

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Wednesday, November 2, 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 October 11, 2022 Minutes +
 - b) Acknowledgement of Bills Paid in October +
 - c) October Budget Status Report +

Informational/Discussion (10 minutes)

5. Trustee Information Sharing I+

Decisional (25 minutes)

6. 2023 Closing Schedule A+
7. 2023 Budget A+
8. 2022 Grant Reallocation A+
9. 2023 Grant Requests A+

Reports (20 minutes)

10. Director and Other Staff Reports +
11. Board Committee Reports +
 - a. Board Governance
 - b. Executive
 - c. Facilities
 - d. Finance
12. Foundation and Friends Report +

13. Public Commentary and Communications

14. 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 31, 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
October 11, 2022
Minutes**

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

ABSENT: Simon

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

AGENDA ITEM 3: In-Person Public Commentary

None.

AGENDA ITEM 4: Consent Calendar

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

AGENDA ITEM 5: Request for Review

Bell provided background information on the request for review agenda item. Bell commented that libraries fill a central role in any functioning democracy: upholding the rights of citizens to read, to seek information, to speak freely. Librarians select materials and curate collections to fulfill this role. The Stillwater Public Library has policies that guide the selection of library materials and resources. The policies follow established library principles. The community is encouraged to participate in the collection development process through suggestions and feedback. One way to provide feedback is through the framework of the right to review policy. Through this, patrons may request a review of a library resource.

Per the policy, patrons submitted a request for review; staff reviewed the request and declined to remove the materials; and the patrons appealed the staff decision to the Library Board of Trustees. This appeal is now before the Board of Trustees.

The board packet for this agenda item includes the following documents: Request for Review – From Patrons, Request for Review – Staff Reply, Request for Review Policy, Collection Development and Management Policy, and Circulation Policy. The trustees have read these documents and related foundational documents of the ALA Freedom to Read, ALA Library Bill of Rights, and the ALA Freedom to View.

Because this is an appeal, the City Attorney has advised that only the patrons who requested the review and the trustees may speak. Others in attendance are welcome to observe but may not speak. Patrons will have 10 minutes to present their appeal. Board will consider the appeal, make and second a motion, and discuss. When Board discussion is complete, patrons will have 3 minutes for a response. After the

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 11, 2022
Minutes

response, the Board will vote on the motion. The decision of the Board is the final step in the Request for Review process.

For those who cannot speak tonight but would like to provide feedback, this can be sent to libraryboard@ci.stillwater.mn.us. Patrons can also contact the library director or board president directly.

Bell then asked if the patrons who submitted the request for review would like to address the Board. She asked the requestors to state their names for the public record.

Don Wessel thanked the board for the opportunity to present. He shared that he and his wife Deanne are long-time community members and raised their family in Stillwater. He discussed their request to remove Jacob's New Dress, which is representative of a number of similar titles in the library's collection. He reviewed the concerns expressed in the patron request for review documents, included in the board packet. Deanne Wessel also spoke and shared her concerns regarding the title and similar materials and the potential harm to children.

Following the presentation by the Wessels, Bell called for a motion. *Motion to uphold the Collection Development & Management Policy and deny appeal. Moved Lockyear. Second Hansen.*

The floor opened for trustee discussion. Trustees expressed their appreciation to the Wessels for expressing their concerns. Board members noted they had read the titles, the documents submitted by the patrons, the staff response, relevant policies, and foundational documents from the ALA. Further, board members found the materials to be developmentally appropriate, that the theme of accepting differences is foundational to a society's functioning, libraries should reflect a diversity of opinions, the materials fit the selection criteria outlined in policy, and there was agreement with the intellectual freedom principle that parents can control what their children read but not restrict what books are available to other people.

Bell asked if the trustees had anything else to discuss. She then turned the floor back to the requestors for an additional three minutes. The Wessels thanked the trustees for listening and expressed that their concern is for the children. While it is important to have a rich variety of materials in the library, not all of these items need to be found in the children's section. The library has adult, children, and teen sections. For adults and teens, this content may be appropriate. This big adult topic is not appropriate to be introduced to young children at the age of 2 or 3. There is downstream impact and health consequences.

Bell then requested Lockyear to repeat the motion and asked for a roll call vote.

Motion to uphold the Collection Development & Management Policy and deny appeal. Moved Lockyear. Second Hansen. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre, Weigman; No: None.

AGENDA ITEM 6: Trustee Information Sharing

Carlsen reported on his visits to libraries in France. He shared handouts with photos of the Carnegie Library of Reims, specialty libraries in Paris, and informal sitting areas in Paris. These photos follow the minutes. Carlsen reported that Andrew Carnegie donated money to the Reims to build a Carnegie

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 11, 2022
Minutes

library. The library has a big statue and sign indicating that it is a Carnegie library. Carlsen wondered if we should celebrate our Carnegie history more. He also reviewed the photos of the specialty libraries in Paris, noting that distinct collections were housed in these different libraries from design to genealogy. Finally, he showed ideas for informal outdoor seating areas that could perhaps serve as inspiration for the 4th Street Lawn. Carlsen also announced that his last board meeting would be in February, after many years of service on the board.

Hemer reported that she recently came back from Spain and learned that the public libraries there have limited hours. They are often open only 2-3 days per week and between the hours of 1-4 or 2-6. A local shared with her that leisure reading is not a common pastime in Spain.

Bell reminded trustees that the November board meeting was moved to Wednesday, November 2. Hansen and Hemer reported that they will be unable to attend.

AGENDA ITEM 7: Library Board Update

Bell reported that the recruitment of the Library Advocacy Task Force is nearly complete. Nine people are willing to serve as listed in the cover sheet of the board packet. The group is now near the point where an initial meeting can be scheduled to get the task force together.

The upcoming board vacancies will be posted on Friday, October 14 with an application deadline of November 14. New applicants and those applying within the past year can be considered for the openings. The interview committee is Bell, Carlsen and Hollatz.

At the January annual meeting, officers will need to be elected. The Officer Nominating Committee is Hemer, Mathre, and Weigman.

AGENDA ITEM 8: Director Evaluation Update

The director's annual performance review was conducted at the September meeting in closed session. This is a summary of this year's review which covers 9/5/21 – 9/5/22.

After discussion by the Board, the trustees unanimously agreed that the director fulfilled goals set for 2021/22 while demonstrating excellent leadership and good judgment in managing major maintenance projects (roof, masonry), budget analysis, and policy review.

Library hours, programs, and services were adjusted throughout the year as COVID restrictions changed. Each of these challenges required consistent and steady leadership which Troendle provided.

AGENDA ITEM 9: Director and Other Staff Reports

Troendle reported that the staff training day was yesterday with a total of 18 staff in attendance. All regularly scheduled staff were present. This was a unique opportunity for the staff to come together as a group at one time. The training consisted of guest speaker John Graci on leadership and communication, Jesse Pereboom on IT security and upcoming technology changes, a video training from Ryan Dowd specific to libraries on people experiencing homelessness and empathy-based compliance, an overview

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 11, 2022
Minutes**

of AV upgrades in meeting rooms from Keri, and a presentation from Sgt. Hunter Julien on safety topics and de-escalation.

The library just received 3 boxes of COVID test kits from the state for distribution. Each box has 90 kits, and each kit has 2 tests. The kits will be made available this week.

The Friends Fall Book Sale is coming up in early November, with a uses book drive on Saturday, October 29 and Saturday, November 5 in the library parking ramp.

AGENDA ITEM 10: Board Committee Reports

- a) Board Governance Committee: Did not meet.
- b) Executive Committee: Met and has a report in packet.
- c) Facilities Committee: Did not meet. They are glad to have received a masonry bid, which Troendle has been working on getting since March. Troendle indicated that Greiner was key in getting this bid.
- d) Finance Committee: Report in packet. Committee is assuming a 4.5% increase for 2023 and will present a proposed budget at the November meeting.

AGENDA ITEM 11: Foundation & Friends Report

Reports are in packet. The Foundation will hold a For the Love of the Library event on November 15 at Seven Vines.

AGENDA ITEM 12: Public Commentary and Communications

Bell noted that the purpose of this agenda item is for staff to relay comments received from public. Trustees discussed that this could be noted on the agenda for future board meetings.

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 8:19 PM.

CARNEGIE LIBRARY
REIMS, FRANCE



PARIS CASUAL SITTING AREAS





SPECIALTY LIBRARIES

...



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in October 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 October 2022 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of October:				
October 2022 (2022 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 17,655.27	\$ 3,458.33	\$ 3,933.86	\$ 25,047.46
Capital Expenditures*	\$ 8,700.00			\$ 8,700.00
Total	\$ 26,355.27	\$ 3,458.33	\$ 3,933.86	\$ 33,747.46
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: October 4, 2022 (\$19,756.57)</i></p> <ul style="list-style-type: none"> • \$7,629.34 to Brodart for adult fiction, adult nonfiction, teen, and children’s materials. • \$5,284.51 to Xcel Energy for gas and electricity. • \$2,035 for a flight lab, a new piece of learning equipment in the children’s area funded by supplemental gifts. • \$737.85 to Pro-Tech Design for fixing the card reader/strike plates on the staff break room door. <p><i>Bill Resolution: October 18, 2022 (\$13,990.89)</i></p> <ul style="list-style-type: none"> • \$8,700 to Palen Kimball LLC for to supply and replace roof drains. This is part of the capital roofing project. • \$1,000 to Graci Leadership Solutions for presenting at the staff training. • \$913 to Global Industrial for replacement column protectors for the ramp parking area. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 10/4/2022 Bill Resolution – 2022 Bills 10/18/2022 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						
3798-229691	9/21/2022	Ace Hardware	Janitorial Supplies	19.37	230-4231-2102-0000	Janitorial Supplies
1NQV-DDQQ-D466	9/17/2022	Amazon Business	Minor Equipment - Snow Blower Accessory	92.21	230-4231-2302-0000	Other Minor Equipment - Lib Plant
9282209	9/28/2022	Artistry	Programs - Adults (Friends)	202.14	229-4229-2407-0000	Friends - Programs
9282209	9/28/2022	Artistry	Programs - Adults (235)	172.86	235-4236-4099-0000	Library Donations Programs
10042022	10/4/2022	Brodart Co	Materials - Juv	2370.54	230-4230-2400-0000	Childrens Books
10042022	10/4/2022	Brodart Co	Materials - Adult Fiction	1527.22	230-4230-2401-0000	Adult Books - Fiction
10042022	10/4/2022	Brodart Co	Materials - Adult Nonfiction	1754.96	230-4230-2405-0000	Adult Books - Non Fiction
10042022	10/4/2022	Brodart Co	Materials - YA	237.78	230-4230-2406-0000	Teen Books
10042022	10/4/2022	Brodart Co	Materials - Processing	761.23	230-4230-3404-0000	Processing Fee
10042022	10/4/2022	Brodart Co	Materials - Adult Fiction (SPLF)	977.61	232-4232-2113-0000	SPLF - Materials
SI-00035835	8/31/2022	Chalk Spinner/Kodo Kids	Equipment - Flight Lab (HJA EL)	942.92	232-4232-2302-0000	SPLF - Minor Equipment
SI-00035835	8/31/2022	Chalk Spinner/Kodo Kids	Equipment - Flight Lab (Whitson)	1092.08	234-4234-2302-0000	Whitson - Other Minor Equipment
119641266	9/27/2022	Global Industrial	Toilet Seats	283.21	230-4231-2202-0000	Building Repair Supplies
09162022CK	9/16/2022	Koegel Christian M	Materials - Processing & Cataloging (Sept)	320.00	230-4230-3404-0000	Processing Fee
4150342	9/26/2022	Loffler Companies	Copier / Printer	781.80	230-4230-3707-0000	Maintenance Agreements
10042022	10/4/2022	Midwest Tape	Materials - Video (SYV)	18.73	230-4230-2408-0000	Film/Video
10042022	10/4/2022	Midwest Tape	Materials - Video (SAV)	26.24	230-4230-2408-0000	Film/Video
10042022	10/4/2022	Midwest Tape	Materials - Processing	9.12	230-4230-3404-0000	Processing Fee
W22080569	9/15/2022	Office of MN IT Services	Phone - August	148.35	230-4231-3101-0000	Telephone
09132022AP	9/13/2022	Petrie Angela	Programs - Juv SRP (HJA SPLF)	202.28	232-4232-2407-0000	SPLF - Programs
09132022AP	9/13/2022	Petrie Angela	Programs - Juv (HJA EL)	259.13	232-4232-2407-0000	SPLF - Programs
340430	9/19/2022	Pro Lighting	Lighting	286.55	230-4231-2101-0000	General Supplies
106837	9/29/2022	Pro-Tec Design	Break Room Door Repairs	736.85	230-4231-3703-0000	Building Repair Charges
09192022SR	9/19/2022	Rosten Sarah	Programs - JUV (HJA EL)	541.65	232-4232-2407-0000	SPLF - Programs
5272022	5/27/2022	Rodriquez Lolita Rose Oyamoto	Programs - JUV (HJA EL)	125.00	232-4232-2407-0000	SPLF - Programs
153697549	9/9/2022	Uline Inc	Janitorial Supplies	582.23	230-4231-2102-0000	Janitorial Supplies
		INVOICES SUBTOTAL		\$ 14,472.06		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
797663058	9/26/2022	Xcel Energy	Gas	\$ 327.11	230-4231-3601-0000	Natural Gas
797663058	9/26/2022	Xcel Energy	Electric	\$ 4,957.40	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 5,284.51		
GRAND TOTAL				\$ 19,756.57		

These bills are submitted and approved for payment.

Mark Troendle

10/04/2022

Mark Troendle, Library Director

Craig Hansen

10/04/2022

Craig Hansen, Secretary/Treasurer, Board of Trustees

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
685	9/30/2022	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
3798_230098	10/12/2022	Ace Hardware	Janitorial Supplies	63.94	230-4231-2102-0000	Janitorial Supplies
1FG9-G6YX-6FLC	10/1/2022	Amazon Business	Supplies	39.16	230-4230-2101-0000	General Supplies
1K4L-1H7X-P64J	10/4/2022	Amazon Business	Programs - Adult (Friends)	35.98	229-4229-2407-0000	Friends - Programs
14XW-HP16-3YGR	10/6/2022	Amazon Business	Programs - JUV (HJA EL/PP)	54.20	232-4232-2407-0000	SPLF - Programs
1RHR-7XP6-131Y	10/10/2022	Amazon Business	Programs - JUV (HJA EL/PP)	134.28	232-4232-2407-0000	SPLF - Programs
14532878	9/13/2022	Backgroundchecks.com	Background Check	36.15	230-4230-4099-0000	Miscellaneous Charges
10082022CB	10/8/2022	Bloomquist Catherine	Programs - Adults (Friends) Staff Reimbursement	55.80	229-4229-2407-0000	Friends - Programs
FS100722	10/7/2022	Chan Karen	Programs - Adult (Friends)	237.15	229-4229-2407-0000	Friends - Programs
FS100722	10/7/2022	Chan Karen	Programs - Adult (235)	112.85	235-4236-4099-0000	Library Donations Programs
156672773	10/1/2022	Comcast	Internet - October	188.10	230-4230-3098-0000	Technology Support
306-02444792-3	9/30/2022	Culligan of Stillwater	Water	55.00	230-4230-4099-0000	Miscellaneous Charges
10032022KF	10/3/2022	Faurot Kimberly	Programs - JUV (HJA EL / PP)	196.52	232-4232-2407-0000	SPLF - Programs
10032022KF	10/3/2022	Faurot Kimberly	Programs - JUV Puppet (SPLF 21)	24.74	232-4232-2407-0000	SPLF - Programs
119674080	10/3/2022	Global Industrial	Column Protectors	913.43	230-4231-2202-0000	Building Repair Supplies
1552	10/10/2022	Graci Leadership Solutions LLC	Staff Training	1000.00	236-4236-4099-0000	Wick - Miscellaneous Charges
20179174	10/11/2022	Huebsch Service	Towels and Rugs	223.17	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
29101	10/3/2022	Lewis Chad	Programs - Adult (235)	350.00	235-4236-4099-0000	Library Donations Programs
13096	9/28/2022	Menards	Janitorial Supplies	35.76	230-4231-2102-0000	Janitorial Supplies
13280	10/3/2022	Menards	Janitorial Supplies	32.63	230-4231-2102-0000	Janitorial Supplies
SVC1916577	10/5/2022	Palen Kimball LLC	Roof Upgrade (Capital 22-423-934)	8700.00	120-4230-5200-0000	C/O & Improvements
101322A	10/13/2022	The Works Museum	Programs - Juv (235 MELSA STEM)	350.00	235-4236-4099-0000	Library Donations Programs
05212022WBCA	5/21/2022	White Bear Center for the Arts	Programs - Adult (235)	325.00	235-4236-4099-0000	Library Donations Programs
		INVOICES SUBTOTAL		\$ 13,543.86		
LIBRARY CREDIT CARD						
2080386	8/12/2022	Dream Host	Website Hosting	21.45	230-4230-3098-0000	Technology Support
1847163061	8/25/2022	Stillwater Post Office	Stamps	122.10	230-4230-3102-0000	Postage
8312022	8/31/2022	Slack	Ref Team Technology	303.48	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 447.03		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 13,990.89		

These bills are submitted and approved for payment.

Mark Troendle 10/14/2022

Mark Troendle, Library Director

Craig Hansen 10/14/2022

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: October 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 – October 26, 2022.</p> <p><u>120 Funds – Capital Projects:</u> Expenditures to date total \$25,134. \$8,700 was for the first vendor payment for the roofing project to be funded by city capital. \$16,434 was for the purchase of two network switches, budgeted initially at \$22,000 and to be covered by fund balance. By year-end, we anticipate expenditures for the roof project at \$400,000. We also anticipate receiving invoices totaling \$40,200 for the masonry work this fall. This 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. \$6,178 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 \$813,090 through October. With the post-budget adjustments to the library’s 2022 wage scale, library personnel costs are running higher than the budgeted pace. However, due to the open positions, costs are exceeding budget at a slower rate.</p> <p>Materials: The city budget is \$95,711. Through October, expenditures are \$69,655 with a total of \$86,362 in city-funded materials ordered to date.</p> <p>Services and Charges: Expenditures total \$41,806 through October, 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 \$94,513 through October. This is slightly under the budgeted pace.</p> <p>Plant – Services and Charges: The 2022 budget for plant services and charges is \$113,441. \$74,049 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 October, we spent \$15,733 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 \$13,485 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 October Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoetl
 Printed: 10/26/2022 - 2:18 PM
 Period: 1 to 10, 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	8,700.00	8,700.00	548,300.00	0.00	548,300.00	98.44
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	25,134.52	25,134.52	553,865.48	0.00	553,865.48	95.66
	Expense Sub Totals:	579,000.00	25,134.52	25,134.52	553,865.48	0.00	553,865.48	95.66
	Dept 4230 Sub Totals:	579,000.00	25,134.52	25,134.52	553,865.48	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: 10/26/2022 - 9:56 AM
 Period: 1 to 10, 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	1,322.50	1,322.50	-122.50	0.00	-122.50	0.00
230-0000-3520-0100	Copier/Printer Sales	4,000.00	2,821.72	2,821.72	1,178.28	0.00	1,178.28	29.46
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	25.00	25.00	175.00	0.00	175.00	87.50
	R25 Sub Totals:	5,900.00	4,401.82	4,401.82	1,498.18	0.00	1,498.18	25.39
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	583.00	583.00	917.00	0.00	917.00	61.13
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	300.00	300.00	120.00	0.00	120.00	28.57
230-0000-3880-0030	Lost Materials	3,000.00	1,001.93	1,001.93	1,998.07	0.00	1,998.07	66.60
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	1,776.73	1,776.73	21,810.27	0.00	21,810.27	92.47
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	1,082,886.08	1,082,886.08	382,210.92	0.00	382,210.92	26.09
	Dept 0000 Sub Totals:	-1,465,097.00	-1,082,886.08	-1,082,886.08	-382,210.92	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	211,408.56	147,120.94	147,120.94	64,287.62	0.00	64,287.62	30.41
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	14,430.71	14,430.71	-14,430.71	0.00	-14,430.71	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
230-4230-1113-0000	Vacation Pay	0.00	46,155.05	46,155.05	-46,155.05	0.00	-46,155.05	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	441,163.19	441,163.19	167,080.19	0.00	167,080.19	27.47
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	45,392.32	45,392.32	16,081.57	0.00	16,081.57	26.16
230-4230-1420-0000	FICA/Medicare	62,703.36	48,882.01	48,882.01	13,821.35	0.00	13,821.35	22.04
230-4230-1500-0000	Hospital / Medical	86,155.44	66,434.63	66,434.63	19,720.81	0.00	19,720.81	22.89
230-4230-1520-0000	Dental Insurance	4,193.64	3,045.66	3,045.66	1,147.98	0.00	1,147.98	27.37
230-4230-1540-0000	Life Insurance	771.39	466.29	466.29	305.10	0.00	305.10	39.55
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	813,090.80	813,090.80	239,025.86	0.00	239,025.86	22.72
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	3,374.68	3,374.68	125.32	0.00	125.32	3.58
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	18,146.56	18,146.56	2,504.78	0.00	2,504.78	12.13
230-4230-2401-0000	Adult Books - Fiction	22,382.00	19,228.07	19,228.07	3,153.93	0.00	3,153.93	14.09
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	12,005.45	12,005.45	5,587.55	0.00	5,587.55	31.76
230-4230-2406-0000	Teen Books - Materials	5,146.38	3,384.87	3,384.87	1,761.51	0.00	1,761.51	34.23
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	5,468.68	5,468.68	79.06	0.00	79.06	1.43
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	1,715.00	1,715.00	-215.00	0.00	-215.00	0.00
	E10 Sub Totals:	102,982.08	75,019.64	75,019.64	27,962.44	0.00	27,962.44	27.15
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	7,795.77	7,795.77	-2,795.77	0.00	-2,795.77	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	Milage	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	9,824.39	9,824.39	4,175.61	0.00	4,175.61	29.83
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	2,091.38	2,091.38	-2,091.38	0.00	-2,091.38	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	175.45	175.45	224.55	0.00	224.55	56.14
	E15 Sub Totals:	59,547.12	41,806.56	41,806.56	17,740.56	0.00	17,740.56	29.79
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	420.00	420.00	174.01	0.00	174.01	29.29

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	1,008.50	1,008.50	1,991.50	0.00	1,991.50	66.38
	E20 Sub Totals:	4,219.01	2,758.68	2,758.68	1,460.33	0.00	1,460.33	34.61
E25	CAPITAL OUTLAY							
230-4230-5200-0000	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
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	932,675.68	932,675.68	286,189.19	0.00	286,189.19	23.48
	Dept 4230 Sub Totals:	1,218,864.87	932,675.68	932,675.68	286,189.19	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	44,742.67	44,742.67	21,751.85	0.00	21,751.85	32.71
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	3,304.17	3,304.17	-3,304.17	0.00	-3,304.17	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	17,920.73	17,920.73	8,980.16	0.00	8,980.16	33.38
230-4231-1410-0000	PERA	6,951.37	5,074.59	5,074.59	1,876.78	0.00	1,876.78	27.00
230-4231-1420-0000	FICA/Medicare	7,144.75	5,277.34	5,277.34	1,867.41	0.00	1,867.41	26.14
230-4231-1500-0000	Hospital / Medical	16,825.68	13,165.51	13,165.51	3,660.17	0.00	3,660.17	21.75
230-4231-1520-0000	Dental Insurance	757.92	589.46	589.46	168.46	0.00	168.46	22.23
230-4231-1540-0000	Life Insurance	116.00	68.40	68.40	47.60	0.00	47.60	41.03
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	94,513.92	94,513.92	30,677.21	0.00	30,677.21	24.50
E10	SUPPLIES							
230-4231-2101-0000	General Supplies	200.00	556.31	556.31	-356.31	0.00	-356.31	0.00
230-4231-2102-0000	Janitorial Supplies	4,000.00	4,600.95	4,600.95	-600.95	0.00	-600.95	0.00
230-4231-2202-0000	Building Repair Supplies	1,500.00	1,231.59	1,231.59	268.41	0.00	268.41	17.89
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	2,196.45	2,196.45	-1,396.45	0.00	-1,396.45	0.00
	E10 Sub Totals:	6,500.00	8,585.30	8,585.30	-2,085.30	0.00	-2,085.30	0.00
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	1,186.80	1,186.80	513.20	0.00	513.20	30.19
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	34,709.77	34,709.77	9,290.23	0.00	9,290.23	21.11
230-4231-3601-0000	Natural Gas	16,000.00	15,733.49	15,733.49	266.51	0.00	266.51	1.67
230-4231-3703-0000	Building Repair Charges	12,000.00	13,485.72	13,485.72	-1,485.72	0.00	-1,485.72	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	74,049.99	74,049.99	39,391.01	0.00	39,391.01	34.72

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E20 230-4231-4099-0000	MISCELLANEOUS Miscellaneous Charges	1,100.00	2,493.57	2,493.57	-1,393.57	0.00	-1,393.57	0.00
	E20 Sub Totals:	1,100.00	2,493.57	2,493.57	-1,393.57	0.00	-1,393.57	0.00
E40 230-4231-9490-0000	OTHER FINANCING USES 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	179,642.78	179,642.78	230,589.35	0.00	230,589.35	56.21
	Dept 4231 Sub Totals:	410,232.13	179,642.78	179,642.78	230,589.35	0.00		
Dept 230-4900 E15 230-4900-3099-0000	IMPROVEMENT PROJECTS SERVICES AND CHARGES 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 230-4900-5200-0000	CAPITAL OUTLAY 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	1,082,886.08	1,082,886.08	382,210.92	0.00	382,210.92	26.09
	Fund Expense Sub Totals:	1,629,097.00	1,112,318.46	1,112,318.46	516,778.54	0.00	516,778.54	31.72
	Fund 230 Sub Totals:	164,000.00	29,432.38	29,432.38	134,567.62	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>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: 2023 Closing Schedule																									
OWNER: Troendle, Director	PRESENTER: Troendle, Director																								
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:																								
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of recommended holiday and staff training closing schedule for 2023																									
BACKGROUND/CONTEXT: The director recommends the 2023 closing schedule below for Stillwater Public Library, which aligns with the approved holiday closures in the library’s current labor agreement. The schedule also includes a partial-day closure for staff training.																									
<table> <tr> <td>New Year’s Day</td> <td>Sunday, January 1, 2023</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>Monday, January 16, 2023</td> </tr> <tr> <td>President’s Day</td> <td>Monday, February 20, 2023</td> </tr> <tr> <td>Easter</td> <td>Sunday, April 9, 2023</td> </tr> <tr> <td>Memorial Day</td> <td>Monday, May 29, 2023</td> </tr> <tr> <td>Independence Day</td> <td>Tuesday, July 4, 2023</td> </tr> <tr> <td>Labor Day</td> <td>Monday, September 4, 2023</td> </tr> <tr> <td>Staff Training</td> <td>Monday, October 9, 2023 (closed until 2pm; open from 2-8pm)</td> </tr> <tr> <td>Thanksgiving Day</td> <td>Thursday, November 23, 2023</td> </tr> <tr> <td>Christmas Eve</td> <td>Sunday, December 24, 2023</td> </tr> <tr> <td>Christmas Day</td> <td>Monday, December 25, 2023</td> </tr> <tr> <td>New Year’s Eve Day</td> <td>Sunday, December 31, 2023</td> </tr> </table>		New Year’s Day	Sunday, January 1, 2023	Martin Luther King Jr. Day	Monday, January 16, 2023	President’s Day	Monday, February 20, 2023	Easter	Sunday, April 9, 2023	Memorial Day	Monday, May 29, 2023	Independence Day	Tuesday, July 4, 2023	Labor Day	Monday, September 4, 2023	Staff Training	Monday, October 9, 2023 (closed until 2pm; open from 2-8pm)	Thanksgiving Day	Thursday, November 23, 2023	Christmas Eve	Sunday, December 24, 2023	Christmas Day	Monday, December 25, 2023	New Year’s Eve Day	Sunday, December 31, 2023
New Year’s Day	Sunday, January 1, 2023																								
Martin Luther King Jr. Day	Monday, January 16, 2023																								
President’s Day	Monday, February 20, 2023																								
Easter	Sunday, April 9, 2023																								
Memorial Day	Monday, May 29, 2023																								
Independence Day	Tuesday, July 4, 2023																								
Labor Day	Monday, September 4, 2023																								
Staff Training	Monday, October 9, 2023 (closed until 2pm; open from 2-8pm)																								
Thanksgiving Day	Thursday, November 23, 2023																								
Christmas Eve	Sunday, December 24, 2023																								
Christmas Day	Monday, December 25, 2023																								
New Year’s Eve Day	Sunday, December 31, 2023																								
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:																									
PREVIOUS ACTION ON ITEM:																									
REVIEWED BY COMMITTEE?:																									

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2023 Budget	
OWNER: Finance Committee Mark Troendle, Director Keri Goeltl, Business & Communications Manager	PRESENTER: Finance Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the revised 2023 operating and capital budget requests with authority granted to the Finance Committee to make modifications to the budgets prior to being adopted in December by City Council.	
BACKGROUND/CONTEXT: Operating Budget: In September, the City Council approved a 2023 transfer in from the general fund for the library of \$1,500,177. This is a 4.5% or \$64,567 increase in city support from 2022. The Finance Committee and library staff met to develop a revised 2023 operating budget based on funding approved by the City Council. The revised line-item budget follows the cover sheet. The recommended revised budget includes: <ul style="list-style-type: none"> • Class comp grid changes, 2.0% wage adjustment, and step increases for projected 2023 staff • Staff budgeted at 2023 health insurance rates • Mon-Sat hours of operation (request Sunday hours to be fully funded by Foundation) • Computer equipment purchases moved from capital budget to operating budget • Materials budget decrease of \$33,499 or 35% from 2022 (use supplemental funds to offset reduction) • Staff training budget at \$0 • City-funded programming budget at \$0 Supplemental Funding: In assessing the 2023 budget, library staff and the Finance Committee identified \$382,000 in needs that would require funding beyond the approved city budget. See supplemental budget and grant requests under Agenda Item 9. 2023 Capital Request: Based on the library’s July capital request, the City Council approved \$20,000 in city capital funding in 2023 for building and grounds improvements. The capital budget also included the projected use of \$30,000 in supplemental gifts and \$77,000 in fund balance for terrace and masonry projects. Since July, the library has received updated information regarding these projects: <ul style="list-style-type: none"> • The masonry work was initially projected at \$77,000 for 2023. With the work completed this fall, the 2023 masonry work is now estimated at \$60,000. • The cost and timing of the paver replacement project is TBD. Ballpark estimates are now at \$750,000 with work not expected to occur before 2024. Per the direction of City Finance, the project is not to be included in the library’s CIP at this time and is under review as part of an overall city facilities plan. Terrace enhancements are also on hold until the timing of the replacement of the pavers is determined. • With the hold on the pavers, Facilities recommends moving all or a portion of the 2024 library signage project forward to 2023. This would be contingent on the Board’s approval of both a reallocation request and a possible new grant request to Huelsmann. 	

With these updates, the revised 2023 capital budget is \$100,000 for Library Building & Grounds in the areas of masonry and signage (CIP #23-4231-962). Funding is \$20,000 from city capital, \$40,000 from fund balance, and up to \$40,000 from the Huelsmann Foundation through a 2022 grant reallocation and 2023 new grant request.

Fund Balance Update:

The library's fund balance at the end of 2021 was \$281,285. The library is projecting to spend \$90,000 from this balance in 2022. The library is budgeting to spend an additional \$40,000 from fund balance in 2023 to complete the masonry project.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2023 Revised Operating Budget

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

2023 Budget Scenarios

Revised 10/26/2022



2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 YTD 10/26	Account	Description	FTE	2023 Budget (4.5%)	Change from 2022
						230	LIBRARY FUND			
						R25	CHARGES FOR SERVICES			
86,761.85	54,420.15	12,497.67	6,539.05	1,200.00	1,322.50	3500-0100	Meeting Room Rental Fees	0.00	1,200.00	
5,839.18	5,697.09	1,536.24	811.61	4,000.00	2,821.72	3520-0100	Copier/Printer Sales	0.00	3,000.00	(1,000.00)
643.60	0.00	250.00	400.00	500.00	232.60	3880-0200	Gallery Fees	0.00	500.00	
112.00	131.70	61.00	1.00	200.00	25.00	3880-0500	Book & Other Enterprise Sales	0.00	200.00	
93,356.63	60,248.94	14,344.91	7,751.66	5,900.00	4,401.82		CHARGES FOR SERVICES Totals:	0.00	4,900.00	(1,000.00)
						R40	MISCELLANEOUS			
2,784.37	5,898.34	7,070.03	(645.67)	1,000.00	(48.45)	3810-0200	Interest Earnings-Investments	0.00	1,000.00	
47,109.55	32,843.01	19,361.84	996.00	1,500.00	583.00	3820-0100	Gifts	0.00	1,500.00	
		0.00	16,667.00	17,167.00	0.00	3820-0110	In Kind Gifts	0.00	17,167.00	
107.36	0.00	242.00	64.29	0.00	0.00	3830-0100	Sale of Property	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3860-0100	Lease/Rentals	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3860-0200	Parking Rental	0.00	0.00	
963.00	215.98	0.00	200.00	500.00	(60.00)	3870-0100	Refunds and Reimbursements	0.00	500.00	
930.72	1,030.93	463.29	480.00	420.00	300.00	3880-0020	Library Card Fees	0.00	420.00	
3,633.41	3,346.78	1,221.90	2,444.05	3,000.00	1,001.93	3880-0030	Lost Materials	0.00	2,000.00	(1,000.00)
7,565.88	4,661.14	1,636.26	1,642.81	0.00	0.00	3880-0040	Processing Fees	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3880-0050	Registration	0.00	0.00	
(0.90)	(8.57)	161.59	0.00	0.00	0.00	3880-0100	Miscellaneous Income	0.00	0.00	
		(11.26)	0.00	0.00	0.00	3880-0300	Cash Short/Over	0.00	0.00	
63,093.39	47,987.61	30,145.65	21,848.48	23,587.00	1,776.48		MISCELLANEOUS Totals:	0.00	22,587.00	(1,000.00)
						R45	OTHER FINANCING SOURCES			
1,222,353.31	1,310,539.56	1,353,200.00	1,412,556.86	1,435,610.00	1,076,707.53	3910-0100	Transfer In-General Fund	0.00	1,500,177.00	64,567.00
0.00	0.00	0.00	0.00	0.00	0.00	3910-0232	Transfer In-Library Fundraiser	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3910-0404	Transfer In-Co Bonds 2004	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3910-0405	Transfer In-GO CO Bonds 2005	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3910-0412	Transfer In-GO CO Bonds 2012	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3910-0414	Transfer In-GO CO Bonds 2014	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3910-0415	Transfer In-2015 GO CO Bonds	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3910-0416	Transfer In-CO Bonds 2006	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3910-0420	Transfer In-Co Bonds	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3910-0423	Transfer In-2001 C/O Bonds	0.00	0.00	

2018	2019	2020	2021	2022	2022						2023	Change from
Actual	Actual	Actual	Actual	Budget	YTD 10/26	Account	Description		FTE	Budget (4.5%)	2022	
0.00	0.00	0.00	0.00	0.00	0.00	3910-0424	Transfer In-Co Bonds 2000		0.00	0.00		
0.00	0.00	0.00	0.00	0.00	0.00	3910-0426	Transfer In - CO Bonds 2016		0.00	0.00		
9,411.27	0.00	0.00	0.00	0.00	0.00	3910-0427	Transfer In - CO Bonds 2017		0.00	0.00		
0.00	9,952.24	0.00	0.00	0.00	0.00	3910-0490	Transfer In-Capital Projects		0.00	0.00		
				179,000.00	0.00		USE OF FUND BALANCE			40,000.00	(139,000.00)	
1,231,764.58	1,320,491.80	1,353,200.00	1,412,556.86	1,614,610.00	1,076,707.53		OTHER FINANCING SOURCES Totals:		0.00	1,540,177.00	(74,433.00)	
						4230	LIBRARY OPERATIONS					
						E05	PERSONNEL SERVICES					
150,883.83	182,655.19	171,979.14	182,960.38	211,408.44	147,120.94	1000-0000	Full Time Salaries		2.30	224,199.50	12,791.06	
0.00	145.89	265.65	294.10	0.00	0.00	1100-0000	Overtime - Full Time		0.00	0.00		
			18,760.82	0.00	0.00	1111-0000	Severance Pay			0.00		
		15,578.73	20,825.35	0.00	14,430.71	1112-0000	Sick Pay			0.00		
		40,011.67	49,029.89	0.00	46,155.05	1113-0000	Vacation Pay			0.00		
502,789.49	519,788.11	499,415.97	531,331.76	608,243.38	441,163.19	1200-0000	Part Time Salaries		10.83	654,660.81	46,417.43	
			16,667.00	17,167.00	0.00	1210-0000	Part Time In Kind		0.38	17,167.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	1300-0000	Overtime - Part Time		0.00	0.00		
46,217.27	50,226.29	50,752.94	53,098.13	61,473.89	45,392.32	1410-0000	PERA		0.00	65,914.87	4,440.98	
49,251.54	55,057.38	54,319.25	60,297.11	62,703.36	48,882.01	1420-0000	FICA/Medicare		0.00	67,233.49	4,530.13	
79,288.89	47,177.91	61,664.02	57,820.94	86,155.44	66,434.63	1500-0000	Hospital / Medical		0.00	84,105.84	(2,049.60)	
3,066.27	3,699.17	3,318.78	3,283.92	4,193.64	3,045.66	1520-0000	Dental Insurance		0.00	4,042.08	(151.56)	
529.46	446.02	442.14	433.65	771.39	466.29	1540-0000	Life Insurance		0.00	769.00	(2.39)	
		(500.00)	(500.00)	0.00	0.00	1990-0000	Grant Pass Thru			0.00		
832,026.75	859,195.96	897,248.29	994,303.05	1,052,116.54	813,090.80		PERSONNEL SERVICES Totals:		13.51	1,118,092.59	65,976.05	
						E10	SUPPLIES					
293.03	0.00	0.00	0.00	0.00	0.00	2000-0000	Office Supplies		0.00	0.00		
8,942.95	5,637.68	5,729.05	3,649.52	3,500.00	3,374.68	2101-0000	General Supplies		0.00	3,500.00		
3,241.05	2,530.00	3,539.68	1,185.00	1,271.00	600.00	2113-0000	Reference		0.00	826.15	(444.85)	
1,752.07	1,811.69	1,287.65	881.00	1,700.00	0.00	2114-0000	Data Base Searching		0.00	1,105.00	(595.00)	
2,998.74	11,014.58	4,079.10	7,953.96	2,270.62	274.00	2302-0000	Other Minor Equipment		0.00	2,263.11	(7.51)	
				15,000.00	0.00	2303-0000	Minor Computer Equipment		0.00	23,100.00	8,100.00	
16,194.20	19,099.30	23,400.69	23,787.31	20,651.34	18,146.56	2400-0000	Childrens Books		0.00	13,423.37	(7,227.97)	
21,279.34	21,275.70	20,964.82	19,862.03	22,382.00	19,228.07	2401-0000	Adult Books - Fiction		0.00	14,548.30	(7,833.70)	
14,266.47	7,317.38	9,631.97	7,243.78	8,566.90	2,094.59	2402-0000	Audio		0.00	5,568.49	(2,998.42)	
3,975.48	4,057.57	4,141.68	4,226.08	4,165.00	4,206.13	2403-0000	Periodicals		0.00	2,707.25	(1,457.75)	
19,334.58	21,161.40	19,633.12	19,123.50	17,593.00	12,005.45	2405-0000	Adult Books - Non Fiction		0.00	11,435.45	(6,157.55)	
4,745.72	4,876.07	5,528.36	5,556.08	5,146.38	3,384.87	2406-0000	Teen Books - Materials		0.00	3,345.15	(1,801.23)	
0.00	2,214.00	2,084.00	1,703.35	0.00	0.00	2407-0000	Programs		0.00	0.00		
9,460.78	7,764.34	7,709.80	4,967.52	5,547.74	5,468.68	2408-0000	Film/Video		0.00	3,606.03	(1,941.71)	
4,500.00	4,504.89	4,500.00	3,825.00	8,348.10	4,521.61	2409-0000	Electronic Materials		0.00	5,426.27	(2,921.84)	
383.50	91.06	75.00	0.00	340.00	0.00	2499-0000	Collection Development		0.00	221.00	(119.00)	
111,367.91	113,355.66	112,304.92	103,964.13	116,482.08	73,304.64		SUPPLIES Totals:		0.00	91,075.56	(25,406.52)	

2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 YTD 10/26	Account	Description	FTE	2023 Budget (4.5%)	Change from 2022
						E15	SERVICES AND CHARGES			
5,786.36	11,133.19	13,640.58	30,584.02	5,000.00	7,795.77	3098-0000	Technology Support	0.00	9,600.00	4,600.00
10,945.75	7,923.18	14,261.50	9,210.05	5,000.00	108.00	3099-0000	Other Professional Services	0.00	5,000.00	
0.00	0.00	6,514.40	6,452.22	6,129.12	0.00	3100-0000	Circulation System	0.00	6,129.12	
0.00	0.00	0.00	0.00	0.00	0.00	3101-0000	Telecommunications	0.00	0.00	
1,414.01	2,221.20	1,308.89	1,177.60	1,500.00	1,715.00	3102-0000	Postage	0.00	1,500.00	
28.34	293.48	0.00	0.00	0.00	0.00	3200-0000	Mileage	0.00	0.00	
1,695.56	1,597.77	1,403.72	0.00	0.00	0.00	3201-0000	Seminar/Conference Fees	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3202-0000	Meals	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3203-0000	Housing	0.00	0.00	
1,543.33	2,577.25	1,303.70	1,997.69	2,500.00	1,643.33	3400-0000	Printing and Publishing	0.00	2,500.00	
0.00	0.00	0.00	0.00	0.00	0.00	3401-0000	Binding	0.00	0.00	
12,087.02	13,948.14	13,469.99	12,214.83	14,000.00	9,824.39	3404-0000	Processing Fee	0.00	14,000.00	
1,646.00	1,172.00	1,193.00	3,575.00	1,518.00	12.62	3500-0000	General Insurance	0.00	1,595.00	77.00
2,641.23	23,694.23	2,372.25	3,044.07	0.00	2,091.38	3707-0000	Maintenance Agreements	0.00	5,000.00	
0.00	0.00	20,300.95	9,314.10	25,000.00	20,155.62	3713-0000	Computer Maint Agreements	0.00	20,000.00	
0.00	0.00	0.00	0.00	0.00	0.00	3803-0000	Data Base Maintenance	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	0.00	3804-0000	Equipment Rental	0.00	0.00	
368.73	434.32	73.48	77.64	400.00	175.45	3900-0000	Sales Tax	0.00	400.00	
38,156.33	64,994.76	75,842.46	77,647.22	61,047.12	43,521.56		SERVICES AND CHARGES Totals:	0.00	65,724.12	4,677.00
						E20	MISCELLANEOUS			
400.00	895.00	928.00	825.00	594.01	420.00	4000-0000	Memberships and Dues	0.00	594.01	
655.23	497.54	618.48	625.00	625.00	1,081.72	4001-0000	Subscriptions	0.00	625.00	
0.00	0.00	330.00	953.63	0.00	248.46	4093-0000	COVID-19	0.00	0.00	
3,296.35	2,386.70	506.69	1,604.22	3,000.00	1,008.50	4099-0000	Miscellaneous Charges	0.00	3,000.00	
4,351.58	3,779.24	2,383.17	4,007.85	4,219.01	2,758.68		MISCELLANEOUS Totals:	0.00	4,219.01	0.00
						4231	LIBRARY PLANT			
						E05	PERSONNEL SERVICES			
56,859.02	34,918.35	15,523.55	53,138.44	66,494.52	44,742.67	1000-0000	Full Time Salaries	1.00	69,836.50	3,341.98
85.86	81.23	0.00	0.00	0.00	0.00	1100-0000	Overtime - Full Time	0.00	0.00	
		3,849.10	3,944.20	0.00	3,304.17	1112-0000	Sick Pay		0.00	
		5,754.04	3,755.88	0.00	4,371.05	1113-0000	Vacation Pay		0.00	
24,083.34	38,875.03	58,101.82	27,210.45	26,900.89	17,920.73	1200-0000	Part Time Salaries	0.62	27,388.45	487.56
5,803.12	5,569.66	5,992.80	6,334.51	6,951.37	5,074.59	1410-0000	PERA	0.00	7,234.50	283.13
6,287.19	5,720.49	6,207.57	6,401.35	7,144.75	5,277.34	1420-0000	FICA/Medicare	0.00	7,437.71	292.96
16,589.77	20,571.00	16,126.91	17,558.68	16,825.68	13,165.51	1500-0000	Hospital / Medical	0.00	10,779.36	(6,046.32)
631.50	711.69	878.38	757.80	757.92	589.46	1520-0000	Dental Insurance	0.00	505.20	(252.72)
92.98	85.73	87.89	86.40	116.00	68.40	1540-0000	Life Insurance	0.00	116.00	
			(500.00)		0.00	1990-0000	Grant Pass Thru			
110,432.78	106,533.18	112,522.06	118,687.71	125,191.13	94,513.92		PERSONNEL SERVICES Totals:	1.62	123,297.72	(1,893.41)
						E10	SUPPLIES			

2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 YTD 10/26	Account	Description	FTE	2023 Budget (4.5%)	Change from 2022
488.13	129.13	0.00	0.00	200.00	556.31	2101-0000	General Supplies	0.00	200.00	
4,309.68	5,641.51	3,591.27	3,631.10	4,000.00	4,600.95	2102-0000	Janitorial Supplies	0.00	4,000.00	
5,865.61	2,831.05	2,423.16	235.87	1,500.00	1,231.59	2202-0000	Building Repair Supplies	0.00	1,500.00	
0.00	0.00	0.00	0.00	0.00	0.00	2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	
3,784.90	1,156.28	1,017.45	292.63	800.00	2,196.45	2302-0000	Other Minor Equipment	0.00	800.00	
14,448.32	9,757.97	7,031.88	4,159.60	6,500.00	8,585.30		SUPPLIES Totals:	0.00	6,500.00	0.00
							E15			
							SERVICES AND CHARGES			
0.00	0.00	0.00	0.00	0.00	0.00	3002-0000	Contractual	0.00	0.00	
21,029.46	2,155.80	101.00	134.50	4,000.00	734.45	3099-0000	Other Professional Services	0.00	4,000.00	
1,662.00	1,836.90	1,580.70	1,752.30	1,700.00	1,186.80	3101-0000	Telephone	0.00	1,700.00	
30,610.00	31,585.00	24,037.00	33,935.00	26,241.00	13.51	3500-0000	General Insurance	0.00	34,955.00	8,714.00
40,292.01	38,555.11	33,613.81	40,056.44	44,000.00	34,709.77	3600-0000	Electricity	0.00	42,000.00	(2,000.00)
11,964.84	13,649.67	11,054.52	15,241.33	16,000.00	15,733.49	3601-0000	Natural Gas	0.00	16,000.00	
20,598.24	37,737.78	39,666.29	20,074.39	12,000.00	13,485.72	3703-0000	Building Repair Charges	0.00	9,000.00	(3,000.00)
10,378.79	8,657.83	9,773.80	11,059.71	9,500.00	8,186.25	3707-0000	Maintenance Agreements	0.00	10,000.00	500.00
0.00	0.00	0.00	0.00	0.00	0.00	3713-0000	Computer Maint Agreements	0.00	0.00	
136,535.34	134,178.09	119,827.12	122,253.67	113,441.00	74,049.99		SERVICES AND CHARGES Totals:	0.00	117,655.00	4,214.00
							E20			
							MISCELLANEOUS			
1,002.12	955.52	1,292.50	1,626.16	1,100.00	2,493.57	4099-0000	Miscellaneous Charges	0.00	1,100.00	
1,002.12	955.52	1,292.50	1,626.16	1,100.00	2,493.57		MISCELLANEOUS Totals:	0.00	1,100.00	0.00
							OTHER FINANCING USES			
0.00	0.00	0.00	0.00	164,000.00	0.00		Capital Projects (Thru FB)	0.00	40,000.00	(124,000.00)
0.00	0.00	0.00	0.00	164,000.00	0.00		OTHER FINANCING Totals:	0.00	40,000.00	(248,000.00)
		1,397,690.56	1,442,157.00	1,644,097.00	1,082,885.83		Fund Revenue Sub Totals:		1,567,664.00	(76,433.00)
		1,328,452.40	1,426,649.39	1,644,096.88	1,112,318.46		Fund Expense Sub Totals:	15.13	1,567,664.00	(200,432.88)
		69,238.16	15,507.61	0.12	(29,432.63)		Fund 230 Sub Totals:		0.00	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2022 Grant Reallocation	
OWNER: Facilities Committee Mark Troendle, Director	PRESENTER: Mark Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? IF YES, NOTE STATUS – 1 st READ, 2 nd READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval to approach the Huelsmann Foundation with a request to reallocate the 2022 grant of \$20,000 for the paver project to the library signage project for expenditure in 2023.	
BACKGROUND/CONTEXT: Earlier this year, the Huelsmann Foundation awarded a \$20,000 grant for the library to improve the terrace. As part of this plan, the first step was to examine why pavers have shifted and to develop options for remedying the underlying cause. After that was solved, we then planned to enhance the space with additional seating and features of interest. In August, we learned that the inverted roof below the pavers had already reached its life cycle and would need to be replaced. This added to the complexity and cost. Until those basic issues are resolved, a decision was made to pause any enhancements. As none of the \$20,000 grant has been spent, there are options available, including: <ol style="list-style-type: none"> 1. Ask the grantor for permission to hold the grant in abeyance until the terrace project begins and apply the grant to the project at that time. Unfortunately, we don't know when the project will occur. 2. Ask the grantor for permission to reallocate the funding for another needed purpose that can be accomplished by the end of 2023. The Facilities Committee recommends the second option. Specifically, the recommendation is to request the 2022 grant be reallocated for a signage project, part of which can be accomplished within the next calendar year. As noted in the Facilities Committee report elsewhere in this packet, the highest priority needs relate to broken signage, updated and better wayfinding signage, and digital signage. Another phase would involve creating a more welcoming environment for patrons entering via the parking ramp or Third Street entrances, though this will likely take more planning time and money than we have the capacity for in 2023. As always, we want to be thoughtful about what we do and will need to work with a consultant to ensure we're thinking about signage holistically; solving problems and not creating new issues. Business & Communications Manager Keri Goetl has also raised the question of how will the advocacy work potentially impact what we do in terms of branding and signage, which is a good point. While we can't finish the signage project in 2023, after meeting with a consultant who has significant experience designing signage for libraries, it seems realistic that we can accomplish at least \$20,000 worth of work next year. By the December board meeting, we'll have a better sense of how much more might be accomplished with additional funds.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Grant Requests				
OWNER: Troendle, Director		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Motion to approve supplemental funding allocations and grant requests.				
BACKGROUND/CONTEXT: In assessing the 2023 budget, \$382,632 in needs were identified that require funding beyond the approved city budget. Following is the recommended supplemental funding plan:				
2023 Supplemental Funding Need	2023 Budget 4.5%	2023 Supplemental Funding Plan		
Area	Amount	Spend Existing Designated Funds	Allocate Existing Undesignated Funds	Request New Grant
Volunteer Coordinator (In Kind)	\$17,167			SPLF: \$17,167
Sunday Hours (All)	\$21,582	SPLF: Roll \$5,000		SPLF: \$16,582
Youth Services Support Hours (1,144 Hrs/Yr - Split between 2+ staff)	\$36,095	SPLF: Roll \$8,000		SPLF: \$28,095
Youth Services Programming	\$30,000	Legacy Funds: \$2,000		SPLF/HJA: \$23,700* Friends: \$3,300 MELSA: \$1,000
Adult Programming	\$26,500	SPLF: Roll \$4,000 Legacy Funds: \$2,000	Township: \$5,000 Wick: \$6,500	SPLF/HJA: \$6,000* Friends: \$3,000
Materials <i>Goal funding is \$130,000 to maintain current spending levels. \$62,212 is from city. Remaining \$67,788 from supplemental.</i>	\$67,788	City-Held Materials Endowment: \$2,493 Athena: \$3,595	Lawson: \$28,000 Township: \$3,000	SPLF: \$20,000 Friends: \$10,700
Other Projects				
Stillwater Area Historic Newspaper Digitization Initiative (Phase 1)	\$95,000	SPLF: \$95,000 <i>Funding from HJA and FKA already secured through SPLF for this collaborative project between SPL, WCHS, and SHPC.</i>		
Hybrid Programs Tech	\$1,200		Township \$1,200 or	SPLF/HJA: \$1,200*
SCC Scanner	\$1,300		Township: \$1,300	

Staff Training	\$3,000		Wick: \$3,000	
Building Repairs	\$3,000		Kilty: \$3,000	
Capital/Building Projects				
Masonry	\$40,000		Fund Balance: \$40,000 (2023 est = \$60K. \$20K city capital + \$40K FB)	
Signage	\$40,000	SPLF Huelsmann: \$20,000 from 2022 (Ask to reallocate 2022 pavers grant to signage)		SPLF Huelsmann: Up to \$20,000 (pending cost estimate)
TOTAL	\$382,632			

The library requests board action on allocating existing unrestricted donations and requesting new grants of the Stillwater Public Library Foundation.

Unrestricted Fund Allocation Requests:

For 2023, the library requests that:

- Up to \$28,000 from the Lawson funds be allocated to materials
- Up to \$10,500 from the Township be allocated to programming, materials, and equipment
- Up to \$9,500 from Wick be allocated to programming and training
- Up to \$3,000 from Kilty be allocated to building repairs.

Stillwater Public Library Foundation (SPLF) Grant Requests:

The library recommends the following requests for 2023:

- Up to \$17,167 for a Volunteer Coordinator (in-kind).
- Up to \$21,582 for Sunday Hours. About \$5,000 in remaining Sunday funds will be rolled to 2023. New grant request to Foundation will be about \$16,500.
- Up to \$26,095 for youth services support. About \$8,000 in remaining YS funds will be rolled to 2023. New grant request to Foundation will be about \$28,000.*
- Up to \$23,700 for youth services programming as a new grant request. This grant request has been submitted to the Hugh J. Andersen Foundation through the SPLF.*
- Up to \$10,000 for adult programming. About \$4,000 in programming funds will be rolled to 2023. A new grant request for \$6,000 in programming has been submitted to the Hugh J. Andersen Foundation through the SPLF.*
- Up to \$95,000 for Stillwater Area Historic Newspaper Digitization Initiative. The Foundation has received the funding for this project from the Hugh J. Andersen and Fred & Katherine Andersen Foundations. Expenses to be incurred in 2023.
- Up to \$1,200 for hybrid programming technology. This grant request has been submitted to the Hugh J. Andersen Foundation through the SPLF.
- Up to \$40,000 for signage from the Huelsmann Foundation through the SPLF. Make a request to Huelsmann Foundation to reallocate the \$20,000 grant for pavers (project on hold) to signage. Consider requesting an additional grant of \$20,000 for signage in 2023. A cost estimate to be received by early December to guide potential requested amount.

*At the July board meeting, trustees approved a menu of support options for a grant request to the Hugh J. Andersen Foundation (HJA). HJA may choose to fund none, some, or all options. A funding decision is expected in November. The library recommends asking SPLF to be a back-up funding source if HJA funds are not received.

Friends Grants Requests:

The library recommends the following requests for 2023:

- Up to \$3,300 for youth services programming.
- Up to \$3,000 for adult programming.
- Up to \$10,700 for materials.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Report from the Library Director, Mark Troendle

Major Accomplishments

- This year's current phase of masonry repairs finished on Monday, October 24. The north side of the library's exterior and portions of the east side are now much better protected from the elements. Failed caulking, mortar or brick were all replaced. Future areas of priority for restoration will be the west exterior, which can't be accessed now due to the roofing project, plus surfaces accessible from the terrace. Mark is working on getting proposals for these future repairs.
- Six interviews for the Information Services Supervisor vacancy were conducted. Second-round interviews are planned with a smaller group of candidates.
- Business & Communications Manager Keri Goeltl and Mark met with the owner of a design company who has expertise creating library signage. We discussed challenges, opportunities and options while touring the library to help determine what might be accomplished next year.
- Mark wrote and submitted a progress report to a donor for a previous grant award.
- An interview with a substitute custodian applicant was conducted; that process remains ongoing.
- The Ivy Club prepared the pots and planters for winter. Their volunteer work is greatly appreciated.

Heads-Up

- Alicia Gordon Macalus is resigning her Executive Director position with our Library Foundation in order to serve as the Minnesota State Executive Director for the Susan G. Komen Foundation. While her formal end date is October 28, she will continue to be available for consultation, and she has expressed interest in being a volunteer Library Foundation board member.
- Library Assistant Mariah Waller will be departing her 20-hour per week position for a full-time opportunity with Washington County. Mariah has been a valued member of our team and we wish her well. The recruitment process began with a Union posting, and now the search has been extended to external applicants.
- The roofing project continues to progress. Final completion may extend a week or two past October 31. Minor leakage was found in two areas due to this work. One was in the gallery as a result of rain getting around tarps and dripping down out of an expansion joint. The second was in the southwest corner of Administration offices, which was due to something called "fishmouth" in the ice and water sheeting in that area. Both instances were reported to the City's Facilities Manager as soon as staff became aware, and staff was assured both have been resolved. Maintenance Worker Shain Henry regularly inspects for new leaks as they are easier to correct at this stage.
- Last month, it was noted that the historic newspaper digitization partnership involving Stillwater Public Library, Washington County Historical Society, Stillwater Heritage Preservation Commission, the Stillwater Public Library Foundation and others, was moving forward. If all goes according to plan, by the end of next year Phase 1 of the project will result in internet access to more than 85,000 pages of Stillwater *Gazette* and *Messenger* newspapers from the publications' founding through 1926. The newspapers will be freely available on the Minnesota Historical Society's Digital Newspaper Hub.
- Additional COVID test kits were ordered from the state because they are popular with patrons.
- The Friends of the Stillwater Public Library will conduct a used book drive in the library's parking ramp on Saturday, October 29 and November 5, from 10:30am-3:00pm both days. The Friends' fall book sale will occur November 9-12.

Near-Term Future Focus

- Budget and grants
- Recruitment, hiring, onboarding
- Advocacy Task Force
- Capital projects, with signage moving up in the list of priorities

Report from Information Services

October Programming

- Scan For Keeps (more information below under Program/Reference Notes)
- Be Your Own Favorite Writer with The Loft (9)
- Our Home: Native American Initiatives at the Minnesota Historical Society (72)
- Fall Landscape in Acrylic (22)
- Telescopes on the Terrace (21)
- Exploring the Arts: The Golden Age of the English Ghost Story (9)
- Needle Felted Succulent (14 participated; 15 registered)
- Puzzle Tournament (14)
- Tech Help (5)
- Genealogy One-on-One (3)
- Mystery Book Club (6 in-person; 3 other patrons unable to attend submitted book reports)
- Connect Through Books (3)
- Romance Book Club (2)

Program/Reference Notes

- Conducted two “Scan for Keeps” community scanning events. On two separate days, library staff and volunteers scanned a variety of items for attendees, including family documents, photographs, maps and other items. Staff had hoped that some of the scanned items would of relevance to our local history collection, and then attendees could opt whether to donate copies to the library. As it turned out most of the attendees did not have items either of local interest or of significance to our collection. Nevertheless, the evaluations we received indicated the scanning service was highly valued, and this is likely a program worth repeating. Some of the feedback received included the below:
 - “Thank you for this service. Some of these precious documents are disintegrating & I have been concerned about how to preserve them.”
 - “Having so many special pictures scanned, meeting new, fun people, seeing the scanning process in action...Was a great experience. I hope it happens again. THANK YOU!”
 - “It would be great to do this a couple times each year.”
- Jodi assembled the Bee Aware exhibit from the Minnesota Pollution Control Agency (MPCA).
- Cami created a brochure and flyer for the James Beck gallery exhibit.
- Jodi is preparing the next Take & Make kits for November, recycling book pages to make a paper star.
- Catherine assembled this month’s take and make kit: picture magnets. In recognition of Family History Month (celebrated in October), this craft allowed patrons to make simple magnets from old family photographs. Sixty kits went out during the first two weeks of the month.
- As tie in with the scanning events, take-and-makes, and October being Family History Month, Catherine created a booklist on resources for preserving and scrapbooking family photographs and memorabilia.
- October’s theme for the Mystery Book Club was “Cold War” mysteries, in observance of the 60th anniversary of the Cuban Missile Crisis. Catherine reported that despite the sometimes bleak Cold War atmosphere, we had a high number of 5-star rated books this month!
- Catherine created two book displays on the main level: one celebrating International Day of the Girl Child and another on Voting in anticipation of next month’s election.

- Cami created signage for the large print keyboard and also the elevators.
- Catherine assisted an out-of-town patron who coordinates honor flights for veterans in locating additional information on the Last Man's Club (aka Company B).

Partnerships

- Jodi attended an online meeting preparing for next year's NEA Big Read.
- Catherine met with past library assistant director Carolyn Blocher to discuss copyright and digitization questions on the Runk collection. Carolyn also agreed to provide volunteer services to compile metadata on the recently-digitized Stillwater city sewer maps.

Upcoming

- Meet the Artist: James Beck
- Title IX 50th Anniversary with Sheri and Peggy Brenden
- Paper Star Take & Make Kits
- Copper and Berries in Oil Pastels
- Pumpkin and Gourds in Watercolor
- Mystery Book Club: Non-fiction November
- Tech Help

October Programs

- Storytimes – 8 sessions (421)
 - 2 Baby and Toddler (66)
 - 1 Preschool Music and Movement (37)
 - 4 Preschool (291)
 - 1 Second Saturday (27)
- Building with LEGO Bricks (20)
- Family Engineering Night with The Works Museum (55+)
- Clay Sculptural Animals with Silly Millies (MEA program) (26)
- Care for Magical Creatures with Carpenter Nature Center (22)
- Sing, Play, Learn with MacPhail Center for Music - Los Animales y la Música! (27)
- Dogs - Scavenger Hunt (390)
- Family Discovery Room – Farm Market: Apples and Flight Lab
- [Teen Lit Takeover](#) – programs available virtually and in-person October 10 – November 22

Outreach / Community Engagement Programs and Visits

- New Heights School – regular class visits to the Library continue – K-1 visits once a week, plus they very occasionally join Wednesday morning Storytime programs; 2-5 visits every other week; middle school visits 2x per month; seniors erratically on occasion. Most of these visits continue to be “self-serve,” though we are posting Youth Services staff in the Children’s Area during these visit times to facilitate, when possible.
- Coon Rapids Area High School visited for a tour of architecture and artwork in the Library.

Upcoming

- Preschool Storytime with Music in the Valley – November 2
- Baby & Toddler Storytime – November 3 and 17
- Let’s Clay: Miniature Snacks for Teens with Parcel Arts (Registration required) – November 5
- Second Saturday Storytime – November 12
- Building with LEGO Bricks– November 17
- Teen Zines: the Art of Self-Publishing with Artistry (Registration required) – November 19
- Puppet Show with SPL’s Mobile Puppet Stafe: "The Gingerbread Man, a.k.a. Super-Cookie!" – December 7 and 10
- Teen Anime and Manga Portraits with Artistry (Registration required) – December 13



Miss Kim and her nearly life-sized bus prop filled with students!



Care of Magical Creatures with Carpenter Nature Center



A first time teen volunteer, who grew up at the library, doing a stellar job helping kids at The Works Family Engineering Night. He is a budding engineer as illustrated by this super high column of magnets that fell down seconds after this photo was taken. The kids were enthralled.

Families making fliers to aim at a target. This activity may have been the most popular.



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 Meeting Notes October 17, 2022 Conference Room Present: Bell, Hansen, Lockyear, Troendle</p> <p>Request for Review Appeal Debrief The Committee evaluated the structure recommended by the City Attorney to handle the Request for Review Appeal at the October board meeting. The structure worked smoothly.</p> <p>The Committee recommended these follow-up items:</p> <ol style="list-style-type: none"> 1. Add language to the agenda template to clarify the purpose of the In-Person Public Commentary and Public Commentary and Communications items. 2. Request an in-person meeting with the City Attorney to clarify the purpose and scope of public comments, limits (if any) on public speech, the distinction between a public hearing and an appeal, and recommendations on a Public Comment Policy. 3. Draft a Public Comment Policy for board review. <p>The background noise from adjacent spaces during the October board meeting was also noted. The Committee learned more about the technical, practical difficulties of using a handheld microphone or headset mic in conjunction with the overhead hearing loop system. The hearing loop system for the Margaret Rivers A room was specifically designed to only use the overhead array with people seated around the table as typically configured. In the future, one option to minimize hearing difficulties would involve inviting the speaker to sit at the table when delivering remarks instead of standing.</p> <p>Library Advocacy Task Force Planning The Committee discussed next steps for the Library Advocacy Task Force. A pre-meeting to include Carrie, Craig, Mark, Keri, and Maureen will be held in late November or early December to plan the first meeting of the full Task Force.</p> <p>Issues to consider:</p> <ol style="list-style-type: none"> 1. Determine background materials and orientation for Task Force members. 2. Clarify the charge. 3. Provide responses to FAQs asked by Task Force members. 4. Identify deliverables. 5. Consider the most efficient way to structure the work of the Task Force. 6. Set a tentative schedule for Task Force meeting. 7. Other. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Facilities Committee Meeting Notes October 19, 2022 Conference Room Present: Carlsen, Mathre, Troendle</p> <p>The primary points of discussion were 1) signage and 2) current repair and replacement projects</p> <p>CURRENT REPAIR & MAINTENANCE PROJECTS</p> <ul style="list-style-type: none"> • The roofing project continues to move forward. The original goal was to have the project completed by Halloween, but it now appears it could extend a week or two longer • The masonry repair project also continues to move forward. In addition to caulking and mortar replacement, some actual bricks will also need to be replaced. Mark was looking forward to a possible ride in the “cherry picker basket” in order to more closely inspect the work being done. <p>SIGNAGE</p> <p>The CIP budget for 2024 earmarks \$65,000 for “Signage and Third Street/ Ramp Entry,” with \$30,000 coming from City funds and \$35,000 coming from supplemental funds.</p> <p>Some of this work could be done in 2023 which would involve:</p> <ol style="list-style-type: none"> 1) Requesting reallocation of the \$20,000 earmarked from the Huelsman Foundation for terrace repairs in 2022 (now on hold) to 2023. This would require okays from both the Huelsman Foundation and the library board. 2) Asking the board to approve a 2023 Huelsmann grant request of \$15,000 during the December meeting. <p>This would create a \$35,000 budget for phase one of the signage project in 2023. Over the next month, staff will investigate whether that is a realistic amount to spend next year as Mark would like to avoid asking for a second reallocation. Phase 2 of the signage project (\$30,000) would take place in 2024.</p> <ul style="list-style-type: none"> • Mark feels the top three priorities are to 1) fix broken signage; 2) create wayfinding signage that presents a map of the library floorplan and other new signs directing patrons to rest rooms and various collection areas and; 3) install digital signage which would consist of monitors that could display library and community events. • Staff and Ryan will look into finding a design person or company to help guide the process. The companies IMAGE 360 and ASI SIGNAGE will be considered. • We should keep in mind the negative impact of “signage overload” and/or creating bottlenecks • Spike will experiment with creating Dewey Decimal bookshelf endcap signs. 	

OTHER

Mark distributed a document titled “10-Year-Horizon, Beyond the 5-Year CIP” generated with the help of Shain and Keri. There are plenty of things—both structural and cosmetic— on the list.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Stillwater Public Library Foundation
Board Meeting –September Meeting – 09/23/22
In Person-Stillwater Public Library

Members Present: Shawn Glaser, Dustin Moeller, Mark Troendle, Kevin Sandstrom, Aquib Kahn, Summer Seidenkranz, Amber Dailey-Hebert, John Gray; Alicia Gordon Macalus, Grace Dosedall

1. Welcome - President Shawn Glaser called the meeting to order at 8:33. Members checked in.
2. Approval of the Minutes – Motion to approve August minutes: Amber, seconded by Kevin. Approved unanimously.
3. Welcomed new Coordinator Grace Dosedall to our team!
4. Reports for the monthly meeting
 - a. President- Shawn
 - Recruiting for new board members; busy everywhere
 - EC meeting follow-up
 - b. Library Director – Mark’s talking points below:
 - Work has begun on the roof tiles. Replacing oldest sections of the roof, some substructure and installing better waterproofing. Same company that manufactured the original tiles. The old tiles will be recycled and reused. The surface lot will be closed during the work, as will the 4th Street lawn.
 - Budget: is being updated and brought back to the Library Board; it is looking a bit better than it did in August. More to follow.
 - Masonry work: staff trying to get moving on the needed masonry work but having difficulty finding a contractor that is able to do the work (busy).
 - New offering: Scan for Keeps program: on 10/01 & 10/15 library staff will assist patrons in scanning documents, photos, etc. They are also seeking historical house photos, plans, deeds or other documents to scan.
 - Open Supervisor position: short staffed, are trying to fill Aurora’s position by December.
 - c. Finance - Dustin
 - Presented finance report
 - The audit is approximately 75% done; they have found no issues or adjustments to our statements. Will report at completion. Noted that the audit will be reported in 3 sections, restricted, unrestricted and permanently restricted fund buckets.
 - Normal quarterly meeting with FSBT coming up in October; our plan to gradually phase in the investments is working well.
 - Will be reviewing internal controls moving forward.
 - d. Governance - Amber
 - No new business
 - e. Events & Marketing – Summer
 - FLL will have a change in focus as our author, E.E. Knight has had to back out of the

specific date we need. We are moving to a theme of a panel of authors discussing their Experiences and the ways in which they developed their craft.

-Discussed possible author candidates; Aquib, Ryan & Summer reaching out to connections. John suggested Craig Hansen. If any other board members have contacts with local authors please let Alicia/Summer know ASAP.

-FLL Date: Tuesday, 11/15/22, Time: 5:30 – 8:30 pm Lee Valsvik will emcee.

f. Advocacy: Shawn and Mark discussed the ongoing advocacy project of the Trustees. The foundation needs 2 board members to be a part of the next step, which is to develop a plan. Kevin volunteered; Shawn will solicit the board for another member.

g. Executive Director – Alicia

-7 Vines is locked in as is Lake Elmo Inn for FLL.

-Recommended a decision on tile project. Discussed reserving ~100 tiles (3-4 pallets) for the Foundation to use for display or fundraising purposes. Motion to move ahead Amber;

2nd Summer. Approved unanimously. Next steps: announce/sell at FLL and use ClickBid as an auction possibility.

5. Other Business – None

6. Adjournment – The meeting was adjourned at 9:50 with a motion by Kevin; 2nd by John.

Respectfully submitted,

Summer Seidenkranz

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Public Commentary and Communications	
OWNER: Library Board	PRESENTER: President, Bell
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>Twenty-two emails were sent to the board’s email account regarding last month’s Request For Review appeal. All emails received were in support of keeping the titles in the collection. Attached are copies of the emails, with the email addresses redacted.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

From: Jesstine Abrahamson <[REDACTED]>
Sent: Tuesday, October 11, 2022 11:26 AM
To: LibraryBoard
Subject: Please keep the challenged books on the shelf

Good morning,

I'm a resident of Stillwater, and tonight's meeting was brought to my attention. I'm disheartened that this has become an issue in our small town. That there are still folks who wear generational blinders. I'm reaching out to beg that you do not remove any books from the shelves of our public library. My niece is transgender, these books are so important for our children. Not only to keep Stillwater an inclusive and safe place, but to show these children they are not only accepted as they are they are also loved unconditionally no matter what.

Thank you for taking the time to read this. And thank you for initially rejecting this awful request.

Thank you,
Jesstine

From: Julia CZ <[REDACTED]>
Sent: Tuesday, October 11, 2022 11:03 AM
To: LibraryBoard
Subject: Support for library's decision to keep 3 children's books

Good morning,

I am writing in support of the library's decision to keep three children's books that were recently challenged for removal.

As a pediatric psychologist, I know of no peer-reviewed research that indicates such books are harmful to children's development. In fact, the American Academy of Pediatrics' consensus position is clear: children need the opportunity to explore different gender roles and different styles of play (Gender Identity Development in Children, healthychildren.org<<http://healthychildren.org>> [https://healthychildren.org/_layouts/15/AAP.HealthyChildren/images/healthy-children-logo_512x512.jpg]<<http://healthychildren.org/>>

HealthyChildren.org - From the American Academy of Pediatrics<<http://healthychildren.org/>> healthychildren.org). Books that include various gender roles and gender identities are not only developmentally appropriate, but important resources for reflecting the diversity of experiences in life, building acceptance and empathy, and ultimately, strengthening one's community through increased compassion and understanding.

I encourage the Stillwater Public Library Board of Trustees to uphold this appeal.

Sincerely,

Julia Conkel-Ziebell
Library patron since 2013

Julia Conkel Ziebell, PhD, LP
Conkel Psychological Services

From: Tanya Gerald <[REDACTED]>
Sent: Tuesday, October 11, 2022 3:19 PM
To: LibraryBoard
Subject: Banned books

Hello-

I am a Stillwater resident and also a concerned community member. I know that there is an issue coming before the board this evening regarding banning books that refer to transgender issues.

I am vehemently opposed to pulling these books from the shelves. The children of our community deserve to have access to books about all types of people.

Thank you for supporting our community by allowing access to all books, and welcoming all people.

Sincerely,
Tanya Gerald

From: John Gray <[REDACTED]>
Sent: Tuesday, October 11, 2022 6:57 PM
To: LibraryBoard
Subject: Support for the Board Decision to NOT censor books

I whole heartedly support the Board decision to not censor books. Thank you for a wise, courageous decision.

John and Sue Gray

From: [REDACTED] <[REDACTED]>
Sent: Thursday, October 13, 2022 2:55 PM
To: LibraryBoard
Subject: Request for Review of Library Materials

Dear Trustees,

Thanking the Board for their strong support of the SPL library collection policy at the Board meeting on Tuesday, Oct. 11.

I was proud to see the patrons gathered in support of the board and proud as well to be a retired SPL librarian. My years of experience interacting with the leadership of our Stillwater Library brought me to the meeting confident that high standards would prevail. The meeting, under Marlene's calm and professional direction, was a shining example of a framework for public discourse. Not totally without tension, all participants were articulate, civil and open. By highlighting the importance of democratic discussion, the deeply held library stand on intellectual freedom and the societal need for compassion and understanding, the dialogue proceeded in the best possible light.

Thank you all for your thoughtful and serious preparation for the evening. We may all be the better for occasional challenges to our "usual" and to our sometimes assumed mode of operandi. There is much that we must not take for granted.

Again, proud to be at the meeting and grateful for your work on all fronts, karen hannah

From: Barbara Heitkamp <[REDACTED]>
Sent: Tuesday, October 11, 2022 1:50 PM
To: LibraryBoard
Subject: Regarding the appeal challenge being discussed at tonight's meeting

Greetings Board Members!

I just wanted to voice my support for Stillwater librarians refusing to remove books revolving around gender fluidity from the shelves at the library. While I respect those whose beliefs feel that such content is inappropriate, I strongly feel it is very important to have literature available at the library that speaks to all manner of experiences and perspectives - you never know who they can potentially reach and resonate with. Those who disagree with such views simply do not need to check out those books from the library.

Thank you for your service to the Stillwater Library!

Barbara Heitkamp
Resident of Bayport and avid lover of the Wash Co library system

From: Emily Hill <[REDACTED]>
Sent: Tuesday, October 11, 2022 10:47 AM
To: Anna Zanko; LibraryBoard
Subject: Challenged books

Hello-

Please DO NOT remove the children's books that discuss gender inclusivity.

We need these books to stay.

Emily Hill

From: Charlotte Kava Zabawa <[REDACTED]>
Sent: Tuesday, October 11, 2022 12:34 PM
To: LibraryBoard
Subject: No to Banning Books

Stillwater Library Board:

I am adamantly opposed to any restrictions or banning of books in the Stillwater Library system. I am aware of members of our community looking to ban books on gender inclusivity at our public library. I feel saddened and upset that some in our community would be so afraid to take this drastic action of censoring our public library system.

I support the Stillwater Library' board's refusal to ban several picture books a few months ago and applaud your decision.

The appeal that is before you tonight needs the same strong and consistent action PLEASE REJECT THE APPEAL.

No to banning books for our children or ourselves.

Sincerely Kava Zabawa and John Bischoff
Lakeland Shores
Parents of Stilwater graduates
Grandparents of 3 grand daughters

From: Jennifer Lariviere <[REDACTED]>
Sent: Tuesday, October 11, 2022 10:49 AM
To: LibraryBoard
Subject: Removal of books from library

To whom it may concern,

It has come to my attention that two patrons have requested the removal of books about gender fluidity from your children's collection. I want to offer my support to the Library Board in refusing to remove these items. I have always been very proud of how our library celebrates diversity and learning from other perspectives than one's own. I feel that if the books were to be removed, we would begin a slippery slope of censorship. Our country has become so incredibly divided that it is all the more reason to keep books offering diverse perspectives on the shelves. We need to learn about others in order to have empathy and compassion and without those things, we can no longer say we are a civilized society. If these patrons are in disagreement with the subject matter, they do not have to check out the books but they do not have the right to deny others access to books which might benefit their children or family's. Perhaps these patrons could use these books as an opportunity to discuss their own family values with their children rather than declaring them offensive and inappropriate.

I stand with the Library Board's decision to keep the three titles in question on the shelves.

Respectfully,
Jennifer Lariviere
Stillwater, MN

From: Melissa Maddy <[REDACTED]>
Sent: Tuesday, October 11, 2022 10:58 AM
To: LibraryBoard
Subject: Support

Thank you all for your recent support and inclusivity in the Stillwater community. I'm so happy to know you did not decide to remove children's books from the shelves because they bothered someone else. I'm proud to see the inclusivity and acceptance from the Library Board. I hope this continues with the appeal request from the original person who is troubled by acceptance.

Best,
Melissa Maddy

From: Bonnie Mickelson <[REDACTED]>
Sent: Tuesday, October 11, 2022 6:08 PM
To: LibraryBoard
Cc: [REDACTED]
Subject: Books on the chopping block.

I am writing to share my concern about the possible banning of the following books at the library:

The books at issue are titled "Pink is for boys," "Rainbow Boy" and "Jacobs New Dress."

I am not in favor of taking these books off the shelves at any library. They need to be read by anyone who wants to read them. Taking them off is a measure that promotes hate of certain groups. Leaving them on the shelves promotes understanding, inclusivity and gender acceptance of all people.

If people are opposed to these books, then they shouldn't read them, but let them be available for those who do want to learn. I would support the library for this positive action of keeping these books available.

Thank you.

Bonnie Mickelson
(New in town & have not yet joined the library, but plan to!)

From: Lori Mildon <[REDACTED]>
Sent: Tuesday, October 11, 2022 5:25 PM
To: LibraryBoard

Subject: Book censorship

I am totally against any censorship of books. We should be way past this in our world today. Please stand strong

From: Karen Millet <[REDACTED]>
Sent: Tuesday, October 11, 2022 3:08 PM
To: LibraryBoard
Subject: Book removal challenge

I support the Library Board fully with respect to not removing the challenged picture books from the collection. A library should reflect all topics and values and represents freedom and education. We can choose what to look at and what to reject ourselves, as a free society, and I applaud the council for upholding that right. Thank you.

Karen Millet
Stillwater resident
Retired Library Technician, Century College.

From: peggy perry <[REDACTED]>
Sent: Tuesday, October 11, 2022 11:28 AM
To: LibraryBoard
Subject: Book bans

As a 35 year resident of Stillwater and proud owner of a library card I'm shocked and saddened by a recent report of attempts to ban books. Please stand up for all readers. Encourage those who find books objectionable to walk past them on the shelf.

Thank you for supporting all readers.

Sincerely,

Margaret Schoening Perry

From: Erika Schultz <[REDACTED]>
Sent: Tuesday, October 11, 2022 8:17 PM
To: LibraryBoard
Subject:

Hello~

I am a parent of a 9th grader at SAHS. My daughter has picked books that have included topics about gender inclusivity out of the teen section at our library. She is a female who identifies as a girl/she, but I feel it's important for her to have a broad perspective of what other teens and people are experiencing in life. It's what makes reading a variety of material such a valuable experience.

Sincerely,
Erika Schultz

From: Monika Sheffer <[REDACTED]>
Sent: Tuesday, October 11, 2022 2:09 PM
To: LibraryBoard
Subject: Do not ban books

Hello Library Board,
Thank you for the work you do for the community!
I am writing to you because it has come to my attention that a person/family has petitioned that the board comply with their request to have certain books removed from the library.
I ask the board to not comply with this request. Books should be available to all people of all different viewpoints and should not be banned.
Thank you.
Sincerely,
Library patron
Monika Sheffer.

From: RICHARD SIVER <[REDACTED]>
Sent: Tuesday, October 11, 2022 5:53 PM
To: LibraryBoard
Subject: Upcoming book ban meeting

To the library board,
I understand there is a request to ban some children's books. I feel it is important for families and children to see themselves and their lives in literature. I support your decision to not remove these books.
Sincerely,
Lorraine Siver

From: Sharon Stefan <[REDACTED]>
Sent: Wednesday, October 12, 2022 1:09 PM
To: LibraryBoard
Subject: Library

I support rejecting the appeal to remove books from the library.

From: Ami Voeltz-Schakel <[REDACTED]>
Sent: Tuesday, October 11, 2022 2:50 PM
To: LibraryBoard
Cc: Ami Voeltz-Schakel
Subject: Banning books

Hello,

I am a local resident and heard there will be a request at the board meeting tonight to ban books related to transgender topics.

I truly hope the library board will understand that the library is a place for all people, no matter how they identify themselves. By banning books, that would teach the diversity of people, and would only create less understanding and empathy.

We need more books about love, empathy, and understanding our differences and celebrating them.

I strongly urge board members to consider the negative impact of banning books to our community and to vote against this request.

Thank you,
Ami Schakel

From: Sandy Wolfe Wood <[REDACTED]>
Sent: Tuesday, October 11, 2022 5:29 PM
To: LibraryBoard
Subject: Review of transgender books

Dear Board,

I was recently made aware that a Library patron has requested removal of three books for children. I understand that the Staff and the Board rejected this request, and I applaud you doing so. You have my full support.

I am a mother and grandmother, and I would have no problem having my grandchildren read the books in question. My husband and I will be attending the special meeting tonight to support your decision.

Regards,
Sandy Wolfe Wood

From: Anna Zanko <[REDACTED]>
Sent: Tuesday, October 11, 2022 4:22 PM
To: LibraryBoard
Subject: Acceptance, not censorship, in Stillwater

Dear Stillwater Public Library Board of Trustees:

I am a Stillwater resident and a parent of your children, ages 6 and 9. I wanted to voice my support for the Library's decision regarding a patron's request to ban certain books from its children's collection. As a parent, teaching my children empathy, openness, and acceptance is a paramount goal. I want my children to value all human beings, including those that dare to be different and those that are different by no choice of their own. In my view, the lessons taught by the books in question are valid and important.

As a reader, a professional, and a curious member of our society, I also support the library's position based on the notion of freedom of thought. A broad array of reading materials can only enrich our society by bringing forth a variety of viewpoints, paving the way for diversity of thought and robust debate. Censorship, on the other hand, limits the sharing of ideas and stifles discourse.

Thank you to the Library for the action taken thus far. I believe the majority in this community are behind you. I kindly request that you deny the appeal at tonight's meeting.

Thank you,

Anna Zanko

From: Pat Zanko <[REDACTED]>
Sent: Tuesday, October 11, 2022 10:37 AM
To: LibraryBoard
Subject: Inclusivity

As a Stillwater resident and a 40+ year library patron, I'd like to make the board aware that I and my family support books of inclusivity and reject the banning of books.

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