

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, December 13, 2022  
7:00 PM, Margaret Rivers Room**

Introductory Business (5 minutes)

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

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

Regular Business (10 minutes)

4. Consent Calendar
  - a) Adoption of November 2, 2022 Minutes +
  - b) Acknowledgement of Bills Paid in November +
  - c) November Budget Status Report +

Decisional (30 minutes)

5. Public Comment Policy A+
6. Library Board of Trustee Vacancies A+
7. 2023 Grant Request A+

Informational/Discussion (10 minutes)

8. Trustee Information Sharing I+

Reports (20 minutes)

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

12. Public Commentary and Communications

13. Adjournment A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, December 12, 2022.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet \*=Document to be Distributed Later  
#=Document Distributed Previously Attachments: 2022 Calendar, 2022 Roster

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November 2, 2022  
Minutes**

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

**ABSENT:** Hansen, Hemer

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Bell called meeting to order at 7:00 PM.

**AGENDA ITEM 2: Adoption of Agenda**

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

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

None.

**AGENDA ITEM 4: Consent Calendar**

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

**AGENDA ITEM 5: Trustee Information Sharing**

Lockyear visited Lawrence, Kansas. She stopped by the former Carnegie library which is now a museum for the Freedom Trail. The current Lawrence Public Library was recently remodeled and is big, open, and airy. The library has a large auditorium, and they cosponsor events with the university and professors on civics topics.

**AGENDA ITEM 6: 2023 Closing Schedule**

Troendle directed trustees to the closing schedule in the board packet. He noted that most of the dates are based on the union contract, with an exception for a half-day staff training on Monday, October 9, 2023.

*Motion to approve recommended holiday and staff training closing schedule for 2023. Lockyear moved. Mathre second.*

Weigman asked if closing was considered for Monday, June 19 (Juneteenth) and Saturday, December 23. Trustees discussed that the City is not closed on Juneteenth. Metro libraries vary. For example, Washington County Library is closed, but Anoka Public Library is open. Trustees discussed revisiting Juneteenth if this city adopts this as a closed holiday.

Trustees also discussed closing on December 23 and the impact on staffing and patron access. From a staffing standpoint, Troendle explained that December 23 would not be a paid holiday. Union staff would likely get their regular hours, but subs would likely get fewer hours. December is typically the slowest time of year, and staffing can be more challenging near the holidays. He noted that staff would likely appreciate the three-day weekend. From a patron's perspective, this would mean three days in a

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row that the library would be closed. This would reduce patron access to services during this holiday period.

*Motion amended to approve recommended holiday and staff training closing schedule for 2023, with the addition of a closure on December 23, 2022. Lockyear moved. Mathre second. Yes: Bell, Carlsen, Hollatz, Lockyear, Mathre, Simon, Weigman; No: None.*

**AGENDA ITEM 7: 2023 Budget**

Troendle reported that the Council approved a 4.5% increase in the transfer from the general fund for the library in 2023. Based on this revised operating budget, a new recommended budget for 2023 is in the board packet.

Troendle reviewed the operating and capital budget details as presented in the cover sheet. Troendle also reviewed the library's fund balance of \$281,000. The library is projecting to spend up to \$90,000 in 2022 for staffing, masonry, and IT expenditures.

Lockyear commented that the budget is workable and doable this year, but she is concerned about future sustainability as the library depletes non-renewing grant dollars and fund balances. Trustees echoed this sentiment, and Bell specifically addressed the issue of relying on supplemental funding for circulating materials. In 2023, more materials will be purchased with supplemental funds than with city funds. The same is true for staff training and programs for the public. Programming in Stillwater is robust and an important part of the library's mission and strategy. Funding in all of these areas needs to be kept in mind as the library moves forward.

*Motion to approve revised 2023 operating and capital budget requests with the authority granted to the Finance Committee to make modifications to the budget before being adopted in December by City Council. Hollatz moved. Lockyear second. Yes: Bell, Carlsen, Hollatz, Lockyear, Mathre, Simon, Weigman; No: None.*

**AGENDA ITEM 8: 2023 Grant Reallocation**

Troendle reviewed that the library submitted a grant request of \$20,000 to the Huelsmann Foundation at the end of 2021 for the terrace pavers project. The library was awarded the grant in March of 2022. In August, the library learned that the inverted roof below the pavers had reached its life cycle and would need to be replaced. This significantly increased the project's complexity and cost. A new estimate was provided of \$750,000. Due to the revised cost and scope of the project, this was moved to the city for review and assessment as part of a 10-year capital plan for all city buildings. The year for the project is unknown.

Troendle reported that the Facilities Committee recommends asking the Huelsmann Foundation to reallocate the \$20,000 for the terrace pavers to another needed purpose. They do not want to hold the money in abeyance as the date for the terrace project is unknown. Their preference is to request that the 2022 grant is reallocated for signage. The project would include updating broken signage and letters, updating wayfinding signage and maps, and adding new wayfinding signage. The library is obtaining cost estimates for the project and believes that at least \$20,000 in spending can be accomplished in 2023.

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Mathre requested a master plan be provided to Facilities regarding the project.

*Motion to approve the approach to the Huelsmann Foundation with a request to allocate the 2022 grant of \$20,000 for the paver project to the library signage project for expenditure in 2023. Carlsen moved. Lockyear second. Yes: Bell, Carlsen, Hollatz, Lockyear, Mathre, Simon, Weigman; No: None.*

**AGENDA ITEM 9: 2023 Grant Requests**

Troendle reviewed the grant requests in the board packet:

- Allocate up to \$28,000 from the Lawson funds to materials.
- Allocate up to \$10,500 from the Township to programming, materials, and equipment.
- Allocate up to \$9,500 from Wick to programming and training.
- Allocate up to \$3,000 from Kilty for building repairs.
- Request up to \$17,000 from Friends for youth services programming, adult programming, and materials.
- Request up to \$263,544 from Stillwater Public Library Foundation for Volunteer Coordinator, Sunday Hours, youth services support, youth services programming, adult programming, Stillwater Area Historic Newspaper Digitization Initiative, hybrid programming technology, and signage. See the board packet for specific details.

*Motion to approve the supplemental funding allocations and grant requests as outlined in the board packet. Hollatz moved. Simon second. Yes: Bell, Carlsen, Hollatz, Lockyear, Mathre, Simon, Weigman; No: None.*

**AGENDA ITEM 10: Director and Other Staff Reports**

Lockyear inquired about the progress report submitted to a donor. Troendle reported that this was the quarterly report due to the Huelsmann Foundation. In his October report to the Foundation, he informed them of the latest terrace developments and indicated that there could be a reallocation request.

Troendle reported that he is working on filling the staffing vacancies for the Information Services Supervisory position and the Circulation Assistant I position. The library is currently managing with subs and moving people around to fill gaps in the schedule. The Custodial Substitute position was posted and closed, and the library is working on making this hire.

**AGENDA ITEM 11: Board Committee Reports**

- a) Board Governance Committee: Did not meet.
- b) Executive Committee: Report in packet. An internal pre-meeting of the Library Advocacy Task Force with Hansen, Simon, Bell, Troendle, and Goeltl will be held on November 30.
- c) Facilities Committee: Report in packet.
- d) Finance Committee: Did not meet.

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**AGENDA ITEM 12: Foundation & Friends Report**

Troendle reported that the last day of the Stillwater Public Library Foundation's Executive Director, Alicia Gordon Macalus, was October 28. Alicia is staying on as a consultant as needed, particularly through the For the Love of the Library event on November 15. The Foundation plans to hire an interim director to navigate the transition and will post for a new Executive Director. The position is not full-time or benefited. The Foundation has hired a support person with flexible hours to assist with administrative work.

**AGENDA ITEM 13: Public Commentary and Communications**

Bell directed trustees to the comments provided in the board packet. Bell reported that the messages represent all of the comments that came into the Board's email account. Bell has responded to each individual.

**AGENDA ITEM 14: Adjournment**

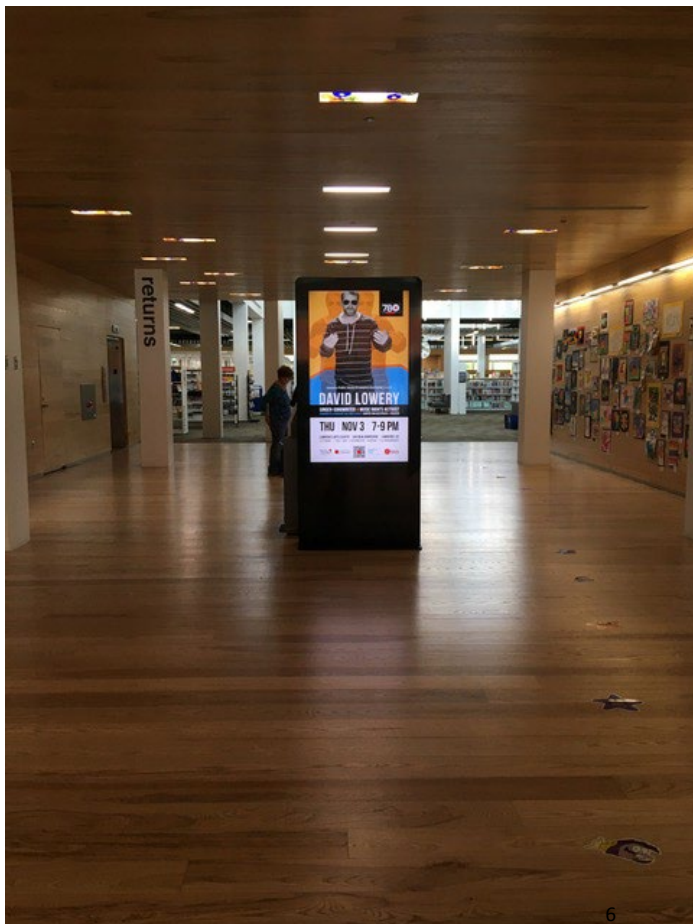
*Motion to adjourn. Hollatz moved. Lockyear second. Yes: Bell, Carlsen, Hollatz, Lockyear, Mathre, Simon, Weigman; No: None.*

Meeting adjourned at 8:37 PM.

**Lawrence Public Library**  
Lawrence, Kansas



The side entrance to the library which was remodeled in 2015. The siding looks like wood but is really tile. The mural along the building emphasizes diversity in and around Lawrence.



The main entryway inside with checkout kiosks behind the TV screen listing events at the library and around Lawrence. Children's artwork is displayed on the wall at the right of the photo.





This is the central area of the library looking into the children's area from the meeting room/adult books area. The statue is of Laurel & Hardy with an abstract sculpture of stain glass and metal hanging over the stairs to the lower level.



This is the front of the former Carnegie library, which is now a museum for the Freedom Trail.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Acknowledgment of Bills Paid in November 2022</b>				
OWNER: <b>Goeltl, Business &amp; Communications Manager</b>		PRESENTER: <b>Troendle, Director</b>		
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of November 2022 bills paid</b>				
BACKGROUND/CONTEXT: <b>Following is a bill report summary for the month of November:</b>				
<b>November 2022 (2022 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 27,477.83	\$ 4,874.50	\$ 3,527.74	\$ 35,880.07
<b>Capital Expenditures</b>	\$238,700.00	\$ -	\$ -	\$ 238,700.00
<b>Total</b>	<b>\$266,177.83</b>	<b>\$ 4,874.50</b>	<b>\$ 3,527.74</b>	<b>\$ 274,580.07</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: November 1, 2022 (\$212,351.16)</i></p> <ul style="list-style-type: none"> <li>• \$194,000 to Allstar Construction for the roof upgrade. This is payment through October 21. We are anticipating an additional invoice of \$114,910 from Allstar. This is funded as part of the capital roofing project.</li> <li>• \$4,200 to HavTek Structural Consulting for the roofing project, which is funded as part of the capital roofing project.</li> <li>• \$6,937.49 to Brodart for adult fiction, adult nonfiction, teen, and children’s materials.</li> <li>• \$5,360.35 to Xcel Energy for gas and electricity.</li> </ul> <p><i>Bill Resolution: November 15, 2022 (\$62,228.91)</i></p> <ul style="list-style-type: none"> <li>• \$40,200 to A&amp;K Construction for masonry, a capital expenditure to be paid with fund balance.</li> <li>• \$5,267 to Brodart for adult fiction, adult nonfiction, teen, and children’s materials.</li> <li>• \$4,949 to Washington County Library for the purchase of e-materials through Overdrive.</li> <li>• \$4,927 to Ebsco for 2023 periodical subscriptions. This payment is applied to a general 2023 prepayment account line. When the year rolls to 2023, Finance will make a journal entry to transfer the payment to the appropriate 2023 account lines.</li> <li>• \$1,149 for a year-long subscription to Ryan Dowd’s library of online training videos on homelessness, better understanding patrons, de-escalating conflict, and more.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>11/1/2022 Bill Resolution – 2022 Bills</b> <b>11/15/2022 Bill Resolution – 2022 Bills</b>				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				



2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
2022-0215-017	10/21/2022	Allstar Construction	Roof Upgrade (Capital 22-4231-934)	194000.00	120-4230-5200-0000	C/O & Improvements
1VCH-FCKV-46RN	10/22/2022	Amazon Business	Face Masks	29.69	230-4230-4093-0000	COVID-19
2067748	10/10/2022	Blackstone Publishing	Materials - Audio (JAB)	351.18	230-4230-2402-0000	Audio
11012022	11/1/2022	Brodart Co	Materials - Juv (Lawson)	16.72	224-4224-2404-0000	Helen Lawson Fund - Other Books
11012022	11/1/2022	Brodart Co	Materials - Juv	1699.82	230-4230-2400-0000	Childrens Books
11012022	11/1/2022	Brodart Co	Materials - Adult Fiction (Friends Wils)	15.09	229-4229-2113-0000	Friends - Materials
11012022	11/1/2022	Brodart Co	Materials - Adult Fiction	861.89	230-4230-2401-0000	Adult Books - Fiction
11012022	11/1/2022	Brodart Co	Materials - Adult Nonfiction	824.83	230-4230-2405-0000	Adult Books - Non Fiction
11012022	11/1/2022	Brodart Co	Materials - YA	1008.65	230-4230-2406-0000	Teen Books
11012022	11/1/2022	Brodart Co	Materials - Processing	753.23	230-4230-3404-0000	Processing Fee
11012022	11/1/2022	Brodart Co	Materials - Adult Fiction (SPLF)	1757.26	232-4232-2113-0000	SPLF - Materials
O-1078	3/15/2022	Carpenter St. Croix Valley Nature Cent	Programs - JUV (235 MELSA STEM)	173.76	235-4236-4099-0000	Library Donations Programs
17967	6/20/2022	Clay Squared to Infinity	Programs - JUV (HJA EL)	200.00	232-4232-2407-0000	SPLF - Programs
9483696515	10/19/2022	Grainger	Toilet Parts	305.34	230-4231-2202-0000	Building Repair Supplies
13943	10/5/2022	HavTek Structural Consulting	Roof Upgrade (Capital 22-4231-934)	4500.00	120-4230-5200-0000	C/O & Improvements
93919	10/20/2022	Library Ideas LLC	Materials - JUV VOX (Friends)	48.95	229-4229-2113-0000	Friends - Materials
11012022	11/1/2022	Midwest Tape	Materials - YA Visual	37.47	230-4230-2408-0000	Film/Video
11012022	11/1/2022	Midwest Tape	Materials - Processing	9.12	230-4230-3404-0000	Processing Fee
12947438	10/13/2022	Nilfisk Inc	Janitorial Supplies	49.46	230-4231-2102-0000	Janitorial Supplies
W22090575	10/17/2022	Office of MN IT Services	Phone - September	148.35	230-4231-3101-0000	Telephone
2906437	10/27/2022	Per Mar Security Services	Security Service Call	200.00	230-4231-3703-0000	Building Repair Charges
		<b>INVOICES SUBTOTAL</b>		<b>\$ 206,990.81</b>		
<b>LIBRARY CREDIT CARD</b>						
None						
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ -</b>		
<b>SPECIAL BILL PAYOUTS</b>						
801651473	10/25/2022	Xcel Energy	Gas	\$ 1,448.47	230-4231-3601-0000	Natural Gas
801651473	10/25/2022	Xcel Energy	Electric	\$ 3,911.88	230-4231-3600-0000	Electricity
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 5,360.35</b>		
<b>GRAND TOTAL</b>				<b>\$ 212,351.16</b>		

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

## 2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
<b>INVOICES PAYABLE</b>						
689	10/31/2022	16 Wins	Website Maintenance	\$ 380.00	230-4230-3098-0000	Technology Support
753	10/28/2022	A&K Construction	Masonry (Capital 22-4231-962)	\$ 40,200.00	120-4230-5200-0000	C/O & Improvements
3798_230454	11/2/2022	Ace Hardware	Janitorial Supplies	\$ 55.10	230-4231-2102-0000	Janitorial Supplies
1FMM-WCKG-14DR	10/26/2022	Amazon Business	Supplies	\$ 112.06	230-4231-2102-0000	Janitorial Supplies
1FMM-WCKG-14DR	10/26/2022	Amazon Business	Vacuum	\$ 279.99	230-4231-2302-0000	Other Minor Equipment - Lib Plant
1K14-YF3P-37TK	10/26/2022	Amazon Business	Headphones	\$ 29.95	230-4230-2101-0000	General Supplies
1XFP-KV3T-FWP4	11/1/2022	Amazon Business	Programs - JUV (SPLF HJA EL)	\$ 33.96	232-4232-2407-0000	SPLF - Programs
11152022	11/15/2022	Brodart Co	Materials - Lawson (Juv)	\$ 2,115.64	224-4224-2404-0000	Helen Lawson Fund - Other Books
11152022	11/15/2022	Brodart Co	Materials - Juv	\$ 330.33	230-4230-2400-0000	Childrens Books
11152022	11/15/2022	Brodart Co	Materials - Adult Fiction	\$ 290.56	230-4230-2401-0000	Adult Books - Fiction
11152022	11/15/2022	Brodart Co	Materials - Adult Nonfiction	\$ 1,107.85	230-4230-2405-0000	Adult Books - Non Fiction
11152022	11/15/2022	Brodart Co	Materials - YA	\$ 170.87	230-4230-2406-0000	Teen Books
11152022	11/15/2022	Brodart Co	Materials - Processing	\$ 487.72	230-4230-3404-0000	Processing Fee
11152022	11/15/2022	Brodart Co	Materials - Adult Fiction (SPLF)	\$ 764.18	232-4232-2113-0000	SPLF - Materials
102171218	10/28/2022	Cole Papers	Supplies	\$ 188.42	230-4231-2102-0000	Janitorial Supplies
306-02444792-3	10/31/2022	Culligan of Stillwater	Water	\$ 55.00	230-4230-4099-0000	Miscellaneous Charges
1684974	1/1/2023	Ebsco Publishing	Materials - Periodicals 2023 SPLF (232-4232-2113-0000)	\$ 2,454.34	232-0000-1410-1000	SPLF - PRE PAID ACCOUNT
1684974	1/1/2023	Ebsco Publishing	Materials - Periodicals 2023 (230-4230-2403-0000)	\$ 2,707.25	230-0000-1410-1000	PRE PAID ACCOUNT
1684974	1/1/2023	Ebsco Publishing	Subscriptions 2023 (230-4230-4001-0000)	\$ 572.93	230-0000-1410-1000	PRE PAID ACCOUNT
2204765	1/1/2023	Ebsco Publishing	Materials Credit Memo - Periodicals (SPLF)	\$ (52.56)	232-4232-2113-0000	SPLF - Materials
2301232	9/13/2022	Ebsco Publishing	Materials Credit Memo - Periodicals (SPLF)	\$ (754.08)	232-4232-2113-0000	SPLF - Materials
917908	10/28/2022	ECM Publishers	Bd Meeting Notice	\$ 19.00	230-4230-3400-0000	Printing and Publishing
9487371404	10/21/2022	Grainger	Toilet Parts	\$ 191.07	230-4231-2202-0000	Building Repair Supplies
20185577	11/8/2022	Huebsch Service	Towels & Rugs	\$ 223.17	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
10172022JK	10/17/2022	Kaericher Jodi	Programs - Adult (235) Staff Reimbursement	\$ 8.58	235-4236-4099-0000	Library Donations Programs
PM-9567	10/31/2022	Master Mechanical Inc.	Fall Preventative Maintenance	\$ 1,332.50	230-4231-3707-0000	Maintenance Agreements - Lib Plant
F10000023269	10/21/2022	Otis Elevator Company	Impact Fee	\$ 250.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
2906751	10/29/2022	Per Mar Security Services	Security Monitoring	\$ 187.11	230-4231-3707-0000	Maintenance Agreements - Lib Plant
2923968	11/7/2022	Per Mar Security Services	Repairs - Alarm Phone Lines	\$ 275.00	230-4231-3703-0000	Building Repair Charges
10282022SR	10/28/2022	Rosten Sarah	Programs - JUV (SPLF HJA EL)	\$ 407.40	232-4232-2407-0000	SPLF - Programs
27661	10/26/2022	Washington County Library	Q3 Lost/Damaged	\$ 36.99	230-0000-3880-0030	Lost/Damaged Fees
207712	10/26/2022	Washington County Library	Q3 Notices	\$ 153.88	230-4230-3102-0000	Postage
207716	10/26/2022	Washington County Library	Materials - Electronic (Overdrive)	\$ 4,949.56	230-4230-2409-0000	Electronic Materials
2022-0693	10/27/2022	Water Works Irrigation LLC	Winterize Irrigation	\$ 180.00	230-4231-3707-0000	Maintenance Agreements - Lib Plant
2.79225E+13	11/8/2022	When To Work	Tech - Employee Scheduling	\$ 360.00	230-4230-3098-0000	Technology Support
		<b>INVOICES SUBTOTAL</b>		<b>\$ 60,103.77</b>		
<b>LIBRARY CREDIT CARD</b>						
208038920220911	9/2/2022	Dream Host	Website Hosting	\$ 21.45	230-4230-3098-0000	Technology Support
174	9/29/2022	MN State Horticultural Society	Materials - Periodicals (SPLF Heuer)	\$ 34.00	232-4232-2113-0000	SPLF - Materials
6876	9/30/2022	Homeless Training	Staff Training	\$ 1,149.00	236-4236-4099-0000	Wick - Miscellaneous Charges
106438618	9/29/2022	National Audubon Society	Materials - Periodicals (SPLF Heuer)	\$ 30.00	232-4232-2113-0000	SPLF - Materials
		<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 1,234.45</b>		
<b>SPECIAL BILL PAYOUTS</b>						
29567	10/18/22	Heritage Printing	Fall 2022 Newsletter	\$ 890.69	230-4230-3400-0000	Printing and Publishing
		<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 890.69</b>		
<b>GRAND TOTAL</b>				<b>\$ 62,228.91</b>		

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>November 2022 Budget Status Report</b>	
OWNER: <b>Troendle, Library Director Goeltl, Business &amp; Communications Manager</b>	PRESENTER: <b>Troendle, Library Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b> Attached is a budget status report for the period of January 1 – November 30, 2022.</p> <p><b><u>120 Funds – Capital Projects:</u></b> Expenditures to date total \$263,834.</p> <ul style="list-style-type: none"> <li>• \$207,200 has been paid through November for the roof project. Additional invoices have been received or are anticipated, including a December invoice of \$19,460 from Palen Kimball and a forthcoming invoice of approximately \$127,000 from Allstar.</li> <li>• \$40,200 was paid for the masonry project, which was planned to be covered through the fund balance.</li> <li>• \$16,434 was paid for two network switches, budgeted initially at \$22,000 and to be covered through the fund balance.</li> </ul> <p><b><u>230 Funds – Revenues:</u></b> The budget for library-generated revenues in 2022 was approved at \$29,487.</p> <ul style="list-style-type: none"> <li>• \$6,845 in revenue has been generated to date.</li> <li>• \$17,167 will be entered at year-end to reflect the in-kind funding from the Foundation for the volunteer coordinator in 2022.</li> <li>• Revenue from lost and damaged materials is at \$973 to date and is expected to fall short of the budgeted \$3,000.</li> </ul> <p><b><u>230 Funds – Operating Expenditures:</u></b> Personnel Services: The library’s 2022 personnel budget is \$1,034,950 (excluding the in-kind volunteer coordinator). Personnel expenditures total \$921,946 through November. We had been projecting personnel costs to run significantly higher than the budget due to compensation wage adjustments. Staff vacancies and changes have since slowed the rate of expenditure, and we are now projecting costs to be closer to the original budget.</p> <p>Materials: The city budget is \$95,711. Through October, expenditures are \$81,289 with a total of \$93,453 in city-funded materials ordered to date.</p> <p>Services and Charges: Expenditures total \$45,215 through November, with a budget of \$59,547. The largest expenditure is \$20,155 for computer maintenance agreements for the self-checks, sorter, and SCC scanner.</p> <p><b><u>230 Funds – Plant Expenditures:</u></b> Plant – Personnel Services: Personnel expenditures total \$107,633 through November. This is slightly under the budgeted pace.</p>	

Plant – Services and Charges: The 2022 budget for plant services and charges is \$113,441. \$81,983 has been expended to date.

- Supplies: Plant supplies were budgeted at \$6,500. We are over budget with expenditures to date at \$9,766.
- General insurance: This is budgeted at \$26,000 and will not be entered as an expense until close of 2022.
- Energy: We are projecting that we will exceed our energy budget of \$60,000 for 2022 by at least \$10,000. \$55,803 has been paid through November, and a bill of \$6,890 is to be paid in December for 10/18-11/16. This will bring us over budget by \$2,500 with 60 days of charges still to come.
- Building Repairs: Of the \$12,000 allocated to building repairs, we are now over budget with \$13,960 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. \$10,135 has been expended to date.

Other Financing Uses: Finance added \$164,000 as a budget line item to reflect the anticipated expenditure 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.
- We also projected spending up to \$30,000 from fund balance for operating expenditures in the area of personnel due to the class compensation wage scale adjustments. While projected fund balance use for personnel has decreased due to staffing changes, we will likely need to use fund balance for other operating expenditures in the areas of building supplies, services, and repairs.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2022 November Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

# General Ledger

## Budget Status

User: kgoeltl  
 Printed: 12/7/2022 - 2:00 PM  
 Period: 1 to 11, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230	LIBRARY							
E25	CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	557,000.00	247,400.00	247,400.00	309,600.00	0.00	309,600.00	55.58
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	263,834.52	263,834.52	315,165.48	0.00	315,165.48	54.43
	Expense Sub Totals:	579,000.00	263,834.52	263,834.52	315,165.48	0.00	315,165.48	54.43
	Dept 4230 Sub Totals:	579,000.00	263,834.52	263,834.52	315,165.48	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: 12/7/2022 - 9:27 AM  
 Period: 1 to 11, 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	1,557.50	1,557.50	-357.50	0.00	-357.50	0.00
230-0000-3520-0100	Copier/Printer Sales	4,000.00	3,184.67	3,184.67	815.33	0.00	815.33	20.38
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	37.12	37.12	162.88	0.00	162.88	81.44
	R25 Sub Totals:	5,900.00	5,011.89	5,011.89	888.11	0.00	888.11	15.05
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	608.00	608.00	892.00	0.00	892.00	59.47
230-0000-3820-0110	In Kind Gifts	17,167.00	0.00	0.00	17,167.00	0.00	17,167.00	100.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	-60.00	-60.00	560.00	0.00	560.00	112.00
230-0000-3880-0020	Library Card Fees	420.00	360.00	360.00	60.00	0.00	60.00	14.29
230-0000-3880-0030	Lost Materials	3,000.00	973.94	973.94	2,026.06	0.00	2,026.06	67.54
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	1,833.74	1,833.74	21,753.26	0.00	21,753.26	92.23
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,435,610.00	1,315,975.87	1,315,975.87	119,634.13	0.00	119,634.13	8.33
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	1,315,975.87	1,315,975.87	119,634.13	0.00	119,634.13	8.33
	Revenue Sub Totals:	1,465,097.00	1,322,821.50	1,322,821.50	142,275.50	0.00	142,275.50	9.71



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 230-4230 E05	Dept 0000 Sub Totals: LIBRARY OPERATIONS PERSONNEL SERVICES	-1,465,097.00	-1,322,821.50	-1,322,821.50	-142,275.50	0.00		
230-4230-1000-0000	Full Time Salaries	211,408.56	171,069.88	171,069.88	40,338.68	0.00	40,338.68	19.08
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	16,249.53	16,249.53	-16,249.53	0.00	-16,249.53	0.00
230-4230-1113-0000	Vacation Pay	0.00	50,953.27	50,953.27	-50,953.27	0.00	-50,953.27	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	500,036.77	500,036.77	108,206.61	0.00	108,206.61	17.79
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	51,739.47	51,739.47	9,734.42	0.00	9,734.42	15.84
230-4230-1420-0000	FICA/Medicare	62,703.36	55,701.05	55,701.05	7,002.31	0.00	7,002.31	11.17
230-4230-1500-0000	Hospital / Medical	86,155.44	72,350.84	72,350.84	13,804.60	0.00	13,804.60	16.02
230-4230-1520-0000	Dental Insurance	4,193.64	3,336.13	3,336.13	857.51	0.00	857.51	20.45
230-4230-1540-0000	Life Insurance	771.39	509.63	509.63	261.76	0.00	261.76	33.93
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	921,946.57	921,946.57	130,170.09	0.00	130,170.09	12.37
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	3,404.63	3,404.63	95.37	0.00	95.37	2.72
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	20,176.71	20,176.71	474.63	0.00	474.63	2.30
230-4230-2401-0000	Adult Books - Fiction	22,382.00	20,380.52	20,380.52	2,001.48	0.00	2,001.48	8.94
230-4230-2402-0000	Audio	8,566.90	2,445.77	2,445.77	6,121.13	0.00	6,121.13	71.45
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	13,938.13	13,938.13	3,654.87	0.00	3,654.87	20.77
230-4230-2406-0000	Teen Books - Materials	5,146.38	4,564.39	4,564.39	581.99	0.00	581.99	11.31
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	5,506.15	5,506.15	41.59	0.00	41.59	0.75
230-4230-2409-0000	Electronic Materials	8,348.10	9,471.17	9,471.17	-1,123.07	0.00	-1,123.07	0.00
230-4230-2499-0000	Collection Development	340.00	0.00	0.00	340.00	0.00	340.00	100.00
230-4230-3102-0000	Postage	1,500.00	1,868.88	1,868.88	-368.88	0.00	-368.88	0.00
	E10 Sub Totals:	102,982.08	86,836.48	86,836.48	16,145.60	0.00	16,145.60	15.68
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	8,557.22	8,557.22	-3,557.22	0.00	-3,557.22	0.00
230-4230-3099-0000	Other Professional Services	5,000.00	577.59	577.59	4,422.41	0.00	4,422.41	88.45
230-4230-3100-0000	Circulation System	6,129.12	0.00	0.00	6,129.12	0.00	6,129.12	100.00
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3200-0000	Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	2,553.02	2,553.02	-53.02	0.00	-53.02	0.00
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	11,074.46	11,074.46	2,925.54	0.00	2,925.54	20.90
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	193.80	193.80	206.20	0.00	206.20	51.55
	E15 Sub Totals:	59,547.12	45,215.71	45,215.71	14,331.41	0.00	14,331.41	24.07
E20	MISCELLANEOUS							
230-4230-4000-0000	Memberships and Dues	594.01	420.00	420.00	174.01	0.00	174.01	29.29
230-4230-4001-0000	Subscriptions	625.00	1,081.72	1,081.72	-456.72	0.00	-456.72	0.00
230-4230-4093-0000	COVID-19	0.00	278.15	278.15	-278.15	0.00	-278.15	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	1,073.80	1,073.80	1,926.20	0.00	1,926.20	64.21
	E20 Sub Totals:	4,219.01	2,853.67	2,853.67	1,365.34	0.00	1,365.34	32.36
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	1,056,852.43	1,056,852.43	162,012.44	0.00	162,012.44	13.29
	Dept 4230 Sub Totals:	1,218,864.87	1,056,852.43	1,056,852.43	162,012.44	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	52,146.47	52,146.47	14,348.05	0.00	14,348.05	21.58
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	3,805.57	3,805.57	-3,805.57	0.00	-3,805.57	0.00
230-4231-1113-0000	Vacation Pay	0.00	4,970.30	4,970.30	-4,970.30	0.00	-4,970.30	0.00
230-4231-1200-0000	Part Time Salaries	26,900.89	20,000.34	20,000.34	6,900.55	0.00	6,900.55	25.65
230-4231-1410-0000	PERA	6,951.37	5,851.98	5,851.98	1,099.39	0.00	1,099.39	15.82
230-4231-1420-0000	FICA/Medicare	7,144.75	6,096.54	6,096.54	1,048.21	0.00	1,048.21	14.67
230-4231-1500-0000	Hospital / Medical	16,825.68	14,054.96	14,054.96	2,770.72	0.00	2,770.72	16.47
230-4231-1520-0000	Dental Insurance	757.92	631.56	631.56	126.36	0.00	126.36	16.67
230-4231-1540-0000	Life Insurance	116.00	75.60	75.60	40.40	0.00	40.40	34.83
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	E05 Sub Totals:	125,191.13	107,633.32	107,633.32	17,557.81	0.00	17,557.81	14.02
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	5,005.99	5,005.99	-1,005.99	0.00	-1,005.99	0.00
230-4231-2202-0000	Building Repair Supplies	1,500.00	1,728.00	1,728.00	-228.00	0.00	-228.00	0.00
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	2,476.44	2,476.44	-1,676.44	0.00	-1,676.44	0.00
	E10 Sub Totals:	6,500.00	9,766.74	9,766.74	-3,266.74	0.00	-3,266.74	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	1,335.15	1,335.15	364.85	0.00	364.85	21.46
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	38,621.65	38,621.65	5,378.35	0.00	5,378.35	12.22
230-4231-3601-0000	Natural Gas	16,000.00	17,181.96	17,181.96	-1,181.96	0.00	-1,181.96	0.00
230-4231-3703-0000	Building Repair Charges	12,000.00	13,960.72	13,960.72	-1,960.72	0.00	-1,960.72	0.00
230-4231-3707-0000	Maintenance Agreements	9,500.00	10,135.86	10,135.86	-635.86	0.00	-635.86	0.00
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	81,983.30	81,983.30	31,457.70	0.00	31,457.70	27.73
E20	MISCELLANEOUS							
230-4231-4099-0000	Miscellaneous Charges	1,100.00	2,716.74	2,716.74	-1,616.74	0.00	-1,616.74	0.00
	E20 Sub Totals:	1,100.00	2,716.74	2,716.74	-1,616.74	0.00	-1,616.74	0.00
E40	OTHER FINANCING USES							
230-4231-9490-0000	Transfer Out-Cap Proj Fund	164,000.00	0.00	0.00	164,000.00	0.00	164,000.00	100.00
	E40 Sub Totals:	164,000.00	0.00	0.00	164,000.00	0.00	164,000.00	100.00
	Expense Sub Totals:	410,232.13	202,100.10	202,100.10	208,132.03	0.00	208,132.03	50.74
	Dept 4231 Sub Totals:	410,232.13	202,100.10	202,100.10	208,132.03	0.00		
Dept 230-4900	IMPROVEMENT PROJECTS							
E15	SERVICES AND CHARGES							
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E15 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E25	CAPITAL OUTLAY							
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

<b>Account Number</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Period Amount</b>	<b>YTD Amount</b>	<b>YTD Var</b>	<b>Encumbered Amount</b>	<b>Available</b>	<b>% Available</b>
	Fund Revenue Sub Totals:	1,465,097.00	1,322,821.50	1,322,821.50	142,275.50	0.00	142,275.50	9.71
	Fund Expense Sub Totals:	1,629,097.00	1,258,952.53	1,258,952.53	370,144.47	0.00	370,144.47	22.72
	Fund 230 Sub Totals:	164,000.00	-63,868.97	-63,868.97	227,868.97	0.00		

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Public Comment Policy</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Bell, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>Yes</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve the new Public Comment Policy</b>	
<p>BACKGROUND/CONTEXT:</p> <p>Following this cover sheet are two versions of the library’s proposed Public Comment Policy for discussion and action.</p> <p>The first document is a heavily redlined version that reflects changes City Attorney Kori Land made to the original draft submitted to her for review on behalf of the Executive Committee. It’s included to help illustrate the underlying thought process of the committee and subsequent recommended changes.</p> <p>The second version is a clean copy showing how the policy would read with City Attorney Land’s recommended language, plus three additional words that the Executive Committee would like to consider inserting. The purpose of the three extra words (“if time allows”) is meant to make it clear that if the 20-minute public comment portion of the meeting is reached, the board will not allow those not signed in to speak.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>Public Comment Policy</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater

## Public Library

**Policy Title:** Public Comment Policy -- DRAFT  
**Date adopted:** 12/13/2022  
**Date amended:**  
**Date last reviewed:**

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### Purpose

The Stillwater Public Library Board encourages and welcomes public participation and input. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board, while permitting the Board to conduct its meeting in an efficient and effective manner.

### Rules and Procedures

1. Public comments are only permitted during the time designated on the meeting agenda.
2. A maximum of twenty minutes will be allowed for the public comment period. Each speaker will have a maximum of three minutes. The Board President shall ~~appoint a trustee as designate someone to act as~~ a timekeeper.
- ~~3.~~ A sign-in sheet will be available for audience members to let the Board know they wish to participate in the public comment period. The sheet will request name, city of residence and group affiliation (if ~~any speaking in a representative capacity~~) of the person wishing to make public comment. ~~Anyone refusing to identify him or herself will not be permitted to speak.~~
- ~~4.~~ ~~3.~~ Groups wishing to comment must select one representative to present the group's view.
- ~~5.4.~~ As the presiding officer The President is the designated spokesperson for the Board. As spokesperson, the President will call names from the sign-in sheet in the order they are listed, and then others from the audience shall be allowed to speak even if not on the sign-in sheet.
- ~~6.5.~~ The President and Board ~~shall should~~ not engage in dialogue with the speakers, and there shall be no debate.
- ~~7.~~ Comments should be brief and to the point. Following Robert's Rules of Order, the President has the power to require nonmembers of the Board to leave, or order their removal, to protect the assembly from disruptive behavior and ensure the progress of the meeting.
- ~~8.6.~~ Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth by the public during the comment session will be addressed by the Board at a future meeting. Because the purpose of public comment is for the Board to receive public input, it is not an opportunity to engage the Board in discussion or to add items to the Agenda. The Board may refer any matter of public comment to the Library Director, Library Staff, or ~~the an~~ appropriate agency for review or may set the item on a future Agenda.

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9.7. Comments made at the meeting become part of the meeting record and the Board minutes will reflect ~~reflect the name of any speakers and~~ the substance of any comments. A description of all materials presented to the Board will be included in the meeting minutes and the documents will become part of the Board's record.

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

# Stillwater

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## Public Library

**Policy Title:** Public Comment Policy -- Clean copy of draft + additional wording  
**Date adopted:** 12/13/2022  
**Date amended:**  
**Date last reviewed:**

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4. As the presiding officer, the President will call names from the sign-in sheet in the order they are listed, and if time allows, then others from the audience shall be allowed to speak even if not on the sign-in sheet.
5. The President and Board should not engage in dialogue with the speakers, and there shall be no debate.
6. Because the purpose of public comment is for the Board to receive public input, it is not an opportunity to engage the Board in discussion or to add items to the Agenda. The Board may refer any matter of public comment to the Library Director, Library Staff, or an appropriate agency for review or may set the item on a future Agenda.
7. Comments made at the meeting become part of the meeting record and the Board minutes will reflect the substance of any comments. A description of all materials presented to the Board will be included in the meeting minutes and the documents will become part of the Board's record.

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

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Board of Trustee Vacancies</b>	
OWNER: <b>Trustee Interview Committee</b>	<b>Trustee Interview Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>A motion to forward the interview committee’s recommended candidates for the Library Board of Trustees’ vacancies to the City Council.</b>	
BACKGROUND/CONTEXT: <p>At the December meeting, the interview committee will provide a recommendation for appointments to the Board of Trustees for terms beginning January 2023.</p> <p>Three trustees have terms ending this December: Bell, Lockyear, and Simon. Bell has reached the end of her third term and can no longer reapply. Lockyear and Simon are eligible to serve another term but were required to apply online to be considered for reappointment. Per city policy, a vacancy notice was publicly posted with an application deadline of November 14 at 12:00 Noon. Following the application deadline, the interview committee was provided with applications of trustees requesting reappointment and residents who applied for consideration.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2022 Grant Request</b>	
OWNER: <b>Troendle, Director</b>	PRESENTER: <b>Troendle, Director</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Motion to approve 2023 grant request of Huelsmann Foundation.</b>	
BACKGROUND/CONTEXT:  <p>Stillwater Public Library Foundation annually requests funding from the Huelsmann Foundation. The library's portion of the grant request has typically supported a specific project or program. In 2020 and 2021, the library requested and received funding for \$20,000 in masonry repairs each year to help preserve the historic library.</p> <p>In 2022, the library requested and received funding for \$20,000 to improve the terrace. In August, the library 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. A decision was made to pause any enhancements until these basic issues are resolved. As none of the \$20,000 grant was spent, the Board passed a motion in November approving the library to approach the Huelsmann Foundation with a request to reallocate the 2022 grant for the paver project to the library signage project for expenditure in 2023.</p> <p>In 2023, it's proposed to seek additional funding of \$20,000 for signage for a total project budget of \$40,000 in 2023. The top priorities of the signage project would be to 1) replace broken signage and update stack signage; 2) update and add wayfinding signage; 3) consider adding digital signage; and 4) create a more welcoming environment for patrons entering the library via the parking ramp or Third Street. The library has been working with a vendor to price out different options, and it seems realistic that we can accomplish \$40,000 worth of work next year.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Trustee Information Sharing</b>	
OWNER: <b>Trustees</b>	PRESENTER: <b>Trustees</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p><b>BACKGROUND/CONTEXT:</b>          This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>On 12/6/2022, Troendle emailed trustees with a link to an article titled <a href="#">‘Our mission is crucial’: meet the warrior librarians of Ukraine</a>, on behalf of Trustee Hansen. Hansen said the article powerfully conveys the core value of libraries in any society and the gritty commitment of librarians to preserve library collections and services.</p> <p>On 12/8/2022, Troendle emailed trustees on behalf of Bell regarding the Board’s donation of poinsettias to the library.</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?:	

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- Pat Lockyear dressed up the large planter at the 4<sup>th</sup> ST entrance and arranged for the delivery of three smaller pots to give the terrace a more festive, welcoming feel this winter. Not only did Pat do all the labor and footwork, but helped pay for a portion of the decorative touches too.
- On behalf of staff, thank you to the Library Board for the three holiday poinsettias, which are beautiful.
- The exterior roofing project came to a successful conclusion on Dec. 7. The no parking signs remain because we don't advise using the surface lot until the area can be swept for nails and screws. The contractor has also been given a punch list of items to finish before the project officially ends. There are seven general areas on the upper level that we are seeking to have repaired (e.g., paint, plaster), which were damaged from either water leaks or vibration as a result of the roofing project. The areas include the Administration office, mystery room, romance room, general fiction, gallery, and the two public restrooms.
- Recruitment and hiring for three different positions consumed a significant number of hours, but it's important to put the time in on the front end to help make good decisions. We're pleased to announce the following outcomes:
  - Sarah Rosten was hired as the library's Information Services Supervisor, and she began onboarding December 5. Sarah earned a BA in English Literature from the University of Minnesota Duluth and a master's degree in Library and Information Science from Syracuse University. Some of her library experience includes being a Youth Services Librarian with Washington County Library, managing the Hardwood Creek Library, and most recently overseeing three WCL branches.
  - Chuck Meyer was hired as a Substitute Custodian, which is a very important position that helps make the library an inviting, clean and safe space for everyone. Chuck has already been trained in and is covering shifts.
  - The third vacancy filled was a Library Assistant role in Circulation, which is a public-facing position requiring, among other qualities, tactful communication, attention to detail, and good problem-solving skills. This position attracted 57 applicants. Circulation Services Lead Lori Houston and Mark narrowed that to seven semi-finalists who were interviewed. The position was offered to Ellen Callet, who accepted. Ellen had a similar role with Ramsey County Library and joined Stillwater Public Library on December 7.
- Business and Communications Manager Keri Goeltl and Mark continued to work on details related to a potential signage project next year, though staffing realities reduced the amount of time we were able to devote to it in November.

### Heads-Up

- COVID home test kits are still in supply and available for pickup at the library at no charge.
- The Library Foundation has temporarily hired Elaine Delavy (WeberNelson Consulting) as an interim Executive Director.
- The Friends of the Library did not meet in November due to inclement weather on the night of their scheduled meeting so there are no meeting minutes available.

### Near-Term Future Focus

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



## Report from Information Services

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### November Programming

- November Take & Make Kit: Paper Book Page Stars (170)
- Artist Reception: James Beck (25)
- Pumpkin and Gourds in Watercolor (23)
- Title IX 50th Anniversary with Sheri and Peggy Brenden (10)
- Connect Through Books (3)
- Genealogy One-on-One (6)
- Let's Clay: Gnomes (12)
- Mystery Book Club (7, including two new attendees)
- Romance Book Club (5)

### Program/Reference Notes

- One member of the Information Services team is on approved leave from part of November through early January. Until then, we are managing with substitutes, and reallocating regular staff when substitutes aren't available, to provide necessary coverage at the Public Services desk. This also reduces the amount of programming the library is able to provide and impacts staffing and priorities in other ways. The hiring of Sarah Rosten as our new Information Services Supervisor, beginning Dec. 5, will help ease the strain until we are once again fully staffed.
- The November non-fiction display theme was Native American Heritage Month.
- Catherine researched and compiled three posts on the history of SPL for the "Throwback Thursday" posts on the library's Facebook page. The posts covered the history of the early library, the establishment of SPL as a public library, and the history of the Carnegie building.
- Cami created these book lists: Read Native (Adult Fiction), Read Native (Young Adult), Title IX along with a display.
- The Genealogy One-on-One metric of six sessions in November includes two sessions that occurred in October after the deadline for the November board report.
- The Mystery Book Club's theme was Non-Fictious November, and mysteries featuring real-life people were read.
- Catherine created a book display for Veterans Day.
- Cami updated signage in the Teen area.
- Several Tech Help programs were scheduled but had to be canceled due to illness.

### Upcoming

- December Take & Make Kits: Sock Gnome (90 kits prepared to date)
- Copper and Berries in Oil Pastel (Dec. 1)
- Block Printing (Dec. 8 and 15)
- Connect Through Books (Dec. 12)
- Romance Book Club – (Any) Holiday Romance (Dec. 20)
- Mystery Book Club – Mysteries in a Snowstorm (Dec. 28)
- Tech Help (multiple dates)
- Genealogy Help (multiple dates)

### November Programs

- Storytimes – 8 sessions (392)
  - 2 Baby and Toddler (51)
  - 1 Preschool Music and Movement (72)
  - 5 Preschool (373)
- Building with LEGO Bricks (33)
- Let's Clay: Miniature Snacks for Teens (10)
- Teen Zines – The Art of Self Publishing (6)
- Dinosaurs Di-November Scavenger Hunt (409)
- Farm Market: Apples and Flight Lab Family Discovery Room (continued from Sept/Oct)
- Boredom Buster Teen activity – Board games, puzzles and Braille Discovery (continued)

### Outreach / Community Engagement Programs and Visits

- New Heights School – regular class visits to the Library continue – K-1 visits once a week; 2-5 visits every other week; middle school visits 2x per month; seniors 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 as needed. It has been particularly helpful to have Youth Services staff in the space during the visits from grades 2-5.
- Staff reached out to EFCE to arrange possible library involvement at upcoming events
- An outreach puppet show is planned for late November

### Upcoming Single / Multiple Date Programs

- Melted Crayon Jewelry for Teens– Tuesday, December 6
- Puppet Show: The Gingerbread Man – Wednesday, Dec 7 and Second Saturday, December 10
- Early 2023 will see a new cultural performance with TaikoArts Japanese Drumming and we’ll welcome back Circus Manduhai
- The popular Petite Concerts will be back for programs in early 2023 to introduce very young children to a gentle music performance

### Upcoming Series Programs

- December 15 – Building with Bricks (LEGO)



To increase visibility we moved the LEGO creations to the ledge in the Children's Library. Attendance at the November building program increased 60% over October's attendance!





*The kids were proud to have their creations on display and young visitors were overheard asking if they could go to the next building day.*



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Executive Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <b>Executive Committee Meeting Notes</b> <b>November 15, 2022</b> <b>Conference Room, 10 a.m.</b> <b>Present: Bell, Hansen, Lockyear, Troendle</b>  <b>Public Comment Policy</b> <ul style="list-style-type: none"> <li>• The Committee discussed the first draft of a Public Comment Policy.</li> <li>• Mark will incorporate suggested changes into a revised draft which will be sent to City Attorney Kori Land for review and comment.</li> <li>• The goal is to have a final draft for board consideration at the December 13, 2022, meeting.</li> </ul> <b>Questions for City Attorney</b> <ul style="list-style-type: none"> <li>• Various legal questions about handling appeals arose after a Request for Review appeal was considered at the October 11, 2022, board meeting.</li> <li>• The Committee compiled a brief list of the questions for City Attorney Kori Land to review. City Attorney Land will attend the December board meeting to respond.</li> </ul>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater Public Library Foundation  
Board Meeting –October Meeting – Held 10/28/22  
In person

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

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:33. Members checked in.

2. Approval of the Minutes – September meeting minutes were approved.

3. Reports for the monthly meeting

a. President- Shawn

- Alicia's last day on board, a gift was presented to her.
- Sandy Ellis resigning from board
- Shawn reached out to Elaine Weber-Nelson to find a replacement for Alicia as executive director. Need to update job description and get contract for executive director.

b. Library Director – Mark

- Hiring in process, lots of responses.
- Had staff training day
- Masonry repairs should be wrapped up
- Roof should be done in another week
- Talked about patrons challenging books at the library. Have a process to review titles and replace titles. Employees and trustees reviewed titles and trustees upheld employee's decision.

- Covid tests available, no charge
- Friends of library having a book drive and sale at 10:30am, November 9
- The library board meeting Wednesday at 5pm

c. Finances - Dustin

- Gave finance report
- Summer made motion to accept audit, Amber seconded
- Discussion followed
- Board thanked Dustin, Alicia and Ann for working on audit
- Audit was approved unanimously

d. Governance

- Conflict of interest forms will go out in January
- Discussion of possible whistle blower policy

e. Events & Marketing – Summer

- November 1 there will virtual meeting of event and marketing committee
- For the coming event, Grace will feature authors every other day on social media
- Book marks will be given out at library about the event
- Kevin and John made move to join Chamber of Commerce for more publicity, all

accepted the proposal

f. Executive director-Alicia

- See to update grant requested
- Working on information for new person taking her position\
- Providing job description

5. Other Business – None

6. Adjournment – Summer motioned to adjourned. Motion passed unanimously. The meeting was adjourned at 9:59am.

Respectfully submitted,  
Paige Hoyle, Secretary



# Stillwater Public Library 2022 Calendar

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

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

# Stillwater

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## Public Library

### 2022 LIBRARY BOARD

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

Members	Term	Ward
Maureen Bell (President)	3rd Term: Jan 1, 2020 - Dec 31, 2022	4
Gregg "Spike" Carlsen	3rd Term: Jan 1, 2022 - Dec 31, 2024 (Carlsen offered resignation to City Clerk with last meeting on 2/14/2023)	2
Craig Hansen (Secretary/Treasurer)	1st Term: Jan 1, 2021 - Dec 31, 2023	1
Paula Hemer	3rd Term: Jan 1, 2022 - Dec 31, 2024	3
Sharon Hollatz	2nd Term: Jan 1, 2021 - Dec 31, 2023	1
Pat Lockyear (Vice-President)	2nd Term: Jan 1, 2020 - Dec 31, 2022	2
Ryan Mathre	1st Term: Jan 1, 2021 - Dec 31, 2023	3
Carrie Simon	To fill vacated term ending Dec 31, 2022	3
Dana Weigman	1st Term: Jan 1, 2022 - Dec 31, 2024	4
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

*2022 Committee Rosters:*

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

Updated 9/9/2022