 2022	\$106,726	\$43,068	
<i>Budget Areas</i>	<i>Change</i>	<i>Change</i>	
Personnel (COLA and class comp adjustments)	\$79,985	\$79,985	
IT Projects (formerly capital)	\$15,000	\$15,000	
Other (copier sales, tech support, insurance, electricity)	\$11,741	\$11,741	
Transfer in Fund Balance for IT	\$0	\$15,000	For 3.0%: Use fund balance to help offset IT project costs.
Materials	\$0	(\$48,658)	For 7.6%: Keep city materials budget flat. For 3.0%: Cut \$95,711 budget by 50.1% to \$47,053. Offset reduction with supplemental funds.
Programming	\$0	\$0	Continue to fund only with supplemental.
Sunday Hours	\$0	\$0	Continue to fund all hours by Foundation.
<b>Total</b>	<b>\$106,726</b>	<b>\$43,068</b>	

If the library is funded at a rate somewhere between 3-7.6%, there are additional options to consider to balance the budget:

- Transfer in additional monies from fund balance to offset expenditures. If all projected 2022 capital and IT projects are implemented, the projected year-end fund balance available would be \$63,000.
- Reduce expenditures.
- Offset expenditure reductions, in full or in part, with supplemental funds (Kilty, Lawson, Wick, Township, Foundation, Friends).

In planning for the budget, the Finance Committee reviewed possible supplemental funding needs for 2023:

Description	Cost
<b>Staffing:</b>	
Volunteer Coordinator (SPLF, an in-kind gift)	\$17,167+
All Sunday Hours (SPLF)	\$22,529
Youth Services Programming Associate 1 (624 Hrs/Year)	\$19,688
Youth Services Programming Associate 2 (520 Hrs/Year)	\$16,407
<b>Materials &amp; Programming:</b>	
Youth Services Programming	\$34,000
Adult Programming	\$24,500
Programming Technology/Equipment	\$1,000-\$3,600
Materials - Offset 2022 City Budget Change	\$0-\$48,658
Materials - Augment total collection \$ to keep near historical levels	\$0-\$35,000
<b>Miscellaneous (Examples of possible projects – not a full list, not prioritized):</b>	
Scanners for Digitization	\$600-\$2000
Patron Text Notifications	\$4,500
Convertible YS Desk in Children's Area	TBD
Advocacy Implementation	TBD
Staff Training	TBD
Other Wish List Items	TBD
<b>Building &amp; Grounds:</b>	
IT Projects (Fund Balance)	\$15,000
Masonry	TBD
Terrace Enhancements	TBD

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?: Finance Committee



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Facilities 101</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Facilities Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p><b>Facilities 101 Presentation: Accomplishments, Needs, and Wants</b></p> <p>The presentation is meant to provide board members with a fuller picture of what is involved in the Facilities Committee’s ongoing work and the development of the CIP. The committee will review prior accomplishments, explain current needs and look at potential future enhancements.</p> <p><b>Accomplishments — Pat</b></p> <ul style="list-style-type: none"> <li>• Review of past projects (prior to 2022)</li> </ul> <p><b>Needs — Ryan</b></p> <ul style="list-style-type: none"> <li>• Current and near-term projects that must be done</li> </ul> <p><b>Wants — Spike</b></p> <ul style="list-style-type: none"> <li>• Future enhancement projects being contemplated</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS <b>There will be a PowerPoint presentation and the slides follow this cover sheet.</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

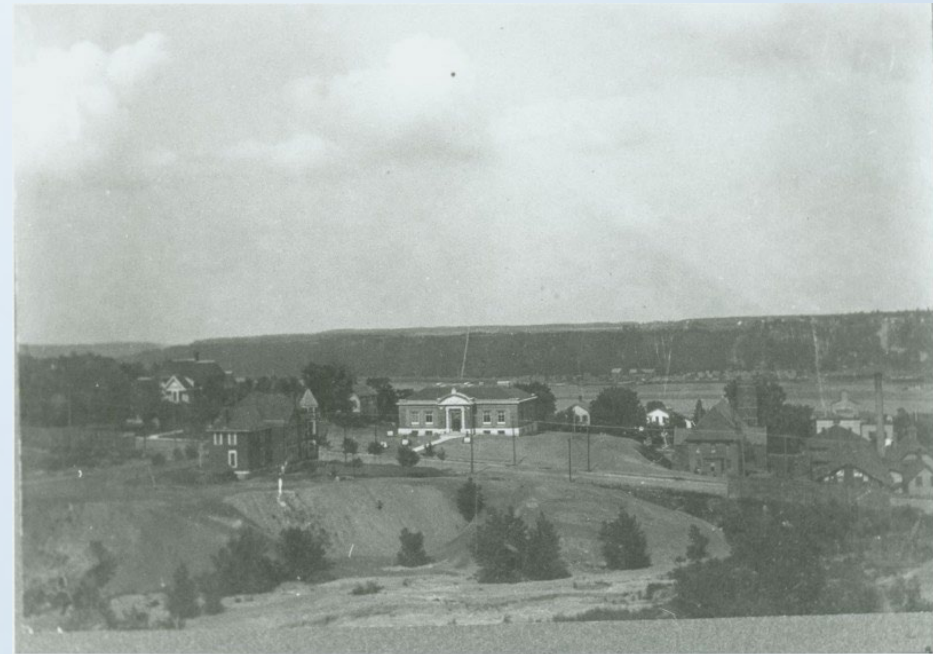
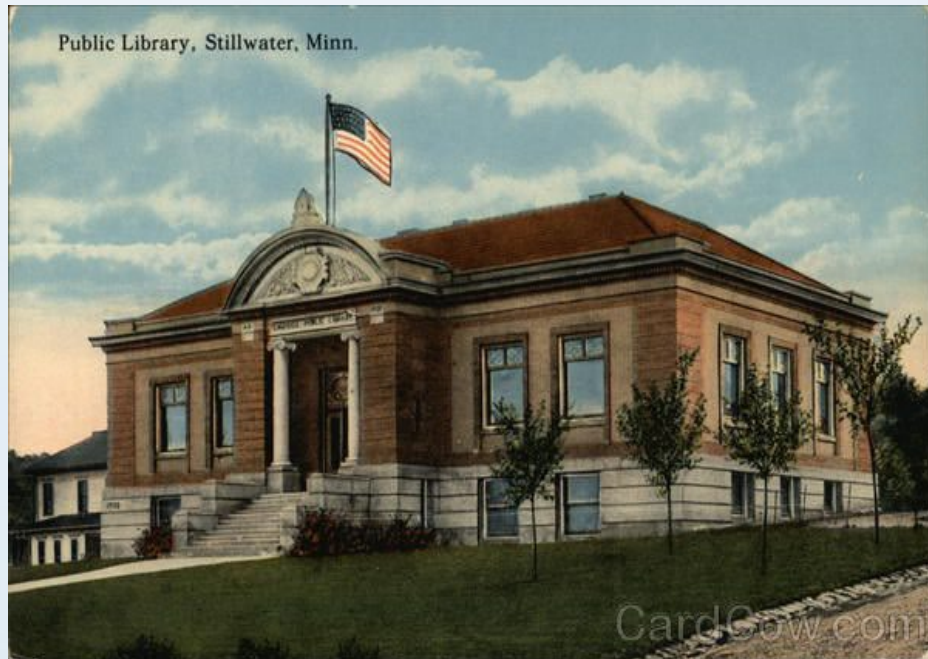


# Facilities Committee 101: Accomplishments, Needs, and Wants

Spike Carlsen, Pat Lockyear  
Ryan Mathre

# Original Construction 1902-1903

- \$25,000 Carnegie funding plus additional gift of \$2,500 to build 5,000 square foot building
- City provided land for building



# Margaret Rivers expansion - 1972



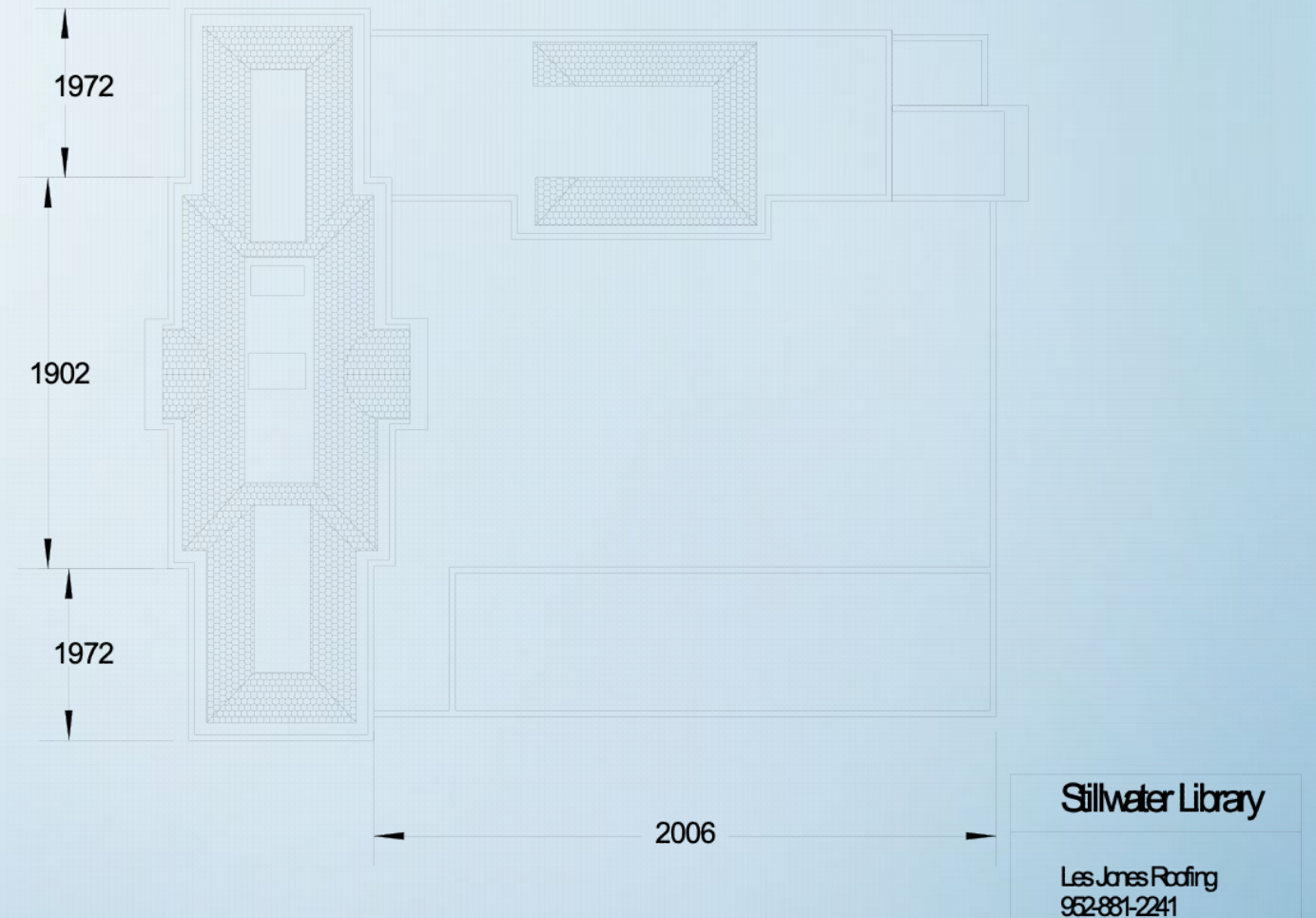
# Past Projects 1985-2006

- 1985-1986 – Facility reorganization - funded by City — Handicap access added & 2,000 square feet repurposed for public use
- 2005-2006 Expansion — New Third Street entrance, parking ramp with terrace atop and new event/community space





# Three libraries in one

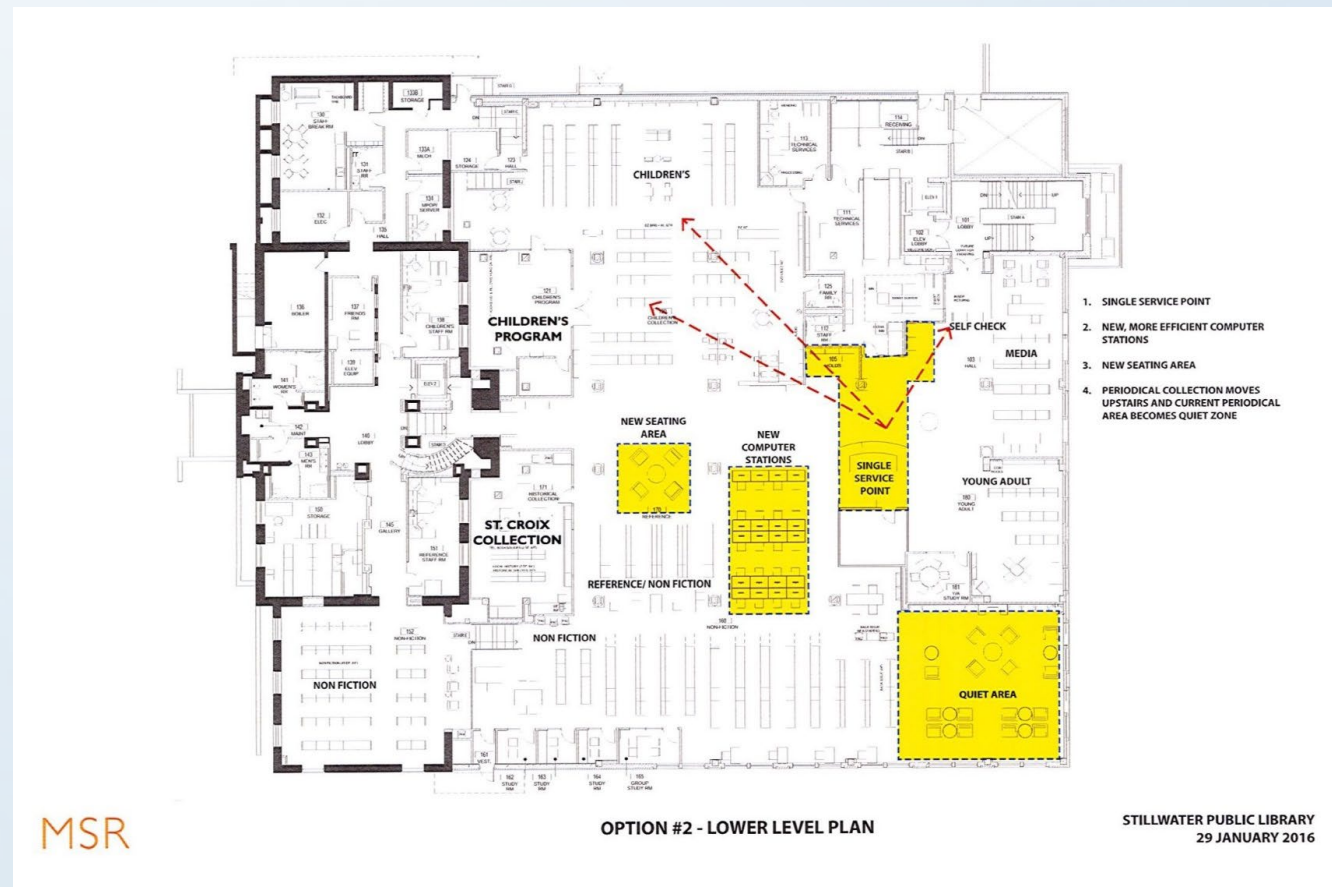




# Accomplishments

# Past Projects 2016

- Co-located circulation and reference desk





# Past Projects 2019

- Repaired pergola



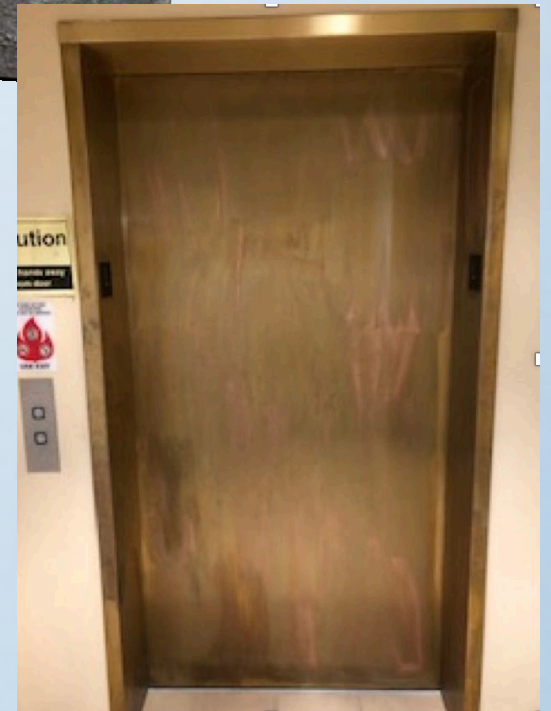
# Past Projects 2019-2021

- Repaired Fourth Street level ceiling



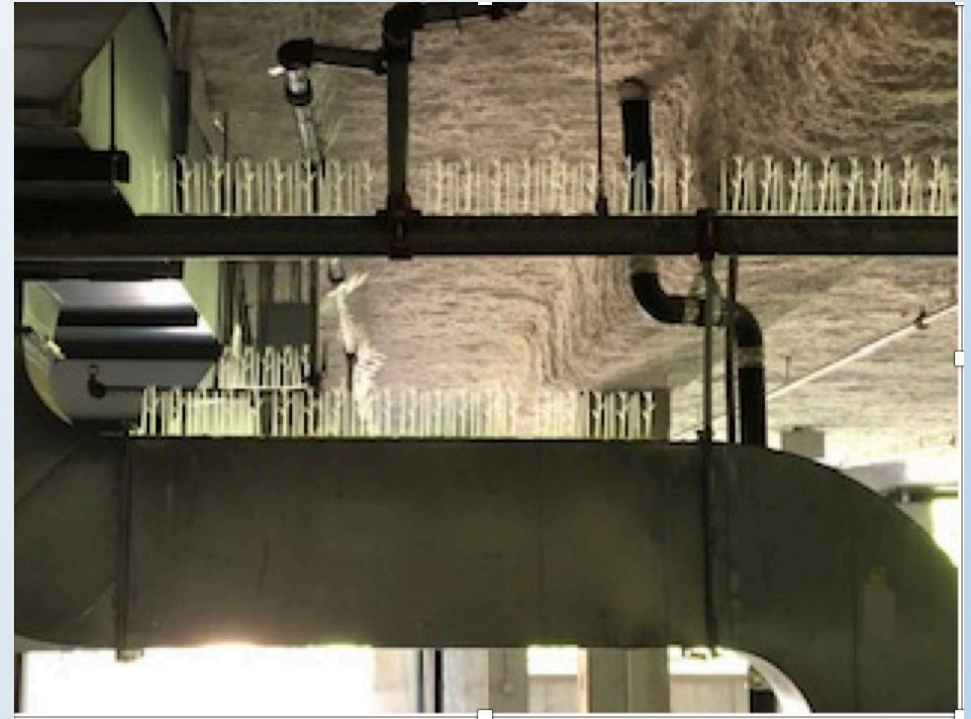
# Past Projects 2019-2021

- Repaired leaking pipes in garage
- Repaired and refinished elevator doors
- Replaced doors to parking ramp

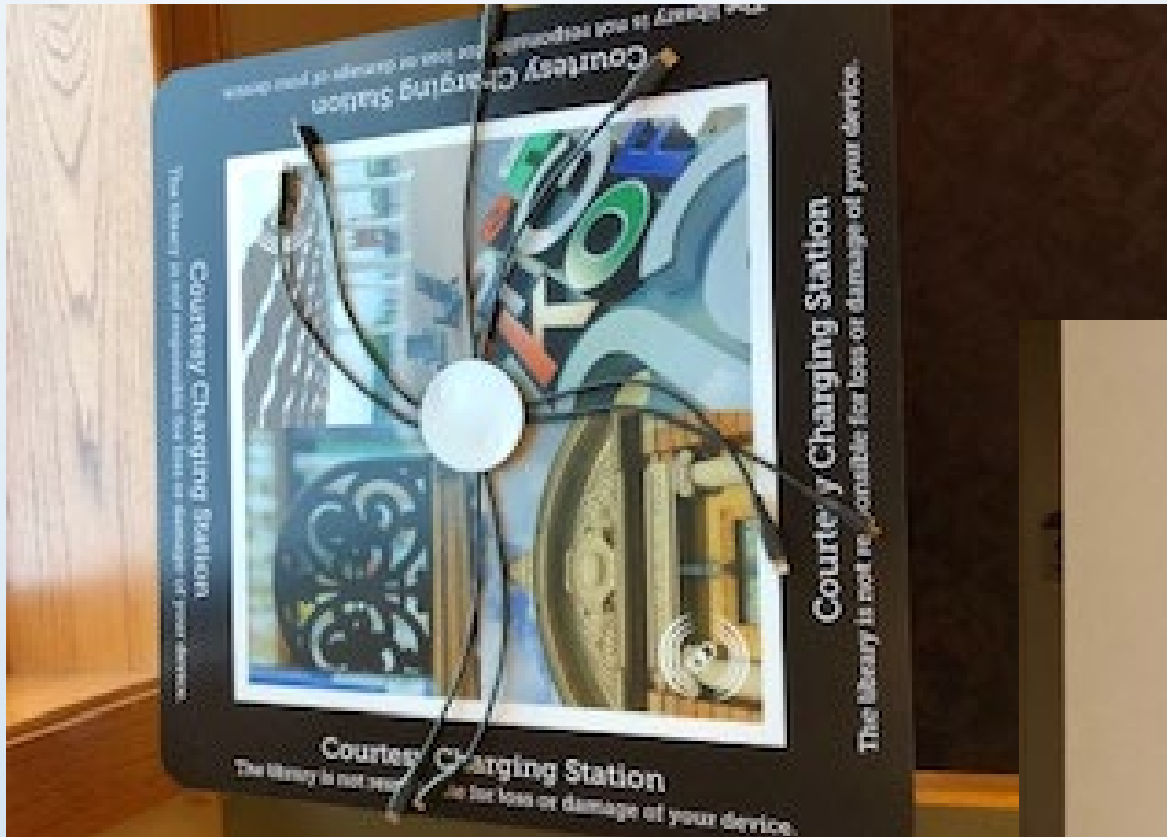


# Past Projects 2018-2021

- Bird deterrence in ramp
- Re-upholstering furniture
- Upgrading teen entrance
- Upgrading computer chairs
- Adding hydration stations
- Adding charging stations
- LED Lighting
- Repair & paint catering ramp
- Exterior masonry and Terrace capstones repairs







Charging and hydration stations



Hearing Loops – Margaret Rivers Room (2017), Conference Room (2018), and Storytime Room (2019)

## LED lighting





# Past Projects

- Catering Ramp repaired and repainted



# Past Projects

- Terrace capstones repaired to protect from water damage

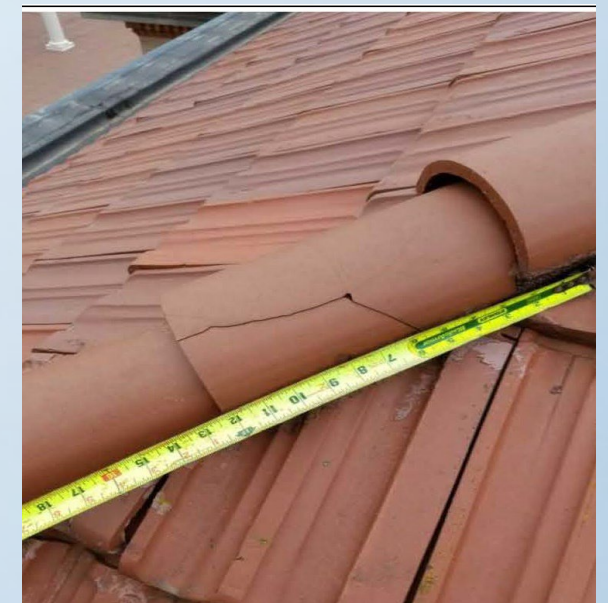




# Immediate Needs

# Original Roof Repair

- Materials ordered and work expected to begin in Sept 2022
- Work being completed by Garland Co.
- Estimated Cost?



# Continued Masonry Repairs

- **Masonry Repairs**

- Continuation of maintenance being completed through 2025
- Work primarily being done on 2005 addition
- Current Bids?
- 2022 Budget?



# Terrace Repairs

- Number of issues to resolve:
  - What's causing pavers to shift, minimize trip hazards, ensure drainage system and underlayment are in good repair
- Willow River recommends removing pavers, replacing supporting pedestal on corners and reinstalling pavers at a cost of \$90,000
- Garland recommends removing section first to determine cause of issue, then supplying bid
- \$20,000 grant from Huelsmann Foundation for improvements



# Wants

Funding is the Key!



## TERRACE ENHANCEMENT & ACCESSIBILITY

- \* Education, story time, play areas, outdoor activities
- \* Stage area for concerts, outdoor movies, etc
- \* Telescope
- \* Shaded areas, unique & inviting





### Fourth Street Lawn (revised plan)

- Informal reading, resting, meeting and gathering areas\*
- Kids' story time, activities, exploration, areas of interest
- Adult/ community programming
- Elements that draw you into library (library starts at the sidewalk)
- Accessibility path to be added





Coffee area/  
Gallery  
Space



## Margaret Rivers Room

- Sound-abatement divider
- New furniture
- Upgrade Audio and Visual Equipment



## Children's Area

- Sound partition
- Replace furniture, shelving, carpeting
- Update computers



# Car and bike charging stations & Bike repair station



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2023-2027 Capital Improvement Plan</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>This presentation is meant to provide board members with an overview of the Library’s 5-year Capital Improvement Plan and gather input on priorities. The CIP is revised annually, and the newest draft encompasses 2023-2027.</p> <p>Over the next month, staff will continue working to obtain updated estimates to provide as much clarity as possible within the time constraints. At the July board meeting, a refined draft will be presented to trustees for action.</p> <p>Following this cover sheet are three related documents:</p> <ul style="list-style-type: none"> <li>• The first is a draft CIP for 2023-2027.</li> <li>• The second shows future IT projects that will need to shift from the capital budget to the operating budget due to a budgeting change implemented by the City. The fluctuations between years illustrates the practical effect this change will have on budgeting.</li> <li>• The third document shows the areas the committee is proposing to focus on over the next five years, plus possible future enhancements.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS <b>2023-2027 CIP, IT Operating Projects (Formerly Capital), and Building &amp; Grounds Project Details</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: <b>Facilities Committee</b>	

# Stillwater

## Public Library

### Stillwater Public Library CIP 2023-2027 (Updated 6/7/2022)

IT Capital Projects:						
	2023	2024	2025	2026	2027	Total
Upgrade Network Switch	0	0	22,000	0	0	22,000
Printer/Copier	0	0	12,000	0	0	12,000
SelfChecks	0	0	38,000	0	0	38,000
Sorter	0	0	0	14,000	0	14,000
<b>TOTAL IT PROJECTS</b>	<b>0</b>	<b>0</b>	<b>72,000</b>	<b>14,000</b>	<b>0</b>	<b>86,000</b>

Facilities Capital Projects:						
	2023	2024	2025	2026	2027	Total
Custodial Equipment	0	0	0	5,000	0	5,000
Masonry & Terrace	TBD	0	0	0	0	TBD
Signage & 3rd St/Ramp Entry	0	TBD	0	0	0	TBD
Meeting Wing	0	0	75,000 (65K City 10K S)	75,000 (65K City 10K S)	0	150,000
Children's Area	0	0	0	0	145,000 (\$72.K City \$72.5 S)	145,000
<b>TOTAL FACILITIES PROJECTS</b>	<b>TBD</b>	<b>TBD</b>	<b>75,000</b>	<b>80,000</b>	<b>145,000</b>	<b>300,000+</b>

Total Capital Projects:						
	2023	2024	2025	2026	2027	Total
Proposed Funding – City Capital	TBD	TBD	137,000	84,000	72,500	293,500
Proposed Funding – Fund Balance	TBD	TBD	0	0	0	TBD
Proposed Funding - Supplemental	TBD	TBD	10,000	10,000	72,500	92,500+
<b>TOTAL CAPITAL</b>	<b>TBD</b>	<b>TBD</b>	<b>147,000</b>	<b>94,000</b>	<b>145,000</b>	<b>386,000+</b>



# Stillwater

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## Public Library

IT Operating Projects (Formerly Capital):						
	2023	2024	2025	2026	2027	Total
Security Cameras	10,000	0	0	12,800	0	22,800
RFID Pads	1,500	1,500	1,500	1,500	1,500	7,500
Firewall	3,500	0	0	0	0	3,500
A/V	0	10,000	0	0	0	10,000
WiFi	0	5,000	2,000	0	0	7,000
Staff Computers	0	24,300	0	1,700	0	26,000
Laptop Lab	0	8,000	0	0	0	8,000
Public Computers	0	0	27,900	0	0	27,900
Software Licenses	0	0	4,500	0	0	4,500
<b>TOTAL IT PROJECTS</b>	<b>15,000</b>	<b>48,800</b>	<b>35,900</b>	<b>16,000</b>	<b>1,500</b>	<b>117,200</b>

# Stillwater

## Public Library

Facilities Building & Grounds Project Details			
<p><b>Masonry Repairs &amp; Terrace Improvements</b></p> <p><u>Masonry</u> Timeframe: 2019 - 2023</p> <p>Costs:</p> <ul style="list-style-type: none"> <li>• 2019: \$13,608 for work above 4th St Door), BRC (Funding: City, Kilty)</li> <li>• 2020: \$29,776 for work above 3rd St door and along terrace railing, BRC (Funding: Huelsmann, MR, Kilty, City)</li> <li>• 2021: \$54,800 for work along terrace rock area, A&amp;K (Funding: City, Huelsmann)</li> <li>• 2022 &amp; 2023: Remaining work is estimated at \$157K (Original quote = \$135K + ~5% cost increase + ~10% increase for unexpected issues); Working to get vendors on site to provide updated estimates</li> </ul> <p>Funding Source: City, Fund Balance, Donations</p> <p><u>Terrace Improvements</u> Timeframe: 2022 &amp; 2023</p> <p>Estimated Cost:</p> <ul style="list-style-type: none"> <li>• Furnishings/design: \$80K</li> <li>• Paver leveling: TBD</li> </ul> <p>Funding Source: \$20K in funding from Huelsmann in 2022</p>	<p><b>Library Signage &amp; 3<sup>rd</sup> Street/Ramp Entry</b></p> <p>Timeframe: 2024</p> <p>Estimated Cost: TBD; Will contact vendors in June to possibly obtain ballpark estimate for July board meeting</p> <p>Funding Source: City</p>	<p><b>Meeting Wing (Margaret Rivers , Coffee Shop, Gallery)</b></p> <p>Timeframe: 2025 &amp; 2026</p> <p>Estimated Cost:</p> <ul style="list-style-type: none"> <li>• Replace tables &amp; chairs in MR: \$50K</li> <li>• Replace carpeting: \$20K</li> <li>• Sound abatement: \$20K</li> <li>• Replace ceiling in coffee shop: \$20K</li> <li>• Repaint/replace wall covering: \$20K</li> <li>• Improve gallery seating area: \$15K</li> <li>• UV Window Film: \$5K</li> </ul> <p>Funding Source: \$130K City, \$20K Supplemental (approach Margaret Rivers Fund)</p>	<p><b>Children's Area</b></p> <p>Timeframe: 2027</p> <p>Estimated Cost:</p> <ul style="list-style-type: none"> <li>• Replace shelving: \$85K</li> <li>• Replace carpeting: \$30K</li> <li>• Sound abatement: \$10K</li> <li>• Replace furnishings: \$15K</li> <li>• Signage: \$5K</li> </ul> <p>Funding Source: \$72.5K City; \$72.5K Supplemental</p>
<p><b>Possible Future Enhancements:</b></p> <ul style="list-style-type: none"> <li>• Improve accessibility in St Croix Collections room</li> <li>• Improve ADA accessibility to restrooms and terrace</li> <li>• Green roof for terrace</li> <li>• Electric vehicle and bike charging stations</li> <li>• Solar panels on roof to provide energy for building</li> <li>• Replace general furnishings throughout library</li> <li>• Refresh restrooms, replace stall partitions</li> <li>• Enhance 4th Street Lawn (Design: 2021; Implementation: On Hold; Estimated Cost: \$150-\$175K + 25% increase for consultant fees/bid contingencies and yearly cost increase of 5%; Funding Source: Supplemental)</li> </ul>			

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- Since the last board meeting, a third new substitute custodian has been hired. We also initiated a recruitment process for the soon-to-be vacant 20-hour per week Custodian position and have received a large number of applications. We've been able to use the City's online employment application platform, which may have broadened our visibility and reach, and possibly account for a higher volume of applications than was expected. I also learned that starting next year, the City will be required to comply with additional employment reporting requirements, which would be made more efficient if the Library continues to use the online platform. There is a learning curve and time investment for using the platform on the back end, but the overall benefits outweigh the minuses. Thank you to the City's HR Department, both Donna and Ashley, for their support and assistance as we navigate this new process.
- The community conversations guide and network map were provided to likely advocacy training participants with a request to send conversation feedback to Lisa Winkler by May 27.
- On June 5, Pat Lockyear and Jim successfully tackled the removal of two dead arborvitae from the largest pots on the terrace. Thanks also to Maintenance Worker Shain Henry for cutting them back earlier that morning. The Ivy Club will have them replanted by the time this packet goes out! In talking with one of the Ivy Club members, I learned there may be interest in providing additional assistance to maintain the 4<sup>th</sup> Street side of the Library, which would be greatly appreciated. This person, who is a professional landscape designer, also expressed interest in being a resource as we generate ideas for enhancing the terrace.

### Heads-Up

- The roof replacement project has been delayed. Due to what has been described as manufacturing issues, the revised timeline calls for the tiles to be received in August, with work beginning in September. The City Facilities Manager remains confident the project will be completed this year.
- The library directors of Washington County, Bayport and Stillwater will begin meeting quarterly to exchange information and share ideas.
- Getting estimates from masonry contractors continues to be challenging this year. For instance, in May I spoke with two firms we haven't worked with before and both sounded very interested in coming out to the Library, but neither one has actually committed to a meeting yet.
- At the interdepartmental Insurance Work Group meeting in May, we reviewed the overall loss ratio through April, and the City is in a good range from an insurance perspective. Health insurance premiums won't increase by more than 9% next year, and we should receive renewal rates in July.
- Mark has been involved in the Library Foundation's Events and Marketing Committee meetings as Light A Spark planning continues to move forward. Sponsorships with ticket packages are now available for purchase through the Foundation's website. If the event hasn't sold out by mid-June, then individual tickets will be available for purchase beginning June 15. Paid attendance is limited to 150, which is about half from previous years.

### 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

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### Public Services

#### Circulation, Adult Programming, and Reference

#### May Programming:

- Tech Help had 3 attendees.
- Catherine provided Genealogy One-on-One help to two patrons this month. One attendee specifically needed help navigating Ancestry.com and the “Library Edition” counterpart. Because she’s seen the need for this help as a wider need, Catherine will be offering a class in July on using Ancestry Library Edition.
- Late Night Telescopes on the Terrace had 28 attendees, not including the skateboarders that wandered up to the terrace to see what was going on “after-hours” and ended up participating and enjoying the program.
- Connect Through Books (A Virtual Book Group) had 2 participants after some Zoom issues.
- The Mystery book club had 11 attendees in May. The reading theme in May honored founding member Nancy Wilson by selecting titles from a large group of mystery titles recently added to the library’s collection whose purchase was funded by a gift from Nancy's family. Several members of Nancy’s family attended the meeting and enjoyed seeing the impact of her role in the club and the library.
- Spring Blossoms in Oil Pastels had 20 participants.
- Painting with Alcohol Ink from the White Bear Center for the Arts had 19 participants at 2 sessions.
- Romance Book Club: Historical Romance had 3 participants.
- Pictures of work created during the Alcohol Ink and of the telescope program set-up are at the end of this report.

#### Reference

- The reference staff’s favorite questions of the month: a patron who was looking for the sheet music to Soft Summer Breeze (which provided a reintroduction to the [Chatfield Music Lending Library](#)) and a question about materials on how to start an Alpaca farm.
- Catherine began adding Saint Croix Collection documentation to Information Staff's internal reference site. Her documentation will help reference staff expand our ability to answer questions about Stillwater history or genealogy. This is a large project and it is expected to take several months. As the library progresses in its goal to digitize parts of the SCC, it is hoped this documentation will also serve as a basis for future public-facing documentation.
- Cami continued her mission to update all of the signage in the library with more user-friendly signs by updating or creating signage for the Marvels & Mysteries summer program, the hold pickup area, the copier, a display of new DVDs, where to find guest passes, etc.
- Jodi created a handout and section on the website as a passive program for patrons to explore and enjoy the Lunar eclipse on May 15<sup>th</sup>.
- Catherine provided a job shadowing experience to a graduating St. Croix Prep student who is an aspiring librarian/archivist.
- Catherine and Aurora attended training from Minitex titled: Digital Project Skills: From Digitization to Preservation to help guide the steps we need to take to start digitizing more of the Saint Croix Collection.
- Aurora created the schedule for Reference staff for summer.

- An additional 11 hotspots were added to the catalog in May. The 11 hotspot licenses we already own were updated with new devices. With 22 new devices in working order, the loan period on these devices was extended to four weeks. They can also be renewed up to 3 times.
- At the end of the report are some of the May analytics about Stillwater's contributions to the Minnesota Digital Library. We received these analytics this month after not having received them for a few years. Aurora is surprised and encouraged by the statistics which materials are being viewed. It is worth noting how small the percent of any individual item is, which indicates that a wide range of Stillwater material is being accessed.

#### Reader's Advisory

- Catherine created three mystery-themed booklists in preparation for the launch of the mystery-themed Adult "Summer Reads" program.
- Jodi created a display in honor of Bike to Work Week.
- Cami created two nonfiction displays for June: one highlighting the Title IX 50th anniversary and an "All Are Welcome Here" rainbow display.
- Cami added some interest to the Libby app display with two book lists that focus on audiobooks.

#### Programming

- A new Minnesota Pollution Control Agency exhibit about carbon footprint of different foods is in the 3<sup>rd</sup> street entrance to the library. It is a fun, interactive display. Check it out when you are in the library!
- Jodi set up Beanstack for the Marvels and Mysteries Summer Reading Program for Adults. This is the first year that the Adult program has also been run in the software, so there was much to learn!
- Jodi created two displays for the Marvels and Mysteries Summer Reading Program. On the mezzanine is a display focused on Sherlock Holmes that was provided by the Norwegian Explorers Group. The second display features magnifying glasses hanging from the books in the New Adult Nonfiction book area and has the booklists with the Marvels and Mysteries theme. Pictures of the Sherlock Holmes exhibit are at the end of this report.
- Cami put together Summer READs bags with fiction and nonfiction themes. These are decorative cloth bags tagged with a variety of themes and containing three books that fulfill that theme, so people can just choose a topic they are interested in, grab and go.
- Cami created the Take & Make Kits for June. The kit is for air dry clay that will allow a paw or nature print to be taken and made permanent. They will be available at the library while supplies last, and also offered at the Farmers' Market on June 25th
- Aurora worked with the artist Holle Brian to get a gallery show created and hung at the end of May. The show focuses on Holle's relationship with her father, Fred Brian, and on how families shape our artistic pursuits. Cami made a great brochure and poster to highlight the exhibit.
- Jodi continues to experiment with VR to see how we might use it to expand our programming options.

#### Upcoming in June:

- Let's Build a Flower Tower!
- Painting Gold and Orange with Watercolor
- (New) Walking Tour of 19th Century Stillwater Architecture North Hill
- Natural Dyes: Tannin & Iron
- Gallery Opening: Artists Holle Brian & Fred Brian
- Nature Walk with MN DNR

- Farmer's Market
- Connect Through Books (A Virtual Book Club)
- Romance Book Club: LGBTQIA+ Romance
- May Mystery Book Club: Planes, Trains and Automobiles!
- Genealogy Help- 4 sessions
- Tech Help- 2 sessions

Photo of three Alcohol Ink painting program participants and their creations





















Photo of the Late Night Telescopes on the Terrace program set-up



Photos of the Sherlock Holmes exhibit



Below is a snapshot of May analytics regarding use of this library's contributions to the Minnesota Digital Library

Page	Page Title	Pageviews ↓	Unique Pageviews
<b>Stillwater Public Library</b>		<b>490</b> % of Total: 0.59% (82,357)	<b>409</b> % of Total: 0.75% (54,658)
1. <a href="/catalog/spl:2062">/catalog/spl:2062</a>	 Plat Book of Washington County, Minnesota - Minnesota Digital Library	<b>37</b> (7.55%)	<b>29</b> (7.09%)
2. <a href="/catalog/spl:3639">/catalog/spl:3639</a>	 Alumni of the Stillwater High School, Stillwater, Minnesota - Minnesota Digital Library	<b>19</b> (3.88%)	<b>16</b> (3.91%)
3. <a href="/catalog/spl:812">/catalog/spl:812</a>	 Registration Affidavit of Alien Enemy John Hummel, Stillwater, Minnesota - Minnesota Digital Library	<b>14</b> (2.86%)	<b>12</b> (2.93%)
4. <a href="/catalog/spl:15065">/catalog/spl:15065</a>	 Commander Building, Stillwater, Minnesota - Minnesota Digital Library	<b>10</b> (2.04%)	<b>10</b> (2.44%)
5. <a href="/catalog/spl:757">/catalog/spl:757</a>	 Registration of German Alien Enemies, General Rules and Regulations - Minnesota Digital Library	<b>9</b> (1.84%)	<b>9</b> (2.20%)
6. <a href="/catalog/spl:14850">/catalog/spl:14850</a>	 Bergmann's Greenhouse and gardens, Stillwater, Minnesota - Minnesota Digital Library	<b>7</b> (1.43%)	<b>6</b> (1.47%)
7. <a href="/catalog/spl:14902">/catalog/spl:14902</a>	 Hooley's Grocery Store in downtown, Stillwater, Minnesota - Minnesota Digital Library	<b>7</b> (1.43%)	<b>2</b> (0.49%)
8. <a href="/catalog/spl:14922?pn=false">/catalog/spl:14922?pn=false</a>	 Four generations of the Holcombe family, Scandia, Minnesota - Minnesota Digital Library	<b>6</b> (1.22%)	<b>1</b> (0.24%)
9. <a href="/catalog/spl:14924">/catalog/spl:14924</a>	 Connolly Shoe Building Stillwater, Minnesota - Minnesota Digital Library	<b>6</b> (1.22%)	<b>5</b> (1.22%)
10. <a href="/catalog/spl:14972">/catalog/spl:14972</a>	 Jassoy building storefront, Stillwater Minnesota - Minnesota Digital Library	<b>6</b> (1.22%)	<b>5</b> (1.22%)
11. <a href="/catalog/spl:14844">/catalog/spl:14844</a>	 Roscoe Hersey House, Stillwater Minnesota - Minnesota Digital Library	<b>5</b> (1.02%)	<b>1</b> (0.24%)
12. <a href="/catalog/spl:14862">/catalog/spl:14862</a>	 C.P. Holcombe and family on the porch, Stillwater, Minnesota - Minnesota Digital Library	<b>5</b> (1.02%)	<b>1</b> (0.24%)
13. <a href="/catalog/spl:14891">/catalog/spl:14891</a>	 Stillwater Gazette Building, Stillwater, Minnesota - Minnesota Digital Library	<b>5</b> (1.02%)	<b>4</b> (0.98%)
14. <a href="/catalog/spl:15031?pn=false">/catalog/spl:15031?pn=false</a>	 Kolliner's Clothing Store, Thompson Hardware, Diamonds on Main, and Stillwater Bakery, Stillwater, Minnesota - Minnesota Digital Library	<b>5</b> (1.02%)	<b>5</b> (1.22%)
15. <a href="/catalog/spl:15093?pn=false">/catalog/spl:15093?pn=false</a>	 Portrait of Frank Holcombe's family, Stillwater, Minnesota - Minnesota Digital Library	<b>5</b> (1.02%)	<b>1</b> (0.24%)
16. <a href="/catalog/spl:1719">/catalog/spl:1719</a>	 Civil War Casualties by Battle Stillwater, Minnesota - Minnesota Digital Library	<b>5</b> (1.02%)	<b>4</b> (0.98%)
17. <a href="/catalog/spl:2555">/catalog/spl:2555</a>	 Stillwater City Directory for 1882-83 - Minnesota Digital Library	<b>5</b> (1.02%)	<b>2</b> (0.49%)
18. <a href="/catalog/spl:443">/catalog/spl:443</a>	 Minnesota State Prison, Stillwater, Minnesota - Minnesota Digital Library	<b>5</b> (1.02%)	<b>5</b> (1.22%)



### May Programs

- May Musical Preschool Storytimes (4 Wednesdays, 1 Saturday) – 5 sessions (320)
- Butterfly Gardens - Art for Kids, Serendipity Art & Design (31)
- “Underground” by Denise Fleming Scavenger Hunt (422)
- “Underground” Process Art (154 left on display)
- Boredom Buster Teen activity – Paint Chip Word Play (22)

### Program Notes

- To allow time for staff to finalize the myriad preparations for the June 1<sup>st</sup> summer reading program start, Wednesday mornings in May saw a lineup of mostly guest music presenters including Music in the Valley and Ms. Rose, the Ukulele Librarian.
- Registration opened for Summer Explorers and 81 readers signed up in May.

### Outreach

- Sarah F. gave a tour to a small Montessori class interested in the architecture of the building.

### Partnerships

- Summer Explorers giveaway books and registration information were distributed to the Head Start students at Ascension.

### Upcoming – Full details can be found on the [event calendar](#)

- Musical Storytime with MN author/illustrator Stephen Shaskan (June 1)
- Insects – process art and STEM display with actual insects in acrylic with magnifying glass (all month)
- Owl Scavenger Hunt (all month)
- Teen Time – Various activities including make-and-take crafts (Fridays in June)
- Teen Collaborative Coloring Page (all month)
- Jolly Pops – Children’s Musical Performance (June 4)
- Critter Storytime with Carpenter Nature Center (June 8)
- Brodini – Comedy Magic Show (June 11)
- Stripey Tigers – Art for kids (June 13)
- Wendy’s Wiggle, Jiggle & Jam (June 15)
- R.L. Stine Author Talk (June 16)
- Get A Clue! Writing Mysteries for Children (June 21)
- Dazzling Dave Yo-Yo Master (June 22)
- Petite Concert with MacPhail (June 28)
- Abstract Portraits – Art for Kids (June 28)
- Hooperina – Hula Hoop Performer (June 29)

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Facilities Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Facilities Committee Meeting Notes</b>  <b>May 10, 2022, 6 p.m., Library Conference Room</b>  <b>Present: Carlsen, Lockyear, Mathre, Troendle</b></p> <p><b><u>Terrace Repairs</u></b>  There have been tripping incidents due to uneven pavers. Two companies have been contacted in regards to correcting the issue.  Willow River has suggested removing the pavers, inspecting and repairing the roof as needed, replacing the pedestals that support the pavers at each corner then reinstalling the pavers at a cost of approximately \$90,000.  Garland (the company overseeing the roofing project) has suggested removing a section of pavers, determining the extent and cause of the problem, then supplying a bid. They have not yet provided a bid or timetable for doing the work. Mark will contact Mick Greiner about a direct contact at Garland who might be able to expedite the process. Mark explained a new style of adjustable pedestal is available which might make future leveling issues easier—and more effective than the crushed aluminum cans now in use.  As noted in the April board packet, we received a \$20,000 grant from the Huelsmann Foundation for terrace improvements/enhancements.</p> <p><b><u>Masonry Repairs</u></b>  Continued masonry repair work—primarily on the 2006 addition—is required to prevent more extensive damage to the building. At this point no firm bids have been received and repairs are in a holding pattern.  Mark will 1) contact AK Construction regarding the whereabouts and progress of their bid, 2) check with Building Restoration Corporation about their interest in rebidding the project, 3) contact one other contractor about bidding the project.</p> <p><b><u>Roofing Project</u></b>  Materials have been ordered. Work may start as soon as June. The duration of the project is unknown. Mark expressed concern regarding the impact this might have on the numerous outdoor programs slated for the summer.</p> <p><b><u>Fourth Street Lawn Project</u></b>  A revised plan that includes smaller ornamental trees around the round “commons area” was received from Calyx. The optics and realities of embarking on this project while other financial issues loom was discussed.</p> <p><b><u>Facilities Committee presentation</u></b>  The Facilities Committee is slated to make a presentation at the June board meeting. It was decided to break the presentation into three parts, each member addressing a segment. Pat will focus on</p>	

“accomplishments,” Ryan will focus on “needs,” and Spike will focus on “wants.” Each member will pull together information and visuals on their focus area and bring them to a meeting May 25<sup>th</sup> at 11:00 at the library. The purpose of this meeting will be to finalize the content of the presentation.

**Future agenda items**

- \* The fate of the dead potted arborvitae on the terrace
- \* The 2023 capital expenditures plan which will be due late summer

**Facilities Committee Meeting Notes**

**May 25, 2022, 11 a.m., Science Fiction Room**

**Present: Carlsen, Lockyear, Mathre, Troendle**

- Presentation plans for the June board meeting were discussed and finalized. Pat will focus on “accomplishments,” Ryan will focus on “needs,” and Spike will focus on “wants.”
- Updating the library’s 5-year CIP (Capital Improvement Plan) was also discussed. Mark will present a high-level overview. Trustee feedback at the June meeting, plus time to gather additional information, will be used to refine the plan for possible action at the July board meeting.
- Installing some type of railing or barrier to deter skateboarders from using the parking garage’s entry ramp was discussed.
- Pat will spearhead the removal of the dead shrubs from the large potted planters on the terrace and planting of annuals in their stead.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Finance Committee Report</b>	
OWNER: <b>Finance Committee</b>	PRESENTER: <b>Finance Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>Finance Committee Meeting Notes</b>  <b>June 6, 2022, via Zoom</b>  <b>Present: Goeltl, Hansen, Hollatz, Troendle</b></p> <p><b>2023 Operating Budget Planning</b></p> <ul style="list-style-type: none"> <li>• Committee reviewed Finance 101 presentation. Goeltl will present the historical revenue and expenditure information at the June board meeting.</li> <li>• It is anticipated that the library’s budget request will be due to the city in July and will need approval by the trustees at the July meeting. At the June board meeting, committee will present a summary of the projected budget totals and seek trustee feedback and guidance on approaches to the budget request for 2023. Hansen will lead agenda item at board meeting.</li> <li>• Troendle provided update on 2023-2027 capital improvement plan. Troendle will review preliminary CIP with board at June meeting.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library Foundation  
Board Meeting – April Meeting – Held 4/29/22  
Video Conference

Members Present: Shawn Glaser, 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 8:30. Members checked in.

2. Approval of the Minutes – Summer made motion to approve March Minutes, Ryan seconded. March meeting minutes were approved.

3. Reports for the monthly meeting

a. President- Shawn

- Looking for new board members
- Impact report was sent
- getting Susie under contract
- touching base with donors

b. Library Director – Mark

- two documentaries produced by native women are being presented at the Zephyr

Theater

- Star gazing on May 7 at 9pm
- Roof work will begin in June

c. Finances - Dustin

- Gave finance report

d. Governance – Kevin

- Kevin is now the only member of the governance committee

e. Events & Marketing – Summer

- September event is cancelled
  - Invitations are out for May for social hour, question was raised as to whether or not to invite city administrators and the mayor
- Light a Spark is on again this summer
- Still planning Love of the Library
- Subcommittee meeting scheduled for May 3, 7pm

f. Executive Director - Alicia

- food is ordered from Lake Elmo Inn for the terrace event
- Working with the Minnesota Historical Society and any other interested organizations on digitizing old newspapers and making the digitized version available through the library

5. Other Business – Mark mentioned book sale went well. Discussed whether assistant to Alicia should be an employee or contracted.

6. Adjournment – The meeting was adjourned at 9:20 a.m. Kevin made a motion to adjourn, Summer seconded, motion was approved, and the meeting was adjourned.

Respectfully submitted,

Paige Hoyle, Secretary



# Friends of the Stillwater Public Library

**April 11, 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, Susie Danielson, Jan Kilkelly, Mark Troendle, Tracy Salvati, Gemma Lockrem, Lyndon Lockrem, Mary Glennon, Laurie Burns

## Agenda

**Friends of the Stillwater Public Library Meeting:  
Monday, April 11, 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. Treasurer’s Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other: All....Booksale: All; Collection on Saturday went great! Thank You to all of the Volunteers!! Many books were donated. Susie is a rock star.

We do need grape boxes. These boxes are used for book sorting and sale display. They are used for many sales, and ours are in bad shape. Please check at your grocery to see if you can get a bunch. Bring them to the Friends Office. Thank You in advance.

The next Book Donation Day is Saturday, April 16.

Booksale starts on Wednesday, April 20 from 5:00p.m.-7:30p.m.

Webinar: MALF Webinar was informative.

6. Update: Mark
7. Adjourn Meeting: All

\*\*\*\*\*

Meeting called to order by Mary Ann Sandeen

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

## Treasurer's report Jan Kilkelly

3/1/2022 – 3/31/2022

Opening Balance: \$45,264.77

**Total Receipts: \$418.00**

**Total Disbursements: \$122.05**

**Ending Balance: \$45,560.72**

### Membership report Gemma Lockrem

83 memberships more to follow with Booksale

## Topics:

### ➤ Spring Booksale

- The team worked out schedule for opening/closing/working the Booksale. STS scheduled as well.

### ➤ BOOKSALE DETAILS

#### ○ Spring Booksale collection schedule:

- Collection #1 was Saturday, April 9 – All went well. 16 volunteers and lots of books.
- Collection #2 will be 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

➤ Foundation is planning Light a Spark this July 2022

### ➤ Fall Booksale dates 2022

- Preview is Nov. 9
- Dates: Nov. 9-12
- Collections Saturday, Oct. 29 and Saturday, Nov. 5

### Update: Mark Troendle:

- Public library report
  - 2<sup>nd</sup> highest volume lending digital media
- Library closed Easter Sunday, April 17th

**Meeting Adjourn at 7:30pm**

**Next meeting will be on: Monday, May 9, 2022**



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

<b>Period:</b>	<b>4/1/22 <u>4/30/2022</u></b>	<b>Year-to-Date <u>4/30/2022</u></b>
<b>Opening Balance</b>	<b>\$ 45,560.72</b>	<b>\$ 45,064.55</b>
<b>Receipts:</b>		
<b>Memberships</b>	<b>\$ 2,575.00</b>	<b>\$ 2,985.00</b>
<b>Donations</b>	<b>\$ 315.00</b>	<b>\$ 340.00</b>
<b>Ongoing Book Sales</b>	<b>\$ 341.00</b>	<b>\$ 1,006.00</b>
<b>Semi-Annual Book Sales</b>	<b>\$ 4,295.00</b>	<b>\$ 4,295.00</b>
<b>Scanner Fees</b>	<b>\$ 70.00</b>	<b>\$ 70.00</b>
<b>Book Bag Sales</b>		<b>\$ 45.00</b>
<b>Total Receipts</b>	<b>\$ 7,596.00</b>	<b>\$ 8,741.00</b>
<b>Disbursements:</b>		
<b>Grants to Library</b>		<b>\$ -</b>
<b>Sponsorships</b>		<b>\$ -</b>
<b>Memberships</b>		<b>\$ 25.00</b>
<b>Postage</b>		<b>\$ 98.00</b>
<b>Printing &amp; Supplies</b>		<b>\$ 91.83</b>
<b>Sales Tax</b>		<b>\$ 434.00</b>
<b>Fees</b>		<b>\$ -</b>
<b>Misc.</b>		<b>\$ -</b>
<b>Total Disbursements</b>	<b>\$ -</b>	<b>\$ 648.83</b>
<b>Ending Balance</b>	<b>\$ 53,156.72</b>	<b>\$ 53,156.72</b>
<b><i>Outstanding Grants Due to Library:</i></b>		
<b>Book Sale Nov. 2021</b>	<b>\$4,535.50</b>	
<b>Book Sale Nov. 2022</b>		
		<b>\$4,535.50</b>
<b><i>Other:</i></b>		
<b>Book Sale Apr. 2018</b>	<b>\$2,223.92</b>	
<b>Book Sale Apr. 2019</b>	<b>\$4,519.50</b>	
<b>Book Sale Apr. 2021</b>	<b>\$500.00</b>	
<b>Book Sale Apr. 2022</b>	<b>\$4,295.00</b>	
		<b>\$11,538.42</b>
<b>Total</b>	<b>\$16,073.92</b>	

# Stillwater Public Library 2022 Calendar

<p><b>January</b>  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"> <li>• Board passes ratification of wages prepared by Director (if needed)</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b>  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><b>March</b>  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"> <li>• Director evaluation: 6-month progress check (Canceled for 2022)</li> </ul>
<p><b>April</b>  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"> <li>• NEA Big Read in the St. Croix Valley: An American Sunrise by Joy Harjo</li> </ul>	<p><b>May</b>  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"> <li>• Begin 2023 budget prep</li> </ul>	<p><b>June</b>  13: Friends Meeting, 6:30 pm  14: SPL Board Meeting, 7:00 pm  24: SPLF Board Meeting, 8:30 am  28: SPL Advocacy, 6:00 pm  29: SPL Advocacy, 6:00 pm</p> <ul style="list-style-type: none"> <li>• 2023 capital outlay request and 2023-2027 CIP may be due</li> <li>• 2023 operating budget discussions</li> <li>• Facilities 101 &amp; Finance 101</li> </ul>
<p><b>July</b>  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"> <li>• 2023 operating budget due and 2023-2027 CIP due if not already requested</li> </ul>	<p><b>August</b>  23: SPL Board Meeting, 7:00 pm (Note date change due to election day on 8/9)  26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• City Council budget hearing</li> <li>• Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)</li> </ul>	<p><b>September</b>  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"> <li>• Council budget changes; Levy adopted</li> <li>• Director evaluation: annual review</li> <li>• Request 2023 health insurance info</li> <li>• Negotiate labor contract with union (Executive Committee) if due</li> </ul>
<p><b>October</b>  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"> <li>• Implement board self-assessment survey</li> </ul>	<p><b>November</b>  2: SPL Board Meeting, 7:00 pm (Note date change due to election day on 11/8)  7: Friends Meeting, 6:30 pm  9-12: Friends Used Book Sale  24: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> <li>• Report on self-assessment results</li> <li>• Adopt holidays for succeeding year</li> </ul>	<p><b>December</b>  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"> <li>• Succeeding year budget adopted by Council</li> <li>• Provide authorization for year-end expenditures if needed</li> </ul>

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

# Stillwater

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## 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
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
Open	Fill vacated term through Dec 31, 2022	
<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:	Open, Hansen, Hollatz, Troendle

Updated 5/12/22