

STILLWATER PUBLIC LIBRARY

BOARD OF TRUSTEES

Meeting Agenda

Tuesday, January 10, 2023

Margaret Rivers Room

The January meeting of the board will follow the 7 PM Annual Meeting.

Introductory Business (5 minutes)

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

Refer to the [Public Comment Policy](#) for rules and procedures, including time limits.

Regular Business (10 minutes)

4. Consent Calendar
 - a) Adoption of December 13, 2022 Minutes +
 - b) Acknowledgement of Bills Paid in December +
 - c) December Budget Status Report +
 - d) Library Supplemental Funds: Gifts and Grants Received +

Informational/Discussion (10 minutes)

5. Trustee Information Sharing I+
6. Library Board of Trustee Vacancy I+

Decisional (20 minutes)

7. Request for Review Policy A+
8. 2023 Budget A+

Reports (20 minutes)

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

12. Public Commentary and Communications

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, January 9, 2023.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet *=Document to be Distributed Later

#=Document Distributed Previously Attachments: 2023 Calendar, 2023 Roster

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 13, 2022
Minutes**

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

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Bell called meeting to order at 7:00 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 5: Public Comment Policy

Bell directed the trustees to the Public Comment Policy in the board packet for discussion and action.

City Attorney Kori Land joined the trustees to discuss the Public Comment Policy and provide background on public comments occurring at government meetings. Land clarified that the board does not have to allow public commentary. If allowed, the board can set time limits for commentary and determine placement on the agenda. The board can't restrict protected speech or conduct.

Lockyear asked about requiring the name of speakers making public comments. Land indicated that the name of the speaker is not required; however, contact information is often helpful for staff follow-up. Speaker information may be requested and included in the minutes if provided by the public.

Trustees discussed adopting the policy with Land's revisions. Executive Committee will have further discussions about the appropriate placement of public commentary on the agenda. Bell noted that there are currently two sections on the agenda for public commentary – one at the beginning for in-person comments and one at the end for emails and letters received by the board.

Motion to adopt Public Comment Policy. Weigman moved. Hollatz second. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon, Weigman, No: None.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 13, 2022
Minutes**

AGENDA ITEM 6: Library Board of Trustees Vacancies

Bell, Carlsen, and Hollatz interviewed candidates for the vacancy on the Library Board of Trustees and recommended applicant Larry Panciera as the new trustee.

Motion to forward the interview committee's recommended candidate of Larry Panciera for the Library Board of Trustees vacancy to the City Council. Carlsen moved. Hollatz second. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon, Weigman, No: None.

Bell, Carlsen, and Hollatz also recommend the reappointment of Lockyear and Simon.

Motion to forward Lockyear and Simon for reappointment to the Library Board of Trustees to the City Council. Carlsen moved. Hollatz second. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon, Weigman, No: None.

AGENDA ITEM 7: 2023 Grant Request

Troendle reported that the library has been working with a vendor on a signage proposal to replace broken signage, add and update wayfinding signage, and create a more welcoming environment for patrons entering via Third Street or the parking ramp. It is estimated that \$40,000 of work could be completed in 2023.

The library would like to request funding from the Huelsmann Foundation for this project. The library has already requested the reallocation of the 2022 grant of \$20,000 for the terrace pavers project to signage. The library would also like to approach the Huelsmann Foundation for a new 2023 grant of \$20,000 for signage, bringing the total signage funding to \$40,000.

The library is still working with the vendor on details of the project and will be scheduling a meeting with the Facilities Committee.

Motion to approve 2023 grant request of Huelsmann Foundation. Lockyear moved. Simon second. Yes: Bell, Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre, Simon, Weigman, No: None.

AGENDA ITEM 8: Trustee Information Sharing

Bell and Lockyear thanked Hansen for the inspiring article about the librarians of Ukraine. Hemer also thanked Hansen for his recent article in the Star Tribune about disability etiquette.

Bell noted that this meeting is her last meeting of nine years on the board. She thanked trustees, Council Liaison Collins, and staff. Trustees expressed their appreciation of Bell.

AGENDA ITEM 9: Director and Other Staff Reports

Troendle reported that three new staff were recently hired - an Information Services Supervisor, a Library Assistant I, and a Custodial Substitute.

**STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 13, 2022
Minutes**

AGENDA ITEM 10: Board Committee Reports

- a) Board Governance Committee: Did not meet. Hemer asked about the board self-assessment form that is to be completed every 2-3 years. Is this the purview of the Governance Committee or could it be moved to the Executive Committee?
- b) Executive Committee: Notes in packet.
- c) Facilities Committee: Did not meet. Will meet in January.
- d) Finance Committee: Did not meet. Some adjustments may be made to the final budget based on new information from the city.

AGENDA ITEM 11: Foundation & Friends Report

Friends did not meet in November or December.

Troendle provided a few updates on the Foundation:

- The Foundation held the For the Love of the Library event in November at Seven Vines and turned a small profit. The event featured a panel of authors interviewed by Lee Valsvik, an update by Foundation President Shawn Glaser, winery tours, and food by Lake Elmo Inn.
- The Foundation hired Elaine Delavy, WeberNelson Consulting, as the interim Executive Director for a minimum of three months. The Foundation is reviewing the position description (32 hours/week) for the new Executive Director and is hoping to release this soon.
- Shawn Glaser's term as president ends this month. Summer Seidenkranz will be the new president.

AGENDA ITEM 12: Public Commentary and Communications

Bell reported that no emails were received in the board's email account.

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 7:56 PM.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Acknowledgment of Bills Paid in December 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 December 2022 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of December:				
December 2022 (2022 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 20,459.52	\$ 4,250.21	\$ 7,470.21	\$ 32,179.94
Capital Expenditures	\$ 19,460.00	\$ -	\$ -	\$ 19,460.00
23 Prepay Expenditures	\$ 9,651.56	\$ -	\$ -	\$ 9,651.56
Total	\$ 49,571.08	\$ 4,250.21	\$ 7,470.21	\$ 61,291.50
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: December 6, 2022 (\$50,536.14)</i></p> <ul style="list-style-type: none"> • \$19,460 to Palen Kimball for the roof upgrade. • \$8,842 prepaid to Bibliotheca for a 2023 service agreement on the self-checks. • \$6,890 to Xcel Energy for gas and electricity. • \$4,543 to Brodart for adult fiction, adult nonfiction, teen, and children’s materials. • \$2,234 for a new safety gate for the loading dock. <p><i>Bill Resolution: December 20, 2022 (\$10,755.76)</i></p> <ul style="list-style-type: none"> • \$4,346 to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$1,810 to Master Mechanical for fan motor repairs to RTU 2 of the HVAC system. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 12/6/2022 Bill Resolution – 2022 Bills 12/20/2022 Bill Resolution – 2022 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
3798_230604	11/10/2022	Ace Hardware	Supplies	\$ 34.55	230-4231-2102-0000	Janitorial Supplies
3798_230679	11/14/2022	Ace Hardware	Supplies	\$ 95.90	230-4231-2102-0000	Janitorial Supplies
3798_230932	11/30/2022	Ace Hardware	Supplies	\$ 95.90	230-4231-2102-0000	Janitorial Supplies
1M9P-DF3M-VXVH	11/11/2022	Amazon Business	Programs - YA (235 MELSA TEEN)	\$ 44.21	235-4236-4099-0000	Library Donations Programs
1YKF-PF7G-3XM3	11/12/2022	Amazon Business	Materials - Book Club Kits (SPLF)	\$ 31.24	232-4232-2113-0000	SPLF - Materials
1VCF-JRYR-47XR	11/17/2022	Amazon Business	Supplies	\$ 25.99	230-4230-2101-0000	General Supplies
1KW3-R77C-V7HP	11/20/2022	Amazon Business	Programs - YA (235 MELSA TEEN)	\$ 52.01	235-4236-4099-0000	Library Donations Programs
1PTY-9L4-46QV	11/21/2022	Amazon Business	Programs - YA (235 MELSA TEEN)	\$ 169.33	235-4236-4099-0000	Library Donations Programs
11FH-HNDP-HFCL	11/22/2022	Amazon Business	Materials - Adult (SPLF)	\$ 58.49	232-4232-2113-0000	SPLF - Materials
1VGR-YJM7-GCG6	11/22/2022	Amazon Business	Supplies	\$ 15.11	230-4230-2101-0000	General Supplies
1VGR-YJM7-GCG6	11/22/2022	Amazon Business	Materials - Adult Fiction (SPLF)	\$ 8.92	232-4232-2113-0000	SPLF - Materials
19YP-Q6LH-P1VY	11/23/2022	Amazon Business	Programs - Adult (235)	\$ 197.64	235-4236-4099-0000	Library Donations Programs
16FW-4N6P-1XQC	11/30/2022	Amazon Business	Supplies	\$ 559.69	230-4230-2101-0000	General Supplies
14573847	11/4/2022	Backgroundchecks.com	Background Check	\$ 36.15	230-4230-4099-0000	Miscellaneous Charges
INV-US59770	11/14/2022	Bibliotheca LLC	Self-check Maintenance Agreement (230-4230-3713-	\$ 8,842.00	230-0000-1410-1000	PRE PAID ACCOUNT
1	11/16/2022	Brenden Sheri	Programs - Adult (235)	\$ 250.00	235-4236-4099-0000	Library Donations Programs
12062022	12/6/2022	Brodart Co	Materials - Juv (Lawson)	\$ 2,074.39	224-4224-2404-0000	Helen Lawson Fund - Other Books
12062022	12/6/2022	Brodart Co	Materials - YA (Friends)	\$ 47.97	229-4229-2113-0000	Friends - Materials
12062022	12/6/2022	Brodart Co	Materials - Juv	\$ 182.55	230-4230-2400-0000	Childrens Books
12062022	12/6/2022	Brodart Co	Materials - Adult Fiction	\$ 430.76	230-4230-2401-0000	Adult Books - Fiction
12062022	12/6/2022	Brodart Co	Materials - Adult Nonfiction	\$ 1,015.96	230-4230-2405-0000	Adult Books - Non Fiction
12062022	12/6/2022	Brodart Co	Materials - YA	\$ 130.33	230-4230-2406-0000	Teen Books
12062022	12/6/2022	Brodart Co	Materials - Processing	\$ 350.74	230-4230-3404-0000	Processing Fee
12062022	12/6/2022	Brodart Co	Materials - Adult (SPLF)	\$ 310.31	232-4232-2113-0000	SPLF - Materials
FS110322	11/3/2022	Chan Karen	Programs - Adult (235)	\$ 350.00	235-4236-4099-0000	Library Donations Programs
WS120122	12/1/2022	Chan Karen	Programs - Adult (235)	\$ 350.00	235-4236-4099-0000	Library Donations Programs
158859297	11/1/2022	Comcast	Internet - November	\$ 188.10	230-4230-3098-0000	Technology Support
9510262885	11/10/2022	Grainger	Loading Dock Safety Gate	\$ 2,234.22	230-4231-2302-0000	Other Minor Equipment - Lib Plant
20188693	11/22/2022	Huebsch Service	Towels & Rugs	\$ 133.07	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
I-SG-18175	12/2/2022	Image 360	Signage Sample (SPLF)	\$ 177.74	232-4232-4099-0000	SPLF - Miscellaneous Charges
11172022JK	11/17/2022	Kaericher Jodi	Programs - Adult (235) Staff Reimbursement	\$ 17.30	235-4236-4099-0000	Library Donations Programs
15986025	11/30/2022	KidCreate Studio/Get Messy	Programs - Juv (HJA)	\$ 300.00	232-4232-2407-0000	SPLF - Programs
12062022	12/6/2022	Midwest Tape	Materials - Audio (JAB)	\$ 552.86	230-4230-2402-0000	Audio
12062022	12/6/2022	Midwest Tape	Materials - Video (SYV)	\$ 11.24	230-4230-2408-0000	Film/Video
12062022	12/6/2022	Midwest Tape	Materials - Processing	\$ 55.17	230-4230-3404-0000	Processing Fee
11022022MTIV	11/2/2022	Music Together in the Valley	Programs - JUV (HJA EL)	\$ 300.00	232-4232-2407-0000	SPLF - Programs
W22100557	11/15/2022	Office of MN IT Services	Telephone	\$ 148.35	230-4231-3101-0000	Telephone
100400968875	11/14/2022	Otis Elevator Company	Elevator Maint Agreement Jan-Feb 23 (230-4231-370	\$ 425.56	230-0000-1410-1000	PRE PAID ACCOUNT
100400968875	11/14/2022	Otis Elevator Company	Elevator Maint Agreement Dec 22	\$ 212.78	230-4231-3707-0000	Maintenance Agreements - Lib Plant
SVC1917069	11/14/2022	Palen Kimball LLC	Roof Upgrade (Capital 22-4231-934)	\$ 19,460.00	120-4230-5200-0000	C/O & Improvements
220	8/24/2022	Parcel Arts LLC	Programs - JUV (235 MELSA TEEN)	\$ 387.00	235-4236-4099-0000	Library Donations Programs
10067454	10/31/2022	Pioneer Press St. Paul	Materials - Periodicals (SPLF)	\$ 1,407.00	232-4232-2113-0000	SPLF - Materials
STL-200118	12/9/2022	Stillwater Gazette	Materials - Periodicals (SPLF)	\$ 117.95	232-4232-2113-0000	SPLF - Materials
43502212	11/15/2022	Survey Monkey	Survey Software (230-4230-3098-0000)	\$ 384.00	230-0000-1410-1000	PRE PAID ACCOUNT
1644595	11/8/2022	World Book Inc	Materials - Lawson (JUV)	\$ 149.98	224-4224-2404-0000	Helen Lawson Fund - Other Books
1644603	11/8/2022	World Book Inc	Materials - Lawson (JUV)	\$ 242.10	224-4224-2404-0000	Helen Lawson Fund - Other Books
1644608	11/8/2022	World Book Inc	Materials - Lawson (JUV)	\$ 604.80	224-4224-2404-0000	Helen Lawson Fund - Other Books
		INVOICES SUBTOTAL		\$ 43,269.36		
LIBRARY CREDIT CARD						
248811	10/10/2022	Grand Pizza & Catering	Staff Training	\$ 235.12	236-4236-4099-0000	Wick - Misc
MB-153899	10/24/2022	Mobile Beacon	Materials - Hotspots (SPLF)	\$ 66.00	232-4232-2113-0000	SPLF - Materials
223051185007204	11/1/2022	Target	Programs - Adult (235)	\$ 14.97	235-4236-4099-0000	Library Donations Programs
189	11/1/2022	Len's Family Foods	Programs - Adult (235)	\$ 40.00	235-4236-4099-0000	Library Donations Programs
2080386_221011	11/21/2022	Dream Host	Website Hosting	\$ 19.95	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 376.04		
SPECIAL BILL PAYOUTS						
805925594	11/25/2022	Xcel Energy	Gas	\$ 2,407.02	230-4231-3601-0000	Natural Gas
805925594	11/25/2022	Xcel Energy	Electric	\$ 4,483.72	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 6,890.74		
GRAND TOTAL				\$ 50,536.14		

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
INVOICES PAYABLE						
3798_231205	12/14/2022	Ace Hardware	Janitorial Supplies	100.89	230-4231-2102-0000	Janitorial Supplies
16PX-7Y3L-6CTL	12/13/2022	Amazon Business	Janitorial Supplies	11.04	230-4231-2102-0000	Janitorial Supplies
113F-1KWR-19KR	12/13/2022	Amazon Business	Janitorial Supplies	100.40	230-4231-2102-0000	Janitorial Supplies
12202022	12/20/2022	Brodart Co	Materials - Juv (Lawson)	261.44	224-4224-2404-0000	Helen Lawson Fund - Other Books
12202022	12/20/2022	Brodart Co	Materials - YA (Friends)	83.06	229-4229-2113-0000	Friends - Materials
12202022	12/20/2022	Brodart Co	Materials - Juv	46.43	230-4230-2400-0000	Childrens Books
12202022	12/20/2022	Brodart Co	Materials - Adult Fiction	753.25	230-4230-2401-0000	Adult Books - Fiction
12202022	12/20/2022	Brodart Co	Materials - Adult Nonfiction	1536.23	230-4230-2405-0000	Adult Books - Non Fiction
12202022	12/20/2022	Brodart Co	Materials - YA	345.45	230-4230-2406-0000	Teen Books
12202022	12/20/2022	Brodart Co	Materials - Processing	448.16	230-4230-3404-0000	Processing Fee
12202022	12/20/2022	Brodart Co	Materials - Adult (SPLF)	872.56	232-4232-2113-0000	SPLF - Materials
FH38677	11/25/2022	CDW Government Inc.	Web Filtering	584.97	230-4230-3098-0000	Technology Support
10232313	12/9/2022	Cole Papers	Supplies	162.56	230-4231-2102-0000	Janitorial Supplies
161065845	12/1/2022	Comcast	Internet - December	188.10	230-4230-3098-0000	Technology Support
306-02444792-3	11/30/2022	Culligan of Stillwater	Water	57.20	230-4230-4099-0000	Miscellaneous Charges
7223773	11/23/2022	Demco Inc.	Materials - Processing	170.47	230-4230-3404-0000	Processing Fee
20191817	12/6/2022	Huebsch Service	Towels & Rugs	223.17	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
94849	11/29/2022	Library Ideas LLC	Materials - JUV VOX (Friends)	272.14	229-4229-2113-0000	Friends - Materials
72713	11/30/2022	Master Mechanical Inc.	Repairs - RTU 2 Air Fan Motor	1810.12	230-4231-3703-0000	Building Repair Charges
503030443	11/29/2022	Midwest Tape	Materials - Audio (SJM)	108.66	230-4230-2402-0000	Audio
503030443	11/29/2022	Midwest Tape	Materials - Processing	27.36	230-4230-3404-0000	Processing Fee
ALR0141664X	11/26/2022	MN Dept of Labor and Industry	Elevator Operating Permit	200.00	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
W22110564	12/14/2022	Office of MN IT Services	Phone - November	148.35	230-4231-3101-0000	Telephone
240	12/12/2022	Parcel Arts LLC	Programs - Adult (235) NFS	387.00	235-4236-4099-0000	Library Donations Programs
241	12/12/2022	Parcel Arts LLC	Programs - Adult (235) WLC1	387.00	235-4236-4099-0000	Library Donations Programs
242	12/12/2022	Parcel Arts LLC	Programs - Adult (235) WLC2	387.00	235-4236-4099-0000	Library Donations Programs
243	12/13/2022	Parcel Arts LLC	Programs - Adult (235) Gnome	387.00	235-4236-4099-0000	Library Donations Programs
SWLIBR	11/30/2022	Rose Floral	Terrace and Entrance Plants (235 Houston)	78.75	235-4238-4099-0000	Library Donations Miscellaneous
12102022HS	12/10/2022	Skye Heather Evelyn	Programs - JUV (HJA EL)	600.00	232-4232-2407-0000	SPLF - Programs
1645265	11/23/2022	World Book Inc	Materials - Processing	17.00	230-4230-3404-0000	Processing Fee
		INVOICES SUBTOTAL		\$ 10,755.76		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 10,755.76		

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: December 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 – December 31, 2022.</p> <p><u>120 Funds – Capital Projects:</u> Expenditures to date total \$263,834.</p> <ul style="list-style-type: none"> • \$226,660 has been paid through December for the roof project. Additional invoices are anticipated, including a forthcoming invoice of approximately \$127,000 from Allstar. • \$40,200 was paid for the masonry project, which was planned to be covered through the fund balance. • \$16,434 was paid for two network switches, budgeted initially at \$22,000 and to be covered through the fund balance. <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2022 was approved at \$29,487.</p> <ul style="list-style-type: none"> • \$7,815 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. • Revenue from lost and damaged materials is at \$1,470 to date and is expected to fall short of the budgeted \$3,000. <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 \$1,000,860 through December. 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 close to the original budget.</p> <p>Materials: The city budget is \$95,711. Through December, expenditures are \$86,461. We are still anticipating invoices for 2022 materials and for databases shared with Washington County Library.</p> <p>Services and Charges: Expenditures total \$48,216 through December, 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><u>230 Funds – Plant Expenditures:</u> Plant – Personnel Services: Personnel expenditures total \$116,289 through December. This is slightly under the budgeted pace.</p>	

Plant – Supplies: Plant supplies were budgeted at \$6,500. We are over budget with expenditures to date at \$12,861.

Plant – Services and Charges: The 2022 budget for plant services and charges is \$113,441. \$100,103 has been expended to date.

- General insurance: This is budgeted at \$26,000 and will not be entered as an expense until close of 2022.
- Energy: We will exceed our energy budget of \$60,000 by about \$15,000. \$71,604 has been paid to date, and 12 days of additional charges are still to come.
- Building Repairs: Of the \$12,000 allocated to building repairs, we are now over budget with \$15,770 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. \$10,348 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 December Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 1/5/2023 - 12:05 PM
 Period: 1 to 12, 2022



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 120-4230 E25	LIBRARY CAPITAL OUTLAY							
120-4230-5200-0000	C/O & Improvements	557,000.00	266,860.00	266,860.00	290,140.00	0.00	290,140.00	52.09
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	283,294.52	283,294.52	295,705.48	0.00	295,705.48	51.07
	Expense Sub Totals:	579,000.00	283,294.52	283,294.52	295,705.48	0.00	295,705.48	51.07
	Dept 4230 Sub Totals:	579,000.00	283,294.52	283,294.52	295,705.48	0.00		
Dept 120-4231 E25	LIBRARY PLANT CAPITAL OUTLAY							
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

General Ledger

Budget Status

User: kgoeltl
 Printed: 1/5/2023 - 12:02 PM
 Period: 1 to 12, 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	1,677.50	1,677.50	-477.50	0.00	-477.50	0.00
230-0000-3520-0100	Copier/Printer Sales	4,000.00	3,358.67	3,358.67	641.33	0.00	641.33	16.03
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	5,305.89	5,305.89	594.11	0.00	594.11	10.07
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	788.00	788.00	712.00	0.00	712.00	47.47
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	1,470.19	1,470.19	1,529.81	0.00	1,529.81	50.99
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	2,509.99	2,509.99	21,077.01	0.00	21,077.01	89.36
R45	OTHER FINANCING SOURCES							
230-0000-3910-0100	Transfer In-General Fund	1,435,610.00	1,435,610.04	1,435,610.04	-0.04	0.00	-0.04	0.00
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	1,435,610.04	1,435,610.04	-0.04	0.00	-0.04	0.00
	Revenue Sub Totals:	1,465,097.00	1,443,425.92	1,443,425.92	21,671.08	0.00	21,671.08	1.48
	Dept 0000 Sub Totals:	-1,465,097.00	-1,443,425.92	-1,443,425.92	-21,671.08	0.00		
Dept 230-4230	LIBRARY OPERATIONS							
E05	PERSONNEL SERVICES							
230-4230-1000-0000	Full Time Salaries	211,408.56	187,317.28	187,317.28	24,091.28	0.00	24,091.28	11.40
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	19,446.14	19,446.14	-19,446.14	0.00	-19,446.14	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	54,645.93	54,645.93	-54,645.93	0.00	-54,645.93	0.00
230-4230-1200-0000	Part Time Salaries	608,243.38	540,841.71	540,841.71	67,401.67	0.00	67,401.67	11.08
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	56,121.49	56,121.49	5,352.40	0.00	5,352.40	8.71
230-4230-1420-0000	FICA/Medicare	62,703.36	60,565.29	60,565.29	2,138.07	0.00	2,138.07	3.41
230-4230-1500-0000	Hospital / Medical	86,155.44	77,748.05	77,748.05	8,407.39	0.00	8,407.39	9.76
230-4230-1520-0000	Dental Insurance	4,193.64	3,625.15	3,625.15	568.49	0.00	568.49	13.56
230-4230-1540-0000	Life Insurance	771.39	549.36	549.36	222.03	0.00	222.03	28.78
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	1,000,860.40	1,000,860.40	51,256.26	0.00	51,256.26	4.87
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	4,005.42	4,005.42	-505.42	0.00	-505.42	0.00
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	20,405.69	20,405.69	245.65	0.00	245.65	1.19
230-4230-2401-0000	Adult Books - Fiction	22,382.00	21,590.52	21,590.52	791.48	0.00	791.48	3.54
230-4230-2402-0000	Audio	8,566.90	3,107.29	3,107.29	5,459.61	0.00	5,459.61	63.73
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	16,522.70	16,522.70	1,070.30	0.00	1,070.30	6.08
230-4230-2406-0000	Teen Books - Materials	5,146.38	5,040.17	5,040.17	106.21	0.00	106.21	2.06
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	5,517.39	5,517.39	30.35	0.00	30.35	0.55
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	2,187.56	2,187.56	-687.56	0.00	-687.56	0.00
	E10 Sub Totals:	102,982.08	92,928.04	92,928.04	10,054.04	0.00	10,054.04	9.76
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	9,918.34	9,918.34	-4,918.34	0.00	-4,918.34	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	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	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	12,143.36	12,143.36	1,856.64	0.00	1,856.64	13.26
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	2,637.17	2,637.17	-2,637.17	0.00	-2,637.17	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	218.73	218.73	181.27	0.00	181.27	45.32
	E15 Sub Totals:	59,547.12	48,216.45	48,216.45	11,330.67	0.00	11,330.67	19.03
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	313.75	313.75	-313.75	0.00	-313.75	0.00
230-4230-4099-0000	Miscellaneous Charges	3,000.00	1,529.52	1,529.52	1,470.48	0.00	1,470.48	49.02
	E20 Sub Totals:	4,219.01	3,344.99	3,344.99	874.02	0.00	874.02	20.72
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	1,145,349.88	1,145,349.88	73,514.99	0.00	73,514.99	6.03
	Dept 4230 Sub Totals:	1,218,864.87	1,145,349.88	1,145,349.88	73,514.99	0.00		
Dept 230-4231	LIBRARY PLANT							
E05	PERSONNEL SERVICES							
230-4231-1000-0000	Full Time Salaries	66,494.52	57,234.55	57,234.55	9,259.97	0.00	9,259.97	13.93
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	3,936.03	3,936.03	-3,936.03	0.00	-3,936.03	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	21,895.23	21,895.23	5,005.66	0.00	5,005.66	18.61
230-4231-1410-0000	PERA	6,951.37	6,370.24	6,370.24	581.13	0.00	581.13	8.36
230-4231-1420-0000	FICA/Medicare	7,144.75	6,650.26	6,650.26	494.49	0.00	494.49	6.92
230-4231-1500-0000	Hospital / Medical	16,825.68	15,016.85	15,016.85	1,808.83	0.00	1,808.83	10.75
230-4231-1520-0000	Dental Insurance	757.92	673.66	673.66	84.26	0.00	84.26	11.12
230-4231-1540-0000	Life Insurance	116.00	82.80	82.80	33.20	0.00	33.20	28.62
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	116,829.92	116,829.92	8,361.21	0.00	8,361.21	6.68
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	5,866.07	5,866.07	-1,866.07	0.00	-1,866.07	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	4,710.66	4,710.66	-3,910.66	0.00	-3,910.66	0.00
	E10 Sub Totals:	6,500.00	12,861.04	12,861.04	-6,361.04	0.00	-6,361.04	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	1,631.85	1,631.85	68.15	0.00	68.15	4.01
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	47,247.96	47,247.96	-3,247.96	0.00	-3,247.96	0.00
230-4231-3601-0000	Natural Gas	16,000.00	24,356.62	24,356.62	-8,356.62	0.00	-8,356.62	0.00
230-4231-3703-0000	Building Repair Charges	12,000.00	15,770.84	15,770.84	-3,770.84	0.00	-3,770.84	0.00
230-4231-3707-0000	Maintenance Agreements	9,500.00	10,348.64	10,348.64	-848.64	0.00	-848.64	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	100,103.87	100,103.87	13,337.13	0.00	13,337.13	11.76

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	3,272.98	3,272.98	-2,172.98	0.00	-2,172.98	0.00
	E20 Sub Totals:	1,100.00	3,272.98	3,272.98	-2,172.98	0.00	-2,172.98	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	233,067.81	233,067.81	177,164.32	0.00	177,164.32	43.19
	Dept 4231 Sub Totals:	410,232.13	233,067.81	233,067.81	177,164.32	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	1,443,425.92	1,443,425.92	21,671.08	0.00	21,671.08	1.48
	Fund Expense Sub Totals:	1,629,097.00	1,378,417.69	1,378,417.69	250,679.31	0.00	250,679.31	15.39
	Fund 230 Sub Totals:	164,000.00	-65,008.23	-65,008.23	229,008.23	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Supplemental Funds: Gifts and Grants Received	
OWNER: Goeltl, Business and Communications Manager	PRESENTER: Troendle, Director
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of the supplemental gifts and grants received by the library in Quarter 4 of 2022.	
BACKGROUND/CONTEXT: <p>Attached is a list of the supplemental gifts and grants received by the library from January 1 – December 31, 2022.</p> <p>Official acceptance of the gifts and grants received report is requested.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Library Supplemental Funds: Gifts & Grants Received Through 12/31/22	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

LIBRARY SUPPLEMENTAL FUNDS: 2022 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2022)
Updated 1/6/2023

2022 Gifts							
ID	Date	Description	Amount	Restrictions	Fund	Expenditure Plan	Requested Board Action
G1	1/12/2022	\$60 tribute gift in memory of Shelby Prentiss	\$60	None	235-3235-3820-0100	Expend in 2022	Board approved 4/12/22
G2	1/26/2022	\$3 cash donation	\$3	None	230-0000-3820-0100	Expend in 2022	Board approved 4/12/22
G3	1/31/2022	\$500 unrestricted gift	\$500	None	235-0000-3820-0100	TBD	Board approved 4/12/22
G4	3/18/2022	\$5000 unrestricted gift	\$5,000	None	227-0000-3820-0100	TBD	Board approved 4/12/22
G5	4/9/2022	In-kind donation of scanner	\$50	None	N/A	N/A	Board approved 7/12/22
G6	5/12/2022	\$1,402 restricted gift	\$1,402	Adult nonfiction materials of lasting value	235-3235-3820-0100	Expend in 2022/2023	Board approved 7/12/22
G7	6/20/2022	In-kind donation for the Haunted History Trolley Tour for two	\$84	Adult Summer Reading Program Prize	N/A	N/A	Board approved 7/12/22
G8	6/23/2022	\$80 tribute in memory of Shelby Prentiss	\$80	Book purchase	235-3235-3820-0100	Expend in 2022	Board approved 7/12/22
G9	6/23/2022	\$876.19 restricted gift	\$876.19	Adult programming	235-3236-2820-0000	TBD	Board approved 7/12/22
G10	7/6/2022	\$100 restricted gift	\$100	Youth programming	235-3236-2820-0000	TBD	Board approved 10/11/22
G11	7/27/2022	\$100 unrestricted gift	\$100	None	230-0000-3820-0100	Expend in 2022	Board approved 10/11/22
G12	8/25/2022	\$100 unrestricted gift	\$100	None	230-0000-3820-0100	Expend in 2022	Board approved 10/11/22
G13	8/25/2022	\$10,295 distribution from Helen Lawson Library Fund	\$10,295	Items of public service with recognition to Helen Lawson	224-0000-3820-0100	TBD	Board approved 10/11/22
G14	8/25/2022	\$200 unrestricted gift	\$200	None	235-0000-3820-0100	TBD	Board approved 10/11/22
G15	9/23/2022	\$25,000 tribute in memory of Nicholas Haase	\$25	Book purchase	230-0000-3820-0100	Expend in 2022	Board approved 10/11/22
G16	9/23/2022	\$1,000 unrestricted gift	\$1,000	None	235-0000-3820-0100	TBD	Board approved 10/11/22
G17	10/5/2022	\$195 tribute in memory of Laurie Swanson	\$195	Book purchase	230-0000-3820-0100	TBD	For board review and approval on 1/10/23
G18	10/7/2022	In-kind donation of "150th Anniversary of Trinity Lutheran Church"		Book for SCC	N/A	N/A	For board review and approval on 1/10/23
G19	11/3/2022	\$200 unrestricted gift	\$200	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G20	11/9/2022	In-kind donation of greenery for 4th Street Entry Pots	\$75	Greenery for terrace pots	N/A	N/A	For board review and approval on 1/10/23
G21	11/17/2022	\$25 tribute in memory of Orlan Youngren	\$25	Book purchase	230-0000-3820-0100	Expend in 2022	For board review and approval on 1/10/23
G22	12/1/2022	\$50 unrestricted gift	\$50	None	230-0000-3820-0100	Expend in 2022	For board review and approval on 1/10/23
G23	12/14/2022	\$30 tribute in memory of Dorothy Gerson	\$30.00	Book purchase	230-0000-3820-0100	Expend in 2022	For board review and approval on 1/10/23
G24	12/14/2022	\$1000 tribute in memory of Nancy Wilson	\$1,000	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G25	12/14/2022	\$50 unrestricted gift	\$50	None	230-0000-3820-0100	Expend in 2022	For board review and approval on 1/10/23
G26	12/14/2022	\$50 unrestricted gift	\$50	None	230-0000-3820-0100	Expend in 2022	For board review and approval on 1/10/23
G27	12/14/2022	\$100 unrestricted gift	\$100	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G28	12/21/2022	\$200 tribute in memory of Orlan Youngren	\$200	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G29	12/21/2022	\$200 unrestricted gift	\$200	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G30	12/21/2022	\$60 tribute in memory of Gary McLaughlin	\$60	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G31	12/21/2022	\$90 tribute in honor of Maureen Bell	\$90	Book purchase	235-0000-3820-0100	Expend in 2023	For board review and approval on 1/10/23
G32	12/21/2022	\$1500 tribute in memory of Orlan Youngren	\$1,500	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G33	12/21/2022	\$50 tribute in memory of Orlan Youngren	\$50	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23

LIBRARY SUPPLEMENTAL FUNDS: 2022 GIFTS & GRANTS RECEIVED (January 1 - December 31, 2022)

Updated 1/6/2023

G34	12/21/2022	\$30 tribute in memory of Joyce Larson	\$30	Book purchase	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G35	12/28/2022	\$200 unrestricted gift	\$200	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G36	12/28/2022	\$300 unrestricted gift	\$300	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G37	12/28/2022	\$50 tribute in memory of Gary McLaughlin	\$50	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G38	12/28/2022	\$20 tribute in memory of Gary McLaughlin	\$20	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G39	12/28/2022	\$100 tribute in memory of Gary McLaughlin	\$100	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G40	12/29/2022	\$100 tribute in memory of Pat Lynch, John Taylor, Bruce Beutel, Dick Zeuli	\$100	None	235-0000-3820-0100	TBD	For board review and approval on 1/10/23
G41	12/29/2022	\$15 tribute in memory of Orlan Youngren	\$15	Book purchase	235-3235-3820-0100	Expend in 2023	For board review and approval on 1/10/23
G42	12/29/2022	\$500 for print books	\$500	Book purchase	235-3235-3820-0100	Expend in 2023	For board review and approval on 1/10/23
			\$25,065				

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

2022: FOUNDATION GRANTS (This is a list of the grants awarded. We do not receive the funds in a single payment. Instead, the SPLF reimburses for expenditures against the grant.)							
ID	Date	Description	Award	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF1	1/3/2022	SPLF 2022-01 DR Online Art Classes (\$500)	\$500.00	Tan Online Art Classes	232-0000-3820-0320	Expend in 2022	Board approved 4/12/22
SPLF2	2/25/2022	SPLF 2022-02 DR HJA Early Literacy	\$8,500.00	Early Literacy Programming	232-0000-3820-0320	Expend in 2022	Board approved 4/12/22
SPLF3	2/25/2022	SPLF 2022-02 DR HJA Summer Explorers	\$15,500.00	Juv Summer Reading Programming	232-0000-3820-0320	Expend in 2022	Board approved 4/12/22
SPLF4	3/25/2022	SPLF 2022-03 Adult Programming	\$4,554.00	Adult Programming	227-0000-3820-0100	Expend in 2022	Board approved 4/12/22
SPLF5	3/25/2022	SPLF 2022-03 EL	\$4,022.00	Early Literacy Programming	227-0000-3820-0100	Expend in 2022	Board approved 4/12/22
SPLF6	3/25/2022	SPLF 2022-03 Materials	\$6,700.00	Materials (hotspots & ematerials)	232-0000-3820-0310	Expend in 2022	Board approved 4/12/22
SPLF7	3/25/2022	SPLF 2022-03 Sunday Hours	\$6,763.00	Sunday Hours	227-0000-3820-0100	Expend in 2022	Board approved 4/12/22
SPLF8	3/25/2022	SPLF 2022-03 YS Support	\$7,995.00	YS Support Hours	227-0000-3820-0100	Expend in 2022	Board approved 4/12/22
SPLF9	3/31/2022	SPLF 2022-03 DR Huelsmann Terrace (Requested reallocation to signage)	\$20,000.00	Terrace Improvements	232-4900-3099-0000	Expend in 2022	Board approved 4/12/22
SPLF10	12/12/2022	SPLF 2022-12 DR Heuer Newspapers	\$4,000	Adult Newspapers; Remaining to adult fiction.	232-0000-3820-0310	Expend in 2023	For board review and approval on 1/10/23
SPLF11	12/12/2022	SPLF 2022-12 DR Heuer Youth	\$1,000	Children's books, programs, services.	232-0000-3820-0100	Expend in 2023	For board review and approval on 1/10/23
			\$79,534				

2022: FOUNDATION IN-KIND DONATIONS TO LIBRARY (This is a list of in-kind donations provided by the Foundation to the library)							
ID	Date	Description	Amount	Restrictions	Anticipated Fund For Reimbursement \$	Expenditure Plan	Requested Board Action
SPLF In Kind 1	1/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 4/12/22
SPLF In Kind 2	2/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 4/12/22
SPLF In Kind 3	3/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 4/12/22
SPLF In Kind 4	4/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 7/12/22
SPLF In Kind 5	5/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 7/12/22
SPLF In Kind 6	6/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 7/12/22
SPLF In Kind 7	7/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 10/11/2022
SPLF In Kind 8	8/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 10/11/2022
SPLF In Kind 9	9/25/2022	Volunteer Coordinator Contract	\$1,431				Board approved 10/11/2022
SPLF In Kind 10	10/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 1/10/23
SPLF In Kind 11	11/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 1/10/23
SPLF In Kind 12	12/25/2022	Volunteer Coordinator Contract	\$1,431				For board review and approval on 1/10/23
			\$17,171				

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:</p> <p>This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>Trustee Simon recently visited the Central Library of Austin Public Library in Austin, Texas. Following the cover sheet are photos from the visit.</p> <p>On 12/16/2022, Troendle emailed trustees with the article titled Assisting and engaging the blind, written by Trustee Hansen and published in the Star Tribune.</p> <p>On 12/22/2022, Goeltl emailed trustees to inform them that the library would be closing early at 5 PM on Thursday, December 22 due to weather conditions and staff/patron safety.</p> <p>On 12/22/2022, Goeltl forwarded trustees a thank you email from Doug Hemer for the board’s sympathies, encouragement, and warm support for him, Paula, and their families.</p> <p>On 12/29/2022, Troendle emailed trustees with a link to an article titled This year I’m thankful for US public libraries – beautiful icons of a better civic era, on behalf of Trustee Hansen.</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: Austin Public Library Photos	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Austin Public Library
Austin, TX

- 6 floors with 200,000 total square feet
- 13 shared learning rooms that can be used for classes, workshops, meetings, co-working, etc.
- 589 seats throughout the building
- 140 public use PC and Mac computers
- 150 self-check electronic devices such as laptops and iPads
- 50 large screens for displaying electronic information

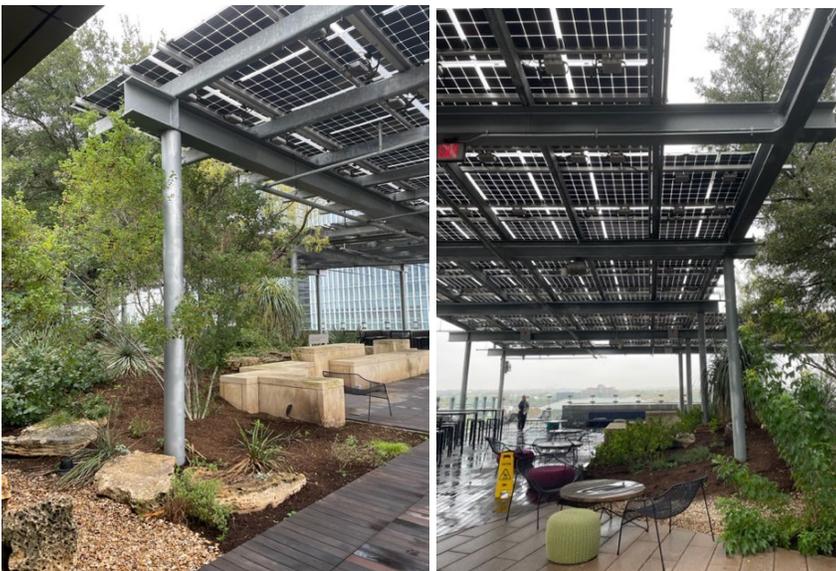
An exterior photo of the library, a multi-storied modern structure with pedestrian walkways and terraced landscaping.



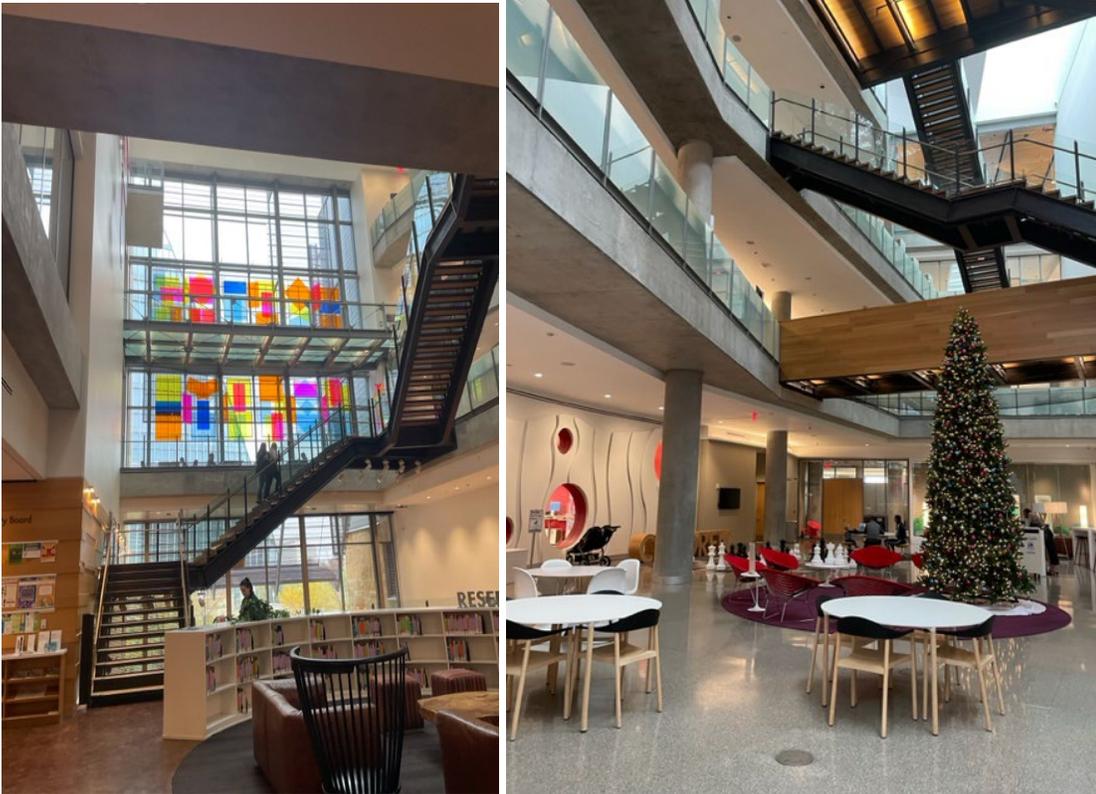
Large letters spelling “LIBRARY” on a low exterior wall.



Two photos of the rooftop garden with the solar panels serving as awnings.



Two interior photos of the open atrium space with large windows extending multiple stories and allowing in natural light.



Large screen displaying electronic information.



Signage stating: "To conserve water, this building uses nonpotable reclaimed water to flush toilets and urinals."



Three photos of children's section: The area features a curved wall of white with a large circular holes with a red interior. The circles allow sight lines between the children's area and the atrium. A grouping of modern red chairs is in front of the wall. A giant chess set is in front of another section of the wall. A sculpture of Alice in Wonderland's Mad Hatter and a hare is in front of one of the circular holes.

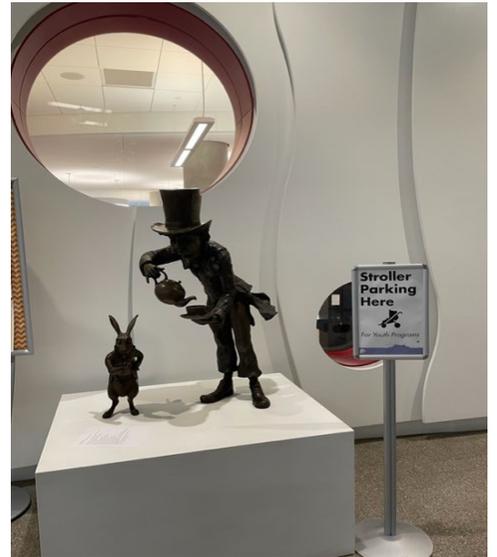


Photo of reading porch. Reading porches are located on levels 3 and 4 of the library.

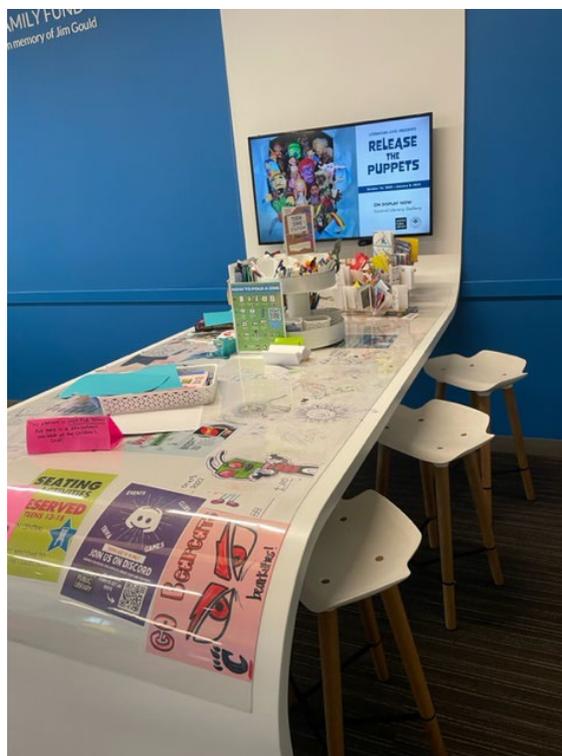
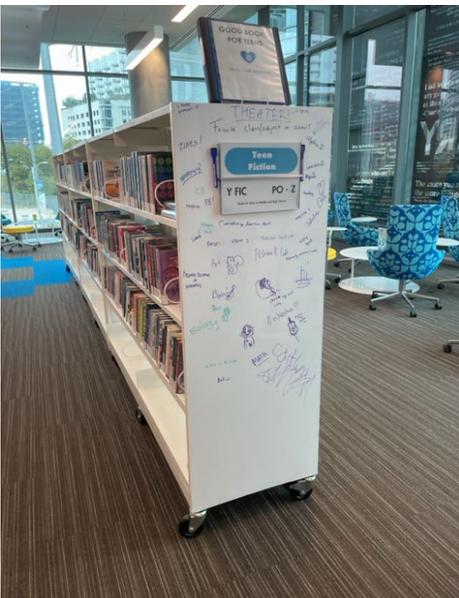
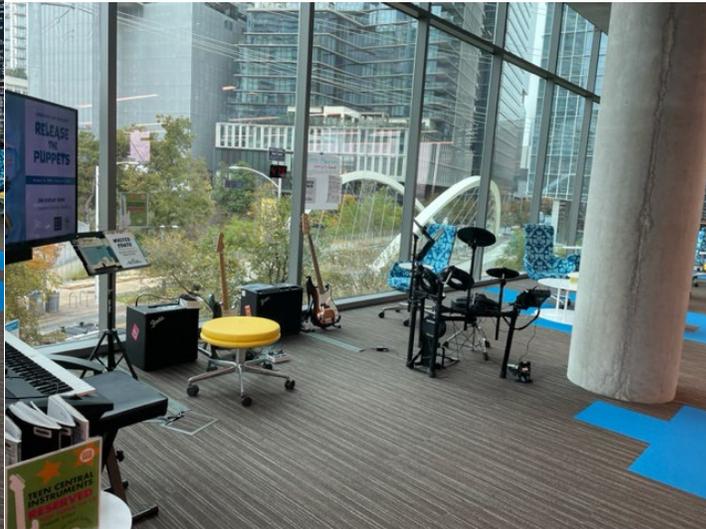


Photo of technology kiosk to check out Chromebooks and Afterschool Edge.



Photos of Teen Space at Library:

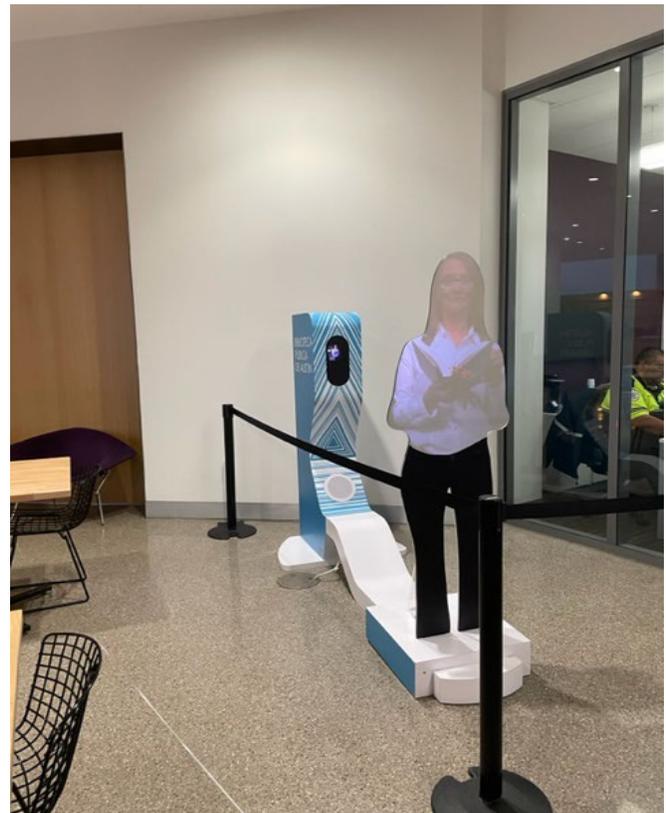
Large airy space overlooking city with bright blue chairs, yellow stools, and white tables. There is a music area with keyboard, guitars, and electronic drum set. The end panel of a teen shelving unit is a whiteboard. A white curving table extends from the wall. The table has some art supplies for creating and white stools for seating.



Two photos of the library store with shirts, books, water bottles, and other merchandise. Used books are also sold.



Photo of the coffee shop with a window to library patrons from the interior. There is also an exterior entrance for the general public.



A piece of technology or equipment with a life-sized cutout of a woman standing up and holding a book.

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Vacancy	
OWNER: President	PRESENTER: President
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:</p> <p>After many years of service, Trustee Carlsen will be leaving the Board of Trustees. Carlsen’s last board meeting will be on February 14, 2023.</p> <p>The vacancy was publicly posted with an application deadline of Monday, January 30 at 12 Noon. Following the application deadline, an interview committee will be provided with the list of residents who have applied for the vacancy posting or have applied for consideration within the past year. The committee will determine the interview process and provide a recommendation for appointment to the Board of Trustees.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Request for Review Policy	
OWNER: Troendle, Library Director	PRESENTER: Troendle, Library 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 revised Request for Review Policy	
BACKGROUND/CONTEXT: Attached is a slightly revised Request for Review Policy. The modification is the addition of one paragraph, which already exists in a separate Stillwater Public Library document known as the Collection Development and Management Policy. The Constitutional Law/Free Speech expert in the City Attorney's office, after reviewing the library's Collection Development and Management and Request for Review policies, suggested that it may be a helpful addition to the latter document and staff concur.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Proposed revision of the Request for Review Policy	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Stillwater

Public Library

Policy Title: Request for Review Policy
Date adopted: 05/10/2022
Date amended: 01/10/2023
Date last reviewed: 01/10/2023

Purpose

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

Principles

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

The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals may apply those values to the use of library materials only for themselves. They may not restrict the freedom of others to read or access library materials. Parents and legal guardians have the responsibility for their children's use of library materials.

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

Request for Review

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

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

Review Responsibilities

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

Within 30 days of receiving a written *Request for Review* form, the Library Director will review the request and resource in question with the Supervisor overseeing that area, and then the Library Director will send a written response to the patron who submitted the form, explaining in detail the staff decision regarding the request.

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

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

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

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

Associated Policies and Documents

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

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

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2023 Budget	
OWNER: Finance Committee 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: Approve the revised 2023 operating budget.	
<p>BACKGROUND/CONTEXT: In November, the Board approved a 2023 operating budget based on 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 reviewed the budget in December and fine-tuned line items based on current staffing, benefit elections, and other expenditure updates. The transfer in remained the same. The revised line-item budget follows the cover sheet. The numbers vary from the revised budget approved in November as follows:</p> <p><u>Revenue</u></p> <ul style="list-style-type: none"> Library revenues increased by \$1,000 to reflect growing meeting room and copier/printer usage. <p><u>Expenditures</u></p> <p><i>Increases (\$12,200):</i></p> <ul style="list-style-type: none"> Operating personnel numbers increased by \$3,500 to reflect current staffing using actual 2023 wages and benefit elections. Plant personnel numbers increased by \$700 to reflect 2023 staff wages and elections. Plant services and charges increased by \$8,000. Energy numbers were updated to reflect Xcel’s 2023 electricity rate increase and continued higher gas rates. <p><i>Decreases (\$11,200):</i></p> <ul style="list-style-type: none"> Operating supplies and equipment decreased by \$4,000. This reflects lower pricing for Windows licenses and reflects reductions to the supplies and equipment budget to help balance the increased costs in personnel and energy. Operating services and charges decreased by \$6,000 total to help balance the budget. \$2,000 of the decrease is the removal of the library’s ShelfLife city newsletter insert from the city budget. To offset this reduction, we recommend adding \$2,000 in Foundation funding for the newsletter to the supplemental plan approved in November. Miscellaneous charges decreased by \$1,200. <p><i>Flat:</i></p> <ul style="list-style-type: none"> October’s budget version included city-funded materials of \$62,000, a 35% decrease from 2022. This total remains flat in the revised budget. The individual line items by material type have been adjusted to reflect collection needs and purchasing with supplemental funds. 	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 2023 Revised Operating Budget	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?: Finance Committee	

2023 Library Budget

Account	Description	November Approved	December Revised
230-0000-3500-0100	Meeting Room Rental Fees	\$1,200.00	\$1,700.00
230-0000-3520-0100	Copier/Printer Sales	\$3,000.00	\$3,500.00
230-0000-3810-0200	Interest Earnings-Investments	\$1,000.00	\$1,000.00
230-0000-3820-0100	Gifts	\$1,500.00	\$1,500.00
230-0000-3820-0110	In Kind Gifts	\$17,167.00	\$17,167.00
230-0000-3830-0100	Sale of Property	\$0.00	\$0.00
230-0000-3860-0100	Lease/Rentals	\$0.00	\$0.00
230-0000-3860-0200	Parking Rental	\$0.00	\$0.00
230-0000-3870-0100	Refunds and Reimbursements	\$500.00	\$500.00
230-0000-3880-0020	Library Card Fees	\$420.00	\$420.00
230-0000-3880-0030	Lost Materials	\$2,000.00	\$2,000.00
230-0000-3880-0040	Processing Fees	\$0.00	\$0.00
230-0000-3880-0050	Registration	\$0.00	\$0.00
230-0000-3880-0100	Miscellaneous Income	\$0.00	\$0.00
230-0000-3880-0200	Gallery Fees	\$500.00	\$500.00
230-0000-3880-0500	Book & Other Enterprise Sales	\$200.00	\$200.00
230-0000-3910-0100	Transfer In-General Fund	\$1,500,177.00	\$1,500,177.00
230-0000-3910-0232	Transfer In-Library Fundraiser	\$0.00	\$0.00
230-0000-3910-0490	Transfer In-Capital Projects	\$40,000.00	\$40,000.00
	REVENUES	\$1,567,664.00	\$1,568,664.00
230-4230-1000-0000	Full Time Salaries	\$224,199.50	\$224,199.50
230-4230-1100-0000	Overtime - Full Time	\$0.00	\$0.00
230-4230-1111-0000	Severance Pay	\$0.00	\$0.00
230-4230-1112-0000	Sick Pay	\$0.00	\$0.00
230-4230-1113-0000	Vacation Pay	\$0.00	\$0.00
230-4230-1200-0000	Part Time Salaries	\$654,660.81	\$653,655.89
230-4230-1210-0000	Part Time Salaries - In Kind	\$17,167.00	\$17,167.00
230-4230-1300-0000	Overtime - Part Time	\$0.00	\$0.00
230-4230-1410-0000	PERA	\$65,914.87	\$65,839.50
230-4230-1420-0000	FICA/Medicare	\$67,233.49	\$67,156.61
230-4230-1500-0000	Hospital / Medical	\$84,105.84	\$88,458.96
230-4230-1520-0000	Dental Insurance	\$4,042.08	\$4,294.80
230-4230-1540-0000	Life Insurance	\$769.00	\$769.00
230-4230-2000-0000	Office Supplies	\$0.00	\$0.00
230-4230-2101-0000	General Supplies	\$3,500.00	\$3,000.00
230-4230-2113-0000	Reference	\$826.15	\$1,200.00
230-4230-2114-0000	Data Base Searching	\$1,105.00	\$1,000.00
230-4230-2302-0000	Other Minor Equipment	\$2,263.11	\$1,200.00
230-4230-2303-0000	Minor Computer Equipment	\$23,100.00	\$20,600.00
230-4230-2400-0000	Childrens Books	\$13,423.37	\$14,500.00
230-4230-2401-0000	Adult Books - Fiction	\$14,548.30	\$15,500.00
230-4230-2402-0000	Audio	\$5,568.49	\$1,900.00
230-4230-2403-0000	Periodicals	\$2,707.25	\$3,000.00
230-4230-2405-0000	Adult Books - Non Fiction	\$11,435.45	\$10,700.00
230-4230-2406-0000	Teen Books - Materials	\$3,345.15	\$3,500.00
230-4230-2407-0000	Programs	\$0.00	\$0.00
230-4230-2408-0000	Film/Video	\$3,606.03	\$5,500.00

Account	Description	November Approved	December Revised
230-4230-2409-0000	Electronic Materials	\$5,426.27	\$5,500.00
230-4230-2499-0000	Collection Development	\$221.00	\$0.00
230-4230-3098-0000	Technology Support	\$9,600.00	\$9,500.00
230-4230-3099-0000	Other Professional Services	\$5,000.00	\$5,000.00
230-4230-3100-0000	Circulation System	\$6,129.12	\$6,400.00
230-4230-3101-0000	Telecommunications	\$0.00	\$0.00
230-4230-3102-0000	Postage	\$1,500.00	\$1,500.00
230-4230-3200-0000	Mileage	\$0.00	\$0.00
230-4230-3201-0000	Seminar/Conference Fees	\$0.00	\$0.00
230-4230-3202-0000	Meals	\$0.00	\$0.00
230-4230-3203-0000	Housing	\$0.00	\$0.00
230-4230-3400-0000	Printing and Publishing	\$2,500.00	\$500.00
230-4230-3401-0000	Binding	\$0.00	\$0.00
230-4230-3404-0000	Processing Fee	\$14,000.00	\$11,000.00
230-4230-3500-0000	General Insurance	\$1,595.00	\$1,595.00
230-4230-3707-0000	Maintenance Agreements	\$5,000.00	\$3,000.00
230-4230-3713-0000	Computer Maintenance/Licenses	\$20,000.00	\$21,000.00
230-4230-3803-0000	Data Base Maintenance	\$0.00	\$0.00
230-4230-3804-0000	Equipment Rental	\$0.00	\$0.00
230-4230-3900-0000	Sales Tax	\$400.00	\$200.00
230-4230-4000-0000	Memberships and Dues	\$594.01	\$500.00
230-4230-4001-0000	Subscriptions	\$625.00	\$535.94
230-4230-4093-0000	COVID-19	\$0.00	\$0.00
230-4230-4099-0000	Miscellaneous Charges	\$3,000.00	\$2,000.00
230-4231-1000-0000	Full Time Salaries	\$69,836.50	\$69,836.50
230-4231-1100-0000	Overtime - Full Time	\$0.00	\$0.00
230-4231-1111-0000	Severance Pay	\$0.00	\$0.00
230-4231-1112-0000	Sick Pay	\$0.00	\$0.00
230-4231-1113-0000	Vacation Pay	\$0.00	\$0.00
230-4231-1200-0000	Part Time Salaries	\$27,388.45	\$27,388.45
230-4231-1410-0000	PERA	\$7,234.50	\$7,234.50
230-4231-1420-0000	FICA/Medicare	\$7,437.71	\$7,437.71
230-4231-1500-0000	Hospital / Medical	\$10,779.36	\$11,518.44
230-4231-1520-0000	Dental Insurance	\$505.20	\$505.20
230-4231-1540-0000	Life Insurance	\$116.00	\$116.00
230-4231-2101-0000	General Supplies	\$200.00	\$200.00
230-4231-2102-0000	Janitorial Supplies	\$4,000.00	\$4,000.00
230-4231-2202-0000	Building Repair Supplies	\$1,500.00	\$1,500.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	\$0.00	\$0.00
230-4231-2302-0000	Other Minor Equipment	\$800.00	\$800.00
230-4231-3002-0000	Contractual	\$0.00	\$0.00
230-4231-3099-0000	Other Professional Services	\$4,000.00	\$1,000.00
230-4231-3101-0000	Telephone	\$1,700.00	\$1,700.00
230-4231-3500-0000	General Insurance	\$34,955.00	\$34,955.00
230-4231-3600-0000	Electricity	\$42,000.00	\$48,000.00
230-4231-3601-0000	Natural Gas	\$16,000.00	\$21,000.00
230-4231-3703-0000	Building Repair Charges	\$9,000.00	\$9,000.00
230-4231-3707-0000	Maintenance Agreements	\$10,000.00	\$10,000.00
230-4231-3713-0000	Computer Maintenance/Licenses	\$0.00	\$0.00
230-4231-4099-0000	Miscellaneous Charges	\$1,100.00	\$1,100.00
230-4231-9490-0000	Transfer Out-Cap Proj Fund	\$40,000.00	\$40,000.00
230-4900-3099-0000	Other Professional Services	\$0.00	\$0.00
	EXPENDITURES	\$1,567,664.00	\$1,568,664.00

Report from the Library Director, Mark Troendle

Major Accomplishments

- We're pleased to report that the following actions were taken by City Council with regard to the library: Councilmember Ryan Collins was reappointed as the board's liaison, Pat Lockyear and Carrie Simon were reappointed as trustees, and Larry Panciera was appointed to serve as a new trustee.
- In December, the library was notified that the Hugh J. Andersen Foundation awarded the full programming grant submitted in August. The grant for \$30,900 is for the following three purposes: Summer Explorers Summer Reading Program (\$17,500), Early Literacy Programs (\$6,200), and Adult Programs (\$7,200). All programming funding for this library comes from supplemental sources. We are gratified for this support and confidence in the quality of programming offered.
- Mark drafted a 2023 grant request to update library signage for the Huelsmann Foundation to consider. Staff is coordinating this request through the Library Foundation for submittal in January.
- Onboarding began for Sarah Rosten who joined our team December 5, and Ellen Callet on December 7.
- Three library staff and a member of the Heritage Preservation Commission participated in a video conference with two Minnesota Historical Society staff to discuss details related to an upcoming project to digitize historical newspapers.

Heads-Up

- Applications for an upcoming trustee vacancy are being accepted by the City, with a deadline of 12:00 Noon on Monday, January 30, 2023.
- The Friends of the Library will be the January 2023 Round Up Recipients from River Market Co-op.
- City of Stillwater Information Systems Manager Rose Holman has announced she will be retiring and the search for her successor has begun. The cooperative spirit and expertise of the IT department to help the library better serve Stillwater residents has been invaluable, and we look forward to that continuing under new leadership.
- Two neighbors spoke to Mark at length on January 4 about the snow piles on the eastern end of the brick alley. Snow in that area can create a bit of a bottleneck and affect access for both neighbors and the library in terms of delayed garbage pickup and delivery services because vehicles can and do get stuck. Sometimes we are bypassed entirely by such services until conditions improve. We appreciate what Public Works does to maintain roads throughout Stillwater and realize they have many demands on their resources. Fortunately, on January 5, a crew did a wonderful job of removing the snow.
- The Assistant Director of Anoka County Library, Jacqueline Kramer, has been selected to serve as the new Washington County Library Director.
- One of the sites visited during Mark's trip to Bogotá was the Julio Mario Santo Domingo Public Library Cultural Center. It's a very large, modern complex that opened in 2010. While everything is under one roof, the library areas for adults, teens, and children are all in physically separate rooms. There is also an impressive theater with capacity for 1,303 people to attend concerts, plays and other artistic performances, plus a book store, café, terrace and other amenities. The size of the complex is 23,00 square meters or approximately 247,570 square feet. When asked for brochures to bring back, library staff said paper handouts are being phased out to reduce waste. If interested, more information can be found by visiting <https://www.teatromayor.org/es/about-us/cultural-center> or <https://www.teatromayor.org/about-us>.

Near-Term Future Focus

- Budget and grants
- Advocacy Task Force
- Creating a signage proposal

2022 Year in Review

Rather than an exhaustive list of 2022 events, this summary is meant to capture a sense of the past year. Statistical information will be available when the annual report is completed.

Library Boards & Committees

- Board bylaws were revised.
- Committee charters were reviewed and revised.
- The board approved a new class compensation plan wage schedule to align with changes adopted by the City for pay equity and wage parity reasons.
- A consultant was hired, with supplemental funds, to provide initial advocacy training to trustees and representatives from the library staff, Library Foundation, and Friends. This groundwork led to ongoing discussion and the formulation of an Advocacy Task Force Goal and Charge document approved by the library board in August. The task force will begin meeting in 2023.
- Carrie Simon joined the board as a new trustee, filling the vacant seat created when Bethany Cox moved to a different commission. Maureen Bell termed off after nine years of service. In December, the City Council appointed Larry Panciera to serve as a new trustee.
- The library board president and director spoke at the annual Stillwater Township meeting.
- Finance 101 and Facilities 101 overviews were presented.
- A significant amount of time was invested in preparing and advocating for the 2023 Operating budget and 2023-2027 Capital Improvement Plan. Also, capital budgeting parameters were revised by the City which impacted planning.

Services

- A new website was launched, with more content, revamped navigation and enhanced ADA access.
- A portable puppet stage was built and programming created for it, and it was shared with Bayport Public Library as that was a provision of the grant awarded making all of this possible.
- Though the effects of the pandemic were still felt, the use of meeting rooms, in-person visits, checkouts, and program attendance continued to rebound as we adjusted to the new normal.
- The library's branded pop-up canopy tent was used for the first time at farmer's market outreach events.
- The lawn and terrace were used for more programming opportunities than ever before.
- VOX books were added to the children's collection. These are audiobooks of popular children's titles that are contained within and part of print books. Simply push a button in the book to listen and read.
- A Flight Lab Wind Tunnel was added to the Discovery Center in the children's library. The wind tunnel allows children to learn about flight, air currents, air resistance and gravity.
- DVD players and DVD drives were added to the Library of Things collection.
- Youth Services expanded the phonics collection to include a large number of decodable books to support new and striving readers. Decodable or sound-aloud books allow children to practice phonics skills, helping them on the road from word recognition and comprehension to skilled reading.
- Information Services staff and volunteers hosted two "Scan for Keeps" events to digitize family documents, photographs, maps and other items.

Building & Grounds

- The clay roof tiles over the oldest sections of the library were removed and replaced, along with the outmoded gutter system. While the underlayment is thoroughly modern to seal out the elements,

the same type of clay tiles, made by the same company as in 1902, still adorn the roof, keeping intact the roofline and look of the Carnegie library.

- Approximately \$40,000 of masonry restoration work was performed largely along the north face of the library, plus less extensive work on a portion of the eastern side. This work included removing old caulk that was no longer serving its intended purpose and applying new caulk, digging out old mortar and filling joints with new mortar to ensure waterproof seams, and even replacing deteriorating bricks in specific areas.
- Calyx Design finished a revised conceptual plan for possible future enhancements to the library's 4th Street lawn.
- An improved safety rail was installed on our loading dock lift.
- The sound system in the Margaret Rivers Room was revamped.

Personnel, Policies, Grants and Other Projects

- We welcomed a new Information Services Supervisor (36 hours per week), Library Assistant in Circulation (20 hours per week), Custodian (20 hours per week), and two substitute custodians to our library team.
- For the first time, the library used the City's human resource management system called CivicHR to recruit and help process paperwork of candidates applying for open positions. We also developed internal processes around the use of this platform.
- Approved were a new fee schedule; revised Circulation Policy; revised Collection Development and Management Policy; revised Donations Policy; revised Study Rooms, Meeting and Event Policy; and new Request for Review Policy.
- Request for Review forms were received requesting titles be removed from the collection; the titles were not withdrawn.
- The library was closed for a staff training day on October 10, which included three in-person presenters and online content.
- Two grants were awarded that will enable the library and its partners to digitize more than 85,000 pages of historical newspapers in Phase 1 of a multi-year project.
- The library wrote a letter of support to the NEA to assist ArtReach St. Croix in their successful pursuit of another NEA Big Read grant.
- Work on a 2023 signage proposal began.

Our Partners: The Friends of the Stillwater Public Library and The Stillwater Public Library Foundation

- The Friends held successful spring and fall book sales to help support library funding needs.
- The Library Foundation hosted *Light a Spark* for the first time since 2019, which was canceled the two previous years due to the COVID-19 pandemic. They also hosted a ticketed *For the Love of the Library* event in November at an offsite location.
- The Library Foundation's Executive Director resigned at the end of October to take a position with another non-profit, and an interim director was hired to bridge the gap until someone new is hired.

Adult Programs

- Offered more than one genealogy 1:1 consultation, but the busy holiday month resulted in no-shows and unfilled spots.
- The December Take and Make featured sock gnomes and were very popular! The first round of 90 kits were gone in 2 days. About 60 more were added and were gone just as quickly.
- 1:1 Tech Help
 - Cami helped two patrons. The first patron needed help setting up a recording device for presentations. He was very appreciative of the help. The second patron was looking for help using his smartphone and tablet; instead he ended up checking out books and rescheduling his appointment for a later date.
- Block Printing: Winter Landscape Cards
 - The first session on 12/18 had 13 attendees with a wait list.
 - A second session was held on 12/15 due to popularity; 9 people braved a snowstorm that evening to attend!
- Book Clubs
 - The Mystery Book Club had 7 attendees. Members discussed the “snowstorm” mysteries they read during the month, which was a fitting match with the snowy weather!
 - The Romance Book Club had 2 attendees and discussed (any) holiday romance.
 - Connect Through Books had 2 attendees. A new member joined who has a disability preventing them from speaking. They were able to still participate with Cami’s support and enjoyed the book club. They are registered for the next meeting.

St. Croix Collection

- Catherine completed requirements for the library to become a FamilySearch affiliate library. The library’s status as an affiliate library provides patrons enhanced access (in the library building) to the digitized records available through FamilySearch, the genealogical website owned and operated by the Church of Jesus Christ of Latter-day Saints (LDS/Mormon church). A more formal communications rollout, along with an instructional class on using FamilySearch is planned for the early part of the year.
- Catherine researched and sourced photographs for two “Throwback Thursday” posts for the library’s Facebook page – one on the historical Lake Elmo resort and one on the ice-harvesting industry in the St. Croix Valley. The ice-harvesting image is gaining a lot of attention on social media.

Circulation, Displays, and Book Lists

- 59 new library cards were issues in December.
- Nonfiction Display: This Holiday Season Let's Create.
- New "Cami's Favorite Books of 2022" printed book list.
- Catherine created a “Welcome Winter” display featuring books on outdoor winter activities.

“Heard around the Library”

- COVID-19 Tests have been incredibly appreciated. In December, many families stopped by to stock up on tests before the holidays. Sarah Rosten was told by a patron that getting tests at the library has been a huge relief for his family, calling them “the best kept secret in the valley”. The

secret must be out, because the library distributed many boxes in December and continue to make them available into the new year.

Reference Personnel

- New Information Services Supervisor, Sarah Rosten, started December 5.
- Librarian Jodi Kaericher was on leave through December and returned in early January.

Upcoming or Recent Happenings in January

- Winter Reads, Adult Winter Reading program started January 1.
- Karen Tan Art Class, Gerber Daisy in Tempura was a full class with a waitlist on January 5.
- Tech and Genealogy 1:1s are scheduled.
- Exploring the Arts: Alfred Hitchcock Films scheduled January 18.
- Book Club Picks:
 - Romance: I'm Blue (book that is blue)
 - Connect through Books, share what you are reading
 - Mystery: First or Debut Mystery (a fresh read for a new year!)



Karen Tan December class, Copper and Berries in Oil Pastels



Block Printing Cards

December Programs

- Two puppet shows (228)
- One “Building with Bricks” (13)
- Two vendor programs
 - “Melted Crayon Jewelry for Teens” (8)
 - “Block Printing and Book Making: My Sketchbook” for ages 8–10 (15)
- Two take-and-make kit activities
 - Mini Art Kit for Teens, in conjunction with January Mini Teen Art Show (60 kits)
 - KidCreate Studio: “Newspaper Puppy” collage (30 kits)
- “Winter Activities” scavenger hunt (537)
- “So Cold!”: Ice Cream Shop, Snowflakes and Snow Friends, and Flight Lab Family Discovery Room (installed December 2 for a 3-month time span)

Outreach / Community Engagement Programs and Visits

- New Heights School – regular visitors grades K-5 (36) attended our final “Gingerbread Man” dress rehearsal and absolutely loved it. Students of all ages asked fantastic questions afterward, both engineering and narrative, and expressed delight over the show.

Upcoming Single Date Programs (vendors)

- Wendy’s Wiggle Jiggle & Jam – Wednesday, January 4 (2 programs, 10:30 & 11:30 AM)
CANCELED DUE TO FAMILY EMERGENCY; Kim subbed with Storytimes instead
- [MacPhail Petite Concert](#) – RESCHEDULED DUE TO FAMILY EMERGENCY, February 2 at 10:30 AM
- [TaikoArts Midwest](#) (drumming) – Thursday, February 23 at 6 PM

Upcoming Series Programs (staff-led)

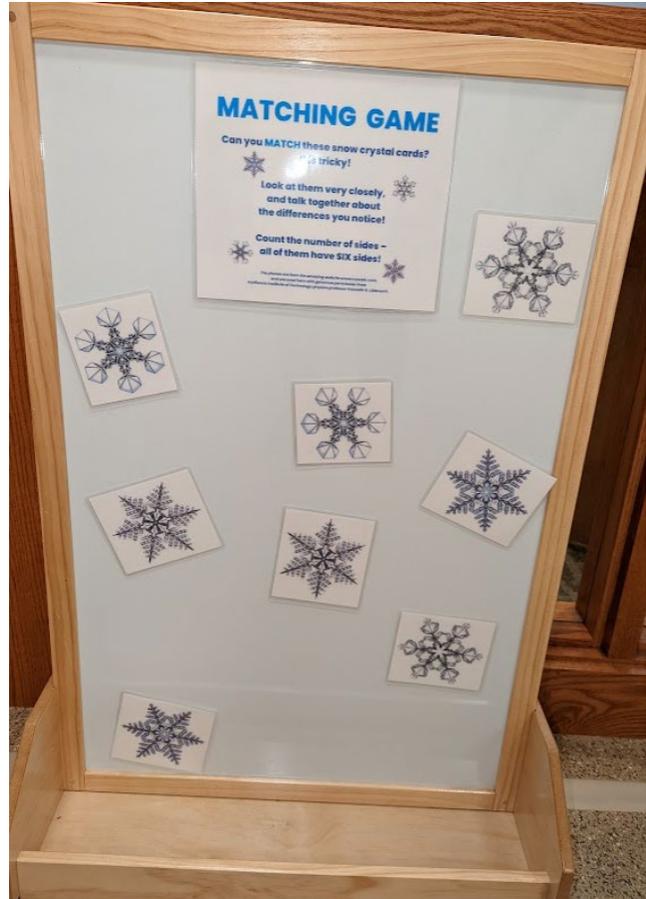
- Baby/Toddler Storytime – Tuesday, January 3, and Tuesday, January 17
- Preschool Storytime – Wednesdays, January 11, 18, 25 (10:30 & 11:30 AM) AND Saturday, January 14
- “Building with Bricks” – Tuesday, January 10

Program Notes

- December was a photo-heavy worthy month with exciting new elements added to the Children’s Library! Another new puppet show, *“The Gingerbread Man, a.k.a. Super-Cookie!”* was configured to work with our mobile stage allowing Kim to highlight more of her handmade and sourced puppetry props. Puppetry geared to the very young is rare to find, even outside of public libraries.
- The December-February Family Discovery Room activities were installed with the theme of “So Cold!”: Ice Cream Shop, Snowflakes, and Snow Friends. Included are various elements (photos included) offering many opportunities for building early literacy and science skills through play available during all open hours!
- Programs are being finalized for the Stillwater School spring break the week of March 19 to take advantage of the school release days for families who aren’t traveling. We offered a bookmaking class the week of Christmas for the first time and it was fully attended.
- Our first-ever teen mini art show has seven submissions so far (photo included)



A captive audience!



A scene featuring three beloved book characters enjoying ice cream.



The light table features cold-themed colors of Magna-Tiles.



The Flight Lab features blue and white scarves and snowflakes.



Word and various magnets to build a snowman.



The ice cream dramatic play center.



Submissions for the Mini Art Show for Teens.

Stillwater Public Library 2023 Calendar

<p>January 1: Library Closed, New Year's Day 10: Trustee Meeting, 7:00 pm 16: Library Closed, MLK Day 27: 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 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 7:00 pm 20: Library Closed, Presidents' Day 24: SPLF Board Meeting, 8:30 am</p>	<p>March 13: Friends Meeting, 6:30 pm 14: Presentation at Stillwater Township, 7:00 pm (Tentative) 14: Trustee Meeting, 7:30 pm (Tentative) 24: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> Director evaluation: 6-month progress check
<p>April 1: Annual Report to State Due 9: Library Closed, Easter 10: Friends Meeting, 6:30 pm 11: Trustee Meeting, 7:00 pm 23-29: National Library Week 28: SPLF Board Meeting, 8:30 am TBD: Friends Used Book Sale</p> <ul style="list-style-type: none"> NEA Big Read in the St. Croix Valley 	<p>May 8: Friends Meeting, 6:30 pm 9: Trustee Meeting, 7:00 pm 26: SPLF Board Meeting, 8:30 am 28: Library Closed on Sundays for Summer 29: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> Begin 2024 budget prep 	<p>June 12: Friends Meeting, 6:30 pm 13: Trustee Board Meeting, 7:00 pm 23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> 2024 budget discussions Facilities 101 & Finance 101
<p>July 4: Library Closed, Independence Day 11: Trustee Meeting, 7:00 pm 28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> 2024 operating budget due and 2024-2028 CIP due 	<p>August 8: Trustee Meeting, 7:00 pm 25: 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 4: Library Closed, Labor Day 10: Sunday Hours Resume 11: Friends Meeting, 6:30 pm 12: Trustee Meeting, 7:00 pm 22: 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 if due (Executive Committee)
<p>October 9: Friends Meeting, 6:30 pm 9: Library Closed Until 2 PM for Staff Training Day 10: Trustee Meeting, 7:00 pm 27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> We Are Water Exhibit Implement board self-assessment survey every 2-3 years (last done in 2021) 	<p>November 13: Friends Meeting, 6:30 pm 14: Trustee Meeting, 7:00 pm 23: Library Closed, Thanksgiving Day TBD: Friends Used Book Sale</p> <ul style="list-style-type: none"> Report on self-assessment results Adopt holidays for succeeding year 	<p>December 1: SPLF Board Meeting, 8:30 am 12: Trustee Meeting, 7:00 pm 23: Library Closed, Christmas Eve Eve 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

Stillwater

Public Library

2023 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 PM at the Stillwater Public Library, located at 224 3rd St N in Stillwater, Minnesota.

Members	Term	Ward
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	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	3rd Term: Jan 1, 2023 - Dec 31, 2025	2
Ryan Mathre	1st Term: Jan 1, 2021 - Dec 31, 2023	3
Larry Panciera	1st Term: Jan 1, 2023 - Dec 31, 2025	2
Carrie Simon	1st Term: Jan 1, 2023 - Dec 31, 2025	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		

2023 Committee Rosters:

Board Governance:	To be determined
Executive:	To be determined
Facilities:	To be determined
Finance:	To be determined

Updated 1/4/2023