

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, September 13, 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) Adoption of August 23, 2022 Minutes +
  - b) Acknowledgement of Bills Paid in August +
  - c) 2022 August Budget Status Report +

Informational/Discussion (20 minutes)

5. Trustee Information Sharing I+
6. Library Board Update I+
7. 2023 Budget Update I+

Decisional (15 minutes)

8. 2022 Capital Projects A+

Reports (20 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

Closed Session (60 minutes)

13. Director Evaluation: Annual Review D+

Return to Open Session

14. Director Step Movement A+

15. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, September 12, 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**  
**August 23, 2022**  
**Minutes**

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

**ABSENT:** None

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Bell called meeting to order at 7:00 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

**AGENDA ITEM 3: In-Person Public Commentary**

No in-person public commentary. Bell welcomed Carrie Simon, the newest trustee to the library board. Attendees provided introductions.

**AGENDA ITEM 4: Consent Calendar**

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

**AGENDA ITEM 5: Trustee Information Sharing**

Lockyear reported on her visit to the Regina Public Library in Canada. She highlighted the library's digitization stations, musical instrument lending library, and film and theater room. Lockyear also visited the legislative library in the capitol building.

Hollatz finished visiting all 67 of Minnesota's state parks. She noted that an exhibit or display featuring the state parks may be of interest to patrons.

Bell reminded trustees to submit suggestions for the director's performance review. The Executive Committee will meet next week to review submissions and will bring suggested goals to September's meeting.

Bell also discussed that as the board looks ahead to the end of the year, a committee of trustees will be needed to review applicants for terms that are ending in 2022. In addition, the board will need three trustees to serve on a committee to nominate a slate of officers for two-year terms at the January meeting.

**AGENDA ITEM 6: Director Evaluation Process – September Annual Review & Goal Suggestions**

As Bell mentioned, the annual review will be conducted in September. Please submit suggestions for goals. Prior to September's meeting, a packet will be sent to trustees with review information.

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**August 23, 2022**  
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**AGENDA ITEM 7: 2023 Budget Update**

Hansen provided the Board with an update on the budget process.

- The Board approved a proposal for a 6.83% increase in city funds for the library. The request was a little higher than typical due to two city-implemented changes that impacted the operating budget – the realignment of the class compensation grid and the redefinition of capital expenditures. The request essentially covered these two items plus a wage adjustment increase.
- The City came back with a proposed budget increase of 2.65%. As the library has limited flexibility in the budget, this would essentially be a cut in the operating budget. Supplemental funding is already used to fund programming, Sunday Hours, and staff training.
- In preparation for the council workshop, Hansen spoke with Collins regarding the Finance Committee’s concerns with the proposed increase.
- Troendle, Bell, Hansen attended the City Council’s budget workshop. Collins explained that a 2.65% increase for the library was unacceptable. The tenor of the council expressed support for a 4.5% increase, which would cover the two changes implemented by the City.
- Hansen and Bell will meet with the Foundation on Friday to discuss advocacy. Hansen will also review the budget with them and the importance of their supplemental funding.

The Board discussed the information in the board packet regarding the paver replacement project. Troendle reported that the City Administrator and City Facilities Manager are reviewing this project in the larger scope of city-wide maintenance and facilities projects that are happening. The Facilities Manager is not concerned about a catastrophic failure of the inverted roof; however, he is worried about what could happen if the waterproof membrane on top of the concrete deck failed. If it failed, water could damage the building, collections, furnishings, and equipment. It is something that needs to be remedied as the roofing product below the terrace pavers is already 6 years beyond its lifespan. At this time, it is not known when this project will occur.

In addition to the terrace pavers, Lockyear noted that the library has experienced a number of issues with the 2006 addition, including the paver driveway on the 4<sup>th</sup> Street side of the building, the pergola restoration, and masonry water infiltration issues.

**AGENDA ITEM 8: Library Advocacy Task Force**

Hemer reported that the Governance Committee recommends the creation of a Library Advocacy Task Force with a goal and charge included in the board packet. The task force will consist of members of the Board, staff, Foundation, Friends, and community. During the advocacy training, the group identified possible contacts that will be a good resource for identifying community members for the task force. Once the task force has been filled, the task force is to present a plan of action within 6 months after its first meeting.

Carlsen suggested that the advocacy initiative could be built around something tangible, such as the 4<sup>th</sup> Street Lawn project or Community Corner. In addition, the library could increase engagement by involving community leaders at library programs. Hemer agreed that getting leaders into the library is important. Hollatz reported that Troendle spoke about the library at Lions Club last week. This is another way to reach out to the community and its leaders.

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Hollatz noted that funds are needed to keep programs and collections growing. Hansen commented that projects like the 4<sup>th</sup> Street Lawn and Terrace are capital campaigns that are typically easier to get people to support. Advocacy needs to go further than this and support the operating needs of the library that people might not see. A capital campaign may be a key component, but the goal and longer-term vision are to raise the profile of the library.

Lockyear discussed that there is a distinct difference between advocacy and fundraising. Advocacy work is raising awareness and understanding. It is about educating community leaders and community members. Overall, we started this effort for advocacy because every year we are scrabbling for resources to keep the doors open, keep staffing, etc. A task force can develop an action plan to help the library address this.

Simon discussed the use of events as a jumping off point to talking to people in the community. The group could also explore the use of digital and social media to reach out to the community.

Bell commented that advocacy is a broad topic with many ways to approach, including education of the city and community leaders about funding needs and increasing the image of the library in the community so people naturally talk about it more.

*Motion to create a Library Advocacy Task Force with the goal and charges as outlined in this proposal. Lockyear moved. Hansen second. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon, Weigman; No: None.*

**AGENDA ITEM 9: Director and Other Staff Reports**

Troendle reported that the Information Services Supervisor is departing at the end of the week and the significant work that will occur over the next few months during this transition. The position will be posted within the next week. Troendle also discussed the open grant-funded youth services programming assistant positions, which is a pool of money that can be used to hire 1 to 3 people.

**AGENDA ITEM 10: Board Committee Reports**

- a) Board Governance Committee: The first part of the cover sheet is about the Library Advocacy Task Force. The second part of the cover sheet relates to term limits. The Governance Committee became aware that we were not following a section of the bylaws – “A Board member may not serve more than three consecutive terms. If a member is appointed to service an unexpired term of office and serves more than half of the term, it shall be considered a full term of office.” The Governance Committee discussed this at length and determined that we should follow the by-laws regarding this. Each affected trustee was contacted regarding the by-laws and the appropriate term. Going forward, the by-laws will be followed as written and applied to current terms.
- b) Executive Committee: Did not meet.
- c) Facilities Committee: Did not meet.

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- d) Finance Committee: Finance committee will be meeting to discuss budget scenarios based on 2023 funding.

**AGENDA ITEM 11: Foundation & Friends Report**

Foundation report is in the board packet. There is no Friends report as they do not meet in the summer.

**AGENDA ITEM 12: Public Commentary and Communications**

None.

**AGENDA ITEM 13: Adjournment**

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

Meeting adjourned at 8:14 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in August 2022</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of August 2022 bills paid</b>				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of August:				
<b>August 2022 (2022 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 16,019.01	\$ 1,529.54	\$ 814.47	\$ 18,363.02
<b>Capital Expenditures</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 16,019.01</b>	<b>\$ 1,529.54</b>	<b>\$ 814.47</b>	<b>\$ 18,363.02</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:  <i>Bill Resolution: August 16, 2022 (\$18,363.02)</i></p> <ul style="list-style-type: none"> <li>• The largest payment was to Brodart for \$6,110 for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• The next largest payment was to Xcel Energy for \$5,619 for gas and electricity.</li> <li>• Master Mechanical was paid \$1,512 for preventative maintenance on the HVAC system.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>8/16/2022 Bill Resolution – 2022 Bills</b>				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
681	7/31/2022	16 Wins	Website Maintenance	\$ 380.00	230-4230-3098-0000	Technology Support
3798-228833	8/9/2022	Ace Hardware	Janitorial Supplies	\$ 48.34	230-4231-2102-0000	Janitorial Supplies
17PG-ND79-DFGD	8/1/2022	Amazon Business	Programs - Adult (235)	\$ 49.98	235-4236-4099-0000	Library Donations Programs
1CWF-MLWX-RHHG	7/28/2022	Amazon Business	Materials - Juv Book Club Kit (Lawson)	\$ 71.39	224-4224-2404-0000	Helen Lawson Fund - Other Books
1W97-P63F-R7YY	8/7/2022	Amazon Business	Materials - Adult Fiction (SPLF)	\$ 17.00	232-4232-2113-0000	SPLF - Materials
8162022	8/16/2022	Brodart Co	Materials - Adult Fiction (Friends Wilson)	\$ 144.11	229-4229-2113-0000	Friends - Materials
8162022	8/16/2022	Brodart Co	Materials - Juv	\$ 1,299.01	230-4230-2400-0000	Childrens Books
8162022	8/16/2022	Brodart Co	Materials - Adult Fiction	\$ 2,375.51	230-4230-2401-0000	Adult Books - Fiction
8162022	8/16/2022	Brodart Co	Materials - Adult Nonfiction	\$ 1,391.89	230-4230-2405-0000	Adult Books - Non Fiction
8162022	8/16/2022	Brodart Co	Materials - YA	\$ 112.97	230-4230-2406-0000	Teen Books
8162022	8/16/2022	Brodart Co	Materials - Processing	\$ 786.65	230-4230-3404-0000	Processing Fee
904264	7/29/2022	ECM Publishers	Meeting Date Change Notice	\$ 32.60	230-4230-3400-0000	Printing and Publishing
8092022	8/9/2022	Faurot Kimberly	Programs - Juv SRP (SPLF HJA) Staff Reimbursement	\$ 102.84	232-4232-2407-0000	SPLF - Programs
8092022	8/9/2022	Faurot Kimberly	Programs - Juv SRP (SPLF HJA PT) Staff Reimbursement	\$ 199.78	232-4232-2407-0000	SPLF - Programs
20157176	6/21/2022	Huebsch Service	Towels & Rugs	\$ 194.36	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
PM-9204	7/27/2022	Master Mechanical Inc.	Preventative Maintenance - HVAC Cooling Startup	\$ 1,512.46	230-4231-3707-0000	Maintenance Agreements - Lib Plant
9767	7/18/2022	Menards	Janitorial Supplies	\$ 16.06	230-4231-2102-0000	Janitorial Supplies
9907	7/20/2022	Menards	Janitorial Supplies	\$ 21.98	230-4231-2102-0000	Janitorial Supplies
9965	7/21/2022	Menards	Janitorial Supplies	\$ 17.47	230-4231-2102-0000	Janitorial Supplies
10265	7/27/2022	Menards	Janitorial Supplies	\$ 14.94	230-4231-2102-0000	Janitorial Supplies
10371	7/29/2022	Menards	Janitorial Supplies	\$ 22.29	230-4231-2102-0000	Janitorial Supplies
8162022	8/16/2022	Midwest Tape	Materials - Audio (JAB)	\$ 359.91	230-4230-2402-0000	Audio
8162022	8/16/2022	Midwest Tape	Materials - Video (YV)	\$ 93.67	230-4230-2408-0000	Film/Video
8162022	8/16/2022	Midwest Tape	Materials - Video (SAV)	\$ 829.93	230-4230-2408-0000	Film/Video
8162022	8/16/2022	Midwest Tape	Materials - Processing	\$ 222.67	230-4230-2408-0000	Film/Video
8162022	8/16/2022	Midwest Tape	Materials - Video (JV)	\$ 134.93	230-4230-2408-0000	Film/Video
219	8/1/2022	Parcel Arts LLC	Programs - Adult (235)	\$ 460.00	235-4236-4099-0000	Library Donations Programs
2839970	7/29/2022	Per Mar Security Services	Security Monitoring (Aug-Nov)	\$ 187.11	230-4231-3707-0000	Maintenance Agreements - Lib Plant
40369660	7/2/2022	Scholastic Inc	Programs - Juv SRP (SPLF HJA)	\$ 442.42	232-4232-2407-0000	SPLF - Programs
8102022	8/10/2022	Skye Heather Evelyn	Programs - Juv SRP (SPLF HJA PT)	\$ 600.00	232-4232-2407-0000	SPLF - Programs
		<b>INVOICES SUBTOTAL</b>		<b>\$ 12,142.27</b>		
<b>LIBRARY CREDIT CARD</b>						
28222755	6/9/2022	Dream Host	Website Hosting	\$ 21.45	230-4230-3098-0000	Technology Support
R453125086	6/12/2022	Half Price Books	Materials - Adult Fiction (SPLF)	\$ 88.07	232-4232-2113-0000	SPLF - Materials
R54265501	6/14/2022	Half Price Books	Materials - Adult Nonfiction	\$ 203.46	230-4230-2405-0000	Adult Books - Non Fiction
R54265501	6/14/2022	Half Price Books	Materials - Adult Fiction (SPLF)	\$ 79.43	232-4232-2113-0000	SPLF - Materials
4799518	6/18/2022	Kahoot! AS	Program Tech - Kahoot	\$ 120.00	230-4230-3098-0000	Technology Support
74	6/28/2022	Len's Family Foods	Advocacy Workshop	\$ 68.99	236-4236-4099-0000	Wick - Miscellaneous Charges
139	6/29/2022	Len's Family Foods	Advocacy Workshop	\$ 20.00	236-4236-4099-0000	Wick - Miscellaneous Charges
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 601.40</b>		
<b>SPECIAL BILL PAYOUTS</b>						
789204566	7/25/2022	Xcel Energy	Gas	\$ 64.27	230-4231-3601-0000	Natural Gas
789204566	7/25/2022	Xcel Energy	Electric	\$ 5,555.08	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 5,619.35</b>		
<b>GRAND TOTAL</b>				<b>\$ 18,363.02</b>		

These bills are submitted and approved for payment.

*Mark Troendle*

08/16/2022

Mark Troendle, Library Director

*Craig Hansen*

08/16/2022

Craig Hansen, Secretary/Treasurer, Board of Trustees

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>August 2022 Budget Status Report</b>	
OWNER: <b>Troendle, Library Director          Goeltl, Business &amp; Communications Manager</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b>          Attached is a budget status report for the period of January 1 – August 31, 2022.</p> <p><b><u>120 Funds – Capital Projects:</u></b>          There were no capital fund expenditures through August 2022.</p> <p><b><u>230 Funds – Revenues:</u></b>          The budget for library-generated revenues in 2022 was approved at \$29,487. \$4,504 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><b><u>230 Funds – Operating Expenditures:</u></b>  <b>Personnel Services:</b> The library’s 2022 personnel budget is \$1,034,950 (excluding the in-kind volunteer coordinator). Personnel expenditures total \$649,960 through August. With the post-budget adjustments to the library’s 2022 wage scale, library personnel costs are running higher than the budgeted pace but on track with the revised budget.</p> <p><b>Materials:</b> The city budget is \$95,711. Through August, expenditures are \$56,680 with a total of \$78,000 in city-funded materials ordered to date.</p> <p><b>Services and Charges:</b> Expenditures total \$35,947 through August, 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><b><u>230 Funds – Plant Expenditures:</u></b>  <b>Plant – Personnel Services:</b> Personnel expenditures total \$76,370 through August. This is on track with the budgeted pace.</p> <p><b>Plant – Services and Charges:</b> The 2022 budget for plant services and charges is \$113,441. \$59,212 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"> <li>• <b>Energy:</b> Of this budget, \$60,000 is budgeted for electricity and natural gas with expenditures running higher than in 2021. Through July, we have spent \$15,336 of our \$16,000 natural gas budget. Natural gas expenditures have been low over the summer, but fall will bring increased fuel usage.</li> <li>• <b>Building Repairs:</b> 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.</li> </ul>	



- Maintenance Agreements: \$9,500 is budgeted for maintenance agreements. \$7,547 has been expended to date.

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. We are still trying to obtain updated bids for masonry to determine actual costs and the portion of the project that may 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 August Budget Status Report**

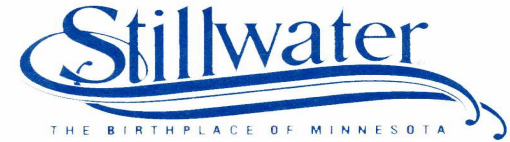
PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoetl  
 Printed: 9/7/2022 - 9:18 AM  
 Period: 1 to 8, 2022



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

# General Ledger

## Budget Status

User: kgoetl  
 Printed: 9/7/2022 - 9:14 AM  
 Period: 1 to 8, 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	2,060.88	2,060.88	1,939.12	0.00	1,939.12	48.48
230-0000-3880-0200	Gallery Fees	500.00	232.60	232.60	267.40	0.00	267.40	53.48
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	17.00	17.00	183.00	0.00	183.00	91.50
	R25 Sub Totals:	5,900.00	3,092.98	3,092.98	2,807.02	0.00	2,807.02	47.58
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	353.00	353.00	1,147.00	0.00	1,147.00	76.47
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	926.94	926.94	2,073.06	0.00	2,073.06	69.10
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	1,411.74	1,411.74	22,175.26	0.00	22,175.26	94.01
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	722,309.74	722,309.74	742,787.26	0.00	742,787.26	50.70
	Dept 0000 Sub Totals:	-1,465,097.00	-722,309.74	-722,309.74	-742,787.26	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-1000-0000	Full Time Salaries	211,408.56	116,934.81	116,934.81	94,473.75	0.00	94,473.75	44.69
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
230-4230-1112-0000	Sick Pay	0.00	10,467.83	10,467.83	-10,467.83	0.00	-10,467.83	0.00
230-4230-1113-0000	Vacation Pay	0.00	32,571.84	32,571.84	-32,571.84	0.00	-32,571.84	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	357,730.74	357,730.74	250,512.64	0.00	250,512.64	41.19
230-4230-1210-0000	Part Time Salaries - In Kind	17,167.00	0.00	0.00	17,167.00	0.00	17,167.00	100.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-1410-0000	PERA	61,473.89	36,632.19	36,632.19	24,841.70	0.00	24,841.70	40.41
230-4230-1420-0000	FICA/Medicare	62,703.36	38,893.60	38,893.60	23,809.76	0.00	23,809.76	37.97
230-4230-1500-0000	Hospital / Medical	86,155.44	53,912.93	53,912.93	32,242.51	0.00	32,242.51	37.42
230-4230-1520-0000	Dental Insurance	4,193.64	2,440.98	2,440.98	1,752.66	0.00	1,752.66	41.79
230-4230-1540-0000	Life Insurance	771.39	375.38	375.38	396.01	0.00	396.01	51.34
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	649,960.30	649,960.30	402,156.36	0.00	402,156.36	38.22
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	12,740.89	12,740.89	7,910.45	0.00	7,910.45	38.30
230-4230-2401-0000	Adult Books - Fiction	22,382.00	16,430.69	16,430.69	5,951.31	0.00	5,951.31	26.59
230-4230-2402-0000	Audio	8,566.90	2,083.35	2,083.35	6,483.55	0.00	6,483.55	75.68
230-4230-2403-0000	Periodicals	4,165.00	4,206.13	4,206.13	-41.13	0.00	-41.13	0.00
230-4230-2405-0000	Adult Books - Non Fiction	17,593.00	8,652.76	8,652.76	8,940.24	0.00	8,940.24	50.82
230-4230-2406-0000	Teen Books - Materials	5,146.38	2,391.32	2,391.32	2,755.06	0.00	2,755.06	53.53
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	5,054.11	5,054.11	493.63	0.00	493.63	8.90
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	1,591.19	1,591.19	-91.19	0.00	-91.19	0.00
	E10 Sub Totals:	102,982.08	61,140.48	61,140.48	41,841.60	0.00	41,841.60	40.63
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	5,761.10	5,761.10	-761.10	0.00	-761.10	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	1,643.33	1,643.33	856.67	0.00	856.67	34.27
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	6,830.12	6,830.12	7,169.88	0.00	7,169.88	51.21
230-4230-3500-0000	General Insurance	1,518.00	12.62	12.62	1,505.38	0.00	1,505.38	99.17
230-4230-3707-0000	Maintenance Agreements	0.00	1,309.58	1,309.58	-1,309.58	0.00	-1,309.58	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	125.89	125.89	274.11	0.00	274.11	68.53
	E15 Sub Totals:	59,547.12	35,946.26	35,946.26	23,600.86	0.00	23,600.86	39.63
E20	MISCELLANEOUS							
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	1,081.72	1,081.72	-456.72	0.00	-456.72	0.00
230-4230-4093-0000	COVID-19	0.00	248.46	248.46	-248.46	0.00	-248.46	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	804.60	804.60	2,195.40	0.00	2,195.40	73.18
	E20 Sub Totals:	4,219.01	2,554.78	2,554.78	1,664.23	0.00	1,664.23	39.45
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	749,601.82	749,601.82	469,263.05	0.00	469,263.05	38.50
	Dept 230-4231							
	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	35,531.69	35,531.69	30,962.83	0.00	30,962.83	46.56
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	2,483.38	2,483.38	-2,483.38	0.00	-2,483.38	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,117.72	4,117.72	-4,117.72	0.00	-4,117.72	0.00
230-4231-1200-0000	Part Time Salaries	26,900.89	14,314.04	14,314.04	12,586.85	0.00	12,586.85	46.79
230-4231-1410-0000	PERA	6,951.37	4,049.47	4,049.47	2,901.90	0.00	2,901.90	41.75
230-4231-1420-0000	FICA/Medicare	7,144.75	4,176.42	4,176.42	2,968.33	0.00	2,968.33	41.55
230-4231-1500-0000	Hospital / Medical	16,825.68	11,138.68	11,138.68	5,687.00	0.00	5,687.00	33.80
230-4231-1520-0000	Dental Insurance	757.92	505.26	505.26	252.66	0.00	252.66	33.34
230-4231-1540-0000	Life Insurance	116.00	54.00	54.00	62.00	0.00	62.00	53.45
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	76,370.66	76,370.66	48,820.47	0.00	48,820.47	39.00
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	3,388.57	3,388.57	611.43	0.00	611.43	15.29
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	4,268.52	4,268.52	2,231.48	0.00	2,231.48	34.33
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

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
230-4231-3101-0000	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	13.51	13.51	26,227.49	0.00	26,227.49	99.95
230-4231-3600-0000	Electricity	44,000.00	24,540.74	24,540.74	19,459.26	0.00	19,459.26	44.23
230-4231-3601-0000	Natural Gas	16,000.00	15,336.00	15,336.00	664.00	0.00	664.00	4.15
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	7,547.91	7,547.91	1,952.09	0.00	1,952.09	20.55
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	59,212.62	59,212.62	54,228.38	0.00	54,228.38	47.80
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	1,814.06	1,814.06	-714.06	0.00	-714.06	0.00
	E20 Sub Totals:	1,100.00	1,814.06	1,814.06	-714.06	0.00	-714.06	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	141,665.86	141,665.86	268,566.27	0.00	268,566.27	65.47
	Dept 4231 Sub Totals:	410,232.13	141,665.86	141,665.86	268,566.27	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	722,309.74	722,309.74	742,787.26	0.00	742,787.26	50.70
	Fund Expense Sub Totals:	1,629,097.00	891,267.68	891,267.68	737,829.32	0.00	737,829.32	45.29
	Fund 230 Sub Totals:	164,000.00	168,957.94	168,957.94	-4,957.94	0.00		

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee Information Sharing</b>	
OWNER: <b>Trustees</b>	PRESENTER: <b>Trustees</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b></p> <p>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 August 29, Troendle emailed trustees that the job announcement for the <a href="#">Library Information Services Supervisor</a> position is on the City of Stillwater’s Employment Opportunities page and will be communicated elsewhere (e.g., Metronet Jobline, Minnesota Library Association, etc.). The position closes on Sept. 18, 2022 at 11 p.m.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Updates</b>	
OWNER: <b>Maureen Bell, President</b>	PRESENTER: <b>Maureen Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:</p> <p><b>Committee Assignments:</b> Simon has agreed to join the Finance Committee, which had a vacancy with the departure of Cox.</p> <p><b>Library Advocacy Task Force:</b> At the August meeting, the Board approved creating a Library Advocacy Task Force whose membership would include up to two library trustees, two library staff, two SPL Foundation members, two Friends of the Stillwater Public Library members, and two community members. Recruitment efforts are underway.</p> <p><b>Trustee Vacancies:</b> Four trustees have terms that will be expiring: Bell, Carlsen, Lockyear, Simon.</p> <ul style="list-style-type: none"> <li>• Bell’s term ends 12/2022. She has served three full terms and is not eligible to serve another term per board by-laws. A trustee will be needed to serve a term from 1/2023 – 12/2025.</li> <li>• Carlsen has offered his resignation to the City Clerk, and his last board meeting will be on February 14, 2023. A trustee will be needed to fill the remainder of his term from 3/2023 – 12/2024.</li> <li>• Lockyear joined the board in January 2018 when she was appointed to fill the unexpired term of Hansen (1/2017 – 12/2019). This term is considered the first term as Lockyear served more than half of the unexpired term. Lockyear was reappointed to serve a second term from 1/2020 – 12/2022. Lockyear is eligible to serve a third term from 1/2023 – 12/2025. Lockyear may reapply online.</li> <li>• Simon joined the board in August 2022 when she was appointed to fill the unexpired term of Cox (1/2020 – 12/2022). As Simon will serve less than half of the unexpired term, Simon is eligible for her first full term from 1/2023 – 12/2025. Simon may reapply online.</li> </ul> <p>Vacancy notices will be publicly posted within the next few weeks with an application deadline of a month from the posting date. Following the application deadline, an interview committee will be provided with the list of trustees requesting reappointment and residents who have applied for the vacancy posting or have applied for consideration within the past year. The committee will determine the interview process and provide a recommendation for appointments to the Board of Trustees at the December meeting.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2023 Budget Update</b>	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Finance Committee Mark Troendle, Director
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>On September 6, the City Council met to review a revised budget proposal from the City Administrator and City Finance Director. The proposal included an additional levy increase of \$26,510 for the library. The total increase for the library would be \$64,567 (\$38,057 initial levy increase + \$26,510 additional increase). This is a 4.5% increase from 2022 and would hold the library harmless from the change in the compensation grid and the change in the definition of capital expenditures. While the Council did not approve a budget on September 6, those present were all supportive of the library receiving a 4.5% increase for next year. The budget will come before the City Council on September 20 for approval.</p> <p>Once the 2023 operating budget is approved by Council, the Finance Committee will develop a revised budget for board consideration. A 4.5% increase means that the library will need to reduce the requested budget (a 6.83% increase) by \$33,490.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 under budget as we have spent more than \$10,000 through August 2022. Kilty Fund could be used to offset any overages.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022 Capital Projects	
OWNER: Facilities Committee	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: <p>Three separate motions are requested:</p> <p>Motion to approve release of capital funds for the roof construction project up to \$400,000.</p> <p>Motion to approve granting authority to the Facilities Committee to make decisions on who to contract with and the scope of work to be performed for masonry repairs up to \$157,000.</p> <p>Motion to approve the release of up to \$157,000 from the library’s fund balance to pay for needed masonry repairs.</p>	
BACKGROUND/CONTEXT: <p><b>ROOF</b></p> <p>Replacement of the Ludowici French clay roof tiles over the oldest portions of the library is scheduled to begin on or around September 26. The project is scheduled to take 3-4 weeks, with a completion date no later than October 31, 2022. The awarded bid was \$308,910, but \$400,000 was budgeted to account for construction contingencies. It’s requested that up to \$400,000 in capital funds be released to pay for this project. Any unspent capital funds will return to the city.</p> <p>The roof will be rebuilt to how it was originally designed and constructed, with the exception of the added layers of shielding against water and ice, which will make it even more durable. The scope of the work includes the following:</p> <ul style="list-style-type: none"> <li>• Removal of old tile and the rubber covered copper gutter system (the rubber was added later in years, to seal the original system)</li> <li>• Replace any damaged or rotted underlayment</li> <li>• Install two layers of ice and water shield</li> <li>• Complete installation of new built up roof system on the flat portions of the roof</li> <li>• Install new French tile produced by Ludowici (the same company that produced the original tiles in 1902) that will match existing tiles</li> <li>• Install new copper gutter systems</li> <li>• Install new metal flashing on curbs and stack covers, replacing all of the existing so they color match each other exactly</li> </ul> <p><b>MASONRY</b></p> <p>On September 7, there was progress on gathering information needed to make decisions on masonry repairs yet this year. Masonry repairs generally refers to repairing mortar, caulking, decaying brick or stone, and flashing or weep systems on the exterior of the building. It’s requested that the Library Board give authority to the Facilities Committee to make decisions on who to employ and the scope of work for masonry repairs up to the amount allocated this year. Delegation of authority is being sought because we may need to move expeditiously, before the board meets again, if we are to accomplish any work this year. The City’s Facilities Manager is also advising on this project.</p>	

Further, to be clear about the funding source, it's requested that the Library Board also formally approve the release of up to \$157,000 from the library's fund balance to pay for masonry repairs deemed necessary by the Facilities Committee. It may be that we spend less than this amount this year because weather will play a factor, but we know there is a significant amount of work to be done, and this up-to amount is already noted in our 2022 budget.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- Met with the directors of the Bayport and Washington County public libraries. The intent of these new quarterly meetings is to share information and ask questions about services, programs or procedures, and learn if there are ways in which we can more effectively support our efforts. Prior to meeting, I solicited input from our Coordinators' team to determine if staff had questions or information to share beyond my list.
- Updated the Information Supervisor's position description and launched the recruitment process. Also, the process of temporarily reassigning and assuming those supervisory duties during this interim period began.
- Spoke to the Stillwater Lions Club to share library news and information.
- Participated in an orientation session for our newest trustee.
- Attended the city council's budget workshop and answered questions. A memo providing additional background information about the library's 2023 budget request was sent to the City Administrator and Finance Director later that week.

### Heads-Up

- The re-roofing project over the oldest sections of the library is scheduled to begin as early as September 26, though it could be delayed. The project is expected to take 3-4 weeks, with a completion date no later than October 31. While the 4<sup>th</sup> Street public entrance will remain open, the surface lot off 4<sup>th</sup> Street will be reserved for contractor use, and handicap access will temporarily need to occur through the 3<sup>rd</sup> Street and parking ramp entrances as the handicap access route on the west side of the building will be blocked off for safety reasons. The work will also be noisy, especially to those on the upper level of the library. I have already notified the group of neighbors who, in the past, expressed interest in being informed of outdoor events that might present extended noise issues. Additional information will be conveyed in a variety of ways to the general public, volunteers, staff and others.
- Since 1987, with the start of the school year, September is designated as Library Card Sign-up Month. This month, under the leadership of the Business and Communications Manager, staff are seeking permission to gather photos and stories of patrons getting library cards, checking out materials and using library services.

### Near-Term Future Focus

- Refining the budget
- Recruitment and selection processes
- Advocacy follow-up
- Capital repair projects
- Planning for a staff training day in October

## Report from Information Services

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### August Programming:

- Climate Change in Minnesota (6)
- Connect through Books (3)
- Exploring the Arts: Film Noir (15)
- Fused Glass Pendants (15)
- Genealogy One-on-One (5)
- Mystery Book Club (10)
- Puppy in Oil Pastels (19)
- Puzzle Tournament (22)
- Romance Book Club (3)
- Take & Make: Macramé Plant Hangers (70)
- Tech Help (3)

### Program Notes

- Two new readers joined the Mystery Book Club. The group discussed the academic-themed mysteries they read during the August “back to school” month, and also held a moment of silence in remembrance of long-time club member, Vik Wilson, who passed away in August.
- Genealogy highlights included working with two patrons seeking their immigrant origins overseas, in Poland and the Czech Republic, respectively. While we were not able to confirm the origin place in the sessions, each patron was able to make significant progress and left with next steps on continuing their research.
- Cami created a flyer/brochure for the current gallery artist exhibit, new signage for the puzzle table and book sale area, and booklists (“For Fans of Colleen Hoover” and Culinary Romance)
- Final prize drawings were held for summer reading program participants.
- The Climate Change exhibit was packed up and returned to the MN Pollution Control Agency.
- The Sherlock Holmes display was packed up and will be picked up by the Norwegian Explorers.
- Worked on upcoming programming, including Scan for Keeps in October.

### Reference

- Jodi shared documentation with Cami and Catherine on creating online library cards so they can assist Circulation in keeping up with card registrations during Library Card Sign-up Month in September.
- Catherine resolved a reference query for a patron who was seeking to confirm and identify the source of an alleged Native American name for the area that later became Stillwater. Thanks to a number of Saint Croix Collection resources, including an 1867 unpublished typescript, the Dakota name for the area was identified as Hoġan Wanġe Kin and the Ojibwe name as Giigo onh-zhagomod.
- Catherine worked with a local law student researching the history of public organizations to identify documents relevant to the founding of the Stillwater Public Library. We were able to identify minutes from the first meetings of the Library Board in 1898, as well Stillwater City Council minutes from the fall of 1897 concerning the referendum to establish the library (the Stillwater City Clerk provided assistance with this latter piece).

### Partnerships

- Jodi attended the initial planning meeting with ArtReach for the 2023 NEA Big Read.

### Upcoming

- Microwave Flower Take and Make Kits – 95 kits put out on Wednesday 8/31. By 9/6, all the kits had been taken home by patrons.
- Larger table display created for Library Card Signup Month and Nonfiction display of "Books About Books" to tie in with the same theme.

### August Programs

- Three in-person puppet show using the mobile stage (270)  
(8/2@BPL, 82 attended; 8/6@SPL, 45 attended; 8/10@SPL, 143 attended)
- “Trains” Scavenger Hunt (441)
- “Forest Friends” Process Art (254 left on display)
- Boredom Buster Teen activity – in addition to games and coloring teens were asked:  
“Where is your favorite place to go?” (23)
  - Art & Soul
  - Beautiful old libraries
  - Bed
  - Boom Site – mentioned multiple times
  - Dunn Bros
  - Gullywubbed
  - Home
  - Lake Alice – William O’Brien State Park
  - Leo’s
  - The library
  - Mabel’s
  - Mall of America
  - My room with all my books
  - Nelson’s- mentioned multiple times
  - The Renaissance
  - School
  - Starbucks
- We said goodbye to our summer volunteers and programming assistant who helped immensely with our family art room and helping young readers get excited about summer at the library!
- Final preparations were made to the next reimagining of the storytime room into a Discovery Center.

### Upcoming

- Weekly Preschool Storytimes begin September 7
- Second Saturday Storytime – September 10
- “Sing, Play, Learn with MacPhail Center for Music” – September 13
- “Building with Bricks” – September 15
- Baby & Toddler Storytime - September 15 and 29
- September Discovery Center – Farm Stand (dramatic play); Flight Lab (STEM)
- Fall Scavenger Hunt
- Teen Boredom Buster – collaborative word search; write your name in Braille; stress relief bubble wrap; pencil balance challenge



*Partial crowd at Bayport's Inaugural Puppet Show with Mobile Stage*

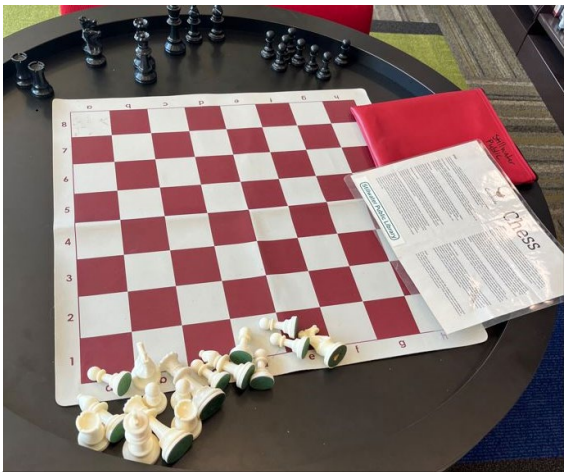


*Three Little Pigs at Bayport Public Library*





Three Little Pigs at Stillwater Public Library



# TEEN SCENE



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Executive Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:  <b>Executive Committee Notes</b>  <b>August 30, 2022</b>  <b>Conference Room, 10 a.m.</b>  <b>Present: Bell, Hansen, Lockyear, Troendle</b></p> <p><b>Director’s Performance Goals</b>  The Committee reviewed suggestions submitted by trustees and the director for next year’s performance goals. The director will refine/clarify in preparation for the annual review in September.</p> <p><b>End of Year Planning</b>  In anticipation of board vacancies in 2023, an Applicant Interview Committee will be formed to interview applicants. Interviews will be scheduled in late October or early November.</p> <p>Elections for all three board officers (President, Vice President, and Secretary/Treasurer) will be held at the annual meeting on January 10, 2023. An Officer Nominating Committee will be formed to propose a slate of officers at that meeting.</p> <p>To ensure an orderly transition, the board president will solicit volunteers and name committee members in a timely way.</p> <p><b>Library Advocacy Task Force</b>  Craig and Maureen attended the August 26, 2022, Library Foundation meeting to provide an update on the library’s 2023 budget request and on the Library Advocacy Task Force.</p> <p><b>Other</b>  The Committee discussed the potential need for a future task force to discuss strategic planning for the library. While not an immediate need, this is noted here to provide a record of the discussion.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Facilities Committee Report</b>	
OWNER: <b>Facilities Committee</b>	PRESENTER: <b>Facilities Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT:  <b>Facilities Committee Notes</b>  <b>September 6, 2022</b>  <b>Conference Room, 11 a.m.</b>  <b>Present: Mathre, Lockyear, Carlsen, Troendle</b></p> <p><b>THE TILE ROOF PROJECT</b></p> <ul style="list-style-type: none"> <li>* A planning meeting is scheduled for Sept. 7 at 10:00 to discuss the project timeline, where materials will be staged, lines of communication, how this will impact library operations and other details. Mark will attend. All 3 members of the Facilities Committee are “maybes” for various reasons.</li> <li>* Currently the goal is to have roof project completed by Halloween.</li> <li>* The roofing contractor will set aside 100 of the original tiles from the 1904 Carnegie roof; the intent is for the tiles to be used in fund raising, in recognizing library champions or perhaps on future outdoor projects.</li> </ul> <p><b>THE TERRACE PATIO AND INVERTED ROOF PROJECT</b></p> <ul style="list-style-type: none"> <li>* Two bids have been received for the repairs: one for \$750,000, another for \$500,000. More clarity is needed to determine what is included with each bid.</li> <li>* Funding for this may be incorporated into the city’s 2024 bonding cycle; but nothing has been decided yet.</li> <li>* The roof is not leaking and the uneven pavers that were creating tripping hazards have been temporarily leveled; at this point there are no structural or “emergency” issues that must be dealt with immediately.</li> <li>* The possibility of installing a full or partial green roof instead of reinstalling pavers was discussed. Mark will float the idea past Mick to see if it is structurally and/or economically feasible. Or if it aligns with other city initiatives.</li> </ul> <p><b>MASONRY REPAIRS</b></p> <ul style="list-style-type: none"> <li>* Timeline and expenses remain unknown since no contractors have submitted firm bids at this point; even after repeated pestering. Mark will talk with Mick regarding contractor response.</li> </ul> <p><b>SIGNAGE</b></p> <ul style="list-style-type: none"> <li>* Mark discussed the continued need for better signage for shelf endcaps, Third St. ramp and street entrances, elevator area, rest rooms, and library genre areas. Digital screens that could inform patrons of upcoming events and programs would also be beneficial.</li> <li>* Brainstorming by the facilities committee on signage ideas is encouraged; ideas can be run past Mark.</li> <li>* Spike will look into having the bookshelf endcaps reproduced—perhaps out of wood—using a CNC router.</li> </ul>	



**CAPITAL BUDGET IN GENERAL**

The committee discussed the pros and cons of the “gray” area when it comes to paying for major repairs to the library building. The consensus was:

\* Thus far there have been no issues in paying for major repairs. The city has generously bonded for the roof project (and may bond for the terrace project), and masonry repairs are being made, in part, using fund balance.

\* With Mick on board, we have someone experienced in determining needed repairs, timeline, appropriate contractors, etc. His interface with the city has proven to be valuable.

\* It might be best to reserve further actions and improvements until the dust settles on the major roof and terrace projects.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library Foundation  
Board Meeting – July Meeting – Held 7/22/22  
IN PERSON

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

WELCOME: President Shawn Glaser called the meeting to order at 8:30 and welcomed everyone present IN PERSON. First meeting in person in over 2 years. We went around the table and made comments about what was going on in our lives.

Approval of Minutes: June meeting minutes approved (Summer and John)

Reports for the monthly meeting

- A. President deferred to Library Director as Mark had to leave the meeting early.
  - a. Portable puppet station has been set up.
  - b. Mark is requesting from the city for a 6.83% increase in next year's budget which amounts to approximately \$98,000. About \$80,000 of this is personnel related to match city wage grids. The former city administrator and the library's council liaison feel that a portion of this increase will be covered due to increase in wage grid guidelines.
  - c. Scanning project briefly discussed. Request has been submitted, should know something by August/September timeframe.
  
- B. President's Report:
  - a. Still attempting to find people to volunteer for the board. The continued goal is to have a wide range of diversification on the board.
  - b. Suggestion was made from various board members as to possible contacts to generate interest for new board members. Kevin and or Ryan will be reaching out to the Stillwater Chamber of Commerce.
  
- C. Treasurer's Report:
  - a. Review of financials on shared google drive.
  - b. Review of our endowment fund at 1<sup>st</sup> State Bank. They have been doing a great job in managing our funds in a "down market". Current mix of our endowment is:
  
- D. Governance: Since Amber has requested to leave the board, only Kevin heads this committee. No changes, however, there was some discussion on dropping this committee for the future. We tabled this topic.

- E. Executive Director: Discussion of hiring of an administrative assistant for Alicia. Grace has met with Summer and Shawn and her resume will be in the July packet. She currently works in the library and seems to be a good candidate for hire. Discussion followed:
- a. Should we hire as a contract employee or a regular part time employee.
  - b. An admin role doesn't directly have a cost savings benefit but aligns roles with abilities, allowing the foundation to grow.
  - c. The reason for a contract employee is based not on the tax savings, but on the applicant's current and prior contract roles and her willingness to add this as a contract role.
  - d. Noted the terms of the contract can be hours based or task based.
  - e. There was a request for metrics to justify the hire. Alicia will review and respond. Note that Alicia is working up to 80 hours a week now during pre/post events, and normally more than 32 hours a week. With a new hire, Alicia can devote more time in her position to developing additional donations/grants to support the foundation.
  - f. This hire was a recommendation of the financial committee.
  - g. Kevin will review the contract form we have and provide a recommendation. Note that the Volunteer coordinator's contract is also overdue for renewal.
  - h. Discussion on planning to offer a contract for both positions so that they align when renewed.
  - i. This admin role discussion led to a larger discussion about contracts and who should approve them and at what level. This was not resolved and should be discussed in future meetings.

The meeting was adjourned at 10:14. There was supposed to be a tour of the library by our Volunteer Coordinator, but this will have to be rescheduled.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Evaluation: Annual Review (Closed Session)</b>	
OWNER: <b>Bell, President</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>The September meeting will include the annual director performance evaluation process.</p> <p>In a separate confidential packet, the following documents will be printed and provided to Trustees for the closed session. These documents should not be copied, shared, or discussed outside of the closed session.</p> <ul style="list-style-type: none"> <li>• Library Director position description</li> <li>• Annual Review Form completed by Director Troendle</li> <li>• Goal Development Worksheet completed by Director Troendle</li> </ul> <p>The trustees are to prepare for a discussion using the topics outlined in the Annual Review Form. This discussion will take place in a recorded closed session that includes trustees and the director, and we'll also work through the goal-setting discussion for the year ahead. The closed session will conclude with a brief discussion among the trustees only.</p> <p><u>Request to Hold a Closed Meeting:</u>          Motion to close the meeting pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board’s authority. At its next open meeting, the board shall summarize its conclusions regarding the evaluation.</p> <p><u>Request to Reopen Meeting:</u>          Motion to reopen meeting following the conclusion of the annual performance evaluation of the director.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Director Step Movement</b>	
OWNER: <b>Bell, President</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve movement to step 8 effective the first full pay period following the director’s anniversary date and subject to satisfactory performance evaluation.</b>	
BACKGROUND/CONTEXT: <p>After the completion of the annual review in September 2021, the board moved to place Director Troendle on the compensation pay grid at grade 11, step 9. In February 2022, a new class compensation plan wage schedule was implemented. Employees whose January 1, 2022 compensation rate was within the range for their classification moved to the closest step on the updated pay grid. Troendle moved to grade 11, step 7 on the new grid.</p> <p>Per the performance evaluation process, future annual step movement occurs along the compensation pay grid and is subject to a satisfactory performance review. If the board evaluates the director’s performance as satisfactory, a motion should be made to approve a step increase effective the first full pay period following the director’s anniversary date of September 5. The next step on the new grid would be step 8.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	



# Stillwater Public Library 2022 Calendar

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

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

# Stillwater

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## Public Library

### 2022 LIBRARY BOARD

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

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 (Carlsen offered resignation to City Clerk with last meeting on 2/14/2023)	2
Craig Hansen (Secretary/Treasurer)	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Paula Hemer	3rd Term: Jan 1, 2022 - Dec 31, 2024	3
Sharon Hollatz	2nd Term: Jan 1, 2021 - Dec 31, 2023	1
Pat Lockyear (Vice-President)	2nd 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:	Hansen, Hollatz, Simon, Troendle

Updated 9/9/2022