

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

Introductory Business (5 minutes)

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

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

Regular Business (10 minutes)

4. Consent Calendar A+
 - a) Adoption of June 14, 2022 Minutes +
 - b) Adoption of June 28 and June 29, 2022 Special Meeting Minutes +
 - c) Acknowledgment of Bills Paid in June +
 - d) June 2022 Budget Status Report +
 - e) Library Supplemental Funds: Gifts & Grants Received +
 - f) Fund Balance Release Request +

Informational/Discussion (10 minutes)

5. Trustee Information Sharing I+
6. Advocacy Training and Implementation D+
7. Director Evaluation Process – September Annual Review & Goal Suggestions I+

Decisional (30 minutes)

8. 2023 Operating Budget D+
9. 2023-2027 Capital Improvement Plan D+
10. Grant Request D+
11. Trustee Vacancy D+

Reports (15 minutes)

12. Director and Other Staff Reports +
13. Board Committee Reports +
 - a. Board Governance
 - b. Executive
 - c. Facilities
 - d. Finance
14. Foundation and Friends Report +
15. Public Commentary and Communications
16. Adjournment A

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
June 14, 2022
Minutes**

PRESENT: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Wemnigman, Council Liaison Collins

ABSENT: Mathre

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:02 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Hemer moved. Hansen second.

Lockyear requested a correction to the minutes. On page 5 of the board packet under Agenda Item 12, Facilities Committee, the word “next” should be replaced with “met.”

Bell requested information about the fiscal year change in the financial reports. Goeltl explained that the financial statements for the 2021 fiscal year are being finalized by City Finance and the auditors. This work will be completed by the end of June for a report to the state. Once 2021 is officially closed, corresponding updates to 2022 [i.e. the transferring of entries made in one year that really are for another year] will be made.

Yes: Bell, Carlsen, Hansen, Hemer, Lockyear, Weigman; No: None; Absent for agenda item: Hollatz.

AGENDA ITEM 5: Trustee Information Sharing

Bell reported that the library received four new applications for the trustee vacancy. There are also two candidates from last year’s process that haven’t been appointed to a city board or commission. The next step is for the interview committee (Hansen, Lockyear, Weigman) to review applications. Goal is for interviews to be scheduled so recommendations can come to the board in the July meeting and then be sent to City Council. Troendle will forward applications and instructional information from City staff to the interview committee.

Collins reported that he visited the Abraham Lincoln Presidential Library in Springfield, IL. It was his first visit to a presidential library, and it makes him want to see others.

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AGENDA ITEM 6: Advocacy Training and Implementation

Hemer reported that the Advocacy Training will be held on June 28 and June 29 from 6–8 PM. The Governance Committee just received the outline for the two sessions today and would be meeting to discuss it on Wednesday. Hemer reminded trustees to send their own Community Conversation Guide responses to Lisa, and to bring their network maps to the workshop.

Troendle reported that representatives from the Friends and Foundation plan to attend the workshops.

AGENDA ITEM 7: Library Finances 101

Goeltl provided an overview of the library's historic and current financial picture, including both city and supplemental fund revenues and expenditures, based on the handouts in the board packet.

AGENDA ITEM 8: 2023 Operating Budget Planning

Hansen reported that the Finance Committee looked at budget scenarios for 2023. He noted that 2023 is an unusual year due to a couple of situations:

- In February 2022, the library joined the city's new class compensation plan wage schedule that was implemented to make the city more competitive with wages. The library adopted the schedule as well to maintain pay equity and wage parity with the city.
- In March 2022, the city revised its purchasing policy for capital items. Many IT expenditures that were formerly considered capital expenditures are now considered operating expenditures. As IT expenditures are often periodic purchases, these are harder to account for in an annual operating budget.
- These two changes are projected to affect the library's 2023 budget by \$56,000. Total personnel changes [class compensation increase and 2% union COLA adjustment] affect the library's budget by \$79,985.

With these changes, a 3% increase in the city transfer-in would mean that we would have to significantly cut the library's budget. The library would need a 7% increase to accommodate these changes and maintain current services. A 7% increase is a historically high level given past funding history. With a lower 3% increase, the library would go through its supplemental funding and reserves fairly quickly. The library could go to the Foundation for more funds. However, the large bequest that the Foundation received is structured as an investment. Interest on the bequest provides gift funds for the library.

Troendle reported that the library received information about the city's 2023 budgeting process late this afternoon. The timeline indicates that budget requests are due to the city on July 8, but the library historically provides board-approved requests to the city on the Wednesday after the July board meeting. Troendle has not had the opportunity to review the full city budgeting packet that was just received, but he has not learned of any target budget request amount guidance from the city for 2023.

Lockyear asked Hansen if the Finance Committee had a plan for the request yet. Hansen indicated that he could only speak for himself at this point, but he believes that the library should request the 7% increase that allows the library to maintain current services. Hansen noted that a lot of the library's costs are more or less overhead and are fixed costs for operating the library. The personnel costs are typical for a library – the library is not an overstaffed institution.

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Lockyear and Carlsen asked questions regarding how Stillwater's expenditures and funding compared to other libraries. Bell agreed that personnel and materials tend to be the most significant line items for all libraries. She sees that the 7% budget is just to keep staffing flat. Troendle noted that many libraries don't have both a Friends group and a Foundation. They don't have the same level of supplemental support. Other libraries may be underfunded and then need to make cuts in areas, such as hours and staffing. Troendle said that Stillwater does receive a higher percentage of materials funding from supplemental sources than tax dollars in comparison to the three other libraries where he has worked.

Lockyear noted that it is hard to plan and budget for services when the library relies heavily on supplemental funds. The city looks at growing, expanding, adding, and improving services – otherwise, it is moving backward. It is hard for the library to consistently grow and expand.

AGENDA ITEM 9: Library Facilities 101

Carlsen and Lockyear presented an overview of library facilities and capital expenditures over the past, present, and future. A copy of the presentation was included in the June board packet.

Lockyear reviewed the history of the three major building projects and accomplishments from 2016 to 2021, including:

- Co-located circulation and reference desk
- Newly carpeted and reconfigured welcome area
- Refurbished conference room and new technology
- Restored pergola
- Repaired ceiling in upper level rotunda area
- Repaired leaking pipes in garage
- Refinished elevator doors
- Replaced doors to parking ramp entry into building
- Bird deterrence
- Re-upholstered furniture
- Upgraded teen area
- Hydration and charging stations
- Hearing Loops
- LED lighting
- Keyless entry doors
- Exterior masonry
- Repaired catering ramp
- Upgraded Margaret Rivers Room technology
- Repaired capstones

Carlsen discussed the immediate facility needs of the library:

- Original Roof Repair: He noted that the repair of the original 1902 roof is being funded by the city. Costs are coming in under budget. The work is scheduled to occur this fall.

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- Continued Masonry Repair: Work will continue on the masonry repairs needed on the 2005-2006 addition. It may take until 2025 to complete the work.
- Terrace Repairs: One key issue to resolve is the uneven pavers.

Carlsen noted that Facility Committee needs to be flexible as projects arise that need to get done and take priority over enhancements. He reviewed the Facility Committee's proposed CIP from 2020 and noted how many of these projects have now been shifted to future years due to pressing repair issues, such as the roof, masonry, and terrace pavers. Carlsen discussed future CIP plans for 2023 and beyond.

- Terrace Enhancements & Accessibility
- Fourth Street Lawn (library starts as sidewalk)
- Coffee area/gallery space/Margaret rivers room
- Children's Area
- Other things: car and bike charging station, bike repair station

AGENDA ITEM 10: 2023-2027 Capital Improvement Planning

Troendle referred trustees to page 64 of the board packet, the draft 5-year CIP. He noted that the board is not approving this tonight. It is the first draft of proposed capital ideas. The top 1/3 of the page contains city IT capital projections. In 2023 and 2024, no dollars are allocated to capital projects because the definition of what is considered a capital expenditure changed. The city's previous purchasing policy defined capital outlay purchases with a cost of more than \$500 and all other assets with a cost of \$1,000 or more with a useful life of greater than 1 year. The revision increased the threshold for all capital assets to a cost greater than \$5,000 and useful life of five years or longer. City Finance is now looking at per item cost and not the total project amount. Troendle reviewed the IT operating costs that were formerly capital (on page 65). The \$117,000 in costs will need to be absorbed in the operating budget over the 5 years as they are no longer considered capital.

Troendle then discussed the planned capital projects each year:

- 2022 and 2023 – Masonry and Terrace: It has been challenging to get bids for these projects. With staffing and supply chain issues, the bottleneck is on the contractor side.
- 2024 - Interior Signage and 3rd Street/Ramp Entry: The library would like to redo interior signage, wayfinding, and entryway signage/graphics in 2024. Signs and letters are breaking and literally falling off of the walls and shelving units. We have one initial estimate in the range of \$60,000-\$80,000.
- 2025 – IT Projects and Meeting Room Wing: In 2025, there are three IT projects that qualify as capital expenses – network switch, paper/copier, and self-checks. In addition, we have \$75,000 in 2025 to refresh the meeting wing, Margaret Rivers Room, gallery, and coffee shop. This is a total of \$174,000 for 2025.
- 2026 – IT Project and Meeting Room Wing: In 2026, we will continue the meeting room refresh. There is also a sorter refresh.
- 2027 – Children's Room Wing: In 2027, the focus is on implementing a complete revamp of the children's area.

Troendle directed trustees to page 66 of the board packet for more detail on planned projects and a list of other possible future enhancements.

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Weigman noted that the printer/copier and self-checks are leased in Anoka not purchased. Lockyear noted that if we switched to leasing then they would become operating expenditures instead of capital.

Carlsen asked Collins if Council looks at the capital and operating budgets separately. Collins indicated that the budgets are separate. Council looks at the budget in broader strokes, with notes provided from the city about specific projects.

Lockyear asked Collins the best way to get library information in the notes and communicate to Council that a 7% increase is largely due to the change in the class compensation plan and purchasing plan changes. Collins noted that he has spoken to both the former and current city administrators about holding the library harmless. He recommended that Troendle and Hansen discuss this with the City Administrator when they meet with him regarding the library's budget.

AGENDA ITEM 11: Director and Other Staff Reports

Troendle reported that he had no additional comments unless there are questions.

AGENDA ITEM 12: Board Committee Reports

- a) Board Governance Committee: Meeting tomorrow.
- b) Executive Committee: Did not meet.
- c) Facilities Committee: Notes in the packet. Met twice.
- d) Finance Committee: Notes in the packet. Bell noted that we have a vacancy on the Finance Committee that needs to be filled. If any trustees are interested in committee assignment change, let Bell know.

AGENDA ITEM 13: Foundation & Friends Report

Nothing additional to add.

AGENDA ITEM 14: Public Commentary and Communications

None.

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 8:36 PM.

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 met 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
BOARD OF TRUSTEES SPECIAL MEETING:
ADVOCACY TRAINING WORKSHOP
June 28, 2022
Minutes

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

ABSENT: None

STAFF: Goeltl, Jacobsen, Petrie, Troendle

OTHER ATTENDEES: Lisa Winkler (Facilitator), Summer Seidenkranz (Foundation), Alicia Gordon Macalus (Foundation), Mary Ann Sandeen (Friends)

AGENDA ITEM 1: Call to Order

Bell called the meeting to order at 6:02 PM.

AGENDA ITEM 2: Welcome and Introductions

Attendees introduced themselves and shared their relationship with the library, goals for the workshop, and personal definition of advocacy.

AGENDA ITEM 3: Workshop Objectives

Winkler shared a PowerPoint presentation with the group (included as an attachment to the minutes). She reviewed the agenda and the objectives established for the workshop:

1. Discuss and Answer: Why does the Stillwater Public Library matter to our community?
2. Discuss and Answer: Why is increased funding necessary?
3. Review and Develop: Key messages and proof points
4. Mapping: Stakeholders and target audiences
5. Develop: Frequently Asked Questions

AGENDA ITEM 4: Community Conversations Review

Winkler requested feedback on what stood out during community conversations. Group discussed.

Winkler shared the six themes found in the Community Conversations and inquired if anything was missing.

1. Libraries are essential for thriving communities.
2. The Stillwater Public Library is a vital community resource and a bridge from our history to the future.
3. The Stillwater Public Library provides access to more than books. It is a place to learn and discover, connect and engage, grow and explore.
4. The Stillwater Public Library provides FREE and exceptional community programming.
5. The Stillwater Public Library supports ALL community members - from all backgrounds and at all stages of life.
6. The Stillwater Public Library is an essential partner in education and workforce development.

For a missing theme, it was noted that none of the points talk about or commend the staff.

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BOARD OF TRUSTEES SPECIAL MEETING:
ADVOCACY TRAINING WORKSHOP
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AGENDA ITEM 5: Objectives 1, 2 and 3

Winkler facilitated a discussion about workshop objectives 1-3. She discussed marketing the “front of the box” for the library, using a pasta box as an example. The front of the box contains graphics, short phrases, and catchwords about the product. This is what initially grabs the consumer. The back of the box contains ingredients and calories. These are the data points that a consumer may need later but generally don’t drive the consumer to initially grab the product from the shelf.

Winkler informed the group that the library’s key messages should be:

1. True.
2. Short.
3. Human. Conversational.
4. Memorable.
5. Persuasive.

The messages should be supported by proof points – stories (heart) and data (head).

AGENDA ITEM 6: Group Work and Practice

Winkler talked about transforming these key messages into a short elevator pitch. She provided the following guidelines:

1. Under 30 seconds
2. Introduce yourself
3. Ask a question, share a stat, tell an emotional story
4. What sets the SPL apart?
5. What’s our value?
6. What’s your Front of the Box?

Attendees wrote and practiced pitches. Winkler gave a three-minute homework assignment to deliver the elevator speech to one other person (spouse/neighbor/friend) before the meeting tomorrow night.

AGENDA ITEM 7: Adjournment

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

Meeting adjourned at 8:01 PM.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING:
ADVOCACY TRAINING WORKSHOP
June 29, 2022
Minutes

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

ABSENT: Mathre

STAFF: Goeltl, Jacobsen, Petrie, Troendle

OTHER ATTENDEES: Lisa Winkler (Facilitator), Summer Seidenkranz (Foundation), Mary Ann Sandeen (Friends)

AGENDA ITEM 1: Call to Order

Bell called the meeting to order at 6:04 PM.

AGENDA ITEM 2: Welcome

Winkler welcomed the group to day two of the workshop and reviewed the night's agenda. Group discussed their work practicing the elevator presentation.

AGENDA ITEM 3: Stakeholder Mapping

Winkler asked attendees to create a library network map of friends, work/volunteer connections, club/associations, and elected officials.

AGENDA ITEM 4: FAQ Development

Winkler showed the City of Stillwater's mission statement and noted how well it aligns with the role and work of the library:

To provide the community with a quality living environment, quality public services and facilities, while protecting cultural, historical and natural resources through fair and open government, careful planning, effective management and efficient fiscal policy.

- *Support partnerships for collaborations*
- *Foster community engagement*
- *Meet the health, safety and well-being needs of our citizens*

Winkler shared an FAQ list (see PowerPoint slide, attached) developed by the Governance Committee and asked for additions. Attendees then broke into smaller groups and worked on answering selected FAQs. She reminded the group that it is OK to say "I don't know" when asked a question.

Winkler addressed trustee concerns about starting a conversation about the library. She indicated that the next step is relationship building – both formal and informal. It could first be talking with your own city council person, a circle of friends, or a friend of a friend. These contacts can then help you think about additional connections to tap.

To wrap up the meeting, the group discussed what they liked about the workshop, things they wished would have happened, and the next steps they wish to take.

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AGENDA ITEM 5: Adjournment

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

Meeting adjourned at 8:06 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in June 2022				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of June 2022 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of June:				
June 2022 (2022 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 19,462.98	\$ 13,647.84	\$ 2,287.43	\$ 35,398.25
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 19,462.98	\$ 13,647.84	\$ 2,287.43	\$ 35,398.25
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: June 7, 2022</i></p> <ul style="list-style-type: none"> • The total amount payable was \$25,842.41. • The largest payment was to Xcel Energy for \$4,943.51 for gas and electricity. • The next largest payment was to Brodart for \$4,793.48 for adult fiction, adult nonfiction, teen and children’s materials. • The library paid \$4,350 to Calyx Design Group for the 4th Street Lawn Design, funded by a 2021 grant from the Hugh J. Andersen Foundation through the Stillwater Public Library Foundation. • The library paid \$895 to Stillwater Printing for the printing of materials for the Summer Reading Program, funded by a grant from the Hugh J. Andersen Foundation through the Stillwater Public Library Foundation. <p><i>Bill Resolution: June 21, 2022</i></p> <ul style="list-style-type: none"> • The total amount payable was \$9,555.84. • The largest payment was \$2,000.00 to Kurtis Hunter for the construction of a portable puppet theater, funded by a grant from the Hugh J. Andersen Foundation through the Stillwater Public Library Foundation • The library paid \$1,200.00 to The Jolly Pops for a summer reading event for Stillwater and an event for Bayport, funded by a grant from the Hugh J. Andersen Foundation through the Stillwater Public Library Foundation for summer reading for Stillwater and Bayport public libraries. • The library made an initial payment of \$720.00 to Lisa Winkler for advocacy consultation. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 6/7/2022 Bill Resolution – 2022 Bills 6/21/2022 Bill Resolution – 2022 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
676	5/23/2022	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
3798 227286	6/2/2022	Ace Hardware	Janitorial Supplies	44.74	230-4231-2102-0000	Janitorial Supplies
1WVP-P4JN-DX37	5/10/2022	Amazon Business	Programs - Juv SRP (HJA SPLF)	68.67	232-4232-2407-0000	SPLF - Programs
1DN4-4WVT-RLKP	5/18/2022	Amazon Business	Supplies	261.48	230-4230-2101-0000	General Supplies
1QJW-RTDL-4P7W	5/19/2022	Amazon Business	Programs - JUV (SPLF HJA EL)	168.28	232-4232-2407-0000	SPLF - Programs
1P9Q-9WXD-M7M7	5/25/2022	Amazon Business	Programs - Adult (235)	59.89	235-4236-4099-0000	Library Donations Programs
11JN-NP4Q-CGCT	5/27/2022	Amazon Business	Supplies	63.98	230-4230-2101-0000	General Supplies
1QJ7-6KMT-Y3P4	5/27/2022	Amazon Business	Programs - JUV (SPLF PP)	87.84	232-4232-2407-0000	SPLF - Programs
1Y9W-67Y6-KT1H	5/28/2022	Amazon Business	Supplies	100.82	230-4230-2101-0000	General Supplies
1100081221	5/16/2022	American Library Association	PLA Benchmark Subscription	400.00	230-4230-4001-0000	Subscriptions
2036767665	5/19/2022	Baker and Taylor	Programs - JUV SRP (HJA SPLF)	22.22	232-4232-2407-0000	SPLF - Programs
6072022	6/7/2022	Brodart Co	Materials - Adult Fiction (Friends - Wils)	8.00	229-4229-2113-0000	Friends - Materials
6072022	6/7/2022	Brodart Co	Materials - Juv	1904.88	230-4230-2400-0000	Childrens Books
6072022	6/7/2022	Brodart Co	Materials - Adult Fiction	1352.75	230-4230-2401-0000	Adult Books - Fiction
6072022	6/7/2022	Brodart Co	Materials - Adult Nonfiction	595.47	230-4230-2405-0000	Adult Books - Non Fiction
6072022	6/7/2022	Brodart Co	Materials - YA	644.19	230-4230-2406-0000	Teen Books
6072022	6/7/2022	Brodart Co	Materials - Processing	296.19	230-4230-3404-0000	Processing Fee
21129-2	5/21/2022	Calyx Design Group	4th St Lawn (SPLF HJA) SPLF Imp. Projects	4350.00	232-4900-3099-0000	SPLF - Improvement Projects - Other Prof
105087	5/24/2022	Card Source	Library Cards	662.91	230-4230-2101-0000	General Supplies
S500519	5/31/2022	Chan Karen	Programs - Adult (235)	350.00	235-4236-4099-0000	Library Donations Programs
S500602	6/2/2022	Chan Karen	Programs - Adult (235)	350.00	235-4236-4099-0000	Library Donations Programs
10151810	5/27/2022	Cole Papers	Custodial Supplies	188.42	230-4231-2102-0000	Janitorial Supplies
146036417	5/1/2022	Comcast	Internet - May	188.10	230-4230-3098-0000	Technology Support
3935356	5/12/2022	Dalco	Cleaning Supplies	795.26	230-4231-2102-0000	Janitorial Supplies
200004184	5/18/2022	Huebsch Service	Towels & Rugs	-66.29	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
20151706	5/24/2022	Huebsch Service	Towels & Rugs	194.36	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
05162022AJ	5/16/2022	Jacobsen Aurora	Training (Digitization) Staff Reimbursement	170.00	236-4236-4099-0000	Wick - Miscellaneous Charges
7265	5/27/2022	Menards	Janitorial Supplies	35.44	230-4231-2102-0000	Janitorial Supplies
6072022	6/7/2022	Midwest Tape	Materials - Audio (SJM)	22.33	230-4230-2402-0000	Audio
6072022	6/7/2022	Midwest Tape	Materials - Audio (SJAB)	49.98	230-4230-2402-0000	Audio
6072022	6/7/2022	Midwest Tape	Materials - Audio (SJV)	39.72	230-4230-2408-0000	Film/Video
6072022	6/7/2022	Midwest Tape	Materials - Audio (SAV)	533.03	230-4230-2408-0000	Film/Video
6072022	6/7/2022	Midwest Tape	Materials - Processing	106.44	230-4230-3404-0000	Processing Fee
05162022MB	5/16/2022	Mobile Beacon	Hotspots (SPLF)	1320.00	232-4232-2113-0000	SPLF - Materials
W22040574	5/16/2022	Office of MN IT Services	Phone - April	148.35	230-4231-3101-0000	Telephone
1.00401E+11	5/16/2022	Otis Elevator Company	Maint Agreement (6/2022 - 8/2022)	618.06	230-4231-3707-0000	Maintenance Agreements - Lib Plant
196661	5/20/2022	Paper Roll Products	Custodial Supplies	173.88	230-4231-2102-0000	Janitorial Supplies
05192022AP	5/19/2022	Petrie Angela	Programs - JUV SRP (HJA SPLF) Staff Reimbursement	30.89	232-4232-2407-0000	SPLF - Programs
05242022AP	5/24/2022	Petrie Angela	Programs - JUV SRP (HJA SPLF) Staff Reimbursement	223.72	232-4232-2407-0000	SPLF - Programs
10067454	5/2/2022	Pioneer Press St. Paul	Materials - Newspaper (SPLF Heuer)	705.00	232-4232-2113-0000	SPLF - Materials
39494328	5/16/2022	Scholastic Inc	Programs - JUV SRP (HJA SPLF)	117.63	232-4232-2407-0000	SPLF - Programs
39487727	5/16/2022	Scholastic Inc	Programs - JUV SRP (HJA SPLF)	517.97	232-4232-2407-0000	SPLF - Programs
39646072	5/20/2022	Scholastic Inc	Programs - JUV SRP (HJA SPLF)	373.64	232-4232-2407-0000	SPLF - Programs
39669625	5/22/2022	Scholastic Inc	Programs - JUV SRP (HJA SPLF)	3.96	232-4232-2407-0000	SPLF - Programs
6012022	3/27/2022	Shasken Stephan	Programs - JUV SRP (SPLF HJA)	350.00	232-4232-2407-0000	SPLF - Programs
199545	5/24/2022	Stillwater Printing Co.	Programs - JUV SRP (HJA SPLF)	520.00	232-4232-2407-0000	SPLF - Programs
199569	5/24/2022	Stillwater Printing Co.	Programs - JUV SRP (HJA SPLF)	195.00	232-4232-2407-0000	SPLF - Programs
199565	5/25/2022	Stillwater Printing Co.	Programs - JUV SRP (HJA SPLF)	30.00	232-4232-2407-0000	SPLF - Programs
199566	5/25/2022	Stillwater Printing Co.	Programs - JUV SRP (HJA SPLF)	60.00	232-4232-2407-0000	SPLF - Programs
199568	5/25/2022	Stillwater Printing Co.	Programs - JUV SRP (HJA SPLF)	30.00	232-4232-2407-0000	SPLF - Programs
199567	5/25/2022	Stillwater Printing Co.	Programs - JUV SRP (HJA SPLF)	60.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 19,907.20		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
14425800	5/18/2022	backgroundchecks.com	Background Check	\$ 260.55	230-4230-4099-0000	Miscellaneous Charges
4202022	4/20/2022	Postmaster	Postage - May 2022 City Newsletter	\$ 12.02	230-4230-3102-0000	Postage
29181	5/20/2022	Heritage Printing	Printing - May 2022 City Newsletter	\$ 719.13	230-4230-3400-0000	Printing and Publishing
781307731	5/25/2022	Xcel Energy	Gas	\$ 1,172.66	230-4231-3601-0000	Natural Gas
781307731	5/25/2022	Xcel Energy	Electric	\$ 3,770.85	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,935.21		
GRAND TOTAL				\$ 25,842.41		

These bills are submitted and approved for payment.

Mark Troendle 06/07/2022

Mark Troendle, Library Director

Craig Hansen 06/07/2022

Craig Hansen, Secretary/Treasurer, Board of Trustees

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
14F9-Q7PT-4X9R	6/2/2022	Amazon Business	Materials - Adult Fiction	21.00	230-4230-2401-0000	Adult Books - Fiction
14F9-Q7PT-4X9R	6/2/2022	Amazon Business	Materials - Adult Nonfiction	16.95	230-4230-2405-0000	Adult Books - Non Fiction
14F9-Q7PT-4X9R	6/2/2022	Amazon Business	Materials - Video (SAV)	45.99	230-4230-2408-0000	Film/Video
1T9N-GRJQ-QVHX	6/4/2022	Amazon Business	Supplies	23.48	230-4230-2101-0000	General Supplies
1G7H-HQYG-3YW7	6/7/2022	Amazon Business	Supplies	78.19	230-4230-2101-0000	General Supplies
1WVM-1J64-17W4	6/8/2022	Amazon Business	Materials - Adult Fiction	17.48	230-4230-2401-0000	Adult Books - Fiction
1GNJ-1W9C-F7DX	6/10/2022	Amazon Business	Programs - Adult (Take & Make 235)	36.33	235-4236-4099-0000	Library Donations Programs
1J3Q-MP9Q-16T1	6/12/2022	Amazon Business	Materials - DVDs Library of Things (SPLF)	28.22	232-4232-2113-0000	SPLF - Materials
1T3W-HN6W-4946	6/14/2022	Amazon Business	Materials - Video (SAV)	70.98	230-4230-2408-0000	Film/Video
116V-R476-34R6	6/15/2022	Amazon Business	Materials - Adult Nonfiction	124.96	230-4230-2405-0000	Adult Books - Non Fiction
9021681	6/11/2022	Brodini Comedy Magic Show	Programs - JUV SRP (HJA SPLF)	250.00	232-4232-2407-0000	SPLF - Programs
O-1076	3/15/2022	Carpenter St. Croix Valley Nature Cent	Programs - JUV SRP (HJA SPLF)	173.76	232-4232-2407-0000	SPLF - Programs
148124941	6/1/2022	Comcast	Internet - June	188.10	230-4230-3098-0000	Technology Support
06082022KF	6/8/2022	Faurot Kimberly	Programs - JUV SRP (HJA SPLF) Staff Reimbursement	75.73	232-4232-2407-0000	SPLF - Programs
06082022KF	6/8/2022	Faurot Kimberly	Programs - JUV (HJA 21 SPLF) Staff Reimbursement	304.83	232-4232-2407-0000	SPLF - Programs
06132022KHM	6/13/2022	Hunter Kurtis	Programs - JUV (HJA 21 SPLF)	2000.00	232-4232-2407-0000	SPLF - Programs
4046616	5/31/2022	Loffler Companies	Aruba Central (Wifi)	1206.70	230-4230-3098-0000	Technology Support
196592	6/1/2022	NAC Mechanical and Electrical Services	Alerton System Maint Agreement	1882.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
SWLIBR	5/31/2022	Rose Floral	Terrace Plants (235 Houston)	503.21	235-4238-4099-0000	Library Donations Miscellaneous
40090135	6/6/2022	Scholastic Inc	Programs - Juv SRP (HJA SPLF)	2.09	232-4232-2407-0000	SPLF - Programs
40105407	6/7/2022	Scholastic Inc	Programs - Juv SRP (HJA SPLF)	3.39	232-4232-2407-0000	SPLF - Programs
05142022SAD	5/14/2022	Serendipity Art & Design	Programs - JUV SRP (HJA SPLF)	125.00	232-4232-2407-0000	SPLF - Programs
1547	3/3/2022	The Jolly Pops	Programs - JUV (HJA SPLF) SRP	1200.00	232-4232-2407-0000	SPLF - Programs
06162022WA	6/16/2022	Wahoo Adventures	Programs - Adult SRP (235 Funds)	90.00	235-4236-4099-0000	Library Donations Programs
220615	6/15/2022	Wendy's Wiggle Jiggle & Jam	Programs - JUV SRP (HJA SPLF)	250.00	232-4232-2407-0000	SPLF - Programs
05102022LW	5/10/2022	Winkler Lisa D.	Advocacy Workshop (Wick)	720.00	236-4236-4099-0000	Wick - Miscellaneous Charges
		INVOICES SUBTOTAL		\$ 9,438.39		
LIBRARY CREDIT CARD						
FFEBD208-0002	4/5/2022	Docsketch	Tech - Electronic Signature App	96.00	230-4230-3098-0000	Technology Support
208038620220411	4/11/2022	Dream Host	Website Hosting	21.45	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 117.45		
SPECIAL BILL PAYOUTS						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 9,555.84		

These bills are submitted and approved for payment.

Mark Troendle 06/20/2022
 Mark Troendle, Library Director

Craig Hansen 06/20/2022
 Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: June 2022 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – June 30, 2022.</p> <p><u>120 Funds – Capital Projects:</u> There were no capital fund expenditures through June 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 \$531,070 through June. 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"> • <i>Pending Journal Entry:</i> Finance needs to make journal entries to remove compensation for days worked in 2021 but paid in 2022 (~\$37,000). • <i>Pending Journal Entry:</i> Finance needs to make journal entries to add in insurance pre-payments made in 2021 for 2022 (\$5,389). • <i>Pending Journal Entry:</i> \$6,671 was paid in severance compensation to retiring staff for service through 2021. Entry may be moved to 2021 with monies transferred from the compensated absences fund balance into revenues to offset this expense. <p>Materials: The city budget is \$95,711. Through June, expenditures are \$27,788 with a total of \$65,299 in city-funded materials ordered to date.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> \$7,007.02 was pre-paid in 2021 to Ebsco Publishing for the purchase of 2022 magazine and newspaper subscriptions. Finance will transfer \$4,165 to periodicals (230-4230-2403-0000), \$562.93 to subscriptions (230-4230-4001-0000), \$2,279.09 to SPLF funded materials (232-4232-2113-0000). <p>Services and Charges: Expenditures total \$20,834 through June, 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 \$61,926 through June.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> Finance needs to make journal entries to remove compensation for days worked in 2021 but paid in 2022 (~\$4,120). 	

- *Pending Journal Entry:* Due to the fiscal year change, Finance needs to make journal entries to add in health insurance pre-payments made in 2021 for 2022 (\$1,962).

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

- **Energy:** Of this budget, \$60,000 is budgeted for electricity and natural gas with expenditures running higher than in 2021. Through June, we have already spent \$14,884 of our \$16,000 natural gas budget. Natural gas expenditures will be very low over the summer, but fall will bring increased fuel usage.
- **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. \$5,436 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 June Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 7/6/2022 - 12:51 PM
 Period: 1 to 6, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	557,000.00	0.00	0.00	557,000.00	0.00	557,000.00	100.00
120-4230-5300-0000	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: 7/6/2022 - 12:14 PM
 Period: 1 to 6, 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	697.50	697.50	502.50	0.00	502.50	41.88
230-0000-3520-0100	Copier/Printer Sales	4,000.00	1,618.98	1,618.98	2,381.02	0.00	2,381.02	59.53
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	5.00	5.00	195.00	0.00	195.00	97.50
	R25 Sub Totals:	5,900.00	2,321.48	2,321.48	3,578.52	0.00	3,578.52	60.65
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	717,805.02	717,805.02	717,804.98	0.00	717,804.98	50.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R45 Sub Totals:	1,435,610.00	717,805.02	717,805.02	717,804.98	0.00	717,804.98	50.00
	Revenue Sub Totals:	1,465,097.00	720,946.92	720,946.92	744,150.08	0.00	744,150.08	50.79
	Dept 0000 Sub Totals:	-1,465,097.00	-720,946.92	-720,946.92	-744,150.08	0.00		
Dept 230-4230	LIBRARY OPERATIONS							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	211,408.56	94,519.22	94,519.22	116,889.34	0.00	116,889.34	55.29
230-4230-1100-0000	Overtime - Full Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	6,671.54	6,671.54	-6,671.54	0.00	-6,671.54	0.00
230-4230-1112-0000	Sick Pay	0.00	7,179.84	7,179.84	-7,179.84	0.00	-7,179.84	0.00
230-4230-1113-0000	Vacation Pay	0.00	29,808.70	29,808.70	-29,808.70	0.00	-29,808.70	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	293,689.54	293,689.54	314,553.84	0.00	314,553.84	51.72
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	29,406.90	29,406.90	32,066.99	0.00	32,066.99	52.16
230-4230-1420-0000	FICA/Medicare	62,703.36	32,343.96	32,343.96	30,359.40	0.00	30,359.40	48.42
230-4230-1500-0000	Hospital / Medical	86,155.44	35,554.11	35,554.11	50,601.33	0.00	50,601.33	58.73
230-4230-1520-0000	Dental Insurance	4,193.64	1,620.81	1,620.81	2,572.83	0.00	2,572.83	61.35
230-4230-1540-0000	Life Insurance	771.39	275.47	275.47	495.92	0.00	495.92	64.29
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	1,052,116.66	531,070.09	531,070.09	521,046.57	0.00	521,046.57	49.52
E10	SUPPLIES							
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	3,500.00	2,315.04	2,315.04	1,184.96	0.00	1,184.96	33.86
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	7,491.69	7,491.69	13,159.65	0.00	13,159.65	63.72
230-4230-2401-0000	Adult Books - Fiction	22,382.00	9,817.01	9,817.01	12,564.99	0.00	12,564.99	56.14
230-4230-2402-0000	Audio	8,566.90	551.03	551.03	8,015.87	0.00	8,015.87	93.57
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	5,453.93	5,453.93	12,139.07	0.00	12,139.07	69.00
230-4230-2406-0000	Teen Books - Materials	5,146.38	1,343.92	1,343.92	3,802.46	0.00	3,802.46	73.89
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	2,879.36	2,879.36	2,668.38	0.00	2,668.38	48.10
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
	E10 Sub Totals:	102,982.08	31,076.64	31,076.64	71,905.44	0.00	71,905.44	69.82
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	4,650.10	4,650.10	349.90	0.00	349.90	7.00
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	1,587.03	1,587.03	912.97	0.00	912.97	36.52
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	4,038.74	4,038.74	9,961.26	0.00	9,961.26	71.15

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-3500-0000	General Insurance	1,518.00	0.00	0.00	1,518.00	0.00	1,518.00	100.00
230-4230-3707-0000	Maintenance Agreements	0.00	618.84	618.84	-618.84	0.00	-618.84	0.00
230-4230-3713-0000	Computer Maintenance/Licenses	25,000.00	9,737.00	9,737.00	15,263.00	0.00	15,263.00	61.05
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	400.00	94.99	94.99	305.01	0.00	305.01	76.25
	E15 Sub Totals:	59,547.12	20,834.70	20,834.70	38,712.42	0.00	38,712.42	65.01
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	220.00	220.00	374.01	0.00	374.01	62.96
230-4230-4001-0000	Subscriptions	625.00	467.01	467.01	157.99	0.00	157.99	25.28
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	747.99	747.99	2,252.01	0.00	2,252.01	75.07
	E20 Sub Totals:	4,219.01	1,683.46	1,683.46	2,535.55	0.00	2,535.55	60.10
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	584,664.89	584,664.89	634,199.98	0.00	634,199.98	52.03
	Dept 230-4231							
	E05							
	LIBRARY PLANT							
	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	28,210.55	28,210.55	38,283.97	0.00	38,283.97	57.57
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	2,261.71	2,261.71	-2,261.71	0.00	-2,261.71	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,006.89	4,006.89	-4,006.89	0.00	-4,006.89	0.00
230-4231-1200-0000	Part Time Salaries	26,900.89	12,542.07	12,542.07	14,358.82	0.00	14,358.82	53.38
230-4231-1410-0000	PERA	6,951.37	3,332.73	3,332.73	3,618.64	0.00	3,618.64	52.06
230-4231-1420-0000	FICA/Medicare	7,144.75	3,455.38	3,455.38	3,689.37	0.00	3,689.37	51.64
230-4231-1500-0000	Hospital / Medical	16,825.68	7,715.57	7,715.57	9,110.11	0.00	9,110.11	54.14
230-4231-1520-0000	Dental Insurance	757.92	357.90	357.90	400.02	0.00	400.02	52.78
230-4231-1540-0000	Life Insurance	116.00	43.20	43.20	72.80	0.00	72.80	62.76
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	61,926.00	61,926.00	63,265.13	0.00	63,265.13	50.53
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	2,887.71	2,887.71	1,112.29	0.00	1,112.29	27.81

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4231-2202-0000	Building Repair Supplies	1,500.00	34.95	34.95	1,465.05	0.00	1,465.05	97.67
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	575.24	575.24	224.76	0.00	224.76	28.10
	E10 Sub Totals:	6,500.00	3,598.08	3,598.08	2,901.92	0.00	2,901.92	44.64
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	593.40	593.40	1,106.60	0.00	1,106.60	65.09
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	15,009.52	15,009.52	28,990.48	0.00	28,990.48	65.89
230-4231-3601-0000	Natural Gas	16,000.00	14,884.12	14,884.12	1,115.88	0.00	1,115.88	6.97
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	5,436.30	5,436.30	4,063.70	0.00	4,063.70	42.78
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	113,441.00	46,807.70	46,807.70	66,633.30	0.00	66,633.30	58.74
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,424.59	1,424.59	-324.59	0.00	-324.59	0.00
	E20 Sub Totals:	1,100.00	1,424.59	1,424.59	-324.59	0.00	-324.59	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	113,756.37	113,756.37	296,475.76	0.00	296,475.76	72.27
	Dept 4231 Sub Totals:	410,232.13	113,756.37	113,756.37	296,475.76	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	720,946.92	720,946.92	744,150.08	0.00	744,150.08	50.79
	Fund Expense Sub Totals:	1,629,097.00	698,421.26	698,421.26	930,675.74	0.00	930,675.74	57.13
	Fund 230 Sub Totals:	164,000.00	-22,525.66	-22,525.66	186,525.66	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 2 of 2022.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – June 30, 2022.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 6/30/22	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2022 GIFTS & GRANTS RECEIVED (January 1 - June 30, 2022)
Updated 7/7/2022

2022 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/12/2022	\$60 tribute gift in memory of Shelby Prentiss	\$60	None	235-3235-3820-0100	Expend in 2022	Board approved 4/12/22
G2	1/26/2022	\$3 cash donation	\$3	None	230-0000-3820-0100	Expend in 2022	Board approved 4/12/22
G3	1/31/2022	\$500 unrestricted gift	\$500	None	235-0000-3820-0100	TBD	Board approved 4/12/22
G4	3/18/2022	\$5000 unrestricted gift	\$5,000	None	227-0000-3820-0100	TBD	Board approved 4/12/22
G5	4/9/2022	In-kind donation of scanner	\$50	None	N/A	N/A	For board review and approval on 7/12/22
G6	5/12/2022	\$1,402 restricted gift	\$1,402	Adult nonfiction materials of lasting value	235-3235-3820-0100	Expend in 2022/2023	For board review and approval on 7/12/22
G7	6/20/2022	In-kind donation for the Haunted History Trolley Tour for two	\$84	Adult Summer Reading Program Prize	N/A	N/A	For board review and approval on 7/12/22
G8	6/23/2022	\$80 tribute in memory of Shelby Prentiss	\$80	Book purchase	235-3235-3820-0100	Expend in 2022	For board review and approval on 7/12/22
G9	6/23/2022	\$876.19 restricted gift	\$876.19	Adult programming	235-3236-2820-0000	TBD	For board review and approval on 7/12/22
			\$8,055				

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

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

2022: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 4/12/22
SPLF In Kind 2	2/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 4/12/22
SPLF In Kind 3	3/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 4/12/22
SPLF In Kind 4	4/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 7/12/22
SPLF In Kind 5	5/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 7/12/22
SPLF In Kind 6	6/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 7/12/22
			\$8,585				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Release Request	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approve the release of \$4,500 of the fund balance reserve for the purchase of Windows licensing for staff computers.	
BACKGROUND/CONTEXT: IT requests the release of \$4,500 for the purchase of Windows licensing for staff computers. Per the CIP, this project was projected to be paid from the library's fund balance. At year-end, Finance will make a journal entry reflecting the transfer of fund balance dollars to the project.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p><u>Email Communications</u> On June 13, Troendle emailed trustees on behalf of consultant Lisa Winkler:</p> <ul style="list-style-type: none"> • The advocacy workshops are scheduled for Tuesday, June 28, and Wednesday, June 29, from 6-8 PM on both dates. The workshop will be held in the Margaret Rivers Room on the upper level of the library. Hopefully, attendees will be able to attend both dates. • Winkler requested that advocacy workshop attendees complete a community conversation document about their library experience and perspective. Email it to Winkler by June 21. • Winkler requested that attendees bring their Network Maps to the training workshop to help create a master stakeholder map. <p>On June 30, Troendle emailed trustees that the library has a supply of about 200 COVID-19 home test kits available at the library. They're free while supplies last.</p> <p><u>Updates</u></p> <ul style="list-style-type: none"> • The August board meeting is on Tuesday, August 23 at 7 PM. The meeting was moved from August 9 as this date is an election day. • The Boards & Commissions Picnic is on Tuesday, August 23 from 5 – 8 PM in Pioneer Park. <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: Advocacy Training and Implementation	
OWNER: Board Governance Committee	PRESENTER: Hemer, Committee Chair
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: This agenda item is intended to provide an opportunity for preliminary comments and suggestions while the advocacy workshops are fresh in our minds. Additional discussions will be held at future board meetings. Informal Evaluation What is your overall assessment of the advocacy workshops? Were the workshop objectives met? Next Steps What next steps do you suggest? Consider ways to implement next steps.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Process – September Annual Review & Goal Suggestions	
OWNER: Bell, President	PRESENTER: Bell, President
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>At the September meeting, the board will conduct an annual review of the library director. The director will inform the board of the issues, barriers and progress toward goals. An Annual Review Form, completed by the director, will be provided in the September board packet for trustees to review prior to the meeting. Items for the trustees to consider in preparation for the discussion are outlined on the Annual Review Form page of the attached library director evaluation documents.</p> <p>As noted in the instructions: The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.</p> <p>The annual review may or may not be a closed session to be decided at the discretion of the board and director. If the board elects to have a closed meeting, the board will comply with the Minnesota Open Meeting Law.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Director Evaluation Process Documents	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Performance Evaluation for the Director

Date last reviewed by board: January 14, 2020

One of the most important roles the Board of Trustees has is to work with the Director to ensure that performance goals are achieved and consistently well met. The board's bylaws specify that the board is to evaluate the library director on a regular basis. Annual step movement is subject to a satisfactory performance review using the process established by the Board of Trustees.

The Minnesota Open Meeting Law requires that meetings of governmental bodies generally be open to the public. However, a public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall verbally summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

The evaluation process will begin and end with an annual review. Additionally, one progress report will be presented six months after the performance review.

During the annual review two tasks will be accomplished: review of current year goal progress and development of goals for the coming year. The annual review is meant to include the full board and the director to review and discuss goal accomplishment during the year and goal development for the coming year. The Annual Review Form and Goal Development Worksheet are designed to facilitate discussion and provide documentation of the annual review which may occur during a closed session.

The progress report is meant to update the board on progress toward goals during the year. The Progress Report Form is designed to allow the board to keep abreast of progress and to facilitate an ongoing conversation with the director about progress. Should progress be insufficient to accomplish the annual goals, the Director and Trustees shall discuss barriers and take corrective action to improve progress to facilitate accomplishing goals.

List of Related Documents

1. Performance Evaluation Instructions
2. Annual Review Form/ Director
3. Annual Review Form / Trustees
4. S.M.A.R.T. Goal Definition
5. Goal Development Worksheet
6. Progress Report Form/Director
7. Progress Report Form/Trustees
8. Library Director Position Description

Performance Evaluation Instructions

Approved by board: January 14, 2020

Annual Review Form

The annual review is completed jointly by the Board of Trustees and the Director during the month marking the Director's anniversary date.

Each year, the Director and Library Board President are required to review and sign off on the Library Director Position Description and, if needed, note changes that may be required.

Director

1. The Director will complete the Annual Review Form/Director which will be submitted confidentially to the trustees in the month in which the annual review occurs.
2. The report will list the annual S.M.A.R.T. goals and a description of the accomplishment/outcome/product of each goal.
3. In addition, the Director will provide written responses to the questions listed on the report form.

Trustees

1. The Trustees will prepare for the review by considering the discussion points and questions listed on the Annual Review Form/Trustees.
2. During discussion, the Vice-President will note key points which will be included in a summary to be written by the President, shared with the Director, appended to the review, and included in the Director's personnel file.
3. After discussion, Trustees will assign and vote to approve a numerical ranking to reflect the accomplishment/outcome/product of each of the annual S.M.A.R.T. goals.

Director and Trustees

After discussion of the current year's goals is concluded, the Director and Trustees will use the Goal Development Worksheet to determine goals and performance measures for the coming year.

Goal Development Worksheet

The Goal Development Worksheet is completed jointly by the Director and Board of Trustees. Trustees are encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Executive Committee for consideration. Suggestions should be submitted two months in advance of the month in which the annual review occurs.

Progress Report Form

The progress report is completed jointly by the Board of Trustees and the Director during the sixth month following the annual review.

Stillwater

Public Library

Director

The Director will complete the Progress Report Form/Director which will be submitted confidentially to the trustees in the sixth month following the annual review.

The Director will complete the Progress Report Form/Director on the current year's S.M.A.R.T. goals and progress in obtaining them. The report will include a brief description of progress toward each goal, including specific measurable milestones in achieving the annual goals.

Trustees

The Trustees will prepare for the report by considering the discussion points and questions listed on the Progress Report Form/Trustees.

The completed Progress Report Form will be included in the Director's personnel file. Board minutes will note that a progress report occurred.

Stillwater

Public Library

Annual Review Form/Director

Date last reviewed by board: January 14, 2020

Director

Describe the accomplishment/outcome/product of each S.M.A.R.T. goal:

Goal #1

Goal #2

Goal #3

Respond to the following questions:

1. What goal or accomplishment has been the most satisfying for you?
2. What is going well with the job and accomplishment of goals and why?
3. What areas are/were particularly challenging and why?
4. How might the board have been more supportive in the successful achievement of goals?

Annual Review Form/Trustees

Date last reviewed by board: January 14, 2020

Trustees

Prepare for discussion using the following discussion points and questions as guides:

1. How did the outcome of the goals move the library closer to the objectives of the strategic plan? If there is a significant lack of progress, identify what action can be taken to correct the situation.

2. How did the outcome of the goals demonstrate the following areas of competence?
 - Relationship building - professional/peers, staff, management and board
 - Financial responsibility and oversight
 - Community Relations
 - Facilities management
 - Accomplishment of objectives outlined in the strategic plan

3. What areas are/were particularly challenging and why?

Annual SMART Goal	Please comment on the accomplishment/outcome/product of the goal.	Rating
Goal #1		
Goal #2		
Goal #3		

Rating Scale: 5=Excellent 4=Good 3=Satisfactory 2=Fair 1=Poor

This performance evaluation has been discussed with the board and the director. The director understands an addendum may be added should the director choose to do so.

Director's Signature:

_____ Date: _____

Board President's Signature:

_____ Date: _____

S.M.A.R.T. Goal Definition

Date last reviewed by board: January 14, 2020

S.M.A.R.T. goals are defined as specific, measurable & meaningful, achievable, results-focused, and time-bound.

Specific: Goals should be simplistically written and clearly define what you are going to do.

Measurable: Goals should be measurable so that you have tangible evidence that you have accomplished the goal. Usually, the entire goal statement is a measure for the project, but there are usually several short-term or smaller measurements built into the goal. Additionally, goals should have meaning and value for the Director.

Achievable: Goals should be achievable; they should stretch you slightly so you feel challenged but be defined well enough so that you can achieve them. You must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.

Results-focused: Goals should measure outcomes, not activities.

Time-bound: Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

S.M.A.R.T. Goals should demonstrate the following areas of competence:

- Relationship building - professional/peers, staff, management and board
- Financial responsibility and oversight
- Community Relations
- Facilities management
- Accomplishment of objectives outlined in library strategic plan

Goal Development Worksheet

Date last reviewed by board: January 14, 2020

Director's SMART GOAL Proposal	Trustee comments/suggestions /ideas	Goal to be used in Performance Evaluation

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2023 Operating Budget	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Hansen, Secretary/Treasurer
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Action is requested to approve the 2023 operating budget request.	
BACKGROUND/CONTEXT: The Finance Committee and library staff met on June 27, 2022, to develop a proposed 2023 operating budget request recommendation based on the most recent financial projections and feedback from the June board meeting. As part of the budgetary process, the Finance Committee reviewed the following areas:	
<ul style="list-style-type: none"> • Peer Comparisons: The Public Library Association (PLA) recently released a new tool for data-driven planning and advocacy in libraries that include peer group information. Stillwater Public Library was placed in a peer group of 135 libraries based on five characteristics predictive of library outcomes (region, legal basis, locale, percentage of population that is people of color, percentage of adult population that is college-educated). Libraries within a peer group are not identical, but they share similar characteristics that provide a basis for arriving at useful ballpark comparisons. Using the PLA’s comparative analysis for this peer group, Stillwater Public Library is right around the median. The library is not dramatically underfunded nor overfunded when looking at measures of total income, local government income, operating revenue per capita, and operating expenditures per capita. • Baseline Budget: The most significant increase to the baseline budget is \$80,091 in personnel, which is maintaining and not increasing 2022’s complement of positions and hours. More than half of the personnel increase (\$41,467) is an adjustment for city’s new class compensation grid. The remaining personnel increase is for the 2.0% wage adjustment agreed to in the 2022-2023 union contract and known changes in employee insurance elections. The baseline budget was also increased by \$23,100 to account for IT-related projects that would have been considered capital expenditures in the past and are now considered operating. Finally, the baseline budget was adjusted by a net increase of \$14,291 to reflect changes in copier/printer fees, tech support, general insurance, and energy costs. This results in a transfer in from the general fund change of \$117,482.60 or 8.18%. • Budget Adjustment: While most of these budget changes are typical operational increases (e.g. COLA, insurance, energy) or a result of city-based decisions (e.g. class compensation grid, reclassifying capital expenses as operating), the board did approve a strategic staffing shift for 2022 that has ongoing cost implications in 2023. In 2022, the three Library Associate positions increased in hours. One position moved from 26 hours/week to 30 hours/week at the same benefits level. The other two positions moved from 18 hours/week to 20 hours/week and became 50% benefited. With the increase in regular staff hours, the substitute staff hours were reduced from 725 to 365 for the year. In 2022, this change was offset through reference staff retirements. In 2023, the library doesn’t have retirements to offset the increase in hours and benefits. As a result, the Finance Committee recommends reducing the baseline transfer in request from the city by \$19,425, the cost differential of the reference staffing change. This reduction in the general fund would be offset by a corresponding reduction of \$19,425 in materials (20% of the \$95,711 budget). • 2023 Proposed Request: Based on the baseline budget changes and budgetary adjustment for reference staffing changes, the Finance Committee recommends a proposed transfer in from the 	

general fund of \$1,545,492, which is a \$98,057 change or 6.83% increase from 2022. Following the cover sheet is the detailed 2023 operating budget request.

In addition to looking at the city operating request of 6.83%, the Finance Committee reviewed the related supplemental funding needed to maintain library services and operations:

- **Staffing, Programming, and Materials:** The projected supplemental funding needed for staffing, programming, and materials is \$185,244. This includes funding for the Volunteer Coordinator, Sunday Hours, youth services programming and support hours, adult programming, and materials. The Foundation (with a portion potentially coming from the Hugh J. Andersen Foundation) would be asked to fund \$128,844 of these needs. The Friends would be approached to fund \$16,000, and \$20,000 would be used from the Lawson balance. The remaining would be paid for with Stillwater Township, Athena, Wick, Legacy, and MELSA funds.
- **Capital/Building Projects:** The projected supplemental funding needed for capital projects in 2023 is \$97,000 for masonry repairs and terrace enhancements. The library originally budgeted \$157,000 for masonry work in 2022. With difficulties in getting contractors to bid and work on the project, the library is anticipating that only half of the work will be completed in 2022 and \$77,000 in masonry work will occur in 2023. This will be pulled from the fund balance. For terrace enhancements, the library would like to work with the Foundation to request \$20,000 from Huelsmann for terrace enhancements.
- **Other Projects:** An additional \$10,000 in supplemental funding is needed to fund other needs, including technology for hybrid programming, scanner for St. Croix Collection digitization, text notification software for patron communications, and staff training. The proposed funding source for the technology upgrades is Stillwater Township funds, and the proposed source for training is Wick.

Following the 2023 city operating budget is the detailed 2023 supplemental budget request.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2023 Operating Budget Request
2023 Supplemental Budget Request

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

2023 Budget Scenarios

Revised 7/7/2022



green cell = change from 2022

2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	Account	Description	FTE	2023 Scenario 6.83%	Change from 2022
					230	LIBRARY FUND			
					R25	CHARGES FOR SERVICES			
86,761.85	54,420.15	12,497.67	6,539.05	1,200.00	3500-0100	Meeting Room Rental Fees	0.00	1,200.00	
5,839.18	5,697.09	1,536.24	811.61	4,000.00	3520-0100	Copier/Printer Sales	0.00	2,000.00	(2,000.00)
643.60	0.00	250.00	400.00	500.00	3880-0200	Gallery Fees	0.00	500.00	
112.00	131.70	61.00	1.00	200.00	3880-0500	Book & Other Enterprise Sales	0.00	200.00	
93,356.63	60,248.94	14,344.91	7,751.66	5,900.00		CHARGES FOR SERVICES Totals:	0.00	3,900.00	3,900.00
					R40	MISCELLANEOUS			
2,784.37	5,898.34	7,070.03	(645.67)	1,000.00	3810-0200	Interest Earnings-Investments	0.00	1,000.00	
47,109.55	32,843.01	19,361.84	996.00	1,500.00	3820-0100	Gifts	0.00	1,500.00	
		0.00	16,667.00	17,167.00	3820-0110	In Kind Gifts	0.00	17,167.00	
107.36	0.00	242.00	64.29	0.00	3830-0100	Sale of Property	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3860-0100	Lease/Rentals	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3860-0200	Parking Rental	0.00	0.00	
963.00	215.98	0.00	200.00	500.00	3870-0100	Refunds and Reimbursements	0.00	500.00	
930.72	1,030.93	463.29	480.00	420.00	3880-0020	Library Card Fees	0.00	420.00	
3,633.41	3,346.78	1,221.90	2,444.05	3,000.00	3880-0030	Lost Materials	0.00	3,000.00	
7,565.88	4,661.14	1,636.26	1,642.81	0.00	3880-0040	Processing Fees	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3880-0050	Registration	0.00	0.00	
(0.90)	(8.57)	161.59	0.00	0.00	3880-0100	Miscellaneous Income	0.00	0.00	
		(11.26)	0.00	0.00	3880-0300	Cash Short/Over	0.00	0.00	
63,093.39	47,987.61	30,145.65	21,848.48	23,587.00		MISCELLANEOUS Totals:	0.00	23,587.00	0.00
					R45	OTHER FINANCING SOURCES			
1,222,353.31	1,310,539.56	1,353,200.00	1,412,556.86	1,435,610.00	3910-0100	Transfer In-General Fund	0.00	1,533,667.00	98,057.00
0.00	0.00	0.00	0.00	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3910-0424	Transfer In-Co Bonds 2000	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	3910-0426	Transfer In - CO Bonds 2016	0.00	0.00	

2018	2019	2020	2021	2022							
Actual	Actual	Actual	Actual	Budget	Account	Description	FTE	2023 Scenario 6.83%	Change from 2022		
9,411.27	0.00	0.00	0.00	0.00	3910-0427	Transfer In - CO Bonds 2017	0.00	0.00			
0.00	9,952.24	0.00	0.00	0.00	3910-0490	Transfer In-Capital Projects	0.00	0.00			
				179,000.00		USE OF FUND BALANCE		77,000.00	(102,000.00)		
1,231,764.58	1,320,491.80	1,353,200.00	1,412,556.86	1,614,610.00		OTHER FINANCING SOURCES Totals:	0.00	1,610,667.00	(3,943.00)		
					4230	LIBRARY OPERATIONS					
					E05	PERSONNEL SERVICES					
150,883.83	182,655.19	171,979.14	182,960.38	211,408.44	1000-0000	Full Time Salaries	2.30	224,199.50	12,791.06		
0.00	145.89	265.65	294.10	0.00	1100-0000	Overtime - Full Time	0.00	0.00			
			18,760.82	0.00	1111-0000	Severance Pay		0.00			
			15,578.73	0.00	1112-0000	Sick Pay		0.00			
			40,011.67	0.00	1113-0000	Vacation Pay		0.00			
502,789.49	519,788.11	499,415.97	531,331.76	608,243.38	1200-0000	Part Time Salaries	10.83	668,807.89	60,564.51		
			16,667.00	17,167.00	1210-0000	Part Time In Kind	0.38	17,167.00	0.00		
0.00	0.00		0.00	0.00	1300-0000	Overtime - Part Time	0.00	0.00			
46,217.27	50,226.29	50,752.94	53,098.13	61,473.89	1410-0000	PERA	0.00	66,975.90	5,502.01		
49,251.54	55,057.38	54,319.25	60,297.11	62,703.36	1420-0000	FICA/Medicare	0.00	68,315.74	5,612.38		
79,288.89	47,177.91	61,664.02	57,820.94	86,155.44	1500-0000	Hospital / Medical	0.00	77,158.68	(8,996.76)		
3,066.27	3,699.17	3,318.78	3,283.92	4,193.64	1520-0000	Dental Insurance	0.00	3,284.16	(909.48)		
529.46	446.02	442.14	433.65	771.39	1540-0000	Life Insurance	0.00	769.00	(2.39)		
		(500.00)	(500.00)	0.00	1990-0000	Grant Pass Thru		0.00			
832,026.75	859,195.96	897,248.29	994,303.05	1,052,116.54		PERSONNEL SERVICES Totals:	13.51	1,126,677.87	74,561.33		
					E10	SUPPLIES					
293.03	0.00	0.00	0.00	0.00	2000-0000	Office Supplies	0.00	0.00			
8,942.95	5,637.68	5,729.05	3,649.52	3,500.00	2101-0000	General Supplies	0.00	3,500.00			
3,241.05	2,530.00	3,539.68	1,185.00	1,271.00	2113-0000	Reference	0.00	1,013.04	(257.96)		
1,752.07	1,811.69	1,287.65	881.00	1,700.00	2114-0000	Data Base Searching	0.00	1,354.97	(345.03)		
2,998.74	11,014.58	4,079.10	7,953.96	2,270.62	2302-0000	Other Minor Equipment	0.00	2,270.62			
16,194.20	19,099.30	23,400.69	23,787.31	20,651.34	2400-0000	Childrens Books	0.00	16,459.94	(4,191.40)		
21,279.34	21,275.70	20,964.82	19,862.03	22,382.00	2401-0000	Adult Books - Fiction	0.00	17,839.35	(4,542.65)		
14,266.47	7,317.38	9,631.97	7,243.78	8,566.90	2402-0000	Audio	0.00	6,828.16	(1,738.74)		
3,975.48	4,057.57	4,141.68	4,226.08	4,165.00	2403-0000	Periodicals	0.00	3,319.67	(845.33)		
19,334.58	21,161.40	19,633.12	19,123.50	17,593.00	2405-0000	Adult Books - Non Fiction	0.00	14,022.32	(3,570.68)		
4,745.72	4,876.07	5,528.36	5,556.08	5,146.38	2406-0000	Teen Books - Materials	0.00	4,101.87	(1,044.51)		
0.00	2,214.00	2,084.00	1,703.35	0.00	2407-0000	Programs	0.00	0.00			
9,460.78	7,764.34	7,709.80	4,967.52	5,547.74	2408-0000	Film/Video	0.00	4,421.77	(1,125.97)		
4,500.00	4,504.89	4,500.00	3,825.00	8,348.10	2409-0000	Electronic Materials	0.00	6,653.77	(1,694.33)		
383.50	91.06	75.00	0.00	340.00	2499-0000	Collection Development	0.00	270.99	(69.01)		
111,367.91	113,355.66	112,304.92	103,964.13	101,482.08		SUPPLIES Totals:	0.00	82,056.48	(19,425.60)		
					E15	SERVICES AND CHARGES					
5,786.36	11,133.19	13,640.58	30,584.02	5,000.00	3098-0000	Technology Support	0.00	10,000.00	5,000.00		
10,945.75	7,923.18	14,261.50	9,210.05	5,000.00	3099-0000	Other Professional Services	0.00	5,000.00			
0.00	0.00	6,514.40	6,452.22	6,129.12	3100-0000	Circulation System	0.00	6,129.12			

2018	2019	2020	2021	2022						
Actual	Actual	Actual	Actual	Budget	Account	Description	FTE	2023 Scenario 6.83%	Change from 2022	
0.00	0.00	0.00	0.00	0.00	3101-0000	Telecommunications	0.00	0.00		
1,414.01	2,221.20	1,308.89	1,177.60	1,500.00	3102-0000	Postage	0.00	1,500.00		
28.34	293.48	0.00	0.00	0.00	3200-0000	Mileage	0.00	0.00		
1,695.56	1,597.77	1,403.72	0.00	0.00	3201-0000	Seminar/Conference Fees	0.00	0.00		
0.00	0.00	0.00	0.00	0.00	3202-0000	Meals	0.00	0.00		
0.00	0.00	0.00	0.00	0.00	3203-0000	Housing	0.00	0.00		
1,543.33	2,577.25	1,303.70	1,997.69	2,500.00	3400-0000	Printing and Publishing	0.00	2,500.00		
0.00	0.00	0.00	0.00	0.00	3401-0000	Binding	0.00	0.00		
12,087.02	13,948.14	13,469.99	12,214.83	14,000.00	3404-0000	Processing Fee	0.00	14,000.00		
1,646.00	1,172.00	1,193.00	3,575.00	1,518.00	3500-0000	General Insurance	0.00	1,595.00	77.00	
2,641.23	23,694.23	2,372.25	3,044.07	0.00	3707-0000	Maintenance Agreements	0.00	5,000.00		
0.00	0.00	20,300.95	9,314.10	25,000.00	3713-0000	Computer Maint Agreements	0.00	20,000.00		
0.00	0.00	0.00	0.00	0.00	3803-0000	Data Base Maintenance	0.00	0.00		
0.00	0.00	0.00	0.00	0.00	3804-0000	Equipment Rental	0.00	0.00		
368.73	434.32	73.48	77.64	400.00	3900-0000	Sales Tax	0.00	400.00		
38,156.33	64,994.76	75,842.46	77,647.22	61,047.12		SERVICES AND CHARGES Totals:	0.00	66,124.12	5,077.00	
					E20	MISCELLANEOUS				
400.00	895.00	928.00	825.00	594.01	4000-0000	Memberships and Dues	0.00	594.01		
655.23	497.54	618.48	625.00	625.00	4001-0000	Subscriptions	0.00	625.00		
0.00	0.00	330.00	953.63	0.00	4093-0000	COVID-19	0.00	0.00		
3,296.35	2,386.70	506.69	1,604.22	3,000.00	4099-0000	Miscellaneous Charges	0.00	3,000.00		
4,351.58	3,779.24	2,383.17	4,007.85	4,219.01		MISCELLANEOUS Totals:	0.00	4,219.01	0.00	
					4231	LIBRARY PLANT				
					E05	PERSONNEL SERVICES				
56,859.02	34,918.35	15,523.55	53,138.44	66,494.52	1000-0000	Full Time Salaries	1.00	69,836.50	3,341.98	
85.86	81.23	0.00	0.00	0.00	1100-0000	Overtime - Full Time	0.00	0.00		
		3,849.10	3,944.20	0.00	1112-0000	Sick Pay		0.00		
		5,754.04	3,755.88	0.00	1113-0000	Vacation Pay		0.00		
24,083.34	38,875.03	58,101.82	27,210.45	26,900.89	1200-0000	Part Time Salaries	0.62	27,388.45	487.56	
5,803.12	5,569.66	5,992.80	6,334.51	6,951.37	1410-0000	PERA	0.00	7,234.50	283.13	

2018	2019	2020	2021	2022					2023	Change from
Actual	Actual	Actual	Actual	Budget	Account	Description	FTE	Scenario	6.83%	2022
6,287.19	5,720.49	6,207.57	6,401.35	7,144.75	1420-0000	FICA/Medicare	0.00	7,437.71	292.96	
16,589.77	20,571.00	16,126.91	17,558.68	16,825.68	1500-0000	Hospital / Medical	0.00	17,950.44	1,124.76	
631.50	711.69	878.38	757.80	757.92	1520-0000	Dental Insurance	0.00	757.92		
92.98	85.73	87.89	86.40	116.00	1540-0000	Life Insurance	0.00	116.00		
			(500.00)		1990-0000	Grant Pass Thru				
110,432.78	106,533.18	112,522.06	118,687.71	125,191.13		PERSONNEL SERVICES Totals:	1.62	130,721.52	5,530.39	
					E10	SUPPLIES				
488.13	129.13	0.00	0.00	200.00	2101-0000	General Supplies	0.00	200.00		
4,309.68	5,641.51	3,591.27	3,631.10	4,000.00	2102-0000	Janitorial Supplies	0.00	4,000.00		
5,865.61	2,831.05	2,423.16	235.87	1,500.00	2202-0000	Building Repair Supplies	0.00	1,500.00		
0.00	0.00	0.00	0.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00		
3,784.90	1,156.28	1,017.45	292.63	800.00	2302-0000	Other Minor Equipment	0.00	800.00		
14,448.32	9,757.97	7,031.88	4,159.60	6,500.00		SUPPLIES Totals:	0.00	6,500.00	0.00	
					E15	SERVICES AND CHARGES				
0.00	0.00	0.00	0.00	0.00	3002-0000	Contractual	0.00	0.00		
21,029.46	2,155.80	101.00	134.50	4,000.00	3099-0000	Other Professional Services	0.00	4,000.00		
1,662.00	1,836.90	1,580.70	1,752.30	1,700.00	3101-0000	Telephone	0.00	1,700.00		
30,610.00	31,585.00	24,037.00	33,935.00	26,241.00	3500-0000	General Insurance	0.00	34,955.00	8,714.00	
40,292.01	38,555.11	33,613.81	40,056.44	44,000.00	3600-0000	Electricity	0.00	42,000.00	(2,000.00)	
11,964.84	13,649.67	11,054.52	15,241.33	16,000.00	3601-0000	Natural Gas	0.00	16,000.00		
20,598.24	37,737.78	39,666.29	20,074.39	12,000.00	3703-0000	Building Repair Charges	0.00	12,000.00		
10,378.79	8,657.83	9,773.80	11,059.71	9,500.00	3707-0000	Maintenance Agreements	0.00	10,000.00	500.00	
0.00	0.00	0.00	0.00	0.00	3713-0000	Computer Maint Agreements	0.00	0.00		
136,535.34	134,178.09	119,827.12	122,253.67	113,441.00		SERVICES AND CHARGES Totals:	0.00	120,655.00	7,214.00	
					E20	MISCELLANEOUS				
1,002.12	955.52	1,292.50	1,626.16	1,100.00	4099-0000	Miscellaneous Charges	0.00	1,100.00		
1,002.12	955.52	1,292.50	1,626.16	1,100.00		MISCELLANEOUS Totals:	0.00	1,100.00	1,100.00	
						OTHER FINANCING USES				
			0.00	15,000.00		IT Op Projects (Formerly Capital)		23,100.00	8,100.00	
0.00	0.00	0.00	0.00	164,000.00		Capital Projects (Thru FB)	0.00	77,000.00	(87,000.00)	
0.00	0.00	0.00	0.00	179,000.00		OTHER FINANCING Totals:	0.00	100,100.00	(165,900.00)	
		1,397,690.56	1,442,157.00	1,644,097.00		Fund Revenue Sub Totals:		1,638,154.00	(43.00)	
		1,328,452.40	1,426,649.39	1,644,096.88		Fund Expense Sub Totals:	15.13	1,638,154.00	(91,842.88)	
		69,238.16	15,507.61	0.12		Fund 230 Sub Totals:		0.00		

2023 Supplemental Budget

Revised 7/7/2022



2023 Supplemental Funding Need	2023 Request 6.83%	2023 Supplemental Funding Plan	
Area	Amount	Possible Funding Source	Notes
Volunteer Coordinator (In Kind)	\$17,167	SPLF: Full Funding	
Sunday Hours (All)	\$21,582	SPLF: Full Funding	
Youth Services Support Hours (1,144 Hrs/Yr) - Split between two or more people	\$36,095	SPLF: Full Funding	
Youth Services Programming	\$30,000	SPLF/HJA: \$24,000 Friends: \$3,000 Legacy Funds: \$2,000 MELSA: \$1,000	
Adult Programming	\$26,500	Legacy Funds: \$2,000 SPLF: \$10,000 Friends: \$3,000 Township: \$5,000 Wick: \$6,500	
Materials	\$53,900	City-Held Endowment: \$2,500 Athena: \$1,400 SPLF: \$20,000 Friends: \$10,000 Lawson: \$20,000	Goal funding is \$130,000 City + Supplemental
Other Projects			
Regular IT Projects	\$0		
Technology for Hybrid Programming	\$1,200	Township	
Scanner for SCC Digitization	\$1,300	Township	
Text Notification Software for Patron Communication	\$4,500	Township	
Staff Training	\$3,000	Wick	
Capital/Building Projects			
Masonry	\$77,000	Fund Balance: \$77,000	Originally budgeted \$157,000 for masonry in 2022. Now projecting that only half of work will be completed in 2022 and remaining \$77K to be completed in 2023.
Other Terrace Enhancements	\$20,000	SPLF: \$20,000 through request to Huelsmann Foundation	
TOTAL	\$292,244		

Proposed Breakdown of Funding:	2023 Request 6.83%	Available Balance	2022 Anticipated Expenditures
Fund Balance (Guidance is to use for one-time expenditures)	\$77,000	\$281,285 (12/31/21)	2022 Masonry: \$80,000 est. 2022 IT: \$31,000 2022 Class Comp: \$30,000 est.
SCVF Endowment: Athena (Restricted to adult nonfiction materials)	\$1,400	\$3,595 (6/30/22)	2022 Materials: \$2,195
SCVF Endowment: Lawson (Restricted to items that are of service of public and recognized as a gift of Helen Lawson)	\$20,000	\$57,671 (12/31/21) + ~\$9,000 (expected in Fall 2022)	2022 Materials: \$9,000
City-Held Endowment: McCluer, Minerva, Murdock, VanMeier (Restricted to adult materials)	\$2,500	~\$2,700 (12/31/21)	
Foundation (portion through grants from HJA or Huelsmann)	\$148,844		
Friends	\$16,000	\$16,073 in outstanding grants due to library (4/30/22); Account balance: \$53,156	
Kilty (Restricted to the upkeep of the library)	\$0	\$42,778 (12/31/21)	
Stillwater Township	\$12,000	\$22,905 (6/30/22)	
Wick	\$9,500	\$19,777 (12/31/21)	2022 Advocacy: Up to \$3,600 2022 Training: Up to \$4,000
Legacy (Restricted to programming)	\$4,000	Annual allocation determined by MELSA	
MELSA (Restricted to YS programming)	\$1,000	Annual allocation determined by MELSA	
TOTAL	\$292,244		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2023-2027 Capital Improvement Plan	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the 2023-2027 Capital Improvement Plan presented in the Board Packet.	
BACKGROUND/CONTEXT: <p>Capital Budget: 2023-2027 Capital Improvement Plan (CIP)</p> <ul style="list-style-type: none"> • The 5-year CIP was developed in collaboration with the Facilities Committee, Business and Communications Manager Goeltl, and the Director, with additional guidance from City IT staff on technology-related items. • The Facilities Committee met on June 21 and discussed making the 2023 capital request and future capital requests to the city for safety-related, repair and maintenance projects. The library would seek or use other sources of funding for projects that were more focused on enhancements. The Committee noted that there will be “gray” areas with projects that fall into both categories. • Due to slow response by contractors bidding on projects, the Facilities Committee has been unable to obtain solid quotes and timeframes for capital work. The proposed CIP is based on estimates at this time. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS 2023-2027 CIP	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Facilities Committee	

Stillwater

Public Library

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

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
TOTAL IT PROJECTS	0	0	72,000	14,000	0	86,000

Facilities Capital Projects:						
	2023	2024	2025	2026	2027	Total
Custodial Equipment	0	0	0	5,000 (City)	0	5,000
Masonry	77,000 (FB)	0	0	0	0	77,000
Terrace Pavers	20,000 (City)	0	0	0	0	20,000
Terrace Enhancements	20,000 (S)	0	0	0	0	20,000
Signage & 3rd St/Ramp Entry	0	65,000 (30K City 35K S)	0	0	0	65,000
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
TOTAL FACILITIES PROJECTS	117,000	65,000	75,000	80,000	145,000	482,000

Total Capital Projects:						
	2023	2024	2025	2026	2027	Total
Proposed Funding – City Capital	20,000	30,000	137,000	84,000	72,500	343,500
Proposed Funding – Fund Balance	77,000	0	0	0	0	77,000
Proposed Funding - Supplemental	20,000	35,000	10,000	10,000	72,500	147,500
TOTAL CAPITAL	117,000	65,000	147,000	94,000	145,000	568,000

Stillwater

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	1,100	3,500	1,100	1,100	1,100	7,900
Software Licenses	10,000	10,000	10,000	10,000	10,000	50,000
A/V	0	10,000	0	0	0	10,000
WiFi	0	5,000	2,000	0	0	7,000
Staff Computers	500	24,300	0	1,700	0	26,500
Laptop Lab	0	8,000	0	0	0	8,000
Public Computers	0	0	27,900	0	0	27,900
TOTAL IT PROJECTS	23,100	62,300	42,500	27,100	12,600	167,600

Facilities Building & Grounds Project Details				
<p>Masonry Repairs</p> <p><i>Timeframe:</i> 2019 - 2023</p> <p><i>Estimated Cost:</i></p> <ul style="list-style-type: none"> • 2019: \$13,608 for work above 4th St Door), BRC (Funding: City, Kilty) • 2020: \$29,776 for work above 3rd St door and along terrace railing, BRC (Funding: Huelsmann, MR, Kilty, City) • 2021: \$54,800 for work along terrace rock area, A&K (Funding: City, Huelsmann) • 2022: \$80,000. Difficulty getting contractors in. We initially planned to spend \$157 (Original quote = \$135K + ~5% cost increase + ~10% increase for unexpected issues); Haven't been able to get vendors on site so now estimating that only half of the work may be able to get done. (Funding: fund balance). • 2023: Remaining work would then be \$77,000 based on the original quote. (Funding = fund balance). <p><i>Funding Source:</i> City, Fund Balance, Donations</p>	<p>Terrace Improvements</p> <p><i>Timeframe:</i> 2022 & 2023</p> <p><i>Estimated Cost:</i></p> <p>Paver repairs:</p> <ul style="list-style-type: none"> • 2022: \$20,000 Phase 1 (Funding: Huelsmann in 2022; If overage, fund balance or Kilty) • 2023: \$20,000 Phase 2 (Funding: City) <p>Furnishings/Design: One estimate was up to \$80K; Have an opportunity to pursue another option for reduced costs tbd.</p> <ul style="list-style-type: none"> • 2023: \$20,000 (Funding: Ask Huelsmann) 	<p>Library Signage & 3rd Street/Ramp Entry</p> <p><i>Timeframe:</i> 2024</p> <p><i>Estimated Cost:</i></p> <ul style="list-style-type: none"> • \$50-\$70K + 15% increase from one vendor • Budget \$30,000 Capital and \$35,000 Supplemental • Look at including digital monitors as part of the project (various locations to consider – LL, 3rd St, Ramp, Gallery) <p><i>Funding Source:</i> City, Huelsmann, Kilty, Foundation</p>	<p>Meeting Wing (MR, Coffee Shop, Gallery)</p> <p><i>Timeframe:</i> 2025 & 2026</p> <p><i>Estimated Cost:</i></p> <ul style="list-style-type: none"> • Replace tables & chairs in MR: \$50K • Replace carpeting: \$20K • Sound abatement: \$20K • Replace ceiling in coffee shop: \$20K • Repaint/replace wall covering: \$20K • Improve gallery seating area: \$15K • UV Window Film: \$5K <p><i>Funding Source:</i> \$130K City, \$20K Supplemental (approach Margaret Rivers Fund)</p>	<p>Children's Area</p> <p><i>Timeframe:</i> 2027</p> <p><i>Estimated Cost:</i></p> <ul style="list-style-type: none"> • Replace shelving: \$85K • Replace carpeting: \$30K • Sound abatement: \$10K • Replace furnishings: \$15K • Signage: \$5K <p><i>Funding Source:</i> \$72.5K City; \$72.5K Supplemental</p>
<p>Possible Future Enhancements:</p> <ul style="list-style-type: none"> • Improve accessibility in St Croix Collections room • Improve ADA accessibility to restrooms and terrace • Green roof for terrace • Electric vehicle and bike charging stations • Solar panels on roof to provide energy for building • Replace general furnishings throughout library • Refresh restrooms, replace stall partitions • 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) 				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Grant Requests	
OWNER: Troendle, Director	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve the library portions of the SPLF grant requests to the Hugh J. Andersen Foundation.	
<p>BACKGROUND/CONTEXT: The Stillwater Public Library Foundation (SPLF) has been in conversations with the Hugh J. Andersen Foundation (HJA) regarding 2023 funding opportunities for the upcoming August 15 grant deadline. For the past two years, SPLF has applied for HJA grants in November. SPLF is moving to an August request so 2023 funding decisions are known prior to the start of the fiscal year.</p> <p>HJA prefers requests with a menu of possible support options, and the SPLF has asked for the library's recommendations. The recommended grant options for the library are:</p> <ul style="list-style-type: none"> • A \$17,500 grant for Summer Explorers 2023, a partnership between Bayport Public Library and Stillwater Public Library for a youth summer reading program that would include: <ul style="list-style-type: none"> ▪ A book to keep for every child who registers ▪ A custom-designed paper tracker that lists programs for visibility ▪ Access to <i>Beanstack</i>, a virtual registration, engagement, and measurement tool ▪ A summer reading kickoff performance at each library in June • A grant of up to \$6,200 to fund Early Literacy and School-Aged programming for 2023, including storytime vendors, puppeteers, story strolls, art classes, STEM programs, and writing classes. • A grant of up to \$7,200 to fund adult arts programming and purchase hybrid programming technology. <p>In 2022, HJA awarded two grants to the SPLF for the library – \$15,500 for Summer Explorers and \$8,500 for Early Literacy Programming. In 2021, HJA awarded \$12,000 for Summer Explorers and \$10,000 for the 4th Street Lawn Design.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Board of Trustee Vacancies	
OWNER: Trustee Interview Committee	Trustee Interview Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: A motion to forward the interview committee’s recommended candidates for the Library Board of Trustees’ vacancies to the City Council.	
BACKGROUND/CONTEXT: At the July meeting, the interview committee will provide a recommendation for an appointment to the Board of Trustees to fill the vacated term of Cox through December 31, 2022. Per city policy, a vacancy notice was publicly posted with an application deadline of June 13 at 4:30 PM. Following the application deadline, the interview committee was provided with applications of residents who applied for consideration.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Major Accomplishments

- Presented a version of Finance 101 for the Stillwater Public Library Foundation Board of Directors in June to highlight the public and private investment in this library, which is one indication of how our services are valued. Afterward, condensed talking points were created for the Foundation's President to consider for use in his Light A Spark presentation.
- Thank you to Councilmember Mike Polehna for sharing the soundtrack for the fireworks display on July 4. We were able to synchronize the music to the display so that Light A Spark (LAS) guests could enjoy the show just as spectators in Lowell Park and the downtown area were able to. We also appreciate City Administrator Joe Kohlmann allowing a limited number of LAS volunteers to park behind City Hall in designated spots to preserve library parking for guests. Both of these acts were helpful.
- Many hours of planning and implementation were needed to help with LAS. Overall, the fundraiser went quite well, especially considering that it hadn't been held the previous two years and there are new directors on the Library Foundation's board who didn't have experience with it. There will be a review to discuss what changes could be made to make next year's event even better.
- City IT staff provided initial training to staff on how to setup and operate the library's new portable sound system, which was first used at this year's LAS.
- Library administration staff provided behind-the-scenes support to consultant Lisa Winkler in preparation for advocacy training.
- Staff continued to work on budget scenarios and factor in new information that will affect the operating budget. On the capital side, no new information has been received from contractors.
- After a recruitment and interview process, we're pleased to announce the 20-hour per week Custodian I position was offered to a current Substitute Custodian, John Nelson. As this created a vacancy in our substitute roster, we are now in the process of hiring one additional on-call custodian.
- The trustee orientation manual has been updated with the following changes: The committee charters that were approved in February 2022 replaced the previous charters, revised bylaw wording approved in May 2022 was inserted, statistics were updated, the contact information page was modified to reflect the current vacancy and will be updated again once a new trustee is appointed, and the revision date on the cover page was amended.
- Information Services Supervisor Aurora Jacobsen and Mark practiced setting up the new library-branded canopy tent a few days before its first use at the June 25 farmer's market.
- Provided information to staff regarding Minnesota's Frontline Worker Pay law, which provides payments to eligible COVID-19 frontline workers who meet criteria established by the state.
- The Ivy Club undertook some additional planting and weeding on the 4th ST side of the library.

Heads-Up

- The hearing loop issue in the Margaret Rivers Room that made it inoperable during advocacy training has been resolved and is now working again!

Near-Term Future Focus

- Budget documentation and meetings
- A review of library policies is ongoing
- Advocacy follow-up
- Capital repair projects
- Planning for a staff training day in October

Report from the Information Services Supervisor, Aurora Jacobsen

Public Services

Circulation, Adult Programming, and Reference

June Programming:

- Let's Build a Flower Tower! – Attendance 10
- Painting Gold and Orange with Karen Tan – Attendance: 20
- (New) Walking Tour of 19th Century Stillwater Architecture North Hill – Attendance: 15
- Natural Dyes: Tannin & Iron – Attendance: 12
- Gallery Opening: Artists Holle Brian & Fred Brian had 22 attendees.
- Natural Walk with DNR – Attendance: 15
- Farmer's Market – 75 carrots and 36 Take and Make kits given out
- Connect Through Books (A Virtual Book Club) had 1 attendee.
- Romance Book Club: LGBTQIA+ Romance had 3 attendees
- The Mystery Book Club had six attendees, including one new reader. To coincide with the summer travel season, our theme this month was "Planes, Trains and Automobiles" (transportation-themed mysteries). Though the numbers are low, the members remain very engaged—two traveling members even submitted their book reviews in advance!
- Genealogy Help – 4 attendees. In one of the sessions, we were able to solve a 100-plus year-old mystery of where their great-grandmother was buried!
- Tech Help – Attendance: 2
- Clay Print Take & Makes: about 150 for month of June (including Farmers' Market)

Reference

- The Minnesota Digital Library approved the digitization application for historic Stillwater sewer diagrams. After a detailed inventory, staff will take the diagrams to Minitex at the University of Minnesota for scanning.
- The library is now circulating region-free DVD players to the community. Staff continually have feedback about how frustrated patrons are about streaming services and their changing content. This is staff's attempt to provide at least one free option for any must-see movies that might be on a different service than what patrons subscribe to.
- Staff conducted a Reference tally in June to count the number of questions we receive. In addition to using that count on the report we submit to the state, we can also learn from the data about usage patterns.
- Cami updated the nonfiction book display to: Get Outside!
- Cami is offering some tech help sessions that will focus just on the library app Libby starting in July.
- Quote of the month: "I wish everything in my life went as smoothly as going to the library."
- With increased summer traffic, fewer "projects" got completed this month. Staff is happy to have so many great interactions with the public.

Reader's Advisory

- Catherine created a new booklist for "Summer Blockbusters" (books relating to summer movie releases – Top Gun, Elvis and Jurassic World).

- Cami created three book lists: Mysteries for Teens, Hello Summer, and Untold History. She also created a display with some Mysteries for Teens titles.

Partnerships

- Aurora and Sofie went to the Farmer's Market on Saturday, June 25th. In addition to making sure that every person gathered around Kim Faurot's puppet show had information about the Children's Summer Program, we also checked out a few books, handed out information about the adult program and provided Take and Makes to numerous families with dogs. We also enjoyed discussing which dogs were the softest or cutest.
- While the count above gives some idea of the value of this outreach, there were several other less measurable interactions that illustrate why we set up a booth. On Saturday afternoon, Aurora saw 3 different groups of people visit the library after they had talked with staff at the Farmer's Market. Several community members also made sure to stop by and let us know how glad they were to see the library at the Farmer's Market.
- The new tent was easy to set up, and it is very clear which organization we represent.

Upcoming in July:

- Pretty Posies in Acrylic on Thursday, July 7, 2022
- 4 sessions of Tech Help
- Genealogy Topics: Using AncestryLibrary Edition on Saturday, July 9, 2022
- Romance Book Club: Beach Reads on Tuesday, July 12, 2022
- Stillwater Public Library Board of Trustees Meeting on Tuesday, July 12, 2022
- 3 sessions of Libby Help
- Art of Coiling on Thursday, July 14, 2022
- Connect Through Books (A Virtual Book Club) on Monday, July 18, 2022
- July Mystery Book Club: Mysteries by the Water on Wednesday, July 20, 2022
- Paranormal Minnesota on Thursday, July 21, 2022
- (New) Walking Tour of 19th Century Stillwater Architecture North Hill on Saturday, July 23, 2022
- Puppy in Oil Pastels on Thursday, August 4, 2022

June Programs

- Musical Storytime with MN author/illustrator Stephen Shaskan (87)
- Jolly Pops – Children’s Musical Performance (51)
- Critter Storytime with Carpenter Nature Center (176)
- Brodini – Comedy Magic Show (101)
- Stripey Tigers – Art for kids (36)
- Wendy’s Wiggle, Jiggle & Jam (172)
- Get A Clue! Writing Mysteries for Children (17)
- Dazzling Dave Yo-Yo Master (160)
- Petite Concert with MacPhail (25)
- Abstract Portraits – Art for Kids (25)
- Hooperina – Hula Hoop Performer (166)
- “Owls” Scavenger Hunt (472)
- “Insects” Process Art (246 left on display)
- 18 attended 3 LIVE Virtual Book/Literary programs (R. L. Stine; Ben Philippe; Traci Chee)
- Teen Time – 4 sessions (10)
- Boredom Buster Teen activity – Collaborative Coloring Sheet
- Story Stroll on the 4th Street lawn - *In the Tall Tall Grass* by Denise Fleming

Program Notes

- During the month of June, 532 children signed up for the summer reading program; 313 on Beanstack and 219 on paper. More than 532 books and 700 journal sets went home with library visitors. Giveaway books, journals, and other materials are running low which is a good indication of the program’s popularity.
- There is an option to sign up for the library newsletter on the summer program registration slip and we gathered 58 subscribers in June.

Outreach

- Kim attended the Farmer’s Market as part of the library staff contingent and presented 30 snack sized (5 minute) storytimes featuring dancing vegetables to promote Summer Mystery Explorers. (see photo below)

Upcoming

- *“Snake Discovery” – Wednesday, July 6*
- *“Bruce the Bug Guy” – Saturday, July 9*
- *“Kente Cloth” – Art for Kids ages 6 - 8, Serendipity Art & Design (reg. required) – Tuesday, July 12*
- *“Critter Storytime” – Carpenter Nature Center – Wednesday, July 13*
- *Mary Pope Osborne – Live virtual author talk (reg. required) – Thursday, July 14*
- *“Koi Fish” - Art for Kids ages 8 - 12, Serendipity Art & Design (reg. required) – Tuesday, July 19*
- *“Miss Nina” – Children’s Musician - Wednesday, July 20*
- *Lauren Wolk – Live virtual author talk (reg. required) 0 Thursday, July 21*
- *“Tucker’s Robot” – Open Eye Figure Theatre Driveway Tour puppet show – Wednesday, July 27*



The cleverly decorated cart of giveaway books to encourage reading!



Close up showing Owlies holding a thank you sign





Mascot Detective Owliver welcoming Summer Sleuths



The Fourth St Lawn on one of many incredibly busy Wednesday mornings



We love Brodini!



A gorgeous day on the Johnson Terrace with the Jolly Pops



The 4th St lawn was full of hula hoopers led by Hooperina

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Governance Committee Report		
OWNER: Board Governance Committee	PRESENTER: Board Governance Committee	
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:		
DESCRIPTION: Board Governance Committee Notes June 15, 2022, 4 p.m. Library Meeting Room Present: Bell, Hemer, Troendle, Weigman		
Review Training Outline, presenter: Paula		
<i>Discussion:</i> The timeline looks full, especially the review of community conversations. Lisa mentioned timing is flexible. Potential time savings in introductions and icebreaker. In thinking about how to structure the small groups, it was decided 4 groups of 4 with 2 trustees on each and divide other participants evenly. We could accomplish this by colored dots on the name tags. We also want to ensure that Lisa can be heard by everyone attending.		
<i>Action items</i>	<i>Person responsible</i>	<i>Deadline</i>
✓ Create name tags labeled with pre-determined groups	Paula	6/27
✓ Ask Lisa about the time required for community review	Paula	6/20
✓ Use of microphone for Lisa during workshop or ask Lisa to project her voice	Staff	6/27
✓ Ask Lisa how she would like the room arranged	Paula	6/27
✓ Ask Lisa if she will provide background information or agenda for workshop to be sent out by Mark	Paula	6/20
Revisions to 2016 Communications Document, presenter: Paula		
<i>Discussion:</i> While there are some interesting points on document, much of it needs to be updated. Overall, we feel that this can be set aside for now, and updated if we see a need after viewing what comes out of Lisa's workshops.		
<i>Action items</i>	<i>Person responsible</i>	<i>Deadline</i>
✓ none		

Develop List of “Difficult” Questions, presenter: Paula

Discussion: We discussed possible difficult questions and realized we will only have time to answer a few of them during the workshop. The following were determined to be the most useful:

- Why does the Stillwater Library matter to the community?
- With the sizeable donations to the library and large fund balance, why does the library need more money from the city?
- How would additional funds help serve the citizens of Stillwater?

Other difficult questions can be compiled later and possibly added to the Trustee Manual.

<i>Action items</i>	<i>Person responsible</i>	<i>Deadline</i>
✓ Send above questions to Lisa	Paula	6/24

Library Board Interview Question Addition, presenter: Paula

Discussion: We discussed the current questions and the total number of questions and decided to add, “If you were selected as trustee, how would you handle a controversial issue, such as a request to remove a book from the library’s collection?”

<i>Action items</i>	<i>Person responsible</i>	<i>Deadline</i>
✓ Add above question to current list	Staff	6/24

Refreshment at Training Sessions, presenter: Paula

Discussion: Modest refreshments will be provided at training, fruit, cheese, crackers, water. Staff to do most, Maureen to bring chocolate.

<i>Action items</i>	<i>Person responsible</i>	<i>Deadline</i>
✓ Get fruit, cheese, crackers, water	Staff	6/27
✓ Bring chocolate	Maureen	6/27

Future Agenda Items: Task force to ensure conclusions from workshop are continued and championed. Members to include people from the community, Trustees, Friends, and Foundation.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Facilities Committee Meeting Notes June 21, 2022, 6 p.m., Conference Room Present: Carlsen, Lockyear, Mathre, Troendle</p> <p>Mark distributed the 5-year capital budget as it stood as of 6/7/22.</p> <p>We discussed making this—and future— capital request to the city be for safety-related, repair and maintenance projects, while seeking or using other sources of funding for projects of a more enhancement nature. There are “gray” areas with projects that fall into both categories.</p> <ul style="list-style-type: none"> • The optics of this and future years’ capital requests were discussed. • The committee is hampered in making solid recommendations in terms of capital requests for masonry and terrace leveling projects due to the slow response by contractors bidding on the projects. • It was agreed Shain should proceed with installing a railing on the south side of the parking entry ramp for the safety of patrons and skateboarders alike. • Mark will rework the 2023 capital budget appeal based on the discussion. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Finance Committee Report	
OWNER: Finance Committee	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>Finance Committee Meeting Notes June 27, 2022, via Zoom Present: Goeltl, Hansen, Hollatz, Troendle</p> <p>2023 Financial Benchmark Data The Committee reviewed benchmark data from the Public Library Association (PLA)'s new tool for data-driven planning and advocacy. The data includes a set of 63 peer groups. Libraries were assigned peer groups based on similar characteristics: region, legal basis, locale, percentage of the population that is people of color, and percentage of the population that is college-educated. Stillwater Public Library was assigned to peer group 11, containing 135 libraries.</p> <p>For per capita operating revenue and expenditures, Stillwater was on pace with the peer group median. In addition to using the PLA-derived peer group, we used the PLA data to compare Stillwater Public Library against a peer group of 7 other libraries used in 2019. The comparison libraries were chosen based on three criteria: a municipal library with no branch locations, based in Wisconsin or Minnesota, and serving a similar population with a similar number of registered users. The resulting outputs of this smaller sample proved to be similar to those shown in the comparative analysis of 135 libraries. The dataset indicates that Stillwater Public Library is on track with peer institutions – neither dramatically underfunded nor overfunded.</p> <p>2023 Operating Budget The Committee reviewed 3 possible budget scenarios (a 7.65% increase, a 5.5% increase, and a 3.0% increase) and the impact of each scenario on personnel, collection, fund balance, and supplemental funds. The Committee recommended that the transfer-in request include the baseline changes (eg: COLA, class compensation grid adjustments, CIP projects that are now operating) less the cost differential of the three reference positions that the board approved for increased hours and benefits as of 1/1/2022.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library Foundation
Board Meeting –May Meeting – Held 5/27/22
Video Conference

Members Present: Shawn Glaser, Paige Hoyle, Dustin Moeller, Mark Troendle, Ryan Collier, Summer Seidenkranz, Sandy Ellis, Roger Funk, Amber Dailey-Hebert, John Gray

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:32. Members checked in.
2. Approval of the Minutes – April meeting minutes were approved.
3. Welcomed guest Matt Thueson and discussed the Stillwater Area Historic Newspaper Project
4. Reports for the monthly meeting
 - a. President- Shawn
 - Looking for new board members
 - Looking for replacement for Amber on the Governance Committee
 - June meeting will be virtual
 - b. Library Director – Mark’s talking points below
 - Due to manufacturing issues, delivery of roof tiles has been delayed until August, and the actual installation has been pushed back until September.
 - Advocacy training for the library board of trustees and representatives from the Foundation and Friends is scheduled for two days in late June.
 - We’ll be closed on Monday, May 30 in observance of Memorial Day. Also, we’re closed on Sundays from Memorial Day weekend through Labor Day weekend.
 - We have a new trustee vacancy. Bethany Cox is leaving us to join the Planning Commission. She’ll be a great addition.
 - Our summer reading program kicks off June 1. Registration is open now.
 - The Ivy Club planted our terrace pots on May 17, which we appreciate.
 - c. Finances - Dustin
 - Gave finance report
 - Report available on shared drive
 - Audit will be required this year, need to find auditor
 - d. Governance - Amber
 - All good with conflict of interest forms

e. Events & Marketing – Summer

- Gave a report on Light a Spark progress

-Summer made a motion to support Phase I of the Stillwater Historical Newspaper Project with the following conditions:

- Writing of the grant application will be the responsibility of Matt Thueson
- Regular updates on the project will be provided to the SPLF Board by Matt Thueson or the library
- Foundation expenses for the project will be tracked by the SPLF and reported on regularly

Ryan and Amber seconded the motion.

The motion was approved unanimously.

5. Other Business – None

6. Adjournment – The meeting was adjourned a little past 10am

Respectfully submitted,

Paige Hoyle, Secretary

Friends of the Stillwater Public Library



May 9, 2022 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Mary Ann Sandeen
Facilitator	Mary Ann Sandeen
Secretary	Tracy Salvati
Attendees:	Mary Ann Sandeen, Jan Kilkelly, Mark Troendle, Tracy Salvati, Gemma Lockrem, Lyndon Lockrem, Mary Glennon

Agenda

Friends of the Stillwater Public Library Meeting:

Monday, May 9, 2022

Location: Conference Room

Time: 6:30pm

Friends of the Stillwater Public Library Agenda

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership: Gemma Lockrem
5. Library Advocacy Training: Mark
6. Update: Mark
7. Adjourn Meeting: All

Meeting called to order by Mary Ann Sandeen

- Tracy distributed Monday, April 11, 2022 meeting minutes for review.
 - Minutes approved

Treasurer's report Jan Kilkelly
4/1/2022 – 4/30/2022

Opening Balance: \$45,560.72

Total Receipts: \$7,596.00
Total Disbursements: \$0
Ending Balance: \$53,156.72

Membership report Gemma Lockrem
86 memberships

Topics:

- **Library Advocacy Training**
 - Advocacy contractor hired
 - They will be scheduling two 2-hour meetings in June
 - **Fall Booksale 2022**
 - Preview: Nov. 9
 - Booksale dates: Nov. 10-12
 - Collection dates:
 - Saturday, Oct. 29 &
 - Saturday, Nov. 5
 - Booksale Volunteers that sort the books are looking for extra space to sort during collection days
 - Options to consider:
 - Catering kitchen space?
 - Custodial area?
- Update: Mark Troendle:**
- Reviewed May 2022 events at SPL
 - Advocacy Training recap
 - City will send out another newsletter in mid-May that will include 'ShelfLife'
 - Library will be closed on Sundays, Memorial Day weekend thru Labor Day weekend
 - Light a Spark will scale down attendance to ~150
 - Thursday, May 12th @ 5:30pm - Donor Appreciation Event on the terrace
- Meeting Adjourn at 7:30pm**
Next meeting will be on: Monday, June 13, 2022

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

Period:	<u>5/1/22 - 5/31/2022</u>	<u>Year-to-Date 5/31/22</u>
Opening Balance	\$ 53,156.72	\$ 45,064.55
Receipts:		
Memberships	\$ 130.00	\$ 3,115.00
Donations	\$ 5.00	\$ 345.00
Ongoing Book Sales	\$ 398.00	\$ 1,404.00
Semi-Annual Book Sales		\$ 4,295.00
Scanner Fees		\$ 70.00
Book Bag Sales		\$ 45.00
Total Receipts	\$ 533.00	\$ 9,274.00
Disbursements:		
Grants to Library		\$ -
Sponsorships		\$ -
Memberships		\$ 25.00
Postage		\$ 98.00
Printing & Supplies	\$ 77.29	\$ 169.12
Sales Tax		\$ 434.00
Fees		\$ -
Misc.		\$ -
Total Disbursements	\$ 77.29	\$ 726.12
Ending Balance	\$ 53,612.43	\$ 53,612.43

Outstanding Grants Due to Library:

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

Other:

Book Sale Apr. 2018	\$2,223.92
Book Sale Apr. 2019	\$4,519.50
Book Sale Apr. 2021	\$500.00
Book Sale Apr. 2022	\$4,295.00
	<u>\$11,538.42</u>

Total \$16,073.92

Stillwater Public Library 2022 Calendar

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

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

Stillwater

Public Library

2022 LIBRARY BOARD

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

Members	Term	Ward
Maureen Bell (President)	3rd Term: Jan 1, 2020 - Dec 31, 2022	4
Gregg "Spike" Carlsen	3rd Term: Jan 1, 2022 - Dec 31, 2024	2
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