

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, October 11, 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 September 13, 2022 Minutes +
 - b) Acknowledgement of Bills Paid in September +
 - c) September Budget Status Report +
 - d) Library Supplemental Funds: Gifts & Grants Received +

Decisional (20 minutes)

5. Request for Review A+

Informational/Discussion (20 minutes)

6. Trustee Information Sharing I+
7. Library Board Update I+
8. Director Evaluation Update I+

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

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, October 10, 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
September 13, 2022
Minutes

PRESENT: Bell, Hansen, Hollatz, Mathre, Simon, Weigman, Council Liaison Collins

ABSENT: Carlsen, Hemer, Lockyear

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. Weigman moved. Hollatz second. Yes: Bell, Hansen, Hollatz, Mathre, Simon, Weigman; No: None.

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

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

AGENDA ITEM 5: Trustee Information Sharing

Weigman reported that she worked at the MELSA booth at the Minnesota State Fair with David LaRochelle and Mike Wohnoutka. This will be the last year that MELSA will have a presence at the fair as cost and program evaluations did not support continuing this effort. Simon asked if Stillwater had a presence at the Washington County Fair. Troendle reported that Washington County Library had a booth there and interacted with many Stillwater and Bayport residents who made positive reports of the libraries. Stillwater Public Library does attend the Stillwater Farmers market a few times during the summer and has a booth at DaVinci Fest.

AGENDA ITEM 6: Board Update

Bell reported that Simon will be joining the Finance Committee.

Bell provided an update on the Library Advocacy Task Force. Hansen and Bell met with the Foundation via Zoom. Hansen updated them on the library's budget request. Bell updated them on the advocacy work and asked them to submit names of two Foundation members to join the task force. Bell also spoke with the Friends about the advocacy effort and asked them to name two representatives.

Bell reported that Board has upcoming vacancies. Bell and Carlsen will be terming out. Lockyear and Simon also have terms ending but are eligible to apply for another term. The board roster has been updated to reflect correct terms and end dates. Vacancies will be posted in October. Bell will name an interview committee to review applications. Trustees interested in serving on the committee should contact Bell.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 13, 2022
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Also, there will be elections at the January annual meeting for officers. Bell will name an officer nominating committee to bring a slate of candidates to the meeting. Nominations will also be accepted from the floor.

AGENDA ITEM 7: 2023 Budget Update

At the City Council Meeting on September 6, there were continued discussions about the 2023 City Budget and the library budget. It seems like the library will have a 4.5% increase in the transfer in from the general fund. This is a positive outcome and gets us about 2/3 of the way to where we want to be. Troendle thanked the trustees and Collins who helped advocate for the library.

Hollatz asked about the city's overall increase. Collins responded that it looks like it will be no higher than 9.8-9.9%. city. The Council will make this decision on September 20. The approved levy could be set at a lower rate in December, but it cannot go higher.

AGENDA ITEM 8: 2022 Capital Projects

Troendle reported that this agenda item has three separate actions.

1. Replacement of the roof tiles is scheduled to begin on or around September 26. The awarded bid was \$308,910, but \$400,000 was budgeted to account for construction contingencies. These dollars are already budgeted and just need to be formally released.
Motion to approve the release of capital funds for the roof construction project up to \$400,000. Hollatz moved. Mathre second. Yes: Bell, Hansen, Hollatz, Mathre, Simon, Weigman; No: None.
2. A contractor has reviewed the needed masonry work at the library and may be able to make repairs yet this year. Granting authority to the Facilities Committee to make decisions on the contract and scope of work allows the library to move expeditiously if a proposal comes through. *Motion to approve granting authority to the Facilities Committee to make decisions on whom to contract with and the scope of work to be performed for masonry repairs up to \$157,000. Weigman moved. Hansen second. Yes: Bell, Hansen, Hollatz, Mathre, Simon, Weigman; No: None.*
3. As the city is funding the roofing project, the masonry repairs were budgeted to be paid for with the library's fund balance. It is requested that the Library Board 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 the library spends less than this amount this year, but there is a significant amount of work to be done, and this up-to amount is already noted in the 2022 budget. *Motion to approve the release of up to \$157,000 from the library's fund balance to pay for needed masonry repairs. Hansen moved. Hollatz second. Yes: Bell, Hansen, Hollatz, Mathre, Simon, Weigman; No: None.*

AGENDA ITEM 12: Director and Other Staff Reports

Troendle had nothing additional to report.

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 13, 2022
Minutes

Bell discussed the Three Little Pigs puppet show that she attended at the library. It was adapted by librarian Miss Kim and was funny and entertaining for adults as well as kids. It was the debut of the new puppet theater with curtains sewn by former librarian Sue Hedin. It was a treat to be there!

AGENDA ITEM 10: Board Committee Reports

- a) Board Governance Committee: Did not meet.
- b) Executive Committee: Report in packet. The Executive Committee discussed the possible need of a future task force to talk about strategic planning for the library. This is just a note for the record as they would like to have only one task force at a time.
- c) Facilities Committee: Mathre reported that Troendle touched on many of the items during the capital projects agenda item. The Facilities Committee is still waiting for more information on the terrace patio project, including how/when this will occur and be paid for. The Facilities Committee will start looking ahead to the 2024 signage project and identifying options for this. Carlsen did contact Troendle with a company that can replicate the tops of the existing signage and will be pursuing other sources as well.
- d) Finance Committee: Did not meet. The Committee will meet after the City Council's meeting on September 20 to discuss the library's 2023 budget.

AGENDA ITEM 11: Foundation & Friends Report

Foundation report in packet. Friends did not meet.

AGENDA ITEM 12: Public Commentary and Communications

None.

AGENDA ITEM 13: Director Evaluation (Closed Session)

Motion to adjourn to closed session pursuant to Minn. Stat. Section 13D.05 to evaluate the performance of the library director who is subject to the board's authority. Hollatz moved. Simon second. Yes: Bell, Hansen, Hollatz, Mathre, Simon, Weigman; No: None. Entered into closed session at 7:33 PM.

Motion to reopen session following the conclusion of the annual performance evaluation of the director. Mathre moved. Hollatz second. Yes: Bell, Hansen, Hollatz, Mathre, Simon, Weigman; No: None. Returned to open session at 8:35 PM.

AGENDA ITEM 14: Director Step Movement

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. Hansen moved. Hollatz second. Yes: Bell, Hansen, Hollatz, Mathre, Simon, Weigman; No: None.

AGENDA ITEM 15: Adjournment

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

Meeting adjourned at 8:41 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in September 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 September 2022 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of September:				
September 2022 (2022 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 22,541.08	\$ 2,612.48	\$ 6,017.28	\$ 31,170.84
Capital Expenditures	\$ 16,434.52	\$ -	\$ -	\$ 16,434.52
Total	\$ 38,975.60	\$ 2,612.48	\$ 6,017.28	\$ 47,605.36
<p>Explanations of large or out-of-the-ordinary payments are listed below: <i>Bill Resolution: September 6, 2022 (\$43,017.22)</i></p> <ul style="list-style-type: none"> • \$16,434.52 to Loffler for two network switches. This capital expense was budgeted at \$22,000. It will be funded through the library's fund balance. • \$2,598.96 to Master Mechanical for HVAC repairs for a cooling leak. • \$2,580 to Lisa Winkler as the second payment for advocacy consultation. • \$1,576.35 to Library Ideas for Vox Books, a new addition to the children's collection. Vox Books are print books with a built-in audio player. <p><i>Bill Resolution: September 20, 2022 (\$4,588.14)</i></p> <ul style="list-style-type: none"> • \$1,207 to Minitex for 6,000 RFID tags. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 9/6/2022 Bill Resolution – 2022 Bills 9/20/2022 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						
683	8/31/2022	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
3789-228370	7/19/2022	Ace Hardware	Janitorial Supplies	32.57	230-4231-2102-0000	Janitorial Supplies
3798-228965	8/15/2022	Ace Hardware	Janitorial Supplies	37.57	230-4231-2102-0000	Janitorial Supplies
3789-229136	8/24/2022	Ace Hardware	Snow Thrower	1529.00	230-4231-2302-0000	Other Minor Equipment - Lib Plant
14DL-FRQD-1QW6	8/15/2022	Amazon Business	Supplies	14.03	230-4230-2101-0000	General Supplies
119Q-3THN-7PR1	8/16/2022	Amazon Business	Supplies	34.49	230-4230-2101-0000	General Supplies
11QR-PPGQ-CC3J	8/17/2022	Amazon Business	Programs - Adult (235 T&M)	199.92	235-4236-4099-0000	Library Donations Programs
1M9C-X9KR-C934	8/19/2022	Amazon Business	Programs - JUV (SPLF)	33.97	232-4232-2407-0000	SPLF - Programs
9062022	9/6/2022	Brodart Co	Materials - Adult Fiction (Friends Wils)	59.09	229-4229-2113-0000	Friends - Materials
9062022	9/6/2022	Brodart Co	Materials - Juv	3035.13	230-4230-2400-0000	Childrens Books
9062022	9/6/2022	Brodart Co	Materials - Adult Fiction	1270.16	230-4230-2401-0000	Adult Books - Fiction
9062022	9/6/2022	Brodart Co	Materials - Adult Nonfiction	1578.74	230-4230-2405-0000	Adult Books - Non Fiction
9062022	9/6/2022	Brodart Co	Materials - YA	755.77	230-4230-2406-0000	Teen Books
9062022	9/6/2022	Brodart Co	Materials - Processing	686.21	230-4230-3404-0000	Processing Fee
9062022	9/6/2022	Brodart Co	Materials - Adult Fiction (SPLF)	1049.03	232-4232-2113-0000	SPLF - Materials
5500825	8/25/2022	Chan Karen	Programs - Adult (235)	350.00	235-4236-4099-0000	Library Donations Programs
10185578	8/19/2022	Cole Papers	Janitorial Supplies	317.53	230-4231-2102-0000	Janitorial Supplies
152358958	8/1/2022	Comcast	Internet - August	188.10	230-4230-3098-0000	Technology Support
306-02444792-3	8/31/2022	Culligan of Stillwater	Water	112.75	230-4230-4099-0000	Miscellaneous Charges
365255	3/31/2022	H W Wilson	Materials - Adult Fiction (SPLF)	295.70	232-4232-2113-0000	SPLF - Materials
20168095	8/16/2022	Huebsch Service	Towels and Rugs	223.17	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
08252022AJ	8/25/2022	Jacobsen Aurora	Programs - Adult (235 Gallery) Staff Reimbursement	67.34	235-4236-4099-0000	Library Donations Programs
08182022JK	8/18/2022	Kaericher Jodi	Programs - Adult SRP (235) Staff Reimbursement	296.68	235-4236-4099-0000	Library Donations Programs
91942	8/5/2022	Library Ideas LLC	Materials - JUV VOX (Friends)	1386.55	229-4229-2113-0000	Friends - Materials
92434	8/24/2022	Library Ideas LLC	Materials - JUV VOX (Friends)	143.85	229-4229-2113-0000	Friends - Materials
92629	8/30/2022	Library Ideas LLC	Materials - JUV VOX (Friends)	45.95	229-4229-2113-0000	Friends - Materials
4111995	8/10/2022	Loffler Companies	2 Network Switches (Cap Proj 22-4230-014)	16434.52	120-4230-5310-0000	C/O MIS Computer Equipment
72199	8/12/2022	Master Mechanical Inc.	HVAC Repair Cooling Leak	2598.96	230-4231-3703-0000	Building Repair Charges
7741	6/6/2022	Menards	Janitorial Supplies	4.74	230-4231-2102-0000	Janitorial Supplies
11565	8/22/2022	Menards	Janitorial Supplies	44.85	230-4231-2102-0000	Janitorial Supplies
9062022	9/6/2022	Midwest Tape	Materials - Audio (SJM)	11.24	230-4230-2402-0000	Audio
9062022	9/6/2022	Midwest Tape	Materials - Video (SYV)	22.48	230-4230-2408-0000	Film/Video
9062022	9/6/2022	Midwest Tape	Materials - Video (SAV)	323.88	230-4230-2408-0000	Film/Video
9062022	9/6/2022	Midwest Tape	Materials - Video (SJV)	23.24	230-4230-2408-0000	Film/Video
9062022	9/6/2022	Midwest Tape	Materials - Processing	10.71	230-4230-3404-0000	Processing Fee
W22070563	8/12/2022	Office of MN IT Services	Phone - July	148.35	230-4231-3101-0000	Telephone
214	6/2/2022	Open Eye Theatre	Programs - JUV SRP (HJA-SPLF)	300.00	232-4232-2407-0000	SPLF - Programs
100400874305	8/15/2022	Otis Elevator Company	Maint. Agreement (9/2022 - 11/2022)	638.34	230-4231-3707-0000	Maintenance Agreements - Lib Plant
08172022LW	8/17/2022	Winkler Lisa D.	Advocacy Workshop (Wick)	2580.00	236-4236-4099-0000	Wick - Miscellaneous Charges
		INVOICES SUBTOTAL		\$ 37,264.61		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
8262022	08/26/22	Postmaster	Newsletter Aug 2022	\$ 434.20	230-4230-3102-0000	Postage
8262022	08/26/22	Postmaster	Newsletter Aug 2022	\$ 36.40	230-4230-3102-0000	Postage
79360787	8/25/2022	Xcel Energy	Gas	\$ 70.38	230-4231-3601-0000	Natural Gas
79360787	8/25/2022	Xcel Energy	Electric	\$ 5,211.63	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,752.61		
GRAND TOTAL				\$ 43,017.22		

These bills are submitted and approved for payment.

Mark Troendle 09/02/2022
 Mark Troendle, Library Director

Craig Hansen 09/02/2022
 Craig Hansen, Secretary/Treasurer, Board of Trustees

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
3798229405	9/7/2022	Ace Hardware	Janitorial Supples	37.97	230-4231-2102-0000	Janitorial Supplies
1H7Q-39DY-TM94	9/3/2022	Amazon Business	Supplies	192.60	230-4230-2101-0000	General Supplies
131L-3P7W-7JGX	9/7/2022	Amazon Business	Materials - Adult Nonfiction	18.99	230-4230-2405-0000	Adult Books - Non Fiction
11H7-NQDG-TXC1	9/11/2022	Amazon Business	Minor Equipment - AV & SCC Tech	274.00	230-4230-2302-0000	Other Minor Equipment
1MJG-QRJ-QDKT	9/14/2022	Amazon Business	Supplies	225.97	230-4230-2101-0000	General Supplies
9072204	9/7/2022	Artistry	Programs - Adult (Friends)	440.00	229-4229-2407-0000	Friends - Programs
FS00901	9/6/2022	Chan Karen	Program - Adult (Friends)	350.00	229-4229-2407-0000	Friends - Programs
154505552	9/1/2022	Comcast	Internet - Setptember	188.10	230-4230-3098-0000	Technology Support
20173616	9/13/2022	Huebsch Service	Towels & Rugs	223.17	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
92904	9/6/2022	Library Ideas LLC	Material - JUV Vox (Friends)	97.90	229-4229-2113-0000	Friends - Materials
11885	8/29/2022	Menards	Janitorial Supplies	3.22	230-4231-2102-0000	Janitorial Supplies
ABR0286826X	8/27/2022	MN Dept of Labor and Industry	Annual Boiler Fee	10.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
6012022	6/1/2022	Music Together in the Valley	Programs - Juv (SPLF HJA EL)	300.00	232-4232-2407-0000	SPLF - Programs
2170000297	9/7/2022	Regents of Minnesota	Materials - Processing (RFID Tags)	1207.00	230-4230-3404-0000	Processing Fee
8422595	9/4/2022	Star Tribune	Materials - Periodicals (Heuer SPLF)	633.78	232-4232-2113-0000	SPLF - Materials
		INVOICES SUBTOTAL		\$ 4,202.70		
LIBRARY CREDIT CARD						
2080386-0710	7/10/2022	Dream Host	Annual Renewal	15.99	230-4230-3098-0000	Technology Support
2080386-0712	7/12/2022	Dream Host	Website Hosting	21.45	230-4230-3098-0000	Technology Support
61B5C9DA	7/27/2022	JotForm	Jotform for Website	348.00	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 385.44		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 4,588.14		

These bills are submitted and approved for payment.

Mark Troendle

09/19/2022

Mark Troendle, Library Director

Craig Hansen

09/19/2022

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: September 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 ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Attached is a budget status report for the period of January 1 – September 30, 2022.</p> <p><u>120 Funds – Capital Projects:</u> Expenditures to date total \$16,434 to date for the purchase of two network switches, budgeted initially at \$22,000 by IT. This purchase will be funded by a transfer from the fund balance at year-end. By year-end, we anticipate expenditures for the roof project at \$308,910 and for masonry at \$40,200. The roof project will be paid for with city funds, and the masonry project will be paid for using the library’s fund balance.</p> <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2022 was approved at \$29,487. \$5,445 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 \$736,417 through September. With the post-budget adjustments to the library’s 2022 wage scale, library personnel costs are running higher than the budgeted pace but are on track with the revised budget.</p> <p>Materials: The city budget is \$95,711. Through September, expenditures are \$63,720 with a total of \$82,707 in city-funded materials ordered to date.</p> <p>Services and Charges: Expenditures total \$39,007 through September, 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 \$85,528 through September. 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. \$67,880 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 September, we spent \$15,406 of our \$16,000 natural gas budget. Natural gas expenditures have been low over the summer, but the fall will bring increased fuel usage. 	

- Building Repairs: Of the \$12,000 allocated to building repairs, we are now over budget with \$12,748 in expenditures. A significant portion of this (\$5,700) was an unplanned upgrade to our HVAC building automation system.
- Maintenance Agreements: \$9,500 is budgeted for maintenance agreements. \$8,186 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 now projecting \$40,200 from masonry for 2022 (with additional work occurring in future years) and \$16,434 for the switches for a total of \$56,634.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2022 September Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 10/5/2022 - 5:07 PM
 Period: 1 to 9, 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	16,434.52	16,434.52	5,565.48	0.00	5,565.48	25.30
	E25 Sub Totals:	579,000.00	16,434.52	16,434.52	562,565.48	0.00	562,565.48	97.16
	Expense Sub Totals:	579,000.00	16,434.52	16,434.52	562,565.48	0.00	562,565.48	97.16
	Dept 4230 Sub Totals:	579,000.00	16,434.52	16,434.52	562,565.48	0.00		
Dept 120-4231	LIBRARY PLANT							
E25	CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 10/5/2022 - 1:38 PM
 Period: 1 to 9, 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	1,187.50	1,187.50	12.50	0.00	12.50	1.04
230-0000-3520-0100	Copier/Printer Sales	4,000.00	2,554.57	2,554.57	1,445.43	0.00	1,445.43	36.14
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	20.00	20.00	180.00	0.00	180.00	90.00
	R25 Sub Totals:	5,900.00	3,994.67	3,994.67	1,905.33	0.00	1,905.33	32.29
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	388.00	388.00	1,112.00	0.00	1,112.00	74.13
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	940.94	940.94	2,059.06	0.00	2,059.06	68.64
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	1,460.74	1,460.74	22,126.26	0.00	22,126.26	93.81
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,435,610.00	1,076,707.53	1,076,707.53	358,902.47	0.00	358,902.47	25.00
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	1,076,707.53	1,076,707.53	358,902.47	0.00	358,902.47	25.00
	Revenue Sub Totals:	1,465,097.00	1,082,162.94	1,082,162.94	382,934.06	0.00	382,934.06	26.14
	Dept 0000 Sub Totals:	-1,465,097.00	-1,082,162.94	-1,082,162.94	-382,934.06	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	211,408.56	132,208.68	132,208.68	79,199.88	0.00	79,199.88	37.46
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	12,540.74	12,540.74	-12,540.74	0.00	-12,540.74	0.00

230-4230-1113-0000	Vacation Pay	0.00	42,179.36	42,179.36	-42,179.36	0.00	-42,179.36	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	400,477.77	400,477.77	207,765.61	0.00	207,765.61	34.16
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	41,074.65	41,074.65	20,399.24	0.00	20,399.24	33.18
230-4230-1420-0000	FICA/Medicare	62,703.36	44,202.61	44,202.61	18,500.75	0.00	18,500.75	29.51
230-4230-1500-0000	Hospital / Medical	86,155.44	60,553.68	60,553.68	25,601.76	0.00	25,601.76	29.72
230-4230-1520-0000	Dental Insurance	4,193.64	2,756.74	2,756.74	1,436.90	0.00	1,436.90	34.26
230-4230-1540-0000	Life Insurance	771.39	423.22	423.22	348.17	0.00	348.17	45.14
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	736,417.45	736,417.45	315,699.21	0.00	315,699.21	30.01
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	3,335.52	3,335.52	164.48	0.00	164.48	4.70
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	274.00	274.00	1,996.62	0.00	1,996.62	87.93
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	15,776.02	15,776.02	4,875.32	0.00	4,875.32	23.61
230-4230-2401-0000	Adult Books - Fiction	22,382.00	17,700.85	17,700.85	4,681.15	0.00	4,681.15	20.91
230-4230-2402-0000	Audio	8,566.90	2,094.59	2,094.59	6,472.31	0.00	6,472.31	75.55
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	10,250.49	10,250.49	7,342.51	0.00	7,342.51	41.74
230-4230-2406-0000	Teen Books - Materials	5,146.38	3,147.09	3,147.09	1,999.29	0.00	1,999.29	38.85
230-4230-2407-0000	Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	5,547.74	5,423.71	5,423.71	124.03	0.00	124.03	2.24
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	1,592.90	1,592.90	-92.90	0.00	-92.90	0.00
	E10 Sub Totals:	102,982.08	68,922.91	68,922.91	34,059.17	0.00	34,059.17	33.07
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	6,902.74	6,902.74	-1,902.74	0.00	-1,902.74	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	8,734.04	8,734.04	5,265.96	0.00	5,265.96	37.61
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
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	141.54	141.54	258.46	0.00	258.46	64.62
	E15 Sub Totals:	59,547.12	39,007.47	39,007.47	20,539.65	0.00	20,539.65	34.49
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	917.35	917.35	2,082.65	0.00	2,082.65	69.42
	E20 Sub Totals:	4,219.01	2,667.53	2,667.53	1,551.48	0.00	1,551.48	36.77
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	847,015.36	847,015.36	371,849.51	0.00	371,849.51	30.51
	Dept 4230 Sub Totals:	1,218,864.87	847,015.36	847,015.36	371,849.51	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	39,980.75	39,980.75	26,513.77	0.00	26,513.77	39.87
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	2,847.55	2,847.55	-2,847.55	0.00	-2,847.55	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,371.05	4,371.05	-4,371.05	0.00	-4,371.05	0.00
230-4231-1200-0000	Part Time Salaries	26,900.89	16,153.01	16,153.01	10,747.88	0.00	10,747.88	39.95
230-4231-1410-0000	PERA	6,951.37	4,556.33	4,556.33	2,395.04	0.00	2,395.04	34.45
230-4231-1420-0000	FICA/Medicare	7,144.75	4,733.36	4,733.36	2,411.39	0.00	2,411.39	33.75
230-4231-1500-0000	Hospital / Medical	16,825.68	12,278.07	12,278.07	4,547.61	0.00	4,547.61	27.03
230-4231-1520-0000	Dental Insurance	757.92	547.36	547.36	210.56	0.00	210.56	27.78
230-4231-1540-0000	Life Insurance	116.00	61.20	61.20	54.80	0.00	54.80	47.24
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	85,528.68	85,528.68	39,662.45	0.00	39,662.45	31.68
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	3,867.02	3,867.02	132.98	0.00	132.98	3.32
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	2,104.24	2,104.24	-1,304.24	0.00	-1,304.24	0.00
	E10 Sub Totals:	6,500.00	6,275.97	6,275.97	224.03	0.00	224.03	3.45
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	1,038.45	1,038.45	661.55	0.00	661.55	38.91
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	29,752.37	29,752.37	14,247.63	0.00	14,247.63	32.38
230-4231-3601-0000	Natural Gas	16,000.00	15,406.38	15,406.38	593.62	0.00	593.62	3.71
230-4231-3703-0000	Building Repair Charges	12,000.00	12,748.87	12,748.87	-748.87	0.00	-748.87	0.00
230-4231-3707-0000	Maintenance Agreements	9,500.00	8,186.25	8,186.25	1,313.75	0.00	1,313.75	13.83
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	67,880.28	67,880.28	45,560.72	0.00	45,560.72	40.16
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	2,270.40	2,270.40	-1,170.40	0.00	-1,170.40	0.00
	E20 Sub Totals:	1,100.00	2,270.40	2,270.40	-1,170.40	0.00	-1,170.40	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	161,955.33	161,955.33	248,276.80	0.00	248,276.80	60.52
	Dept 4231 Sub Totals:	410,232.13	161,955.33	161,955.33	248,276.80	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	1,082,162.94	1,082,162.94	382,934.06	0.00	382,934.06	26.14
	Fund Expense Sub Totals:	1,629,097.00	1,008,970.69	1,008,970.69	620,126.31	0.00	620,126.31	38.07
	Fund 230 Sub Totals:	164,000.00	-73,192.25	-73,192.25	237,192.25	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 3 of 2022.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – September 30, 2022.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 6/30/22	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2022 GIFTS & GRANTS RECEIVED (January 1 - September 30, 2022)
Updated 10/6/2022

2022 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/12/2022	\$60 tribute gift in memory of Shelby Prentiss	\$60	None	235-3235-3820-0100	Expend in 2022	Board approved 4/12/22
G2	1/26/2022	\$3 cash donation	\$3	None	230-0000-3820-0100	Expend in 2022	Board approved 4/12/22
G3	1/31/2022	\$500 unrestricted gift	\$500	None	235-0000-3820-0100	TBD	Board approved 4/12/22
G4	3/18/2022	\$5000 unrestricted gift	\$5,000	None	227-0000-3820-0100	TBD	Board approved 4/12/22
G5	4/9/2022	In-kind donation of scanner	\$50	None	N/A	N/A	Board approved 7/12/22
G6	5/12/2022	\$1,402 restricted gift	\$1,402	Adult nonfiction materials of lasting value	235-3235-3820-0100	Expend in 2022/2023	Board approved 7/12/22
G7	6/20/2022	In-kind donation for the Haunted History Trolley Tour for two	\$84	Adult Summer Reading Program Prize	N/A	N/A	Board approved 7/12/22
G8	6/23/2022	\$80 tribute in memory of Shelby Prentiss	\$80	Book purchase	235-3235-3820-0100	Expend in 2022	Board approved 7/12/22
G9	6/23/2022	\$876.19 restricted gift	\$876.19	Adult programming	235-3236-2820-0000	TBD	Board approved 7/12/22
G10	7/6/2022	\$100 restricted gift	\$100	Youth programming	235-3236-2820-0000	TBD	For board review and approval on 10/11/2022
G11	7/27/2022	\$100 unrestricted gift	\$100	None	230-0000-3820-0100	Expend in 2022	For board review and approval on 10/11/2022
G12	8/25/2022	\$100 unrestricted gift	\$100	None	230-0000-3820-0100	Expend in 2022	For board review and approval on 10/11/2022
G13	8/25/2022	\$10,295 distribution from Helen Lawson Library Fund	\$10,295	Items of public service with recognition to Helen Lawson	224-0000-3820-0100	TBD	For board review and approval on 10/11/2022
G14	8/25/2022	\$200 unrestricted gift	\$200	None	235-0000-3820-0100	TBD	For board review and approval on 10/11/2022
G15	9/23/2022	\$25,000 tribute in memory of Nicholas Haase	\$25,000	Book purchase	230-0000-3820-0100	Expend in 2022	For board review and approval on 10/11/2022
G16	9/23/2022	\$1,000 unrestricted gift	\$1,000	None	235-0000-3820-0100	TBD	For board review and approval on 10/11/2022
			\$19,875				

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

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

2022: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF in Kind 1	1/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 4/12/22
SPLF in Kind 2	2/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 4/12/22
SPLF in Kind 3	3/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 4/12/22
SPLF in Kind 4	4/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 7/12/22
SPLF in Kind 5	5/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 7/12/22
SPLF in Kind 6	6/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 7/12/22
SPLF in Kind 7	7/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 10/11/2022
SPLF in Kind 8	8/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 10/11/2022
SPLF in Kind 9	9/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 10/11/2022
			\$12,878				

Agenda Items Details

<p>AGENDA ITEM NAME & BRIEF DESCRIPTION: Request for Review Appeal</p>	
<p>OWNER: Trustees</p>	<p>PRESENTER: Bell, President</p>
<p>REQUESTED AGENDA TYPE (A, I, D): A</p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Consider the Request for Review Appeal</p>	
<p>BACKGROUND/CONTEXT: A Request for Review process was initiated by two patrons requesting the removal of three specific picture books for children and that "...this genre of books be removed..." from Stillwater Public Library's collection of materials that are available to read and borrow. The Library Director and the selector of those materials reviewed the request and declined to remove the materials. The patrons are appealing the staff decision to the Library Board of Trustees per the Request for Review Policy. Details may be found in the supplementary documents.</p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Request for Review – From Patrons Request for Review – Staff Reply Request for Review Policy Collection Development and Management Policy Circulation Policy</p>	
<p>PREVIOUS ACTION ON ITEM:</p>	
<p>REVIEWED BY COMMITTEE?:</p>	

Stillwater Public Library

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

REQUEST FOR REVIEW

Please complete this form and return it to library staff.

Name [REDACTED] Phone # [REDACTED]
Address [REDACTED]
City Stillwater State MN Zip 55082
Email [REDACTED]

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

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

Title of item/event/display Jacob's New Dress
Author/performer Sarah & Lex Hoffman
Date of event/item edition 2014

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

While looking through the children's library selection

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

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

* See note re. Jacob's new dress

What specific pages/sections illustrate your concerns?

All pages - this entire genre for children is very concerning.

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

To teach compassion vs. bullying

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

Yes, inappropriate for young children ages 3-8

What action would you like the library to take regarding this item/program/display/exhibit? We request that this genre of books be removed from your collection.

Signature [REDACTED] Date 8/26/22

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

Library staff receiving form Mark Drouille
Date form received by staff 8-29-2022

Stillwater Public Library,
Request for Review:

Aug 26, 2022

The book "Jacob's New Dress" is about a young child who likes to wear dresses and the support and encouragement his parents and teacher give him in this interest.

I would request that the library not include this book in their collection. My concern is that it is encouraging children to accept gender non-conforming tendencies, and is not age appropriate. Although there are a range of temperaments and interests in children, it is a new social experiment to encourage children to consider that they may not be of the gender corresponding to their biologic sex.

I am a physician and one of my biggest concerns is that the potential health consequences of a child being encouraged in this way are substantial. Numerous studies have documented the high rate of depression, anxiety, and suicide among children and youth who identify as gender fluid or transgender, even in communities where there is a higher level of social acceptance for this phenomenon. This is not to mention the costs of "medicalizing" these young people, potentially for life, and exposing them to high-risk medications and irreversible medical procedures. Currently many European countries are putting a hold on these treatments because of significant safety concerns.

"Jacob's New Dress" does not, of course, discuss these downstream effects, but introduces the child to consider this route as a normal possibility.

I fully respect the libraries stance in regards to "intellectual freedom". I would point out, however, that a young child developmentally does not have the intellect to be able to filter out concepts which have the potential to be harmful to him or her. Libraries would agree that there are also limits to intellectual freedom in that you would not include in your collection material that expose children to overtly racist, violent, or inappropriate (for age) sexuality, etc. I would argue that material which is in support of so-called "gender fluidity", promotes something that is new, poorly understood, and for which there are real risks for children influenced by it. The library has a responsibility to the community it serves, and the well-being of the children in that community should be one of its concerns.

Finally, I agree with the statement that "Parents have the responsibility for their children's use of library materials". This is important, but, of course, is not always fully possible, and I venture most parents have a certain degree of trust in what the library chooses to put out for display for their children. The author of "Jacob's New Dress" have had their own experience of a child like Jacob, and made their own choices about what they felt was best, although I would argue, turned the responsibility over to the child to decide, and abdicated their own responsibility.

My wife who is a nurse, also has great concern for the health of preschool through primary grade children for whom these books are written. This age group is normally free to imagine and experience life with innocence. Now starting at age 3, they are given compulsory lessons and materials in their schools and libraries across the country which focus on a "new way" to view sexuality and gender. This introduces serious adult subject matter and carries the weight of adult responsibility. Rather than 'intellectual freedom' - this is indoctrination and beguiles the humble and inherent nature of the child. As a library that accepts these materials for this age group, we ask you to reconsider your decision.

Sincerely,

Library Patrons since
1994

Stillwater
Public Library

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

REQUEST FOR REVIEW

Please complete this form and return it to library staff.

Name [redacted] Phone # [redacted]

Address [redacted]

City Stillwater, MN State MN Zip 55082

Email [redacted]

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

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

Title of item/event/display Pink Is for Boys

Author/performer Robb Pearlman

Date of event/item edition 2018

How did this item/program/display/exhibit come to your attention?
While looking through the children's library selection

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

Please describe your concerns regarding this item/program/display/exhibit?
* See note re: Jacob's New Dress
Some concerns

What specific pages/sections illustrate your concerns?
All pages - this entire genre is concerning.

Is there anything valuable about this item/program/display/exhibit?
To increase awareness of compassion vs. bullying

Are your objections based on the age of the potential user or the point of view expressed?
Yes, inappropriate for young children ages 3-8

What action would you like the library to take regarding this item/program/display/exhibit? We request that this genre of books be removed from your collection.

Signature [redacted] Date 8/26/22

Please use the back of this page for further comments if necessary. Library staff receiving form Mark Arwinkle
Date form received by staff 8-29-2022

Stillwater

Public Library

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

REQUEST FOR REVIEW

Please complete this form and return it to library staff.

Name [Redacted] Phone # [Redacted]

Address [Redacted]

City Stillwater State MN Zip 55082

Email [Redacted]

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

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

Title of item/event/display Rainbow Boy

Author/performer Taylor Rowanston

Date of event/item edition 2021

How did this item/program/display/exhibit come to your attention?
While looking through the children's book selection

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

Please describe your concerns regarding this item/program/display/exhibit?
* See note re: Jacob's New Dress
Same Concerns

What specific pages/sections illustrate your concerns?
The entire theme & subject matter, intended message.
This genre of books is of great concern.

Is there anything valuable about this item/program/display/exhibit?
The intended message is to promote compassion & increase awareness of bullying

Are your objections based on the age of the potential user or the point of view expressed?
Yes, this subject matter is inappropriate for young children ages 3-8

What action would you like the library to take regarding this item/program/display/exhibit?
We request that this genre of books be removed from your collection.

Signature [Redacted] Date 8/28/22

Please use the back of this page for further comments if necessary. Library staff receiving form Mark Iwendle
Date form received by staff 8-29-2022

Stillwater

Public Library

[REDACTED]
Stillwater, MN 55082

September 2, 2022

Dear [REDACTED]

Thank you for sharing your concerns with Stillwater Public Library with respect to the following titles: Jacob's New Dress by Sarah and Ian Hoffman, Pink Is For Boys by Robb Pearlman, and Rainbow Boy by Taylor Rouanzion.

As library staff, we find common ground and agreement with you on the idea that these titles increase awareness of compassion, which is a laudable goal.

Where we differ is on whether the titles are appropriate for this library's collection. After reading the books and reviewing our Collection Development and Management Policy and other documents, the Youth Services Supervisor and I believe they fit the intention of library policy and meet established selection criteria. In the remaining portion of this letter, we will share some of the policy principles for why we believe these titles, and similar titles, fit within the scope of what a library collection should offer. There is an appeal process available to you if you disagree.

Statements from this library's Collection Development and Management Policy we'd like to highlight include the following:

- "Inherent in the collection development philosophy is an appreciation of each patron of the Library. The Library provides materials and access to materials to support each individual's life journey and does not place a value on one patron's needs or preferences over another's."
- "Materials for children and teenagers are intended to broaden their vision, provide recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, and lead to recognition and appreciation of literature. The reading and viewing activity of children is ultimately the responsibility of parents who guide and oversee their own children's development. The Library does not intrude on that relationship."
- "Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials."

Stillwater

Public Library

- “Each item is evaluated as a whole and not on the basis of a particular part or section.”

From the library’s Request for Review Policy, we’d like to highlight these statements:

- “The Library believes in the freedom of information and will not restrict a user’s right to read, listen to, or view library materials. The Library strives to provide access to a wide range of resources representing varying points of view, without promoting a single perspective. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library supports the American Library Association’s (the “ALA”) Library Bill of Rights, Freedom to Read, and Freedom to View statements.”
- “Library resources should reflect different philosophies and points of view. Inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found therein. Library resources are available to all; however, it is not expected that all resources will appeal to everyone.”

In our professional judgment, we do not believe that the content is inappropriate for the audience or that they should be removed from the collection. We believe they offer an affirming message encouraging empathy for differences. They’re an acknowledgement that people should be treated with kindness and respect even if they’re different from us or different from our expectations of how we think someone should present themselves.

In a previous conversation, I indicated that if a child asks about a title the parent personally disapproves of, then the parent has an opportunity to share or reinforce their values and advise their child. Communication is a good outcome. As a public library, we don’t have compulsory reading materials, and monitoring what children read is the purview of the parent. What we do have is a diverse collection of materials to appeal to a pluralistic society in which we live. What may not appeal to one family, may appeal to another. We support the principle that free societies read freely. To that point, we’d like to include an excerpt from the American Library Association’s Freedom to Read Statement:

- “We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.”

Staff have concluded these items are appropriate and relevant to the collection and will not be removed. As you may recall from the Request for Review Policy previously provided, if you are not satisfied with this

Stillwater

Public Library

response, you'll have 30 days from the date of this response to inform me that you want to appeal this decision to the Stillwater Public Library Board of Trustees. If you choose that option, please notify me via email and I will place it on the agenda at the earliest possible regularly scheduled board meeting, at which time trustees will publicly review the request and take final action on it. To be included on an upcoming board agenda, the appeal must also be received at least seven days in advance of the next meeting (9/13/2022 is the date of the next meeting), otherwise the request will be delayed until the subsequent meeting.

Regardless of whether we agree on the outcome, thank you for engaging in a civil dialogue with the library.

Respectfully,



Mark Troendle, Library Director



Angela Petrie, Youth Services Supervisor

Stillwater

Public Library

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

Purpose

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

Principles

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

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

Request for Review

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

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

Review Responsibilities

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

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

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

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

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

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

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

Associated Policies and Documents

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

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

Stillwater

Public Library

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

Vision for the Collection

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

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

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

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

Purpose

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

Principles

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

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

Definitions

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

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

“Selection” refers to the decision made to add a given item to the Library’s collection and to make it accessible. Library-selected web-based resources accessed via the Library’s website are considered a part of the Library’s collection. Not all materials and information found via the Internet are part of the collection.

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

“WCL/SPL” refers to Washington County Library/Stillwater Public Library.

Roles and Responsibilities

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

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

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

Intended Audience

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

Scope of the Collection

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

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

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

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

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

Access & Resource Sharing

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

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

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

Copyright

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

Intellectual Freedom

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

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

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

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

Review of Library Materials

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

Funding Statement

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

Selection Criteria

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

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

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

Collection Maintenance and Weeding

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

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

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

Collection Preservation

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

Special Collections

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

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

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

Associated Policies and Documents

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

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

Stillwater

Public Library

Policy Title: Circulation Policy
Date adopted: 05/1992
Date amended: 07/1998; 07/1999; 10/1999; 10/2000; 04/2002; 06/2002; 08/2003;
11/2004; 09/2005; 12/2006; 03/2008; 03/2009; 12/2010; 12/2012;
10/2013; 03/2014; 10/2014; 12/2016; 07/2019; 01/11/2022
Date last reviewed: 01/11/2022

Purpose

The purpose of this policy is to establish specific regulations to ensure fair and equitable access to Stillwater Public Library's (the "Library") collections, resources and services for all patrons.

Principles

In support of its mission, the Library makes the majority of its collection available to patrons to borrow and use outside of the library. Providing access and lending materials to patrons is a core library service.

- We serve individuals and the community as a whole.
- We support the use of library materials.
- We seek to provide ease of access to desired library materials.
- Lending rules and limitations are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible patron access. The Library Director (or designee) will establish specific lending rules that ensure fair and consistent application of this policy.

Library Cards

The Library welcomes all individuals to use its collections, resources and services within the library. Individuals wanting to borrow materials or fully access digital resources must have a valid and eligible library card.

To eligible applicants, the Library issues cards categorized as Resident, Nonresident, or Institutional. Detailed information about each type of card may be found in the Library's Fee Schedule.

Borrowing Privileges

The library cardholder has full responsibility for all materials borrowed on the card. Parents and guardians are responsible for materials checked out by their minor children. The institution is responsible for materials checked out on an institutional card.

Lending Rules

A total of 100 items may be checked out at any one time. Loan periods vary by format. The Library publishes information for borrowers with detailed lending rules on its website and as a handout at the Public Services desk.

Renewals

Most items will be automatically renewed up to three times unless someone else has requested them.

Interlibrary loan items may not be renewed.

Requests

Most items in the collections of Stillwater Public Library, Bayport Public Library or Washington County Library may be requested and sent to Stillwater Public Library for pickup. Patrons will be notified when the requested items are available and the item will be held for one week.

Professional and Reference Materials

Professional and reference materials are not loaned except in special cases and at the discretion of the selector or Circulation Services Lead, who will determine the loan period.

Interlibrary Loan

Items not owned by Stillwater Public Library, Bayport Public Library or Washington County Library may be requested by interlibrary loan. The lending library sets the loan period. Interlibrary loan items may not be renewed. There is no charge for interlibrary loan service; however, fees charged by the lending library may be passed on to the patron.

Access Restrictions

The Library does not restrict library patrons under the age of 18 to certain collections or areas of the library and library staff cannot serve in loco parentis. In accordance with the American Library Association's statement "[Free Access to Libraries for Minors](#)", the Library maintains that parents and guardians have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

Lending Restrictions

Patrons with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Use of the Library may be denied for due cause. Such cause may be failure to return library materials or pay charges, destruction of library property, disturbance of other patrons, or any other illegal or disruptive conduct on library premises.

Overdue Items

Overdue notices are sent at intervals set by Washington County Library. The final notice is a billing notice.

Lost Materials

An item is declared lost when a billing notice is generated. Payment for a lost item is non-refundable.

Replacement and Repair Charges

All replacements will be purchased by Stillwater Public Library. Due to the nature and costs of processing, the Library will accept outside replacements only if the selector or Circulation Services Lead has approved an exception that meets collection development guidelines. The process for assessing charges to patron accounts for lost or damaged items is listed in the Library's fee schedule.

Debt Collection

Unpaid charges of more than \$50 are sent to Washington County Financial Services for debt collection thirty days after the billing notice is sent. Washington County Library deletes all accounts that have been inactive for 6 years, and also deletes bills that are 6 years old in compliance with County standards for writing off bills. Stillwater Public Library accounts and bills also will be deleted on this schedule.

Appeal of Library Charges

If reasonable cause is shown, charges for Stillwater Public Library items may be upheld, reduced, or canceled at the discretion of Stillwater Public Library staff. Library Assistants may reduce or waive charges up to \$25. The Circulation Services Lead has the authority to reduce or waive charges up to a limit of \$50. If the requested reduction is more than \$50, the selector or Library Director must be consulted and approve any reduction greater than \$50.

Refunds

No refunds will be given for payment of a lost or late item once payment has been received.

Non-Sufficient Funds

All Library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the maximum amount allowed by law, and this fee will be manually added to the account of the person who wrote the NSF check.

In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated (added back manually) to each account collected on with that check.

The NSF fee plus all other fines/fees covered by that NSF check must be paid in full on that account, and on any other accounts in which fines/fees were paid with the NSF check, before any of the Library accounts are in good standing. Collection accounts paid with an NSF check will be reinstated with the collection agency.

Bankruptcy

The United States Bankruptcy Code generally permits individuals (debtors) to discharge much of their personal debt. Stillwater Public Library will, upon receiving a bankruptcy discharge of debt notice from the US Bankruptcy Court, dismiss all charges assessed by Stillwater Public Library on the account of the debtor that have been assessed.

Associated Policies and Laws

- Stillwater Public Library: Fee Schedule
- Minnesota Statute § 604.113. [Issuance of Worthless Check](#)

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

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 September 16, Troendle emailed trustees that a Request for Review process was initiated by two patrons. The Library Director and the selector of those materials reviewed the request and declined to remove the materials. The patrons appealed the staff decision to the Library Board of Trustees per the Request for Review Policy with the appeal on the agenda for the October board meeting. PDFs of the Request for Review from patrons, the staff reply, and the Request for Review policy were sent to the trustees – with the names and contact information of the patrons redacted. All of these documents are included under Agenda Item 5 of the October board packet. The book titles specified by the patrons were also made available for trustee review.</p> <p><u>November Meeting Reminder</u> Due to the election on Tuesday, November 8, the November Library Board of Trustees meeting has been moved to Wednesday, November 2, 2022, at 7:00 PM.</p> <p>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Board Updates																					
OWNER: Maureen Bell, President	PRESENTER: Maureen 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>Library Advocacy Task Force: 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. Nine members of the Library Advocacy Task Force have agreed to serve. We are still seeking one additional representative from the Foundation. The confirmed representatives are:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%;">Name</th> <th>Represents</th> </tr> </thead> <tbody> <tr><td>Patricia Cowilder</td><td>Friends</td></tr> <tr><td>Judy Filipik</td><td>Friends</td></tr> <tr><td>Keri Goeltl</td><td>Staff</td></tr> <tr><td>Craig Hansen</td><td>Trustees</td></tr> <tr><td>LeAnn Johnson</td><td>Community</td></tr> <tr><td>Andy Kass</td><td>Community</td></tr> <tr><td>Kevin Sandstrom</td><td>Foundation</td></tr> <tr><td>Carrie Simon</td><td>Trustees</td></tr> <tr><td>Mark Troendle</td><td>Staff</td></tr> </tbody> </table> <p>Trustee Vacancies & Interview Committee: Four trustees have terms that will be expiring: Bell, Carlsen, Lockyear, Simon. Bell’s last meeting will be in December, and Carlsen’s last meeting will be in February. The terms of Lockyear and Simon end in December but they may apply for reappointment. The vacancies will be publicly posted on October 14 with an application deadline of Tuesday, November 14 at 12 Noon.</p> <p>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. Two of the three members of the Interview Committee are confirmed: Hollatz and Bell.</p> <p>Officer Nominating Committee: At the annual meeting in January 2023, a Nominating Committee will recommend a proposed slated of candidates to fill the offices of President, Vice-President and Secretary/Treasurer for a two-year term. Two members of the three members of the Officer Nominating Committee are confirmed: Mathre and Weigman.</p>		Name	Represents	Patricia Cowilder	Friends	Judy Filipik	Friends	Keri Goeltl	Staff	Craig Hansen	Trustees	LeAnn Johnson	Community	Andy Kass	Community	Kevin Sandstrom	Foundation	Carrie Simon	Trustees	Mark Troendle	Staff
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Mark Troendle	Staff																				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:																					
PREVIOUS ACTION ON ITEM:																					
REVIEWED BY COMMITTEE?:																					

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Director Evaluation Summary	
OWNER: Bell, President	PRESENTER: Bell, President
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:	
BACKGROUND/CONTEXT: At the September board meeting, the trustees conducted the annual director performance evaluation process in closed session. Library Board President Maureen Bell will provide a verbal summary at the October meeting in open session.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Major Accomplishments

- The roof construction project began on Monday, September 26. On the upper floor, noise levels have been very tolerable, with only intermittent periods of grating sounds. There has been quite a bit of interest in the project and especially what will happen with the old tiles. On September 24, the Pioneer Press featured a Mary Divine article titled “After 120 years, Stillwater library getting a new roof.”
- Since the last board meeting, a proposal to re-caulk joints and repair specific sections of brick and mortar on the north and west sides of the library was recommended by the City Facilities Manager, which was then reviewed and approved by the library’s Facilities Committee. On October 6, a large mobile lift arrived and is being used in the brick alley to reach areas that are otherwise difficult to work on. We are coordinating with the contractor and neighbors to minimize any access issues.
- The job announcement for the Information Services Supervisor position went live on August 29 and closed on the evening of Sept. 18. 31 people submitted applications. The Coordinators Team determined a group of semi-finalists and interviews were scheduled. The process remains ongoing.
- Mark met with the Community Development Director to discuss how the library could potentially be a meeting space for city-organized forums with businesses or possibly even serve as one of multiple meeting spaces for larger conferences that might gather in Stillwater in the future. These were preliminary discussions.
- The historic newspaper digitization partnership involving Stillwater Public Library, Washington County Historical Society, Stillwater Heritage Preservation Commission, the Stillwater Public Library Foundation and others, received grant funding for the initial phase. Special thanks to Matt Thueson for all of his work in moving this initiative forward.

Heads-Up

- The library will be closed on Monday, October 10 for staff training. We have a full day of topics, including three in-person presenters (two being city employees), plus online training. The latter content was created by Ryan Dowd, who wrote a book titled “The Librarian’s Guide to Homelessness: An Empathy-Driven Approach to Solving Problems, Preventing Conflict, and Serving Everyone.” While homelessness is addressed, the skills he teaches are transferrable and applicable to a wide range of situations. He’s well respected as a trainer, and a number of states (Alaska, Arizona, Missouri, Ohio, Oklahoma, Oregon, Utah, and Wisconsin) contract with him to provide free access to his training content for library staff in those states. As Minnesota does not have a state license, Mark recently authorized the purchase of a subscription to Mr. Dowd’s online training platform which will enable all Stillwater Public Library staff to have full access to his pre-recorded content (33 modules presently), plus live online training once per month.
- The November board meeting will be on Wednesday, November 2.

Near-Term Future Focus

- Refining the budget
- Hiring processes
- Advocacy follow-up
- Capital repair projects

Report from Information Services

September Programming

- Take and Make Kit: Microwaved Flowers (96 kits picked up in less than one week)
- Apples in Watercolor (20)
- Weaving a Wall Hanging (13)
- Connect Through Books (10)
- Exploring the Arts: Outsider Art (6)
- Mystery Book Club (5 patrons; 2 others couldn't attend but submitted book reports in advance)
- Tech Help (4)
- Romance Book Club: Pride & Prejudice (2)
- Genealogy One-on-One (2)

Program Notes

- Jodi assembled, then asked the Minnesota Pollution Control Agency (MPCA) to come and fix, and eventually packed up and returned the Save Our Foods Exhibit. Once we got it working, families really enjoyed scanning the items in the fridge and reading about how to prevent food waste.
- Cami created these non-fiction displays: Library Signup Month and Books About Books.
- The Mystery Book Club discussed the sports-themed mysteries we read during September in memory of Vik Wilson, and covered a variety of sports, including baseball, cricket, horse-racing, gymnastics, dog-mushing, and whitewater rafting.
- Catherine took over the coordination and implementation of the Scan for Keeps events, a program that allows community members to bring in their family photographs and documents, have them scanned, and receive archival-quality digital files back. The first event was held on Saturday, October 1st and a second is scheduled for Saturday, October 15th. In preparation for this program, Jodi noted she practiced scanning with equipment on loan from Minitex and using Photoshop, plus she reviewed other related program materials.
- Cami created appealing book lists with themes of "For Fans of Colleen Hoover" and "Classics for Fans of Pride & Prejudice."
- Catherine created several booklists, which highlighted these subjects: Queen Elizabeth II, biographies of notables who died in 2022, and time-travel fiction.
- Catherine developed and delivered a program on using city directories in historical and genealogical research. Although only three people attended (out of eight registered), the attendees were very engaged and visited the St. Croix Collection following the class to peruse the library's city direction collection and other SCC resources.
- Staff devoted planning time to upcoming programs too.

Partnerships

- Jodi attended the We Are Water kickoff training.
- Catherine participated in a discussion with Matt Thueson regarding his interest in using the library's John Runk photograph collection, as well as library historic resources, for his interactive map of Stillwater. We also discussed his progress on the digitization initiative of the Stillwater Gazette.

Upcoming

- Needle-Felted Succulent (15 patrons registered; another 16 on the wait list)
- Be Your Own Favorite Writer
- Native American Initiatives
- Telescopes on the Terrace
- Puzzle tournament
- Exploring the Arts program

September was Library Card Sign-Up Month. More than 110 patrons registered for library cards here in September. Below are photos of a few of our new library card holders:



September Programs

- *Storytimes* – 7 sessions (308)
 - 2 baby/toddler (38)
 - 1 special guest musical preschool (64)
 - 3 family/preschool (182)
 - 1 Second Saturday (24)
- “*Building with LEGO Bricks*” (10)
- “*Sing, Play, Learn with MacPhail Center for Music*” (27)
- “Fall” Scavenger Hunt (382)
- Family Discovery Room – “Farm Market: Apples and Flight Lab”
- Boredom Buster Teen activity – in addition to games and coloring, teens were offered a collaborative giant word find; how-to write your name in Braille dots; stress relief bubble wrap; pencil balance challenge

Collection

- As mentioned last month, a new collection of 35 [VOX Books](#) has been added. All were checked out within a few days of introduction!

Outreach / Community Engagement Programs and Visits

- New Heights School – regular class visits to the Library are on our calendar – K-1 visits once a week plus will occasionally join Wednesday morning Storytime programs; 2-5 visits every other week; middle school visits 2x per month; and the seniors visited once in September with uncertainty around repeat visits. Most of these visits are “self-serve,” though we are making every effort to post Youth Services staff in the Children’s Area during these visit times to facilitate as needed. Library cards were needed and made on early visits. The registration link for a student card was shared with teachers. A summary of the number of visits in September is: K-1 = 4 visits; 2-5 = 4 visits; middle school = 2; seniors = 1.
- Head Start – staff contacted on three different occasions without response; online search says the location is “Temporarily Closed.”

Upcoming

- Special Musical Guest – October 4
- Second Saturday Storytime – October 8
- Baby & Toddler Storytime – October 13 and 27
- “Family Engineering Night with The Works Museum” – October 13
- “Building with LEGO Bricks” – October 19
- “Silly Millies Sculptural Animals” – October 20
- “Care for Magical Creatures” with Carpenter Nature Center – October 22
- “Los Animales y la Música” with MacPhail Center for Music – October 25
- Dog Scavenger Hunt

September Photos – from “Sing, Play, Learn” and Miss Alisa’s Preschool Storytime where she uses a [crankie](#) at the suggestion of Miss Kim and built by Miss Alisa’s engineer husband. Very unique for a library storytime when sharing picture books isn’t possible due to audience size.



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report	
OWNER: Executive Committee	PRESENTER: Executive Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Executive Committee Notes September 30, 2022 Conference Room, 11 a.m. Present: Bell, Hansen, Lockyear, Troendle</p> <p>Library Advocacy Task Force</p> <ul style="list-style-type: none"> • 8 of 10 positions are filled (2 trustees, 2 staff, 2 Friends, 1 Foundation, 1 community member) • The Foundation is seeking one additional volunteer. • The Committee discussed names for one additional community member. • The membership roster for the Task Force will be announced when positions are filled. <p>Oct. 11 Board Agenda (specifically the Request for Review Appeal)</p> <ul style="list-style-type: none"> • Two library patrons submitted a Request for Review on August 26, 2022, requesting the removal of three specific picture books for children and that "...this genre of books be removed from your collection." • Per library policy, staff reviewed the request and notified the patrons in writing of the reasons for denying the request. • Per library policy, the patrons requested an appeal to the board. The appeal will be heard at the October 11, 2022 board meeting. • After discussing various options for handling the Request for Review appeal at the meeting, the Committee drafted questions for review by and guidance from City Attorney Kori Land. Mark will relay the questions to Kori. 	
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 October 4, 2022, via Zoom Present: Goeltl, Hansen, Hollatz, Simon, Troendle</p> <p><u>City Budget Overview (4.5% Increase)</u> In July, the library requested city support of \$1,533,667 for 2023, a 6.83% or \$98,057 increase from 2022. This request included increases in personnel costs due to the class compensation adjustments and a 2% wage adjustment set in the 2022-2023 union contract, increases in technology equipment costs for former capital IT projects that are now considered operating expenses, and smaller increases in other budgetary line items for regular operating expenditures. The request also included a 20% decrease in the materials budget, to be offset with supplemental funds. In September, the City Council tentatively approved the library’s city support at \$1,500,177 for 2023, a 4.5% increase or \$64,567 increase from 2022.</p> <p>The Finance Committee looked at updated 2023 projections for expenditures in the areas of personnel, materials, technology, repairs, and capital. The Finance Committee discussed areas to reduce expenditures by \$33,490 to bring the budget from a 6.83% increase down to a 4.5% increase. Over the next month, library staff will continue to fine-tune information for the 2023 budget.</p> <p><u>Supplemental Funding Overview</u> The Finance Committee also reviewed the supplemental funding needed to support the library’s overall 2023 budget. The Finance Committee discussed a variety of income sources to support the library, including grants from the Foundation and Friends and existing fund balances from Lawson, Stillwater Township, Kilty, and Wick.</p> <p><u>Budget Timeframe</u> The Finance Committee plans to bring a line-item budget to the Board for approval at the November meeting, which is scheduled for Wednesday, November 2. The library’s approved budget will need to be sent to City Finance before December 6, the date that the 2023 levy amount is finalized by City Council.</p> <p>The library anticipates receiving additional cost projection updates between November 2 and December 6, including 2023 health insurance coverage elections, revised IT project costs, and a grant request response from the Hugh J. Andersen Foundation. In order to include these updates in the 2023 budget, the Finance Committee is considering a motion at the November meeting to approve the draft budget with the ability of the Finance Committee to make modifications to the budget prior to being adopted by Council.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library Foundation
Board Meeting –August Meeting – Held 8/26/22
Video Conference

Members Present: Shawn Glaser, Paige Hoyle, Dustin Moeller, Mark Troendle, Ryan Collier, Summer Seidenkranz, Roger Funk, John Gray, Aquib Khan, Alicia Gordon-Macalus, Amber Dailey-Hebert

Guests: Craig Hansen, Library trustee, Maureen Bell, Library trustee,

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 – July meeting minutes were approved.
3. Reports for the monthly meeting
 - a. President- Shawn
 - Looking for new board members
 - b. Library Director – Mark
 - Deferred to Craig and Maureen
 - Craig grateful for foundation service
 - Craig budget process from about the same
 - No budget for training programs
 - Asked for increase for cost of living increase of 6.83%, city initially offered 2.65%, after talks increased offer to 4.5%
 - Most of budget goes to salaries
 - Ryan asked what the gap in funding was. Gap was about \$30,000
 - May need advocacy to fill fund gap
 - Advocacy task force being establish from Friends of the Library, Trustees and a staff, creating a plan to establish affirmative case for Library to community
 - c. Finances - Dustin
 - Gave finance report
 - Report available on shared drive
 - Audit in progress
 - d. Governance -
 - None
 - e. Events & Marketing – Summer
 - Love of Library on November 15
 - E.E. Knight will be the guest speaker
 - Trying to grow event to 150-180 people at \$100 per person
 - f. Executive director-Alicia
 - Proposed 7 vines for SPLF party
5. Other Business – Discussed hiring Grace as assistant to Alicia

- Summer presented documentation of duties for Grace
- Paige made motion to hire Grace as a contract worker
- Ryan seconded the motion
- Additional discussion was held
- Vote was unanimous to hire Grace as a contract worker

6. Adjournment – Summer motioned to adjourned. Roger seconded. Motion passed unanimously. The meeting was adjourned at 10:01am.

Respectfully submitted,
Paige Hoyle, Secretary



Friends of the Stillwater Public Library

June 13, 2022 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

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

Agenda

Friends of the Stillwater Public Library Meeting:
Monday, June 13, 2022
Location: Conference Room
Time: 6:30pm

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership; Gemma Lockrem
5. Other: Light a Spark; still need grape boxes; remember no meeting July or August.
6. Update: Mark Troendle
7. Adjourn Meeting: All

Meeting called to order by Mary Ann Sandeen

- Tracy distributed Monday, May 9, 2022 meeting minutes for review.
 - Minutes approved

Treasurer's report Jan Kilkelly
5/1/2022 – 5/31/2022

Opening Balance: \$53,156.72

Total Receipts: \$533.00
Total Disbursements: \$77.29
Ending Balance: \$53,612.43

Membership report Gemma Lockrem
87 memberships

Topics:

- **Light A Spark**
 - Friends will donate \$1,000.00

- No meeting in July or August, next meeting Sept. 12th

- **Fall Booksale 2022**
 - Preview: Nov. 9
 - Booksale dates: Nov. 10-12
 - Collection dates:
 - Saturday, Oct. 29 &
 - Saturday, Nov. 5
 -

- **FRIENDS Bookbags**
 - Gemma ordered some new bags, new colors
 - Price will stay at \$15.00

Update: Mark Troendle:

- Reviewed June 2022 events at SPL
 - Summer Reading program doing great! Will go through Aug. 6th.
- Advocacy Training recap
- June 16th Nature Walk with a Naturalist from the DNR. (Brown's Creek Trail)

- **Library Advocacy Training**
 - Advocacy Training classes booked June 28th and June 29th 6:00-8:00pm
 - End goal of the classes and training is to develop 'Actionable' steps to pass along to Library, Foundation, Friends groups and others.

Meeting Adjourn at 7:30pm

Next meeting will be on: Monday, September 12, 2022



Friends of the Stillwater Public Library

September 12, 2022 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

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

Agenda

Friends of the Stillwater Public Library Meeting:
Monday, September 12, 2022
Location: Conference Room
Time: 6:30pm

1. Call meeting to order: Gemma Lockrem
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Gemma Lockrem
5. Other: Maureen Bell, President of the Stillwater Public Library Board, will be at this meeting with an update on the Advocacy Project. This is a great time to ask questions you may have.

Mary Ann met with Tom Schoolcraft, the current Librarian at the Minimum Security Prison (Bayport). He came to the Library and found a few books to take back. I am looking forward to working with him.

We continue to receive book donations.

Vik Wilson passed away. His family is planning a Memorial similar to the one they had for their Mom, Nancy.

We still need grape boxes, grocery bags with handles, and plastic bags.

6. Update: Mark

Meeting called to order by Gemma Lockrem

- Tracy distributed Monday, June 13 meeting minutes for review.
 - Minutes approved

Treasurer's report Jan Kilkelly

6/1/2022 – 6/30/2022

7/1/2022 – 7/31/2022

8/1/2022 – 8/31/2022

June: Opening Balance: \$53,612.43

Total Receipts: \$315.00

Total Disbursements: \$1,240.00

Ending Balance: \$52,687.43

July: Opening Balance: \$52,687.43

Total Receipts: \$642.00

Total Disbursements: \$0

Ending Balance: \$53,329.43

August: Opening Balance: \$53,329.43

Total Receipts: \$547.50

Total Disbursements: \$0

Ending Balance: \$53,871.93

Membership report Gemma Lockrem

83 memberships

Topics:

- **Maureen Bell – Advocacy Project Update**
 - Trustees working on stronger Advocacy.
 - June – 2 workshops with facilitator
 - How to plan, structure, develop messages for the library
 - A lot of groundwork was laid
 - Task Force is being created to develop plan of action
 - Requesting 2 people from the FRIENDS group to join
 - Messaging/Community Relationships/Develop a message for ongoing collaboration amongst FRIENDS, TRUSTEES, FOUNDATION and STAFF.
 - Plans are to complete this Advocacy project 6 months after the task force is created.
- Stillwater Minimum Security Prison in Bayport – Tom Schoolcraft the librarian will start working with the FRIENDS group to stock the prison library. Maureen Bell has volunteered to assist with coordinating with the prison employees to get books delivered to their Library.
- Vik Wilson passed away. FRIENDS group and Mark are working on memorial ideas.

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

Period:	<u>6/1/22 - 6/30/2022</u>	<u>Year-to-Date 6/30/2022</u>
Opening Balance	\$53,612.43	\$45,064.55
Receipts:		
Memberships		\$3,115.00
Donations		\$345.00
Ongoing Book Sales	\$315.00	\$1,719.00
Semi-Annual Book Sales		\$ 4,295.00
Scanner Fees		\$70.00
Book Bag Sales		\$45.00
Total Receipts	\$315.00	\$9,589.00
Disbursements:		
Grants to Library		\$0.00
Sponsorships	\$1,000.00	\$1,000.00
Memberships		\$25.00
Postage		\$98.00
Printing & Supplies		\$169.12
Sales Tax		\$434.00
Fees		\$0.00
Misc.	\$240.00	\$240.00
Total Disbursements	\$1,240.00	\$1,966.12
<u>Ending Balance</u>	<u>\$52,687.43</u>	<u>\$52,687.43</u>
<i>Outstanding Grants Due to Library:</i>		
Book Sale Nov. 2021	\$4,535.50	
Book Sale Nov. 2022		
	<u>\$4,535.50</u>	
<i>Other:</i>		
Book Sale Apr. 2018	\$2,223.92	
Book Sale Apr. 2019	\$4,519.50	
Book Sale Apr. 2021	\$500.00	
Book Sale Apr. 2022	\$4,295.00	
	<u>\$11,538.42</u>	
Total	\$16,073.92	

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

Period:	<u>7/1/22 -</u> <u>7/31/2022</u>	Year-to-Date <u>7/31/2022</u>
Opening Balance	\$ 52,687.43	\$ 45,064.55
Receipts:		
Memberships		\$ 3,115.00
Donations	\$ 40.00	\$ 385.00
Ongoing Book Sales	\$ 422.00	\$ 2,141.00
Semi-Annual Book Sales	\$ 180.00	\$ 4,475.00
Scanner Fees		\$ 70.00
Book Bag Sales		\$ 45.00
Total Receipts	\$ 642.00	\$ 10,231.00
Disbursements:		
Grants to Library		\$ -
Sponsorships		\$ 1,000.00
Memberships		\$ 25.00
Postage		\$ 98.00
Printing & Supplies		\$ 169.12
Sales Tax		\$ 434.00
Fees		\$ -
Misc.		\$ 240.00
Total Disbursements	\$ -	\$ 1,966.12
Ending Balance	\$ 53,329.43	\$ 53,329.43

Outstanding Grants Due to Library:

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

Other:

Book Sale Apr. 2018	\$ 2,223.92
Book Sale Apr. 2019	\$ 4,519.50
Book Sale Apr. 2021	\$ 500.00
Book Sale Apr. 2022	\$ 4,475.00
	<u>\$ 11,718.42</u>

Total	\$ 16,253.92
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**Friends of the Stillwater Public Library
2022 Financial Reports**

Period:	8/1/22 - 8/31/2022	Year-to-Date 8/31/2022
Opening Balance	\$53,329.43	\$ 45,064.55
Receipts:		
Memberships		\$ 3,115.00
Donations	\$20.00	\$ 405.00
Ongoing Book Sales	\$522.50	\$ 2,663.50
Semi-Annual Book Sales		\$ 4,475.00
Scanner Fees		\$ 70.00
Book Bag Sales		\$ 45.00
Total Receipts	\$542.50	\$ 10,773.50
Disbursements:		
Grants to Library		\$ -
Sponsorships		\$ 1,000.00
Memberships		\$ 25.00
Postage		\$ 98.00
Printing & Supplies		\$ 169.12
Sales Tax		\$ 434.00
Fees		\$ -
Misc.		\$ 240.00
Total Disbursements	\$0.00	\$ 1,966.12
Ending Balance	\$53,871.93	\$ 53,871.93

Outstanding Grants Due to Library:

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

Other:

Book Sale Apr. 2018	\$2,223.92
Book Sale Apr. 2019	\$4,519.50
Book Sale Apr. 2021	\$500.00
Book Sale Apr. 2022	\$4,475.00
	<hr/>
	\$11,718.42

Total \$16,253.92

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

Period:	<u>9/1/22 - 9/30/2022</u>	<u>Year-to-Date 9/30/2022</u>
Opening Balance	\$53,871.93	\$ 45,064.55
Receipts:		
Memberships		\$ 3,115.00
Donations	\$20.00	\$ 425.00
Ongoing Book Sales	\$362.00	\$ 3,025.50
Semi-Annual Book Sales		\$ 4,475.00
Scanner Fees		\$ 70.00
Book Bag Sales		\$ 45.00
Total Receipts	\$382.00	\$ 11,155.50
Disbursements:		
Grants to Library		\$ -
Sponsorships		\$ 1,000.00
Memberships		\$ 25.00
Postage		\$ 98.00
Printing & Supplies		\$ 169.12
Sales Tax		\$ 434.00
Fees		\$ -
Misc.		\$ 240.00
Total Disbursements	\$0.00	\$ 1,966.12
Ending Balance	\$54,253.93	\$ 54,253.93

Outstanding Grants Due to Library:

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

Other:

Book Sale Apr. 2018	\$2,223.92
Book Sale Apr. 2019	\$4,519.50
Book Sale Apr. 2021	\$500.00
Book Sale Apr. 2022	\$4,475.00
	<hr/>
	\$11,718.42

Total \$16,253.92

Stillwater Public Library 2022 Calendar

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