

STILLWATER PUBLIC LIBRARY
BOARD OF TRUSTEES
Meeting Agenda
Tuesday, February 14, 2023
7:00 PM
Margaret Rivers A

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (10 minutes)

3. Consent Calendar
 - a) Adoption of January 10, 2023 Minutes +
 - b) Acknowledgement of Bills Paid in January +
 - c) 2022 Budget Status Report +
 - d) January 2023 Budget Status Report +
 - e) Library Supplemental Funds: Gifts and Grants Received +

Informational/Discussion (10 minutes)

4. Trustee Information Sharing I+

Decisional (10 minutes)

5. Library Board of Trustee Vacancy A+

Reports (20 minutes)

6. Director and Other Staff Reports +
7. Board Committee Reports +
 - a. Board Governance
 - b. Executive
 - c. Facilities
 - d. Finance
 - e. Library Advocacy Task Force
8. Foundation and Friends Report +

9. Public Commentary

For in-person commentary, please refer to the [Public Comment Policy](#) for rules and procedures, including time limits.

10. 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, February 13, 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
January 10, 2023
Minutes**

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

ABSENT: None

STAFF: Goeltl, Troendle

AGENDA ITEM 1: Call to Order

Lockyear called meeting to order at 7:11 PM.

AGENDA ITEM 2: Adoption of Agenda

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

AGENDA ITEM 3: In-Person Public Commentary

Troendle read a thank you note to trustees from former President Bell.

AGENDA ITEM 4: Consent Calendar

Motion to adopt consent calendar. Carlsen moved. Mathre second.

Hemer called for a correction to the December minutes under Agenda Item 7: Grant Request. She asked for the addition of "Hemer requested that Braille be used whenever possible on signage."

Yes: Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 5: Trustee Information Sharing

Trustee Simon reported on her visit to Central Library of Austin Public Library in Austin, Texas. The library had a lot of great spaces for working remotely, an enclosed children's section with a craft corner, an outdoor reading and lunch area for the kids, and a teen section with musical equipment that could be used in the section.

Lockyear thanked Hansen for sharing the article from the Guardian.

AGENDA ITEM 6: Library Board of Trustees Vacancies

Lockyear reported that Carlsen's upcoming vacancy has been posted. Applications are due by January 30. The goal is to have the selection committee provide a recommendation to board on February 14 so the new trustee can begin in March. Trustees should contact Lockyear if interested in serving on the selection committee.

AGENDA ITEM 7: Request for Review Policy

Troendle reported that the Constitutional Law/Free Speech expert in the City Attorney's office recommended adding the following wording from the Collection Development and Management policy also in the Request for Review policy:

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Minutes

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.

Troendle noted that this was the only change made to the policy.

Carlsen asked if this document should contain an outline of what happens if the request for review reaches the board. He noted that the document does not state that the public can come before the board to discuss it. Hemer noted that excluding the process separates policy and procedure. Hansen added that the Executive Committee put together the procedures used with the guidance of the City Attorney. The requestors were advised of the procedure. He would like to keep the procedures separate to provide flexibility to the board to adjust as needed. Panciera asked about the general procedures for speaking with the board and if the Public Comment Policy should be added to the bottom of the document.

Simon requested one change to the proposed revision. She requested striking the word “many” from the first sentence.

Motion to adopt proposed revision to the Request for Review Policy with the word “many” in the first sentence removed. Hansen moved. Mathre second. Yes: Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 8: 2023 Budget

Hansen explained that in November the trustees passed the budget with a proviso that some minor adjustments may be needed based on year-end information. The revised budget in the board packet includes the recommended changes.

Carlsen asked about ShelfLife and costs. Goeltl explained that the library was charged for its portion of printing and postage.

Motion to adopt revised 2023 Operating Budget. Hollatz moved. Weigman second. Yes: Carlsen, Hansen, Hemer, Hollatz, Lockyear, Mathre, Panciera, Simon, Weigman; No: None.

AGENDA ITEM 9: Director and Other Staff Reports

Troendle reminded trustees that the library would be closed on Monday, January 16 for Martin Luther King Jr. Day. He updated trustees that supervisors are considering a library card design contest geared to youth with the new card available for National Library Week. National Library Week is designed to highlight libraries and library workers.

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Troendle also shared a story from Circulation Lead Lori Houston about a patron whose father has dementia. Staff have been working with the father and family members to find memory minder kits, books, music, and items of meaning to him. He hadn't been reading, but he recently picked up a book and was able to read it to his family.

Lockyear thanked Troendle for the review of the last year.

Hemer asked about the Library of Things collection. Troendle explained that these are the non-traditional materials such as nature backpacks, laptops, hotspots, and telescopes.

AGENDA ITEM 10: Board Committee Reports

- a) Board Governance Committee: Did not meet.
- b) Executive Committee: Did not meet.
- c) Facilities Committee: Did not meet.
- d) Finance Committee: Did not meet.

AGENDA ITEM 11: Foundation & Friends Report

No meetings in December.

AGENDA ITEM 12: Public Commentary and Communications

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

AGENDA ITEM 13: Adjournment

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

Meeting adjourned at 7:43 PM.

**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
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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. Hemer requested that Braille be used whenever possible on signage.

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.

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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 January 2023				
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 January 2023 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of January:				
January 2023 (2022 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 17,689.62	\$ 882.44	\$ 774.32	\$ 19,346.38
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 17,689.62	\$ 882.44	\$ 774.32	\$ 19,346.38
January 2023 (2023 Fiscal Year)				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
Operating Expenditures	\$ 2,743.31	\$ 454.96	\$ -	\$ 3,198.27
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,743.31	\$ 454.96	\$ -	\$ 3,198.27
<p>Explanations of large or out-of-the-ordinary payments are listed below: <i>Bill Resolution: January 3, 2023 – 2022 fiscal year (\$11,641.06)</i></p> <ul style="list-style-type: none"> • \$8,910 to Xcel Energy for gas and electricity from mid-November to mid-December. <p><i>Bill Resolution: January 17, 2023 – 2022 fiscal year (\$7,705.32)</i></p> <ul style="list-style-type: none"> • \$5,575 to Brodart for adult fiction, adult nonfiction, teen and children’s materials. • \$1,073 to Midwest Tape for adult and children’s audio and video. <p><i>Bill Resolution: January 17, 2023 – 2023 fiscal year (\$3,198.27)</i></p> <ul style="list-style-type: none"> • \$2,462 payable to Johnson Controls for the annual maintenance agreement on the fire protection system. 				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 1/3/2023 Bill Resolution – 2022 Bills 1/17/2023 Bill Resolution – 2022 Bills 1/17/2023 Bill Resolution – 2023 Bills				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE?:				

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
695	12/26/2022	16 Wins	Website Maintenance November 2022	380.00	230-4230-3098-0000	Technology Support
3798_231370	12/22/2022	Ace Hardware	Janitorial Supplies	144.87	230-4231-2102-0000	Janitorial Supplies
14WN-TLL1-DDDR	12/15/2022	Amazon Business	Supplies	113.97	230-4231-2102-0000	Janitorial Supplies
1DVX-1LV4-DCCH	12/15/2022	Amazon Business	Programs - Adult (235)	174.76	235-4236-4099-0000	Library Donations Programs
1YNP-9JXY-JC6Y	12/16/2022	Amazon Business	Face Masks	35.60	230-4230-4093-0000	COVID-19
1MPJ-6DTQ-9WHM	12/19/2022	Amazon Business	Materials - Adult Fiction (230 Tribute Youngren)	25.99	230-4230-2401-0000	Adult Books - Fiction
1MPJ-6DTQ-9WHM	12/19/2022	Amazon Business	Materials - Adult Nonfiction (230 Tribute Gerson)	32.38	230-4230-2405-0000	Adult Books - Non Fiction
12122022	12/12/2022	Faurot Kimberly	Programs - Juv (SPLF HJA EL) Staff Reimbursement	110.58	232-4232-2407-0000	SPLF - Programs
21094973	12/20/2022	Huebsch Service	Towels & Rugs	133.07	230-4230-4099-0000	Miscellaneous Charges
1-SG-18175	12/21/2022	Image 360 Woodbury	Signage Sample (Pmt 2)	177.73	232-4232-4099-0000	SPLF - Miscellaneous Charges
4230645	12/27/2022	Loffler Companies	Copier & Printer	545.79	230-4230-3707-0000	Maintenance Agreements
1499532	12/13/2022	Stillwater Medical Group	Drug Screening	157.00	230-4230-4099-0000	Miscellaneous Charges
		INVOICES SUBTOTAL		\$ 2,031.74		
LIBRARY CREDIT CARD						
208038620221111	11/12/2022	Dream Host	Website Hosting	19.95	230-4230-3098-0000	Technology Support
A116810	11/16/2022	La Crosse Technology	Clocks	360.46	230-4230-2302-0000	Other Minor Equipment
		CREDIT CARD SUBTOTAL		\$ 380.41		
SPECIAL BILL PAYOUTS						
12132022	12/13/2022	Stillwater Post Office	Newsletter Postage	\$ 318.68	230-4230-3102-0000	Postage
809625453	12/27/2022	Xcel Energy	Gas	\$ 4,767.64	230-4231-3601-0000	Natural Gas
809625453	12/27/2022	Xcel Energy	Electric	\$ 4,142.59	230-4231-3600-0000	Electricity
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 9,228.91		
GRAND TOTAL				\$ 11,641.06		

These bills are submitted and approved for payment.

Mark Troendle

01/05/2023

Mark Troendle, Library Director

Craig Hansen

01/05/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

2022 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
696	12/30/2022	16 Wins	Website Maintenance - December	380.00	230-4230-3098-0000	Technology Support
1172023	1/17/2023	Brodart Co	Materials - YA (Friends)	556.97	229-4229-2113-0000	Friends - Materials
1172023	1/17/2023	Brodart Co	Materials - Juv	25.72	230-4230-2400-0000	Childrens Books
1172023	1/17/2023	Brodart Co	Materials - Juv (order sjlaw)	1841.16	230-4230-2400-0000	Childrens Books
1172023	1/17/2023	Brodart Co	Materials - Adult Fiction	1335.04	230-4230-2401-0000	Adult Books - Fiction
1172023	1/17/2023	Brodart Co	Materials - Adult Fiction (Swanson Trib)	192.51	230-4230-2401-0000	Adult Books - Fiction
1172023	1/17/2023	Brodart Co	Materials - Adult Nonfiction	987.07	230-4230-2405-0000	Adult Books - Non Fiction
1172023	1/17/2023	Brodart Co	Materials - YA	57.01	230-4230-2406-0000	Teen Books
1172023	1/17/2023	Brodart Co	Materials - Processing	373.12	230-4230-3404-0000	Processing Fee
1172023	1/17/2023	Brodart Co	Materials - Adult (SPLF)	207.13	232-4232-2113-0000	SPLF - Materials
95804	1/6/2023	Library Ideas LLC	Materials - Juv (Vox)	42.59	229-4229-2113-0000	Friends - Materials
1172023	1/17/2023	Midwest Tape	Materials - Audio (Juv SJM)	496.40	230-4230-2402-0000	Audio
1172023	1/17/2023	Midwest Tape	Materials - Audio (Juv SJAB)	14.99	230-4230-2402-0000	Audio
1172023	1/17/2023	Midwest Tape	Materials - Audio (YA SYAB)	315.95	230-4230-2402-0000	Audio
1172023	1/17/2023	Midwest Tape	Materials - Video (Juv SJV)	86.21	230-4230-2408-0000	Film/Video
1172023	1/17/2023	Midwest Tape	Materials - Processing	160.00	230-4230-3404-0000	Processing Fee
216245	12/19/2023	Paper Roll Products	Supplies	183.33	230-4230-2101-0000	General Supplies
221	8/24/2022	Parcel Arts LLC	Programs - Juv (HJA EL)	387.00	232-4232-2407-0000	SPLF - Programs
		INVOICES SUBTOTAL		\$ 7,642.20		
LIBRARY CREDIT CARD						
2080386221211	12/19/2022	Dream Host	Website Hosting	19.95	230-4230-3098-0000	Technology Support
		CREDIT CARD SUBTOTAL		\$ 19.95		
SPECIAL BILL PAYOUTS						
7988017	01/10/23	Minnesota Unemployment Insurance	Q4 2022 Unemployment Benefits	\$43.17	230-4230-4099-0000	Miscellaneous Charges
		SPECIAL BILL PAYOUT SUBTOTAL		\$ 43.17		
GRAND TOTAL				\$ 7,705.32		

These bills are submitted and approved for payment.

Mark Troendle 01/17/2023
 Mark Troendle, Library Director

Craig Hansen 01/20/2023
 Craig Hansen, Secretary/Treasurer, Board of Trustees

2023 Bill Resolutions

INVOICE #	INVOICE DATE	VENDOR	ITEM	AMOUNT	FUND CODE	FUND NAME
INVOICES PAYABLE						
IV44-RG39-1K43	1/9/2023	Amazon Business	Programs - Juv (HJA EL)	54.96	232-4232-2407-0000	SPLF - Programs
WS010523	1/5/2023	Chan Karen	Programs - Adult (SPLF)	400.00	232-4232-2407-0000	SPLF - Programs
306-02444792-3	12/31/2022	Culligan of Stillwater	Water	57.20	230-4230-4099-0000	Miscellaneous Charges
20198111	1/3/2023	Huebsch Service	Towels & Rugs	223.17	230-4231-4099-0000	Miscellaneous Charges - Lib Plant
2331459	1/2/2023	Johnson Controls Fire Protection LP	Fire Protection Service Agreement 2023	2462.94	230-4231-3707-0000	Maintenance Agreements - Lib Plant
		INVOICES SUBTOTAL		\$ 3,198.27		
LIBRARY CREDIT CARD						
None						
		CREDIT CARD SUBTOTAL		\$ -		
SPECIAL BILL PAYOUTS						
None						
		SPECIAL BILL PAYOUT SUBTOTAL		\$ -		
GRAND TOTAL				\$ 3,198.27		

These bills are submitted and approved for payment.

Mark Troendle 01/17/2023

Mark Troendle, Library Director

Craig Hansen 01/17/2023

Craig Hansen, Secretary/Treasurer, Board of Trustees

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 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. These are not the final numbers for 2022. Invoices and journal entries are still being processed for 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. Facilities Manager Greiner is working with the vendor to finalize the project and costs. • \$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. \$8,197 in revenue has been generated to date. Revenue from lost and damaged materials is at \$1,608 to date and will fall short of the budgeted \$3,000.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> \$16,666.68 will be entered by Finance to reflect the in-kind funding from the Foundation for the volunteer coordinator in 2022. <p><u>230 Funds – Operating Expenditures:</u> Personnel Services: The library’s 2022 personnel budget is \$1,052,116. Personnel expenditures total \$994,327 through December. We anticipate that City Finance will make two journal entries to increase total personnel expenditures to \$1,043,995 or \$8,000 under budget.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> \$32,461.60 for wages, PERA, and FICA will be transferred from 2023 to 2022 for the 12/18/2022 – 12/31/2022 pay period. • <i>Pending Journal Entry:</i> \$16,666.68 for part-time salaries (in-kind) will be entered by City Finance to reflect the in-kind wages for the Volunteer Coordinator. <p>We originally projected personnel costs to run significantly higher than the budget due to wage adjustments. This fall, we modified our projections to be close to the original budget due to staff vacancies and changes.</p> <p>Materials: The city budget is \$95,711. To date, expenditures are \$91,813. We are still anticipating invoices and journal entries for 2022 materials.</p> <p>Services and Charges: Expenditures total \$59,992 through December, with a budget of \$59,547.</p>	

230 Funds – Plant Expenditures:

Plant – Personnel Services: The plant personnel budget is \$125,191 with expenditures through December totaling \$116,289. A pending journal entry for the last pay period of the year will bring the total to \$120,645 or about \$4,500 under budget.

- *Pending Journal Entry:* \$4,356.34 for wages, PERA, and FICA will be transferred from 2023 to 2022 for the 12/18/2022 – 12/31/2022 pay period.

Plant – Supplies: Plant supplies were budgeted at \$6,500. We are over budget with expenditures at \$12,849.

Plant – Services and Charges: The 2022 budget for plant services and charges is \$113,441. Expenditures to date are \$106,652, with total expenditures projected at \$132,000 due to a pending general insurance entry.

- *Pending Journal Entry:* General insurance is budgeted at \$26,000 and will not be entered as an expense until the close of 2022 (typically in June 2023).

Other Financing Uses: Finance added \$164,000 as a budget line item to reflect the anticipated expenditure from the fund balance. As we end the year, we are projecting an expenditure of about \$72,000 from fund balance.

- Capital projects were originally budgeted at \$142,000 for masonry (with an additional \$15,000 anticipated from supplemental funds) and \$22,000 for network switches. We spent \$40,200 on masonry (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 due to the class compensation wage scale adjustments. While we don't need to use fund balance for personnel, we are projecting the use of \$15,000 from fund balance for other operating expenditures in the areas of building supplies, services, and repairs.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2022 Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 2/8/2023 - 3:09 PM
 Period: 1 to 13, 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	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	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: 2/8/2023 - 12:53 PM
 Period: 1 to 13, 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	3,500.67	3,500.67	499.33	0.00	499.33	12.48
230-0000-3880-0200	Gallery Fees	500.00	232.60	232.60	267.40	0.00	267.40	53.48
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	37.12	37.12	162.88	0.00	162.88	81.44
	R25 Sub Totals:	5,900.00	5,447.89	5,447.89	452.11	0.00	452.11	7.66
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	789.00	789.00	711.00	0.00	711.00	47.40
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	40.00	40.00	460.00	0.00	460.00	92.00
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	1,608.71	1,608.71	1,391.29	0.00	1,391.29	46.38
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	2,749.51	2,749.51	20,837.49	0.00	20,837.49	88.34
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	1,443,807.44	1,443,807.44	21,289.56	0.00	21,289.56	1.45
	Dept 0000 Sub Totals:	-1,465,097.00	-1,443,807.44	-1,443,807.44	-21,289.56	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	71,511.00	71,511.00	14,644.44	0.00	14,644.44	17.00
230-4230-1520-0000	Dental Insurance	4,193.64	3,326.21	3,326.21	867.43	0.00	867.43	20.68
230-4230-1540-0000	Life Insurance	771.39	552.47	552.47	218.92	0.00	218.92	28.38
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	994,327.52	994,327.52	57,789.14	0.00	57,789.14	5.49
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	4,188.75	4,188.75	-688.75	0.00	-688.75	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	634.46	634.46	1,636.16	0.00	1,636.16	72.06
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	22,272.57	22,272.57	-1,621.23	0.00	-1,621.23	0.00
230-4230-2401-0000	Adult Books - Fiction	22,382.00	23,118.07	23,118.07	-736.07	0.00	-736.07	0.00
230-4230-2402-0000	Audio	8,566.90	3,934.63	3,934.63	4,632.27	0.00	4,632.27	54.07
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	17,509.77	17,509.77	83.23	0.00	83.23	0.47
230-4230-2406-0000	Teen Books - Materials	5,146.38	5,097.18	5,097.18	49.20	0.00	49.20	0.96
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	5,603.60	5,603.60	-55.86	0.00	-55.86	0.00
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	2,412.18	2,412.18	-912.18	0.00	-912.18	0.00
	E10 Sub Totals:	102,982.08	99,048.51	99,048.51	3,933.57	0.00	3,933.57	3.82
E15	SERVICES AND CHARGES							
230-4230-3098-0000	Technology Support	5,000.00	11,405.07	11,405.07	-6,405.07	0.00	-6,405.07	0.00
230-4230-3099-0000	Other Professional Services	5,000.00	2,209.59	2,209.59	2,790.41	0.00	2,790.41	55.81
230-4230-3100-0000	Circulation System	6,129.12	6,499.59	6,499.59	-370.47	0.00	-370.47	0.00
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	3,177.18	3,177.18	-677.18	0.00	-677.18	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	12,676.48	12,676.48	1,323.52	0.00	1,323.52	9.45
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	58,992.05	58,992.05	555.07	0.00	555.07	0.93
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	1,729.69	1,729.69	1,270.31	0.00	1,270.31	42.34
	E20 Sub Totals:	4,219.01	3,545.16	3,545.16	673.85	0.00	673.85	15.97
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	1,155,913.24	1,155,913.24	62,951.63	0.00	62,951.63	5.16
	Dept 4230 Sub Totals:	1,218,864.87	1,155,913.24	1,155,913.24	62,951.63	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	14,058.92	14,058.92	2,766.76	0.00	2,766.76	16.44
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	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	115,829.89	115,829.89	9,361.24	0.00	9,361.24	7.48
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	1,752.76	1,752.76	-252.76	0.00	-252.76	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	4,674.30	4,674.30	-3,874.30	0.00	-3,874.30	0.00
	E10 Sub Totals:	6,500.00	12,849.44	12,849.44	-6,349.44	0.00	-6,349.44	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	1,780.20	1,780.20	-80.20	0.00	-80.20	0.00
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	48,891.09	48,891.09	-4,891.09	0.00	-4,891.09	0.00
230-4231-3601-0000	Natural Gas	16,000.00	28,323.36	28,323.36	-12,323.36	0.00	-12,323.36	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	11,138.64	11,138.64	-1,638.64	0.00	-1,638.64	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	106,652.09	106,652.09	6,788.91	0.00	6,788.91	5.98

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	238,604.40	238,604.40	171,627.73	0.00	171,627.73	41.84
	Dept 4231 Sub Totals:	410,232.13	238,604.40	238,604.40	171,627.73	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	1,443,807.44	1,443,807.44	21,289.56	0.00	21,289.56	1.45
	Fund Expense Sub Totals:	1,629,097.00	1,394,517.64	1,394,517.64	234,579.36	0.00	234,579.36	14.40
	Fund 230 Sub Totals:	164,000.00	-49,289.80	-49,289.80	213,289.80	0.00		

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: January 2023 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 – January 31, 2023.</p> <p><u>120 Funds – Capital Projects:</u> The capital budget for 2023 is \$100,000. Of this, \$60,000 is planned for masonry with \$20,000 coming from city capital and \$40,000 from fund balance. The remaining \$40,000 is planned for signage, with hopes of this being fully funded by a pending grant request. There were no capital fund expenditures in January 2023.</p> <p><u>230 Funds – Revenues:</u> The budget for library-generated revenues in 2022 was approved at \$28,487. Over half of this total reflects an anticipated in-kind gift from the Foundation for funding of the volunteer coordinator.</p> <p><u>230 Funds – Operating Expenditures:</u> Personnel Services: Personnel expenditures total \$82,922 through January.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> Finance will make journal entries to remove compensation for days worked in 2022 but paid in 2023 (\$32,461.60). • <i>Pending Journal Entry:</i> Finance will make journal entries to add in health insurance pre-payments made in 2022 for 2023 (\$7,008.19). <p>Materials: The city-funded materials budget is \$62,300. 2023 ordering began in mid-January. Materials and invoices have not yet been received for new 2023 orders.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> \$5,734.52 was pre-paid in 2022 to Ebsco Publishing for the purchase of 2023 magazine and newspaper subscriptions. Finance will transfer \$2,707.25 to periodicals (230-4230-2403-0000), \$572.93 to subscriptions (230-4230-4001-0000), \$2,454.34 to SPLF-funded materials (232-4232-2113-0000). <p>Services and Charges: The budget for services and charges is \$58,195.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> \$8,842 was pre-paid in 2022 to Bilbliotheca for 2023 maintenance service agreement on self-checks and RFID pads. Finance will transfer this to computer maintenance (230-4230-3713-0000). • <i>Pending Journal Entry:</i> \$384 was pre-paid in 2022 to Survey Monkey for 2023 license. Finance will transfer this to tech support (230-4230-3098-0000). <p><u>230 Funds – Plant Expenditures:</u> Plant – Personnel Services: Personnel expenditures total \$9,518 through January.</p> <ul style="list-style-type: none"> • <i>Pending Journal Entry:</i> Finance will make journal entries to remove compensation for days worked in 2022 but paid in 2023 (\$4,356.34). 	

- *Pending Journal Entry:* Finance will need to make journal entries to add in health insurance pre-payments made in 2022 for 2023 (\$1,001.98).

Plant – Services and Charges: \$2,463 was paid to Johnson Fire Controls for 2023 maintenance (an increase of 46% from last year).

- *Pending Journal Entry:* \$425.56 was prepaid in 2022 to Otis Elevator for January and February 2023 maintenance agreements. Finance will transfer this charge to plant maintenance agreements (230-4231-3707-0000).

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2023 January Budget Status Report

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

General Ledger

Budget Status

User: kgoeltl
 Printed: 2/8/2023 - 3:12 PM
 Period: 1, 2023



Account Number	Description	Budget Amount	Period Amount	YTD Amount
Dept 120-4230	LIBRARY			
E25	CAPITAL OUTLAY			
120-4230-5200-0000	C/O & Improvements	100,000.00	0.00	0.00
120-4230-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
120-4230-5310-0000	C/O MIS Computer Equipment	0.00	0.00	0.00
	E25 Sub Totals:	100,000.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00
	Dept 4230 Sub Totals:	0.00	0.00	0.00
Dept 120-4231	LIBRARY PLANT			
E25	CAPITAL OUTLAY			
120-4231-5200-0000	C/O & Improvements	0.00	0.00	0.00
120-4231-5300-0000	C/O Machinery & Equipment	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00
	Dept 4231 Sub Totals:	0.00	0.00	0.00

General Ledger

Budget Status

User: kgoeltl
 Printed: 2/8/2023 - 3:06 PM
 Period: 1, 2023



Account Number	Description	Budget Amount	Period Amount	YTD Amount
Fund 230	LIBRARY FUND			
Dept 230-0000				
R05	TAXES			
230-0000-3010-0100	Current Property Taxes	0.00	0.00	0.00
	R05 Sub Totals:	0.00	0.00	0.00
R25	CHARGES FOR SERVICES			
230-0000-3500-0100	Meeting Room Rental Fees	1,700.00	0.00	0.00
230-0000-3520-0100	Copier/Printer Sales	3,500.00	216.75	216.75
230-0000-3880-0200	Gallery Fees	500.00	0.00	0.00
230-0000-3880-0500	Book & Other Enterprise Sales	200.00	0.00	0.00
	R25 Sub Totals:	5,900.00	216.75	216.75
R40	MISCELLANEOUS			
230-0000-3810-0200	Interest Earnings-Investments	1,000.00	0.00	0.00
230-0000-3820-0100	Gifts	1,500.00	0.00	0.00
230-0000-3820-0110	In Kind Gifts	17,167.00	0.00	0.00
230-0000-3830-0100	Sale of Property	0.00	0.00	0.00
230-0000-3860-0100	Lease/Rentals	0.00	0.00	0.00
230-0000-3860-0200	Parking Rental	0.00	0.00	0.00
230-0000-3870-0100	Refunds and Reimbursements	500.00	0.00	0.00
230-0000-3880-0020	Library Card Fees	420.00	0.00	0.00
230-0000-3880-0030	Lost Materials	2,000.00	25.00	25.00
230-0000-3880-0040	Processing Fees	0.00	0.00	0.00
230-0000-3880-0050	Registration	0.00	0.00	0.00
230-0000-3880-0100	Miscellaneous Income	0.00	0.00	0.00
230-0000-3880-0300	Cash Short/Over	0.00	0.00	0.00
	R40 Sub Totals:	22,587.00	25.00	25.00
R45	OTHER FINANCING SOURCES			
230-0000-3910-0100	Transfer In-General Fund	1,500,177.00	0.00	0.00
230-0000-3910-0232	Transfer In-Library Fundraiser	0.00	0.00	0.00
230-0000-3910-0490	Transfer In-Capital Projects	0.00	0.00	0.00
	R45 Sub Totals:	1,500,177.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount
	Revenue Sub Totals:	1,528,664.00	241.75	241.75
	Dept 0000 Sub Totals:	-1,528,664.00	-241.75	-241.75
Dept 230-4230 E05	LIBRARY OPERATIONS PERSONNEL SERVICES			
230-4230-1000-0000	Full Time Salaries	224,199.50	15,000.87	15,000.87
230-4230-1100-0000	Overtime - Full Time	0.00	0.00	0.00
230-4230-1111-0000	Severance Pay	0.00	0.00	0.00
230-4230-1112-0000	Sick Pay	0.00	1,059.67	1,059.67
230-4230-1113-0000	Vacation Pay	0.00	4,014.34	4,014.34
230-4230-1200-0000	Part Time Salaries	653,655.89	44,887.03	44,887.03
230-4230-1210-0000	Part Time Salaries - In Kind	17,167.00	0.00	0.00
230-4230-1300-0000	Overtime - Part Time	0.00	0.00	0.00
230-4230-1410-0000	PERA	65,839.50	4,669.72	4,669.72
230-4230-1420-0000	FICA/Medicare	67,156.61	4,941.54	4,941.54
230-4230-1500-0000	Hospital / Medical	88,458.96	7,989.73	7,989.73
230-4230-1520-0000	Dental Insurance	4,294.80	312.11	312.11
230-4230-1540-0000	Life Insurance	769.00	47.21	47.21
230-4230-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	1,121,541.26	82,922.22	82,922.22
E10	SUPPLIES			
230-4230-2000-0000	Office Supplies	0.00	0.00	0.00
230-4230-2101-0000	General Supplies	3,000.00	0.00	0.00
230-4230-2113-0000	Reference	1,200.00	0.00	0.00
230-4230-2114-0000	Data Base Searching	1,000.00	0.00	0.00
230-4230-2302-0000	Other Minor Equipment	1,200.00	0.00	0.00
230-4230-2303-0000	Minor Computer Equipment	20,600.00	0.00	0.00
230-4230-2400-0000	Childrens Books	14,500.00	0.00	0.00
230-4230-2401-0000	Adult Books - Fiction	15,500.00	0.00	0.00
230-4230-2402-0000	Audio	1,900.00	0.00	0.00
230-4230-2403-0000	Periodicals	3,000.00	0.00	0.00
230-4230-2405-0000	Adult Books - Non Fiction	10,700.00	0.00	0.00
230-4230-2406-0000	Teen Books - Materials	3,500.00	0.00	0.00
230-4230-2407-0000	Programs	0.00	0.00	0.00
230-4230-2408-0000	Film/Video	5,500.00	0.00	0.00
230-4230-2409-0000	Electronic Materials	5,500.00	0.00	0.00
230-4230-2499-0000	Collection Development	0.00	0.00	0.00
230-4230-3102-0000	Postage	1,500.00	0.00	0.00
	E10 Sub Totals:	88,600.00	0.00	0.00
E15	SERVICES AND CHARGES			
230-4230-3098-0000	Technology Support	9,500.00	0.00	0.00
230-4230-3099-0000	Other Professional Services	5,000.00	0.00	0.00
230-4230-3100-0000	Circulation System	6,400.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4230-3101-0000	Telecommunications	0.00	0.00	0.00
230-4230-3200-0000	Mileage	0.00	0.00	0.00
230-4230-3201-0000	Seminar/Conference Fees	0.00	0.00	0.00
230-4230-3202-0000	Meals	0.00	0.00	0.00
230-4230-3203-0000	Housing	0.00	0.00	0.00
230-4230-3400-0000	Printing and Publishing	500.00	0.00	0.00
230-4230-3401-0000	Binding	0.00	0.00	0.00
230-4230-3404-0000	Processing Fee	11,000.00	0.00	0.00
230-4230-3500-0000	General Insurance	1,595.00	0.00	0.00
230-4230-3707-0000	Maintenance Agreements	3,000.00	0.00	0.00
230-4230-3713-0000	Computer Maintenance/Licenses	21,000.00	0.00	0.00
230-4230-3803-0000	Data Base Maintenance	0.00	0.00	0.00
230-4230-3804-0000	Equipment Rental	0.00	0.00	0.00
230-4230-3900-0000	Sales Tax	200.00	21.70	21.70
	E15 Sub Totals:	58,195.00	21.70	21.70
E20	MISCELLANEOUS			
230-4230-4000-0000	Memberships and Dues	500.00	0.00	0.00
230-4230-4001-0000	Subscriptions	535.94	0.00	0.00
230-4230-4093-0000	COVID-19	0.00	0.00	0.00
230-4230-4099-0000	Miscellaneous Charges	2,000.00	57.20	57.20
	E20 Sub Totals:	3,035.94	57.20	57.20
E25	CAPITAL OUTLAY			
230-4230-5200-0000	C/O & Improvements	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
E35	DEPRECIATION			
230-4230-7010-0000	Depreciation-Purchased	0.00	0.00	0.00
230-4230-7020-0000	Depreciation-Contributed	0.00	0.00	0.00
	E35 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	1,271,372.20	83,001.12	83,001.12
	Dept 4230 Sub Totals:	1,271,372.20	83,001.12	83,001.12
Dept 230-4231	LIBRARY PLANT			
E05	PERSONNEL SERVICES			
230-4231-1000-0000	Full Time Salaries	69,836.50	5,170.93	5,170.93
230-4231-1100-0000	Overtime - Full Time	0.00	0.00	0.00
230-4231-1111-0000	Severance Pay	0.00	0.00	0.00
230-4231-1112-0000	Sick Pay	0.00	0.00	0.00
230-4231-1113-0000	Vacation Pay	0.00	99.80	99.80
230-4231-1200-0000	Part Time Salaries	27,388.45	2,131.38	2,131.38

Account Number	Description	Budget Amount	Period Amount	YTD Amount
230-4231-1410-0000	PERA	7,234.50	529.77	529.77
230-4231-1420-0000	FICA/Medicare	7,437.71	575.22	575.22
230-4231-1500-0000	Hospital / Medical	11,518.44	961.72	961.72
230-4231-1520-0000	Dental Insurance	505.20	42.10	42.10
230-4231-1540-0000	Life Insurance	116.00	7.20	7.20
230-4231-1990-0000	Grant Pass Thru	0.00	0.00	0.00
	E05 Sub Totals:	124,036.80	9,518.12	9,518.12
E10	SUPPLIES			
230-4231-2101-0000	General Supplies	200.00	0.00	0.00
230-4231-2102-0000	Janitorial Supplies	4,000.00	0.00	0.00
230-4231-2202-0000	Building Repair Supplies	1,500.00	0.00	0.00
230-4231-2203-0000	Furn/Air Cond Repair Supplies	0.00	0.00	0.00
230-4231-2302-0000	Other Minor Equipment	800.00	0.00	0.00
	E10 Sub Totals:	6,500.00	0.00	0.00
E15	SERVICES AND CHARGES			
230-4231-3002-0000	Contractual	0.00	0.00	0.00
230-4231-3099-0000	Other Professional Services	1,000.00	0.00	0.00
230-4231-3101-0000	Telephone	1,700.00	0.00	0.00
230-4231-3500-0000	General Insurance	34,955.00	0.00	0.00
230-4231-3600-0000	Electricity	48,000.00	0.00	0.00
230-4231-3601-0000	Natural Gas	21,000.00	0.00	0.00
230-4231-3703-0000	Building Repair Charges	9,000.00	0.00	0.00
230-4231-3707-0000	Maintenance Agreements	10,000.00	2,462.94	2,462.94
230-4231-3713-0000	Computer Maintenance/Licenses	0.00	0.00	0.00
	E15 Sub Totals:	125,655.00	2,462.94	2,462.94
E20	MISCELLANEOUS			
230-4231-4099-0000	Miscellaneous Charges	1,100.00	223.17	223.17
	E20 Sub Totals:	1,100.00	223.17	223.17
E40	OTHER FINANCING USES			
230-4231-9490-0000	Transfer Out-Cap Proj Fund	40,000.00	0.00	0.00
	E40 Sub Totals:	40,000.00	0.00	0.00
	Expense Sub Totals:	297,291.80	12,204.23	12,204.23
	Dept 4231 Sub Totals:	297,291.80	12,204.23	12,204.23
Dept 230-4900	IMPROVEMENT PROJECTS			
E15	SERVICES AND CHARGES			
230-4900-3099-0000	Other Professional Services	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount
	E15 Sub Totals:	0.00	0.00	0.00
E25	CAPITAL OUTLAY			
230-4900-5200-0000	C/O & Improvements	0.00	0.00	0.00
	E25 Sub Totals:	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00
	Dept 4900 Sub Totals:	0.00	0.00	0.00
	Fund Revenue Sub Totals:	1,528,664.00	241.75	241.75
	Fund Expense Sub Totals:	1,568,664.00	95,205.35	95,205.35
	Fund 230 Sub Totals:	40,000.00	94,963.60	94,963.60

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 additional supplemental gifts and grants received by the library in 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 2/9/2023

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	Board approved 1/10/23
G18	10/7/2022	In-kind donation of "150th Anniversary of Trinity Lutheran Church"		Book for SCC	N/A	N/A	Board approved 1/10/23
G19	11/3/2022	\$200 unrestricted gift	\$200	None	235-0000-3820-0100	TBD	Board approved 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	Board approved 1/10/23
G21	11/17/2022	\$25 tribute in memory of Orlan Youngren	\$25	Book purchase	230-0000-3820-0100	Expend in 2022	Board approved 1/10/23
G22	12/1/2022	\$50 unrestricted gift	\$50	None	230-0000-3820-0100	Expend in 2022	Board approved 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	Board approved 1/10/23
G24	12/14/2022	\$1000 tribute in memory of Nancy Wilson	\$1,000	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G25	12/14/2022	\$50 unrestricted gift	\$50	None	230-0000-3820-0100	Expend in 2022	Board approved 1/10/23
G26	12/14/2022	\$50 unrestricted gift	\$50	None	230-0000-3820-0100	Expend in 2022	Board approved 1/10/23
G27	12/14/2022	\$100 unrestricted gift	\$100	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G28	12/21/2022	\$200 tribute in memory of Orlan Youngren	\$200	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G29	12/21/2022	\$200 unrestricted gift	\$200	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G30	12/21/2022	\$60 tribute in memory of Gary McLaughlin	\$60	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G31	12/21/2022	\$90 tribute in honor of Maureen Bell	\$90	Book purchase	235-0000-3820-0100	Expend in 2023	Board approved 1/10/23
G32	12/21/2022	\$1500 tribute in memory of Orlan Youngren	\$1,500	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G33	12/21/2022	\$50 tribute in memory of Orlan Youngren	\$50	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G34	12/21/2022	\$30 tribute in memory of Joyce Larson	\$30	Book purchase	235-0000-3820-0100	TBD	Board approved 1/10/23
G35	12/28/2022	\$200 unrestricted gift	\$200	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G36	12/28/2022	\$300 unrestricted gift	\$300	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G37	12/28/2022	\$50 tribute in memory of Gary McLaughlin	\$50	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G38	12/28/2022	\$20 tribute in memory of Gary McLaughlin	\$20	None	235-0000-3820-0100	TBD	Board approved 1/10/23
G39	12/28/2022	\$100 tribute in memory of Gary McLaughlin	\$100	None	235-0000-3820-0100	TBD	Board approved 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	Board approved 1/10/23
G41	12/29/2022	\$15 tribute in memory of Orlan Youngren	\$15	Book purchase	235-3235-3820-0100	Expend in 2023	Board approved 1/10/23
G42	12/29/2022	\$500 for print books	\$500	Book purchase	235-3235-3820-0100	Expend in 2023	Board approved 1/10/23
			\$25,065				

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	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	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	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	Adult Programming	227-0000-3820-0100	Expend in 2022	Board approved 4/12/22
SPLF5	3/25/2022	SPLF 2022-03 EL	\$4,022	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	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	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	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	Terrace Improvements	232-4900-3099-0000	Expend in 2022	Board approved 4/12/22

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

Updated 2/9/2023

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	Board approved 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	Board approved 1/10/23
SPLF12	9/30/2022	SPLF 2022-09 DR Andersen Newspaper	\$95,000	Grant for newspaper digitization project	232-4900-3099-0000	Begin expending in 2023	Board already notified of gift. Request formal board approval 2/14/23.
			\$174,534				

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	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 2	2/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 3	3/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 4	4/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 5	5/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 6	6/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 7	7/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 8	8/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 9	9/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 10	10/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 11	11/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
SPLF In Kind 12	12/25/2022	Volunteer Coordinator Contract	\$1,388.89				Revised; For board review and approval 2/9/23
			\$16,666.68				

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Trustee Information Sharing	
OWNER: Trustees	PRESENTER: Trustees
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: This standing agenda item allows trustees to share information with each other. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, and reviews of library-related news.</p> <p>On 1/30/2023, Troendle emailed trustees with a Star Tribune article from Lockyear titled <i>Twin Cities libraries embrace new self-service library hours — without librarians present</i> published on January 29, 2023.</p> <p>On 2/10/2023, Troendle emailed trustees a link to the 2023 Friends of Hennepin County Library Reading Survey Results on behalf of Carlsen, and added a second link to their Stories of Impact page.</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.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Board of Trustee Vacancies	
OWNER: Trustee Selection Committee	Trustee Selection Committee
REQUESTED AGENDA TYPE (A, I, D): A	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: A motion to forward the selection committee’s recommended candidate for the Library Board of Trustees’ vacancies to the City Council.	
BACKGROUND/CONTEXT: <p>At the February meeting, the selection committee will provide a recommendation for an appointment to the Board of Trustees to replace Carlsen.</p> <p>After years of service on the Library Board, trustee Carlsen offered resignation to the City Clerk with his last meeting to be on February 14. Per city policy, a vacancy notice for Carlsen’s position was publicly posted with an application deadline of January 30 at 12:00 Noon. Following the application deadline, the selection committee was provided with redacted applications of residents who applied for consideration.</p> <p>Carlsen’s term was January 1, 2022 – December 31, 2024. As the appointed trustee will serve more than half of the expired term, this will be considered a full term of office per the by-laws. The appointed trustee’s first term will be March 1, 2023 – December 31, 2024.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

Report from the Library Director, Mark Troendle

Major Accomplishments

- The Library Advocacy Task Force held its first meeting on January 23; additional information is provided in the Board Committee Reports section of this packet.
- City Administrator Joe Kohlmann was provided with a tour of the library that focused on IT infrastructure and technology-related services.
- Mark wrote a letter of support to the National Education Association (NEA) as ArtReach St. Croix pursues a 2024 NEA Big Read grant, which is a region-wide collaborative effort involving many partners, including this library.
- A 2023 grant request of the Huelsmann Foundation was finalized and submitted last month. On or before April 1, we'll be notified whether funding will be awarded for the proposed signage project. The Facilities Committee met with our signage consultant, and that committee report has more information about the scope of the project.
- A new trustee orientation session was held on January 4 to provide helpful background information. Inclement weather changed it from an in-person meeting to a Zoom conference call, and a tour was rescheduled for a later date.
- Offboarding protocols were completed for one Substitute Aide and one Substitute Custodian who voluntarily resigned from their respective positions. At this time, we are not planning to recruit applicants for either position and will rely on help from existing staff to bridge any gaps.
- The City hired Barb Mattick as their newest HR Specialist, a position which provides assistance to the HR Manager. Barb began on January 9. On January 13, Mark met with Barb to provide a tour of the library, outline how the library serves the community, and the need for good communication.

Heads-Up

- Stillwater Township has invited the Library to provide a brief update at its annual Township meeting, which we gladly accepted. As this occurs on the same evening as our March 14 board meeting, the March library board meeting will start at 7:30 p.m.
- On February 15, the Library Foundation will offer complimentary coffee and chocolates in the library's welcome area from 10am – 12pm. Originally, this was planned for Valentine's Day, but there will be more people in the library on the 15th due to back-to-back storytimes so their potential reach is greater.
- The Library Foundation's Finance Committee has our 2023 budget request for supplemental funding. The revised timeline for consideration and action by their board is February 2023.
- In December, the library received a request to review and remove three titles in the collection. The Library Director and Youth Services Supervisor determined and replied that these titles do not meet criteria for withdrawal and will not be removed.
- At-home COVID tests, provided by the Minnesota Department of Health, continue to be offered at no charge. Resupply orders are being placed every 7-14 days due to their popularity.
- The Library Foundation continues to discuss how the clay tiles that were saved during the tear-off portion of the roofing project could be best used. The tiles are larger than one might imagine, and there are some creative ideas being explored.
- The Library will be closed on Monday, February 20, for Presidents' Day.

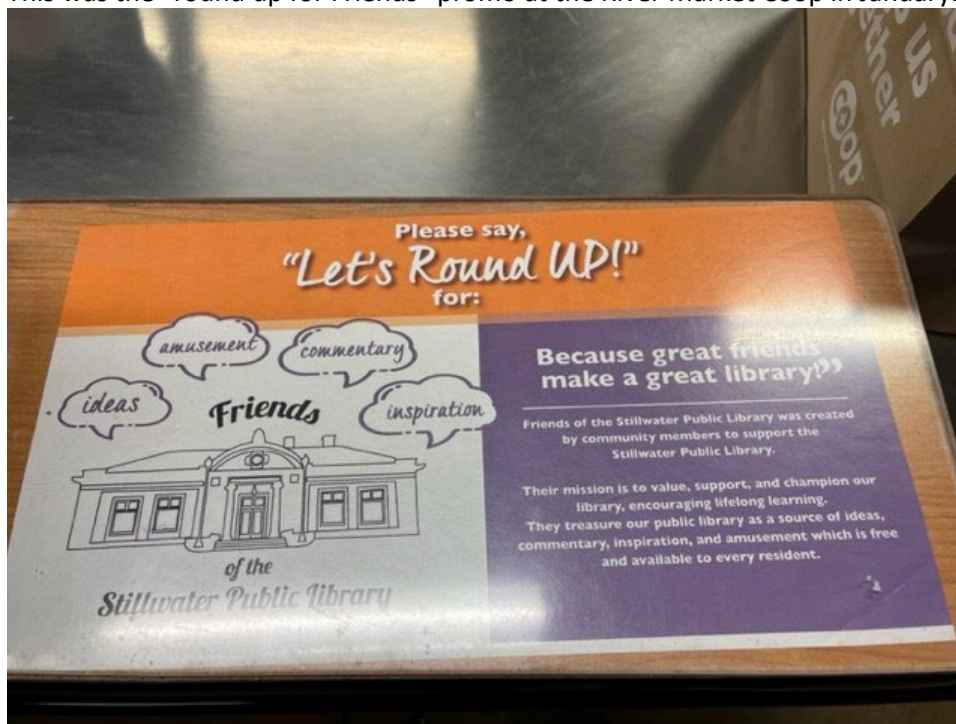
Near-Term Future Focus

- Budget and grants
- Advocacy Task Force
- Refining the signage proposal
- Recruitment of Library Associate applicants

Circulation Services Lead Lori Houston asked these Stillwater Area High School seniors, who were studying math at the library, if they would like to have their photo in the board packet, and they happily agreed!



This was the “round up for Friends” promo at the River Market Coop in January.



Adult Programs

- **Winter Reads** kicked off in January and lasts through February.
 - Winter Reads is an adult reading program that allows library users to win prizes for reading and sharing what they read with book reviews. This is a metro-wide MELSA program and the marketing encourages users to “Read. Share. Repeat.”
 - Patrons receive a pair of socks, a small journal, or a deck of playing cards when they share their first book review. The socks are no longer available due to popularity!
 - Book reviews are posted near the Winter Reads book display on the lower level and near the self-checkout on the upper level.
- **Karen Chan’s Gerber Daisy** online class on January 5 had 25 attendees and 11 on a waiting list.
 - The work from January’s class is now available see online! There is a page dedicated to student artwork from this class: <https://www.stillwaterlibrary.org/programs-services/adults/arts-and-crafts-classes/>
 - Next month Library staff are adding an additional art class to try to meet demand.
- **1:1 Tech Help**: A patron received assistance with their laptop, particularly cleaning her desktop, getting rid of things she didn’t use, and adding shortcuts to her favorite sites. She was so happy to turn on her laptop and feel organized and in control!
- **Exploring the Arts: Alfred Hitchcock with Steve Schroer** on January 18 had 20 attendees. Steve is a former professor who has taught in the arts and humanities. In preparation for this talk, he watched more than 30 Hitchcock movies.
- **“A Peek in the Woods” by Beth Marcus** is currently on display in the Library’s Gallery.
 - A reception was held on Thursday, January 19 and about 30 people attended between 6-7:30pm.
 - The artist, Beth Marcus, uses mixed media designs that combine less traditional materials with acrylics to create unique works of art. Her technique was developed many years ago while designing cabinet doors and has continued to evolve through life experience.
- **Book Clubs**
 - **Connect through Books** had 3 attendees. A new booklist highlighting the books they have read was shared and added to the website: <https://www.stillwaterlibrary.org/programs-services/adults/book-clubs/connect-through-books-booklists/>
 - **Romance Book Club** had 4 attendees who discussed books that fit the “I’m Blue” theme, meaning the book cover is blue.
 - **Mystery Book Club** had 7 attendees who discussed the first books in different series.

Collection, Circulation, Displays, and Booklists

- Nonfiction book displays for the Lunar New Year and National Bird Feeding Month.
- Winter Read’s Staff Picks Displays, Fiction and Nonfiction.
- 97 new library cards were issues in January 2023.
- Diverse Historical Fiction booklist now available.
- To prepare for the upcoming NEA Big Read in St. Croix Valley, 10 new copies of the title “Can’t We Talk About Something More Pleasant?” by Roz Chast have been added to the collection. These books were distributed by ArtReach St. Croix and paid for with NEA grant funding.

St. Croix Collection

- Stillwater Public Library is now listed on the FamilySearch Affiliate Libraries wiki, https://www.familysearch.org/en/wiki/FamilySearch_Affiliate_Libraries
 - The current listing links to the Stillwater Library homepage.
 - In the future, a wiki page dedicated to the St. Croix Collection can be added.
 - This helps researchers learn about St. Croix Collection.

Reference Personnel

- Associate Librarian Jodi Kaericher returned from a leave on January 5.
- Associate Librarian Catherine Bloomquist’s last day working at the library is February 6. She is leaving Stillwater Public Library for a full-time position in genealogy research. Her genealogy expertise and work with the St. Croix Collection has been appreciated and will be missed!

“Heard Around the Library”

- On Tuesday, January 24 a toddler who identified as “Choo-choo bob” delighted staff during the evening shift.
- COVID-19 tests continue to be very popular and appreciated by the public. Many people are happily surprised when they find tests available for free.
- Tax forms are in-demand! Patrons have been visiting the library hoping to find forms, but not all forms arrived in January. More are expected in February, and in the meantime, staff can help print forms from the internet.
- The Plexiglas barrier was removed from the public service desk in January. This has been well received by library patrons.



*Patron art from January Karen Chan
Gerber Daisy class*



Art from Beth Marcus gallery show, “A Peek in the Woods”

Report from the Youth Services Supervisor, Angela Petrie

January Children's Programs and Activities

- Special Guest Preschool Music and Movement CANCELED due to the performer's family emergency, replaced with staff Preschool Storytime
- Nine Preschool Storytimes (371)
- Two Baby/Toddler Storytimes (40)
- One Building with Bricks (17)
- "Snow Friends" Scavenger Hunt (457)
- "So Cold!": Ice Cream Shop, Snowflakes, Snow Friends and Flight Lab Family Discovery Room (continued from Dec, 3-month installation)
- Library card design contest was shared with area mom's groups on Facebook

January Teen Programs and Activities

- Large teen fiction deaccession project
- Teen book lists and displays--Lighthearted Reads and [Black History](#)
- Created a small display for the Teen Mini Art Show submissions
- Collaborative Coloring activity created under the "magic" sign
- Coloring Corner area set up with signage and supplies
- DaVinci Fest—library card design contest & button making
- Library card design contest materials displayed in the teen area

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 erratically on occasion. Most of these visits continue to be "self-serve," though when possible we are posting Youth Services staff in the Children's Area during these visit times to facilitate as needed. This has been particularly helpful during the visits from grades 2-5 as this is a larger group of around 23 students.
- Youth Services staff are revisiting conversations with ECFE about outreach opportunities as ECFE is able to bring back some pre-COVID events.
- Cami Andersen represented Stillwater Public Library alongside Jill Smith, Bayport Library Director, at DaVinci fest promoting the library card design contest for youth and making buttons for many attendees! The library booth was the second in from the entrance allowing for high visibility.

Partnerships

- Angie P. and Sarah R. met with Angie N., the selector at Washington County Library, to discuss the process for selecting and ordering e-materials. We appreciate her taking the time to share her expertise.
- Angie P. and Sarah R. met with Jill Smith, the Bayport Library Director to tour the library and discuss a general overview of our partnership focusing on the youth summer reading Hugh J. Andersen Foundation Grant. Jill and Sarah R. will further discuss how to partner for adult programming in ways that will benefit our shared patronage.

Upcoming Single Date Programs (vendors)

- [Music & Movement with Music Together in the Valley](#) – Wednesday, February 1 at 10:30 AM
- [MacPhail Petite Concert](#) – Thursday, February 2 at 10:30 AM
- [TaikoArts Midwest](#) (drumming) – Thursday, February 23 at 6 PM
- [Petite Concert with MacPhail Center for Music](#) – Thursday, March 16 at 10:30 AM
- [Silly Millies Clay Boxes](#) - Monday, March 20 at 10:30 AM (Spring Break Program)

- [Wildlife Show](#) – Thursday, March 23 at 10:30 AM (Spring Break Program)

Upcoming Series Programs (staff-led)

- Baby & Toddler Storytime - Tuesdays, February 7 and 21 at 10:30 AM
- Preschool Storytime – Wednesdays, February 8, 15, 22 (10:30 & 11:30 AM) AND Saturday, February 11
- Building with Bricks – Tuesday, February 14 at 4 PM

Programming Notes

In February there will be KidCreate craft kits put out “lucky day” style on different days and times for whoever happens to be visiting the library. This will be unpublicized to maintain the nature of it being a surprise discovery.

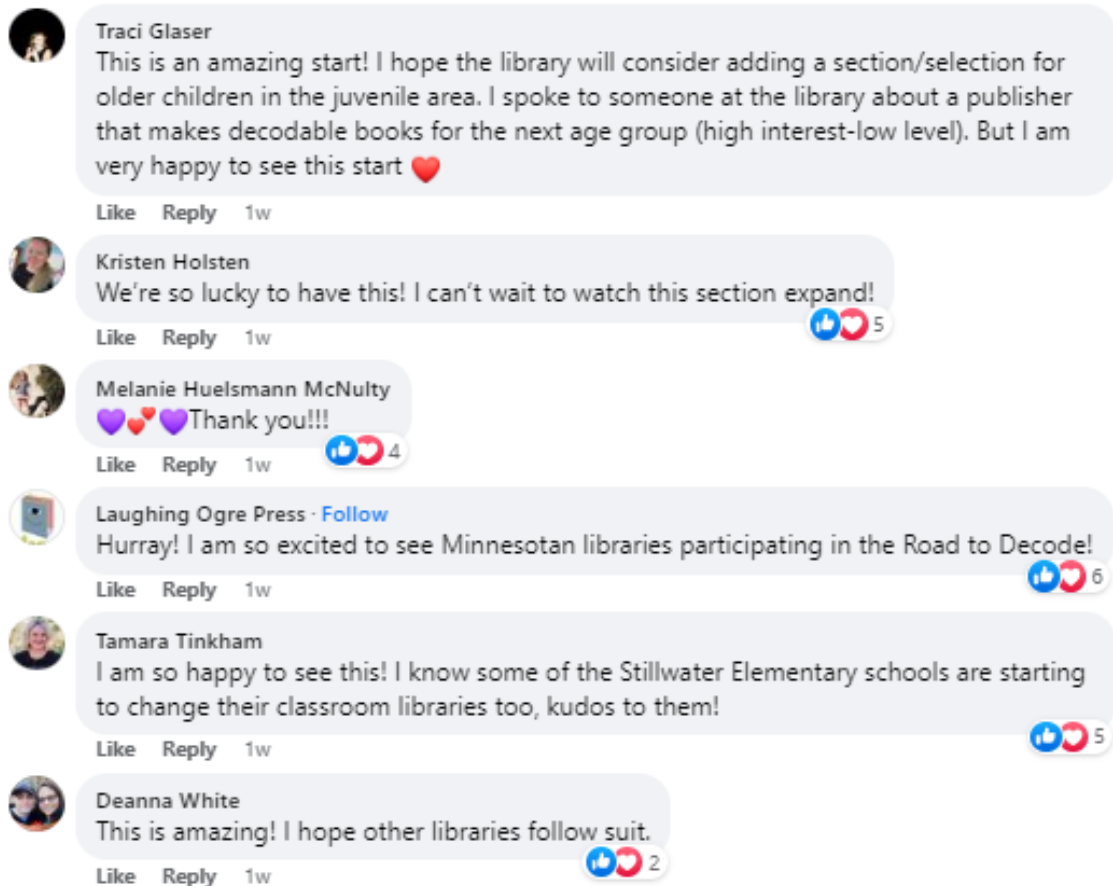
- The experiment of adding a second preschool storytime session on Wednesdays has unsurprisingly proven successful in terms of attendance. Parents and caregivers have expressed their gratitude for being able to attend storytime with fewer people than in the earlier session. This helps families who prefer to spread out and children who become overwhelmed by the larger program size. We are pleased with the response, knowing it means dedicating more staff time and resources.
- A sneak peek at the costumed mascots of our 2023 Summer SPACE Explorers with costumes made by retired library employee, Sue Hedin.



Technology Notes

- City IT is assisting with children’s computer reconfigurations. Youth Services is extremely grateful for the help from both IT and Keri Goeltl.
 - The two current catalog computers that allowed open internet access are now dedicated catalog-only computers to allow for improved book-searching access for the public and staff assisting them.
 - There will be two dedicated gaming computers with pre-selected educational games organized by PreK-2 and Grades 3-5. No log-in is required for kids to use these stations.
 - Two stations will remain unchanged requiring a barcode or guest pass to access.
 - A mobile circulation app has been added to the Youth Services iPad allowing for increased efficiency in providing reader services within the children’s area.
- Miscellaneous
 - A January 31 Facebook post about the library’s [Road to Decode](#) collection resulted in favorable comments shown in the image below. After a question from a library patron, Traci Glaser, Angie reached out to a local reading teacher, Kristen Holsten, about her experience with publishers who distribute books for older children with dyslexia. Forthcoming expect a library website post about options to assist with learning differences. So nice to see the community connections.

Background Note: Angie added this special collection to Stillwater after learning it was being offered at the Mahtomedi/Wildwood Branch. It has been expanded to all branches of the Washington County Library System. One challenge is finding books that are of interest to newly independent readers due to their limited availability. Some of what is available are more focused on the curricular goals of a school setting.



Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Executive Committee Report		
OWNER: Executive Committee	PRESENTER: Executive Committee	
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?	
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:		
BACKGROUND/CONTEXT: Executive Committee Meeting Notes January 25, 2023 Margaret Rivers A, 4:15 p.m.		
Meeting called by: Pat Lockyear		
Facilitator: Pat Lockyear	Note taker: Dana Weigman	
Timekeeper: Dana Weigman		
Attendees: Pat Lockyear, Craig Hansen, Mark Troendle, Dana Weigman		
Agenda item: Calendars	Presenter: All	
Discussion: When to schedule recurring events in the annual calendar considering other items already scheduled and when it would be most beneficial, especially for new trustees.		
Conclusions: Finance 101 June Facilities 101 July Advocacy Task Force-updates as available, final plan June Strategic Plan revision/update October CIP July		
Action items	Person responsible	Deadline
✓ Notify committees of decisions	Pat Lockyear	2/17/23
✓ Update annual calendar	Staff	2/17/23
Agenda item: Public Commentary at Library Board Meetings	Presenter: Pat Lockyear	
Discussion: Considering advice from the city's legal counsel, when should the public commentary be included on the monthly agenda? Also, when should written commentary be shared?		
Conclusions: Written public commentary can be shared by the President during the trustee sharing portion of the meeting.		

In-person public commentary will be moved to the end of the monthly meeting. A note referring to the Public Comment Policy will be added to the agenda.

Action items	Person responsible	Deadline
✓ Include in-person public commentary at the end of meeting agendas	Staff	2/10/23
✓ Add note referring to Public Comment Policy to agendas	Staff	2/10/23

Agenda item: Committee Assignments and New Board Applicants **Presenter:** Pat Lockyear

Discussion:
 There was a request for a current board member to be assigned to a different committee. New members will need to be assigned to committees once officially appointed to the board.

Conclusions:
 Lockyear will make final committee determinations based on the strengths and abilities of new trustees considering their preferences. The names of new applicants to fill board vacancies will be available from the city clerk after January 31st. A selection committee has been formed and hopes to have a new trustee to recommend to the City Council as soon as possible.

Action items	Person responsible	Deadline
✓ Interview potential trustee candidates after application period	Lockyear Weigman, Hollatz	2/14/23
✓ Assign trustees to committees	Lockyear	After appointments approved

Other Information

Special notes:
 Future meetings will be scheduled as needed. Wednesdays at 4:15 is a time that works for all.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:
 PREVIOUS ACTION ON ITEM:
 REVIEWED BY COMMITTEE?:




Agenda Items Details

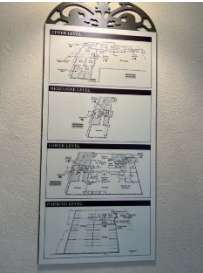


AGENDA ITEM NAME & BRIEF DESCRIPTION: Facilities Committee Report	
OWNER: Facilities Committee	PRESENTER: Facilities Committee
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Facilities Committee Meeting Notes January 24, 2023 Conference Room, 11 a.m. Present: Spike Carlsen, Pat Lockyear, Ryan Mathre, Mark Troendle, and Gina Kazmerski (Image360)</p> <p>Gina Kazmerski of Image360 presented her company’s proposal for the library signage needs (please see attachment). She was well prepared, had spent time at the library with Mark and Keri, and left those on the committee with the impression that her company could successfully execute the project in all of its complexities—and do so in two or more stages if necessary.</p> <p>After going through the proposal and costs, the committee felt, based on budget and sequencing, the priorities would most likely be:</p> <ul style="list-style-type: none"> • First priority: Stack, department name, table frame, floor-standing and flag-mount signage. Also, exterior garage graphics. • Second priority: Map and directory signs, wall murals at parking ramp and Third Street entries, and elevator signage. • Third priority: Informational video monitors. <p>Some signage—particularly “second priority”— is complicated in regards to how floors and elevators are (or should be) numbered or named. Mark and staff are reviewing this.</p> <p>The total amount needed for the first two priorities is contingent upon the successful outcome of a grant request that includes \$20,000 of new funding, plus a \$20,000 reallocation request for a 2022 grant. If this entire amount is available, staff is confident \$40,000 worth of work can be accomplished this year. If only half is available, the focus would be on first priority needs. Video monitors would need additional funding at a later date, unless signage needs were reprioritized. Image360 would send proofs to library staff prior to creating any signage.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: Draft signage proposal	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	






Stillwater



Public Library

2023 Library Signage Project: Proposed Sign Needs Updated 1/23/2023

Signage Type	Est. Cost Per Sign	Quantity	Ballpark Estimate	Notes
Department Names – Panel 	\$713.63 \$360 design	11	\$8,210	<ul style="list-style-type: none"> Estimated size of 72 w x 12 h Single-sided Retain 8 current signs: General Fiction, Gallery, Holds, Computer Stations, Checkouts, Non-Fiction, Magazines & Newspapers, Children’s Area Add 11 new signs: Romance (w), Large Print (w), Mystery (w), Science Fiction (w), St. Croix Collection (w), Storytime Room (w) (possibly rename Discovery Room), Lower Level Library (w), Stillwater Public Library (w), Welcome/Help (h), Used Book Shop (w) (or <i>Friends Used Book Sale</i>) + 1 placeholder TBD: Signage to ML Restrooms from LL (See Flag Mount section) w-wall mounted, h-hanging
Stack Signs 	\$147.60	100	\$14,760	<ul style="list-style-type: none"> 8.5 x 11 Thumb holes on two sides for sliding out information Add 100 signs: Replacing the 92 stack signs and 2 interior elevator signs
Directory Signs 	\$447	10	\$4,470	<ul style="list-style-type: none"> Single layer signs 10 signs: 3rd St Entry, 3rd St Elevator, Parking Ramp Entry, LL Elevator A, LL Elevator B, LL Entry, ML Elevator, UL Elevator A, UL Elevator B, 4th St Entry

<p>Map Signs</p> 	<p>Sign = \$633.33</p> <p>Design = \$90/hr</p>	<p>3 signs + design</p>	<p>\$2,170</p>	<ul style="list-style-type: none"> ▪ Single layer signs ▪ 20 inches wide by 36 inches tall ▪ 3 signs: Entries to 3rd St, Parking Ramp, 4th St
<p>Wall Signs (aka This Week in Library)</p> 	<p>\$210</p>	<p>5</p>	<p>\$1,050</p>	<ul style="list-style-type: none"> ▪ 11 x 17 ▪ Thumb holes on two sides for sliding out information ▪ Framed brown ledger-sized sign with no flourish ▪ 5 signs: 4th St Entry, 3rd St Entry, Parking Ramp Entry, Doors from Fiction to Gallery, UL Elevator
<p>Garage Graphic</p> 	<p>\$260</p>	<p>2</p>	<p>\$520</p>	<ul style="list-style-type: none"> ▪ Adhesive signage above entrance ramp labeling it as the entry (currently not labeled) and indicating the max height (which is currently signed farther inside ramp) ▪ Will likely need to update signage above exit ramp (currently labeled exit) to match color/fonts of new entry sign ▪ Cost includes installation
<p>Wall Mural</p>	<p>\$5,500</p>		<p>\$5,500</p>	<ul style="list-style-type: none"> ▪ Graphic mural on parking ramp entry wall and wrapping around to the current community bulletin board location ▪ With installation, including design and production

				<ul style="list-style-type: none"> ▪ Does not include wrapping the heater or the trim around the elevator ▪ Costs could vary depending on design time needed
<p>Flag Mount Signage</p>  	?	?	?	<ul style="list-style-type: none"> ▪ Projecting signage that extends from wall to provide additional wayfinding ▪ Directional signage is needed on LL to point way to ML Restrooms and UL Fiction and Meeting Rooms ▪ Directional signage is needed on UL to point way to LL Resources (Staff Desk, Nonfiction, Children's, YA, Computers, Holds, Printing)
<p>Table Frame Signage</p>  	\$82.45	3	\$247.35	<ul style="list-style-type: none"> ▪ Double-sided special shaped and printed inserts to coordinate with feel of stack signs for labeling new book displays – 1 for New Fiction and 2 for New Nonfiction ▪ Sign base does come in black ▪ UL Rotunda: Signage needed to clearly mark the location of new fiction books ▪ LL: Signage needed to clearly mark the location of new nonfiction books
<p>Floor Standing Sign Holder</p>	?	5	?	<ul style="list-style-type: none"> ▪ Floor standing sign holder for 11 x 17 ▪ Thumb holes on two sides for sliding out information ▪ Two-sided holder

 <p>This is our current holder.</p>				<ul style="list-style-type: none"> ▪ Possible Locations: <ul style="list-style-type: none"> ○ LL by Desk: One side contains directory and other This Week in Library ○ LL By ML Stairs: One side contains directory and other This Week in Library ○ LL Storytime Room: One side contains This Week In Library and other side contains a description of the current use of space ○ Two floating sign holders for use as needed
<p>8.5 x 11 Sign Solution for Glass Entry Doors</p> 	22.79/ 6 signs	6	\$22.79	<ul style="list-style-type: none"> ▪ Acrylic sign holders to attach to doors with industrial double adhesive tape to announce holiday closings and special events
<p>Braille signage in elevators to assist in wayfinding</p>	?	?	?	<ul style="list-style-type: none"> ▪ Elevator buttons do have braille/raised lettering for floor levels. The question is if the level names (U, L, S, P) are helpful. Explore floor naming and labeling.
<p>Signage Hardware</p>	Hanging \$138.41/2 French Cleat Mounts \$72.92/2	11	\$1,000	<ul style="list-style-type: none"> ▪ Hardware for hanging or mounting department panel signs; Likely 1-3 hung and 8-10 wall-mounted ▪ Tan anodized hanging hardware(\$138.41/set of 2) plus drop ceiling hooks ▪ French cleat mounts on the wall-mounted department signs, two 18" cleat set in the middle of the signs
<p>Project Mgmt & Design</p>	\$750 - \$1,000	n/a	\$1,000	
<p>Painting & Wall Repair</p>	\$1,000	n/a	\$1,000	
<p>TOTAL</p>			\$39,950	

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: Library Advocacy Task Force Report	
OWNER: Hansen, Simon	PRESENTER: Hansen, Simon
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT: <p>Library Advocacy Task Force January 23, 2023 Meeting Notes</p> <p>Present: Craig Hansen, Carrie Simon, Summer Seidenkranz, Mark Troendle, Lisa Winkler, Keri Goeltl, LeAnn Johnson, Judy Filipek, Andy Kass, Patricia Cowilder, Elaine Delavy; Absent: Kevin Sandstrom</p> <p>Advocacy Workshop Review Hansen provided background on why the Board of Trustees held an advocacy training workshop this summer and proposed the creation of an advocacy task force. The Board would like to raise the visibility of the library in the community, including highlighting the library’s role in the community and what goes into making the library successful. We need to tell our story to more people, connect with the community and let people know what the library is, what the library does, and what it needs (not necessarily money). This task force brings together voices from community members and the organizations that support us to help us rethink how we communicate with the community and develop a plan for how we tell our story.</p> <p>Winkler recapped the advocacy workshop held this past summer. She reviewed the discussions on why the library matters to our community, why increased funding is needed, key messages and proof points, target audiences, and FAQ. She noted that these documents should be updated and adapted as the work of advocacy continues. In the discussion of why the library matters, Kass commented that the historic building and its Carnegie legacy are important to the Stillwater community.</p> <p>Charter & Committee Member Roles Hansen and Simon reviewed the charter of the task force and explained the roles of the subcommittees of messaging, outreach (community relationships), and sustainability (communication and coordination). They encouraged attendees to select a committee that best fit their interests and strengths.</p> <p>Delavy asked how will the task force or the Board know when the advocacy objectives have been met. Are there benchmarks or performance indicators? Hansen believes that the Board will set these outcomes, and Simon indicated that recommendations for measurements could be brought forth by the groups.</p> <p>Hansen outlined the plan for five to six full task force meetings from January – June. In February through April, each sub-committee would take a turn presenting their progress to the task force and then the group would discuss. The task force would then fine-tune their draft recommendations at the May meeting. If needed, the task force may meet once more before Hansen and Simon bring the results to the June meeting of the Board of Trustees.</p>	

Hansen and Simon called for volunteers for the sub-committees. Sub-committees were filled, with Sandstrom/Delavy's roles TBD.

- Messaging – Filipek, Simon, Goeltl
- Outreach – Cowilder, Johnson, Troendle
- Sustainability – Hansen, Kass, Seidenkranz

Future Meeting Dates

The task force reviewed open meeting dates on the library's room schedule and selected the following meeting dates:

Date	Time	Location	Group Presenting
Tuesday, February 21	5:00 – 7:00 PM	Margaret Rivers A	Messaging
Wednesday, March 15	6:30 – 8:30 PM	Margaret Rivers A & B	Outreach
Monday, April 17	5:00 – 7:00 PM	Margaret Rivers A & B	Sustainability
Monday, May 22	5:00 – 7:00 PM	Margaret Rivers A & B	All
Monday, June 12	5:00 – 7:00 PM	Margaret Rivers A & B	All

Sub-committees then split into separate groups to exchange contact information and determine the best way for their group to meet going forward, outside of the full group meeting times.

To Dos

- All: Sub-committees to exchange contact information and determine the best way for their group to meet going forward, outside of the full group meeting times.
- Staff: A roster with contact information will be emailed out to the full group.
- Staff: Provide a list of organizations affiliated with the Library, Friends, or Foundation. These could be groups that use the library's meeting space, provide financial support, or provide programming.
- Staff: Provide an overview of the current outreach methods of the Library, Friends, and Foundation.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

Library Affiliated Organizations
Current Outreach Methods

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

Library Affiliated Organizations (Updated 2/9/2023)

Organization	Library Partner	Program Provider	Meeting Room User (1/1/2022-4/30/23)	Library Outreach	Library Donor	Foundation Donor (In 2021+)	Friends Donor
3M (Employee Giving)						Y	
3M Wizard Visit		Y					
650 North Main Association			Y				
650 Terra Springs			Y				
A Book Club			Y				
AAUW - St. Croix Valley Branch			Y	Y			
Adventure Club			Y				
Agile Advancement Partners			Y				
Ahola, Mack & Associates						Y	
Al Anon			Y				
Alia Innovations			Y				
Andersen Corporation			Y				
Andersen Corporation (Employee Giving)						Y	
Artisan Direct Connect			Y				
Artistry		Y					
ArtReach St. Croix	Y		Y				
Bayport Library Troubadours			Y				
Bayport Public Library	Y						
Big Carnelian Lake focus group			Y				
Book Club			Y				
Boy Scout Troop 249			Y				
Boy Scout Troop 9249			Y				
Boy Troop 114			Y				
Bridge Playing Group			Y				
Brodini - Comedy Magic Show		Y					
Brown's Creek Watershed District			Y				
Bruce the Bug Guy		Y					
Carpenter Nature Center		Y					
CD 4 DFL Caucus Training			Y				
Central Committee Meeting			Y				
Chad Lewis		Y					
Christian Homeschoolers of Stillwater			Y				
Circus Manduhai		Y					
City & County Credit Union			Y				
City of Stillwater	Y		Y				
Class of '73			Y				
Cologne Academy Statewide Assessment			Y				
Community Talk - Valley Access			Y				
Community Thread	Y						
Compas		Y					
Cub Scouts			Y				
Dazzling Dave Yo-Yo Master		Y					
DFL Senate District 33			Y				
DFL Senate District 39			Y				
DiaSorin Inc			Y				
Don Empson (Historical Tours)		Y					
ECFE	Y						
Eckberg Lammers PC						Y	
Epic Charter Schools			Y				
Fairview Cemetery			Y				
Family Means	Y						
First State Bank and Trust						Y	

Organization	Library Partner	Program Provider	Meeting Room User (1/1/2022-4/30/23)	Library Outreach	Library Donor	Foundation Donor (In 2021+)	Friends Donor
Foley Kalseim & Company Ltd.						Y	
Forge & Foundry		Y					
Fred C. and Katherine B. Andersen Foundation						Y	
Free Thinkers Today			Y				
Friday Book group			Y				
Friday Bridge Group at Community Thread			Y				
Friday Study Club			Y		Y		
Friends of the Stillwater Public Library	Y	Y	Y		Y	Y	
Girl Scout Troop 57682			Y				
Girl Scout Troop 57987			Y				
Girl Scout Troop 58026			Y				
Girl Scout Troop 58097			Y				
Girl Scout Troop 58263			Y				
Girl Scout Troop 58314			Y				
Girl Scout Troop 58322			Y				
Golden Girls Book Club			Y				
Governance Committee Meeting			Y				
Halos of the St. Croix Valley			Y				
Heifort Hills Estate HOA			Y				
Help Me Grow MN	Y						
Holz Real Estate Group			Y				
Homeschool Buddies			Y				
Hooperina		Y					
Huelsmann Foundation						Y	
Hugh J. Andersen Foundation						Y	
i-Care Insurance			Y				
II Seasons, Inc.			Y				
Jellum Law, P.A.						Y	
Jolly Pops		Y					
Jordan Essentials			Y				
Karen Chan		Y					
Knitting With Alyce			Y				
Lake Elmo Bank						Y	
Lakes of Stillwater				Y			
Lakeview Foundation						Y	
Leadership in the Valley			Y				
Level Up Academy			Y				
Lewis Sports Foundation			Y				
LJ&A Employment Counseling			Y				
LS Protects U			Y				
MacPhail Center for Music		Y					
Mahjongg Group			Y				
Mahtomedi Community Education retreat			Y				
Mahtomedi Girl Scout Troop 57414			Y				
Margaret Rivers Fund						Y	
Mark Bishofsky for House 33 B			Y				
Meadowlark Gardens			Y				
Medtronic (Employee Giving)						Y	
MHL Reading Group - MELSA			Y				
Millbrook HOA			Y				
Minnesota Adult Basic Education	Y						
Minnesota Astronomical Society		Y					
Minnesota Connections Academy			Y				

Organization	Library Partner	Program Provider	Meeting Room User (1/1/2022-4/30/23)	Library Outreach	Library Donor	Foundation Donor (In 2021+)	Friends Donor
Minnesota Department of Education			Y				
Minnesota DNR		Y	Y				
Minnesota Historical Society		Y					
Minnesota Venture Farms			Y				
Miss Nina		Y					
MN Dept of Human Services			Y				
Monthly Book Club			Y				
Mulberry Street Writers			Y				
Music Together in the Valley		Y					
NAMI			Y				
National Park Service			Y				
New Heights School			Y	Y			
New Senate District 33			Y				
North Hill Book Club			Y				
Nottingham Village HOA			Y				
Oakgreen Village Owners Association			Y				
Open Eye Figure Theatre		Y					
Otchipwe Trails HOA Annual Meeting			Y				
Pack 249 Tigers			Y				
Parcel Arts		Y					
Phipps Center for the Arts	Y						
Poetry Salon			Y				
Pollinator Friendly Alliance			Y		Y		
Radiance Readers			Y				
Radiant Book Club			Y				
Raleigh Foundation for Lake Elmo Bank						Y	
Ramsey/Washington Recycling & Energy			Y				
Ravishing Readers Book Club			Y				
Read 2 Heal Book Club			Y				
Rejuvenate your Retirement			Y				
River Market Community Co-op						Y	Y
River Valley Girl Scout Troop 58095			Y				
Rivertown Animal Hospital						Y	
Rutherford Cemetery Association Board Meeting			Y				
Rutherford Station Homeowners Association			Y				
S Holter Consulting			Y				
School Law Center, LLC			Y				
SCVHRA meeting			Y				
SD33 School Candidates Discussion			Y				
SEIU Healthcare			Y				
Senate District 33			Y				
Senate District DFL			Y				
Serendipity Art		Y					
ServeMinnesota			Y				
Settlers Glen HOA			Y				
Shepard of the Valley Children's Ministry			Y				
Silly Millies		Y					
Silver Sobriety			Y				
Snake Discovery		Y					
Somerset High School			Y				
Southill Dental						Y	
St Croix Valley Foundation						Y	
St. Croix Valley Branch of AAUW			Y				

Organization	Library Partner	Program Provider	Meeting Room User (1/1/2022-4/30/23)	Library Outreach	Library Donor	Foundation Donor (In 2021+)	Friends Donor
St. Croix Valley Indivisible			Y				
St. Croix Writers			Y				
St. Vincent De Paul			Y				
Starbucks			Y				
State of Minnesota			Y				
Stephen Shaskan		Y					
Steve Schroer		Y					
Stillwater (Noon) Rotary						Y	
Stillwater Amateur Radio Association			Y				
Stillwater Area Adventure Club Staff Meeting			Y				
Stillwater Area Chamber of Commerce/Stillwater Leadership in the Valley			Y	Y			
Stillwater Area Downs Syndrome Group			Y				
Stillwater Area Public Schools				Y			
Stillwater Community Ed- School Age Care Staff			Y				
Stillwater Farmers Market			Y	Y			
Stillwater Head Start	Y			Y			
Stillwater Lions Club				Y			
Stillwater Public Library Foundation	Y		Y		Y		
Stillwater Sunrise Rotary			Y	Y		Y	
Stillwater To The Contrary			Y				
Stillwater Township					Y		
Stillwater Veterans Memorial			Y				
Stillwater/Woodbury Moms Demand Action for			Y				
StoryArk			Y				
Strategic Asset Preservation			Y				
Sun View Condominium Association II			Y				
Sustainable Safari® Wildlife Show		Y					
Sustainable Stillwater MN		Y	Y				
Taiko Arts Midwest		Y					
Tandem			Y				
Terra Springs			Y				
Territorial Place Community			Y				
Textile Center		Y					
The Boundary Poets			Y				
The Golden Girls from SJHS			Y				
The Lillian Wright & C. Emil Berglund Foundation						Y	
The Loft		Y					
The Reel Hope Project			Y				
The Works Museum		Y					
The Zephyr Theatre			Y				
Think Small			Y				
Trinity Lutheran Church			Y				
Trisha Speed Shaskan		Y					
Twin Homes of Bayport Association			Y				
U of MN - Mandela Washington Fellows			Y				
U.S. Army Corps of Engineers			Y				
United Way (Designated Gifts)						Y	
US Bank (Employee Giving)						Y	
UWRF			Y				
Valley Bookseller	Y						
Valley Concert Winds		Y					
Veritext Legal Solutions			Y				

Organization	Library Partner	Program Provider	Meeting Room User (1/1/2022-4/30/23)	Library Outreach	Library Donor	Foundation Donor (In 2021+)	Friends Donor
Veterans for Peace (Golden Rule)			Y				
Washington County			Y				
Washington County 4H	Y	Y	Y				
Washington County Attorney's Office			Y				
Washington County Book Study Group			Y				
Washington County Community Corrections			Y				
Washington county Community Services			Y				
Washington County CSD - Economic Support			Y				
Washington County Horticulture Society			Y				
Washington County Human Resources			Y				
Washington County Master Gardeners		Y	Y				
Washington County Office of Administration			Y				
Washington County Public Health & Environment			Y				
Washington County Workforce Center	Y						
WCCS meeting			Y				
Wendy's Wiggle, Jiggle & Jam		Y					
WF Homeschool Group			Y				
White Bear Center for the Arts		Y					
White Bear Unitarian Universalist Church			Y				
Wild Rivers Conservancy			Y				
Woman's Reading Club					Y	Y	
WWOZ			Y				
Zephyr Theatre			Y				

Stillwater

Public Library

Library Advocacy Task Force: Current Outreach Methods
1/31/2023

STILLWATER PUBLIC LIBRARY

Outreach	Description
Library Corner	<p>Weekly article in Stillwater Gazette, submitted by the library.</p> <p>Features an informational piece about programs, materials, or services and a list of upcoming library programs.</p>
ShelfLife City Newsletter	<p>The library is able to submit a two-page spread for inclusion in the city newsletter mailed 3-4x/year to Stillwater residents and posted on city's website.</p> <p>ShelfLife includes informative pieces about library's programs, materials, and services.</p>
Monthly program flyer/calendar	<p>Calendar is a visual depiction of programs at the library. Calendar includes program name, start time and is color-coded based on audience. Calendars are distributed at public services desk and sent in PeachJar (see below).</p>
ShelfLife e-newsletter	<p>A monthly e-newsletter featuring 4-5 informative content pieces, upcoming programs, and book picks.</p> <p>Sent to opt-in subscribers (1,473)</p>
PeachJar	<p>Digital flyers sent to Stillwater School District parents opting in to receive flyers from community organizations.</p> <p>Flyer must be a pdf and is limited in size, number of pages, and content. Can only include programs and services for kids and teens. Can only submit content every 30 days.</p>
LibCal	<p>All Stillwater Public Library programs are posted on Washington County Library's online events calendar. These events are searchable on our website and the county's site.</p>
Online Community Calendars	<p>Selected library programs are posted externally on online community calendar pages, including St. Croix SPLASH, Press Pub's The Lowdown, and the Stillwater Area Chamber of Commerce.</p>
Facebook	<p>The library posts daily on Facebook with the following schedule:</p> <ul style="list-style-type: none"> ▪ Sunday: Quote with picture (typically an author quote) ▪ Monday: A featured book list or book pick ▪ Tuesday: A library service or library news ▪ Wednesday: Engagement – A post asking FB users to respond to a prompt such as "What is your favorite childhood book?"

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	<ul style="list-style-type: none"> ▪ Thursday: Throwback Thursdays featuring photos and research from the library's St. Croix Collection ▪ Friday: A fun share from another literary site ▪ Saturday: Upcoming program posts <p>Upon request, the city or Foundation may share a library post. Staff members will also share selected posts with a Stillwater area mom's group.</p> <p>The library's FB page has 3,722 followers. The top post in the last 28 days was Ice Harvesting on Lake St. Croix. Reach 9,438. Engaged 512.</p>
Instagram Twitter Pinterest	On hold. Not currently posting to these accounts.
Website	Library maintains a comprehensive website. A redesigned site was launched in February 2022.
Doorstep Delivery	We deliver books and other materials free of charge to residents of the City of Stillwater who are temporarily or permanently unable to get to the library due to illness or physical limitations.
Library Programs out in the Community	<p>The library has also provided programming outside of the library's facility, including:</p> <ul style="list-style-type: none"> ▪ Literary-themed cocktail class and tours at Forge & Foundry ▪ NEA Big Read Book discussions at Forge & Foundry and Water Street Inn ▪ Historic walking tours of Stillwater neighborhoods ▪ Program with MN DNR at Brown's Creek Trail ▪ Storytime at Pioneer Park ▪ Book Walk at Pioneer Park ▪ Historic Stillwater Photos Walk at Lowell Park
Community Events	<p>Staff periodically represent the library at community events. Following are examples of events attended:</p> <ul style="list-style-type: none"> ▪ Stillwater Farmer's Market: 2-3x/ summer ▪ DaVinci Fest ▪ Literature Lovers' Night Out ▪ Presentations to local clubs – Rotary Club, Woman's Reading Club, Lion's Club, Leadership in the Valley ▪ Annual presentation by Library Director and Board President to Stillwater Township ▪ School visits by youth services staff

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Community Partners	The library collaborates with a number of community organizations to offer programming and service to the community, including: 4H Adult Basic Education Art Reach Community Thread ECFE Family Means Head Start Help Me Grow Lakes of Stillwater New Heights Phipps Center for the Arts
City Council Meetings	Library Director Troendle is on the City Council's agenda once per month.

STILLWATER PUBLIC LIBRARY FOUNDATION

Outreach	Description
Light A Spark	A ticketed 4 th of July fundraising event on the terrace to watch Stillwater's fireworks. Open to community members to purchase tickets.
For the Love of the Library	A fundraising event (in the fall) with a program/speaker. Event is typically marketed to and attended by current donors.
Meet and Greets	Meet and greet events held on library terrace to connect with donors. Light appetizers.
Mailed Event Invites	Mailed event invites are sent for Light a Spark and For the Love of the Library events to the Foundation's mailing list.
Emailed Event Invites	Event invites are emailed for the smaller meet and greet events on the terrace. Event information is also emailed as a save the date or follow-up for the LAS or FLL events.
Mailed Postcards	Postcards are mailed at year-end and periodically throughout year to donors (2-4 x).
Annual Report	Foundation creates a printed annual report about the Foundation and the library.
Light A Spark	A ticketed 4 th of July event on terrace to watch Stillwater's fireworks. Open to community members to purchase tickets.
Facebook	Foundation maintains a Facebook page.
Website	Foundation maintains a website.

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FRIENDS OF THE STILLWATER PUBLIC LIBRARY

Outreach	Description
Multi-Day Used Book Sale	The Friends hold two multi-day used books sales per year in the Margaret Rivers Room of the library. The sales are typically on a Wednesday through Saturday in the spring and in the fall. Prior to the sale, the Friends hold a book collection drive in the library's parking ramp.
Ongoing Used Book Sale	In addition to the large book sale, the Friends maintain an ongoing used book sale in the library year-round. Visitors can stop in and purchase a book for a suggested donation price, typically \$1-\$2 per item.
Mailed Book Sale Postcard	Twice per year, prior to the Friends Book Sale in the spring and fall, a postcard is mailed to all Friends members with the upcoming book sale date. The date and time of the Members Only Preview is listed, encouraging the renewal of Friends memberships to attend the preview.
Friends Book Sale Flyers	Friends members distribute book sale flyers (quarter-size sheet of paper) in community prior to spring and fall book sale.
Friends Bookmarks	Friends distribute extra donated used books to "Little Free Library" boxes throughout Stillwater. They include a Friends bookmark with each book that provides information on the Friends.
Membership Brochures	Printed membership brochures distributed at library at Public Services desk, greeter desk, and donation box in book sale area.
Emails	Emails sent to Friends members prior to each Friends meeting.
Round Up	Historically, River Market Co-op selects the Friends as the round-up at the register recipient for the month. River Market emails co-op members weekly and includes information about who the round-up recipient is.
Website Facebook	Friends do not maintain a website or social media account. Friends information is posted on library website and library's Facebook page by staff.

Stillwater Public Library Foundation
Board Meeting –December Meeting – Held 12/2/22
In person

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

1. Welcome - President Shawn Glaser called the meeting to order on Go To Meeting at 8:30. Members checked in.
2. Approval of the Minutes – October meeting minutes were approved.
3. Reports for the monthly meeting
 - a. President- Shawn
 - Elaine was hired to help find a replacement for Alicia, the former executive director
 - Thanked Amber for her service since she is leaving the board
 - There was discussion with Elaine about the executive director position
 - b. Library Director – Mark
 - Discussed ongoing work on the library
 - Sarah hired as information group manager
 - Hired new part time custodian
 - Discussed advocacy workshop
 - c. Finances - Dustin
 - Gave finance report
 - Working on investment policy
 - d. Governance-Amber
 - Conflict of interest forms will be at January meeting, if in person
 - Governance committee will help with strategic plan
 - This was Amber’s last meeting
 - e. Events & Marketing – Summer
 - Love of the Library event was small but went well
 - Discussion of whether Love of the Library or Light a Spark should be the major donation event
 - Year end postcards will be sent
 - Letters to donors will be sent out
 - Event and Marketing committee meeting will be at 7pm Tuesday
 - There was discussion about Alicia joining the board
 - Suggestion made to table Alicia joining the board until new ED is hired
5. Other Business – None
6. Adjournment – Summer motioned to adjourn, Ryan seconded. Motion passed unanimously. The meeting was adjourned at 10:13am.

Respectfully submitted,
Paige Hoyle, Secretary

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 14: Trustee Meeting, 7:30 pm 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 • Finance 101 • Advocacy Task Force recommendations
<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 • Facilities 101 	<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) • Strategic Plan revision/update 	<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 24: Library Closed, Christmas Eve 25: Library Closed, Christmas Day 31: Library Closed, New Year's Eve 31: SPL Board Terms End 31: WCL/SPL Contract Ends</p> <ul style="list-style-type: none"> • Succeeding year budget adopted by Council • Provide authorization for year-end expenditures if needed

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

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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 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 President	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 Vice President	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*:	Hemer, Weigman, Troendle
Executive:	Hansen, Lockyear, Weigman
Facilities*:	Carlsen, Lockyear, Mathre, Troendle
Finance*:	Hansen, Hollatz, Simon, Troendle
Advocacy Task Force:	Hansen, Simon, Troendle plus representatives from Friends, Foundation, Community, Staff

* New committee assignments for 2023 still to be determined.

Updated 2/9/2023