

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, August 23, 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 July 12, 2022 Minutes +
 - b) Acknowledgment of Bills Paid in July +
 - c) July 2022 Budget Status Report +

Informational/Discussion (20 minutes)

5. Trustee Information Sharing I+
6. Director Evaluation Process – September Annual Review & Goal Suggestions I+
7. 2023 Budget Update D+

Decisional (20 minutes)

8. Library Advocacy Task Force A+

Reports (15 minutes)

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

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, August 22, 2022.
A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later
#=Document Distributed Previously Attachments: 2022 Calendar, 2022 Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 12, 2022
Minutes**

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

ABSENT: Weigman

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

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Hansen moved. Hemer second. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre; No: None.

Lockyear asked if the slides from Lisa Winkler's presentation should be included as part of the special meeting minutes. Goeltl responded that the slides should have been included and will be added to the July minutes.

AGENDA ITEM 5: Trustee Information Sharing

Carlsen discussed his visit to the public library in Steamboat Springs, Colorado. He provided pictures of the seating, genealogy and history spaces, and children's and miscellaneous spaces. The alphabet machine was custom built by a company named Burger. Pictures follow the minutes.

Bell highlighted that the August meeting will be on August 23 at 7:00 PM, due to the election on August 9.

Bell asked trustees to contact her if they are interested in moving to the Finance Committee.

AGENDA ITEM 6: Advocacy Training and Implementation

Hemer reported that the Governance Committee is meeting on July 19 to discuss Winkler's summary, which was received by the committee this past Friday. The committee will review and come back to the board with next steps.

Hemer asked for feedback on the workshops. Trustees provided positive comments about the training. Trustees discussed the workshop objectives and how they were met, the next steps, and opportunities to reach out to library supporters as well as non-users.

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

AGENDA ITEM 7: Director Evaluation Process – September Annual Review & Goal Suggestions

Bell noted that Troendle’s annual review is in September, on his annual anniversary of employment. Included in the packet are documents that outline the review process. She encouraged trustees to submit suggestions for next year’s goals to the Executive Committee by August 12. She also encouraged trustees to begin preparing for the annual review discussion by looking over the Annual Review Form included in the packet.

AGENDA ITEM 8: 2023 Operating Budget

Hansen provided trustees with a proposed operating budget request to the city for 2023. He noted that 2023 is an unusual budget year, in that there were two large changes that significantly affected the operating budget.

- Class Compensation: The city approved a new class compensation wage schedule for 2022. This wage schedule was adopted by the library in 2022. Approximately, \$41,000 of the library’s projected personnel expenditure increase derives from the class compensation changes.
- IT Expenditures: The city also changed the definition of capital expenditures in 2022. IT expenditures, including periodic expenditures, that would have been funded through capital outlay in the past have now become operating expenditures. The baseline budget increased by \$23,100 to account for 2023 IT projects.

Hansen discussed that the goal of the proposed budget is to not fall behind. The goal is to have the city fund what it paid for in the past while continuing to rely on supplemental funds for open hours on Sundays, programming, and staff training. In order for the library to hold its own and then continue to fund the other items with supplemental funds, the proposed request is a 6.83% increase or about a \$98,000 change from the general fund.

Lockyear noted that the request included on the cover sheet indicated a proposed \$1,545,492 from the general fund but the operating budget detail shows \$1,533,667. She asked which total was correct. Goeltl stated that the correct figure was the \$1,533,667 listed in the operating budget detail for a \$98,057 increase.

Carlsen noted that the proposed budget includes a 20% reduction in materials. He asked if this was the best area to make a reduction. Should we be looking at other cost areas, such as personnel? Hansen explained that it is easier to replace materials with supplemental funds, but it is more difficult to use supplemental funding for staffing. In addition, much of our staffing costs are committed through our labor contracts.

*Motion to approve the 2023 operating budget with a request of \$1,533,667 from the general fund.
Hemer moved. Lockyear second. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre; No: None.*

AGENDA ITEM 9: 2023 – 2027 Capital Improvement Plan

Troendle reported that the Facilities Committee recommends approval of the 5-year CIP as presented in the board packet. The Facilities Committee recommends that the 2023 capital request and other future capital requests to the city would for safety-related, repair and maintenance projects. The library would

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 12, 2022
Minutes**

seek or use other sources for projects more focused on enhancements. The Facilities Committee noted there will be “gray” areas where projects fall into both categories.

Troendle discussed the slow response by contractors in bidding on projects. This has made it difficult for obtaining quotes and timeframes for projects in 2022 and 2023.

Troendle reviewed 2023 capital needs. The library is planning to complete the masonry project in 2023 at an estimated cost of \$77,000. This would be paid for using the fund balance. The library is asking for \$20,000 in city funding for the terrace pavers and is planning to seek \$20,000 in supplemental funding for terrace enhancements. Total capital expenditures are projected at \$117,000. The Facilities Committee recognized that the city would be spending significant capital dollars on the roof repair project in 2022 so they pushed off some projects and limited the 2023 city request to \$20,000.

Motion to approve the 2023-2027 Capital Improvement Plan presented in the Board Packet. *Hansen moved. Lockyear second. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre; No: None.*

AGENDA ITEM 10: Grant Request

Troendle reviewed the proposed grant request to the Hugh J. Andersen Foundation. In the past, the library has submitted requests to the Hugh J. Andersen Foundation in November. The library asked if we could move our request to an early submittal period so we could know the grant outcome yet this year for budgeting purposes. The grant request provides a menu of options and includes \$17,500 in funding for the youth summer reading program, \$6,200 in funding for early literacy and school-aged programming, and \$7,200 in funding for adult arts programming and hybrid programming technology.

Motion to approve the library portions of the Stillwater Public Library Foundation grant requests to the Hugh J. Andersen Foundation. Hollatz moved. Carlsen second. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre; No: None.

AGENDA ITEM 11: TRUSTEE VACANCY

Lockyear reported that the Interview Committee interviewed several strong applicants for the opening. They recommend Carrie Simon for appointment to the Board of Trustees. Simon is a social media and marketing manager for 3M. She currently works with several other community organizations and is a library user.

Motion to forward Carrie Simon for the Library Board of Trustees’ vacancy to the City Council. Mathre moved. Hemer second. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre; No: None.

AGENDA 12: Director and Other Staff Reports

Troendle reported that a POLCO Survey about library programming is currently active and is available on the library website.

AGENDA ITEM 13: Board Committee Reports

- a) Board Governance Committee: Minutes included.
- b) Executive Committee: Did not meet.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 12, 2022
Minutes**

- c) Facilities Committee: Carlsen asked the trustees to discuss the Facilities Committee's proposal that the library would ask the city to fund capital requests focused on repairs, maintenance and safety and would seek supplemental funding for enhancements. What would this look like in terms of budgeting? What if maintenance projects could be reliably funded by the city, and the library could do the enhancements? Could the city's facilities manager vet and manage the library's maintenance projects to ensure they are viable, and could the Facilities Committee focus on the enhancements? Hollatz and Bell both noted that the library may need to check in with the city regarding these questions.
- d) Finance Committee: Notes in packet.

AGENDA ITEM 14: Foundation & Friends Report

Troendle reported that the Foundation's Light A Spark event went well.

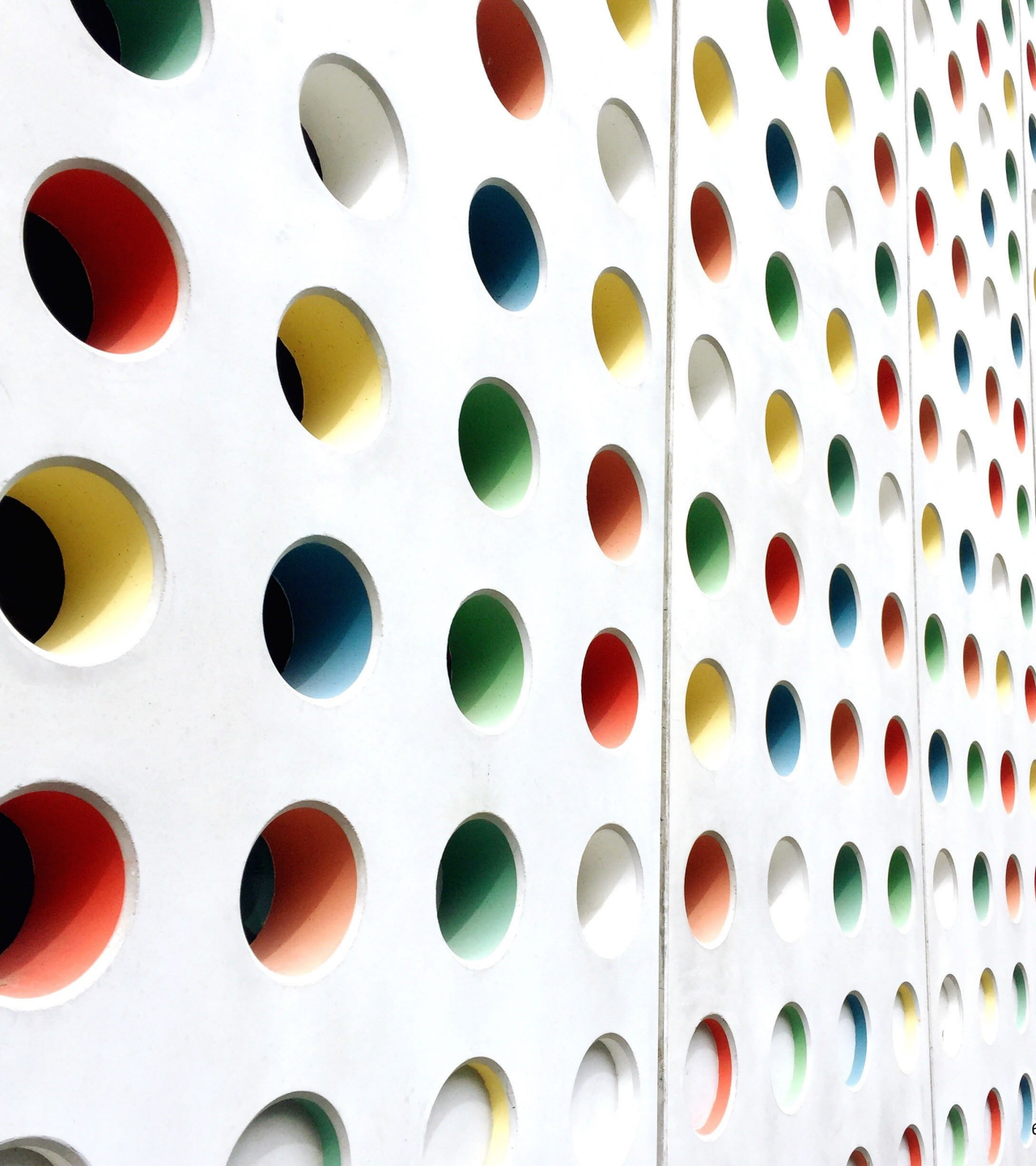
AGENDA ITEM 15: Public Commentary and Communications

None.

AGENDA ITEM 16: Adjournment

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

Meeting adjourned at 8:30 PM.



Stillwater Public Library Advocacy Training

JUNE 28 AND 29, 2022

Agenda - June 28

Welcome – Maureen Bell

Introductions – All

Workshop Objectives

Community Conversations Review

Group Work and Practice

Agenda - June 29

Stakeholder Mapping

FAQ Development

Group Work and Practice

Next Steps

Objectives

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**

Community Conversations

Community Conversations



Themes

Themes

- 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.**

Themes

1. **The Stillwater Public Library is your vital community [resource] and a bridge from our history to the future.**
2. **The Stillwater Public Library provides access to more than books.**
3. **The Stillwater Public Library provides exceptional programming for all ages – and it's free.**
4. **The Stillwater Public Library is an essential partner in education and [workforce development].**
5. **Libraries are essential for thriving communities.**
6. **The Stillwater Public Library supports ALL community members - from all backgrounds and at all stages of life.**

Objectives

Objective #1 – Discuss and Answer

Why does the Stillwater
Public Library matter?

Objective #2 – Discuss and Answer

Why is increased funding needed?

Objective #3 – Review and Develop

Key messages and proof points.

Front of the Box

Back of the Box

Key Messages

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

Proof Points

1. Stories

2. Data

Themes

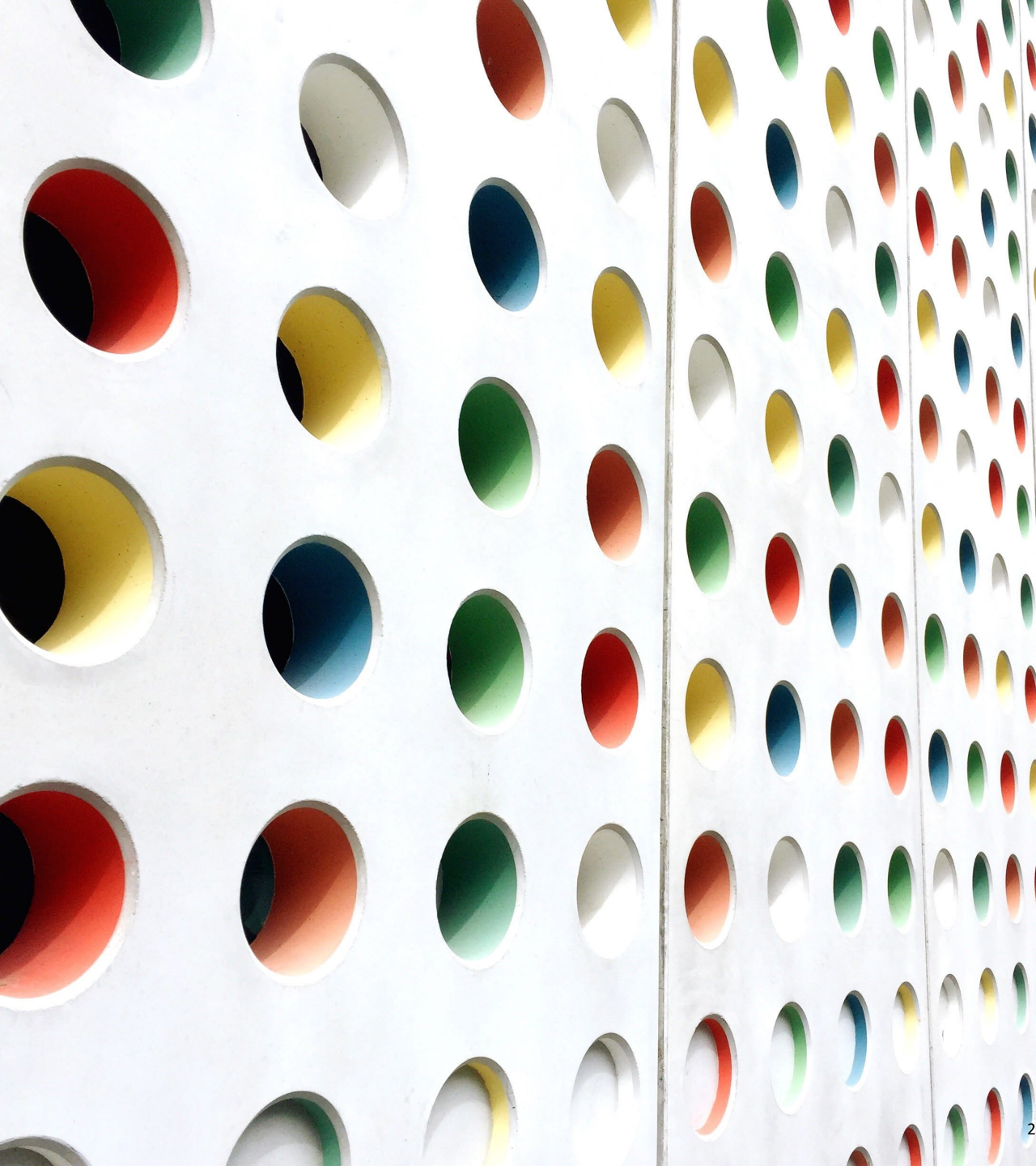
- 1. Libraries are essential for thriving communities.**
- 2. The Stillwater Public Library is a vital community resource and a bridge from our history to the future.**
- 3. The Stillwater Public Library provides access to more than books. It is a place to learn and discover, connect and engage, grow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

Library Messages

- 1. The Stillwater Public Library strengthens our community through:**
 - **Advancing Literacy**
 - **Lifelong Learning**
 - **Civic Engagement**
- 2. The Stillwater Public Library is a cultural center of the community.**
- 3. The Stillwater Public Library provides a community center – a place to gather, access resources, and connect with each other.**

Elevator Pitch

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



Stillwater Public Library Advocacy Training

JUNE 28 AND 29, 2022

Agenda - June 29

Stakeholder Mapping

FAQ Development

Group Work and Practice

Next Steps

Objectives

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**

Community Conversations



Themes: Revised

1. **Stillwater Public Library is your vital community [resource] and a bridge from our history to the future.**
2. **Stillwater Public Library is about a whole lot more than books.**
3. **Stillwater Public Library provides exceptional programming for all ages – and it's free.**
4. **Stillwater Public Library is an essential partner in education and [workforce development].**
5. **Libraries are essential for thriving communities.**
6. **Stillwater Public Library supports ALL community members - from all backgrounds and at all stages of life.**

City of Stillwater Mission Statement

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**

Objective #4 - Mapping

Stakeholders and
Target Audiences

Mapping

1. **Describe a person who loves the library,**
2. **Create a circle of fans and friends**
3. **Who could we invite to join us?**
4. **What's in it for them? What makes them happy to help us?**
5. **What tools would they need to be successful.**

Objective #5 - Develop

Frequently Asked Questions (FAQ)

Frequently
Asked
Questions

Questions I Anticipate

Questions I Dread

Frequently Asked Questions

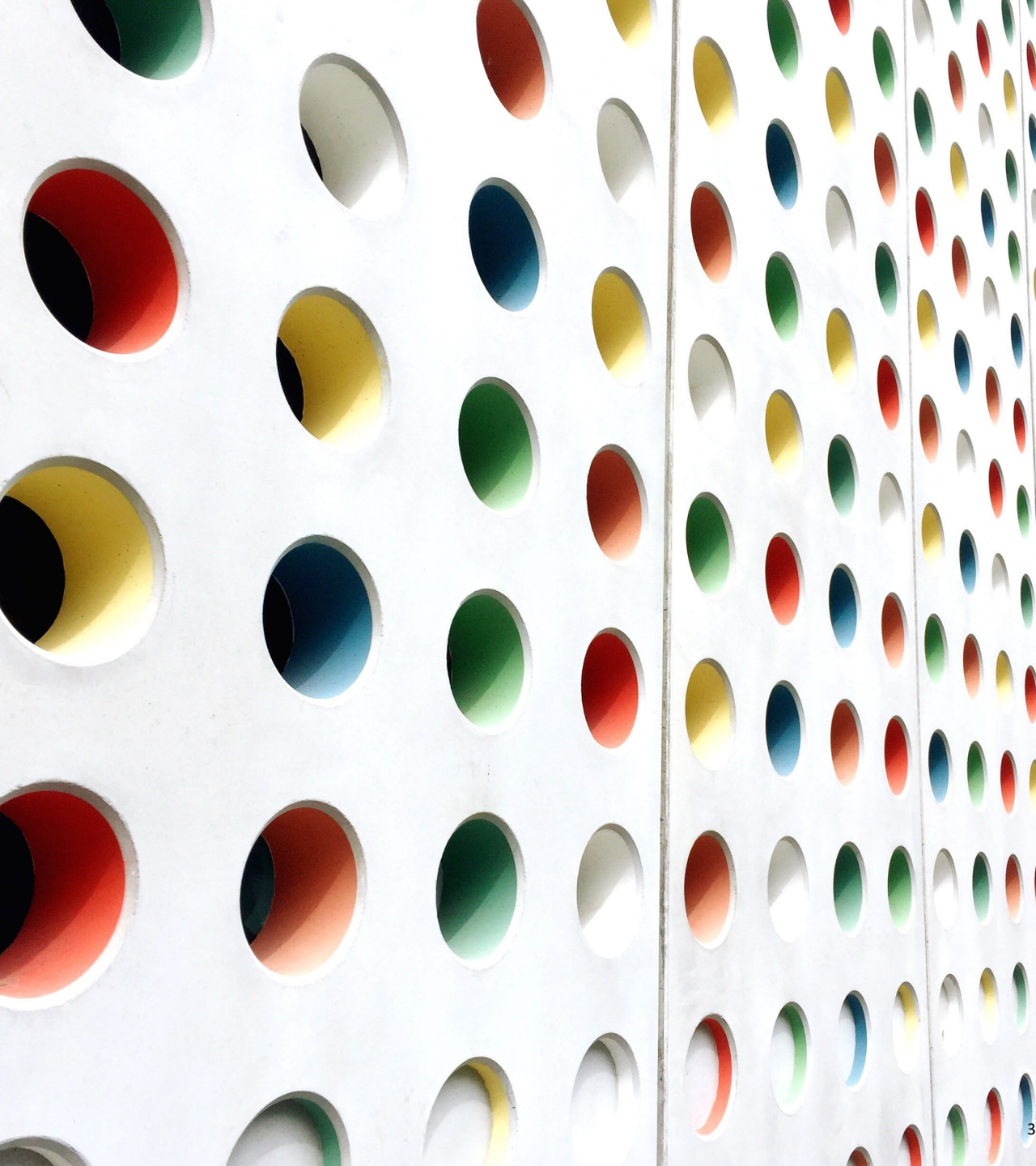
- 1. Why does the Stillwater Library matter to the community?**
- 2. How has the library changed (services, programming, physical aspects) over the years and what are the library's plans for the future?**
- 3. Why aren't coffee and refreshments available in the library?**
- 4. Why isn't the terrace open to social events?**
- 5. How many Stillwater residents use the library?**
- 6. Why is the library closed on Sundays in summer?**

Frequently Asked Questions

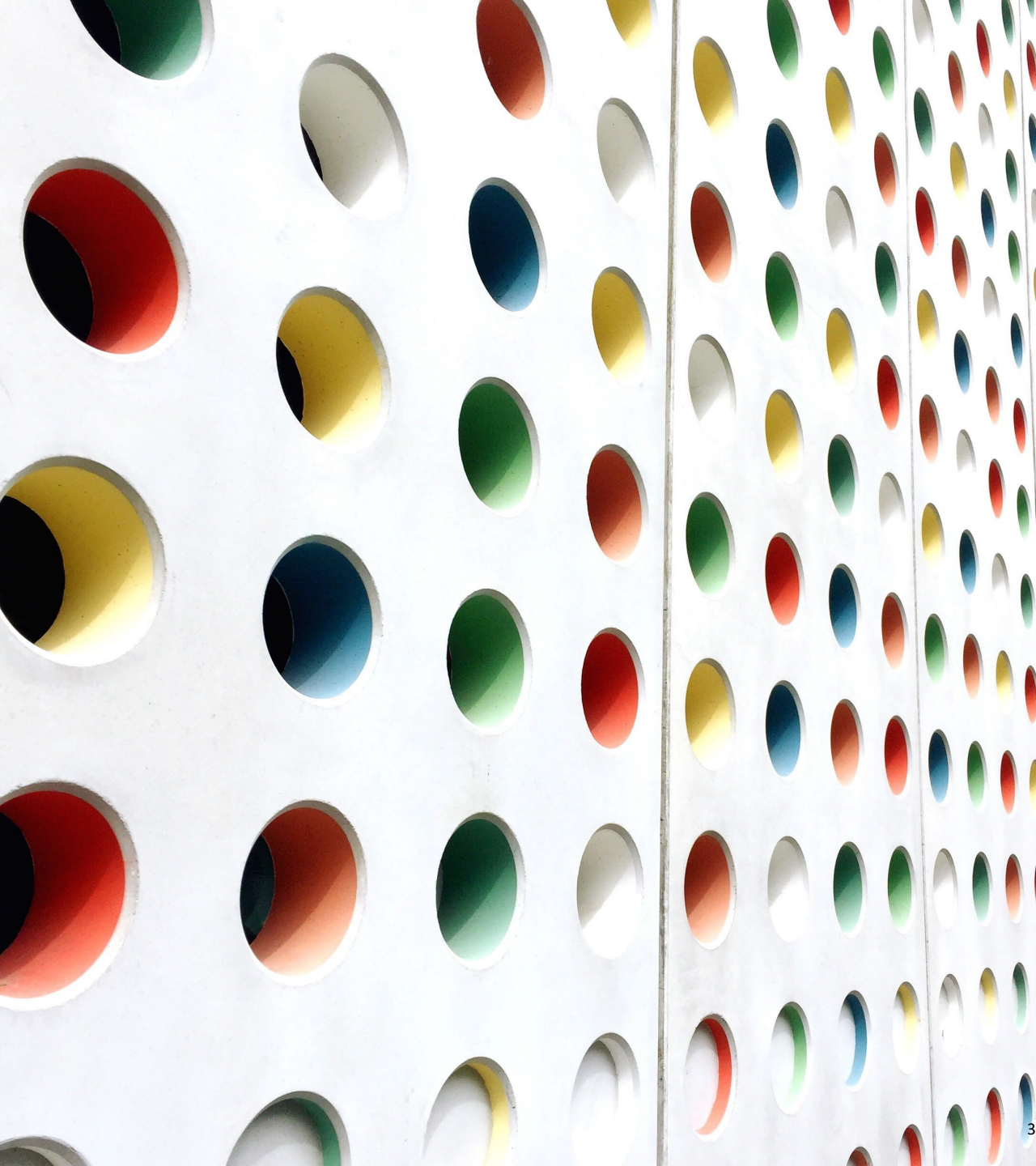
- 7. How is the library funded?**
- 8. Why does it cost so much to run the library?**
- 9. With the sizable donations to the library and a large fund balance, why does the library need more money from the city?
-- Why are annual budget increases from the City needed?
-- Couldn't more financial support for the library come from supplemental funds instead of the City?**
- 10. How would additional funds help serve the citizens of Stillwater?**
- 11. What's the purpose of the fund balance?**

Frequently Asked Questions

- 12. Who owns the building and how is maintenance and refurbishing paid for?**
- 13. Why are non-residents allowed to use SPL without charge? Shouldn't they pay a fee?**
- 14. What's the relationship between SPL and the Washington County Library? Would merging with WCL save money for the City and Stillwater taxpayers? How would a merger affect the City and community?**



I like...I wish



Stillwater Public Library Advocacy Training

JUNE 28 AND 29, 2022

Possible Taglines

1. So much to know
2. Bridge to the Future
3. Greater than Google

Small Groups

1. What are the barriers and benefits to your audience thinking, feeling, or acting on your issue?
2. What change in attitude (the way they feel about the issue) do you want to motivate in your audience to meet your goal?
3. What change in behavior (day-to-day actions) do you want to influence with your audience?
4. Based on what you know right now, what are the three most compelling sentences you could use to motivate your audience?

Spike was vacationing in Steamboat Springs, Colorado, last week. While there, he visited their library and took a few photos.

Photo #1: Seating in the teen area.



Photo #2: A window seat



Photo #3: A series of chairs along a bank of windows. There are large area rugs on top of the wood flooring. The rugs have patterns of leaves.



Photo #4: Outdoor seating with metal tables and chairs and umbrellas similar to what's on our terrace.



Photo #5: Genealogy and History Room with wood shelving and glass doors, plus a 4-person wood table.



Photo #6: Genealogy & History Room showing wood cabinetry and phrases carved into the wood, and a microfilm reader on a desk.



Photo #7: A wall wrapped in photos and information about the Werner family of skiers. One section says “The Werners of Steamboat Springs,” with biographical information about the Werner family. Bud Werner was a renowned alpine ski racer who died in an avalanche, and contributions given in his memory were used to build the public library. And it’s called the “Bud Werner Memorial Library.”



Photo #8: Seating in the children's area.



Photo #9: Children's library interactive play exhibit that goes from the floor to the ceiling. There's a round wheel about a foot and a half above the floor that says "Please take turns." Alphabet letters are above that, inside a glass case. And at the top is a large circular background in orange (possibly evoking the sun), and then a 6-spoke wood wheel on top (sort of like an analog clock with 6 hands), and then two small sets of a starfish-like design with 5 arms each. It's very colorful and playful.



Photo #10: An interior meeting room or assembly area.



Photo #11: A café area.



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in July 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 July 2022 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of July:				
July 2022 (2022 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 37,840.28	\$ 5,905.49	\$ 1,273.22	\$ 45,018.99
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 37,840.28	\$ 5,905.49	\$ 1,273.22	\$ 45,018.99
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: July 5, 2022 (\$26,184.67)</i></p> <ul style="list-style-type: none"> The largest payment was \$10,418.62 to Bibliotheca for the annual maintenance agreement on the sorter, the automated materials handling system. The system was updated to Windows 10 and the service contract was renewed. The library paid \$4,363.75 to Xcel Energy for gas and electricity. The library paid \$3,246.78 to Brodart for adult fiction, adult nonfiction, teen and children’s materials. The library paid \$983.33 to CDW Government for a Shure microphone headset and receiver system (on backorder since last November). It will be used in Margaret Rivers B to improve the sound quality for the hearing loop and sound system. <p><i>Bill Resolution: July 19, 2022 (\$2,824.09)</i></p> <ul style="list-style-type: none"> The largest payment was \$647.49 to 4Imprint for journals for the Summer Reading Program. This was funded by a 2022 summer reading grant from the Hugh J. Andersen Foundation through the Stillwater Public Library Foundation. The library paid \$228.32 in gift card purchases from local vendors for the Adult Summer Reading programs. These reading incentives were funded by 235 gift accounts. <p><i>Bill Resolution: July 26, 2022 (\$16,010.23)</i></p> <ul style="list-style-type: none"> The largest payment was to Brodart for \$8,657.31 for adult fiction, adult nonfiction, teen and children’s materials. The library paid \$4,521.61 to Washington County Library for the purchase of eBooks and eAudiobooks for Overdrive. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 7/5/2022 Bill Resolution – 2022 Bills 7/19/2022 Bill Resolution – 2022 Bills 7/26/2022 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						
679	6/30/2022	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
32157546	6/27/2022	4Imprint	Programs - JUV SRP (SPLF HJA)	647.49	232-4232-2407-0000	SPLF - Programs
1WYN-RJR-FH4N	6/18/2022	Amazon Business	Programs - JUV (SPLF PP)	74.81	232-4232-2407-0000	SPLF - Programs
1WPC-P91Q-NQ43	6/23/2022	Amazon Business	Supplies	32.91	230-4230-2101-0000	General Supplies
1WPC-P91Q-NQ43	6/23/2022	Amazon Business	Materials - JUV	48.23	230-4230-2400-0000	Childrens Books
1LQJ-XGNT-4FR7	6/23/2022	Amazon Business	Janitorial Supplies	92.64	230-4231-2102-0000	Janitorial Supplies
1R77-X7CG-LLY9	6/26/2022	Amazon Business	Supplies	402.76	230-4230-2101-0000	General Supplies
1047995	6/20/2022	American Library Association	ALA - Petrie	200.00	230-4230-4000-0000	Memberships and Dues
2036836024	6/20/2022	Baker and Taylor	Programs - JUV SRP (SPLF HJA)	8.46	232-4232-2407-0000	SPLF - Programs
INV-US55329	6/24/2022	Bibliotheca LLC	Sorter Maintenance Agreement	10418.62	230-4230-3713-0000	Computer Maintenance Agreements
7052022	7/5/2022	Brodart Co	Materials - Adult Fiction (229 Wils)	17.80	229-4229-2113-0000	Friends - Materials
7052022	7/5/2022	Brodart Co	Materials - Juv	351.84	230-4230-2400-0000	Childrens Books
7052022	7/5/2022	Brodart Co	Materials - Adult Fiction	1465.22	230-4230-2401-0000	Adult Books - Fiction
7052022	7/5/2022	Brodart Co	Materials - Adult Nonfiction	762.68	230-4230-2405-0000	Adult Books - Non Fiction
7052022	7/5/2022	Brodart Co	Materials -YA	130.13	230-4230-2406-0000	Teen Books
7052022	7/5/2022	Brodart Co	Materials - Processing	493.31	230-4230-3404-0000	Processing Fee
7052022	7/5/2022	Brodart Co	Materials - Adult Nonfiction (235 Prent)	25.80	235-4235-2101-0000	Library Donations Materials
Z480950	6/13/2022	CDW Government Inc.	Shure Microphone Headset System (SPLF - HL)	983.33	232-4232-2302-0000	SPLF - Minor Equipment
1467	6/22/2022	Dazzling Dave Yo-Yo Extraordinaire	Programs - Juv SRP (SPLF HJA)	330.00	232-4232-2407-0000	SPLF - Programs
7145474	6/23/2022	Demco Inc.	Processing Supplies	471.22	230-4230-3404-0000	Processing Fee
898124	6/17/2022	ECM Publishers	Special Meeting Notice	23.70	230-4230-3400-0000	Printing and Publishing
9343918091	6/14/2022	Grainger	Janitorial Supplies	124.18	230-4231-2102-0000	Janitorial Supplies
6252022	6/25/2022	Hedin Sue	Programs - Juv Puppetry (HJA 21 SPLF)	375.00	232-4232-2407-0000	SPLF - Programs
203	5/26/2022	Hooperina	Programs - JUV SRP (SPLF HJA)	275.00	232-4232-2407-0000	SPLF - Programs
4068753	6/24/2022	Loffler Companies	Copier / Printer	690.74	230-4230-3707-0000	Maintenance Agreements
7052022	7/5/2022	Midwest Tape	Materials - Audio (SJOB)	543.85	230-4230-2402-0000	Audio
7052022	7/5/2022	Midwest Tape	Materials - Audio (SJM)	160.80	230-4230-2402-0000	Audio
7052022	7/5/2022	Midwest Tape	Materials - Video (SJV)	316.32	230-4230-2408-0000	Film/Video
7052022	7/5/2022	Midwest Tape	Materials - Video (SYV)	121.38	230-4230-2408-0000	Film/Video
7052022	7/5/2022	Midwest Tape	Materials - Video (SAV)	410.11	230-4230-2408-0000	Film/Video
7052022	7/5/2022	Midwest Tape	Materials - Processing	261.49	230-4230-3404-0000	Processing Fee
W22050566	6/16/2022	Office of MN IT Services	Phone - May	148.35	230-4231-3101-0000	Telephone
40262299	6/17/2022	Scholastic Inc	Programs - JUV SRP (SPLF HJA)	397.75	232-4232-2407-0000	SPLF - Programs
06282022SAD	6/28/2022	Serendipity Art & Design	Programs - JUV SRP (SPLF HJA)	250.00	232-4232-2407-0000	SPLF - Programs
199956	6/29/2022	Stillwater Printing Co.	Programs - Juv SRP (SPLF HJA)	285.00	232-4232-2407-0000	SPLF - Programs
06012022WCMG	6/1/2022	Washington County Master Gardners	Programs - Adult (235)	100.00	235-4236-4099-0000	Library Donations Programs
		INVOICES SUBTOTAL		\$ 21,820.92		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
785518648	6/27/2022	Xcel Energy	Gas	\$ 387.61	230-4231-3601-0000	Natural Gas
785518648	6/27/2022	Xcel Energy	Electric	\$ 3,976.14	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 4,363.75		
GRAND TOTAL				\$ 26,184.67		

These bills are submitted and approved for payment.

Mark Troendle 07/01/2022
 Mark Troendle, Library Director

Craig Hansen 07/01/2022
 Craig Hansen, Secretary/Treasurer, Board of Trustees

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
10135800	7/5/2022	4Imprint	Programs - JUV SRP (HJA SPLF)	647.49	232-4232-2407-0000	SPLF - Programs
3798_228048	7/5/2022	Ace Hardware	Janitorial Supplies	23.56	230-4231-2102-0000	Janitorial Supplies
3798_228193	7/11/2022	Ace Hardware	Janitorial Supplies	13.98	230-4231-2102-0000	Janitorial Supplies
1QKJ-VH7J-YTMX	7/3/2022	Amazon Business	Materials - Adult Nonfiction	19.99	230-4230-2405-0000	Adult Books - Non Fiction
17MV-46HP-1XFH	7/9/2022	Amazon Business	Materials - Video (SAV)	45.74	230-4230-2408-0000	Film/Video
17MV-46HP-1XFH	7/9/2022	Amazon Business	Patron Earbuds	63.98	230-4230-2101-0000	General Supplies
17MV-46HP-1XFH	7/9/2022	Amazon Business	Materials - Adult Fiction (SPLF)	12.88	232-4232-2113-0000	SPLF - Materials
117J-CCMH-TX7H	7/14/2022	Amazon Business	Supplies	53.74	230-4230-2101-0000	General Supplies
2036878495	7/12/2022	Baker and Taylor	Programs - JUV SRP (HJA SPLF)	8.46	232-4232-2407-0000	SPLF - Programs
O-1077	7/13/2022	Carpenter St. Croix Valley Nature Cent	Programs - JUV SRP (HJA SPLF)	173.76	232-4232-2407-0000	SPLF - Programs
S50070722	7/7/2022	Chan Karen	Programs - Adult (235)	350.00	235-4236-4099-0000	Library Donations Programs
150232704	7/1/2022	Comcast	Internet - July	188.10	230-4230-3098-0000	Technology Support
306-02444792-3	6/30/2022	Culligan of Stillwater	Water	55.00	230-4230-4099-0000	Miscellaneous Charges
8861	6/29/2022	Menards	Janitorial Supplies	19.09	230-4231-2102-0000	Janitorial Supplies
8907	6/30/2022	Menards	Janitorial Supplies	5.82	230-4231-2102-0000	Janitorial Supplies
SWLIBR	6/30/2022	Rose Floral	Terrace Plants (235 Houston)	382.84	235-4238-4099-0000	Library Donations Miscellaneous
8031	7/6/2022	Snake Discovery LLC	Programs - JUV SRP (HJA SPLF)	200.00	232-4232-2407-0000	SPLF - Programs
07092022TBZ	7/9/2022	The Bug Zone	Programs - JUV SRP (HJA SPLF)	225.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 2,489.43		
LIBRARY CREDIT CARD						
R833332332	5/4/2022	Half Price Books	Materials - Adult Fiction	\$24.89	230-4230-2401-0000	Adult Books - Fiction
403029	5/5/2022	Valley Bookseller	Programs - JUV PP (SPLF)	\$60.00	232-4232-2407-0000	SPLF - Programs
zFqW	5/26/2022	Lift Bridge Brewing Co	Programs - Adult SRP (235)	\$30.00	235-4236-4099-0000	Library Donations Programs
32	5/26/2022	Candyland	Programs - Adult SRP (235)	\$30.00	235-4236-4099-0000	Library Donations Programs
FaqT	5/26/2022	Herman Electric Bikes	Programs - Adult SRP (235)	\$48.32	235-4236-4099-0000	Library Donations Programs
2080386-2022051	5/12/2022	Dream Host	Website Hosting	\$21.45	230-4230-3098-0000	Technology Support
167851	5/26/2022	River Market Co-Op	Programs - Adult SRP (235)	\$30.00	235-4236-4099-0000	Library Donations Programs
214079	5/26/2022	Rose Floral	Programs - Adult SRP (235)	\$30.00	235-4236-4099-0000	Library Donations Programs
NM97	5/26/2022	Forge and Foundry Distillery Company	Programs - Adult SRP (235)	\$30.00	235-4236-4099-0000	Library Donations Programs
zNup	5/26/2022	Sara's Topsy Pies	Programs - Adult SRP (235)	\$30.00	235-4236-4099-0000	Library Donations Programs
		CREDIT CARD SUBTOTAL		\$ 334.66		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 2,824.09		

These bills are submitted and approved for payment.

Mark Troendle 07/15/2022

Mark Troendle, Library Director

Craig Hansen 07/15/2022

Craig Hansen, Secretary/Treasurer, Board of Trustees

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
1VQP-D6HK-PKCN	7/17/2022	Amazon Business	Programs - JUV (PP SPLF)	51.06	232-4232-2407-0000	SPLF - Programs
1VVL-HYHF-G7NR	7/18/2022	Amazon Business	Materials - Juv	44.69	230-4230-2400-0000	Childrens Books
1VVL-HYHF-G7NR	7/18/2022	Amazon Business	Materials - Professional Collection	51.78	230-4230-4001-0000	Subscriptions
2052429	7/13/2022	Blackstone Publishing	Materials - Audio (SJAB)	467.76	230-4230-2402-0000	Audio
07162022CB	7/16/2022	Bloomquist Catherine	Programs - Adult SRP (235) Staff Reimbursement	60.10	235-4236-4099-0000	Library Donations Programs
7262022	7/26/2022	Brodart Co	Materials - Adult Nonfiction	820.81	230-4230-2405-0000	Adult Books - Non Fiction
7262022	7/26/2022	Brodart Co	Materials - Adult Fiction	2748.06	230-4230-2401-0000	Adult Books - Fiction
7262022	7/26/2022	Brodart Co	Materials - Processing	778.71	230-4230-3404-0000	Processing Fee
7262022	7/26/2022	Brodart Co	Materials - YA	804.30	230-4230-2406-0000	Teen Books
7262022	7/26/2022	Brodart Co	Materials - Juv	3505.43	230-4230-2400-0000	Childrens Books
20162629	7/19/2022	Huebsch Service	Towels & Rugs	195.11	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
10004003273	7/19/2022	Info USA Marketing Inc.	Materials - Reference	390.00	230-4230-2113-0000	Reference
809	6/15/2022	Jenny Hanlon Consulting	Programs - JUV SRP (HJA SPLF 21)	250.00	232-4232-2407-0000	SPLF - Programs
9580	7/14/2022	Menards	Janitorial Supplies	36.44	230-4231-2102-0000	Janitorial Supplies
9635	7/15/2022	Menards	Janitorial Supplies	44.07	230-4231-2102-0000	Janitorial Supplies
MN2201	7/20/2022	Miss Nina LLC	Programs - JUV SRP (HJA SPLF)	400.00	232-4232-2407-0000	SPLF - Programs
W22060564	7/19/2022	Office of MN IT Services	Phone - June	148.35	230-4231-3101-0000	Telephone
335479	7/19/2022	Pro Lighting	Lighting	169.58	230-4231-2101-0000	General Supplies - Lib Plant
071922SAD	7/19/2022	Serendipity Art & Design	Programs - JUV SRP (HJA SPLF)	250.00	232-4232-2407-0000	SPLF - Programs
204705	7/22/2022	Washington County Library	Q2 Overdue Notices	147.06	230-4230-3102-0000	Postage
204703	7/22/2022	Washington County Library	Q2 Lost / Damaged	16.95	230-0000-3880-0030	Lost/Damaged Fees
204706	7/22/2022	Washington County Library	Materials - Electronic (Overdrive)	4521.61	230-4230-2409-0000	Electronic Materials
07252022MW	7/25/2022	Weiher Mary	4th St Lawn Plants (235 (Houston))	108.36	235-4236-4099-0000	Library Donations Programs
		INVOICES SUBTOTAL		\$ 16,010.23		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 16,010.23		

These bills are submitted and approved for payment.

Mark Troendle

07/25/2022

Mark Troendle, Library Director

Craig Hansen

07/25/2022

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: July 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 – July 31, 2022.</p> <p><u>120 Funds – Capital Projects:</u> There were no capital fund expenditures through July 2022.</p> <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2022 was approved at \$29,487. \$3,689 in revenue has been generated to date. \$17,167 will be entered at year-end to reflect the in-kind funding from the Foundation for 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 \$569,850 through July. With the post-budget adjustments to the library’s 2022 wage scale, library personnel costs are running higher than the budgeted pace but on par with the revised budget.</p> <p>Materials: The city budget is \$95,711. Through July, expenditures are \$45,695 with a total of \$76,000 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 \$34,719 through July, with a budget of \$59,547. The largest expenditures are \$8,842 to Bibliotheca for a maintenance service agreement on the self-checks and RFID pads and \$10,418 to Bibliotheca for a maintenance service agreement on the sorter.</p> <p><u>230 Funds – Plant Expenditures:</u> Plant – Personnel Services: Personnel expenditures total \$67,774 through July. This is on track with the budgeted pace.</p> <p>Plant – Services and Charges: The 2022 budget for plant services and charges is \$113,441. \$51,468.15 has been expended to date. General insurance (budgeted at \$26,000) is not entered as an expense until close of 2022.</p> <ul style="list-style-type: none"> • Energy: Of this budget, \$60,000 is budgeted for electricity and natural gas with expenditures running higher than in 2021. Through July, we have spent \$15,271 of our \$16,000 natural gas budget. Natural gas expenditures have been 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 July Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 8/17/2022 - 5:55 PM
 Period: 1 to 7, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230 E25	LIBRARY 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 E25	LIBRARY PLANT 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: 8/17/2022 - 12:10 PM
 Period: 1 to 7, 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	782.50	782.50	417.50	0.00	417.50	34.79
230-0000-3520-0100	Copier/Printer Sales	4,000.00	1,832.98	1,832.98	2,167.02	0.00	2,167.02	54.18
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	9.00	9.00	191.00	0.00	191.00	95.50
	R25 Sub Totals:	5,900.00	2,624.48	2,624.48	3,275.52	0.00	3,275.52	55.52
R40	MISCELLANEOUS							
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	-48.45	-48.45	1,048.45	0.00	1,048.45	104.85
230-0000-3820-0100	Gifts	1,500.00	253.00	253.00	1,247.00	0.00	1,247.00	83.13
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	240.00	240.00	180.00	0.00	180.00	42.86
230-0000-3880-0030	Lost Materials	3,000.00	680.22	680.22	2,319.78	0.00	2,319.78	77.33
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	1,065.02	1,065.02	22,521.98	0.00	22,521.98	95.48
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	721,494.52	721,494.52	743,602.48	0.00	743,602.48	50.75
	Dept 0000 Sub Totals:	-1,465,097.00	-721,494.52	-721,494.52	-743,602.48	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	211,408.56	102,139.55	102,139.55	109,269.01	0.00	109,269.01	51.69
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	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-1112-0000	Sick Pay	0.00	8,042.26	8,042.26	-8,042.26	0.00	-8,042.26	0.00
230-4230-1113-0000	Vacation Pay	0.00	25,587.53	25,587.53	-25,587.53	0.00	-25,587.53	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	317,927.59	317,927.59	290,315.79	0.00	290,315.79	47.73
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	32,051.29	32,051.29	29,422.60	0.00	29,422.60	47.86
230-4230-1420-0000	FICA/Medicare	62,703.36	34,005.39	34,005.39	28,697.97	0.00	28,697.97	45.77
230-4230-1500-0000	Hospital / Medical	86,155.44	47,601.53	47,601.53	38,553.91	0.00	38,553.91	44.75
230-4230-1520-0000	Dental Insurance	4,193.64	2,167.30	2,167.30	2,026.34	0.00	2,026.34	48.32
230-4230-1540-0000	Life Insurance	771.39	327.58	327.58	443.81	0.00	443.81	57.53
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	569,850.02	569,850.02	482,266.64	0.00	482,266.64	45.84
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	2,868.43	2,868.43	631.57	0.00	631.57	18.04
230-4230-2113-0000	Reference	1,271.00	600.00	600.00	671.00	0.00	671.00	52.79
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	11,441.88	11,441.88	9,209.46	0.00	9,209.46	44.59
230-4230-2401-0000	Adult Books - Fiction	22,382.00	14,055.18	14,055.18	8,326.82	0.00	8,326.82	37.20
230-4230-2402-0000	Audio	8,566.90	1,723.44	1,723.44	6,843.46	0.00	6,843.46	79.88
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	7,260.87	7,260.87	10,332.13	0.00	10,332.13	58.73
230-4230-2406-0000	Teen Books - Materials	5,146.38	2,278.35	2,278.35	2,868.03	0.00	2,868.03	55.73
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	3,772.91	3,772.91	1,774.83	0.00	1,774.83	31.99
230-4230-2409-0000	Electronic Materials	8,348.10	4,521.61	4,521.61	3,826.49	0.00	3,826.49	45.84
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	1,120.59	1,120.59	379.41	0.00	379.41	25.29
	E10 Sub Totals:	102,982.08	49,684.39	49,684.39	53,297.69	0.00	53,297.69	51.75
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	5,381.10	5,381.10	-381.10	0.00	-381.10	0.00
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	1,610.73	1,610.73	889.27	0.00	889.27	35.57
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	6,043.47	6,043.47	7,956.53	0.00	7,956.53	56.83
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	1,309.58	1,309.58	-1,309.58	0.00	-1,309.58	0.00
230-4230-3713-0000	Computer Maintenance/Licenses	25,000.00	20,155.62	20,155.62	4,844.38	0.00	4,844.38	19.38
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	111.19	111.19	288.81	0.00	288.81	72.20
	E15 Sub Totals:	59,547.12	34,719.69	34,719.69	24,827.43	0.00	24,827.43	41.69
E20	MISCELLANEOUS							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-4000-0000	Memberships and Dues	594.01	420.00	420.00	174.01	0.00	174.01	29.29
230-4230-4001-0000	Subscriptions	625.00	518.79	518.79	106.21	0.00	106.21	16.99
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	804.60	804.60	2,195.40	0.00	2,195.40	73.18
	E20 Sub Totals:	4,219.01	1,991.85	1,991.85	2,227.16	0.00	2,227.16	52.79
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	656,245.95	656,245.95	562,618.92	0.00	562,618.92	46.16
	Dept 230-4231							
E05	LIBRARY PLANT							
	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	30,670.98	30,670.98	35,823.54	0.00	35,823.54	53.87
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	2,388.38	2,388.38	-2,388.38	0.00	-2,388.38	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	12,622.44	12,622.44	14,278.45	0.00	14,278.45	53.08
230-4231-1410-0000	PERA	6,951.37	3,542.61	3,542.61	3,408.76	0.00	3,408.76	49.04
230-4231-1420-0000	FICA/Medicare	7,144.75	3,659.44	3,659.44	3,485.31	0.00	3,485.31	48.78
230-4231-1500-0000	Hospital / Medical	16,825.68	10,374.27	10,374.27	6,451.41	0.00	6,451.41	38.34
230-4231-1520-0000	Dental Insurance	757.92	463.16	463.16	294.76	0.00	294.76	38.89
230-4231-1540-0000	Life Insurance	116.00	46.80	46.80	69.20	0.00	69.20	59.66
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	67,774.97	67,774.97	57,416.16	0.00	57,416.16	45.86
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	200.00	269.76	269.76	-69.76	0.00	-69.76	0.00
230-4231-2102-0000	Janitorial Supplies	4,000.00	3,247.49	3,247.49	752.51	0.00	752.51	18.81
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	4,127.44	4,127.44	2,372.56	0.00	2,372.56	36.50
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	890.10	890.10	809.90	0.00	809.90	47.64
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	18,985.66	18,985.66	25,014.34	0.00	25,014.34	56.85
230-4231-3601-0000	Natural Gas	16,000.00	15,271.73	15,271.73	728.27	0.00	728.27	4.55
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	51,468.15	51,468.15	61,972.85	0.00	61,972.85	54.63
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,619.70	1,619.70	-519.70	0.00	-519.70	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E20 Sub Totals:	1,100.00	1,619.70	1,619.70	-519.70	0.00	-519.70	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	124,990.26	124,990.26	285,241.87	0.00	285,241.87	69.53
	Dept 4231 Sub Totals:	410,232.13	124,990.26	124,990.26	285,241.87	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	721,494.52	721,494.52	743,602.48	0.00	743,602.48	50.75
	Fund Expense Sub Totals:	1,629,097.00	781,236.21	781,236.21	847,860.79	0.00	847,860.79	52.04
	Fund 230 Sub Totals:	164,000.00	59,741.69	59,741.69	104,258.31	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>On July 12, City Clerk Wolf emailed trustees an invitation to the Boards & Commissions Picnic on Tuesday, August 23, with a social hour at 5 PM and picnic from 6 to 8 PM at Pioneer Park. A flyer is attached.</p> <p>On July 29, Troendle emailed trustees in the morning regarding the water service outage at the library and noted that the library would not open until water service was restored. A water line break in the area cut off water service to the library. Water was restored around 11:30 AM and the library opened to the public.</p> <p>On August 8, Troendle emailed trustees on behalf of Bell with a reminder to submit suggestions for S.M.A.R.T. goals for the director’s annual performance review. Bell requested suggestions be sent to her by Friday, August 12.</p> <p>Lockyear visited the Regina Public Library in Saskatchewan, Canada. Attached are photos from the visit.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Annual Boards and Commissions Picnic Photos from Regina Public Library	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



CITY OF STILLWATER

ANNUAL BOARDS AND COMMISSIONS PICNIC

**YOU AND YOUR GUEST ARE INVITED
TO THE CITY OF STILLWATER
ANNUAL PICNIC**

DATE: Tuesday, August 23, 2022

**TIME: Social Hour, 5 p.m.
Picnic, 6 p.m. to 8 p.m.**

**PLACE: Pioneer Park in Stillwater
(North 2nd Street)**

**Please RSVP by Wednesday, August 17, 2022,
so we can plan food accordingly.**

nmanos@ci.stillwater.mn.us

Thank you!

Regina Public Library
Saskatchewan, Canada

Photo 1: Current entrance to library with colorful and whimsical seascape on glass windows above building entry.



Photo 2: Regina Public Library etched in stone.



Photos 3 & 4: Stacked pieces of columns, the stone edifice and medallion are from the original Carnegie library built in 1914 and destroyed by cyclone two weeks after it opened!

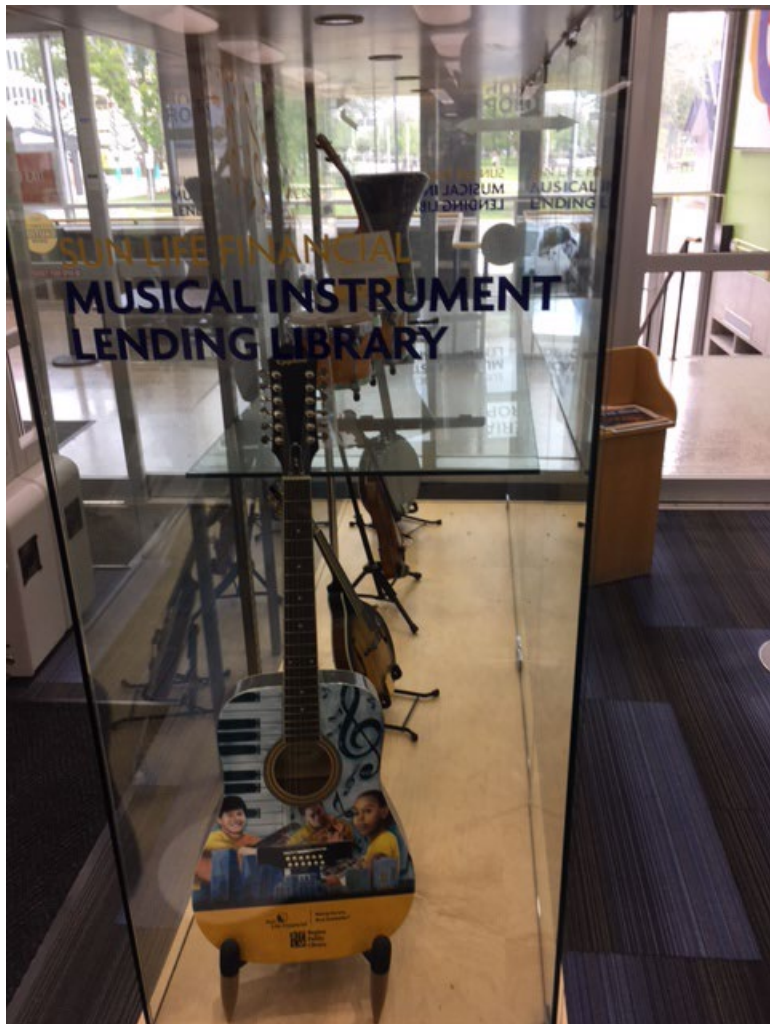
Photo 4 also depicts the fun bike rack with colorful, metal sculptural bikes serving as posts for the rack.



Photo 5: Sun Life Financial Instrument Lending Library

Glass display case of musical instruments. String instruments (acoustic bass, acoustic guitar, banjo, electric guitar, mandolin, ukulele, violin), percussion (bongo drums, cajon, djembe, doumbek, xylophone), and digital keyboards are available to borrow.

<https://www.reginalibrary.ca/services/instrument-lending>



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:	
BACKGROUND/CONTEXT: <p>At the September meeting, the board will conduct an annual review of the library director and establish new goals. Trustees are still encouraged to submit suggestions for S.M.A.R.T. goals by sending them to the Library Board President. Suggested goals are then reviewed and discussed by the Executive Committee and Director, resulting in proposed new goals for consideration by the Board during the performance review.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2023 Budget Update	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): D	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p>Operating Update:</p> <ul style="list-style-type: none"> In July, the library submitted a 2023 operating budget request to the city of \$1,638,154. The request included a \$1,533,677 transfer-in from the general fund, for a 6.83% or \$98,057 increase from 2022. On August 16, City Administrator Kohlmann and City Finance Director Provos brought an initial proposal to the Council for an overall operating levy increase of 7.39% for the city. For the library, they proposed \$1,473,667 from the general fund, an increase of 2.65% or \$38,057. Prior to the council meeting, Hansen contacted Collins regarding the proposed increase. Hansen explained that a 4.5% or \$64,567 increase was needed to hold the library harmless from the change in the compensation grid and the change in the definition of capital expenditures. At 2.65%, the library, in effect, would be facing a budget cut. At the council meeting on August 16, the Council reviewed the City’s recommended budget. Collins advocated for a larger increase for the library, which led to a council discussion of a possible increase of 4.5%. On August 19, library staff sent a memo to Kohlmann and Provos providing more details regarding the difference between a 4.5% and 6.83% increase. See attached memo following the cover sheet. On September 6, Council will meet to review a revised budget proposal from the City Administrator. Council will approve a budget on September 6 or September 20. <p>Capital Update:</p> <ul style="list-style-type: none"> In July, the library submitted a 2023 capital budget request to the city of \$117,000, consisting of \$77,000 in masonry repairs, \$20,000 in terrace pavers, and \$20,000 in terrace enhancements. On August 16, Kohlmann and Provos also brought capital recommendations to the Council. For the library, the city’s proposed amount was our request of \$117,000. In Hansen’s communication with Collins, Hansen clarified that of the \$117,000 in capital outlay for the library, only \$20,000 is new capital funding from the city. The remainder is from supplemental funding and the fund balance. Masonry: Based on the original quote, the library has about \$157,000 in masonry work that needs completion. Due to difficulties in getting contractors on site this year, we had projected doing \$80,000 of the work in 2022 and \$77,000 in 2023. We are still experiencing bidding delays and the probability is increasing that masonry repairs will not occur this year. We budgeted the use of fund balance for masonry. Pavers: On August 15, the library received an estimate for the repair of the paver system on the library’s terrace. City Facilities Manager Mick Greiner worked with The Garland Company to research the system. It is an “inverted roof system” where the roof is built in reverse to 	

allow for the pavers to be installed correctly. They discovered that the roofing product installed under the pavers has an approximate life span of 10 years. As the roofing product has met its life cycle, they recommend replacing the roof at the same time as replacing the paver system. A full replacement of the roof and paver system is estimated at \$750,000. A more limited replacement is estimated at \$500,000. Greiner recommends the full replacement option to resolve the problem so the library does not need to worry about this again, similar to the tile roof on the original building. Troendle is in contact with Greiner and City Administrator Kohlmann about the project. Funding and timing is TBD.

Next Steps:

- Once the 2023 operating budget is approved by Council, the Finance Committee will develop a revised budget for board consideration.
- If we look at a possible 4.5% increase, this means that the library will need to reduce the proposed budget (at a 6.83% increase) by \$33,490.
 - One option would be to reduce the materials budget to offset this amount. This would mean that the city materials budget would be \$42,895 or 45% of 2022. Supplemental funds could be used to cover the gap.
 - Another option to partially cover this change would be to reduce the Building Repairs budget. This is currently budgeted flat at \$12,000. Prior and current year expenses tell us that this may already be underbudgeted as we have spent \$10,000 through July 2022. Kilty Fund could be used to offset any overages.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2023 Budget Memo to City Administrator and City Finance Director

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater

Public Library

To: Joe Kohlmann, City Administrator
Sharon Provos, Finance Director

From: Mark Troendle, Stillwater Public Library Director
Keri Goeltl, Business & Communications Manager

Date: August 19, 2022

Subject: 2023 Budget

At the budget workshop session on August 16, the Council requested additional information about the library's requested increase of 6.83% and a possible increase of 4.5% in 2023 operating funds.

The purpose of the library's requested increase of \$98,057 (6.83%) was to cover city-led changes in the class compensation grid and in the definition of capital expenditures, as well as to cover typical operating increases such as collective bargaining wage adjustments and general insurance costs. The existing complement of staff positions and hours were maintained and not increased. Due to the budget pressures from the class compensation and capital expenditure changes, the library proactively reduced its materials budget by 20% or \$19,425. To offset this and past reductions made to materials to balance the budget, the library plans to seek supplemental funding.

Here are the changes made to 2023's budget, as proposed by the library, resulting in a 6.83% increase:

Amount	Area
\$41,467	Personnel – increase due to revised class compensation grid costs <i>(no changes in staffing structure or hours)</i>
\$38,624	Personnel – increase due to 2.0% wage adjustment in the 2022-2023 labor agreement
\$23,100	Minor Computer Equipment – increase due to capital expenses now in operating
\$14,291	Net increase based on the following changes: <ul style="list-style-type: none"> • \$8,791 increase in general insurance • \$5,000 increase in technology support for ongoing website maintenance • \$2,000 decrease in revenue from print/copy sales • \$500 increase in plant maintenance agreements • (\$2,000) <u>decrease</u> in electricity
(\$19,425)	Library Materials – <u>decrease</u> for books, A/V, magazines, databases, eMaterials <i>(proactive reduction of 20% to partially offset class compensation and capital expenditure changes)</i>
\$98,057	Total Increase (6.83%)

During the workshop, it was discussed that the library needed an increase of \$64,567 (4.5%) to cover the costs of the class compensation grid change and the change in the definition of capital expenditures.

Amount	Area
\$41,467	Personnel – increase due to revised class compensation grid costs
\$23,100	Minor Computer Equipment – increase due to capital expenses now in operating
\$64,567	Total Increase (4.5%)

An increase of 4.5% would cover the city-led class compensation grid and capital expenditure changes. It would not cover the collective bargaining wage adjustment, general insurance increases, and other basic costs of doing business.

To bridge the gap between 4.5% and 6.83%, the library board will need to consider further reducing the library materials budget from a 20% to a 55% cut. Library programs for the public, staff training, and open hours on Sundays are already zeroed out in the budget and funded through supplemental gifts.

A question was also asked about the \$77,000 listed in the Transfer to Capital Outlay on slide 22 of the proposed budget. This reflects the library’s planned use of the fund balance to pay for capital masonry expenses. The use of \$77,000 from the library’s fund balance was budgeted as revenue coming into the 2023 budget under account 230-0000-3910-0490 (Transfer In – Capital Projects) and as an expenditure going out under account 230-4231-9490-0000 (Transfer Out – Cap Project Fund). If there is a better method for recording the use of fund balance, please apprise us. We will adjust accordingly.

If you have any questions or would like additional information, please let us know.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Task Force	
OWNER: Board Governance Committee	PRESENTER: Hemer, Board Governance Committee Chair
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: Approval to create a Library Advocacy Task Force with the goal and charge as outlined in this proposal	
BACKGROUND/CONTEXT: <p>Advocacy workshops were held on June 28 and 29. At last month’s library board meeting, trustees provided positive feedback about the training and expressed interest in sustaining the momentum.</p> <p>Between the July and August board meetings, the Board Governance Committee met to discuss next steps. The committee is recommending the creation of an Advocacy Task Force and has drafted a recommendation regarding the formation of a task force, along with a goal and charge for trustees to approve. Following the proposal are notes summarizing the workshop.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS Library Advocacy Task Force Proposal Workshop Summary – Advocacy Training and Implementation Planning	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Board Governance Committee	

Library Advocacy Task Force

Advocacy Goal: To inform Stillwater Public Library users, city leaders and the community as a whole about library services and their value by:

- Building an affirmative case for sustaining and increasing support for the library and
- Coordinating the advocacy efforts of key stakeholder groups: the Library Foundation, Friends of the Library, staff and trustees.

Formation of a Library Advocacy Task Force:

- To develop a plan of action to be presented to the Board of Trustees six months after the first Task Force meeting.
- Membership will include up to: two library trustees, two library staff members, two SPL Foundation members, two Friends of the Stillwater Library members, and two community members.
- The group will review the Advocacy Workshop Summary for helpful background information and
- May use the continued services of Lisa Winkler, advocacy consultant, per terms of her contract.

Charge of the Task Force:

- Messaging
 - Refine Key Messages as identified in workshop summary and share with stakeholder groups
 - Gather important library data to assist library advocates in community conversations
 - Create sample elevator speeches
 - Prepare a list of specific opportunities to showcase the library and engage community members
- Community Relationships
 - Create strategies to
 - continue positive relationships with the City Council, city administration and staff
 - build relationships in the community
 - engage the community in support of the library

- Communication and Coordination
 - Suggest a method for effective, ongoing communication among four key stakeholder groups (Foundation, Friends, staff, trustees)
 - Recommend a place/method to store advocacy documents. Consider document security and methods of access for advocates
 - Recommend a structure to manage ongoing advocacy efforts after the Task Force sunsets

Recommended Proposal

Workshop Summary and Recommendations for Next Steps

Thank you again for the opportunity to support Stillwater Public Library and its crucial role in the community. The following are recommendations to help operationalize and support continued advocacy work, ranging from very simple tactics to those that will require additional resources. The appendices that follow document the discussions from the workshop.

1. Create space for advocacy efforts at each board meeting.

Next steps:

- a. Review the I Like/I Wish statements (Appendix G.) Determine what could be incorporated into future advocacy plans.
 - b. Have each person share their personal commitment to next steps from workshop.
 - c. Assign a timeline for completion (if not already done)
 - d. Check in with their partner to let them know when completed and ask them how they're doing on their next step. (Hopefully everyone remembers their partner and can reach out!)
 - e. Discuss the next commitment they can make and by when.
2. Establish Advocacy Committee with representatives from all four stakeholder groups - Trustees, Foundation, Friends and staff. Universally, there was enthusiasm for having all four stakeholder groups working together.

Next steps:

- a. Determine representatives from each group. It would be good to have at least two people from each group if possible.
- b. Develop list of advocacy and outreach activities members could choose from – from low to high levels of engagement.
- c. Create supporting materials needed. E.g. draft emails, “pocket” key messages, etc.
- d. Create individual advocacy or outreach plans with timelines for all members in each group (or as many as possible). This could be done together or individually and as simple as “these are the three things I’m going to do this month to share the library story.”
- e. Set up regular reporting vehicles – either during board meetings or via email – for folks to report back to the group on their progress, what they learned and if any of the messaging should be adjusted.

3. Refine key messages

Next steps: Utilize Advocacy Committee to refine and finalize key messages (see Appendix C.). Foundational pieces are in place; outside facilitation could be helpful.

4. Create champion networks.

Next steps:

- a. Review stakeholder mapping (Appendix D) and categorize groups of champions. Begin with individuals who are at the highest level of engagement, and then work down from there. Note: There were some individuals who received a 6 on the scale of engagement, which was not one of the options, so they might be superstars!
- b. Create strategies for connecting with or convening stakeholder groups. E.g.
 - i. Elected officials – could include letter writing campaigns – pulling out key points from the City of Stillwater mission statement to reinforce the library’s role in the community, informal meetings over coffee, invitations to participate in library activities (Librarian for the Day), compelling testimonials at City Council meetings, etc.
 - ii. Continue to build the stakeholder map. Each member of the four groups could connect with one or more people on the stakeholder list, share their elevator speech, ask them if they could help share the library story or refer them to other people/organizations, etc.
- c. Share key messages with all members of the four groups and determine who is willing to take on additional roles in sharing the library’s story. E.g.:
 - i. Identify who would be willing to present at local clubs/organizations
 - ii. Refer to mapping document for list of organizations to present to
 - iii. Set a goal for presentations in the next three months (e.g. 2/month)
 - iv. Create a presentation deck for speaking engagements.
 - v. Practice with the board before external groups
- d. When talking with people, create a vehicle to collect people’s information and willingness to be engaged or at least informed of Stillwater Public Library

5. Continue practicing elevator speeches and answering questions.

Next steps:

- a. Practice elevator speeches and frequently asked questions (Appendix E.) at each board meeting – in pairs or with the larger group
- b. Discuss how each person is sharing their elevator speech in the community.
- c. Assign key messages to each of the frequently asked questions and share with all stakeholder groups.

Appendix A.

Why does Stillwater Public Library matter?

GROUP DISCUSSION

- Reflection of how the community and leaders feel about this place. Whether we want or value what's here – in staff, collection, etc. Do we value it enough to support it – as a useful tool – but also as a learning experience for people.
- A place that you can go where you don't pay – free and open – not intimidating
- It is the only place that we have in our community where you can walk in the door and get help on anything you want without paying anything.
- Access to information; free information
- Staff is trusted and kind
- Buying books is not an option for everyone
- Updating view of the library
- Can access books from across MN and beyond (Library of Congress example)
- People can come here without feeling intimidated and uncomfortable; Feels welcoming
- Stay as long as you want
- It is a shelter for some people
- For job seekers, it may their only access to internet, computer, or help on computer
- Beyond info and books
- No shame at the library
- Larger role – having a public library as a center of the civic life of communities of all different sizes; uniquely American, a cornerstone of a successful Democracy; it needs to be accessible to everyone; great democratizing force
- Investment in the future of the community
- Safe and quiet
- Catch people in the in-between spaces; There are things that we're good at and specialize in, but we also do things that are not specified in our mission and vision; But if you don't know where else to go, you turn to the library; Gather up all the services that don't fit places and think of the library
- Gets young kids excited about learning – books and play things at library; such a great introduction when they come here
- Library builds connections in community all of the time; Builds community
- It is one of the only places that is not aligned with a particular viewpoint - neutral
- A place of discovery - People discover books at the library that have great meaning to them
- Updating the view of the library
- Resources that they can't get anywhere else
- Fabric of the community

Appendix B.

Why is increased funding necessary?

GROUP DISCUSSION

- To stay even; cost of living
- Cover basic expenses of running the library
- If we don't increase funding, things fall backward; We can't stand still
- More demands, things cost more
- Community growing, demand rising
- Patrons have interests that are wide-ranging; multi-formats of same title needed to meet public demand and expectations
- eBooks are 4x more expensive than print
- Consistent funding so the library can do long-term planning; not just survive year by year but plan for the future; the inability to look down the road with any confidence is a real impediment to putting a long-term strategy together; The city funding trend is consistent but the unknown makes it difficult to do substantive strategic planning. Other libraries as examples: Eau Claire, Metro State, etc.
- It also takes an inordinate amount of staff time to plan for different budget scenarios; It is very time-consuming to work on budget throughout the year; If we had more funding, admin could focus on other efforts.
- Current funding is not adequate; We are funded 80-90% by city.
- What is fully funded? Some think a library's role should be to simply lend books.
- What should supplemental funding fund? What is the role? Should it be for enhancements? Extras? Baseline services? This external funding can also vary year by year. It can also be a risky thing to depend on.
- Building maintenance and repairs
- As the birthplace of MN, investment in our historic places should be a priority.
- Many don't realize that SPL is owned by the City. It really belongs to everyone and we need to take care of it.
- Public libraries are part of the fabric of the community. People don't think about how it survives and who is responsible for that.
- As part of facilities, we discussed if city funds should just be for maintenance and repairs. Funding in terms of facilities is important. Part of advocacy is creating cool stuff that people talk about. The facility itself can be pointed to. Funding in terms of facilities and capital budget has an impact on advocacy.
- Keeping tech current and updated is expensive.
- What are the expectations of the citizens of the library? What do they expect the library to do or be beyond books and programs?

Appendix C.

Key Messages Development

Themes from Community Conversations

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.
7. Stillwater Public Library staff is exceptional. (Note: this was added in discussion)

SMALL GROUP DISCUSSION AND REPORT OUT

Theme 2: The Stillwater Public Library is a vital community resource and a bridge from our history to the future.

- Suggested Change: Stillwater Public Library is your vital community [resource] and bridge from our history to the future.
- Proof Points:
 - Talked about the importance of Carnegie library
 - Don Empson architectural tour
 - Genealogy
 - SCC

Theme 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.

- Suggested change: Stillwater Public Library is about a whole lot more than books.
- Proof Points:
 - Educate: I was at the cocktail program, and I learned this. I attended a program with author Spike Carlsen and I checked out this.

Theme 4: The Stillwater Public Library provides FREE and exceptional community programming.

- Suggested Change: Stillwater Public Library provides exceptional programming for all ages – and it's free.
- Proof Points:
 - Baby Bear
 - Cocktail Hour
 - Art Class
 - Historic Tours
 - Attendance is the data

Theme 6: The Stillwater Public Library is an essential partner in education and workforce development.

- Suggested Change: Group liked the first part of the theme but didn't want to use the words "workforce development." Workforce development might seem like specialized career training, but often the library is really providing ancillary things.
- Proof points:
 - Workforce: Various people we helped get jobs; For example: A patron received a masters entirely as the library through computers
 - Education: New Heights School uses this as primary library; homeschool groups use the library to meet and for educational resources, younger kids not in educational system yet

Appendix D.

Target Audience Identification

Questions that could be posed to further this discussion:

1. Describe a person who loves the library,
2. Create a circle of fans and friends.
3. Who could we invite to join us?
4. What's in it for them? What makes them happy to help us?
5. What tools would they need to be successful?

Appendix E.

Frequently Asked Questions

1. Why does the Stillwater Library matter to the community?
2. How has the library changed (services, programming, physical aspects) over the years and what are the library's plans for the future?
3. Why aren't coffee and refreshments available in the library?
4. Why isn't the terrace open to social events?
5. How many Stillwater residents use the library?
6. Why is the library closed on Sundays in summer?
7. How is the library funded?
8. Why does it cost so much to run the library?
9. With the sizable donations to the library, why does the library need more money from the city?
 - Why are annual budget increases from the City needed?
 - Couldn't more financial support for the library come from supplemental funds instead of the City?
10. How would additional funds help serve the citizens of Stillwater?
11. Who owns the building and how is maintenance and refurbishing paid for?
12. Why are non-residents allowed to use SPL without charge? Shouldn't they pay a fee?
13. What's the relationship between SPL and the Washington County Library?
14. Who decides what goes into library collection?
15. Why is there a fee to use the meeting rooms?
16. Why do I have to wait so long to get a book – especially e-books?
17. Does Stillwater Public Library partner/work with schools?
18. What does it mean to be a Carnegie Library?
19. How do you get things online?
20. Why is the library relevant when you can get things online or buy?
21. What's the best way to donate to the library?

22. Why don't you have more adult programs?

23. Why can't you spend library funds and get everyone a kindle?

24. How many people work at the library?

Appendix F.

Infrequently Asked Questions

1. What's the purpose of the fund balance?
2. Would merging with Washington County Library save money for the City and Stillwater taxpayers? How would a merger affect the City and community?
3. What is maintenance of effort (MOE)?

FAQ – Possible Answers:

Why is the library relevant?

It's a lot more than books. It is a vital community resource providing hundreds of programs for the community each year, from storytime to genealogy. It's a place to make community connections and be a life-long learner.

Aren't libraries dying?

No, they are not dying. They are evolving. It's a curated collection – not just access to electronic resources. A library is place to test out ideas – test out a resource and book and just try it out. Not every age group can use a kindle.

Why does the library need more \$?

- We serve the whole community – all residents
- Investment is essential for a thriving community – investment in current residents and future citizens
- We directly support the mission statement of city
- Labor-intensive like fire, police, schools and technology-intensive; These costs increase annually
- Maintenance and preservation of historic building and grounds

The library has so much money in supplemental funds. Why do you need more \$ from the city?

- There has been research done in the areas of social and community development. Studies discuss what makes a healthy community. Use these studies and take factors related to libraries and discuss.
- The importance of having vital community institutions to encourage development (tourism, economic, etc.).
- Building for the future – investment in the future and community.

- Public/private partnership approach
- Supplemental funds raised by Friends and Foundation – it isn't necessarily the library's decision to allocate funds for the operating budget
- Supplemental funds may have restrictions; May be finite and not always be ongoing
- Tied to themes 1 and 2
 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.

Appendix G.

I LIKE

The teamwork between the four groups

Hearing points of view from Foundation, Friends, Staff and Trustees

Having Foundation, Friends, Staff and Board meet together

Having staff, friends, foundation, trustees together

Practice answering questions aloud

We dealt with some of the hardest questions

Having plain language answers to so many questions

Listing FAQ – especially the practice in answering tough questions

Working in small groups to get other perspectives

Hearing different perspectives form different groups of decision makers

Having the meeting move along

Open conversation – with everyone contributing – high level of comfort

Activities coordinated and moving toward a realistic goal

Guidance on developing elevator speech and highlighting proof points

Developing themes to focus on

Getting so much more information about the library

Meeting adhered to the agenda and time limits

Energy in the room

Meeting new people connected with the library

Sharing of ideas

Dedication of staff, board, foundation and friends

Collaborative, collegial feel

Hearing a unanimous voice in supporting the library

I WISH

Everyone was here both nights

We could develop a brand around the funding concepts – a message to unite us, in addition to the FAQ

Would have discussed next steps to operationalize

More time to practice our elevator speech

Everyone could see the benefit of the library

We could find a magical money tree to pay for everything

We could come up with answer to the same questions asked by stakeholders over and over again. This is not unique to this library

We all take the enthusiasm we have for the library to the community

The hearing loop was working

We could have talked more about next steps as a group – yet the board can take up next steps too

We had paper copies of themes and FAQ to work with during sessions

Summary of community conversations beyond the word cloud

The things we've learned here are carried into the future

We had better and more ways to publicize all the great stuff at the library

Plan going forward especially around working with City Council

There was an object or program peculiar to Stillwater that the library could offer

I could find books I'm interested in or find an author I like

That we will move forward to developing an action plan for advocacy

We could discuss how to reach non-users of the library

This process of advocating for SPL has follow through

Plan to continue our work

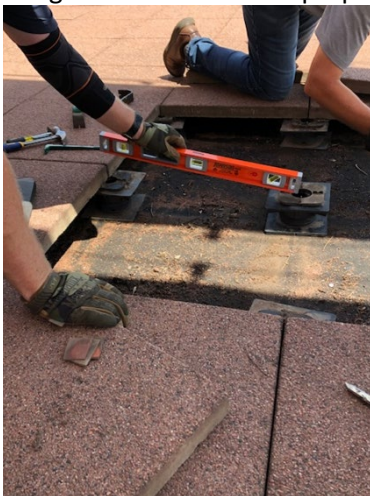
Report from the Library Director, Mark Troendle

Major Accomplishments

- We're pleased to report that the City Council appointed Carrie Simon to serve as a new trustee, filling the partial term of Bethany Cox through the end of 2022.
- On July 13, the day after last month's board meeting, the library's 2023 operating budget and 2023-2027 Capital Improvement Plan (CIP) requests were submitted to city staff. On July 22, Finance Committee Chair Craig Hansen and Mark met with the City Administrator and Finance Director to discuss the requests and answer questions.
- In collaboration with supervisors, Mark prepared the library's portion of a 2023 grant request to the Hugh J. Andersen Foundation. The Library Foundation's Executive Director then combined the library's request with foundation information before submitting the proposal. As previously approved by the library board, the library is seeking \$17,500 for next year's summer reading program, \$6,200 for early literacy support, and \$7,200 for adult programming initiatives.
- Mark represents the library on a newly formed City of Stillwater IT Committee. The committee is comprised of representatives across all city departments and one councilmember. The committee will help provide strategic and operational direction to Information Technology staff.

Heads-Up

- Information Services Supervisor Aurora Jacobsen's last day with our library will be August 27. During her almost 9 years here, she has contributed to the betterment of services, collections, and programs for our patrons. We wish her well in her future endeavors.
- Late last year, discussions began as to why some terrace pavers were shifting. Last month, Mick Greiner (City of Stillwater's Facilities Manager), Troy Thompson (Area Manager for The Garland Company), and Mark met on the terrace to visually examine the structure below the pavers (see photo). After further research that stretched into August, the cost and complexity have substantially increased because the roof system under the pavers has already reached its life cycle, which means it will also need to be replaced. The good news is that this determination has been made before there is water leakage or other failure. This was learned on August 15, well after budget documents were prepared and submitted. Information on how to proceed is being sought.



Near-Term Future Focus

- Budget
- Recruiting for two positions
- 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

July Programming:

- Pretty Posies in Acrylic had 23 participants.
- 4 sessions of Tech Help had 3 attendees.
- The "Using Ancestry LibraryEdition" class on July 9th had an almost full house (11 of 12 seats). Attendees received a live demonstration of Ancestry Library Edition, an overview of Ancestry's key collections, and tricks and tips for refining and filtering searches to find elusive ancestors.
- Romance Book Club: Beach Reads had 3 attendees.
- Libby Help had one person.
- Art of Coiling had 9 attendees.
- Connect Through Books (A Virtual Book Club) had two attendees.
- The Mystery Book Club continued its vacation and travel theme in July by reading water-themed mysteries. Seven people attended the meeting this month and we discussed mysteries that took place in a variety of watery locales from the lakefront to the ocean to the canals of Venice.
- Paranormal Minnesota had 19 attendees.
- (New) Walking Tour of 19th Century Stillwater Architecture North Hill had 20 participants.
- Catherine conducted five genealogy one-on-one sessions. In one, the patron brought along her twin daughters and it was gratifying to see the interest in genealogy crossing generations. In another, we were able to solve the patron's long-time quest to locate the 1930s marriage of her parents.
- The library interacted with about 50 people at the Farmer's Market, including creating 14 library cards on that single morning.
- Take and Make for July was a take-home Murder Mystery kit.

Reference

- Aurora inventoried the Stillwater Sewer maps and dropped them off at Minitex for scanning.
- With the switch to Beanstack for Summer Reading, we had slightly fewer adult entries than in 2018 and 2019, but the people that participated reported reading far more titles. Colleen Hoover was this year's most read author.

Reader's Advisory

- Catherine compiled a "Discover the Mysteries of Family History" booklist (in keeping with the Summer Reads mystery theme) that highlights books exploring real-life genealogical mysteries.

Partnerships

- Aurora and Jodi worked with ArtReach to apply for a We Are Water grant in 2023. The grant includes a major exhibit about water in our community and allows for recording oral histories of up to 20 local people around the theme of water. Another Anton Treuer program, Native Americans and Logging the Northwoods: An Indigenous History, is part of the plan for the project.

- The Minnesota Pollution Control Agency display for July was Climate Change in Minnesota. Because it was interactive, we moved it between the Public Services Desk and the Children's Area. Many families tested it out together as shown below.

August Programs:

- Tech Help
- Libby Help
- Genealogy Help
- Puppy in Oil Pastels
- Fused Glass Pendants
- Climate Change in Minnesota
- Puzzle Tournament
- Connect Through Books (A Virtual Book Club)
- Summer Concert on Terrace: Valley Concert Winds
- Romance Book Club: Culinary Romance
- August Mystery Book Club: Back to School
- Exploring the Arts: Film Noir
- Take and Make August Project: Macramé plant hangers

A mom and her two children find out more about climate change in Minnesota through an interactive Minnesota Pollution Control Agency exhibit.



July Programs

- Snake Discovery (274)
- Bruce the Bug Guy (97)
- Kente Cloth – Art for kids (12)
- Carpenter Nature Center (160)
- Mary Pope Osborne – virtual live author visit (29)
- Koi Fish – Art for Kids (24)
- Miss Nina Stone – Children’s Musician (147)
- Lauren Wolk – virtual live author visit (4)
- Open Eye Figure Theatre presents Tucker’s Robot (165)
- “Summer” Scavenger Hunt (423)
- “Pond Life” Process Art (267 left on display)
- Boredom Buster Teen activity – Collaborative Coloring Sheet

Program Notes

- 718 children signed up for the summer reading program; 399 on Beanstack (357 Stillwater patrons and 42 Bayport patrons) and 319 on paper at Stillwater library. More than 1,000 books and 1,250 journal sets went home with library visitors.
- 968 youngsters wrote their name on an owl cutout to show participation – the windows and columns were covered with the colorful owls.
- There is an option to sign up for the library newsletter on the summer program registration slip and we gathered 69 subscribers in June and July.
- August will see a break in regular youth programming to allow time for vacations and to plan fall programming.

Collection Addition

- Coming in August – the cataloging of 36 [VOX picture books](#), the *world’s first audio books that live in print books*. These have been popular in other libraries because they don’t require any additional equipment to experience. Some may recall the cassette/book pairs of years gone by and the library does still circulate book/CD combos but unlike those, VOX books are all inclusive! This collection, so far, will be the only of its kind in Washington County. These should be ready to circulate in late September.

Upcoming

- *“The Three Little Pigs” – Puppet shows with the NEW mobile puppet stage – Inaugural show at Bayport Public Library - Tuesday, August 2, Stillwater Public Library – Saturday, August 6 and Wednesday, August 10*
- *August Family Art Room - [Forest](#)*
- *Trains Scavenger Hunt*

July Photo Highlights



Carpenter Nature Center

August Art Cart: Forest



Boy enthralled by Coreopsis Moth at the Bug Show

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 July 19, 2022, 9 a.m. Library Conference Room Present: Bell, Hemer, Troendle, Weigman		
Advocacy Task Force Membership , presenter: All		
Discussion: Library Advocacy Task Force membership from various groups.		
Conclusions: Membership in the task force will include two members from each of the following groups: Trustees, Friends, Foundation, staff, and community members. Each group will select the members they send to the task force, the Trustees will be responsible for recruiting community members.		
<i>Action items</i>	<i>Person responsible</i>	<i>Deadline</i>
✓ Invite participation of Friends and Foundation	Maureen	8/18
✓ Ask for participation from 2 Trustees	Maureen/group	8/23
✓ Invite 2 community members to participate	Group	After next meeting
Advocacy Task Force Charge and Timeline , presenter: All		
Discussion: The Library Advocacy Task Force will develop a plan of action to be presented to the Board of Trustees. The group may use the continued services of Lisa Winkler as a part of our training agreement.		
Conclusions: The charge of the Advocacy Taskforce should include the following:		
<ul style="list-style-type: none"> • Prepare a list of specific opportunities to showcase the library and engage community members • Establish annual advocacy calendar • Assemble supporting data and materials to create a reference sheet to assist library advocates • Develop strategies to encourage ongoing advocacy • Develop membership and donors for Foundation and Friends • Offer options for building positive relationships with city leaders 		
The advocacy plan of action will be ready to present to the Board of Trustees six months after the first meeting.		

Conclusions: Going forward the bylaws will be followed as written and applied to current terms.

<i>Action items</i>	<i>Person responsible</i>	<i>Deadline</i>
✓ Roster on city site to be updated	Staff or Maureen	9/30
✓ Terms of current trustees will need to be communicated to affected people	Staff or Maureen	9/30

Other Information

Concluded at 5:16 p.m.
 Next meeting 9/28/22 at 4:00 if needed

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 August 24, 2022, via Zoom Present: Goeltl, Hansen, Hollatz, Troendle</p> <p>Budget Process and City Budget Workshop</p> <ol style="list-style-type: none"> 1. Submitted proposed library budget to City Administrator and Finance Director. Our request, after having received Board of Trustees’ approval, was for an increase of 6.83%. 2. Received the budget proposal from the City Administrator and Finance Director that would be submitted to the City Council and Mayor. This proposed budget included an increase of 2.65% for the library. 3. After reviewing the City’s proposed budget carefully, the Finance Committee contacted Ryan Collins to express our concern. We pointed out that a 2.65% increase is insufficient to keep up with city-driven changes in the compensation grid and the redefinition of small IT projects as operating expenditures. 4. Mark, Maureen, and Craig attended the City’s budget workshop session. During the presentation and discussion, Ryan Collins advocated for the library, noting that the 2.65% increase was unacceptable. An increase that would cover both factors listed above would be at 4.5% or higher. The Mayor and Council seemed to react favorably to this suggestion. 5. Mark was asked a number of questions at the budget workshop. Staff will draft a memo to the City Administrator and Finance Director that provides more details regarding the difference between a 4.5% and 6.83% increase. 6. The city budget could be finalized as early as September 6. Maureen and Craig will meet with the Library Foundation Board to discuss the budget and library advocacy in general. We are hopeful that a budget increase of 4.5% or more will prevail and have developed some contingency plans if the support seems to be eroding. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library Foundation
Board Meeting –June Meeting – Held 6/24/22
Video Conference

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

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:30. Members checked in.
2. Approval of the Minutes – April meeting minutes were approved.
3. Reports for the monthly meeting
 - a. President- Shawn
 - Looking for new board members
 - Sandy has potential person interested in being a foundation board member
 - b. Library Director – Mark
 - 150-200 people on lawn for Wednesday program
 - Library had a booth at the Stillwater Farmers Market from 8am to 12 noon with a tent with a new library logo. Booth had checkout for library materials and applications processing for library cards
 - Testing kits for covid were donated to the library. Library going to make kits available to the public for free
 - City provides 80-90% of the library funding, however programs would need to be reduced without funds from the Foundation
 - c. Finances - Dustin
 - Gave finance report
 - Report available on shared drive
 - Two firms are still being consider to do the required audit
 - d. Governance -
 - Shawn suggested changing the by-laws to elect officers in November for the next year
 - e. Events & Marketing – Summer
 - Gave a report on Light a Spark progress
 - Light A Spark will open doors at 7:45pm
 - Zoom meeting at 6:30pm on June 30
 - f. Executive director-Alicia
 - Grace is being considered as an assistant to Alicia
 - Schedule for Light A Spark discussed
 - Grant application for newspaper project submitted
5. Other Business – None

6. Adjournment – Summer motioned to adjourned. Sandy seconded. Motion passed unanimously. The meeting was adjourned at 9:49am.

Respectfully submitted,
Paige Hoyle, Secretary

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
Carrie Simon	To fill vacated term ending Dec 31, 2022	3
Dana Weigman	1st Term: Jan 1, 2022 - Dec 31, 2024	4
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

2022 Committee Rosters:

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

Updated 7/26/2022